

## RYDES HILL PREPARATORY SCHOOL & NURSERY

### P38 (Isi 11A) – HEALTH & SAFETY POLICY INCLUDING EYFS / EARLY YEARS CHILDREN



# RYDES HILL

PREPARATORY SCHOOL & NURSERY

#### MISSION STATEMENT

- ❖ Rydes Hill Preparatory School and Nursery is a Catholic school where children learn how to live in loving relationship with God and each other.
- ❖ Christian virtues of love and justice, faith and courage, hope and perseverance are fostered.
- ❖ Pupils and staff comprise individuals of different faiths and beliefs but the Rydes Hill community aspires to unity within the life of the school based on shared moral values.
- ❖ The importance placed on the development of individual talents is at the heart of what the school stands for and all are encouraged and challenged to be the best they can be.

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Reviewed By :	Sarah Norville	29 <sup>th</sup> April 2021
Endorsed By :	Health and Safety Committee	17 <sup>th</sup> June 2021
Approved By :	Governing Body	17 <sup>th</sup> June 2021

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## Revision History

Revision	Paragraph Number	Revision
June 2015		Update
June 2016		Update
June 2017		Update
June 2018		Update
June 2019		Update
June 2020		Update
April 2021	6 9	Sentence added at the start of the policy about COVID-19 Remove 'Compliance Officer' Complete edit

## Abbreviations, Acronyms and Definitions

Abbreviation / Acronym / Definition	Meaning
Assistance Dogs	Guide Dogs, Emotional Assistance Dogs and Hearing Dogs for the Deaf
AYR Nursery	All year-round Nursery
DfE	Department for Education
EYFS	Early Years Framework Setting
H&S	Health & Safety
HP	Higher Preparatory
ISI	Independent Schools Inspectorate
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
SLT	Senior Leadership Team

## **This policy should be read alongside our current COVID-19 risk assessment and handbook.**

### **Aim / Objective / Statement of Intent**

The Governing Body accepts the duties as outlined in the 1974 Health and Safety at Work Act and the Occupiers Liability Act of 1957 and 1984, and it will continue to promote standards of Health, Safety and Welfare that comply fully with the terms and requirements of the above Act, as well as regulations made under the Approved Codes of Practice. It is considered by the Governing Body that Health and Safety is a responsibility at least equal in importance to that of any function of the school.

The Governing Body will take all such steps as are reasonably practicable to:

- a. Create a positive health and safety culture which supports risk control at all levels within the School
- b. Seek to ensure that the Headmistress and Bursar are competent for their respective safety roles
- c. Nominate a Governor to oversee Health and Safety who attends the meetings of the School's Health & Safety Committee termly and receives copies of all relevant paperwork.
- d. Identify and control risk systematically as an effective approach to injury, ill-health and loss prevention
- e. Maintain safe and healthy working places and systems and methods of work and to protect employees, pupils and others including the public, in so far as they come into contact with foreseeable work hazards
- f. Provide and maintain a safe and healthy teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare
- g. Provide all employees with information, instruction, training and supervision that they require to work safely and efficiently. The School's Health and Safety Committee will provide all necessary information and this will be disseminated to the staff as appropriate
- h. Develop safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for Health & Safety at all levels
- i. Provide a safe environment for visitors to the School premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the School environment
- j. Control effectively the activity of all outside contractors when on school premises. It is the intention of the Governing Body that, apart from routine supervision and control of contractors, this aim will be achieved in part by asking for copies of the contractor's Safety Policies and Accident Safety Records at the tender stage for large projects
- k. Encourage full and effective two-way consultation on Health & Safety matters by utilising the management structure of the School and the committees already existing

- l. Ensure that this policy is used as a practical working document and that its contents are publicised fully
- m. Ensure the School has fire risk assessments, which are carried out by a competent person and reviewed every year for progress on completion of items in the action plan, and updated every three years, or more frequently if significant changes are made to the interior of buildings or new buildings are bought or added.
- n. Ensure the school appoints a contractor to undertake a risk assessment for legionella every two years and twice yearly external water sampling
- o. Ensure the school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling' and 'working at height training'. First aid training and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits and to selected members of the non-teaching staff
- p. Constantly review the details of this policy and keep it in line with changes in current legislation
- q. Ensure that lessons are learnt should safety be inadvertently compromised.

The Governing Body is committed to providing adequate resources to ensure its health and safety objectives and this Policy are met. It will meet the requirements under the Protection of Children Act 1999, and the Safeguarding of Children Act 2006, particularly regarding fire provisions and ensuring that staff and pupils are aware of the School's health and safety policies and practices. It will provide and maintain a written Risk Assessment of the risks to health and safety of its employees whilst they are at work and others who may be affected, as required by the Management of Health and Safety at Work Regulations 1992.

This Health and Safety Policy is an integral part of the overall School Development Plan and will be brought to the attention of all employees and periodically reviewed and revised as necessary.

Signed....*Katie Cardona*..... (on behalf of the Governing Body) Date...*17<sup>th</sup> June 2021*.....

This Policy also applies to EYFS including the Nursery provision which operates all year round.

## **Organisation Structure**

### **The Governing Body**

1. The Governing Body will constantly monitor the effectiveness of the implementation of the School's Health and Safety Policy and will revise it where necessary. It will ensure that any changes in the Policy will be drawn to the attention of the employees. It fulfils its responsibilities by appointing a Governor, with special responsibility for the overseeing of health and safety, to sit on the Health & Safety Committee. It will ensure that the Headmistress and Bursar are competent for their respective safety roles; and that suitable safety policies and procedures have been introduced and are being implemented by the Headmistress and Bursar.
2. The minutes of the Health and Safety Committee's discussion are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the Committee Chairman or Governor Representative wishes to bring to the Body's attention.
3. The Governing Body recognises that under the Health & Safety at Work Act 1974 it has a legal duty to ensure, so far as reasonably practicable, the Health, Safety and Welfare of all its employees and that it has certain duties towards pupils, the public and people who use the premises of the school from time to time, these duties being implicit in the above Act.

