



## **HEALTH, SAFETY AND WELFARE POLICY**

This policy, along with its associated documents, includes:

- A general statement of policy and who is responsible to do what (delegation of tasks)
- Arrangements to establish, monitor and review procedures to meet satisfactory health and safety standards.

### **Legal Status:**

- Prepared with regard to Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999, including any further amendments and supporting documents.
- Prepared with regard to the Equality Act 2010, Race Relations Act 1976, Race Relations Amendment Act 2000, Sex Discrimination Act 1975, Children Act 2004 & Special Educational Needs & Disability Act 2001
- Health and Safety Department of Education (DfE) advice on legal duties and powers for local authorities, head teachers, staff and governing bodies (DfE July 2011)
- Health and Safety Executive (HSE) School trips and outdoor learning activities - tackling the health and safety myths (HSE June 2011)
- The Education (Independent School Standards) (England) (Amendment) Regulations 2014, [www.legislation.gov.uk/uksi/2012/2962/contents/made](http://www.legislation.gov.uk/uksi/2012/2962/contents/made).
- Section 547 of the Education Act 1996
- Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) legislation

### **Applies to:**

- Whole School including Early Years Foundation Stage (EYFS) and Clarence House Preparatory School

### **Related Documents:**

- Employee Handbook
- Equality and Diversity Policy and Procedures
- Safeguarding Policy
- Safer Recruitment,
- Anti- Bullying Policy
- Behaviour Discipline and Sanctions Policy
- E Safety
- First Aid and Medication Policies
- Health, Safety and Welfare Procedures
- Educational Visits and Off Site Activities
- Risk Assessment Policy
- Code of Behaviour for Staff

### **Available from:**

- School Office and MIS (KSM)

### **Monitoring and Review:**

- To be continuously monitored and reviewed by no later than one year from the date shown below or earlier whenever significant changes to the systems and arrangements take place.

**Signed:**

School Principal

**Date:**

## **Our commitment to health and safety at work**

Providing arrangements for the health, safety and welfare of those at Jack and Jill School are not just a legal requirement but also a commitment and moral obligation that the Principal and Senior Leadership Team (SLT) take very seriously.

The means by which the School, as the employer, fulfils this commitment is by producing this Health and Safety Policy Statement.

This policy statement details the means by which the Principal, supported by the SLT, aims to provide the highest standards of health and safety protection for employees, pupils and for other people on or about the premises and sites used regularly for school purposes.

This document details the organisation of health and safety management, outlining levels of responsibility for health and safety at work. All employees are expected to take time to read this policy carefully and for more information to speak to the Facilities Manager.

## **Health and Safety Policy Statement**

Jack and Jill School is committed to protecting the health, safety and welfare of all its employees and any other persons who may be affected by its activities. Pupils are protected by the Health and Safety at Work Act 1974, and the associated Management of Health and Safety at Work Regulations 1999, because they are affected by the employer's undertaking.

The Principal will therefore, as far as is reasonably practicable, ensure that pupils and employees are not exposed to risks to their health and safety at Jack and Jill School and during off-site activities.

### **In confirming this commitment, the aims of the School's health and safety policy are to;**

- Ensure compliance with relevant legislation through policies and procedures.
- Provide and monitor safe conditions and systems of work to minimise risk of injury and ill-health.
- Provide and maintain safe equipment and plant.
- Ensure safe handling, use and storage of substances.
- Clearly define the responsibilities and duties of all employees.
- Allocate resources for training to ensure that all employees have the required skills, knowledge and understanding to carry out their work safely.
- Engage the co-operation of employees through consultation and promotion of safety awareness, and the provision and communication of relevant health and safety information.
- Monitor health and safety procedures and performance of Jack and Jill School to ensure continuous improvement.

Implementation of this policy is a management responsibility and the Principal regards this as fundamental to Jack and Jill School's development and ethos, where activities are performed in a safe and efficient manner. The Principal therefore allocates appropriate resources for implementing this policy.

Every employee has a duty to ensure that these aims are achieved by co-operating with the Principal, acting responsibly and with due regard for their own health and safety and that of others, who may be affected by their activities. Likewise, contractors and letting groups will be required to perform in a similar manner to ensure compliance with their own health and safety policy and that of Jack and Jill School.

