



ST NEOT'S
PREPARATORY SCHOOL

Policy Name:	Health and Safety Policy Statement
Policy Number:	H9

Staff member responsible	Revision Date	Approved By	Approval Date	Reason
Harriet Cairns (Operations Manager)	September 2022	Jonathan Slot (Head), Board of Governors	September 2022	Annual update
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This policy is applicable to the whole school including Early Years

Summary of changes and reviews

Date	Summary	Changes by
Oct 22	Update ownership To be updated and transferred to a new format in conjunction with Culham Consultancy	HCC
May 23	MIS word changing	HCC

A St Neot's education is full of fun and good humour. We want every child to enjoy their time at school and to feel part of a community that holds family values at the core. We are determined that our children not only learn outdoors but learn about the outdoors. We want to create well-rounded, independent thinkers that are not only confident in their academic ability but hold the soft skills necessary for Senior School and the world ahead.

The St Neot's Way is:

- Where we promote a true sense of community, family values, a love of the outdoors and a commitment to having fun.
- Where every child comes into school feeling safe, valued and with a broad smile on their face; and who returns home with uplifting stories to tell.
- Where a first class, personalised, rigorous academic journey is matched by an enriching, broad and challenging co-curricular programme.
- Where the children's character, contribution and service is as valued as their academic success.
- Where the children's physical wellbeing is surpassed by their mental wellbeing.
- Where highly skilled, passionate and dedicated teachers, working in first class facilities, are full of ambition for themselves and the children in their care.

All staff at the School are aware they have health and safety responsibilities, and all are expected to play an active part in ensuring the highest health and safety standards for pupils, employees, visitors, customers and contractors are established and maintained. All those engaged to work at the School are expected to comply with the requirements detailed in this policy.

HEALTH AND SAFETY POLICY STATEMENT

The Board of Governors of St Neot's Preparatory School attaches great importance to the health, safety and welfare of all those who form part of the School community, whether they be members of staff, pupils, visitors or contractors. The Board of Governors is committed to reducing accidents, incidents and ill-health and looks for ways to improve continuously.

The Policy highlights the need for all staff to be alert to risks and hazards and to seek to minimise these by planning work carefully and responsibly. The development of a safe mind set amongst those who work and study here is at the heart of the School's commitment to ensure that the highest standards of health and safety are met at all times.

All employees of the School are further expected to be constantly aware of the risks inherent in the management, care and education of children and to take all reasonable steps to identify, minimise and manage those risks. Those who are entrusted with positions of supervision, whether on School property or during trips and activities, should ensure pupils conduct themselves in accordance with all health and safety requirements and encourage them to approach their life at the School responsibly, being alert to risks and hazards.

This Health and Safety Policy is based on the requirements laid down in the Health and Safety at Work Act 1974 (HSAW), regulations made under this Act, Approved Codes of Practice and Guidance.

All who work at the School should make themselves familiar with the content of all School Policies, paying particular attention to their own areas of responsibility and operation.

They are also expected to apply the Policy conscientiously and thoroughly; where the meaning or expectation of any part of this material is unclear to an employee, it is expected that he or she will seek clarification of that material. Should any member of staff identify an area where improvement could be made, they should without delay contact the Operations Manager who holds responsibility for the coordination and management of health and safety.

Introduction.

3. The School places primary importance on safeguarding the health and safety of its workers, clients, parents, pupils and visitors.
4. It is the School policy to provide and maintain a safe and healthy working environment, ensuring that systems of work and equipment, which are used by school workers, are safe whilst they conduct School business. To achieve this, the School will take reasonably practicable steps to:
 - a. provide and maintain a safe place of work, to include buildings, plant, equipment, services and systems of work;
 - b. ensure the safe use, handling, storage and transport of articles and substances;
 - c. ensure that appropriate safety information, instruction and supervision are provided;
 - d. provide adequate training to all school workers and ensure that they are competent to carry out their duties;
 - e. ensure that appropriate measures are taken to safeguard the health and safety of clients and other visitors to our premises;
 - f. ensure the elimination or, where this is not reasonably practicable, the adequate control of hazards and to contribute positively to providing a safe and healthy working environment;
 - g. prevent accidents and cases of work-related ill health;
 - h. consult termly with school workers through their area representatives on matters affecting their health and safety;
 - i. review and revise this policy as necessary at regular intervals; and
 - j. comply with statutory duties under the relevant legislation, including the Health and Safety at Work Act 1974 and associated regulations.

