



The Study Prep

WIMBLEDON

Health and Safety Policy

Statement of Intent

The Governors of The Study Preparatory School recognise that they have a duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their staff, pupils, contractors, volunteers and members of the public visiting the premises in compliance with all relevant laws and regulations.

Part 1: Introduction

This Health and Safety Policy provides a framework by which the School organises and manages its health and safety throughout the whole school. It is not intended as a standalone document and implementation is to be achieved in conjunction with associated policies, risk assessments and the Staff Handbook. This Policy applies to all pupils and staff including those in Early Years Foundation Stage (EYFS).

The Board of Governors has overall collective responsibility for health and safety within the School. This responsibility is recognised by appointing Christine Facon as the governor with responsibility for health and safety. Ms Facon is a member of the Health and Safety Committee.

Day to day operational responsibility for health and safety resides with the Head. However, the Board has specified that the School adopts the following framework for managing health and safety matters:-

1. Details of staff training, fire drills and accidents involving pupils, staff or visitors are recorded and reported to the Health and Safety Committee which meets every term.
2. The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board together with any other issues relating to health and safety that the Committee Chair wishes to bring to the Board's attention.
3. The external fabric of the School, its plant, equipment and systems of work are surveyed and inspected regularly by external and competent professionals.
4. The School's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO), as well as Risk Assessments conducted by the contracted catering company. The catering contractor is responsible for ensuring hygiene and safety in relation to food storage, meal preparation and food serving areas and organising regular deep cleaning. The School maintains a contract with a pest control service.
5. The School undertakes an annual fire risk assessment, carried out by an independent and competent consultant, more frequently if significant changes are made to the interior and/or exterior of the buildings or new buildings are bought or added. The Health and Safety Committee reviews this risk assessment when it is amended.
6. An independent health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on any actions required with recommended timescales within which to complete the recommended actions.
7. The School has an external consultant undertake a risk assessment for legionella, and maintains a monthly water sampling regime.
8. The School has a comprehensive policy in place for the training and induction of new staff in any relevant health and safety related issues which includes Fire Safety/Evacuation, Lockdown procedures,

as well as basic 'manual handling' and 'working at height training'. First Aid training and MiniBus driving training are also provided as required to the relevant staff members.

Health and Safety is everyone's responsibility, the School has a whole school approach to the promotion and development of health and safety. All members of staff are responsible for taking reasonable care of their own safety, and that of colleagues, pupils, visitors, volunteers and contractors. In addition, they are also responsible for co-operating with the Head, Bursar and other members of the Higher Management Team in order to enable the governors to comply with health and safety duties. All members of staff are responsible for reporting any significant risks or issues to the Bursar. Staff are regularly updated regarding any health and safety issues and /or changes to policy and practice via staff briefings, staff meetings and training sessions.

All staff are informed of where this Policy and other related Health & Safety Policies are stored on the School's system. The Bursar will advise all staff of any amendments and/or additions to this Policy.

Approval and Review

This Policy has been agreed by the Health and Safety Committee and endorsed by the Board of Governors. It will be regularly reviewed by the Health and Safety Committee to ensure that it is effective and revised as necessary.

Part 2: Arrangements

The procedures and arrangements for Health and Safety (H&S) at the School are detailed in the relevant School Policies and Staff Handbook and have been put in place to assist those responsible to:

1. Establish and maintain reasonably safe systems of work in a safe and healthy environment throughout the School, ensuring it is a safe and healthy place to learn and to work, has adequate welfare facilities, operates with safe working practices, allows safe access and egress to the School and undergoes reasonably safe levels of site, buildings, layout and work equipment maintenance.
2. Ensure safety and absence of risk to health when using, handling, storing and transporting articles, substances and electricity at work or involved in lone working activity.
3. Ensure sufficient information, instruction and supervision to enable all visitors, staff and pupils to avoid hazards, to contribute positively to their own safety and health at work and to ensure that they have appropriate H&S training, including the teaching of safety within the curriculum where appropriate.
4. Formulate procedures to be used if there is a fire or other emergency and for evacuation of the School.
5. Ensure that dangerous occurrences, accidents, defects and potential hazards are reported and recorded.
6. Provide, maintain and ensure the use of appropriate protective clothing and equipment in accordance with the Personal Protective Equipment Regulations 1992.
7. Comply with legal requirements, codes of practice and safe working procedures and actively discourage violation of safety rules, regulations and unsafe practices by the application of appropriate disciplinary procedures.
8. Promote a safety culture within the School that positively promotes and encourages safe working by all staff in all aspects of the School's work, including the encouragement of discussion and communication between all staff and governors on H&S matters and the provision of a formal H&S committee for this purpose.