We similarly ask parents and guardians to co-operate in all matters that relate to the health, safety and welfare of pupils.

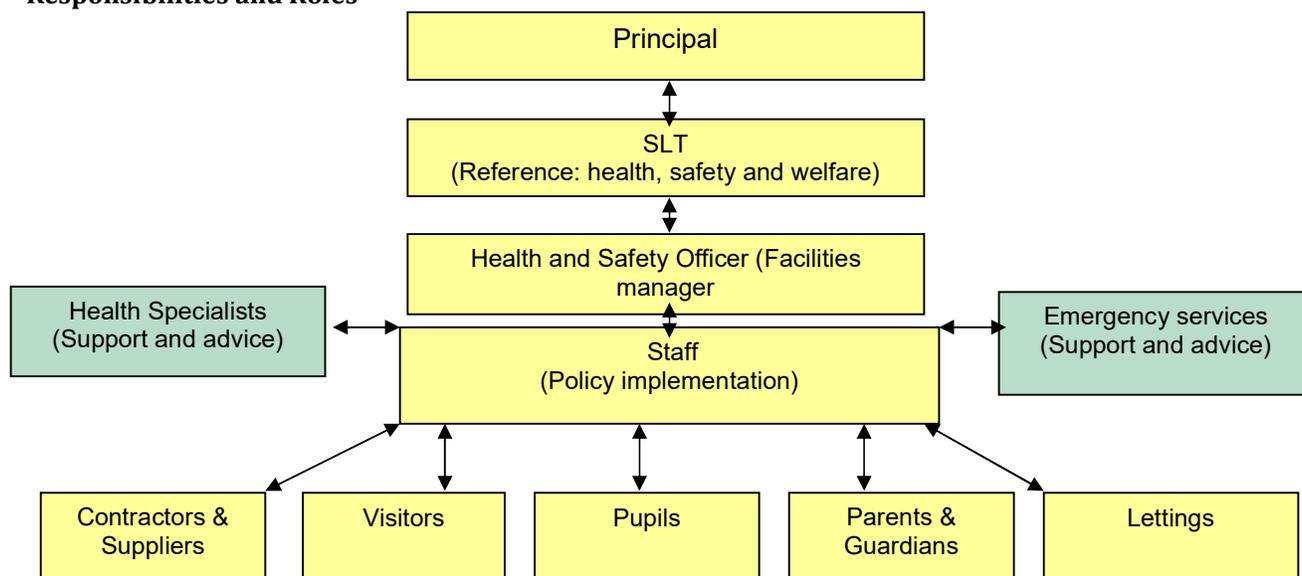
Our policy is also intended to help children and young people develop increasing responsibility for their own and other's safety inside and outside of Jack and Jill School. Where appropriate, children and young people will be involved in developing safety rules that also include the specific needs of individual children.

To this aim the Principal, Management and Staff will pursue their responsibilities to ensure that the premises, building and contents, are maintained in a safe condition for the health, safety and welfare of all employees, pupils and other visitors, and that safe working practices are followed at all times.

## Part 1 -Organisation of health and safety management

This document, together with health and safety codes of practice and guidance are the basis on which the School's health and safety standards are developed.

### Responsibilities and Roles



### Principal and the Senior Leadership Team (SLT)

The employer has the ultimate responsibility for health and safety of employees, visitors and pupils. In the case of Jack and Jill School the Principal has the responsibilities and functions of an employer.

The Principal, supported by the SLT, shall, as far as reasonably practicable, ensure the health and safety of staff and pupils at the School and at off-site venues where activities take place.

### Role of the Facilities Manager

The Facilities Manager undertakes the responsibilities of the Health and Safety Officer and has responsibility for monitoring compliance with health and safety procedures.

