

## **Health and Safety Policy**

This policy applies to all staff and children at Heath House, including the EYFS, as well as any visitors or contractors.

### **General Statement of Policy**

This statement is issued in accordance with the Health and Safety at Work Act (1974) and regulations made under that Act, in particular, the Management of Health and Safety at Work Regulations 1999.

Following guidance in the Independent School Standards Regulations 2014, the school refers to the Department for Education (DfE) health and safety advice *Health and safety: advice on legal duties and powers: For local authorities, school leaders, school staff and governing bodies (November 2018)*<sup>1</sup>. This government advice explains the existing health and safety law relevant to schools and how it affects schools and school staff. It covers activities that take place on or off school premises, including school trips. The school has regard for this advice and also for the policy statement issued by the Health and Safety Executive (HSE) *School trips and outdoor learning activities: Tackling the health and safety myths*<sup>2</sup>.

The guidance detailed in the above advice and policy statements are accepted and the arrangements set out below are designed to implement the aims of Heath House Prep School while ensuring that the appropriate health and safety measures are in place. The school's health and safety guidance on planning and running school trips is set out in the separate Health and Safety on Educational Visits Policy.

In keeping with government advice the school believes that:

- Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them;
- It is important that children learn to understand and manage the risks that are a normal part of life;
- Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity;
- Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively;
- Teachers should be confident that they know best how to look after pupils and keep them safe.

## **Management of Health and Safety**

### **Person with Overall Responsibility for Health and Safety:**

Mark Pearce, Head Teacher

### **Delegated Person Assisting in the Management of Health and Safety:**

Emily Reid, School Manager

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<sup>1</sup>[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/335111/DfE\\_Health\\_and\\_Safety\\_Advice\\_06\\_02\\_14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf)

<sup>2</sup><http://www.hse.gov.uk/services/education/school-trips.pdf>

**The persons above will attend the appropriate Health and Safety Courses and share this training with staff.**

### **General Guidelines**

It is the policy of Heath House Prep School, so far as is reasonably practicable, to:

1. Establish and maintain a safe and healthy environment throughout the school;
2. Establish and maintain safe working procedures among staff and pupils and visitors;
3. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
5. Maintain all areas under the control of the Head Teacher in a condition that is safe and without risk to health and to provide and maintain means of access to and from that place of work that are safe and without risk;
6. Formulate effective procedures for use in case of fire and for evacuating the school premises;
7. Lay down procedures to be followed in case of accident;
8. Teach safety as part of pupils' duties where appropriate; and so that pupils learn to understand and manage the risks that are a normal part of life;
9. Provide and maintain adequate welfare facilities.

### **Responsibility of the Head Teacher**

The Head Teacher is responsible for implementing this policy within the school. In particular she will:

1. Monitor the effectiveness of the Health and Safety Policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis; (weekly meetings – teachers to report);
2. Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded; (see fire drill book);
3. Make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines and information issued by the School; (all teachers given time to read this document);
4. Make arrangements for the implementation of the School's accident reporting procedure including incidents reportable under RIDDOR (2013) and draw this to the attention of all staff at the school as necessary; (weekly meetings – accidents recorded in the accident book and in child's journal);
5. Make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed; (weekly assemblies for pupils and weekly meetings for staff);
6. Ensure that regular safety inspections are undertaken; (Gas and Electrical inspections undertaken);
7. Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team; (dealt with immediately);
8. Employ an architect or structural surveyor to look at any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed. (Buildings have already been checked for asbestos by surveyor and also in a Pinder Report) N.B. The School will deal with all aspects of maintenance which are under their control, deal with

any other situation identified as being unsafe or hazardous and speak to the school's insurers if problems cannot be remedied within the financial resources available to them;

9. Monitor, within the limits of their expertise, the activities of contractors (in liaison with the staff of Heath House Prep School, hirers and other organisations present on site, as far as is reasonably practicable; (a member of staff is always present with a contractor when work is undertaken);
10. Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Head Teacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

