

Health and Safety Policy

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Date of next review	September 2024	Reason for review	Annual Review

Section A: General Statement of Policy

As Governors of Hampton Pre-Prep & Prep, HPP&P, (the School), we recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer, we attach high priority to ensuring that all the operations within the School environment, both educational and support, are delivered in an appropriate manner. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

Day-to-day responsibility for the operation of Health and Safety at the School is vested with the Headmaster. However, as Governors, we have specified that the School should adopt the following framework for managing Health and Safety:

- The Health and Safety Committee's minutes are tabled at each meeting of the HPP&P Committee together with any other issues which the Headmaster may wish to bring to the Committee's attention.
- The external fabric of the School, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- The surveys and recommendations form the basis of the School's routine maintenance programmes.
- An external Health and Safety consultant reviews the School's arrangements for the following:
 - Fire risk assessments
 - Legionella risk assessments
 - Water risk assessments
 - Electrical and gas testing

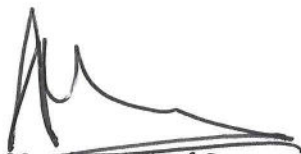
The action reports are submitted to the Health and Safety Committee for review and monitoring of the progress of implementation.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Headmaster, the Assistant Bursar and other members of the Senior Leadership Team ("SLT") in order to enable the Governors to comply with Health and Safety duties.

Finally, all members of staff are responsible for reporting any significant risks or issues to a member of the SLT, Deputy Bursar or Estates Manager.

All employees are briefed on where copies of this statement can be obtained on the School's intranet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in the following sections of the document.

Signed



Andrew Munday

Date:

12/10/23

Andrew Munday Chair of Governors, for and on behalf of the Board of Governors

This policy governs the procedures for Hampton Pre-Prep & Prep School (HPP&P or ‘the School’), and it applies to all pupils and members of staff at the School, including those within the Early Years Foundation Stage (EYFS).

Foreword

This is Hampton Pre-Prep & Prep School’s Health and Safety policy which is a legal document required by the Health and Safety at Work, etc. Act 1974 (the Act).

Section 7 of the Act requires employees to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

Section 8 of the Act states that it is an offence for anyone to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

This document will be revised where necessary to keep it in line with changes in legislation.

Staff should familiarise themselves with the contents of this Policy. Any queries should be directed to the Headmaster of Hampton Pre-Prep & Prep School, Tim Smith (TS) (the Headmaster).

Responsibilities

The Governors: The Governors accept full responsibility for Health and Safety within the School. They will monitor the effectiveness of the implementation of this policy and will revise it where necessary. The Governors will ensure via the Headmaster that any changes in this policy are drawn to the attention of all employees.

Headmaster: The Headmaster will be responsible to the Governors for the safe functioning of all School activities. He will:

- Regularly and consistently monitor the effectiveness of the Policy as regards both academic and non-academic work and report back to the Governors as appropriate.
- Consult with the Hampton School Deputy Bursar, who is the nominated Health and Safety Controller, and the Safety Advisor, who is currently the Hampton School Estates Manager.
- Recommend changes to the Policy in the light of experience.
- Ensure the co-operation of all staff at all levels as regards working to this Policy.
- Be responsible for ensuring that all staff fully understand their responsibilities and are given both the time and the encouragement to pursue them.
- Take steps to ensure that staff are adequately trained to carry out their Health and Safety responsibilities.

Health and Safety Controller: The Hampton School Deputy Bursar is nominated as the Health and Safety Controller for Hampton Pre-Prep & Prep, and is authorised to deal with matters raised by the Health and Safety Executive, the Fire Brigade, and any other relevant authority concerning Health, Safety and Welfare matters at the School. The Health and Safety Controller is responsible for:

- Co-ordinating training and advising safety representatives.
- Carrying out safety inspections and periodic audits.
- Investigating matters concerning safety raised by any member of staff, parent or pupil and, where necessary, take relevant action.
- Where matters cannot be resolved, consulting with the Headmaster or Governors for advice or guidance.
- Updating the Health and Safety Policy as required.
- Liaison with statutory bodies on Health and Safety matters.
- Ensuring adequate funds, materials, equipment and human resources to meet the School safety requirements are provided.
- Ensuring adequate insurance cover is met and maintained.
- Ensuring that a copy of the Employer's Liability Insurance Certificate is displayed in the School Office (Prep) and staff room (Pre-Prep).
- The selection of outside maintenance contractors, reviews and monitoring of all activities on the School premises.
- Ensuring the correct contract is in place with hirers to protect the School's interest and liabilities for third party lettings.
- Ensuring the requirements, calibration and inspections for compliance are undertaken on the due date with the necessary records maintained.