9. Consider at the tendering, planning and contract stages for any works, means of eliminating/reducing the risk of injury and or damage and liaise with contractors commissioned by the School to ensure so far as is reasonably practicable, they carry out their duties and responsibilities for H&S.

Part 3: Organisation and Responsibilities

This part of the Policy deals with the organisation, planning, implementation, and operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our staff (and others) to carry out our activities.

Board of Governors (“The Board”):

The Board has overall collective responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available in so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. Where appropriate, advice from a competent person will be sought to advise the School and tasks will be delegated to the appropriate staff members in order to assist the Board in carrying out its duties.

Health and Safety Committee:

The School has a governor led Health & Safety committee composed of the Health and Safety Governor, the Bursar, the Head and the Deputy Head. In addition, there is a larger School led H&S committee comprising the Bursar, Site Managers (WH & SH), Assistant Heads (WH & SH), Compliance Officer, School Secretaries (WH & SH), Lead First Aider and the Head of PE. Other staff members are co-opted as necessary. The School H&S Committee reports into the governor-led H&S Committee and provides it with all necessary and relevant operational details.

The Health and Safety Committees meet once a term. The terms of reference of the Health and Safety Committees are:

1. To ensure that significant risks to the wellbeing of pupils, staff, contractors and visitors on school premises and on school trips are assessed and appropriate action taken to eliminate those risks or reduce them to acceptable levels.
2. To review policies and procedures relating to health and safety on an annual basis.
3. To ensure that there are processes in place for recording significant incidents and that there is regular review of incidents, with the objective of improving performance.
4. To ensure that there are processes in place to monitor adherence to policies and procedures relating to health and safety.
5. To ensure compliance with existing and future legal requirements regarding health and safety.
6. To monitor communication and publicity relating to health and safety in the workplace.
7. To encourage suggestions and reporting of defects by all members of staff.
8. To communicate with the Governing Board on health and safety issues
9. To review compliance with the necessary checks (fire/asbestos/PAT testing etc.)

Prior to each School-led H&S Committee meeting, Heads of Department or other nominated members of staff will consult with staff, raise any relevant issues at the meeting and report back to the staff. Heads of Department or other nominated members of staff may also consult with staff at other times, e.g. on changes in policy and procedure, raise any relevant issues with the relevant member of the H&S Committee and report back to staff.

Head:

The Head will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and

safety within the School. The Head will also report to the Board on health and safety performance and assist the Board in implementing changes in the Policy which the Board have approved. Overall responsibilities will encompass the following:-

1. Implement the requirements of this Policy and for ensuring compliance with all health and safety legislation within our School.
2. Demonstrate a personal commitment to health and safety by providing visible and active leadership and leading by example.
3. Responsibility for the management of health, safety and welfare issues within the School, both onsite as well as off-site activities encompassing pupils, all staff, contractors and all visitors to the school.
4. Ensuring the objectives and content of the Health and Safety Policy are fully understood by all and that all staff under their control are made aware of their duties and responsibilities in line with the Policy.
5. Encouraging staff, pupils and others to actively promote health and safety.
6. Ensuring communications with staff on health and safety including the findings of risk assessments to the appropriate staff. Encourage all staff to suggest ways and means of reducing risks.
7. Attendance at Health and Safety Committee meetings.
8. Ensuring that accident and general health and safety investigations take place when required.
9. Ensuring that recruitment complies with Safeguarding and Anti-Discrimination requirements.
10. Where appropriate, reporting accidents and incidents to the relevant authorities (e.g. HSE and, in the case of EYFS, Merton Local Safeguarding Children Board).
11. To ensure appropriate training of staff in health and safety, including risk assessment.
12. Bring to the attention of the governing body any significant health and safety issues, will involve the governors in any policy matters and bring to their attention health and safety guidance received from enforcement authorities.