### **Duties of the Person Delegated to Assist in the Management of Health and Safety**

The Delegated Person for Health and Safety shall:

1. Assist the Head Teacher in the implementation, monitoring and development of the Health and Safety Policy within the school;
2. Monitor general advice on safety matters given by the School and other relevant bodies and advise on its application to the school;
3. Coordinate arrangements for the design and implementation of safe working practices within the school;
4. Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
5. Order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Head Teacher;
6. Carry out termly health and safety audits (using the Key Document for school leaders);
7. Carry out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified. Any problems are logged in the Health and Safety book and acted on without delay;
8. Ensure that staff with control of resources (both financial and other) give due regard to safety;
9. Co-ordinate arrangements for the dissemination of information and for the instruction of employees, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

### **Responsibilities of Staff Towards Pupils and Others in their Care**

All staff are responsible for the health and safety arrangements in relation to themselves and pupils under their supervision.

In particular, staff will monitor their own work activities and take all reasonable steps to:

1. Exercise effective supervision over all those for whom they are responsible, including pupils;
2. Be aware of and implement safe working practices and to set a good example personally, identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
3. Carry out and document risk assessments using the Risk Assessment Template in the Staff Shared Area (Google Drive). Risk assessments must be carried out for all teaching areas and offsite activities, including school trips. Class teachers must review risk assessments for their classrooms and offsite activities on a regular basis. Risk assessments for trips must be completed in advance of the trip by the staff involved. All risk assessments must be handed into the Office for approval/ review by a member of the Senior Leadership Team;

4. Class teachers must complete the HSE Health and Safety Checklist for Classrooms on a half-termly basis and hand this into the Office for the attention of Mrs Reid;
5. Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
6. Provide written instructions, warning notices and signs as appropriate;
7. Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
8. Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
9. Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
10. Provide the opportunity for discussion of health and safety arrangements;
11. Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
12. Provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
13. Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Head Teacher.

### **Responsibilities of all Employees**

All employees have a responsibility under the Act to:

1. Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
2. Co-operate with the Head Teacher and others in meeting statutory requirements, not interfere with or misuse anything provided in the interests of health, safety and welfare;
3. Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Head Teacher;
4. Ensure that they are not under the influence of alcohol or any other substance which may affect their ability to care for children. If employees are taking medication which may affect their ability to care for children they MUST seek medical advice;
5. Ensure that tools and equipment are in good condition and report any defects to the Head Teacher;
6. Use protective clothing and safety equipment provided and ensure that these are kept in good condition;
7. Ensure that offices, general accommodation and vehicles are kept tidy;
8. Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Head Teacher, including those that are reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). RIDDOR - The requirement to report is based on the pupil being taken to hospital for treatment to an injury. If an injury is identified at the scene as requiring hospital treatment, then this should be reported. If no injury is evident, and the school receives no information that any injury has been treated, then no report is required. The key thing to remember when determining whether to report an incident to a pupil or other people who are not at work is if the accident that resulted in the death or injury that must be reported, arose out of or was connected with the work activity.

***WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE HEADTEACHER.***

Please note the following:

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage;
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.

### **Responsibilities of Pupils**

All pupils are expected to:

1. Exercise personal responsibility for the safety of themselves and their fellow pupils;
2. Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear and other items considered dangerous);
3. Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
4. Use and not willfully misuse, neglect or interfere with things provided for safety purposes (i.e. fire extinguisher);
5. Only put the exercise books needed for homework each night in their school bag, and not overload their bags.

There is no specific health and safety legislation limiting the weight that children in school can carry, however teachers will carry out checks on pupil's bags and where necessary ask pupils to remove books and non-essential items to ensure they are not overloaded.

N.B. The Head Teacher will aim to make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices/letters via Parentmail, the school journal and in parent meetings.

### **Visitors**

Regular visitors and other users of the premises (e.g. contractors and delivery people) are expected, as far as reasonably possible, to observe the safety rules of the school.

