



West House

INDEPENDENT PREPARATORY SCHOOL FOR BOYS

Health and Safety Policy

Policy Title:	Health and Safety Policy
Last Review:	August 2025
Next Review:	August 2026
Responsibility:	Bursar, Headmaster
Other relevant policies:	Anti-Bullying Policy Child Protection Safeguarding Policy Critical Incident Policy Fire Risk Prevention Policy First Aid Policy Health and Safety Statement of Intent Lockdown Policy Minibus Policy Off-Site Activities and Educational Visits Policy Storage and Administration of Medicines Policy

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Health and Safety Policy Statement of Intent

It is the firm policy of West House School to take all reasonable steps to mitigate risks to reduce as much as practical to try and ensure the safety, health and welfare of all pupils at the school, its employees and any others who might be affected by its undertaking, in accordance with current legislation.

The school will provide such information, instruction and training as is required to ensure that all its employees are aware of their own duties and responsibilities under relevant legislation and to ensure implementation of this policy.

Detailed risk assessments will be undertaken and reviewed on a regular basis to mitigate risks to reduce as much as practical to try and ensure a safe environment is maintained for all members of the school community, including visitors.

Our general intentions are:

- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site.
- To consult with our employees on matters affecting their Health & Safety.
- To provide and maintain safe premises, plant and work equipment.
- To ensure safe handling and use of substances.
- To provide adequate information, instruction and training supervision for employees.
- Have robust procedures in place in case of emergencies.
- To maintain safe, healthy learning and working conditions; and
- To review and revise this policy at regular intervals.

Signed: Headmaster

September 2025

Legislation

This policy is based on advice from the Department for Education on health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

The school follows national guidance published by UK Health Security Agency (formerly Public Health England) and government guidance on living with COVID-19 when responding to infection control issues.

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

This policy complies with our funding agreement and articles of association.

Roles and Responsibilities

INDIVIDUAL RESPONSIBILITIES

Responsibilities of the Board of Governors

The Board of Governors has overall responsibility for maintaining the highest standards of health, safety and welfare at the school.

Responsibilities of the Headmaster and School Bursar

The Headmaster and the Bursar are responsible for day-to-day implementation of the school policies:

- To mitigate risks to reduce as much as practical to try and ensure the health, safety and welfare of staff and pupils on a day-to-day basis through appropriate supervision and assessment of risks.
- To regularly review the safety and security of the school buildings and grounds during Health and Safety Committee meetings.
- To act upon any safety concerns raised by employees.
- To actively engage in the assessment of risk in the work activities being undertaken and ensure staff implement the control measures identified by risk assessments.
- To make health and safety information within the health and safety file available to staff and any information of risks to which they or pupils are exposed.
- To investigate accidents and near misses and implement appropriate and timely control measures and to report accidents to the relevant enforcing authority as required.
- To ensure the provision of suitable safety equipment and PPE.
- To ensure that line managers and contractors are aware of their roles and responsibilities.

Health and safety Lead

The nominated health and Safety lead is Jo Robinson, Bursar.

Employees Duties

The main responsibilities are to:

- Take care of their own health and safety and that of their pupils.
- Observe fully any safety rules and abide by the safety policy, including risk assessments, at all times.
- Supervise pupils and ensure that they know about fire / emergency procedures and safety measures.
- Set a good example to the pupils.
- Make parents / volunteers aware of safety procedures in the classroom / work area.
- Not interfere with anything provided to safeguard health and safety.
- Use the correct tools and work equipment for the task in hand and use any safety equipment and protective clothing provided.
- Report to the Headmaster, Bursar or appropriate line manager any defects in plant or work equipment, or any obvious health risks.
- Avoid any improvising that may lead to unnecessary risks.
- Report all accidents, incidents or assaults to the School Office whether injury is sustained or not. This includes the accurate completion of the Accident Book.
- Engage in any training required by the school.

Non – compliance with health and safety procedures can and will result in appropriate disciplinary action.

Pupils and parents/carers

Pupils and parents/carers are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Contractors

Contractors will agree health and safety practices with the Bursar before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

Site security

The Caretakers are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Kings are key holders and will respond to an emergency.

