



Policy Name: Health & Safety Policy

General Statement

All school policies are available for parents and prospective parents by contacting St Crispin's School Office on 0116 2707648 or by emailing: enquiries@stcrispins.co.uk

These policies are adapted to cover the whole school from 2-16 and therefore this policy applies to the whole school, including the EYFS. It should be read by parents/staff alongside all the school policies, the School Welcome Pack and the Admission Form and for staff additional information can be found in the St. Crispin's Staff Handbook and their Terms and Conditions of Employment.

St Crispin's School is committed to safeguarding and promoting the welfare of pupils and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

The parents of the children attending St Crispin's School should be aware that the school has a duty to safeguard and promote the welfare of children who are their pupils. This responsibility necessitates a Safeguarding Policy and School may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.

Policy statement: St Crispin's School

Believes that the health and safety of children is of paramount importance. We make our Nursery/School a safe and healthy place for children, parents, staff and volunteers. We expect staff to report any issues via the Heads/Site Managers book in order that they can be seen to straight away. We employ an Outside Agency Guardian Support Ltd to monitor and review our policy annually; so far as is reasonably practicable and in consultation Guardian Support will:

- Make itself familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of the Nursery/School, in particular the Management of Health and Safety at Work Regulations.
- Adopt and maintain an effective policy, organisation and arrangements for the provision of health and safety throughout the Nursery/School.
- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, children/students and others.

Health and safety general standards – St Crispin's School employs **Guardian Support Ltd** to oversee all our Health and Safety Requirements as such their policies take priority over in-house policies.

Guardian Support Ltd will set standards and ensure responsibility is assigned for:

- Reporting accidents.
- Recording and investigating accidents.
- Review Health and Safety and Risk Assessment with staff

Undertaking, recording and reviewing risk assessments, especially with regard to:

- Potential accidents.
- Health hazards.
- Nursery/School sponsored on and off site activities.
- Children/students and their behaviour.
- Monitoring adherence to health and safety standards.

- Reviewing documentation and distributing information from the DfES
- Carrying out inspections.
- Providing health and safety training.
- Providing first-aid.
- Dealing with emergencies.
- Supervising storage facilities.
- Dealing with waste disposal.
- Monitoring housekeeping standards.
- Dealing with complaints on health and safety.
- Purchasing and maintaining equipment.
- Testing of plant and equipment to ensure it is safe.
- Carrying out minor repairs to doors, fences, windows etc.
- Organizing security and fire protection arrangements.
- Implementing risk control measures.

So far as is reasonably practicable, the Nursery/School, through the Head will make arrangements for all staff, including temporary and voluntary staff and helpers, to receive a copy of this policy and comprehensive information on:

- All other relevant health and safety matters.
- The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

If St Crispin's School (Leicester) Ltd delegate responsibility for carrying out a particular health and safety function to an employee, it must ensure that the person is aware of the duty, knows how they are expected to perform it, and are provided with any necessary information, instruction, training and supervision and resources (including time). In addition, suitable measures for monitoring performance standards must be put in place.

The St Crispin's School (Leicester) Ltd is directly responsible for safety management/compliance and ensuring that premises, equipment and substances are safe and without risk to health.

Where Outside Agencies are brought in to for regular contracts independent of the St Crispin's School (Leicester) Ltd - such as cleaning, catering services and building works, etc. – the St Crispin's School (Leicester) Ltd must give proper consideration to the health and safety aspects before the tendering of any such contract takes place and they must satisfy themselves that successful contractors comply with all relevant safety legislation.

- We aim to make children, parents, staff and volunteers aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Our member of staff responsible for health and safety is:

Catherine Lofthouse (Office Manager) alongside an Outside agency Guardian Support Ltd.