All visitors and contractors are supervised by either the Head Teacher or the Deputy Head Teacher. Contractors that the school uses are:

- Jackson for maintenance and service of fire extinguishers;
- ADT for maintenance of intruder alarms;
- Jackson for maintenance of the commercial fire alarms;
- Electrobolt for electrical issues;
- WaterDrop for Legionella Risk Assessments and Testing;
- Bexley PAT Testing for PAT testing;
- Casfil for plumbing issues and as Gas certified engineers;
- Active8 Managed Technologies for the supply and maintenance of the photocopier and phone system;

## **Fire and Emergency Evacuation Procedures**

1. The school's procedures for fire and emergency evacuation are available in the Fire Policy and Emergency Contingency Plan.
2. All staff and pupils are aware of the procedures and carry them out at least once a term in an emergency drill. (Children have practised evacuation procedures. Single file out of the building, quietly and quickly following the teacher. The teacher carries the register and identifies that each child is present. This whole evacuation procedure has been carried out in under a minute in each building).
3. These procedures will be updated as appropriate.
4. The log book for the recording and evaluation of practice and evacuation drills is available.

## **Fire Prevention Equipment**

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular testing and inspection of smoke detectors, fire extinguishers and the fire alarm system.

## **First Aid and Accident Reporting Procedures**

1. Each class has a first aid bag and these are carried by the staff when off school premises;
2. The name of the first aider/appointed person is Mr Damian Williams;
3. The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury, diseases and dangerous occurrences reportable under RIDDOR is Mr Mark Pearce. The accident book and report forms and the arrangements to be followed if the person injured is unable to complete an accident report form are to be found in the School Office;
4. The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff;
5. There is a separate First Aid Policy for further information.

N.B. Any employee rendering first aid to the best of their ability is indemnified by the school's insurance.

## **School Security**

Heath House has a burglar alarm fitted to each building. In the case of a break in and an intruder triggering the system, the police are automatically called. Each building has security cameras fitted all around. Each building has a video entry system fitted, and pin-code access. The pin-code is only given to school employees. The pin-code is changed at the beginning of each academic year; it is also changed if a member of staff leaves within the academic year.

## **Control of Substances Hazardous to Health (COSHH)**

For the control of substances considered hazardous to health under the COSHH Regulations 2002 the school takes the following actions:

### Chemicals

Only products that meet COSHH requirements are stored and used within the school.

Cleaning products containing chemicals that may be hazardous to health are securely stored in a locked cupboard, out of sight and reach of children. Areas where cleaning products are stored are labelled with appropriate hazard signage.

Supplies for the photocopier, including black and colour toner cartridges and waste toner cartridges, are stored in the Office out of sight and reach of children. Used toner and waste toner cartridges are securely disposed of using the manufacturer's instructions and disposal sacks/ boxes provided by the supplier.

Please see the COSHH risk assessment.

### Dust

The school buildings are cleaned daily, including damp dusting and mopping.

### Fumes

A gas safety check is carried out on the boiler annually by gas safety checked engineers. The annual gas safety check includes testing for carbon monoxide leaks.

### Germs and Bacteria

With regard for germs, bacteria and viruses that may cause illness through the spread of infection, the school has a separate Infection Control Policy.

Please see the COSHH Policy and Risk Assessment.

The school's Legionella Water Risk Assessment is in place and compiled according to the Approved Code of Practice (ACOP) L8 document.

## **Consultation with employees**

The school consults with staff about health and safety matters, and any changes to the policy and procedures on managing risks to health and safety during staff meetings. Staff should bring any concerns they have about health and safety to the attention of the Head Teacher or Senior Leadership Team without delay.

## **Occupational Health**

The school encourages all staff to maximize their attendance at work. Staff should follow the absence management procedure (see Absence Management Procedure document) for reporting to the school when they are unable to attend work for sickness or ill health. The school considers the following as potential risks to staff health:

- Infectious diseases: The school has an Infection Control Policy, a Sickness and Illness Policy, and an Immunisation Policy to reduce and manage the spread of illness and infection within the school community.
- Skin diseases e.g. dermatitis: The school considers that as Catering Assistants/Cleaners spend prolonged periods of time doing 'wet work' and come into contact with soaps and detergents as part of their role e.g. washing up after morning break and lunch service each day, and regularly washing

their hands, they may be at risk of developing skin diseases such as dermatitis. Catering Assistants/Cleaners are provided with appropriate PPE i.e. gloves, to protect their hands.