Competent Person

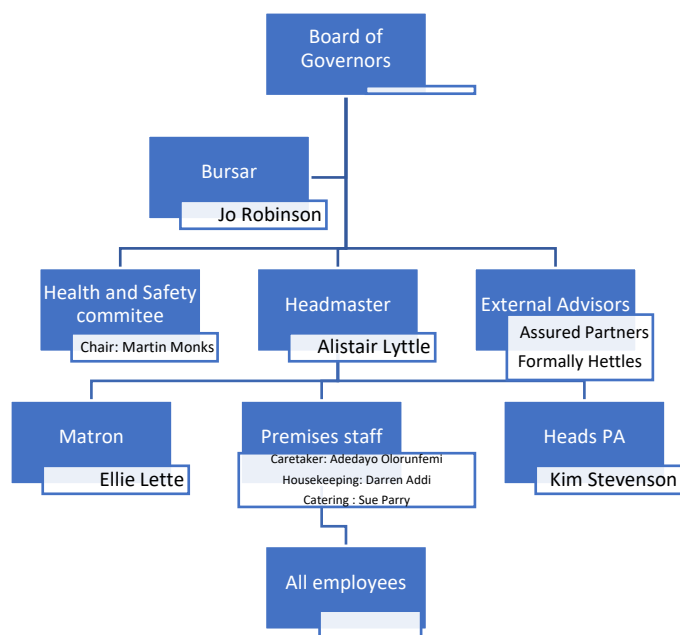
To assist with the ongoing health and safety of employees and to ensure compliance with Regulation 7 of The Management of Health and Safety at Work Regulations 1999 the school engages the services of Assured Partners (previously Hettles) and Allmanhall to:

- Assist the School in formulating the policy and procedures required to comply with the Act.
- Assist the School to identify the risks and hazards which are associated the Companies work activities.
- Assist the School to produce the appropriate risk assessments and safe systems of work required as a result of the school's activities.
- Monitor the effectiveness of the school health and safety management systems by:
 - Site audits.
 - Monitoring accident and incident statistics.
 - Investigating accidents and incidents.
- Assist the School in the provision of training of employees.

A full review of the policy was carried out considering DfE Guidance Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2013).

Health and Safety Management Structure

The following management structure exists within the school to manage health and safety:



EMPLOYEES

The school also receives support and advice from its insurers, Assured Partners who carry out regular audits of matters relating to health and safety.

1. Risk Assessment

In line with the duty placed upon them by the Management of Health and Safety at Work Regulations 1999, the school will ensure risk assessments are carried out for all activities which pose a potential risk to employees, pupils and others affected by their undertaking. These will include the completion of risk assessments prior to pupil activities off site e.g. educational trips, etc.

Risk assessments will be periodically reviewed to ensure that they remain effective and relevant to our work activities. Risk assessments are reviewed externally as part of the annual Health and Safety Audit from Assured Partners.

2. Consultation with Employees

In accordance with the Safety Representative and Safety Committee Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, it is the intention of the school to promote a culture where employees are encouraged to bring to the attention of the Bursar or Headmaster any issues relating to safety.

The school acknowledges that employee involvement is a vital element in ensuring that all hazards are identified and concerns addressed. Therefore, staff have a direct line to the Grounds and Maintenance team via an Excel spreadsheet on which they may highlight any issues that require attention.

3. Monitoring and inspection

The Governors monitor compliance with Health and Safety at the termly committee meetings. Assured Partners will undertake regular inspections and checks to monitor health and safety standards and mitigate risks to reduce as much as practical to try and ensure a healthy and safe working and learning environment. This is undertaken every 12 months. In addition to this, the school's insurers carry out regular inspections, alongside the school's own routine checks.

4. Information, Instruction, Training and Supervision

The school will provide employees with adequate information, instruction, training and/or supervision to enable them to undertake their duties safely. Information provided will highlight any hazards (identified from risk assessments) employees may be exposed to and the control measures in place for their specific work activities.

Written records of training will be maintained, with all new employees given induction training relevant to their duties.

5. Young Workers

Persons under the age of 18 years may be employed but only after a risk assessment has been carried out to identify any potential risk to the young person in the place of work.

At all times a young person will be adequately supervised and will be given the appropriate training before being asked to undertake any given task.