- She is competent to carry out these responsibilities; alongside Guardian Support Ltd.
- She has undertaken health and safety training and regularly updates his/her knowledge and understanding.
- We display the necessary health and safety poster in: **No 4 Hall, No 6 Offices and R1**

Insurance cover

- We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in:
- The School Entrance Hall of No 4 and No 6 St. Mary's Road, Leicester

Procedures - *Awareness raising*

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues, so that all adults are able to adhere to our policy and procedures, as they understand their shared responsibility for health and safety. The induction training covers matters of employee wellbeing, including safe lifting and the storage of potentially dangerous substances.
- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- Health and safety issues are explained to the parents of new children, so that they understand the part played by these issues in the daily life of the Nursery/School.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at staff meetings.
- We operate a no-smoking policy; and no personal mobile phones - in school policy. These are allowed on trips and outings in line with Policy 1.6 (use of Mobile Phones and Cameras) and Policy 8.3 (Trips and Outings)
- Children are made aware of health and safety issues through discussions, planned activities, lessons, visiting speakers, PSHE and routines.

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment or to change light bulbs, they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- Adults do not usually remain in the building on their own; we aim for adults not be on the premises on their own.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. It also states where they are stored. We keep all cleaning chemicals in their original containers.

Windows

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows are protected from accidental breakage or vandalism from people outside the building.
- Windows above the ground floor are secured so that children cannot climb through them.

Doors

- Finger guards are fitted to all necessary doors in both buildings.

Floors

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- Storage heaters are checked daily to make sure they are not covered.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

All resources and materials, which are used by the children, are stored safely.

- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor area

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- All outdoor activities are supervised at all times from F. to Year 11, with the correct adult to child ratio.

Hygiene

- We seek information from Guardian Support Ltd to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the School, which includes the play room(s), break rooms, toilets and nappy changing areas.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings. The toilet area has a high standard of hygiene, including hand washing and drying facilities and disposal facilities for nappies.

We implement good hygiene practices by:

- cleaning tables between activities;
- cleaning and checking toilets regularly;
- wearing protective clothing - such as aprons and disposable gloves - as appropriate;
- providing sets of clean clothes;
- providing tissues and wipes;

Activities and resources

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the Nursery/School.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety, any dangerous items are repaired or discarded.
- All materials, including paint and glue, are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked regularly.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.
- Large pieces of equipment are discarded only with the consent of the manager and the management team.

1. Responsibilities/Duties of the Head & Proprietors

1. As well as having the general responsibilities/duties of all members of staff, the Head & Proprietors also has responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times and for the day to day maintenance and development of safe working practices and conditions for teaching staff, support staff, children/students, visitors and any other person using the premises or engaged in activities sponsored by the School/Nursery. They will take reasonable, practicable steps to achieve this and assign clear safety functions to other members of staff as appropriate.

2. In particular, the Head & Proprietors will, so far as is reasonably practicable:

- Be aware of and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the Nursery/School.
- Ensure that statutory health and safety notices are displayed in appropriate locations within the establishment.
- Implement this policy with regard to themselves and others, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures – identified in a suitable health and safety action plan.

