

**Health, Safety & Security Policy**

**1. Employer’s Safety Statement**:

The School is keen to promote best practice in all areas of health and safety. We regard this as a priority and aim to put the welfare of our pupils and staff at the centre of all we do; the safety of parents, visitors, contractors and others with whom we deal is also of great importance to us. This policy is applicable to the whole school community, including those pupils in the Early Years Foundation Stage (EYFS)

Every employee, whether involved in teaching, administration, maintenance or another role, can play his or her part in bringing this about. Please read carefully the whole of this Policy, which sets out our broad aims, individuals’ responsibilities and the procedures and arrangements in place to ensure compliance with the Governing Body’s statement of intent.

We aim not merely to fulfil our legal requirements, but also where possible to seek continuous improvement in the safety of our workplace and in our activities. It requires resources, of time as well as money and equipment, to obtain the necessary professional advice and provide the appropriate instruction and training which will enable staff at all levels to fulfill their obligations and minimise health and safety risks. We are committed to providing those resources.

In accordance with the HEALTH and SAFETY at WORK ACT 1974 the Governors recognise and accept their responsibility as the employer for ensuring, so far as is reasonably possible:

* the health and safety of pupils and staff
* the protection of others from health and safety risks arising from our activities
* the provision of safe and healthy premises

No safety policy can be successful unless it actively involves employees themselves. In this connection the School reminds all employees of their own duties, under Sections 7 & 8 of the Act, to take care in their work for their own safety and that of other employees, for the safety of pupils and the public, and to co-operate with the School authorities so as to enable them to carry out their responsibilities.

The School will take all such steps as are reasonably practicable to fulfil its responsibilities, paying particular attention to Regulations made in the following areas:

* management of health and safety, especially via risk assessment
* control of substances hazardous to health
* first aid equipment, facilities and staff
* fire precautions
* maintenance of electrical systems
* personal protective equipment (PPE)
* use of display screen equipment
* manual handling operations
* asbestos register
* working at heights
* noise
* hygiene
* COVID-19

In addition there are vital areas such as road safety, educational visits and sport, in each of which there can be a high degree of risk and in which the School’s policies will have regard to guidance issued by the DFE or equivalent bodies.

Details of the responsibilities under this Safety Policy and the organisation and arrangements for carrying them out are set out below:

* The School will be responsible for the provision of competent technical advice on health and safety matters where this is necessary to assist those responsible, and for the provision of information, instruction, supervision and, where relevant, training, to enable all employees to recognise hazards and contribute positively to the safety and health at work of themselves and others.
* A copy of this statement will be made available to all employees and it will be reviewed, added to, or amended from time to time. Supplementary documentation relating to the work of particular departments or groups of staff will be issued as required.

**2. Organisation**

This section of the policy defines the names, positions and duties of those within the school that have responsibility for health and safety.

*The Head Teacher has overall responsibility to the Governors for the management of the School*

The Head Teacher is supported by the SMT in the day to day organisation of matters relating to Health and Safety. The Health & Safety committee includes the nominated governors and the Head Teacher. In addition, the SMT meet to discuss health and safety matters.

The nominated Governors are responsible, as far as is reasonably practicable, for

* ensuring that health and safety matters are regularly and appropriately reported and considered by Governors.
* ensuring that the Head Teacher and senior staff are effectively developing and implementing the School’s health and safety policies in such ways as the Governors may require.
* advising Governors of their responsibilities and obtaining or authorising such professional assistance as may be required.

The Head Teacher is responsible for

* strategic oversight of school safety policies.
* liaison with Health and Safety Executive (HSE).
* liaison with designated Governor responsible for health and safety and all other Governors.
* fire safety, as the designated “nominated person” as stipulated in Regulatory Form Fire Safety 2005.
* liaison with emergency services.
* funding of health and safety and associated insurance matters.
* personnel matters for support staff including the monitoring of illness, working arrangements and deployment.
* site security and workplace safety for staff, pupils and visitors.
* all reporting of RIDDOR accidents.
* legal advice and meeting statutory responsibilities.
* conditions applying to those using or hiring school premises.
* use of vehicles and minibus safety.