### **The Headmistress**

4. The Headmistress will be responsible to the Governing Body for the safe functioning of all school activities. She will be proactive to:
  - Ensure all members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Head, the Bursar and other members of the SLT in order to enable the governors to comply with health and safety duties.
  - Ensure all members of staff are responsible for reporting any significant risks or issues to the Bursar/ Site Manager using the Health & Safety green form in the School Office.
  - Constantly monitor the effectiveness of the Policy as regards both academic and non-academic work and report back to the Governing Body as appropriate
  - Consult with the Bursar as the nominated Health & Safety Officer
  - Recommend changes in the Health & Safety Policy in the light of experience
  - Ensure that the criminal records of all staff who have contact with children are checked by means of a barred list check and Disclosure and Barring Service check as appropriate

- Develop and implement a Safeguarding Policy
- Endeavour to ensure the co-operation of all staff at all levels as regards adhering to this Policy
- Be responsible for ensuring that all teaching and ancillary staff, and all domestic staff fully understand their responsibilities and are given both the time and encouragement to pursue them.
- Take over the chairmanship of the School Health and Safety Committee in the event of the Bursar's absence.
- Take steps to ensure that any changes in curriculum-are considered for their health and safety implications.
- Ensure the Governors, school staff, peripatetic staff and others understand their duty, under the common law, to take care of pupils in the same way that a prudent parent would do so.

### **The Bursar (Health & Safety Officer)**

5. The Bursar is the School's nominated Health & Safety Officer and will, as far as it is reasonably practicable on a day to day basis:
  - Monitor the effectiveness of the Policy and report back to the Headmistress as appropriate
  - Ensure the Compliance Officer obtains, interprets and disseminates all relevant Health & Safety information via the normal line of management structure.
  - In a line management function, be responsible for the safe working practices of all administrative, maintenance and housekeeping staff.
  - Ensure annual inspections are carried out by qualified personnel on firefighting and P.E. equipment and every three years on electrical appliances, ensuring that any recommendations are carried out.
  - Establish a system for the reporting back of all accidents, incidents, near misses and damage to School property and investigate accordingly. The results of these investigations, as well as being dealt with by the line management function, would then be discussed by the School's Health & Safety Committee.
  - Share the chairmanship of the School Health and Safety Committee with the Headmistress as appropriate.
  - Following the completion of work associated with COSHH Regulations, ensure that the ordering of all new substances is notified to her department so that decisions may be taken for additional assessments.
  - Ensure that a sufficient number of the correct fire extinguishers are available within, or close to, all classrooms.
  - Be responsible for liaising with outside bodies who may from time to time use the facilities of the School, and ensure that appropriate action is taken both to ensure that these bodies have sufficient knowledge of the School procedures and also that the School itself is appropriately indemnified.
  - Be responsible for the selection of outside maintenance contractors and the monitoring of all activities on the School's premises, and in this context liaise fully with the Health & Safety Committee.

- Take steps to ensure that any changes in systems of work in the catering, housekeeping and maintenance areas are considered for their health and safety implications.
- Ensure that all contractors are shown the asbestos risk register and sign the Contractor's Sheet.
- Be responsible for co-ordinating the School's preparation of statutorily required Risk Assessments, as well as similarly related matters such as Manual Handling Assessments, Personal Protective Equipment Assessments and Display Screen Equipment Workstation Assessments
- Arrange fire drills, lockdown and offsite evacuation practices as required by the Fire Safety and Major Incident Policies in force at the time and provide reports to the Headmistress and Health & Safety Committee.

## **The Health & Safety Committee**

6. The Health & Safety Committee will include a member or members of the Governing Body, the Headmistress, Bursar, Site Manager, Deputy Bursar and other members as may be considered appropriate by the Governing Body or Headmistress or Bursar. The Deputy Head Academic and Deputy Head Pastoral will attend one meeting each per academic year. They will also attend if the Headmistress is unable to do so.
7. The Terms of Reference for this Committee are reviewed annually. In summary, the Committee shall be responsible for:
  - The effective implementation of the Health and Safety Policy within the School.
  - Undertaking regular risk assessments of the building, grounds and contents and institute or initiate, as appropriate, additional safety measures, repairs or remedial measures deemed to be necessary following the assessment.
  - Reporting back to the Governing Body on issues arising from risk assessments.
  - Inspecting all areas of the school to check that safety measures are being maintained and that safe practices are being followed in the method of work, and in the work place generally.
  - Promoting and communicating information with regard to training and instruction in accident prevention, fire precautions, health and hygiene matters.
  - Consulting with fire and safety authorities and advisory organisations in the furtherance of maintaining and improving health, safety and welfare within the School.
8. The Health and Safety Committee consult on a regular basis, at least once a term, and more regularly if topics need discussion.

## **Additional Roles**

9. The School does not have a Compliance Officer in post. The roles of the previous Compliance Officer are delegated as follows:



- Spreading awareness and understanding of policies amongst staff, peripatetic teachers, volunteers and sports coaches. – Headmistress and Bursar
- Promoting the observation of best practices and procedures designed to ensure compliance. – Headmistress and Bursar
- Keeping the Single Central Register up to date and linked to staff files and presented to the Headmistress and Bursar on a termly basis for signing off. – Jacqui O’Neill
- Ensuring recruitment procedures for all new staff are in accordance with guidelines for Safer Recruitment. - Headmistress
- Ensuring staff, peripatetic teachers, volunteers and sports coaches have been provided with “read and understood” declaration forms for the latest Keeping Children Safe in Education (KCSIE) part 1 and relevant staff have completed an annual ‘Suitability’ declaration form. – Jacqui O’Neill
- Ensuring risk assessments are completed properly to comply with Health and Safety legislation, regularly updated, appropriately filed and historically accurate. - SLT
- Identifying potential areas of compliance vulnerability and risk; develop action plans for the mitigation of those risks and provide general guidance on how to avoid or deal with similar situations in the future. - SLT

## **Teachers and Ancillary Staff**

10. Teachers and Ancillary Staff will be responsible to the Headmistress for the following:

- Being fully aware of the requirements of the School’s Health and Safety Policy and taking responsibility for its implementation within their classroom or area of control.
- Attending staff meetings or reading minutes of meetings that share health & safety issues.
- Investigating all accidents and potential hazard incidents in the area under their control, reporting them either formally or informally to the Health and Safety Officer and taking appropriate action to make safe and/or prevent a recurrence of the accident.
- Instructing those under their control precisely and clearly on their duties with regard to the safety of themselves and others.
- Instituting or initiating, as appropriate, additional safety measures, repairs or remedial measures deemed to be necessary from their investigation, inspection or information obtained in the course of the above duties.
- Notifying the Headmistress of any matters within their field which they feel they cannot deal with competently.
- Following established School guidelines with regard to the supervision of pupils both inside and outside the School, during normal teaching activities, and also on external trips as detailed in procedures in the Staff Handbook.
- Notifying the Bursar (Health and Safety Officer) of any new substances that are purchased for use in their classrooms or work area (COSHH Regulations).
- Supervising pupils when using hazardous or harmful substances in accordance with COSHH Regulations.