- Musculoskeletal disorders (MSDs): The school is aware that staff could develop MSDs through the course of their work. The main contributory factors are manual handling, display screen equipment/work stations, and stress. The school assesses and manages the risks associated with these factors through carrying out risk assessments, and following the procedures set out in the Manual Handling Policy, the Health and Safety in the Office Policy, and this Health and Safety Policy.
- Stress: The school, being extremely busy at all times could be considered a potential stress risk but all staff are motivated and integrate well with both pupils and staff alike. Any potential problems are immediately addressed by the Head Teacher and/or SLT The school enjoys an excellent relationship with its staff.

### **Violence to staff**

The school and its staff enjoy good relationships with pupils and their parents. The Behaviour Policy, Home School Agreement, and policy of treating Parents as Partners help towards ensuring an excellent behavior record inside school. Respectful treatment of staff is instilled in pupils from age 3 (Kindergarten) onwards and throughout their journey through the school.

Each building has a video entry system fitted, and pin-code. The pin-code is only given to school employees. The pin-code is changed at the beginning of each academic year; it is also changed if a member of staff leaves within the academic year. In view of this, it is considered that the risk of the general public or anybody who may behave violently towards staff entering the buildings is suitably controlled.

### **Manual Handling**

As it is not possible to eliminate manual handling altogether, correct handling techniques must be followed to minimise the risks of injury. A variety of injuries may result from poor manual handling and staff must all be aware and adhere to the school's Manual Handling Policy and the advice and procedures set out within it. Please see the Manual Handling Policy.

### **Slips and trips**

The school uses HSE guidance to inform its management of the risk of slips and trips, including falls from height. It is school policy that:

- All internal flooring is in a good condition;
- Gangways between desks, other furniture, and equipment are kept clear of obstructions e.g. bags. Corridors are kept clear and clutter free;
- Gym and sports equipment are kept tidily and do not obstruct walkways or corridors;
- Trailing electrical leads/cables are prevented where possible and secured with cable ties and clips;
- Lighting is bright enough to allow safe access, movement around, and exit of classrooms and buildings;
- Stairs have handrails;
- Procedures are in place to deal with spillages of water/fluids (including blood and other bodily fluids) and contaminants e.g. food and litter;
- Staff are instructed to wear footwear and clothing appropriate for their role and timetable;

- Pupils wear school uniform and appropriate footwear for their timetable and may not participate in activities if they have the wrong clothing or footwear.

### Falls from height/working at height

To avoid or minimise the risk of falls from height staff should:

- Always ask yourself if you can avoid or minimise work at height if possible, e.g. use lightly weighted strings to pull display items up over beams, prepare displays as far as possible before putting them up;
- Always use suitable equipment for working at height, e.g. ‘kick-step’/‘elephant foot’ type stools, properly designed and maintained low steps, poles for opening high windows etc. If you still can’t reach without overstretching, ask for help from the Head Teacher;
- Always think of your personal safety and assess the risk from what you propose to do;
- Remember that school furniture was not designed for you to stand on;
- Be aware of obstructions at all times;
- Wear suitable footwear;
- Report poor maintenance, such as damaged window mechanisms, which could create hazards;
- Be aware of slippery surfaces, particularly stairs;
- Reduce accidents on stairs by encouraging pupils to always have their hands free to hold the handrail and to walk up and down stairs – pupils are not to run or push;
- Ensure pupils are supervised and assisted when embarking and disembarking from coaches and public transport;
- If you are worried about the lack of equipment or it is poor quality, inform the Head Teacher.

Head injury report forms for any head injuries that might occur as a result of a slip, trip or fall are stored in the School Office.