**The Health and Safety Committee Responsibilities:**

* To take forward the health and safety strategy across the school.
* Keep under review the work of the Health and Safety Committee.
* Ensure that policies are up to date.
* Ensure that relevant and sufficient risk assessments are in place (see separate Risk Assessment Policy)
* Seek specialist advice as necessary for particular areas.
* Interview staff as necessary to review health and safety matters for which they are responsible.
* A member of the SMT will act as Secretary to the Committee (take minutes etc).
* The Secretary to the Committee will prepare documents setting out the remit and modus operandi of the Health and Safety Committee. This will include an outline plan for meetings, together with issues which need to be addressed and a list of staff whose attendance will be necessary for a particular meeting, stating the purpose for their attendance.
* Monitor safe practice by all.
* Supply personal protective equipment (PPE) when necessary.
* Oversee manual handling safety.
* Distribute and ensure understanding of COSHH assessment to relevant staff.
* Monitor the premises and arrange for the periodic testing of departmental equipment including grounds and machinery.
* Assess relevant training needs and co-ordinate delivery when necessary.

**The Head Teacher is responsible for**

* Chairing the Health and Safety Committee.
* Co-ordinating the Health and Safety Committee.
* Ensuring regular health and safety audits and fire risk assessments are carried out.
* Designation of staff to be first aiders.
* Monitoring the effectiveness of health and safety procedures.
* Provision of advice to those directly in charge of other areas such as cleaning, PE and kitchen.
* Oversight of health and safety training for academic and support staff.
* Overseeing the health and safety induction of new staff.
* Maintaining details of all health and safety training delivered across the school.
* Collation and analysis of accident records.
* Attending all fire practices; planning, monitoring and keeping records of fire practices.
* Management of the provision and maintenance of all firefighting equipment.
* Keeping records of fire practices.
* Provision and display of fire evacuation procedure notices.
* Provision and display of statutory notices.
* Compilation and circulation of school safety policies.

**The SMT are responsible for:**

* Assisting the Head Teacher in their responsibilities.
* Management of asbestos.
* Management of legionella.
* Arranging the necessary fixed electrical wiring testing, PAT testing, gas boiler inspections and the examination and testing of premises generally.
* Provision and regular checking and restocking of first aid boxes.
* Receiving and holding medical record forms about pupils and identifying medical information requiring action.
* Informing and advising those staff who are entitled and need to know about risks to be avoided, by particular pupils.
* Checking eligibility of staff to drive minibus.
* Review and monitoring of risk assessments
* Implementation and review of Minibus training
* Implementation and review of COVID-19 procedures
* Ensuring that there is a clear consultation process with staff on H & S matters with the aid of the staff’s H & S Representative

**The Staff H & S Representative is responsible for**

* Consulting with staff on all matters H & S
* Acting as liaison between the staff and the SMT/Governing body on H & S matters
* See Annex A for flow chart of how H & S information is communicated.

**The Maintenance Officer is responsible for**

* Regular testing of fire alarms.
* Maintenance of minibus.
* Scaffolds & ladders.
* Specific oversight of safety matters in the maintenance department.
* Safety when working at height for the Maintenance staff.
* Safe practice by contractors working at the school under his remit.

**All employees are responsible for:**

* Identifying hazards and reporting them promptly to the Head Teacher, SMT, or Caretaker in accordance with Health and Safety Checklists.
* Avoiding all possible risks in working practice, considering the safety of themselves and others.
* Reporting promptly any accidents using the procedures as outlined in the Medication & First Aid Policy.
* Being familiar with this policy, with fire precautions and evacuation procedures, risk assessments and with other safety rules or emergency arrangements applicable to them.
* Wearing any PPE provided and ensuring the regular maintenance thereof.
* Completion of the appropriate training including online training when required.
* Following this policy.

**The Head of Games is responsible for**

* All those involved in all aspects of PE, Games and Sport.

**3. The Risk Assessment Process (see also separate Risk Assessment Policy)**

**1. Environmental**

**a) Premises:** Our school is situated in an urban environment and is bounded at the front by a main arterial road leading to the centre of Norwich, with a fairly busy residential road to the rear. There is a Health Centre to one side along with an Old People's Home, an office forecourt, a church building, a pizza restaurant and residential gardens on the opposite side.

