



ALPHA PREPARATORY SCHOOL HEALTH AND SAFETY POLICY DOCUMENT

PART ONE STATEMENT OF INTENT

This policy relates to the whole school, including the Early Years Foundation Stage (EYFS).

It is the policy of the Governors of Alpha Preparatory School to satisfy moral and legal obligations by providing and maintaining arrangements for the health, safety and welfare of the school community, and other persons who may occasionally visit or work within the School.

Current legislation also imposes an individual responsibility on persons for the safety of themselves and others. We therefore look for the support of all members of the school community to encourage, adopt and use only safe working practices.

PART TWO HEALTH AND SAFETY ROLES

Role of the Health and Safety Committee

The Health and Safety Committee consists of:

Mr P Fahy (Headmaster)
Mr P McAllister (Maintenance Manager)
Miss J Trott (Deputy Head)
Mrs J Patel (Welfare Officer)
Mrs P Ryan (Alphabets Nursery Lead Practitioner)

Although the Headmaster and Maintenance Manager speak on a daily basis and share a bi-weekly report, the Committee meets formally once per term. The members review our Health and Safety arrangements, which includes giving regard to the following:

1. Our written Health and Safety Policy Document.
2. Reviewing staff accident and incident reports, which are recorded in the bi-weekly report, to see if a pattern has emerged which suggests a weakness in our arrangements.
3. Safety of the building. Members inspect the building and report any potential hazards.

4. Timing and administration of fire drill/alarm checks etc.
5. Any concerns from parents are addressed at our Health and Safety Committee meetings. If required, parents are invited to speak to Committee members or to email the office about any concerns or issues they may have.
6. Concerns from staff and pupils.
7. Health and safety updates.
8. Staff training needs.

Role of the Headmaster – Health and Safety

Although not an exhaustive list, the Headmaster's responsibility for health and safety is outlined as follows:

1. Will ensure the implementation of the policy and will liaise with the governing body to ensure full compliance with its requirements.
2. Will appoint persons within the school to help deal with the day to day implementation of this policy
3. To ensure that all staff are provided with a copy of the policy and are aware of their responsibilities as determined by the policy. To be available to any member of staff to discuss and resolve health and safety problems, if and when they arise.
4. To take note of health and safety instructions and advice issued by responsible bodies (such as the H.S.E.) and to bring these to the attention of the staff.
5. To ensure all areas of the School are regularly inspected and the results of the inspections are duly logged and made available to the Board.
6. To establish a system for reporting, recording and investigating accidents (if and when they arise) so as to take all reasonably practicable steps to prevent a recurrence.
7. To notify staff, parents and visitors of any hazards on site of which they may be unaware.
8. To ensure new staff are briefed about safety arrangements.
9. To ensure any necessary protective clothing and equipment is available and maintained in good order.
10. To ensure effective arrangements are in force for the evacuation of the building in case of fire or other emergency and that fire-fighting equipment is available and maintained, as required by the Fire Officer.

Role of the Maintenance Manager – Health and Safety

Our Maintenance Manager assesses and carries out many routine matters pertaining to health and safety. Although not an exhaustive list, responsibilities include:

1. Health and Safety risk assessments
2. Fire risk assessments
3. Keeping the Headmaster and the Health and Safety Committee advised of Health and Safety issues
4. Maintenance of vehicles
5. Inspection and maintenance of the premises
6. Weekly testing of fire alarm
7. Supervision of cleaning staff and safe storage of cleaning/decoration materials
8. Ensuring regular testing of fire alarm, intruder alarm, portable electrical appliances and gas boilers, gas and electrical installations and portable fire-fighting equipment
9. Disposal of waste products
10. Security of premises
11. Sourcing and supervising all building and maintenance work
12. Cleaning external premises
13. Conduction fire evacuation training for new staff
14. Dealing with the spillage of fluids, including bodily fluids

Role of the School Welfare Officer – Health and Safety

The School Welfare Officer carries out a number of functions related to Health and Safety. Although not an exhaustive list, responsibilities include:

1. Carrying out yearly Flu vaccinations for relevant pupils.
2. Co-ordinating the in-school implementation of Health Care Plans for individual pupils and liaising with parents, school/nursery staff and other relevant agencies as required.
3. Act as a member of the Health and Safety Committee.
4. Support on health issues e.g. healthy eating as part of the school curriculum/growing up (physical and emotional changes)/exercise.
5. To monitor the first-aid training needs of the school and arrange for staff to attend training.
6. To advise on First Aid policy and issues related to pupil/staff health; provide inset as required. For example, training on the use of epipens, inhalers, defibrillators etc.
7. To check and maintain first aid boxes, equipment and pupil medication. For example, inhalers, epi-pens etc.