- Ensuring that the storage of hazardous and harmful substances is carried out in accordance with the manufacturers' recommendations and that they are stored according to School guidelines.
- Ensuring that all safety devices, guards, and barriers are in position, properly maintained and used.
- Ensuring that all safety rules are complied with and that personal protection is used or work as appropriate.
- Ensuring that all pupils, visiting students undertaking work experience or parent helpers are aware of fire drill regulations and first aid procedures.
- Ensure that all fire doors are kept closed.
- Ensure that all means of fire escape are in working order and kept free and unobstructed at all times.
- Ensuring they complete all necessary training or documentation related to Health & Safety in a timely manner as requested by the School

Teachers are responsible for completing an annual risk assessment of their classroom environment.

## **The Site Management Team**

11. Wherever practicably possible, the Site Manager and the Maintenance Assistant will:

- Ensure that no work is undertaken by contractors before reference to asbestos risk register. All contractors and relevant staff sign the Asbestos Register to confirm that they have seen the relevant report.
- Ensure that all contractors have been given a copy of the Contractor's Sheet and have signed it before commencing work.
- Ensure that 'hot works' forms and risk assessments are completed before any hot works commence.
- Ensure that all fire doors are kept closed.
- Ensure that all means of fire escape are in working order and kept free and unobstructed at all times.
- Assist the Headmistress and Bursar during fire drill operations.
- Make regular checks on fire alarms and fire extinguishers and reporting to the Headmistress and/or Bursar any problems with the equipment.
- Ensure that the security surveillance equipment is checked daily.
- Ensure monthly water temperature checks and flushing is carried out and sampling is carried out twice yearly, and records kept.
- Ensure that all areas of the school are kept free of rubbish and that waste paper is not allowed to accumulate.
- Ensure that all outside areas are kept free of rubbish and weeds.
- Ensure that all steps and boilers rooms are kept free of obstructions and trip hazards at all times.
- Ensure that all waste materials are stored in bins and ready for weekly collection.
- Ensure that the entrance courtyard is treated with salt when icy conditions prevail.
- Ensure that fallen leaves are cleared away from all pedestrian areas.

- Oversee security issues re lock-up of premises and reliability of CCTV operations.
- Ensure all ladders and maintenance tools are inspected on a regular basis and not used if deemed to be faulty.
- Liaise with specialist contractors appointed to supply pest control services.

## **Employees and Pupils**

12. All employees and pupils shall:

- Look after their own and others' health and safety.
- Observe all safety rules at all times.
- Familiarise themselves with safety operating procedures and instructions applying in any workplace and on any task they may be allocated.
- Wear appropriate personal protection and use appropriate safety devices at all times to ensure compliance with statutory regulations and rules.
- Report any defect or health hazard to the Site Manager or teacher.
- Assist in the maintenance of good housekeeping standards.
- Report any accident or damage to property immediately to the Site Manager or teacher whether or not injuries are caused and assist in the investigation of the accident.
- Co-operate in the work of the Health and Safety Committee and in the inspection of the work place.

## **All other Persons in the School**

13. All other persons who are either working or visiting the School shall:

- Observe the safety rules and instructions as outlined by persons enforcing the Health and Safety policy (e.g. asbestos register).
- Not work on the premises unless covered by insurance against risks.
- Follow fire procedures as shown on the back of their visitor lanyards.

## **General Workplace Safety**

14. Accidental falls from height will be guarded against with particular attention paid to working at height and work on roofs, balconies and gantries. Signs will be displayed where appropriate to warn of risk.
15. Suitable and sufficient welfare facilities are available on the school premises, including toilet facilities (including those for the disabled), facilities for rest, to eat meals and drinking water.
16. Each area of the School premises classified as a workplace will have adequate ventilation, provide a suitable working temperature, be adequately illuminated, be kept in a clean condition, have adequate access and workspace for the activity, have suitable furniture and work station and be regularly inspected and assessed.

17. Safe access and egress will be maintained in each workplace, including for the disabled. Provisions will be made to prevent slips, trips and falls and falling objects and any storage racking will be inspected regularly and be fit for purpose.

## **Fire Procedures**

18. Reference should also be made to P28 Fire Safety Policy

- All staff and pupils will be trained in the Fire Procedures.
- Written details of procedures are displayed in all classrooms and work areas.
- Fire exits are clearly marked, unobstructed and unlocked throughout the day.
- Escape routes are well maintained and regularly checked.
- Fire detection equipment is tested regularly.
- Appropriate fire extinguishers are located throughout the main building, Science Block and the Lodge and given a full check annually by a qualified engineer.
- There are around 20 fire call points located throughout the main building, Science Block and the Lodge, mainly next to exit doors.
- Fire drills are practiced wherever possible every half term, but termly as a minimum. The details are recorded and submitted to the Health & Safety Committee by the Bursar
- Following the evacuation of the building, the classes assemble on the tennis courts and a member of the administration staff takes the registers from the office and gives them to the teachers. A member of staff checks the toilets. A member of the kitchen staff assists pupils at the bottom of the escape near the Conservatory (see Fire Drill Procedures – part of Appendices in Staff Handbook). In the event that the tennis courts are not suitable due to the direction of smoke, an alternative muster station is used.
- All Staff & Contractors must sign in and out when they are on site during the school holidays.
- All staff must sign out and then in again if appropriate if they leave the School during the normal working day.

## **School Safety Rules**

19. All areas of the School will be maintained in a clean and tidy condition. Rubbish and wastepaper must not be allowed to accumulate.
20. All staff and pupils must be made aware of the necessity for good hygiene and health precautions to be taken within the School. In particular, Holroyd Howe will be aware of the conditions with regard to food handling (See Food Handling Regulations).
21. All accidents will be reported in the designated accident book which is kept in the School Office. The periodical meetings of the Health & Safety Committee will investigate these accidents and take appropriate action where necessary. The Health & Safety Committee also review 'near misses'.