There are high brick walls to the northern and southern boundaries, substantial metal gates with a latch set into strong metal fencing protecting the playground with a mature hedge in front of this. The Dereham Road entrance has high metal gates set into brick walls topped with mature hedges.

Playtimes and lunchtimes are very closely supervised and the children are always in sight of the adult in charge; the West End Street gates are padlocked after drop off at 9:00am then not opened again until 3pm. Visits to the cloakroom have to be requested in order that, in the event of a fire drill, all the children's whereabouts are known. All lunch supervisors are trained in First Aid as soon as possible after appointment so that children requiring First Aid can be dealt with quickly.

There are clear physical boundaries on three sides, and the children are instructed to keep away from the gate and to report any strangers outside who try to make contact with them.

The bell is rung at the end of play periods to instruct the children to line up.

**b) Entering and leaving the school:**

Staff cars are parked at the front of the school (Dereham Road) or in the church car park next door, and all children are excluded from that area at all times unless closely accompanied by a parent or a member of staff. At the beginning or the end of the school day most children are delivered and collected at the rear of the school (West End Street).

Children can arrive at school from 8am. Upon arrival they enter the main entrance and go directly to their classroom/sports field where they are supervised until the start of the school day proper at 8:30am. Office staff monitor those entering and leaving the premises at drop off in the morning.

All entrance points onto the site are locked at 9am by the Caretaker or a member of the office team in his absence.

At 9am all doors to the building are secured. Admittance is then overseen by the office staff until 4pm. A buzzer, intercom and camera system operates front and back.

At the end of the normal school day staff are in attendance at the exits to ensure that any child leaving the premises is accompanied by an adult. Parents of children in Nursery and Pre-Prep collect directly from their classrooms via the respective external doors. Parents of children from Prep 1 to Prep 6 re-unite with their children at the West End Street exits.

Children staying in the After School Club can be collected anytime from 4pm to 5:45pm. All doors to the school building are secured at 4pm when the main school pick up has ended. Parents collect their children by using the intercom to communicate with ASC staff at the West End Street gate until 4:45pm. From 4:45pm to 5:30pm parents collect their children from the Dereham Road entrance and use the doorbell directly outside the ASC door.

In the event of a child not being collected by 4pm, he/she will be taken to After School Club, to a member of staff and attempts will be made to contact the parents and emergency contacts. In the event of a child not being picked up at the end of the day at 5:30pm, we will try all available contact numbers. The Head Teacher will return to relieve other staff and if after an hour, contact cannot be established, they will contact Children’s Services.

Note a member of the SMT is always on duty until 5.30pm each day should an emergency occur.

**c)** All **absences** are noted immediately on the electronic register at the start of the day. Parents are required to contact the school by email or telephone to report any non-attendance. The office team will attempt to call all parents at 9.30am if notification of absence has not been received.

The school insists on being informed, personally by the parents, if a child is to be collected by someone other than a parent.

**d)** **Safety and fitness of outside premises:** We have examined and discussed the boundaries, entrances and exits of the school with the children. The boundaries are not able to be climbed by children of our school. They afford a secure surrounding.

The **playground** has a smooth tarmacadam finish. The children's attention is drawn to the drain covers along the side of the building, an area where they should not run.

The **field** is enclosed with walls or fences with a small entrance point by the school buildings. The surface is artificial (MUGA) containing rubber crumb. It is regularly inspected for debris etc.

**e)** **The School Building.** The school has a very clear layout. It is logical and easy for children to assimilate.

Being an older building, the windows are tall and high and are of no immediate danger to children falling out. They afford sufficient fresh air access and ventilation. Children are expected to walk, not run, along the corridors and in classrooms and main areas at all times. Pushing, hanging onto and play contact with others is discouraged along corridors as accidents can occur to more than one person.

**On the Stairs**, children are encouraged to walk single file on the left side and must not run. Our stairs are concrete, which is a great advantage in the case of a fire, but could cause greater injury in the event of a fall. Therefore, we have to be extra vigilant. Children from the Nursery to Prep 1 are not allowed upstairs unless given specific permission or are accompanied by a member of staff or a parent.

