

Wilmslow Preparatory School

Health and Safety Policy and Arrangements

Whole School Policy Including EYFS

Part 1 - Statement of Policy and Intent

Wilmslow Preparatory School believes that Health and Safety is an integral part of the arrangements of our School, and should not be treated as a separate entity. We therefore consider its implications to an appropriate degree in relation to any decisions we make. The achievement and maintenance of a high standard of Health and Safety on the School's premises is one of our primary objectives.

The School recognises and accepts its responsibility as an employer for ensuring as far as is reasonably possible the health, safety and welfare at work of all its employees and students, as well as other people who come onto the School's premises.

The School will take all steps that are reasonably practicable to meet this responsibility paying particular attention to the provisions of the Health and Safety at Work Act etc 1974, and all other relevant statutory provisions. In doing so the School will ensure, as far as possible, the provision and maintenance of:-

- equipment and systems of work that are safe;
- a safe place of work with safe access to it;
- a healthy working environment, with adequate facilities;
- suitable arrangements for the welfare of staff and students;
- sufficient information, instruction, training and supervision to enable everyone to avoid hazards and to contribute positively to their own Health and Safety at work.

No safety policy is likely to be successful unless it actively involves all concerned. The School will co-operate fully with everyone who has suggestions to make or concerns about any safety aspect. The School will also co-operate fully with any safety representative who may be elected from time to time.

The following sections outline specific responsibilities and arrangements, but it is emphasised that only by the co-operation and team work of everyone involved in the School, can the Health and Safety objectives be achieved.

Part 2 - Specific Responsibilities

The Safety Officer is responsible through the Headmaster to the Governors for the overall safety policy and its effective implementation and monitoring.

The Safety Officer is Sharon Davies, the School's Bursar, with specific responsibilities as follows:-

- ensuring that all equipment and substances necessary for the work of the School are maintained in compliance with current regulations and standards;
- ensuring that appropriate notices are displayed adjacent to any specific hazards;
- ensuring that all staff are conversant with the School's Health and Safety Policy and Arrangements;
- ensuring that appropriate instructions and guidelines relating to any aspect of their activities are issued to the staff concerned, and that the latter are aware of the relevant contents;
- to be available to any member of staff to discuss and resolve any particular health and safety problems;
- reporting, recording and investigating any accidents, and taking all reasonable steps to prevent recurrences;
- ensuring that all visitors are informed of any hazards on site of which they may be unaware;
- ensuring that consideration is given to the possibility of maintenance work affecting pupils and staff;
- ensuring that effective arrangements are in place to facilitate ready evacuation of the School's buildings in case of fire or other emergency, and that fire fighting equipment is available and maintained.

In addition, one of the Governors, Nick Rudgard, Chairman, is charged with the specific responsibility of overseeing the School's Health and Safety arrangements, on behalf of the Board of Governors.

Part 3 - Specific Arrangements

All members of both teaching and non-teaching staff are required to assist the Safety Officer as necessary in order for her to fulfil her safety responsibilities. Staff are also responsible for ensuring that the School's safety policy is implemented and are required to continually adapt safety procedures, ensuring maximum safety for all.

Communications

The contents of the policy will be brought to the attention of all members of staff, and copies will be distributed and displayed on staff notice boards.

Health and safety information is communicated to all members of staff on joining the School and via:

- staff notice boards;
- staff meetings;
- in-service training.

Accidents

Should an accident occur, the relevant member of staff should assess its seriousness and inform the Safety Officer. The Safety Officer is then responsible for reporting, recording and investigating accidents, together with assistance from relevant staff, and for taking steps to prevent recurrence.

First Aid (Please refer to the separate First Aid Policy for further details)

Teachers are responsible for initiating first aid to pupils, and relevant staff for other areas of School (ie the Catering Manager for kitchen staff).

First Aid boxes are located throughout the school and signposted (as detailed in Attachment 1) and it is the responsibility of Netta Savage to maintain them.

Should a pupil need to go to hospital the following steps should be taken:

- if the accident is not an emergency, the pupil's parents or appropriate relative should be contacted and asked to collect the child to take her to hospital;

- if no parent or contact can be reached, or if it is necessary for the child to go straight to hospital, an ambulance should be summoned, whilst the School Secretary continues to try to inform the parents;
- * should an ambulance be required, the relevant teacher or School Secretary will summon the ambulance, and the teacher will accompany her pupil whilst the School Secretary will inform parents.

Fire Precautions

Teachers are responsible for ensuring that their pupils are aware of the appropriate procedures, and for checking that fire exits in the classrooms in which they teach are unlocked, and that access to them is clear.

The Caretaker is responsible for the unlocking of fire exits in the Office, Library, Science room, kitchen and classrooms.

The Safety Officer is responsible for ensuring that fire safety equipment (eg extinguishers) are maintained, and for ensuring that the Fire Brigade is summoned when necessary. If the Safety Officer is not in School, the School Secretary or Headmaster should ensure that the Fire Brigade is summoned.

Fire drills are carried out at regular intervals - at least once each term, in accordance with guidelines from Cheshire County Council's Fire Brigade.

Hazards

All staff have a duty to identify any potential hazard on the School premises to the Safety Officer, so that this can be dealt with in an appropriate manner, and that all staff and visitors can be informed of any hazards on site of which they may be unaware.

Teachers are responsible for ensuring that pupils are instructed in safety procedures in operations, or processes involving known hazards.

Environment

All staff are responsible for bringing to the attention of the Safety Officer defects in heating, lighting, ventilation etc. so that she can ensure that repairs are undertaken as appropriate.

Inspections

The Safety Officer and staff are responsible for ensuring that all equipment and premises are inspected in accordance with regulations and/or guidelines.

Working at Height

Staff should take reasonable precautions when working at height – ie when putting up displays at low level heights, staff should not balance on tables and chairs but should use the low level step ladders. For greater heights, stepladders are available but should always be used in pairs. This also applies to the Caretaker and other staff.

Safety Equipment /protective clothing

Teachers are responsible for ensuring proper use by pupils of safety equipment and protective clothing where provided.

Infectious Diseases

Staff are responsible for bringing to the attention of the Safety Officer notice of any known infectious diseases in school, so that any necessary precautions can be taken.

Note:

If any member of staff notices a minor potential hazard, a defective or unsafe item / area within School, he / she should note it in the Health and Safety Book in the Caretaker's cupboard on the ground floor. It is then the responsibility of the Caretaker to deal with the issue in an appropriate manner, and inform the Safety Officer.

The Safety Officer should ensure, through monitoring, that this process is being followed.

Any concerns relating to Health and Safety should in the first instance be addressed to the Safety Officer. However, this does not absolve persons in authority from ensuring that procedures are safe, nor individuals from their own duties under the Health and Safety at Work Act, to take care of their own safety and that of others.

..... Nick Rudgard - Health & Safety Governor
and Chairman of Governors
Autumn 2010

Attachment 1

Location of First Aid Boxes

1 in Form 1 cloakroom

Ladies cloakroom Lower School

1 in cupboard on landing between Forms 2 & 3

Shelf by Playground Door

1 outside Hall by PE Equipment Store

1 in Kindergarten

1 in Kitchen

1 Science Room

1 in Pavilion

1 small box in Art Room

Spare items are kept in the Medical Room

In addition there is a locked medical cabinet in the Secretary's Office. The key is kept above the computer out of reach of the children.