22. Absence notification forms are kept beside the registers in the office and these should be filled in when a parent telephones to explain the absence of their child. These notification slips should be kept at the back of the class registers.
23. All visitors to the School should report to the office whereupon they will be required to sign the Visitor's Book, issued with a visitor's badge, and given a copy of the Visitor's Information pamphlet. They will then be met from the Entrance Hall by their host.
24. All pupils must be collected by a parent/grand-parent, nanny/au-pair or known person before they are allowed to leave the school premises and are advised to inform the school in advance. This can be done either by email to the School Office or by noting this on the sheet kept in the School Office for this purpose. The school operates a password system. Parents will be asked to provide the person collecting their child with a password (for example 'Apple Pie') and to inform the School that this will be the password used on this occasion. When they have given the correct password, the child will be released into their care. Different passwords must be used on each occasion. Pupils being collected outside of normal times must be collected from the school office and signed out by the adult collecting them.
25. If a pupil is absent from school without authorisation, the teacher should inform the office and a member of the administration staff will contact the parents for an explanation. (Refer P04 Safeguarding Policy and P14 Missing Child Policy)
26. Parents are asked to complete an emergency procedures form for each child at the beginning of each academic year and return it to the Form Teacher. The teacher should read each form and note any relevant medical needs. A copy of all emergency forms is kept in the office. Parents must notify the School immediately if their child's needs change during the course of the academic year.
27. Relevant staff will be given specific training in the use of 'EpiPens' and inhalers by trained personnel when needs arise.
28. Curriculum areas such as ICT, Science and Physical Education have policy guidelines relating to Health & Safety and teachers should adhere to these guidelines. (See individual policy documentation and risk assessments).
29. First-aid facilities are available in the office and small first aid boxes are located around the School. Staff in charge of outdoor pursuits/games will be trained in first aid. There are Paediatric and First Aid trained Staff in the School at all times. Names of personnel may be found in the School Office.
30. Smoking is not permitted in any of the School buildings.
31. In the event of severe weather conditions or an outbreak of an infectious disease which may necessitate the closure of the school for a day/days, the School has

established an 'Emergency Closure Procedure'. This is outlined in the Staff Handbook. A whole School lockdown is planned. (Details of which can be found in P35 Major Incident Policy Appendix 3). This is practiced annually.

## **Manual Handling**

32. Manual handling is defined as “any transporting or supporting of a load, including the lifting, putting down, pushing, carrying or moving thereof by hand or bodily force”. In a school environment this may include:

- Moving furniture around classrooms
- Moving equipment stored at height
- Moving items when taking delivery of goods
- Pushing and pulling trolleys and PE equipment
- Setting up temporary stages
- Moving gas cylinders, chemicals etc.
- General movement of workplace equipment

33. When assessing the risk, the following should be taken into consideration:

- The task
- The load
- The individual
- The environment
- Consider whether the object needs to be moved at all
- Where it needs to be moved to, can this be by automation? E.g. using a lift truck
- Where manual handling is necessary, ensure that a risk assessment is undertaken, and any required control measures are implemented
- Ensure that those undertaking such tasks have received appropriate training

34. All those who undertake manual handling activities must have received appropriate training and read the HSE leaflet on Manual Handling. Points to consider include:

- Planning the lift
- Keeping the load close to the waist
- Adopting a stable position
- Getting a good hold
- Not flexing the back any further when lifting
- Avoid twisting the back or leaning sideways
- Keeping their head up
- Moving smoothly
- Putting the load down then adjusting as necessary

## **Security (Refer also to P06 Visitor & Intruder Policy)**

35. The main front entrance is used by all visitors coming into school during normal school hours. There is a door entry system with intercom connections to the School office, the PA's Office and Dining Room. The visitor is asked to press the bell, identify himself/herself, and provided that he/she is known or has an appointment, he/she will be allowed access.
36. At 08:20 pupils enter the school via the 'Side Door' in the Kindergarten playground, via the door in the Middle Preparatory corridor or via the door to the Science/ Higher Prep block, dependant on which class they are in. Nursery pupils arriving before 08.45am must be accompanied by their parents to the Early Bird's Club and must be signed in by their parents. Nursery children arriving after 08.45am should be taken to Nursery by their parents and handed over to their teacher. Young pupils must be accompanied by a parent or other adult to the Early Bird's Club. Older pupils need not be accompanied by a parent or other adult but must go straight to the Early Bird's Club.
37. Pupils who arrive after their class registration must only enter the school via the main entrance hall door and must go to the School Office where they will be registered as Late and then taken to their class by a member of staff.
38. At the end of the school day Nursery pupils leave by the Kindergarten Door. Kindergarten pupils are dismissed by their Form teacher from the Kindergarten door. Pupils in Lower and Upper Transition are escorted to the gate in the Kindergarten playground where they are dismissed by their Form teachers. Pupils in Lower Preparatory and Middle Preparatory are dismissed from the door in the Middle Preparatory corridor by their Form Teachers. Higher Preparatory are dismissed from the door between the Science Room and the Higher Preparatory Classroom by their Form Teacher. Form One pupils are dismissed either from the Middle Preparatory door, Science Block or Music Lodge. Parents of children in Higher Prep or Form One may choose to allow their child to leave the School Premises unaccompanied. This may be to walk home or it may be to meet their parent further up the road. In either instance, written permission needs to be gained from the parent in advance via a form which they will complete. The form will ask the parent to confirm that they have walked with their child on at least one occasion to show them the route they are to take, where to cross the road (if necessary) and how to travel safely. Parents will also need to confirm how their child will communicate with them if needs be i.e. mobile phone, returning to School. If at any time the School are concerned that the child is not walking in a safe way or if there are any concerns about these arrangements, the School reserves the right to withdraw the permission for the child to leave the site unaccompanied.
39. Nursery pupils leaving at lunchtime or before the start of the afternoon session, are escorted to the main entrance hall door and are dismissed by the Nursery Teachers. Pupil access and egress via the entrance and exit doors is restricted to both ends of the school day and during lunchtime.
40. Pre-Prep pupils who are attending extra-curricular activities (e.g. Prep, ballet, athletics, Stay and Play etc.) will be accompanied by their Form Tutor or Teaching Assistant to these areas and handed over to the member of staff running these activities. Pre-Prep

pupils are not to be left unattended by any member of staff. Prep pupils who are attending extra-curricular activities are trusted to make their own way through the school to these activities in small groups.