**Classrooms** are kept as clear and neat as possible. Monitors are appointed for various jobs in order that a sense of responsibility towards the safety and pleasantness of the working environment is encouraged.

**Equipment** is chosen carefully for the various age groups e.g. blunt scissors issued by the teacher in the younger classes, sharp scissors at a later stage. All equipment is ordered through recognised suppliers and is guaranteed safe e.g. glue.

Sufficient gangways are maintained in all classrooms to enable children to move safely and directly around the room, and exit as soon as possible in the case of fire or other danger.

**Slips and Trips**

The Health and Safety at Work Act requires employers to ensure the health, safety and welfare of staff and others who may be affected. The Act also requires the provision of a place of work that is maintained in a safe condition, and a means of access and egress that is safe and without risk. We recognise that good housekeeping is essential to preventing slip and trip accidents. All staff are responsible for undertaking informal daily checks of their own work areas and report any faults or concerns to the caretaker or school office. Where action is identified during workplace inspections but cannot be implemented immediately, interim measures will be taken and an action plan produced to outline when the action will be implemented, who will be responsible for ensuring it is implemented and the estimated completion date.

**2.** **Equipment Linked**

Physical Education is the subject in which there is the greatest risk of accident or injury. Therefore, strict rules are maintained and all children are made aware of how they can ensure, as far as possible, their own safety and that of others. Each particular aspect of P.E. has its own rules in addition.

**a)** **Gymnastic equipment:** This is stored at the end of the hall when in use. Equipment is not allowed to impede entrances/exits or obstruct other activities that go on in the hall. The equipment is stored in the sports shed when not in use.

All children are taught how to move equipment. The type and amount is dependent on age and maturity of the child. For example, children in Pre-Prep are taught how to carry the plastic boxes - two children facing forward with a box between them holding it by the cut-out handle. The degree of responsibility is taught throughout the school until, in Prep 6, monitors are responsible for getting out and putting away mats and small equipment for the younger classes.

Large apparatus is often assembled and put away by the P.E. Teacher and the Caretaker. However, children in Preps 4 to 6 are allowed to assist under specific instructions provided they are carefully supervised.

**b)** **Hockey:** Children are taught from Prep 1 onwards how to hold a hockey stick, and that it is not to be raised above the waist. Light balls are used and the children are instructed on how not to trip up someone with the stick, nor to leave it lying around etc.

**c)** **Netball:** Netball posts are the largest and heaviest piece of apparatus in the school and are usually moved by the Caretaker or the P.E. Teacher.

**d)** **Athletics:** In running, jumping and throwing specific emphasis is placed on methods of take-off, landing and body awareness, correct position and flexibility. Hurdling especially is taught with great emphasis on safety.

Generally, children are taught from Nursery upwards how to warm up and cool down. At this stage they copy the teacher, and, as the children progress through the school, they are taught the various joints, muscles and parts of the body that require warming up to prevent injury. They then invent their own warm-up sequence, working down the body from head to toes under observation. Cooling down after an activity follows a similar procedure.

Understanding your own body and how it works enters every sphere, and landing, bending knees and how to position oneself for every activity is emphasised.

Large apparatus work is closely supervised and the P.E. teacher is always in attendance when somersaults are performed from the box on to a thick mat. Specific instructions are given as to what activities are, and are not, allowed on certain equipment. These are always discussed in full.

**e)** **Swimming.** There is a separate policy document for swimming.

**f) Members of the public on site.** Supervising and teaching members of staff must be vigilant at all times when pupils are near the school perimeter. On rare occasions, members of the public might attempt to communicate with children through the gates on West End Street or the gate between the astro-turf pitch and the staff car park (trespass). Staff in these areas should always be equipped with a school radio. Members of the public at the West End gates should be challenged politely and the office informed by radio immediately. Members of the public in the staff carpark should be challenged as to their purpose and the office informed by radio immediately as well.

**4. Procedures and Arrangements**

This section of the policy defines the procedures and arrangements that are in place to ensure compliance with the Governing Body’s Responsibilities. A number of the arrangements in place for managing health and safety across the school will have been covered in Section 2 under individual responsibilities.