- Ensure that all staff, including those with delegated health and safety responsibilities, understand and fulfil their obligations for the day-to-day implementation of the safety policy, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures.
- Ensure that adequate provision is made for employee consultation on matters regarding health and safety.
- Discuss health and safety matters with the St Crispin's School (Leicester) Ltd staff, and seek advice on such matters as necessary from the most appropriate source.
- Ensure that their decisions reflect the health and safety intentions articulated in the health and safety policy.
- Ensure, at all times, the health, safety and welfare of staff, children/students and others via the provision of safe working conditions, systems of work, practices and procedures.
- Ensure that all tools, machinery, plant and equipment is fit for purpose, adequately installed, guarded and appropriately used.
- Ensure that all tools, machinery, plant and equipment receive planned maintenance, that maintenance records are kept, in accordance with statutory legislation where appropriate, and ensure that defective equipment which constitutes a safety hazard is removed from service immediately and clearly labelled as defective.
- Ensure that all substances provided within the Nursery/School are handled, stored and used in the manner prescribed by the supplier and in accordance with their own or an appropriate hazard identification and risk assessment. Ensure that appropriate protective clothing and equipment is provided and used whenever necessary.
- Identify the training needs of staff and children/students and make recommendations to the Nursery/School on resource implications of meeting such needs.
- Ensure that all employees are trained and competent to undertake their work safely, are aware of their own limitations and know they must not undertake any task unless they have been trained, are competent and are confident they can carry out the task safely in the conditions that prevail.
- Ensure that adequate instruction and supervision are provided for children/students as required.
- Ensure that sufficient first aid cover and facilities are provided.
- Collate accident information and, when necessary, carry out accident and incident investigations.
- Ensure that emergency procedures including those for fire are in place, known, tested regularly and that any necessary revisions are made and disseminated.
- Encourage staff, children/students and others to promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.
- Monitor the standard of health and safety throughout the Nursery/School, including all Nursery/School based activities by:
- Ensuring that frequent inspections of the premises are carried out and any deficiencies identified are rectified promptly. St Crispin's School will carrying out periodic audit and review of the safety management systems that are in place; monitor the effectiveness of the implementation of this policy and implement recommendations from interested bodies.

2. Responsibilities/Duties of Staff:

- All staff is directly responsible to the Heads for the implementation and operation of the health and safety policy in their relevant departments and areas of responsibility. 2.2. All staff will, so far as is reasonably practicable:
- Make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the Nursery/School and also their area of responsibility.
- In particular be familiar with and take a direct interest in this health and safety policy and in helping other members of staff, children/students and others to comply with its requirements. 2.3. As part of their day to day work all Staff will:
- Be familiar with this health and safety policy and all safety arrangements including those for fire, first aid and other emergencies as laid down by the Nursery/School.
- Ensure that health and safety regulations, rules, routines and procedures are being applied effectively.
- Carry out/be aware of hazard identification and risk assessments as appropriate for their area of work.
- Take part in health and safety training as required.
- Inform their manager if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.).
- Only undertake any task for which they have been trained and are competent or confident of undertaking safely. **If they are in any doubt they must seek further advice.**
- Take reasonable care of their own health and safety and that of any other persons (staff, children/students, visitors, etc.) who may be affected by their acts or omissions at work.
- Co-operate fully, as a legal duty, with their employer on health and safety matters, including following safe systems of work and not interfering with or misusing anything provided for their health, safety or welfare.
- Ensure that all tools, plant, machinery and equipment are adequately guarded, are in good and safe working order and are not used by unauthorised persons or in an improper manner.
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with their written risk assessment.
- Use the correct equipment and tools for the job and any protective equipment, protective clothing or safety devices that may be supplied.
- Report any defects that they observe in the premises, plant, equipment and facilities and take action to ensure no one is put at risk.
- Report all accidents and near misses immediately, whether injury is sustained or not, using the appropriate procedure, and recording these events on an Accident Report form.
- Promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.

- ## 3. Health and Safety Reporting/Communication Arrangements where the St Crispin's School (Leicester) Ltd is the Employer
- Staff should report to the Head/Site Manager any safety issue however small. This report should be in writing in either the Site Managers workbook, or via email to the Head or Proprietors.

4. See the Staff Handbook for the Nursery/School system for emergencies, crisis and snow watch.

5. Hirers, Contractors and Others

5.1. The Heads or their designated representative will seek to ensure that hirers, contractors and others who use the Nursery/School premises conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.

5.2. Where external contractors independent of St Crispin's School (Leicester) Ltd - such as cleaning, catering services and building works etc. are employed - they must give proper consideration to the health and safety aspects before the tendering of any such contract takes place and they must satisfy themselves that successful contractors comply with all relevant safety legislation.

5.3. When the premises or facilities are being used out of normal Nursery/School hours for an activity then, for the purposes of this policy, the organiser of that activity, even if an employee will be treated as a hirer and comply with the requirements of this section.