Role of the Staff – Health and Safety

Staff are required to comply with the instructions of the Headmaster or his appointed Deputy Head on all matters of health and safety. These include:

1. Strict adherence to the procedures laid down in this Health and Safety document and to all related guidance, including First Aid and Healthcare Policy, Registration of Pupils, Staff Guidelines for Duty Supervision, School Outings and Fire Policy Document.
2. All staff, including peripatetic staff, must use the staff signing in/out book, which is kept at the main entrance door to the school.
3. Maintaining a degree of vigilance in the daily routine. Any potential hazards must be made as safe as possible, and if the member of staff cannot rectify the problem immediately he/she must report it to the Headmaster (or his deputy) or the Maintenance Manager.
4. All members of staff should ensure a calm atmosphere is maintained in which accidents are less likely to occur. This can be achieved by prompt arrival at lessons, exercising firm discipline within the teaching environment and carrying out break-time supervision diligently. Members of staff must realise that communal areas (such as stairs) involve corporate responsibility and must be prepared to supervise pupils on stairways and in passages, even if these pupils are not entering or leaving the classroom of the member of staff concerned.
5. P.E./Games staff must supervise pupils when changing and are responsible for their conduct to and from the playing fields, as well as during the lesson.
6. Staff supervising lunches must be aware of potential dangers such as spillage of liquids onto tiled floors.
7. “Wet breaks” are a particularly vulnerable time and the members of staff on duty must ensure that the building is patrolled and all classrooms are visited regularly.
8. Under no circumstances are pupils or staff ever to be given permission to stand on furniture. All staff have completed training on Safer Working Practices, Manual Handling, Working Alone and Working at Heights.
9. No pupil is to be given permission to leave the premises unsupervised without the prior agreement of the Headmaster.
10. Staff should challenge any unfamiliar visitor seen on the premises.
11. Members of staff on playground duty before school must be in position by 08.15 when the Hindes Road gate is opened. After school, the pre- prep staff must not allow any pupil to leave the premises unless they are satisfied he/she has been collected by a known relative or duly appointed person (such as a childminder or guardian). Once the child has been collected he/she is the responsibility of that adult. In the senior school the duty Teacher/s is/are responsible for the after-school gate duty until 4.00pm, when the gate is locked. The duty teachers ensure that no child exits the premises unless they are in the care of a parent or their duly appointed representative.

12. All children not collected by 16.00 must be brought to the school library to await collection. The duty teacher will ensure that pupils are supervised until they are collected.
13. Nursery staff should be in the Nursery by 8.05am ready to receive and supervise nursery children when the Hindes Road gate is opened at 8.15am. At the end of nursery sessions, staff will only hand over a child to parents or approved collectors. Late collecting parents should be contacted as soon as possible.

Health and Safety Legislation

The Health and Safety at Work Act 1974 (also referred to as HSWA, the HSW Act, the 1974 Act or HASAWA) is the primary piece of legislation covering occupational health and safety in Great Britain. The Health and Safety Executive, with local authorities (and other enforcing authorities) is responsible for enforcing the Act and a number of other Acts and Statutory Instruments relevant to the working environment.

New Staff

All new staff will be given a copy of the school's Health and Safety Policy document and be fully briefed by the Headmaster. It is the duty of new members of staff to read the policy document thoroughly and to become familiar with the school's procedures and regulations governing health and safety. The Maintenance Manager will provide a tour and further guidance on emergency evacuation of the premises.

Insurance

The school is adequately covered for employer's liability and public liability. In addition, the school has extended business use insurance which means both staff and pupils are covered if travelling in staff cars on school business. Staff are also covered against personal injury resulting from an attack when delivering or collecting money from the bank on the school's behalf.

PART THREE THE PREMISES

1. Any alterations to the building and all refurbishment work carried out will be done with the health and safety of our pupils and employees as our main priority.
2. Any defect in the building which is discovered should be reported to the Headmaster (or in his absence, the Deputy Head or Maintenance Manager) at once. It is the responsibility of the member of staff to take whatever temporary measures are necessary to ensure that no injuries are caused by the defect. (For example, do not allow children near a broken window) and the Headmaster will take immediate action to deal with the situation.
3. The Maintenance Manager will thoroughly check the school buildings and environment at regular intervals. In particular, he will inspect fire doors, toilets, storage of materials, windows, surfaces underfoot, lighting, heating and ventilation, safety of windows, desks and chairs, doors, stairs and railings, and the perimeter fence. Any minor repairs will be undertaken immediately on the instruction of the Headmaster and will be duly

logged. Major repairs will be discussed with the Board. In the interim, all reasonably practicable measures will be taken by the Headmaster to alleviate the problem. Once the remedial work has been undertaken, a subsequent inspection by the Headmaster will be carried out and duly reported.