**Consultation**

* The Health and Safety Committee meets at least twice in an academic year to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are then raised.
* The Staff H & S Representive acts as liaison between the staff and the SMT/Governing Body and reports on a regular basis thus ensuring effective two-way communication on all matters health and safety.

**Communication of Information**

The SMT ensures that systems are in place so that staff and pupils are familiar with the arrangements set out in this document. Information for staff is principally communicated by the following means:

* Induction programme for new teachers/staff
* H & S Memorandum sent before the start of each term and discussed at inset
* Notices and committee minutes sent by email
* Announcements in staff and department meetings
* Training activities for individuals and groups.
* Staff room notice boards
* Medical room notice board
* Liaison with the Staff H & S representative

Information for **pupils** and **parents** is principally communicated by the following means

* newsletters
* school bulletin
* announcements at school assemblies
* notices in classrooms and on school notice boards
* example and instruction of staff
* emails and letters
* The Health and Safety Law poster is displayed in reception

**Raising Health & Safety concerns across the school**

* Rectifying straightforward day-to-day problems is not the purpose of the Health and Safety Committee and such matters should be drawn straight away to the attention of the member of staff in line with Health and Safety Reporting Procedures.
* Staff are encouraged in the first instance to raise any safety concern directly with the Head Teacher but should not hesitate to inform the SMT in writing of any shortcomings which continue to concern them.
* Consult with the Staff H & S Representative as staff liaison on H & S matters who will report to the SMT

**EMERGENCY PROCEDURES**

Every member of staff **MUST** familiarise themselves with the emergency procedures that are in place.

**First Aid**

Virtually all staff are trained in first aid and most cases are dealt with by the member of staff on duty and the office staff.

During a P.E. lesson any minor injuries sustained can be dealt with on the spot if first aid is all that is required e.g. a plaster. Injuries which need more time, but which allow the child to be moved, can be sent to the office staff.

For more serious injuries, assistance can be sought from the neighbouring Health Centre, 111, or appropriate action is taken to remove the child to hospital.

The main first aid box is located in the medical room and contains non-dangerous articles, e.g. cotton wool, sterile pads, plasters etc. Additional first aid boxes can be found in various places including the hall, PE shed, staff room and minibuses etc.

All pupil medicines are stored in the school office out of reach of the children.

School emergency medication such i.e. Auto-adrenaline injector, inhaler, paracetamol and antihistamine are kept secure in the Medical Room.

The school holds a defibrillator in the medical room with pads suitable for children and adults.

Protective gloves should be worn by all members of staff when dealing with blood. The children are discouraged from going near another child's blood to prevent the possibility of Hepatitis B or H.I.V. virus being transmitted via a wound.

Sanitary towels are always available for girls who require them, and these are disposed of in specialised containers, similar to those in the staff cloakroom, and are removed by outside sanitary contractors.

**Transport to hospital**

* When an ambulance is required, “999” is called. It may be appropriate in less severe cases to transport a pupil to casualty department without using an ambulance, but this should always be on a voluntary basis. If a member of staff uses their own car for these purposes, they must ensure that they have business insurance. Staff must be mindful of appropriate child protection procedures, injured pupils must be accompanied by another pupil or another member of staff.
* No casualty should be allowed to travel to hospital unaccompanied and a member of staff must be allocated in emergencies where parents cannot be contacted.

**Accident/Incident Reporting**

* Accidents need to be recorded in the accident book. More serious cases should be recorded in the bursar’s office (RIDDOR).

**Medical Records**

All parents are required to complete a form concerning their child's health details. It is requested that any health problems are reported to us in detail together with instructions and consent to administer any medication required. This may vary from a child with eczema to asthma of varying degrees to anaphylactic shock, in the case of the latter or any other serious medical needs, a care plan will need to be drawn up by the family’s GP/Nurse and sent to the school. We also seek parental guidance as to whether or not Calpol may be administered where necessary. Inhalers sent in by parents are kept in the School Office and are administered under supervision.

Members of staff are issued with lists of all children with specific medical problems relating to their safety and well-being in school. These are issued at the beginning of each academic year and updated during the year if necessary.

**Fire Precautions**

A copy of Fire Procedures is kept in every classroom and are present in all the corridors and also in the main hall and kitchen. The format is very clearly set out and regular fire practices are undertaken. All children and staff are aware of the procedures.