5.4. When the premises are hired to persons outside the 'employ' of the Nursery/School, it will be a condition for all hirers and others using the premises or facilities, that they are familiar with this policy, that they comply with all safety directives of the Nursery/School and that they **do not**, without the prior consent of the Nursery/School:

- Introduce equipment for use on the Nursery/School premises
- Alter fixed installations
- Remove fire and safety notices or equipment
- Take any action that may create hazards for any persons using the premises **Hirers must:** Comply with all Nursery/School policies as described in the letting agreement (e.g. in relation to smoking, substance abuse, alcohol, etc.)
- Adhere to the capacity figures detailed on any lettings documentation

5.5. All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc. Act 1974 and must pay due regard to the safety of all persons using the premises in the accordance with this Act.

5.6. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Heads or their representative will take such actions as are necessary to prevent persons in his or her care from a risk or injury.

5.7. The Nursery/School will draw the attention of all users of the premises (including hirers and contractors) to Section 8 of the Health and Safety at Work etc. Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

6. Risk Assessment

6.1. The St Crispin's School (Leicester) Ltd will ensure that regular written risk assessments are undertaken of premises, methods of work and all Nursery/School sponsored activities. These must be reviewed following changes in circumstances or personnel or in accordance with agreed timetables. The St Crispin's School (Leicester) Ltd requires a regular programme of planned assessments to be completed.

Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures. St Crispin's School (Leicester) Ltd employs a risk assessment company to carry out these tasks, namely Practical Risk Management Ltd. (PRM)

6.2. The results of all risk assessments will be reported to the Nursery/School who will prioritise issues and assign resources to undertake remedial/control measures where required.

7. Emergency Plans

7.1. The Heads will ensure that an emergency plan(s) is prepared to cover all foreseeable major incidents that could put the occupants or users of a Nursery/School at risk. In undertaking this staff will have regard to the **Crisis Line** and **Snow Watch** procedures published in the Staff Handbook. Issued by St Crispin's School (Leicester) Ltd.

7.2. The Nursery/School plan(s) will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- Save lives.
- Prevent injury.
- Minimise loss.

This sequence will determine the priority of local emergency plan responses

7.3. The Nursery/School emergency plan(s) will include arrangements for:

- Contacting emergency services.
- Informing parents/guardians and the Local Authority

Dealing with the media; staff are advised not to talk to the media without authority from the Company.

7.4. The Nursery/School will agree staff and children/students will rehearse the plans and any necessary actions

regularly. The result of all such rehearsals will form part of the regular risk assessment review and the outcome will be reported to the Nursery/School.

This policy is reviewed annually and changes made according to current legislation on advice received from Guardian, the Company being employed by St. Crispin's School (Leicester) Ltd for the purpose of ensuring that our Health and Safety requirements are met.

Legal framework

This policy complies with Regulation 3 Welfare, health and safety of children, paragraphs 7(a) and (b) of The Education (Independent School Standards) (England) (Amendment) Regulations, together with Paragraph 11 and 16; and other relevant and current regulations and any other guidance for Schools and Colleges.

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Electricity at Work Regulations (1989)
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations (1992 (As Amended 2004))
- Health and Safety (Display Screen Equipment) Regulations (1992)

Further guidance

- Health and Safety Law: What You Need to Know (HSE Revised 2009)
- Health and Safety Regulation...A Short Guide (HSE 2003)
- Electrical Safety and You: A Brief Guide (HSE 2012)
- Working with Substances Hazardous to Health: What You Need to Know About COSHH (HSE Revised 2009)
- Getting to Grips with Manual Handling - Frequently Asked Questions: A Short Guide (HSE 2011)

This School Policy was adopted by St. Crispin's School Limited on:

04.01.13

To be updated:

Annually

Reviewed/Updated:

01/11/13

01/02/15

05/10/16

25/01/16

25/01/17

26/02/18

27/02/19

Signed on behalf of the Provider:

A handwritten signature in black ink, appearing to be 'A. Atkin', written over a horizontal line.

Mr. A. Atkin (Headmaster).