41. The school entrances and grounds are under 24 hour surveillance via CCTV. There are signs all around the outside on the buildings and at the vehicle entrance and exits, indicating the presence of CCTV cameras. The monitoring equipment is checked and serviced annually. The number combination keypads to all external doors are regularly changed as are the padlocks to the external gates. The vehicular and pedestrian entrance gates onto the public highway are on a timed programme and at all times visitors must request entry via an intercom system. Further details of our CCTV system can be found in P30 CCTV Policy.

## **Boundaries**

42. There are established clear boundary lines for pupils during the course of the school day. The play areas are defined and patrolled by staff during play times. Pupils are only allowed onto the adventure playground or garden when accompanied by staff. Pupils are not allowed to leave the school buildings until they become the responsibility of their parents or carers and must remain with their teacher, whilst waiting for their parents to collect them. Any pupil not collected by their parents or carer by 3.45pm will be taken to "Stay & Play" or Prep Club until the parent arrives.

## **Trees**

43. The trees in the school grounds are inspected by a tree surgeon. The School is advised about the health and likely stability of all trees, and recommendations are followed. In the event of Tree Preservation Order trees having to be lopped or felled, permission is sought from Guildford Borough Council. Where concerns are raised about a tree, the area will be cordoned off whilst these concerns are investigated.

## **Use of School Facilities by Members of the Public (Refer also to P49 Lettings and Hire of School Policy)**

44. The School will ensure that all members of the public using the School facilities will be given sufficient information to allow them to avoid any risks to their Health & Safety. With regard to the use of the School Hall, this information will relate to means of escape in the event of an emergency.
45. The School has an agreement form, along with a detailed set of Terms and Conditions, which it uses as a contract with the hirer. This form includes a clause which specifies that the hirer will ensure adequate supervision and will take responsibility for the Health & Safety of the persons using the facilities. If the School is being used for activities involving children (i.e. holiday clubs, art classes etc.) by an external party (i.e. not a member of staff), the hirer must confirm that they have carried out all appropriate



checks on their staff (i.e. DBS, right to work, identity etc.) and provided a copy of their Safeguarding Policy prior to the date of hire. This evidence is kept on the SCR.

## **Working from Home**

46. Under normal circumstances, requests for working at home will be considered by the Headmistress and/or Bursar. In exceptional circumstances, i.e. in the event of a School closure, more people, if relevant, may be able to work from home. All staff will be asked to complete an HSE Display Screen assessment form.

## **Injuries/Illness – Pupils (Refer also to P31 First Aid Policy & Appendix A)**

47. Any pupil who has to leave a lesson because he/she is ill should be escorted to the office by a member of staff or another pupil. A member of staff trained in first-aid will attend to the pupil and determine if the child should be sent home or if he/she is fit to return to class.
48. In the case of a pupil incurring an injury, the member of staff in charge should determine whether to send the pupil to the office to be treated by a first-aider or to send a pupil to request that the first-aider attends the injured person at the scene of the accident. If in any doubt, the injured party should not be moved before qualified medical assistance has arrived.
49. A head injury must be treated as potentially very serious. An ambulance will be called if the first-aider deems it necessary. Staff are advised not to take a pupil with a head injury to hospital by car. Pupils who sustain a minor head injury such as a 'bump' through play, must be taken to the School Office where a first-aider will deliver appropriate treatment according to current guidelines. For pre-prep pupils, a 'bump' sticker is placed on the child so that both teachers and parents are aware a minor injury has occurred, an accident form will be completed and an "Important Notice" form will be completed by the teacher on duty – available from the School Office. The "Important Notice" form will be handed to the parent by the Form teacher to read, sign and return to School noting the child has sustained an injury. The "Important Notice" form is kept on file in the School Office for future reference. The same process will be followed for children in the Prep department but with the exception of the 'bump' sticker.
50. All but the most minor injuries should be reported in the 'accident book'. Parents should be advised with regard to all reported accidents and the treatment administered by the member of staff on duty at the time. This will be done via the "Important Notice" form.
51. In an emergency, when a parent's attendance cannot be immediate, it is sometimes necessary to obtain treatment for a child from a doctor or a casualty department in a hospital. In such situations the Headmistress, or a member of the SLT, would act 'in loco parentis' following the information / permission given by the parent on the child's Emergency Procedures Form. Where necessary, a child may be taken by private car by a member of staff directly to the casualty department where this is in the best interests of the child.

52. All accidents that result in hospitalisation will be reported by the School Secretary to the Health and Safety Executive (RIDDOR).

### **First-Aid (Refer also P31 First Aid Policy)**

53. First-aid boxes are clearly marked with a white cross on a green background. Each box contains provision as recommended by the Health & Safety Executive.

54. A first-aid box is kept in each of the following areas:

- School Office
- Nursery
- Kitchen
- Science Laboratory
- Medical Room
- Lodge

55. Every member of staff is obliged to take a first-aid kit on field trips, outings and when travelling in public service vehicles (DfE guidelines). In the case of several classes having a joint trip, each class should have a separate kit.

56. The School Office staff are the appointed First-aid administrators. They are responsible for checking the contents of the First-aid boxes regularly, and keeping them fully supplied. The First-aid administrators are also responsible for ensuring that the school has an Emergency Procedures Form for each pupil which is signed by parents.

57. It is school policy to have at least two members of staff qualified to administer first-aid. Staff undertake training courses which are approved by the Health & Safety Executive and attend refresher courses at least every three years. From September 2016, in line with new regulations, all staff employed in Early Years will hold a paediatric first aid qualification within their first six months of employment.

### **Medication (Refer to P31 First Aid Policy)**

58. Pupils who are not well enough to attend school should not participate in extra-curricular activities. However, there will be times when a child needs medication either for a short duration or in the longer term, to manage an on-going or specific medical condition.

59. Members of staff are not under any obligation to administer medicine. However, there are times when a pupil may need to finish a course of medication, such as a course of antibiotics. Therefore:

- Written agreement from parents/guardians should be obtained before any medication is administered.