6. New and Expectant Mothers

Once the school have been informed in writing that a worker is pregnant, a risk assessment will be carried out by Jo Ollier, HR Manager. The risk assessment will take into account the type of work normally undertaken and also the working environment. Pregnant workers / nursing mothers will not be allowed to come into contact with hazardous substances or undertake any activity that could affect the health of the child. Job roles will be adjusted where the risk to the pregnant worker / nursing mother is considered unacceptable.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

7. Security

All reasonable steps are taken to mitigate risks to reduce as much as practical to try and ensure that pupils, staff, parents, and visitors are safe and secure. The school's Grounds and Maintenance Team shares responsibility with the Headmaster for day-to-day security. All visitors are required to follow a strict signing-in procedure. All persons working on site are appropriately vetted in accordance with the requirements of the school's Child Protection Safeguarding Policy, a copy of which is available via the school's website.

The grounds are secured around the perimeter and all access/egress points require codes. Buildings have coded push-button combination locks and are covered by CCTV. Full details can be found in the Premises Risk Assessment.

Contractors are required to provide written notification that staff attending the site have undertaken appropriate vetting procedures.

8. Trespassers and Unauthorised Site Access

Where a person is not immediately recognised as having legitimate reason to be on the school grounds, they will be politely asked if they need any help. Assuming the person seems to have a valid reason, they will be accompanied towards the office where they will be asked to sign in and out and be given a visitor's badge.

If it emerges that the person has no right to be on school premises, they will be asked to leave by the nearest exit and observed until they do so, and the most senior member of staff available informed.

If an intruder refuses to leave, becomes abusive or seems to present a threat to the safety of others, the school will enter a state of lockdown and the police will be called without delay. Full details can be found in the Lockdown Policy and Procedures.

In the event of a break-in on site, staff should ensure their safety and that of their pupils, and alert colleagues to call the police. If necessary the school will enter a state of lockdown.

9. Violence / Aggression

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors, or other staff.

In the event of meeting with an adult / parent whom staff suspect may turn abusive, the meeting will be conducted in a room that can be easily monitored with other staff members within easy reach. Depending on the circumstances, the employee may request an additional staff member to be present.

Should an adult / parent become aggressive, they will be asked to leave the school in a calm and non-threatening way. If the person refuses to leave the police would be called.

10. Lone Working

If staff are working alone in a building they must:

- Inform someone where they are and what time they intend to leave.
- Ensure that entrances are securely shut and ensure that they can get out of another door in case of an emergency without using a key.
- Ensure that the door through which they leave is securely locked behind them.
- Phone the police if they are suspicious about someone attempting to enter the building.
- Always be alert when leaving the building.
- Requests to work during the evenings and/or at weekends must be made using the appropriate form available from the Bursar.

Key holder responding to an alarm:

- The alarm system is monitored and the school engages the services of a key-holding company. However, it is possible that a named key-holder may have to attend the premises when an alarm is activated.
- Always assume an alarm is genuine.
- The monitoring company will provide any information about what may be happening.
- Take a torch and (if available) a personal attack alarm with you.
- Take a mobile phone.
- Look outside your own home before you leave in case someone is watching you leave.
- Tell someone where you are going and how long you are likely to be.

If the police/key holding company are attending the incident, then wait for them to arrive before entering the site.

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

The lone worker will ensure they are medically fit to work alone.

If you are attending alone:

- Never confront an intruder or approach or enter a building if you think an intruder may be in there. Call the police and wait outside.
- Do not enter or approach a building on your own if you are concerned for your safety.
- Check from outside the school and at a distance to see whether there are any signs of intrusion.
- Check whether there are any unexpected vehicles in the area.
- Make sure you have a mobile phone to summon help if necessary.

11. Accident Reporting, Ill –Health and First Aid

The school, through the implementation of this policy and associated risk assessments, is committed to preventing accidents and incidents of ill health where possible to all persons affected by its undertaking.

Incidents recognised as reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 will be duly reported to the correct authority. All incidents, regardless of the obligations of Regulations, must be recorded in the relevant school accident book. Parents are informed of accidents involving pupils when necessary, depending on the nature of the accident / injury.