The staged levels of responsibility are therefore:

- Supported by the SLT, the Principal shall;
- Monitor assessment of the risks of all activities.
- Ensure the introduction of measures to manage those risks.
- Make sure employees are aware of these measures.
- The Facilities Manager has responsibility to;
- Carry out proactive workplace inspection and accident / event data monitoring involving pupils, employees and visitors.
- Provide a report of remedial work to the Premises Team for action following inspection.
- Report any significant findings to the Principal as required but at least on a termly basis for discussion.
- Agree a programme with the SLT to carry out other specific audits and/or risk assessments and review annually.

The Facilities Manager reviews the health and safety policy annually, and as indicated by risk assessment.

- **Employees** shall;
- Take reasonable care of their health and safety and that of their colleagues.
- Co-operate with the Principal in all matters of health and safety.
- Carry out activities in accordance with training and instructions.
- Inform the Facilities Manager of any serious risk.

### **Children's involvement in health and safety**

Children and young persons are involved in health and safety through;

- Involving them in safety audits, surveys, research projects, and by asking them about their views and concerns eg School Council.

### **Parents and guardians**

The Principal is committed to;

- Communicating with parents and guardians regarding all relevant matters that relate to the health, safety and welfare of pupils.
- Consultation with parents/ guardians where matters relate specifically to an individual child or young person.

### **Health specialists**

The Principal arranges support for staff at the School through the use of the health services provided by the School Medical Officer as appropriate.

### **Contractors and suppliers**

Jack and Jill School periodically engages contractors to maintain the premises i.e. for specific remedial work and maintenance as well as to carry out routine specified tasks including maintenance and window cleaning.

As employer, the Principal has responsibilities regarding;

- Risk to the safety of employees arising from the work.
- Risks to the contractors / employees arising from Jack and Jill School's premises, plant, equipment and activities, and
- Risks to the public (third party) arising from the work.

Therefore, thorough consideration is given by the Principal to the selection of contractor, planning the works, control of the contractor, checking of work and reviewing the contractor's performance.

### **Lettings - Groups using School facilities**

The health and safety of groups using Jack and Jill School's premises is an important aspect of this policy. At present the School does not let out its premises but should it do so in the future the following will apply

Letting's group leaders (competent persons) are required to;

- Provide a risk assessment that covers the activity held on Jack and Jill School premises.
- Ensure that group members comply with the restricted access agreement signed on application.
- Ensure that any significant findings from Jack and Jill School's risk assessments are understood and where necessary, complied with.
- Provide their members with sufficient information regarding Jack and Jill School's emergency procedures and fire evacuation plan.

The suitability of the letting activity, specifically health and safety, is considered prior to acceptance and the Principal will evaluate the suitability and sufficiency of the applicant's risk assessment as part of the overall acceptance to use the premises.

Monitoring of letting agreements shall be carried out by the Facilities Manager.

### **Visitors**

Visitors to Jack and Jill School, other than parents and guardians,, are required to sign in and out of the premises using the logbook maintained for the purpose. Visitors shall be supervised at all times by the member of staff they are meeting with, and relevant information related to health and safety shall be provided to them (i.e. fire evacuation procedures).

### **Police, fire and health services**

The Principal is committed to engaging with the emergency services to support its emergency procedures and health and safety policy. Our pupil's safety awareness is developed within the School's activities and structured play.

## **Part 2 - Arrangements for health and safety management**

### **Planning**

The Principal, supported by the SLT, shall consider the health, safety and welfare of staff, pupils and visitors to the premises when setting the organisation's objectives and targets.

Specific targets for improving health and safety performance involving all members of the School community are agreed with the Principal and included in the school development plan.

### **Organisation**

The SLT shall consult with staff on matters that affect health and safety, including;

- Induction on any measure that may substantially affect the health and safety of employees.
- Arrangements for appointing competent persons.
- Any health and safety information the employer is required to provide employees.
- Planning and organising health and safety training.
- The health and safety consequences of introducing new technology and processes.

Parents and guardians shall be informed of any changes to existing measures that affect children's health and safety. The children and young people will themselves be involved where appropriate, through consultation and discussion.

Health and safety training shall be provided to existing and new staff i.e. induction training and where training is required following amendments to risk assessments. Communication with employees regarding any necessary health and safety matters, takes place at weekly staff meetings.