- It is important that all medicines are handed into the School Office. These should be labelled with the child's name, dose and time to be administered.
- With the exception of inhalers and Epipens, no child is allowed to keep medicines in the classroom or cloakroom.
- The appointed first-aider will oversee the administration of all medicines.
- If pupils refuse to take their medicine, parents should be contacted immediately.
- All medicines are to be collected from the office at the end of each school week.
- Staff must never dispose of medicines – any medicines that are no longer required must be returned to parents.
- Staff should not administer non-prescription drugs such as paracetamol. (DfE regulation)
- Staff should not administer any medication containing aspirin unless it has been prescribed for the child by a doctor, dentist, nurse or pharmacist (even with parental permission) to children under the age of 5 years. (ISI regulations for EYFS framework 2017 which came into force on 3<sup>rd</sup> April 2017)
- When taking pupils out of school on day and residential trips, teachers need to consider and comply with any medical needs of pupils.

60. All parents are requested to complete a Medical Emergency Form annually. This form outlines any specific medical problem a child may have and where parents can be contacted in the event of an emergency. Form teachers should make themselves familiar with the information on the forms at the beginning of each school year.

61. All emergency forms are kept in the School Office and are filed in alphabetical order by pupil surname. Form teachers keep a copy of these forms in the classroom and are reminded that medical information is confidential. Staff will be informed on a "need to know basis" if and when a child has a medical condition that needs to be monitored. Please refer to P53 Privacy Notice for Parents & Pupils for further details.

62. A member of the Office Staff checks all medication and first aid boxes on a termly basis, making note of those which are almost out of date so that items can be replenished.

### **Long-term medical needs (Refer also P31 First-Aid Policy)**

63. Pupils with long term medical needs should have a health care plan. It is important that staff have sufficient information about the pupil's needs. The School will need to know:

- The details of the pupil's condition
- Any special requirements such as precautions to be taken before specific activities
- The pupil's medication and any side effects it may have
- What to do in an emergency and whom to contact
- Who is responsible for administering medication to the pupil or overseeing the taking of medicine by the pupil.

## **Supporting pupils with severe allergies (Refer also P31 First-Aid Policy and P53 Privacy Notice for Parents & Pupils)**

64. Severe allergic reactions among children are now quite common and many of those affected are prescribed pre-loaded adrenaline kits (EpiPen or Anapen).
65. The treatment for any severe allergic reaction is an injection of adrenaline, delivered into the muscle in the side of the thigh. Relevant staff are given appropriate training on the use of the EpiPen.
66. Pupils who have been identified with severe allergies will be made known to all staff. A photograph of each child who suffers from severe allergies is displayed in the School Office, the Staff Room and in the Dining Hall. Parents decide whether the EpiPen remains with their child at all times, or, is stored in the medical cupboard in the School Office. EpiPens are clearly marked and parents accept responsibility for maintaining appropriate up-to-date medication.
67. Parents are asked to complete a consent form so that trained members of staff can administer the EpiPen if needs arise. Emergency Procedure Forms and telephone numbers for children who are 'at risk' are kept with the EpiPen kits in the office.
68. Holroyd Howe are aware of the risk attached to nut allergies and take precautions to ensure that nut related ingredients are not included in food prepared on the premises. Rydes Hill aims to be a nut free School.
69. Teaching staff need to ensure that pupils adhere to school policy – pupils do not share snack food at break time. They should take all reasonable steps to ensure affected pupils do not eat food items unless they have been approved/prepared by parents. (Take care with birthday cakes or sweets sent in for children to share in class).
70. Pupils with severe allergies should be given special consideration when arranging outdoor activities and school trips. Parents should be consulted in advance.
71. When pupils are provided with packed lunches by the School, Class teachers must carefully check the contents of the lunches to be provided to pupils with known allergies prior to the food being given to the child. Where pupils bring food from home, class teachers/break time supervisors should check that no nuts have been brought into school.
72. When undertaking cookery and science investigations, the teacher should take precautions to ensure that foods which may present difficulties are not used. (If in doubt, contact the parent in advance).
73. An ambulance must always be called after an EpiPen has been administered.

## **Outings (Please refer P12 Educational Visits Policy)**

74. At Rydes Hill we believe that off-site educational visits provide valuable opportunities that enhance curriculum work and experiences not routinely available in the School. Visits can also foster independence and investigation skills.

75. We endeavour to ensure that each year group will experience one educational visit each term.

- Each teacher arranges her own outings with permission from the Headmistress.
- All outings should support the curriculum.
- It is the responsibility of the Form Teacher to make all the arrangements regarding the visit including, safety, work, suitable clothing, coach hire and keeping relevant records.
- The teacher should appoint a deputy and brief her on all aspects related to the trip.
- A 'Consent Form' must be completed by each parent/guardian, for each pupil, prior to the trip.
- Teachers should complete a set of Risk Assessment / Outing Forms to be signed by the Headmistress and then given to the Deputy Head (Pastoral).
- The medical needs of all pupils must be considered and discussed with the parents in advance.
- Form teachers should bring a 'First-Aid kit' with them. There should be one kit per class. (These are available from the School Office)
- If using Public Transport, teachers are recommended to carry a first-aid kit with them.
- When travelling by coach or minibus, it is the responsibility of the teacher in charge to ensure that each pupil wears a safety belt and that this remains fastened for the duration of the trip. Pupils must remain seated when travelling by coach.
- Teachers should be aware that a visit must be curtailed if health or safety may be compromised.
- When visiting a farm, please comply with current DfE guidelines. Current information is available from DfE website. Additional useful information can also be found for schools on the Visit My Farm website:  
(<http://www.visitmyfarm.org/component/k2/item/339-industry-code-of-practice>)
- The Form Teacher must ensure that there is an adequate adult-pupil ratio making additional supervision arrangements for pupils with special medical, behavioural or educational needs and the level of supervision required in the event of an emergency.

76. The Form Teacher should ensure that adult helpers have clearly defined roles and fully understand their responsibilities.

## **Food Hygiene and Safety (Refer to P51 Food Hygiene & Catering Policy)**

77. Holroyd Howe were appointed to provide catering services to Rydes Hill Preparatory School in January 2017. The Bursar, where practicably possible, is responsible for

overseeing the Catering Manager who is responsible for managing food safety, personal hygiene and food hygiene training for the Kitchen Staff.