Bursar:

1. Determining that all appropriate health and safety actions have been carried out effectively.
2. Ensuring that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to save life, prevent injury and minimise loss.
3. Responsible for health and safety issues relating to buildings on site. Monitoring and reviewing repair and maintenance of school buildings. Arranging for contractors to carry work out.
4. Responsible for ensuring regular and compliant maintenance (and, where necessary examination and testing) of plant and equipment (such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety).
5. Dealing with health and safety emergencies.
6. Organising periodic audits by competent expert persons and reporting their findings to the Governors.
7. Assisting the Head with purchasing arrangements and leading on the selection and management of Contractors.
8. Ensuring overall site security working in conjunction with the site managers.
9. Communications with planning authorities, surveyors and architects.
10. Ensuring that cleaning is carried out effectively.
11. Overseeing the work performed by the contract catering staff.
12. Organising health and safety training for staff and a health and safety induction for new staff.
13. Keeping up-to-date with developments in health and safety and welfare legislation. Updating the Health and Safety Committee on any significant changes affecting the school.
14. Ensuring that the school minibuses are adequately taxed, serviced and insured and that all daily and weekly health and safety checks are carried out to ensure that the safety of pupils and others is not compromised.
15. Administering risk assessments of premises.
16. Organising first aid training, keeping record of all first aid qualifications. Reporting to the Health and Safety Committee on adequacy of training to meet school policy.
17. To complete, review and revise the school Security Policy.

Educational Visits Co-ordinator/Assistant Heads:

1. Ensuring that the necessary planning and documentation is completed for all offsite activities.
2. Reviewing and signing off risk assessments for trips and events.
3. Ensuring off site risk assessments are carried out, with particular reference to P.E.
4. Ensuring that parent volunteers accompanying trips are adequately briefed.
5. Maintaining and reviewing critical incidents procedures and ensuring staff are aware of steps to take in the event of an emergency.

All Teaching staff including Deputy Head, Teachers & Teaching Assistants:

1. Ensuring that they comply with the requirements of the School Health and Safety Policy.
2. Taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions.
3. Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that has been provided in the interest of their health and safety at work.
4. Making sure that all equipment is safe to use and not to use any tool, equipment or other implement that is unsafe.
5. Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
6. Determining that classrooms, play areas and general work areas are safe.
7. Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
8. Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.
9. Bringing to the attention of the Head, Bursar or Deputy Head any shortcomings or issues with health and safety procedures, practices, building fabric/ structure or plant, tools and equipment.
10. Taking part in health and safety inspections and training.
11. Completing risk assessments of their classroom area and/or specialist subject area as appropriate.

Lead First Aider:

1. Member of the School Health and Safety Committee.
2. Performing first aid and giving first aid advice as required.
3. Retaining all accident records. Reporting to the Health and Safety Committee on any incidents of repeat accidents and any serious accidents.

Site Managers, Administration and Support Staff:

1. Ensuring that they comply with the requirements of the Health and Safety Policy.
2. Making sure that all equipment is safe to use and not using any tool, equipment or other implement that is unsafe.
3. Determining that classrooms, play areas and general work areas are safe.
4. Using personal protective equipment as required.
5. Bring to the attention of the Head or Deputy Head any shortcomings or issues with
6. Health and safety procedures, practices, building fabric/structure or plant, tools and equipment.
7. Taking part in health and safety inspections.
8. Ensuring that fire exits are clear and fire evacuation routes are updated.

All Members of Staff:

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk. In particular, all members of staff will:

1. Be familiar with the Health and Safety Policy and any and all safety regulations as laid down by the governing body.
2. Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils.
3. See that all plant, machinery and equipment is in good and safe working order and adequately guarded.
4. Not make unauthorised or improper use of plant, machinery and equipment.
5. Use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied.
6. Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
7. Report any defects they observe in the premises, plant, equipment and facilities.
8. Take an active interest in promoting health and safety and suggest ways of reducing risks.
9. Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.
10. Undergo a health & safety induction covering specific fire procedures, first aid policy, school specific health and safety matters, and school security.

Pupils

Pupils will be reminded that they are expected to:

1. exercise personal responsibility for the health and safety of themselves and others;
2. observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines;
3. observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency;
4. use and not wilfully misuse, neglect or interfere with things provided for their health and safety

Contractors

- 1) All contractors under local control will be appropriately selected and competent in terms of health and safety
- 2) Contractors must be made aware of and abide by the school's health and safety policy and not endanger pupils, staff or other visitors to the site.
- 3) The Site Managers will be responsible for the coordination of contractors' activities on site, bearing in mind the guidance given in our contractor selection policy for small building works.
- 4) The Bursar/Site Manager must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, pupils and students and visitors to the premises. This might be achieved by the posting of suitable notices by the Site Manager, or by the contractor, in consultation with the Site Manager.
- 5) All contractors must report to the Site Manager before any work takes place and prior to each working session. The Site Manager should then inform the contractor of any conditions which may affect his safety and that of others.