Smoke alarms are fitted in the required areas and tested as necessary by law. Matches for use in science subjects are kept by the member of staff and away from a child's reach.

All fire extinguishers are serviced annually and gas and electrical appliances are checked by qualified inspectors. Faulty electrical appliances are immediately taken out of use and reported to the caretaker/SMT.

There are a number of trained Fire Marshals/Wardens in school including the SMT and the Maintenance Officer.

**3. Human (Errors)**

All teaching staff and domestic staff have a responsibility to be aware of the preceding procedures.

Whilst it is the responsibility of the staff to ensure that all children are aware of, and conform to, these rules, children need to be aware of risk and the resulting danger. Children need to realise also that their actions can affect the safety of others.

Within the school environment one has to equip the child with the ability to recognise hazard and identify potential risk. However, the child needs also to recognise the limits of his or her responsibility.

As a school we teach children to be aware of health and safety within our school community and, as an extension of this knowledge, we apply it at an appropriate age to life outside the school, e.g. do not talk or go with a stranger.

**The sun as a danger to our health and safety**

We make it our policy to ensure that all children are, as far as is within our ability, safe in the sun. Children have the precautions explained to them, and the reasons, in terms that are clear, but not too alarming.

Parents are advised to provide a sun hat for their child to wear during the summer months and children must wear them if provided. Sun hats can be worn as part of the outdoor summer school uniform.

Parents are encouraged to apply sun cream before school. Children can also bring sun cream to school. The older ones can apply their own.

During very hot spells shade is provided on the playground and sports field by way of pop-up gazebos.

**Internet**

Pupils regularly use the internet in school but it is never used without constant supervision. The school has web filtering in place thus ensuring that pupils cannot access inappropriate content. Staff computer use is also monitored. The school uses a systemfor its web filtering, thus minimising the risk of inappropriate content being available to pupils. (see also E-safety policy and the mobile phone and social media policy).

**Risk Assessments**

These are carried out by teachers when going on an outing/visit and approved by a member of the SMT.

The Head Teacher oversees the completion of the general school risk assessments completed by each department copies of which are available in the Bursary and on the network in the staff shared area.

See also: Overarching School Risk Assessment, School Risk Assessment File, Visit & Trip Risk Assessments and Cookery Risk Assessments.

Risk Assessments are reviewed on an annual basis or sooner if there has been a significant change or an incident/accident has occurred.

All key staff have completed Risk Assessment training which is renewed every three years

**HEALTH AND SAFETY TRAINING**

* All new employees are asked to complete the following training courses online as a minimum:
* Health & Safety in Education
* Fire Safety in Education
* Manual handing
* Safeguarding Children in Education
* Health and safety induction training will be provided for all new employees, students and volunteers and will be delivered by the Head Teacher (Pastoral). The purpose of such training will be to ensure all new starters have a good understanding of the health and safety ethos of Notre Dame Prep School and will understand the basic health and safety procedures in place.
* Health and safety training is available to all staff where identified by the SMT.
* The Health and Safety Committee will identify training needs.
* Specific health and safety training requirements are outlined in individual policies, but staff may receive generic health and safety training in the following areas: First Aid - Emergency First Aid for Children, First Aid at Work, Fire Training, Fire Fighting Equipment, Manual Handling.
* All staff have access to Educare online training.

**Minibus Use**

* Operation of minibuses is carried out in accordance with the insurance schedule which allows suitably qualified and insured members of staff to drive the buses. Staff with a D1 license and who are over 25 with over 2 years driving experience qualify to drive. In addition, training will be arranged for all staff that drive the school minibuses. Those without a D1 cannot drive the current vehicles
* Copies of licenses are kept on file for eligible staff and reviewed on an annual basis.

**HEALTH AND SAFETY MONITORING**

**Inspection of Premises**

* Opening up and closing down checks are completed daily by the respective key holder on duty.
* Thorough classroom and site inspections are carried out at least termly by the SMT in liaison with the maintenance officer.
* Any matters requiring action will be raised.

**INSPECTION AND TESTING OF PLANT AND EQUIPMENT**

**Statutory Inspections**

* All plant and equipment requiring statutory inspection is hired in and therefore comes with the relevant testing and safety certificates.
* A full register of all relevant items and associated testing records is available in the Bursar’s Office.