### **Duty to report incidents**

A system for reporting and investigating accidents and incidents is used, which is compliant with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Under RIDDOR, injuries sustained at work including those caused by physical violence against a person, such as a member of staff or self-employed person working on the premises must be reported to the Health and Safety Executive.

When an accident occurs to a pupil, it shall be reported to the HSE if the pupil is killed or taken from the site of the accident to hospital. This includes injury resulting from acts of violence.

## **Risk assessments**

Risk assessments to comply with the following legislation shall be maintained and revised where necessary by the Facilities Manager.

- The Provision and Use of Work Equipment Regulations 1998
- Workplace (Health, Safety and Welfare) Regulations 1992
- Manual Handling Operations Regulations 1992
- Control of Substances Hazardous to Health Regulations 2002
- Environmental Protection Act 1990 (Part IV – litter)
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Electricity at Work Regulations 1989
- The Construction (Design and Management) Regulations 2015
- Work at Height Regulations 2005
- The Personal Protective Equipment at Work Regulations 1992
- The Confined Spaces Regulations 1997
- The Health and Safety (First-Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences 2013
- New and Expectant Mothers at Work
- Stress (work-related)
- Regulatory Reform (Fire Safety) Order 2005
- Management of Health and Safety at Work Regulations 1999 (for young persons)

## **Special cases for risk assessment**

Risk assessments shall be maintained for workers who may fall under the categories specified below;

- New and expectant mothers.
- Young persons (e.g. work experience placements).
- Disabled workers.
- Lone workers.

## **Control of hazards associated with the facilities**

- Facilities – management of school premises
- Grounds maintenance - contractors employed by Jack and Jill School.
- Cleaning and catering – undertaken by employed staff
- Furniture – suitable for adult / staff use.
- Health and safety signage provided throughout premises.
- Purchase and use of new equipment to comply with educational supply standards.

## **Work methods at Jack and Jill School**

- Aggression and violence - procedures to minimise risks from aggression and violence.
- Visitors - visitor identification system
- Contractors – selection and control, arrangements to ensure that contractors' work is adequately supervised.
- Medicines - secure arrangement for the storage and administration of medicines.
- Safe driving whilst on Jack and Jill School business.
- Personal protective equipment available where necessary.

## **Monitoring and review**

Active monitoring is a method adopted by the School to record performance. The Principal and/or the Facilities Manager shall carry out active monitoring activities to evaluate and record health and safety performance. Monitoring includes the following examples;

- Use of personal protective equipment by staff and contractors.
- Checks of School and office equipment by staff (i.e. user's visual checks).
- Workplace inspections (i.e. termly inspections).

- Testing of emergency plans (i.e. fire drills).
- Audit of safety management system.

### **Reactive monitoring**

Reactive monitoring by the Principal or the Health and Safety Officer;

- Reporting and investigating near-misses (i.e. monitoring of reports and data).
- Investigation of accidents and ill-health (i.e. monitoring of reports and data).
- Benchmarking – comparison of accident / incident data over different periods

## **Part 3 - Health, safety and welfare – specific provisions**

### **Off-site venues, visits and activities held at external sites**

All off-site activities are subject to risk assessment carried out by the teacher responsible for the particular activity who acts on behalf of the Principal.

The DfE good practice guidance on educational visits is used to develop a risk assessment and includes the functions expected of staff involved.

The Facilities Manager is responsible for monitoring the completion of the risk assessment and evaluating the risk assessment in terms of suitability and sufficiency. The significant findings shall be discussed with the member of staff responsible.

### **First Aid**

The Health and Safety (First Aid) Regulations 1981 set out the requirements relating to employees. Jack and Jill School treats pupils as if they were employees for the purposes of first aid. It shall provide first aid materials and expertise as appropriate based on risk assessment.

### **Litter and waste**

The Principal is required to keep land that is under its control and open to the air, free from litter, refuse and dog excrement so far as is practicable (Section 89 of the Environmental Protection Act 1990).

### **Managing medicines**

The Facilities Manager is responsible for ensuring that proper procedures for managing medicines are in place and that staff are aware of the procedures, are fully trained and that records are maintained.