Visitors And Other Users Of The Premises

- 1) The Health & Safety at Work Act etc 1974, Management of Health and Safety at Work Regulations 1999, and Occupiers Liability Act 1984, apply to all visitors to School premises / workplaces.
- 2) All visitors to our establishment must comply with the School's Health and Safety Policy and procedures.
- 3) All visitors are required to record their visit (e.g. visitors book) wear a 'visitors' lanyard.
- 4) Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.
- 5) Should a fire/emergency occur or the fire alarm activated whilst visitors are on School premises, the person who is accompanying the visitors will take him/her to the fire assembly point.
- 6) Should an incident/accident occur involving a visitor this must be reported using the Accident/Incident Reporting Form, and an investigation undertaken as soon as possible by the relevant Responsible Person.
- 7) Where applicable, adequate consideration must be given to visitors, contractors and members of the public in risk assessments, including the provision of suitable and sufficient control measures.

Training

All staff are required to carry out Health & Safety training covering:

1. The legal position and who enforces health and safety law in the UK.
2. Health and Safety policies and procedures.
3. Risk assessments - including the HSE's 5-step process for undertaking them.
4. The importance of communication, co-operation, co-ordination and consultation in your organisation.
5. Statutory inspection, maintenance and monitoring of systems and equipment.
6. Specific health and safety considerations including
 - fire/emergency procedures
 - first aid
 - display screen equipment
 - working at height
 - manual handling
 - hazardous substances
 - electricity
 - welfare
 - asbestos
 - water hygiene and
 - lone working

Workplace Stress

The School recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors. The School uses an external organisation to provide an Occupational Health service, who provide professional medical advice to managers/staff about health issues.

Dealing With Health and Safety Emergencies

- Fire emergencies should be dealt with in accordance with the Fire Safety Policy

- Accidents should be reported to the qualified first aiders who are listed in the First Aid policy and displayed in the school office (both sites). The Bursar, is responsible for reporting RIDDOR, serious accidents and dangerous occurrences to the Health & Safety Executive.
- The Crisis Management Plan sets out responsibilities and contact details in the event of a major crisis.
- All other Health & Safety emergencies should be reported to and dealt with by the Head and the Bursar.

Part 4: Implementation

In implementing this Policy reference should be made to associated policies and to the Staff Handbook.

Risk Assessment

The School has a separate policy on risk assessment and all staff should familiarise themselves with this policy.

Risk assessments are kept in the Bursary and cover the possible hazards and risks on site including security on site, manual handling, slips and trips, vehicle/pedestrian segregation. The School recognizes the legal requirements inherent in dealing with asbestos, legionella and fire safety and has appropriate measures in place to have these areas reviewed by specialist contractors.

Regular weekly and termly site inspections are conducted to identify any potential hazards as well as any remedial work required.

Fire Safety

All staff must familiarise themselves with the School's Fire Safety Policy which sets out procedures in relation to fire safety including the provisions for fire drills and fire risk assessment.

First Aid and the Reporting of Accidents

The School will ensure that there are an adequate number of certificated first aiders at both sites.

The provisions for the administration of first aid and the reporting of accidents are set out in the First Aid and Accidents Reporting Policy, and the Head and Face Injuries Policy.

The Bursar, is responsible for reporting RIDDOR, serious accidents and dangerous occurrences to the Health and Safety Executive.

Behaviour Policy

Student behaviour is managed in accordance with the Behaviour Policy.

Administration of Medicines Policy

Details of administering, recording and storing medicines are detailed in this Policy and must be adhered to by all staff.

Minibus Policy

The School has two minibuses which are maintained and utilised in accordance with this Policy.

Educational Visits Policy

All staff must familiarise themselves with the Educational Visits Policy and with the Crisis Management Plan.

Safeguarding Policy

All staff are committed to safeguarding and promoting the welfare of pupils and must familiarise themselves with the Safeguarding Policy.

Manual Handling, Slips, Trips and Falls and Lone Working Policies

The School has separate policies on Manual Handling, Lone Working and Slips, Trips and Falls and staff should familiarise themselves with these.

This policy is reviewed annually.

Policy Reviewed: February 2022		
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