**Portable Electrical Appliances**

* Inspection and testing of portable electrical appliances is carried out across the school by the school caretaker every 12 to 18 months
* All tested pieces are given an inspection label.
* Teachers are responsible for identifying and recording all pieces of equipment within their classrooms that require testing and for managing the introduction of “personal” electrical equipment that may not be listed on a register.
* Subject Leaders are responsible for ensuring that maintenance of equipment used in their areas of the curriculum is identified and implemented.
* Maintenance is carried out in accordance with regulatory requirements under for example Provision and Use of Work Equipment Regulations 1998, by external specialists.

**Ladders and Access Equipment**

* The Caretaker is responsible for the provision of the inspection and maintenance of ladders and other access equipment in accordance with the regulation listed above.

**PREMISES MANAGEMENT**

**Supervision of Pupils**

* Arrangements for supervision of pupils are detailed in the staff supervision and playtime rules policy.

**Security and Visitors**

* During term time, access to all buildings is monitored by the school office
* All visitors must report to the Office where they will be asked to sign the via the digital visitors’ log and wear an identification badge.
* All building contractors come under the supervision of the SMT or maintenance officer
* A visiting speaker register is in operation – see also the NDPS Visiting Speaker Policy

**Vehicles on Site/Parking**

* There is limited visitor parking available at the school, and, where permitted, cars must be parked in the designated areas in the front of the school.
* The rear playground is used for parents to park when dropping off and picking up children each day between 8am and 9:00am and again between 3pm and 4.45pm
* The school minibuses are parked on the rear playground in a cordoned off area

**See also: Onsite Vehicle Management Risk Assessment**

**Building Maintenance**

* General building maintenance is carried out by the maintenance officer.
* Where required, external specialists/consultants will be used.
* The Head Teacher is responsible for ensuring that all identified general building maintenance and compliance with all statutory requirements pertaining to buildings maintenance is carried out.
* A termly maintenance programme is in place

**Asbestos**

* The asbestos register is held in the Office.
* The SMT/caretaker responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified are given access to the register and the areas affected identified.
* The Register must be updated immediately if any changes are identified.

**Legionella**

* A risk assessment has been produced and termly monitoring process is in place.

**Control of Contractors**

* All contractors must report to the School Office where they will be asked to sign in via the digital visitors’ log and wear an identification badge or school hi viz waistcoat.
* Contractors will be issued with guidance on safeguarding and fire procedures.
* The Bursar/Maintenance Officer are responsible for monitoring areas where the contractor’s work may directly affect staff and pupils. The appropriate precautions are taken to ensure the safety of staff and pupils whilst work is carried out. The SMT keeps a log of contractors with DBS clearance.

**Lettings**

* The school permits a very limited number of other external lettings; however, appropriate checks are undertaken when this does occur and records kept in line with the latest guidelines including, but not limited to, KCSIE 2024.

**RISK MANAGEMENT (See also separate Risk Assessment Policy)**

Risk Assessments are a legal requirement under The Health & Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999.

**Generic**

* Generic Risk Assessments are coordinated by the SMT.
* These generic documents address safety issues with regards to: Classrooms, Playground areas, trips & visits, hygiene etc.

**Maternity**

* Individual maternity risk assessments will be carried out when necessary
* This encourages reference to the specific needs of the individual member of staff, taking into consideration any factors that may increase the risk of harm to mother and baby.

**Health & Wellbeing**

* The Health and Safety at Work Act establishes a duty for employers to ensure the health, safety and welfare of staff, whilst at work. This includes not only their physical health, but also their mental health and wellbeing. The Management of Health and Safety at Work Regulations require a general risk assessment of all risks in the workplace, and this will include the risk to staff from stress. The HSE defines stress as “the adverse effect people have to excessive pressure or other types of demand placed on them”. Stress can result in related illnesses such as anxiety or depression. Accordingly, we will regularly undertake risk assessments to identify the main potential stressors and the control measures required in order to reduce the risks to staff in our school.