78. At Rydes Hill we appreciate that no two children are the same especially when it comes to their special dietary needs. All parents must complete an allergy form from which menus will be individually tailored to the children's specific needs.
79. Parents of children with allergies or eating difficulties, will be invited to meet with the Catering Manager and/or Bursar to discuss individual menus. For those children on individual diets, appropriate foods will be purchased.
80. All children with special diets wear coloured lanyards. The colour of the lanyard indicates the type of diet. Children suffering from coeliac will have their food plated up in the kitchen to prevent cross contamination.
81. Only the Head Chef or Deputy Chef should give 'seconds' to children with allergies.
82. If a child is accidentally given the wrong food and requires piriton/EpiPen as part of their allergy care, it must be administered immediately in the Dining Room, before the School Office, Headmistress or Bursar are notified. The child should not be taken to the School Office until after administering the medication. An incident report form should be completed and parents notified.
83. If a child stops eating their special food or says they do not like it on a regular basis, the Bursar should be notified and a meeting / telephone conversation with the parents will be arranged.

### **Intimate Care (Please also refer P07 Staff Code of Conduct and P15 Early Years Policy)**

84. Some pupils in our care may require assistance with using the toilet, toilet training or may arrive in school using pull-ups. Some children may also soil themselves on occasion despite being toilet trained at home and some children may have a medical or developmental reason for developing bladder control later than their peers. Rydes Hill Preparatory School & Nursery ensure that the dignity of all children is respected and that children are given privacy appropriate to the child's age and situation. To do this we follow intimate care guidelines provided by Surrey County Council's Early Years and Childcare Service.
85. Intimate Care is defined as 'Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, or exposure of, sexual parts of the body'.
86. Intimate care tasks in our setting can include:
  - Dressing and undressing (underwear)
  - Helping a child use a potty or toilet
  - Changing a pull-up nappy

- Cleaning/wiping intimate parts of the body

87. Staff who work in the EYFS setting have undergone all the necessary training and safeguarding checks to provide intimate care to any child who needs it. This is to limit the number of staff members who are vulnerable to accusations of abuse. If an EYFS member of staff is not available, other teaching staff may provide intimate care to a pupil. Under no circumstances should volunteers provide intimate care to pupils.

### **Procedure for providing intimate care**

- Before providing intimate care, staff should always make another member of staff aware that they are providing care to this child. It is not practicable in our setting for this care to always be witnessed by another staff member but whenever possible this care should be provided in the presence of another staff member.
- Gather all the necessary items before any intimate care is provided. For example, clean underwear and trousers, wipes, nappy sack, bag to put wet items in etc.
- Wash and dry your hands and put on disposable gloves. A new set of gloves should be used for each occurrence.
- Assist the child (if necessary) with removing soiled items of clothing and bag them separately.
- Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and place in a pedal operated bin.
- Remove your disposable gloves.
- Assist the child (if necessary) with dressing in clean underwear and dry clothing.
- Help the child to wash their hands with liquid soap and warm water and to dry their hands.
- Wash your hands with liquid soap and warm water and dry your hands with paper towels.
- Take the child back to the room and inform other staff that you have completed the process.
- Return to the changing area using anti-bacterial spray and paper towels to clean any areas as necessary then wash and dry your hands again.
- The bag containing soiled clothing should be placed in the child's rucksack and the parents discreetly informed when they collect their child that intimate care has been provided.

88. Encouraging a child to use a toilet is not considered intimate care nor is assisting with hand-washing and drying of hands.

89. If during the intimate care of a child you accidentally hurt them, misunderstand or misinterpret something (for example the child telling you they have had an accident and on undressing them you find they have not), reassure the child, ensure their safety and report the incident immediately to the Headmistress during term time. Outside of term time, (i.e. during AYR Nursery provision) incidents should be immediately reported to the Head of Nursery / Assistant Nursery Manager and an email sent to the Headmistress and Deputy Head (Pastoral).

90. Should you see any unusual or emotional response by a child, observe any bruises or unusual markings, discolouration or swelling including in the genital area, when providing intimate care, report this immediately following the School's Safeguarding Policy P04.

## **Training**

91. Staff have a programme of health and safety training which includes:

- First Aid (including paediatric and EpiPen where appropriate)
- Health & Safety in Education
- Manual Handling
- Fire Safety in Education
- Minibus (where relevant)
- Food Hygiene and Safety (organised via Holroyd Howe for their staff)
- Safer Recruitment (where appropriate)

## **Occupational Health**

92. The School will undertake health surveillance on employees where it is specified by law. Health surveillance will also be undertaken on employees where:

- There is a known risk to the health of employees
- Where the health risk can be identified at an early stage; and
- Where the identification of the condition will allow successful treatment

93. Areas where consideration of health surveillance is required will include exposure to:

- Noise or vibration
- Solvents, dusts, fumes, biological agents and other substances hazardous to health
- Asbestos, lead or work with compressed air
- Ionising radiation

94. Health surveillance may take the form of:

- Periodic Health Questionnaire
  - All staff must complete a pre-employment questionnaire. This enables us to:
    - ❖ Establish whether any reasonable adjustments need to be made for applicants during the selection process
    - ❖ Decide whether an applicant can carry out a function essential to the job
    - ❖ Monitor diversity among job applicants
    - ❖ Take positive action to assist disabled people
- Pre-employment and return to work (after long-term illness / injury) medical examinations
- New or Expectant Mother Risk Assessment



95. All reasonably practicable corrective action to ensure the health and safety of employees identified as suffering from work related illness will be taken.

### **Violence to Staff (Refer to P16 Behaviour, Rewards, Sanctions and Use of Reasonable Force Policy)**

96. The School operates a zero-tolerance policy with regard to violence. Any violence, threat of violence or behaviour intended to intimidate or cause alarm or distress, to a member of staff, pupil, parent or visitor will not be tolerated. A full and immediate investigation will take place, the perpetrator will be reported to the Police and dismissed if a member of staff. Sanctions may be placed against parents and visitors.

97. Where violence is shown by a pupil, this will be considered under policy P16 Behaviour, Rewards, Sanctions and Use of Reasonable Force Policy and where necessary, under P2 Exclusions Policy.