The school is committed to investigating all accidents and incidents, and believes that this forms a fundamental part of improving safe working practices and raising awareness.

First aid equipment maintained on site is in line with the Health and Safety (First Aid) Regulations 1981. First aid kits are also taken on out of School visits.

- **The first aid boxes are located at:** Duce Hall, Matron's room, kitchen areas, Field House, Woodbourne, the Centenary Building and Richmond Hill, as well as the school minibus.
- **The staff accident book is located at:** Headmaster's PA's office.
- **Pupil accidents** are logged on to Engage (School MIS system) and Famly (EYFS)
- **The EYFS children accident book is located at:** Field House.
- **There are a number of qualified first aiders including:** Ellie Lette (School Matron), Paula Cusack (DSL), Debbie Edgington (Admin) The full list of qualified first-aiders appears in the First Aid Policy.

Latex gloves are provided for staff to wear when tending to cuts, grazes etc due to risk of blood bourn infection. Please refer to the First Aid Policy for further details.

West House School stores medicines and administers them to pupils when necessary and only upon written parental consent. Forms are completed upon administration of medicine. Any medicines held for pupils will be clearly labelled with the pupil's name on both the outer and inner containers where appropriate and the dose. All staff receive annual training in the use of epi-pens and all emergency medication is taken on school visits.

Further details are included in the following policies:

- **First Aid Policy**
- **The Storage and Administration of Medicines Policy**
- **The Off-Site Activities and Educational Visits Policy**

The School Matron will advise parents of recommended exclusion periods following specific illnesses. A copy of the exclusion periods, as recommended by the school doctor is sent to parents and staff annually and is available to view in the school office.

Reporting

An accident form will be completed on the Engage system as soon as possible after the accident occurs by Matron or first aider who deals with it.

As much detail as possible will be supplied when reporting an accident

Information about injuries will also be kept in the pupil's educational record

Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Reporting to the Health and Safety Executive

The Headmasters' PA will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). They will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases, or dangerous occurrences

These include:

➤ Death

➤ Specified injuries, which are:

- Fractures, other than to fingers, thumbs, and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

➤ Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Headmasters PA will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

➤ Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust
- Tendonitis or tenosynovitis of the hand or forearm

- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

Notifying parents/carers

The Nursery Operations Manager will inform parents/carers of any accident or injury sustained by a pupil in the Early Years Foundation Stage via Family, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Any major incidents or bumped heads are reported via a phone call to the parent / carer.

Reporting to child protection agencies and Ofsted (EYFS)

The Head of EYFS will notify Birmingham child protection agencies and Ofsted of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

In the event of a critical incident the policy and procedures to be followed are detailed in the Critical Incident Policy and Procedures.

12. Head Lice

If head lice are reported, parents of pupils in the class are sent a letter asking them to check their child's hair. Parents are routinely reminded through school correspondence for the need to be vigilant and about ways of dealing with head lice when they are identified.

13. Off-site Visits

When taking pupils off the school premises, we will mitigate risks to reduce as much as practical to try and ensure that:

- Risk assessments will be completed where off-site visits and activities require them

- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, an appropriate portable first aid kit including emergency epipen, information about the specific medical needs of pupils, along with the parents/carers' contact details
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current pediatric first aid certificate
- For other trips, there will always be at least one first aider on school trips and visits

14. Workplace Facilities and Welfare

In line with the Workplace (Health, Safety and Welfare) Regulations 1992, the school is committed to providing a suitable workplace conducive to productivity and the wellbeing of employees. Toilets and washing facilities will be maintained in good repair, suitable for the number of employees on site, along with access to a rest room with a water supply. The school also has a Wellbeing, Health and Safety HUB for use by staff and pupils. Two members of staff hold a qualification in mental First Aid.

The school ensures that at least one WC and hand basin is available for every 10 pupils aged over 2 and under 5, and for every 20 pupils aged 5 and upwards. The school ensures that all pupils have access to washbasins and showers as appropriate. Showers are in Duce Hall which are accessible by all children. The Nursery Operations Manager (Avril Walsh) has direct responsibility for the health, safety and welfare of pupils within the EYFS.

All Classrooms are appropriate in size and layout to allow the teacher to reach each pupil in order to provide help and guidance or to reach each pupil in case of an emergency. Upstairs windows are fitted with bars to prevent accidents.