**See Also: Mental Health & Wellbeing Policy**

**Disability**

* Disability Risk Assessments will be carried out for staff, parents or pupils as appropriate
* Individual Personal Emergency Evacuation Plans (PEEPS) are in place for those that require them in the event of a fire

**Curriculum Activities**

* Risk Assessments for curriculum activities will be carried out by relevant teachers.

**Fire**

The SMT arranges that a Fire Risk Assessment is carried out by an external consultant every two years or when there has been significant change to the layout of the building in accordance with the requirements of the Regulatory Form (Fire Safety) 2005.

* Any resulting comments form part of an action plan, and an interim audit is carried out every year by the SMT to monitor progress.

**Manual Handling**

* A generic Manual Handling Risk Assessment is available which allows for departmental specific manual handling risks to be addressed.
* All new employees are asked to complete online manual handling training as part of their induction; this training is updated at least every 3 years

**Hazardous Substances**

* Risk assessments will identify hazardous substances and the appropriate control measures required for their safe management. The school holds a COSHH register.

**OTHER PROCEDURES**

**Critical Incident Management**

* The School’s Critical Incident Management guidelines must be followed in the event of any serious accident/incidents, and staff are made aware of these procedures which are displayed in prominent positions across the school.

**See Also: Critical Incident & Lockdown Procedures Policy**

**Emergency Plan**

* The School’s Emergency Plan sets out the guidelines to be followed in the event of a critical incident, emergency or unusual circumstances affecting the safety and welfare of pupils and staff
* Although the risk Covid-19 is now somewhat diminished the school still maintains a separate Outbreak Management Plan which can be used if a serous outbreak occurs.

**Management of medicines**

* Prescription medicines will be administered to pupils following guidance given in the school Medicines Policy and providing the relevant consent has been obtained from the parents.
* Over the counter medicines are rarely administered and then ONLY by the school office with written permission from a parent.
* Some emollient creams for eczema are kept by the teacher in the classroom for ease of application

**Educational Visits**

* Any educational visit will be organised in accordance with Educational Visits Guidelines.

**See Also: Visit & Trip Risk Assessments**

**School Kitchen**

* With effect from September 2017, Notre Dame Prep School has a fully functioning professional kitchen which provides hot meals to both pupils and staff. All relevant policies, procedures and risk assessments have been carried out to ensure food safety standards are met. The School follows the councils ‘Safer Food Better Business’ guidelines thus ensuring good practice with regards to Hazard Analysis and Critical Control Points (HACCP) *(See also Food Safety Policy & Special Diets Policy).*

**COVID -19**

The government guidelines on COVID-19 have now been relaxed significantly, however the school still maintains the following:

* COVID-19 Policy
* Outbreak Management Plan
* COVID-19 Risk Assessment

See the above policies for further details

**See also:**

Health & Hygiene Policy

Medication & First Aid Policy

Critical Incident Policy

Fire Precautions & Procedures Policy

Safeguarding Policy

Risk Assessment Policy

Food Safety Policy

Special Diets Policy

Privacy and the Protection of Data Policy

Covid-19 Policy

Covid-19 Risk Assessment

Covid-19 Outbreak Management Plan

Trips & Visits Risk Assessments

Overarching School Risk Assessment

Mental Health & Wellbeing Policy

Visiting Speaker Policy

*This list is not exhaustive and other NDPS policies may apply*

***Reviewed September 2025 by S Smith***

***Approved September 2025 by L Campbell***

***To be reviewed no later than September 2026***

***ANNEX A***

**How is Health & Safety Information Communicated:**

Health and Safety information is communicated to the employees using face to face meetings, minutes from meetings, emails, toolbox talks and via a school health and safety bulletin. This communication is two way and a Health & Safety Representative is appointed within the school.

**Communication Flowchart**

H & S Governor

Head Teachers

Dr Campbell Mrs Laudan

School Governors

Overall responsible and accountable for Health & Safety leadership and communication

Responsibility for Health & Safety leadership and communication

All other teaching and support staff

Responsible for daily communication with respect to safety and health risks of activities

Specialist Advisers

Local Authority

H&S Representative

Responsible for cooperating and communicating with staff in respect to Health & Safety

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Responsible in assisting the Head Teacher with communication of Health & Safety information in line with school policies

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