4. Electrical equipment/fire alarms will be inspected by experts on a regular basis in compliance with statutory regulations. A log will be kept of each check and remedial action will be taken wherever necessary.
5. The kitchen is potentially one of the most dangerous rooms in the school. For this reason, no child is allowed to enter the kitchen. Indeed, adults may only enter with the specific permission of the Catering Manager. In terms of day-to-day running, the kitchen is organised in accordance with the safety procedures laid down by the catering contractors, but responsibility for ensuring these procedures are adequate lies with the Headmaster.
6. Safety precautions in the laboratory and C.D.T. room are decided by the Head of Science in consultation with the Headmaster, whilst the Head of Games/P.E. has the responsibility to satisfy himself that all lessons carried out in the gymnasium and other sporting arenas allow for all reasonably practicable safety procedures to be adopted.
7. The school playground has a 'quiet' area where no ball games are allowed. Each member of staff should make themselves familiar with their duty rota and check the 'staff cover' list each morning before school starts. In the Prep School, if it is a wet break, then the duty teachers should ensure that all classrooms are regularly patrolled (see section on Staff Guidelines for Duty Supervision for more details).

Regular Checks

1. The Maintenance Manager carries out regular checks of the premises and brings any issues needing remedy to the attention of the Headmaster.
2. The Health and Safety Committee inspect the building termly.
3. Annual fire risk assessments are carried out and logged.
4. Annual risk assessments for specific areas of the school (eg. Science Laboratory, School Hall, etc.) and for regular activities (eg. swimming) are carried out and logged.
5. The Early Years Building (Nursery, Reception, Year 1) keep a log of health and safety checks for the Pre-Prep block and outdoor area, along with any remedial action taken.

Security

1. The school is protected by Spy Alarms Ltd (previously Octagon Ltd) and our intruder alarm system is serviced and checked in accordance with their requirements.
2. A working CCTV camera covers the main entrance as well as at strategic points along the school boundaries. These are monitored by the office staff and once the gates are locked, the only entry into the school is via the front door.

3. Panic alarms are installed in the office and Pre-Prep block and the police will be called if they are triggered. See our Lockdown Procedure document for further details.
4. The gates are locked at 8.30am, and all visitors must report to the school office, where they must sign in. Anyone on-site (such as tradesmen, company representatives etc.) is issued with a 'visitors' badge. Such visitors will be supervised in accordance with our Safeguarding and Child Protection Policy.
5. In the afternoon, the gates are locked at 4.00pm. Any pupil not collected is brought to the school office and supervised in the library. The gate is re-opened at 4.45pm on those evenings when after-school activities take place.
6. Sensitive information relating to individuals is stored in accordance with the GDPR and Data Protection Act 2018.

Control of Visitors/Regulation of Contracted Staff

- (a) All visitors will be required to enter via the main door and report to the school office, where they will be asked to sign in via the digital device in the foyer and wear a visitor's lanyard for the duration of their stay. The only exceptions will be parents delivering and collecting their children at the beginning and end of school. Visitors will sign out when leaving the premises.
- (b) Contractors (such as catering) will be required to have in place a safeguarding vetting procedure for all staff working on our premises and the School will follow Safer Recruitment practices (see Safer Recruitment Policy for further details).

Unwanted Visitors

The Hindes Road gate will be locked by the member of staff on duty by 8.30am each morning. It is only possible to enter the school during the day via the entry-phone system at the front door. The Hindes Road gate will be re-opened at 3.25pm, when it will be supervised for the dismissal of Nursery and Pre-Prep children. The Hindes Road gate will be closed at 3.35pm. Both the large and small Hamilton Road gates will then be opened by the member of staff on duty for Prep School children dismissal at 3.45pm – 4.00pm. This is repeated between 4.45pm and 5.00pm for the dismissal of pupils attending after school clubs. These arrangements allow control of who is allowed to enter school premises, allowing better and more efficient supervision. However, it is the responsibility of each member of staff to challenge anyone whom they suspect of being on the premises without permission. If not entirely satisfied by their response, notify the Headmaster immediately. Also, if any member of staff sees someone loitering near the school gates or attempting to engage a pupil in conversation over the wall or through the fence, either challenge the person straight away or send an urgent message to the Headmaster (or his Deputy). In cases like this **DO NOT HESITATE**. There is no need to apologise to anyone for challenging their right to be on the premises. All visitors will be required to 'sign in' (see Control of Visitors).