Safety Advisor: The Hampton School Estates Manager has been nominated as the Safety Advisor.

The Safety Advisor in particular will (with certain duties delegated to the Facilities Manager):

- Monitor the effectiveness of this Policy and report back to the Headmaster or Health and Safety Controller as appropriate.
- Have responsibility for obtaining, interpreting and disseminating all relevant Health and Safety information to the School via the normal line management structure.
- Be the liaison point with the Health and Safety Consultants when necessary.
- Oversee the Health and Safety of all staff.
- Monitor the maintenance of plant and premises equipment.

- Where individual employees in non-academic areas are given posts of intermediate responsibility, identify those posts in this Policy and ensure that those individuals are given the necessary instruction, training, responsibility and encouragement to carry out the functions that they have been given.
- Establish a system for the reporting back of all accidents, incidents, near misses and damage and investigate accordingly. As well as being dealt with by the relevant line manager, the results of these investigations, will also be monitored and reviewed by the School's Health and Safety Committee.
- Be responsible for liaising with outside bodies who may from time to time use the facilities of the School, and ensure that appropriate action is taken both to ensure these bodies have sufficient knowledge of the School procedures and the School itself is appropriately indemnified.
- Be responsible for COSHH safety arrangements.
- Ensure all new staff receive Health & Safety information and Fire Safety training as part of their induction.

Heads of Department: The Heads of Department will be responsible to the Headmaster for the following:

- Ensuring that School is run according to the standards laid out in this Policy, minimum legal standards and other appropriate standards that may be set. They will in turn co- operate with the Safety Advisor and ensure suitable and sufficient communication occurs to enable relevant health and safety legislation to be both implemented and monitored.
- Ensuring that all staff working in their departments understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility.
- Ensuring that the teachers are aware of the degree of priority that these matters carry and that where appropriate they would be provided with the time and encouragement to pursue such matters.
- Notifying the Headmaster of any matters within this Policy that they feel are beyond their competence to deal with.
- Reporting any accidents, incidents, near misses or damage for appropriate investigation. The Headmaster will in turn report such matters to the Safety Advisor.
- Ensuring adequate supervision for pupils both inside the School, during normal teaching activities, and also on external trips as detailed later in this Policy.

- Informing the Safety Advisor of any new hazardous substances that are required to be purchased by their department: they will be responsible for ensuring that the teaching staff, for whom they are responsible, co-operate fully with any relevant safety practices.

Functional Managers: This section refers to the managers who manage maintenance, ground staff, keepers, cleaners and caterers. Functional Managers will:

- Be responsible to the Safety Advisor for the safe running of their activities. They will be responsible for ensuring the adequate supervision of all activities so that the work procedures according to standards laid down in this Policy.
- Be responsible for ensuring that staff have appropriate training according to the needs of their work.
- Undertake the necessary training pursuant upon completion of work under the COSHH Regulations 2002.
- Be responsible for ensuring that all agreed systems of work are followed.
- Refer to the Safety Advisor where they come across matters that they feel are not within their competence to deal with.
- Be responsible for investigating any accident or incident and for logging such on the electronic Evolve Accident Book system.

Staff: Employees have their own specific responsibilities. The Act and the Management of Health and Safety at Work Regulations 1999 apply to them as well. Therefore, employees must:

- Take reasonable care of their own and others' health and safety.
- Co-operate with their employers.
- Carry out activities in accordance with training and instructions.
- Ensure safe procedures are followed and personal protection equipment (PPE) is worn where appropriate.
- Inform a member of the SLT of any serious risks.
- Check their place of work is safe and equipment is in safe condition.
- Be aware of and abide by the terms of the School's Health and Safety Policy.

Staff Induction

At staff induction, new members of staff are advised of health and safety procedures at the School including workplace safety, dealing with emergencies, recording and reporting accidents (including RIDDOR), first aid, manual handling, risk assessments and fire safety. Records are kept by HR.

The Hampton Pre-Prep & Prep School Health and Safety Committee

Responsibilities:

The School's Health and Safety Committee is responsible to the Headmaster for the implementation of the School's Health and Safety Policy to its maximum effect. The Committee reports to the Governors' Hampton Pre-Prep & Prep School Committee, which in turn reports to the full Board of Governors.