The procedures take into account the views of the Staff and Parents / Guardians in developing a policy on assisting pupils with medical needs.

Employees are not legally required to manage a child's medicine. However, staff who manage medicines are appropriately trained and insured.

- **Medication**

Jack and Jill School staff manage prescribed medicine where it is absolutely essential to do so, for example where it would be detrimental to a child's health if they did not have access to their medicine during the day or duration of the activity.

All medication must be in the original packaging with the prescriber's instructions. Repackaged or relabeled medicine will not be accepted.

Jack and Jill School will administer non-prescribed medicine with prior consent from a Parent / Guardian and the Principal's agreement.

### **Transport**

Coaches and buses hired for Jack and Jill School shall be compliant with motor vehicle regulations.

### **Premises security**

The Principal has overall responsibility to ensure the School is secure and has the power to bar troublesome adults from the premises & under Section 547 of the Education Act 1996 to authorise removal from the premises of intruders causing a disturbance or nuisance.

### **Play and activity supervision**

The Principal and SLT are responsible for assessing the number of adults required to supervise pupils during the school day and supervised excursions. The number of adults is based on risks that are reviewed regularly and statutory ratios for children in the Early Years..

Parents / Guardians are required to supervise children prior to the start of sessions. Reminders to Parents / Guardians are issued periodically when required.

### **Use of force to control or restrain pupils**

Staff with lawful control or charge of pupils have the power to use reasonable force to prevent pupils committing a crime, causing injury or damage, or causing disruption.

The Principal monitors compliance with these guidelines.

### **Food and drink**

The Principal and SLT arranges for the provision of snacks and refreshments to pupils on the premises which meet nutritional standards.

The Facilities Manager shall ensure that there is easy access at all times to fresh drinking water for pupils and staff.

### **Safeguarding and promoting the welfare of pupils**

The Proprietor is accountable for ensuring Jack and Jill School has effective safeguarding policies and procedures in place that are in accordance with guidance issued by the Secretary of State for Education and locally agreed inter-agency procedures.

'Safeguarding' covers issues such as pupil health and safety and bullying, about which there are specific statutory requirements. It also includes a range of other issues, for example;

- Arrangements for meeting the medical needs of children with medical conditions.
- Providing first aid.
- School security.
- Drugs and substance misuse, etc

### **Allegations against staff and volunteers**

Procedures are in place for dealing with allegations of abuse against members of staff and volunteers who work at the School.

The Deputy Principal works with the LADO (unless the allegation concerns the Deputy Principal) to confirm the facts about individual cases and to reach a joint decision on the way forward in each case.

The Principal and Deputy Principal shall take a central role in deciding courses of action, including disciplinary action, in cases where criminal investigation is not required.

In cases where allegations have been substantiated, the Deputy Principal shall work with the LA designated officer to determine whether there are any improvements to be made to the organisation's procedures or practice to help prevent similar events in the future.

All members of the SLT and staff undertake regular safeguarding training to ensure they have the knowledge and information needed to perform their functions and understand their responsibilities.

The Deputy Principal takes lead responsibility for dealing with safeguarding issues, providing advice and support to other staff, liaising with the local authority and working with other agencies.

### **Safe recruitment procedures**

A vetting procedure for applicants and prospective volunteers working with children is used at the School. The suitability of those working with children is a very important aspect of safeguarding and statutory guidance is followed on all occasions.

### **.Disability Discrimination Act (DDA) 1995 (As amended by the Special Educational Needs and Disability Act 2001)**

The Principal, under Part 4 of the DDA 1995, is required to:

- Not discriminate against disabled people in their access to education for reasons relating to their disability.
- Plan to increase progressively, and over time, access by disabled pupils and prospective pupils.

The Principal takes action whenever is necessary to ensure that she fulfills her responsibilities under the DDA and any other applicable legislation

With regard to the Health and Safety at Work Act 1974 and related Regulations, the DDA requires the Principal to ensure that employees or pupils are not placed at an inappropriate risk if a health and safety issue arises.

The risk assessment process carried out to comply with health and safety legislation may highlight adjustments required by the DDA.