What employees must do:

- If you, or a pupil under your supervision, have an accident or a near miss, make sure you report it to the Head Teacher promptly; he can use this information to prevent future accidents;
- If you see a spillage, clean it up or make arrangements for it to be cleaned;
- Report any damaged floors or mats;
- Play your part and keep the school tidy, encourage pupils to do the same;
- If you see items on the floor where someone could trip over them, remove them or arrange for them to be removed or for the situation to be made safe;
- If you are given PPE, wear it and look after it. Report any faults or damage to the Head Teacher and make arrangements for a replacement;
- Tell the Head Teacher about any work situation that you think is dangerous, or if you notice that something has gone wrong with their health and safety arrangements.

### **Vehicle movement/control**

The school uses HSE guidance to assess and manage the risk from vehicle movements on the school premises and those immediately outside the school premises that may be associated with school activities.

### Vehicle movements occurring on the school premises

The school has two car parks. Vehicle movements in the school car parks are managed as follows:

- The maintenance of the surfaces, as well as signage and markings are maintained by UKPC;
- The car parks are sufficiently lit by lighting affixed to the school buildings;
- The school only allows staff, visitors and contractors to park with the permission of the Senior Leadership Team (SLT), who will issue a permit for parking – permits are monitored by UKPC;
- Staff are only to move their vehicles before the start of their working hours and at the end of their working day – they are not allowed to move their vehicles during their working hours without the permission of the SLT;
- The location, capacity and persons permitted to park in the car parks are detailed in the table below:

<b>Car Park Location</b>	<b>Number of Parking Spaces</b>	<b>Persons Permitted to Park in Car Park</b>
Wemyss Road, front of building	2	<ul style="list-style-type: none"><li>● Head Teacher</li><li>● Assistant Head Teachers</li><li>● School Manager/ Bursar</li><li>● Proprietors</li><li>● Visitors &amp; contractors with the permission of the SLT</li></ul>
Old Library, rear of building	12	<ul style="list-style-type: none"><li>● Head Teacher</li><li>● Deputy/ Assistant Head Teachers</li><li>● School Manager/ Bursar</li><li>● Proprietors</li><li>● School staff</li><li>● Ancillary staff</li><li>● Visitors &amp; contractors with the permission of the SLT</li></ul>

### Vehicle movements occurring immediately outside the school premises

The school considers the following as part of its management of risks associated with vehicle movements immediately outside the school premises:

- Staff arriving and leaving work: As detailed above, staff are only to move their vehicles before the start of their working hours and at the end of their working day – they are not allowed to move their vehicles during their hours of work without the permission of the SLT.
- Coaches and minibuses collecting and delivering pupils: The school uses the company Transport for Schools to provide transport for pupils. There is no facility immediately outside the school premises for coaches to collect or deliver pupils when transporting them to/from educational visits or the Waterfront Leisure Centre. Coaches collect/deliver pupils from ‘Bus Stop J’ on Prince Charles Road, where there is adequate space to park safely in the road, in line with the pavement. Where smaller coaches/minibuses are used they may collect/deliver pupils outside the Old Library building if adequate parking space is available. When any vehicle is used to collect and deliver pupils, school staff ensure that the vehicle is at a complete standstill before approaching it, and should always request where reasonable to do so that the engine is turned off before pupils are allowed to approach the vehicle. Pupils are supervised when embarking and disembarking from all types of vehicles and transport.

- Delivery vehicles: The school uses the Old Library building as the delivery address for the majority of deliveries, and by prior arrangement will request deliveries are made to other buildings under the supervision of the Head Teacher/ School Manager. The school aims to minimise deliveries during term time by as far as reasonably possible ordering furniture, equipment, resources, and stocks of supplies and sundry items to arrive either in the staff days at the beginning of each school term, on the weekend, or during the school holidays. Wherever possible, the school keeps track of expected delivery dates and timings to anticipate when delivery vehicles will arrive in the vicinity of the school premises.

