



Hopelands Preparatory School

Health & Safety Policy

Aim

Hopelands Preparatory School recognises and accepts its responsibilities to provide, as far as is reasonably practical, a safe and healthy environment for children, staff and other users of the premises. The school will take all reasonable steps to meet this responsibility. Appropriate support is expected from children, staff, parents and visitors and the objective is to develop safety awareness.

Scope

This policy applies to all staff, children, parents and visitors to the school.

Organisation

All employees have responsibility under health and safety legislation. These include:

- Taking reasonable care of their own health and safety and that of others who may be affected by what they do or do not do.
- Not interfering with or misusing anything provided in the interests of health, safety and welfare.
- Using all equipment safely.
- Reporting situations to the Head or Bursar, which may present a serious and imminent danger.
- Reporting shortcomings in Health and Safety arrangements.

Staff are expected to carry out these responsibilities, as appropriate, at all times.

The following duties are the responsibility of the Bursar:

- Ensuring, in consultation with the Head, the Health and Safety of all people who work at or visit the school, including the training of new staff.
- Ensuring that staff are aware of any matters pertaining to Health and Safety in their particular curriculum areas.
- All matters of Health and Safety relating to the school buildings. Identified concerns will be noted by the Bursar will be given details of agencies to be contacted to resolve any issues.

- Termly Health and Safety surveys of the school buildings and contents and reporting back to the Governing Body where necessary.

First Aid (*Please refer to First Aid Policy for more information*)

The following members of staff are qualified First Aiders and are trained in 'First Aid for Teachers':

Name	Date of training completed
Mrs S Bostock	September 2010
Mrs S Bradburn	July 2009
Mr M Coles	September 2010
Mrs C Lord	September 2010
Mrs N Prout	July 2009
Mrs J McQuillan	June 2009

First Aid containers are held in the office (x1) and kitchen (x2). Two of these are designed for use during school outings and sporting events.

Fire Procedures

In the event of a fire the procedures in the Fire Drill Policy are to be followed.

The following duties are also to be undertaken:

- Termly fire drills held and logged in the Drill Register located in the school office (Bursar to oversee)
- Fire appliances are checked yearly (Bursar to arrange)
- Test fire bells weekly and maintain a register (Bursar to oversee)

Security Arrangements

Entry to the school during lesson time is via the main school entrance. The front door is locked during lesson time.

All visitors to school are required to report to the school office and, whilst on school premises, are accompanied at all times.

If a parent needs to collect their child/ren during the school day they must report to the office and inform the Bursar that their child/ren is leaving school. They must also register their return to school with the Bursar.

If a forgotten item is delivered to school for a child e.g. lunch box or sports kit, the person must report to the school office, not to the child's classroom. No child is allowed outside alone during lesson time.

No children are allowed to leave the playground unless they have been given permission by the duty member of staff.

Two members of staff are on duty each break time. Lunch time supervisors and the duty member of staff are responsible for the safety of all pupils during this period.

In the case of an incident occurring the lunch time a bell will be rung.

One bell - The children stand still

Two bells - The children line up as in a fire drill.

Supervision of children at the beginning and end of the school day is set out in the school Prospectus.

Specific arrangements for PE

Children are taught how to access and carry equipment safely as part of their PE instruction. All PE equipment is checked annually by PE Teacher.

Specific arrangements for Drama

Pupils are educated before lessons in drama health and safety, i.e. working on the stage and around lights. When the drama lights and stage are erected, no other activity will take in the hall i.e. lunch/PE.

The school will ensure that the Drama Teacher is trained in the safe use of equipment. Any training will be cascaded down to the staff, as necessary.

Pupils are not, under any circumstances, to change stage lights or assist with staging.

Where drama equipment has been set up, an exclusion zone will be set up beneath areas where work is taking place.

Safety chains must be attached to lights to prevent them from falling down.

Fire procedures whilst the drama equipment is set up in the hall will remain the same - individuals are to exit the building by their nearest exit.