Within EYFS floor space is calculated as follows:

3.5 sq m for under-tuos

2.5 sq m for two year olds

2.3 sq m for those aged 3 to 5.

15. Play and Sports Equipment

Play and sports equipment is routinely (daily) visually checked for damage, wear, and tear. EYFS equipment is logged on Safesmart daily.

Staff are responsible for informing the Grounds and Maintenance Team via the Excel spreadsheet if equipment requires replacement. Damaged equipment is removed from use until repair or replacement. Formal recorded inspections of equipment by the Grounds and Maintenance Team take place on a termly basis.

The depth of bark and safety surfaces around playground equipment is checked in addition to visual checks for sign of sharps or animal faeces in the vicinity.

Any concerns about the condition of the gym floor or other apparatus will be reported to the Caretaker using the online forms.

16. Smoking

Smoking is not permitted anywhere in school buildings or school vehicles.

17. Alcohol and Illegal Drugs

Consumption of alcohol or non-medically prescribed drugs is not permitted on the premises nor must employees be under their influence because of the adverse effects that they can have on conduct and equipment operation (further details are available in the Staff Handbook).

18. Infection Prevention and Control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged
- Clean the environment, including toys and equipment, frequently and thoroughly

Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

19. Stress and Bullying

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

The Health and Safety Executive define stress as ***the adverse reaction people have to excessive pressure or other types of demand placed on them***. West House School recognises that workplace stress may at times be a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors. The school has developed a Stress Management Risk Assessment which is available to all staff.

The school ensures all managers and supervisory staff are trained in good management practices and staff are sufficiently trained to discharge their duties. Workloads and work hours are monitored to ensure that staff are not overloaded. Bullying and harassment is not tolerated in the school and 'Worry Boxes' and a 'Communication Station' are provided for pupils to report bullying and other matters of concern. Pupils also have access to support from the Wellbeing Team and experienced members of staff. A Wellbeing Club is provided by the Assistant Head Pastoral, and open to all pupils. The school can also, where necessary, provide confidential counselling for staff affected by stress caused by either work or external factors. Please refer to relevant policies including the Anti-Bullying Policy.

20. Housekeeping

The school will ensure that standards of cleanliness are maintained and all areas kept free from slip or trip hazards.

Traffic routes and emergency escape routes will be kept clear of obstructions. They are inspected on a weekly basis by the grounds and Maintenance Team. Further details are available in the Premises Risk Assessment.

21. Display Screen Equipment

The school will assess and control health risks from exposure to display screen equipment in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

A suitable and sufficient analysis of workstations and environment will be undertaken for all employees defined as users, with provision of training / instruction regarding ergonomics and safe working practices.

Employees classified as habitual display screen equipment users are entitled to free eye tests and vision correction appliances where these are needed for work with display screen equipment. Details can be obtained from the Human Resources Manager.

22. Manual Handling

The school will take all reasonable steps to reduce and avoid hazardous manual handling activities where this is practical and reasonable. If this is not possible, the school is committed to undertaking a suitable risk assessment to identify practical controls which will reduce the risk of injury. Relevant training is provided to those staff required using Safesmart.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible

- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

23. Hazardous Substances - COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by Darren Addis (Housekeeping) and Sue Parry (Head of Housekeeping and Catering) and circulated to all employees who work with hazardous substances. Register is kept in the housekeeping department. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information and stored in lockable cupboards.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

24. Legionella

Legionnaires disease is a potentially fatal form of pneumonia. Infection is caused by breathing in small droplets of water contaminated by the bacteria, produced, for example, by showers.

West House School has put in place a system to manage the risk from legionella.

A Legionella Risk Assessment has been completed by Dantek in March 2024. Any recommendations were completed by May 2024. Dantek is also responsible for the statutory monthly water checks and temperature checks which are stored online. This is reviewed annually or when significant changes have occurred.

The Bursar is responsible for ensuring that that identified operational controls are conducted and recorded in the school's water log book.

Further risks are mitigated by flushing of shower heads, cleaning of shower heads and water tanks. Records of checks are held by the Grounds and Maintenance Team and can be accessed via the school's intranet.