### **On-site Vehicle Movements (Refer to P27 Minibus Policy)**

98. The School operates a strict 5mph speed restriction. Signage is in place warning drivers to slow down. The School also has two speed bumps.

99. Staff are requested to park at the back of the School wherever possible. Parking bays are available for the Headmistress, Bursar, Deputy Heads and Visitors to the School. The School provides a number of parking bays for parents and visitors. A disabled parking bay is also available adjacent to the main entrance door. Any spare spaces may be used by the Registrar and/or the Deputy Bursar.

100. Deliveries are only permitted during the hours specified and vehicles are only allowed to park in designated areas.

101. School minibuses are parked, when not in use, at the front of the School.

102. Pedestrian routes have been identified and separated wherever possible from vehicles by physical measures such as pavements and line markings, fences and gates. Lighting is provided as appropriate.

103. Cyclists should dismount once they arrive on site and use pedestrian walkways. Parking for cycles is provided to the west side of the School Office.

### **Management of Asbestos (Please refer to P29 Asbestos Policy)**

104. It is the School Policy that no employee or other person for whom the School is responsible should, so far as is reasonably practicable, be exposed to asbestos (except in the case of an approved asbestos surveyor or licensed removal contractor).

105. The School's Asbestos Register Report is located in the Bursar's Office showing the location, type and condition of the asbestos. The Bursar is responsible for the up-keep of the register. Details of the asbestos register will be made available to all occupants of the building and visiting contractors (as required). Where asbestos exists, and risk assessments indicate a high asbestos hazard, warning signs will be displayed. Asbestos is regularly reviewed for signs of wear and tear and photographs taken.
106. Where any work is likely to involve contact with asbestos containing materials, the Bursar will appoint an HSE licensed contractor to undertake the works.
107. Where any School employees may undertake activities where asbestos could be disturbed, they will be provided with awareness training so that they understand the dangers and steps to take if accidentally exposed.
108. Where an employee / contractor believe they have discovered asbestos they should contact the Bursar immediately so that appropriate action can be taken.
109. Where asbestos is present in classrooms, teachers are aware of its location and its management. All asbestos locations are marked with an asbestos sticker.

### **Hazardous Substances**

110. Where hazardous substances are used or stored on the school premises, a risk assessment is undertaken and any required control measures implemented.
111. Quantities of substances stored are kept to a minimum and an inventory of substances is maintained. Hazard signs are displayed at locations where substances are stored.

### **Selecting and Managing Contractors (Refer to P13 Contractors Policy)**

112. The School, wherever possible, Rob Derbyshire for Electricity works and Simon Reynolds for painting and decoration. These local companies have a proven track record of safety and quality with the school, have been DBS checked so can work in the School during term time and are either sole traders or employ fewer than five people. Works over £50,000 will always go out to tender and the appropriate checks asked for at the tender stage.
113. The School tries to schedule all building works for the School holidays when there are fewer people on site. The Bursar, Site Manager and Assistant Bursar/Finance Officer oversee the safe working practices of Contractors when on site.

## Health & Safety Policies and Procedures

114. In addition to the School Safety Rules and specific Policies, Procedures and Local Rules referenced above, other policies, risk assessments and procedures covering individual risks, standards and arrangements, will form part of this Health and Safety Policy and can be found on the School Server. They are:

- a. P04 – Safeguarding Policy
- b. P06 – Visitor & Intruder Policy
- c. P09 – Taking, Storing and Using Images of Pupils and Staff Policy
- d. P10 – Lone Working Policy
- e. P11 – Hot Working Policy
- f. P13 – Contractor’s Policy
- g. P14 – Missing Child Policy
- h. P21 - School Accessibility Plan
- i. P24 – Risk Assessment Policy
- j. P25 – Display Screen Equipment Policy
- k. P27 – Minibus Policy
- l. P28 – Fire Safety Policy
- m. P29 – Asbestos Policy
- n. P31 – First-Aid Policy
- o. P35 – Major Incident Plan
- p. Control of Legionellosis
- q. Portable Appliance Testing (PAT)
- r. Electricity at Work Regulations
- s. Manual Handling Procedures
- t. Working at Height
- u. Management of Asbestos
- v. Allergic Reaction caused by Food

This list is not exhaustive and will be updated on a regular basis.

115. It is the aim of the school to ensure so far as is reasonably practicable, the health and safety of members of the public who may be affected by our work activities. Where any risk assessments identify risks to the public, appropriate control measures will be implemented.

**This policy is reviewed annually by the Governing Body:**

**Reviewed June 2015, June 2016, June 2017, June 2018, July 2019, June 2020 & June 2021**

**Date of Next Review: June 2022**

Appendix A – Serious Infectious Diseases

## Appendix A – Serious Infectious Diseases

100. In rare circumstances, the School may be made aware of an outbreak of serious infectious disease. At all times, the health and safety of the School community will be the priority.
101. Any outbreak of an infectious disease could be localised, national or worldwide and may last anything from a few days to more than a year. In extreme circumstances, it may be classified as a pandemic.
102. Where any outbreak of serious infectious disease occurs, the School will follow legislation, statutory regulation, and/or advice where relevant and appropriate, from the following organisations:
- World Health Organisation (WHO)
  - Public Health England (PHE)
  - Surrey County Council (SCC)
  - Guildford Borough Council (GBC)
  - Department for Education (DfE)
  - Health & Safety Executive (HSE)
  - Independent Schools Inspectorate (ISI)
  - Independent Schools Council (ISC)
103. The Bursar will consult with the School's Insurers to ensure that steps taken by the School are consistent with the expectations of its insurers and that coverage is not compromised.
104. The School will work to minimise health risks to pupils, staff, visitors and contractors by developing a plan appropriate to the circumstances. The plan will include details of how infection rates can be controlled and the specific steps to be taken by staff, pupils, parents and visitors to the Site. This plan will be shared with relevant stakeholders and will be modified and updated as the situation changes.
105. A risk assessment will be completed by the Senior Leadership Team and the Compliance Officer and this will be approved by the Governing Body. This risk assessment will be shared with all staff, parents and other stake holders as appropriate.
106. In rare circumstances it may be necessary to temporarily close the School. Where this is necessary, provision to continue to provide education and pastoral support will be made.