Accidents and Illness

All accidents must be reported in the accident book, which is located in the kitchen. Parents of the children concerned must be informed of any accident noted in the accident book and asked to sign the book accordingly.

Medicines requiring administration during the school day will be handed into the office by the parent with clear written instructions regarding dosage and timing.

If a child feels unwell a first aider will administer to their needs and the Bursar will contact the parent or guardian via the emergency contact details held in the register.

Electrical Safety

Only persons authorised by the Head or Bursar may carry out electrical testing and maintenance work.

Before using any items of electrical equipment, the member of staff in charge must check that it carries a sticker indicating that it has passed an electrical safety test within the preceding 12 months. Defective equipment will be taken out of use and labelled accordingly.

All new or second-hand equipment will be checked for safety before being used in school.

Moving Equipment/Working at Height

When working at height e.g. displaying work, stepladders or kick stools must be used. Teachers **must not** use tables/chairs/desks to work at height. The Working at Height Regulations is held in the office, for further information.

Children and staff should only lift equipment and furniture within their individual capability. It is the responsibility of the Bursar to ensure that training is provided for any hazardous moving and handling activities.

Supervision of a working at height task must be taken into consideration, depending on the level of risk to an individual. Where a member of staff is unsure about this, they should contact the Head or Bursar **before** undertaking the task.

Contractors on Site

The Bursar will, under guidance from the Health and Safety consultants, liaise with contractors working on site so that normal health and safety provisions are not compromised at these times. Whenever possible staff will be advised when contractors will be on site.

Risk Assessments

Copies of the risk assessments will be held in the office. The Bursar will report his or her recommendations to the Board and staff, where necessary.

School Trips

Risk Assessments will be carried out prior to all school visits or outings by the lead member of staff. A first Aid Box will be carried by a member of staff at all times. The Educational Visits Policy must be followed when organising on a school trip.

Health & Safety Education

There is a Health and Safety programme for children built into our PSHE programme, children learn:

- How to keep themselves safe
- Safety advice from the local police force
- Road safety from the County Council
- How to use and move equipment safely

Environment

No smoking is allowed in school property. All cleaning materials and substances are kept in a locked cupboard. All potentially harmful science equipment is kept in a locked cupboard.

The Bursar manages the school's cleaning staff.

IT and Internet

Care must be taken when setting up and/or moving equipment to ensure that no trailing leads are left exposed.

Staff and pupils must be advised by the ICT Co-ordinator or Bursar of correct posture when using computers. Regular computer users should take periodic stops approximately every 20 minutes to avoid eyestrain.

Training

The Health and Safety consultant will give training in the use of fire extinguishers to all new staff.

The First Aiders qualification will be updated every 3 years.

The Bursar will ensure that all new staff are made aware of the policies contained within this document.

All staff working at the school during term time when children are present in school will complete an enhanced CRB check.

The Bursar will ensure that all staff take part in Health and Safety training at the beginning of each academic year.

Sources of information

1. Emergency contact names, numbers and any relevant medical information for all children are found in the red file in the school office. This information is updated annually.

2. All documents relating to Health and Safety will be provided by the Bursar and held in the office.

3. The Fire Drill Register is located in the school office.

This policy will be reviewed by the Head and Bursar and updated when necessary.

This policy was adopted at a meeting of

Hopelands Preparatory School

Held on

17th February 2011

Date to be reviewed

17th February 2012

Signed on behalf of the senior
management team



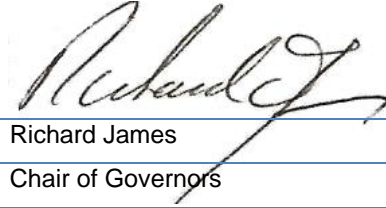
Name of signatory

Sheila Bradburn

Role of signatory

Head

Signed on behalf of the Governing Body



Name of signatory

Richard James

Role of signatory

Chair of Governors