## **Smoking ban**

It is the school's policy that:

- There should be no smoking by staff, contractors or visitors in or outside of the school buildings or on any part of the school site at any time;
- The use of or charging or electronic cigarettes on site is not permitted;
- Staff are not permitted to smoke during their hours of work;
- Staff are not permitted to smoke while wearing staff uniforms;
- Staff who choose to smoke outside of their hours of work must be off site and must ensure that they are a sufficient distance from the school so that they are not visible by pupils, parents or visitors;
- Staff are expected to model healthy lifestyle choices at all times and for this reason should not smell of cigarette smoke while at work i.e. the smell of cigarette smoke should not be detectable on staff clothing;
- Pupils will be supported to make healthy choices in relation to smoking through education in PSHE lessons and the general school curriculum.

Please see the No Alcohol and No Smoking Policy and the Staff Code of Conduct for further information in support of the above.

## **Pupil access to risky areas of school buildings**

The school has 3 separate buildings located in Blackheath Village. Pupils are supervised by staff throughout the school day within their respective buildings, and supervised when walking between buildings and to/from the Heath. Pupils are regularly reminded about safety, and making good choices about their own safety and that of others. The school does not permit unsupervised, unauthorised pupil access to:

- Kitchens or food preparation areas;
- The School Office;
- The car parks outside the Wemyss Road and Old Library buildings.

The school does not permit and restricts pupil access to:

- Storage cupboards containing cleaning supplies or chemicals;
- Staff toilets;
- Boilers;
- Fuse boxes;
- The sports cupboard in the Old Library;
- The storage space in the basement at Tranquil Hall;

- The storage space in the Office.

Risk assessments are conducted to manage and control pupil access to risky areas within the school buildings.

In addition to the above guidelines and responsibilities, Heath House Prep School:

1. Requires a medical form for each child to be completed by the parent/guardian before admission to the school;
2. Requires an emergency contact form to be completed by the parent before admission to the school and once every September thereafter. Parents are aware that they **MUST** notify the school if their contact numbers or address changes before that time;
3. Asks the London Fire Brigade to come and speak to the children once a year about fire safety;
4. Asks the Metropolitan Police to come and speak to the children about personal safety;
5. Asks Transport for London to come and speak to the children about safety;
6. Asks suitable providers to come and train staff in paediatric first aid every three years;
7. Completes risk assessments for all teaching areas and off site activities (swimming pool, gym, games on the heath, etc.);
8. Completes risk assessments for school trips to museums etc. and school trips abroad (e.g. Switzerland, Belgium, Italy, Greece and Scotland). See separate Health and Safety on Educational Visits Policy.

## Health and Safety in the Office

### Ergonomic Setup & Posture

- **Seating:** Use an adjustable chair with lumbar support. Set seat height so forearms are horizontal/parallel to the desk and feet are flat on the floor (use a footrest if necessary).
- **Alignment:** Maintain a neutral posture; avoid pressure on the back of the knees or thighs. Ensure the area under the desk is clear to allow for movement.
- **Screen:** Position the top of the monitor at eye level. Adjust angle and controls (brightness/contrast) to eliminate glare and prevent eyestrain. Keep screens clean.

### Healthy Work Habits

- **Movement:** Avoid static positions by changing posture frequently and planning regular breaks away from the workstation.
- **Input Technique:** Use a light touch on the keyboard and mouse, keeping wrists straight (neutral) rather than bent or strained.
- **Efficiency:** Place frequently used items and copyholders within easy reach to avoid repetitive stretching or awkward twisting.

### Reporting

- **Action:** Staff must immediately report any equipment defects or physical discomfort (e.g., repetitive strain, eyestrain) to their manager.

### Health and Safety Risk Assessment

We have considered the risks for using equipment during the working day to minimise risk of accidents taking place and preventing them from happening.