Organisation and Responsibilities

5. The overall and final responsibility for Health and Safety is that of the Board of Governors.
6. The day-to-day responsibility for ensuring this policy is put into practice is delegated to the Head who has appointed the Operations Manager as the school's Health & Safety Officer and Kevin Clarke from The Culham Consultancy as our specialist point of contact.
7. The Health and Safety Officer will:

- a. report to the Board of Governors, and the Health and Safety Committee, on proposals and any necessary amendments to the Health and Safety Policy;
 - b. be responsible for recommending the annual budget and resources required to implement the policy;
 - c. be responsible for implementing the Health and Safety Policy;
 - d. be responsible with the Head of Science, Catering Manager, Grounds and Maintenance staff and School Nurse for the safe handling and use of substances, including identifying hazardous substances that need a COSHH (Control of Substances Hazardous to Health) assessment, including use and storage of chemicals;
 - e. ensure that any health and safety issues are considered where new equipment, machinery or buildings are proposed or modifications are suggested;
 - f. ensure that all school workers receive a suitable health and safety induction;
 - g. ensure that, where appropriate, all school workers receive adequate training in how to deal with safety hazards associated with their work including the carrying out of risk assessments and that records of such training are kept;
 - h. ensure that adequate first aid is available and trained;
 - i. ensure regular risk assessments are conducted;
 - j. consult with area representatives and ;
 - k. investigate accidents and work related cases of sickness absence.
 - l. Ensure that providers of high risk activities such as climbing, caving, skiing, water sports and trekking hold the appropriate and up to date certificates .
8. Members of the Health and Safety Committee and members of the SLT that have a supervisory role will:
- a. have responsibility for the implementation of the policy on a day-to-day basis for work activities under their control;
 - b. ensure all accidents are reported and properly investigated;
 - c. ensure that all staff under their control receive adequate information, instruction and training associated with their activities.
9. All School workers: It is your responsibility and that of your fellow workers to take reasonable care for your own safety at work and to ensure that your actions do not place others at risk. You must:

- a. take reasonable care for the health and safety of yourself and others who may be affected by your actions or inaction;
- b. cooperate with supervisors and managers on health and safety matters;
- c. not intentionally or recklessly interfere with or misuse anything provided to safeguard your health and safety;
- d. report any health and safety problems identified which cannot be immediately resolved to the appropriate person;
- e. read, observe and follow any information, instruction, training, policies and procedures given or brought to your attention or notice by the firm.

All must observe the rules set out below.

- 10. Do not run anywhere in the school buildings.
- 11. Do not stand on chairs. Step ladders or kick stools must be used to reach anything above normal height.
- 12. Remove all rubbish or other items other than office equipment from the floor.
- 13. Keep drinks well away from electrical items.
- 14. Do not lift any item, which is heavy or awkward – leave it or get help.
- 15. Ensure that lights are put on as soon as natural light begins to fade.
- 16. Ensure that trailing leads do not extend across the floor.
- 17. Only arrange to meet unknown contacts in public places.
- 18. Do not use the lift if the fire alarm has sounded or if no one else is in the building.
- 19. Any failure to comply with the requirements set out in this policy or requirements of the school's procedures or conditions of employment may result in disciplinary action being taken against you up to and including summary dismissal.

Accidents, First Aid and Handling Procedures

Accidents and Incidents

21. All accidents at work and incidents of work related ill health must be reported to the School Nurse who will record them on iSAMS (if a pupil) or on an accident form that will be kept in the Medical Room (if a visitor/parent/staff). The Operations Manager will be informed of more serious cases. The proper recording of incidents and accidents enables the School to liaise, where appropriate, with the enforcing authorities. The Operations Manager will decide, based on the nature of the occurrence, whether it is reportable under HSE 'RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013'.

First Aid

22. During the normal school day a trained paediatric nurse is in attendance providing care to pupils, staff and visitors. An employee qualified in administering First Aid must be on site during normal School opening hours; there is a duty rota to ensure first aiders know when they are the designated POC if the nurse is not available.

23. Details of those currently trained in First Aid are identified in H6 First Aid Policy, as are the locations of the First Aid boxes.

Moving and Handling Procedures

24. You are not to engage in tasks that represent a significant risk of back strain or other injury. Any manual handling by you should not involve supporting all or a substantial proportion of your body weight. Wherever possible two fellow employees should be available to assist a disabled employee. If you are in doubt about assisting a disabled employee, you should consult the Health and Safety Officer. All staff are to complete the TES Develop Manual Handling Course annually.

Fire

25. All are acquainted with the policy H5 Fire Procedures, Alarms and Drills.