PART FOUR
FIRE PRECAUTIONS AND SAFETY DRILLS
(See separate Fire Policy for additional information)

1. Fire alarms:

The fire alarm system must be tested weekly by the Maintenance Manager and any defects reported to the Headmaster. In addition, the entire system must be checked by an expert on a regular basis in compliance with current legislation, and fire drills will be held at least once every term to ensure, among other things, audibility throughout the building. The timing of the drills will vary as will the point from which the alarm is raised, and a log will be kept to record these details and any matter arising from the drills. In the event of a gas leak, the alarm will be raised.

2. Means of escape:

In the event of a fire or other emergency the first duty of all concerned is to prevent injury or loss of life. For this purpose, it is important that all members of staff should familiarise themselves with the evacuation procedure. Notices are displayed in every room in the building and signs indicating appropriate escape routes are displayed in corridors and on stairways. These signs are green with white lettering. Signs indicating the location of fire alarms and fire-fighting equipment are red with white lettering.

If a fire is discovered or reported to a member of staff, **SOUND THE ALARM IMMEDIATELY.** The Headmaster (or authorised Deputy) or the School Administrative Team is then responsible for ensuring that the fire brigade is called immediately on the sounding of the fire alarm.

Immediately after the alarm has been sounded the members of staff should:

- See that any doors surrounding the fire are closed.
- Escort the persons in their charge from the classroom by the most appropriate route i.e. AWAY from the source of the fire. All teaching areas in the school have two alternative exits. It is the responsibility of the teacher to ensure that the pupils remain calm, leave in an orderly manner through whichever exit they are directed, and close all doors through which they have passed. Certain members of staff have been appointed Fire Marshalls, and they will carry out a sweep of the building, closing fire doors, checking no-one has been left behind in the toilets etc.

The office staff will bring out the class fire registers, staff signing in and out information, the visitors' signing in and out information (from our digital device in the front entrance) and parent contact details.

The assembly point is at the far end of the playground (away from the building).

In the event of a large fire spreading to the pre-prep block (or in the case of a chemical leakage or gas leak) the pupils may have to be immediately evacuated from the school premises via the double gates and a roll call can then be taken once they are a safe distance from the building.

In this eventuality, the pupils should be lead along Hamilton Road towards Hindes Road. We have an arrangement with John Lyon Preparatory School to use their premises as a safe haven if an evacuation off-site is required.

Staff should line up with their own form and immediately report to the Headmaster if anyone is missing from the line-up. Under no circumstances is anyone to re-enter the building until advised it is safe to do so by the Headmaster or his Deputy. Kitchen staff/maintenance manager/office staff/cleaners and any visitor to the school are to assemble in the playground so that they can be accounted for.

At all times it is the responsibility of the Headmaster (or in his absence, the appointed Deputy) to direct operations and to ensure that both staff and pupils are exposed to the least possible degree of risk.

3. Ensuring Compliance with Emergency Regulations:

The Headmaster and members of the Health and Safety Committee will regularly speak to the staff to ensure that everyone is familiar with the emergency procedures. This in turn will be supplemented with regular drills and follow-up discussions with senior staff/safety representatives. It is this repetition of procedure which is most likely to save lives in the event of a real fire, for children learn by actually doing, and if they are familiar with the escape routes and the procedure to be followed, then the task of the member of staff is made far easier. In order to emphasise this, the Headmaster and teachers will speak to the pupils regularly about the need for vigilance and sensible action in the event of a real emergency.

Please see the school's Fire Policy Document for further details.

PART FIVE FIRST AID – ACCIDENTS AND ILLNESS

Please refer to the school's First Aid and Healthcare Policy for information.

PART SIX INFECTIOUS DISEASES, HYGIENE AND CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

COVID-19 (CORONAVIRUS)

COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people's education remains. The government has outlined that the priority of schools is to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

The government have worked closely with the Department of Health and Social Care (DHSC) and Public Health England (PHE) to produce and review guidance for educational

establishments. This advice and guidance remains subject to change as the situation develops and the school will act accordingly with the change in guidance.