- There is no risk of accident from using machinery such as saws, mowing machines or drilling machines as we have no lawns or large premises to be maintained. When there is need of work to be done for maintenance or any improvement the appropriate specialist is commissioned to complete the work. Therefore the risk is minimal as far as the staff is concerned. The use of the photo-copier does not provide any risk as it is regularly maintained and when it breaks down the engineer is called and the matter dealt with.
- Hand tools such as hand saws, meat cleavers etc are not used. The use of a knife is required everyday for cutting apples, cucumber, bread or tomatoes. This does not involve any significant amount of risk as it is only used by the responsible adult person in the kitchen and nowhere else. Infrequent use of a screwdriver is required on an ad-hoc basis – used only by the SLT who have undergone Health and Safety training.
- Lifting equipment such as lift trucks, elevating work platforms, vehicle hoists, lifting slings etc does not apply. However, the lifting of books is a necessary exercise to the daily life of a teacher and pupil. Advice has been given to all staff and pupils not to lift more than 2 or 3 books at any one time to avoid spinal injury or muscular tension. Reminders are given at regular intervals. Pupils are also advised to carry a minimum load in their bags, i.e. all that is required on a day to day basis.
- Equipment such as pressure water cleaners are not used. The use of a vacuum cleaner is required every day and therefore a simple lightweight vacuum cleaner has been chosen to avoid any risk that could lead to an accident. The use of a kettle for boiling water at break time for staff is confined to the kitchen area (worktop only) Hot drinks are only carried out of the kitchen by an adult. Thermos cups must be used to avoid spillage and possible accident. Coffee is only permitted at designated times i.e. break time and lunch times. If staff require a drink before the beginning of their day it has to be made and drunk before 8.00am. Staff are not allowed to drink hot coffee during lesson time. The use of step ladders is isolated to when children are not present and kept to a minimum.
- Any work that needs to be carried out for maintenance, repair or improvement is done outside normal working hours (not school time) to minimise risk to pupils and staff. Work is carried out by experienced and well trained workers who have their own insurance and use their own tools. They also take the appropriate precautions to minimise any accident occurring.
- All electrical switches and plugs have been checked by a qualified electrician and were found to be safe. All electrical supplies are regularly checked (weekly) with the recommended 13 amp fuses. No loose wires are apparent on visual examination. Any faulty machinery i.e. vacuum cleaner that is reported, the repair is undertaken immediately or the item replaced.
- The only electrical equipment used is: interactive whiteboards, laptops/ PCs, the photo-copier/ printer. Checks are made annually - PAT testing and fixed wire testing 5 yearly. The Photocopying leasing company, Active8, expedites their servicing and maintenance regularly by qualified engineers.

- Climbing upstairs from downstairs is not considered a risk as the staircase is within building regulations and the treads are the width required by the specific regulations. Children are asked to walk slowly up or down the stairs holding the rail and nothing else in their hands.
- Children going to the toilet are asked to go promptly and sensibly and return straight to their class. There is no risk if behaving sensibly. Younger children are accompanied by an adult.
- Pupils are forbidden to wear any kind of jewellery so that the risk of accidents is minimised. However, very small stud earrings are allowed for girls.
- Sports activities such as swimming, indoor gym take place at an approved sports centre, Woolwich Waves, with staff appropriately trained with the necessary qualifications.
- Staff have had initial elementary training on lifting and using fire extinguishers and are trained Fire Marshals.
- A minimum of 2 staff per building are Paediatric First Aid trained and know how to deal with pupils should they have an accident on the field or at school.
- Members of staff who are involved in the preparation or serving of food have attended a Food Hygiene course to mitigate against potential accidents in preparing food.
- All food for lunch is provided in frozen form by Apetito and is cooked fresh daily. Any food such as fruit is prepared by our cook on the day it is needed and there is very little risk in bacteria being able to develop in that the time taken from preparation to consumption is minimal (usually under 30 minutes). The fridges and freezer are regularly checked and temperature monitoring is effected daily. The person responsible for food preparation at school is suitably trained and uses appropriate gloves whilst serving. See risk assessment for lunch preparation.

Internal use only

<b>Last reviewed</b>	January 2026
<b>Date for review</b>	January 2027