Membership:

The School's Health and Safety Committee shall comprise the following members:

Chairman:	The Headmaster
Secretary:	The Deputy Bursar (Health & Safety Controller)
Estates Manager	(Safety Advisor)
Mr Michael Grieveson	School Governor
Deputy Head Pastoral	
Head of Pre-Prep	
Head of Games (Prep Department)	
Staff Representative (Pre-Prep Department)	

Committee Meetings. Meetings will be held once a term or more frequently if circumstances require.

Audits. The Committee will aim to audit a department once a term.

Failure to Comply

Failure on the part of any School employee to comply with this Policy is regarded by the Governors as a serious matter and may result in disciplinary action being taken.

First Aid (supported by a separate First Aid policy)

The arrangements for first aid provision are adequate to cope with all foreseeable major incidents. Please refer to the **First Aid Policy** for further details.

The number of certificated first aiders will not, at any time, be less than the number required by law. All members of staff are trained in 'Safety and First Aid for Children' and renew their qualification every three years. Also, in accordance with the Statutory Framework for the EYFS, an adequate number of staff are trained specifically for Paediatric First Aid.

Supplies of first aid material are held at the following locations:

Pre-Prep:	School Office, Sick Room, Art Room and Kindergarten
Prep:	Staff Room, School Kitchen, Sick Room, Art Room and Science Room
Mini Buses:	Mini Bus (5), Mini Bus (6) and 9-Seater Vehicle

Travel kits are available from the Sick Rooms for off-site visits from the Pre-Prep and Prep Departments. First Aid kits are also kept on the School minibuses and in the Sports Store Room.

First Aid kits are prominently marked and all staff are made aware of their locations. Adequate and appropriate first aid provision will form part of the arrangements for all external visits. However, it is the responsibility of the Visit Leader to check first aid material prior to all visits.

A record will be kept on the Evolve Accident Book system each time any member of staff, child or other person receives first aid treatment, either on the School premises or as part of an off-site visit.

Hospitalisation

Depending on the severity of the injury the pupil may require hospital treatment. If the treatment is not urgent the parents should be contacted and requested to collect their child and take him/her to hospital. In urgent cases, an ambulance should be called by dialling 999 from any telephone in the School.

In certain circumstances where the injury is minor, staff can take a child to hospital in a school vehicle or staff member's private car but a second adult (member of staff or a parent/guardian) must accompany them. Insurance for these journeys is covered by the School.

Medicine

Staff should refer to the **Administration of Medicines** policy [HPP&P policies](#) which outlines the School's procedures and protocols. Staff should also be aware of any Allergy Management Plans that are in place for pupils. These are displayed at various points around the School premises – e.g. the School Kitchen, the School Office and the Sick Rooms. The plans are also available in each classroom, in a green folder.

Health

Details regarding any long-term health problems are recorded on the pupil's profile and any such problems are considered in respect of curriculum activities. Parents are encouraged to advise the School should there be any changes to their child's medical condition.

Any sick pupil will be cared for by a member of staff whilst awaiting collection from the Sick Room, with due regard being given to the proper supervision and health of other children in the School.

Accident Reporting

The member of staff in charge of a child when an accident occurs is responsible for initiating and completing an accident report on the Evolve Accident Book system within 24 hours.

Where necessary, the Safety Advisor will undertake an investigation to determine the reason for the accident and any operational or physical improvements. All parties related to the accident will be interviewed by a member of the SLT.

RIDDOR

The Headmaster and Deputy Bursar are jointly responsible for reporting all incidents and accidents as required by The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Form F2508 should be completed online as appropriate by the Safety Controller.

AAI training (epi-pens)

Staff at Hampton Pre-Prep & Prep are given AAI training (adrenaline auto-injector) training by the Hampton School Nurse as part of their first aid training.

Fire Safety

Staff should refer to the School's **Fire Risk and Safety Policy**.

Fire Drills are carried out at least termly across both School sites and are monitored by the Estates Manager. A Fire Activation Report form is completed and submitted to the Safety Controller with a copy being filed electronically at both HPP&P and Hampton School. These forms are reviewed at the termly Health and Safety Committee meetings.

Premises

In accordance with the EYFS Statutory Framework, daily visual checks are carried out by a member of the maintenance team each morning to ensure that outdoor and indoor spaces, furniture, equipment and toys, are safe and suitable for their purpose.

Supervision

Staff are responsible for ensuring that children remain on the premises and are properly supervised – staff should refer to the **Care and Supervision Policy**, which can be found on Cezanne, for greater detail - [HPP&P Policies](#)

The Senior Leadership Team (SLT) ensures correct ratios are in place at all times, together with contingency plans for covering staff absence.