Further details are available in the Premises Risk Assessment and in the relevant folder/online.

25. Personal Protective Equipment

The school acknowledges that PPE forms the last level of protection within the hierarchy of controls and will ensure all other practicable controls are in place. It is, however, recognised that PPE is often required to bolster other controls. As such, the school will do all within its power to ensure such equipment is fit for purpose and maintained in good condition. Employees will be consulted at the selection stage to ensure equipment is suitable for their needs and to encourage usage.

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment
- Clean the environment, including toys and equipment, frequently and thoroughly

26. Infectious Disease Management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

Following good hygiene practices

We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

Implementing an appropriate cleaning regime

We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned regularly.

Keeping rooms well ventilated

Rooms or areas with poor ventilation have measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

27. Electrical and Gas safety

The school aims to comply with the Electricity at Work Regulations 1989.

Any portable appliances which are not double insulated will be maintained and tested on a regular basis and a sticker affixed. Portable Appliance testing is completed annually by professional external company.

The fixed electrical installation will be checked at a 5 yearly interval. Last checked in 2022.

Only trained or qualified staff are permitted to work with electrical equipment. Work on electrical equipment will not be allowed before the equipment has been properly isolated and disconnected from the source of supply.

The gas fired central heating systems and boilers are inspected and certified on an annual basis by a suitably qualified and appropriately registered engineer. Boiler rooms are maintained in an orderly manner and carbon monoxide monitors are in place.

Please refer to the Premises Risk Assessment for further details on gas and electrical installations and inspections.

28. Fire

The school will assess and control the risks from fire in accordance with the Regulatory Reform (Fire Safety) Order 2005. Fire extinguishers are located throughout the premises and serviced annually. The school has an emergency plan to follow in the event of fire or sounding of the alarm. A fire drill is conducted every term and each teacher is responsible for the safe evacuation of their class and conducting the roll call for the class.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

Fire risk assessment of the premises is completed every two years by external professional (Assured Partners (formally Hettles)). Internal Assessment completed via Safesmart annually, or if any changes to use of premises.

Emergency evacuations are practised at least once a term.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points.
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The Senior Leadership Team will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. A Personal Emergency Evacuation Plan (PEEP) will be in place for any relevant pupil, staff or visitor.

Responsibilities of class teachers:

During the first day of term, all class teachers should explain to pupils what the procedure is should the fire bell sound. This should include information about:

- Fire exits to be used.
- Assembly point
- Action on discovering a fire
- Keeping gangways clear.
- Information about testing of the system/bells.

Fire exit to be used – is the nearest available safe exit.

Assembly points – are on the Field House and main playgrounds, and in the outdoor basketball court – standing in registration groups. Assembly points are clearly signposted.

Action on discovering a fire – inform someone immediately and never try to put out a fire yourself.

Keeping gangways clear – pupils should be reminded about hanging coats and bags out of the way.

Testing – the system is tested on Monday mornings between 9.30am and 9.45am.

Responsibilities of the Grounds and Maintenance Team

The Grounds and Maintenance Team is responsible for checking:

Daily Walks:

- Exits and routes remain unobstructed.
- Exit doors are unlocked.
- Main fire panel working.
- Fire doors closed.
- Building secure out of hours.

Weekly Recorded Checks:

- Test fire alarm system.
- Check all rooms/corridors/exits/stairwells

Monthly:

- Check extinguishers are in the correct place.

Termly:

- Fire drill.
- Emergency lighting.

Annually:

- External fire alarm system test.
- External service of fire extinguishers.

Further details are included in the **Fire Risk (Prevention) Policy**.

29. Asbestos

An asbestos survey has been conducted and a register of asbestos locations maintained. Where asbestos is identified, routine termly visual checks are conducted to ensure this remains in good repair and therefore poses no risk.

Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

A record is kept of the location of asbestos that has been found on the school site. This record is both manually in the Bursars office, and online in the staff resources.

Before any contractors or maintenance staff are employed to work on the fabric of the building, the asbestos register will be consulted accordingly. Work will not be permitted on any materials containing asbestos unless HSE guidelines are followed and work conducted whilst the school is closed to pupils. Please refer to the Premises Risk Assessment.