Infectious Diseases and Hygiene

- (a) All pupils will be encouraged to follow good habits (such as regular hand washing, particularly after use of the toilet) in order to minimise the risk of infection.
- (b) Food preparation will be carried out under strict supervision and in accordance with legal requirements and within the management guidelines laid down by the catering contractors.
- (c) The school premises will be kept clean and tidy, and the toilets and other vulnerable areas will be checked regularly and kept in good order.
- (d) Staff are advised to wear protective equipment (such as disposable gloves) when dealing with injuries/accidents involving blood or bodily excretion.
- (e) The school will comply with all legal requirements regarding the notification of infectious or dangerous diseases.

The Control of Substances Hazardous to Health

It is the responsibility of the Head of Science to ensure that all hazardous substances used in Science/C.D.T. are carefully and securely stored in compliance with COSHH Regulations at all times. The Maintenance Manager will ensure that this also applies to maintenance materials, such as cleaning products, paint, glue, solvents, etc. For this purpose, there is a lockable cupboard/preparation room close to both the science laboratory and C.D.T. area and a flame-proof cupboard in the Maintenance Manager's store. The Head of Science/Maintenance Manager must ensure that such substances are only used under proper supervision and that staff who do so are made aware of potential danger. This also applies to wood dust, which is a particular hazard of C.D.T. Staff teaching C.D.T. must also be satisfied that all tools are being used correctly by staff and pupils and are safely stored away after use.

Whenever appropriate in these lessons, protective clothing should be made available to staff/pupils. Staff should follow the safety notes in the Science and C.D.T. schemes of work and in the guidelines 'Be Safe: Health and Safety in Primary School Science and Technology' (The Association for Science Education) and 'Make it Safe' (National Association of Advisors and Inspectors in Design and Technology). The school has membership of CLEAPSS where specialist advice can be sought if needed.

PART SEVEN TAKING CHILDREN OFF-SITE

(for further details see section on School Outings)

The School has no playing fields of its own, and the most common reason for taking the children off-site is, therefore, to play games at a nearby sports ground. Under these circumstances, it is the responsibility of the Head of Games/P.E. to ensure that the children are adequately and properly supervised when travelling to and from the ground. The actual

lesson must be conducted under his/her supervision or in accordance with his/her wishes. A portable first aid kit and other medication (such as inhalers or epi-pens) must be taken and the Headmaster must be advised of any injuries which may have occurred. NOTE: Pain relieving spray MUST NEVER BE USED in a games lesson, and a mobile telephone must be carried by the Head of Games so that an ambulance can be summoned immediately (and the school advised) in the event of serious injury.

In regards to the supervision of school trips, the following staff/pupil ratios will apply: -

Nursery/Reception: 1 adult to 5 children

Year 1/Year 2: 1 adult to 8 children

Years 3 and 4: 1 adult to 10 children

Years 5 and 6; 1 adult to 15 children

The above should be regarded as the minimum level of acceptable supervision. Higher levels of supervision may be appropriate depending on the nature of the class and the risks associated with the trip and this should be considered when completing the risk assessment for the trip.

Staff accompanying school trips should pay particular attention to adequate clothing, arrangements for toilet/lunch facilities, problems with travel, arrangements for walking a large number of pupils along public roads (and the danger inherent in crossing roads); individual medical/dietary/supervision needs, using coaches fitted with seat belts and arrangements for collection once the children return. The Headmaster must approve any proposed trips and in every case, there must be a nominated visit leader who is responsible for all arrangements and a full risk assessment is completed for all excursions.

Finally, communication and organisation are vital ingredients of all school trips. Staff must make sure they have adequately planned the trip and advised all interested parties of their plans. Once these two requirements have been met then they will have gone a long way towards ensuring a safe and enjoyable outing.

PART EIGHT

SCHOOL MINIBUS AND CAR

1. Our school vehicles may be driven by any member of staff (aged 25 or over) with the Headmaster's permission and the agreement of our insurance company if required.
2. Our minibus may only be driven by members of staff who have undergone specific training and/or are risk assessed if pupils are to be carried as passengers.
3. Parents are asked to sign a consent form which allows their children to travel in either vehicle.
4. The school vehicles are checked before each trip and the Maintenance Manager carries out and logs additional thorough checks at regular intervals.

5. It is the responsibility of the Maintenance Manager to ensure that both vehicles are cleaned regularly, taxed, MOT'd, serviced and have no obvious defects.
6. Both vehicles are comprehensively insured.
7. The Headmaster will carry out regular checks of driving licences/medical conditions of those staff eligible to drive the school car and minibus and will notify the school's insurers accordingly. It is the responsibility of each member of staff to notify the Headmaster immediately if there is a change of circumstances during the course of the year.