Security

Pre-Prep: The front door is kept locked and visitors are required to ring the doorbell to gain admittance by a member of staff. All visitors are required to 'sign-in' and must wear a school lanyard during the duration of their visit and they be monitored and escorted by a member of staff whilst on the premises.

Strangers in the buildings or grounds must be reported and challenged. If a 'stranger' enters the premises and refuses to leave, this behaviour may give rise to a criminal offence. Staff should request the person to leave the premises, without placing themselves in a position of risk. If violence is threatened, if there is a breach of the peace, or a likelihood of this, the police will be informed by an emergency call.

Apart from arrival and departure times, the side gate and front door (nearest to Reception) must be kept locked. Whenever these doors are unlocked, the member of staff on duty will monitor the children entering and leaving the site. EYFS children are signed in / out of school by a member of staff.

Prep: Gates to the Prep Department are to be kept closed and visitors are required to sign in. Staff should be made aware of expected visitors and any 'strangers' on the premises must be challenged/checked up on with the School Office.

Smoking

The School has a no smoking (including vaping) policy in its buildings and grounds.

Electricity & PAT Testing

Electrical equipment is regularly inspected by qualified persons and stickers are used to show the date on each item of equipment has been checked (PAT testing).

Water Activities

All water activities, inside and outside the classroom, are supervised. Water trays are emptied after use.

Sand Play

Sand should be changed regularly, and more often if there are children notified as having worms. Only Children's Play sand is used; it is graded sand that is clean, non-toxic and non-staining.

Food and Drink

The School seeks to promote good approaches to a healthy and balanced lifestyle, and this is reflected in the provision of meals, snacks and drinks – for example, fruit/vegetables and water are offered as our snacks. Pupils bring in their own water bottles to school but fresh drinking water is also available and accessible in the classrooms (Pre-Prep) or from drinking fountains at (Pre-Prep and Prep).

Pupils taking lunch are encouraged to eat a balanced and healthy meal and the School regards the lunch times as an important social element of the School day.

The Catering department will be aware of any known allergies and/or dietary requirements and pupils wear lanyards showing their dietary needs.

General Hygiene

School cleaners carry out general cleaning of classrooms and toilet areas prior to the start of the school day.

Guidance for good hygiene and handwashing protocols is incorporated into the Life Skills (PSHE) programme to instil good habits in the children.

Outings and Educational Visits

Staff should refer to the **School's Health and Safety of Pupils on Educational Visits Policy** and all relevant Risk Assessments when planning and undertaking educational visits.

Hazardous Substances

The use of hazardous substances within the School is kept to an absolute minimum and in accordance with COSHH Regulations 2002. The areas where hazardous substances are used and stored are:

- Art Room
- Stores in sports grounds and gardens
- Kitchens/Offices
- Domestic Cleaning/Maintenance Department

Risk Assessments

The Trust's Risk Assessment policy can be found on Cezanne – [Hampton School Trust Policies](#) - and this covers all aspects regarding the creation of risk assessments. Risk Assessments are reviewed annually and can be found in J drive.

Major Building Projects

From time to time the School has major building works on its site. These can constitute a hazard and when such works are taking place further specific Risk Assessments are carried out and specific instructions are given to pupils, staff and visitors.

Reduction of Risk

The Health and Safety Controller is responsible for arranging any physical modifications which are required to reduce or minimise a risk which has been identified within the School. The relevant risk assessment form will be annotated when the recommended action has been completed.

Reporting a Hazard

If a hazard is identified in the School, it must be reported to a member of the SLT. A serious hazard which is likely to cause injury should be reported by telephone immediately to the Health and Safety Controller, who will then arrange for immediate appropriate action to be taken to address the hazard.

Related Policies

This Health and Safety Policy should be read in conjunction with the following Hampton School Trust policies all of which can be found on Cezanne:

- Asbestos Management
- Contractors' Code of Practice
- Environmental
- Functions & Events
- Grounds Safety
- Lettings
- Lightning
- Minibus & School Vehicle Code of Practice
- Missing Pupil
- PAT Testing
- Occupational Stress Policy
- Risk Assessment
- School Closure Procedures
- Self Employed Contractors
- Suspected Head Injury
- Water Treatment Policy

and the following Hampton Pre-Prep & Prep Policies which are also on Cezanne:

- Administration of Medicines
- Care and Supervision
- Crisis Management Plan
- Fire Risk and Safety
- First Aid
- Health and Safety of Pupils on Educational Visits
- Missing Pupil
- Uncollected Child