30. Working at Height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

31. Ladders

All ladders are maintained in good repair. Each ladder is individually identified, visually checked before use by staff and examined on a routine basis by the Grounds and Maintenance Team. Defective ladders are labelled and removed from use.

In addition:

- The caretakers retain ladders for working at height
- Pupils are prohibited from using ladders.
- Staff will wear appropriate footwear and clothing when using ladders.
- Contractors are expected to provide their own ladders for working at height.
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety.
- Access to high levels, such as roofs, is only permitted by trained persons.

32. Machinery / Powered Tools

Machinery / powered tools used on site by grounds and site maintenance staff include mowers, strimmers, hedge trimmers, etc.

Use of machinery and powered tools is included in risk assessment and completed prior to use.

It is School policy that all relevant employees will be trained in the safe operation of the equipment and employees are required to use all work equipment correctly / in accordance with their training / manufacturers recommendations.

Appropriate guards on machines are provided in order to make all operations as safe as possible.

Employees must **NEVER**:

1. Remove, make inoperative or reduce the effectiveness of any equipment or machinery guard.
2. Attempt to operate any machinery or equipment without the guards or other required safety devices in place.
3. Operate any equipment when it is functioning improperly or at any time when it would be hazardous. Such equipment will be repaired at once or removed from the premises.

Only authorised personnel may remove a machine guard during maintenance or cleaning operations. During such operations all precautions must be taken to ensure that the equipment is de-energised by disconnecting the power source.

All machinery / powered tools are to be stored in a locked shed, inaccessible to pupils or trespassers.

33. Noise

Grounds and maintenance staff may be exposed to high noise levels during operation of machinery / powered tools. However, when noise levels are averaged over the course of the working day or week, it is unlikely that the lower or higher action value levels (80dBA or 85dBA as stipulated in the Control of Noise at Work Regulations 2005) will be exceeded. Even so, the school provides hearing protection to be worn by staff during times of use of noisy machinery / equipment.

34. Vibration

Certain hand-held tools used by grounds maintenance staff pose a risk of hand-arm vibration (HAV) related diseases. The risk is reduced by use of vibrating tools for only limited periods of time, wearing warm clothing to increase circulation and completing annual health surveillance questionnaires to detect early signs of vibration related diseases (e.g. vibration white finger).

35. Driving and Movement of Vehicles

The school minibuses are used for transporting pupils and therefore subject to regular safety checks, servicing, MOTs, permits and are also fully insured. Drivers' licences are checked prior to being authorised to drive the minibus.

A work-related driving policy is in place and held in the minibus glove box in the form of a Drivers Handbook. Drivers are required to adhere to the driving policy and the Vehicle Movement Risk Assessment.

36. Managing Contractors

The competency of contractors is checked before services engaged. This includes qualifications, insurance, membership of professional bodies and previous experience. Contractors are also asked to provide details of DBS checks.

Prior to appointment, contractors undertaking long duration high risk works will be requested to provide a risk assessment or safe system of work for any work they intend to undertake at the premises and to agree to comply with site safety rules laid down by the school.

Contractors working on site will be required to report to the main reception where they will be met by either the Bursar or a member of the Grounds and Maintenance Team.

A member of the Grounds and Maintenance will undertake regular checks on the contractor's mode of operation and stop any work suspected to pose a risk to our staff, pupils or the contractor.

For long term projects, routine meetings will be held between the school and contractor and health and safety matters discussed at committee meetings.

37. Glazing Safety

Glazing within the school has been covered with durable plastic where there is a risk of shattering through pupil contact. As part of the routine replacement, glazing is upgraded with safety glazing where appropriate. Fire doors have approved safety glass panels in place. The Grounds and Maintenance Team carry out recorded weekly checks on glazing throughout the school premises.

38. Lettings

This policy applies to lettings. Those who hire any aspect of the school site, or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

Monitoring and Review

This policy will be reviewed by the Bursar annually if any staff or use of Premises changes.

At every review, the policy will be approved by the headmaster and reviewed at the Health and Safety committee meeting.

This Health and Safety Policy can only provide an overview of how the school approaches matters of Health, Safety and Welfare. Staff must refer to the specific policies and risk assessments where necessary.