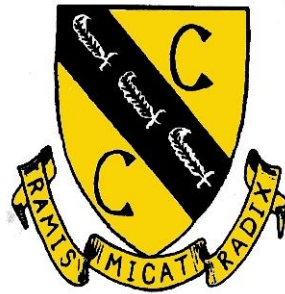


**Clarendon Cottage**  
**Preparatory School**

Health & Safety Policy



Created by: E Howard (November 2010)

Reviewed by: P Orechoff March 2017

To be reviewed: March 2018

**Clarendon Cottage Preparatory School**  
**Health and Safety Policy**

**This policy applies to the whole school, including the EYFS**

**General Statement**

This policy sets out in brief the Health and Safety handbook, which all staff receive during their induction, and is written with regard to DCSF guidance *Health and Safety: responsibilities and powers, (2001)* and DfE *Health and Safety: advice on legal duties and Powers (2014)*. The Health and Safety of all our employees, contractors, self-employed associates, visitors and members of the public who are, or who may be affected by our operations, is of paramount importance to us.

**Company Responsibilities**

We will ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees. We will manage our business in such a way, and so far as is reasonably practicable, that the safety and welfare of persons not employed by us are not exposed to risks.

**Objectives and Commitment**

Our objectives are to:

- ❖ Reduce risks and prevent injury and loss due to damage.
- ❖ Identify health and safety hazards and manage those hazards so that the risks are effectively controlled.
- ❖ Work to safety standards which satisfy our statutory requirements and reflect good industry working practices.
- ❖ Review and develop these standards continuously and revise them accordingly when changes in legislation, industry practice or technology occur.

We are committed to consult with employees on health, safety and welfare issues by:

- ❖ Ensuring that our employees are trained to understand and carry out their responsibilities. This will involve, but will not be limited to, selection, training, re-training, and continuous assessment of employee performance.
- ❖ Continually monitoring this policy by auditing and reviewing its effectiveness in the workplace.

**Legal Obligations**

We recognise the legal obligations placed on us by the Health and Safety at Work etc. Act 1974 and other statutory legislation as may be applicable to our undertaking. Our Health and Safety documentation and records, will be made freely accessible to employees, contractors, self-employed associates, visitors and members of the public who may be affected by our operations.

Should any employee have any questions on any health and safety related matter they must discuss it with their immediate supervisor, or a member of the Health and Safety Committee.

### **Delegation of Duties**

All employees have a duty to take reasonable care for the health and safety of him/herself and other people whilst at work although the proprietors have the primary responsibility to ensure the Health and Safety of all employees. The Health and Safety Committee, (Mr Paul Orechoff and Miss Kelly Greatbanks for Ivy Bank) meet on a regular basis and are trained in manual handling and writing risk assessments. All staff should report hazards to a member of the Health and Safety committee as soon as they are noticed, and are actively encouraged to discuss any aspects of H&S with management.

### **Off Site Visits**

A risk assessment is undertaken for all off-site visits, preferably done by the location itself. Staff/child ratios are adhered to as set out in the guidance 'Health and Safety of pupils on educational visits' – see separate policy.

### **First Aid**

There are a number of qualified first aiders on the premises, at any one time, and there will always be at least one first aider sent on off site visits. There are first aid boxes in the office – one which is specifically used for off site visits, in the kitchen and in the sick room. For further details, see 'First Aid' policy and 'Injury Management' policy. For details regarding the giving of medicine please refer to the Staff Handbook and policy. For individual children who have specific medical needs, a health care plan will be written, where necessary.

### **School Security and Safety**

As a school we are extremely conscious about the safety of staff, visitors and pupils. A lock must be put on the gate before any outdoor activities are undertaken and the front door must be kept closed apart from at the beginning and end of the school day and whilst outdoor activities are taking place. Emergency exits are fitted with buzzers, and must not remain open without a member of staff being present. Both staff and visitors are signed in and out, so we are aware of who is on the premises. Any contractors are carefully selected by the admin director. For further details, please refer to the Staff Handbook.

Violence, or threats of violence to staff, pupils or visitors will not be tolerated, and any such incidents must be reported to the head teacher immediately.

No children are permitted on the school car park without the express permission of the head teacher, and must be accompanied at all times. There is a locked gate around the side path to prevent children from accessing the car park.

### **Manual Handling**

All permanent staff are trained on manual handling during induction, and, where possible, are sent on training with the local authority. All staff are to follow the set procedure when lifting or carrying.

### **Slips and Trips**

Slips and trips are one of the most common accidents to occur. Staff, pupils and visitors must take due care and consideration, and refer to risk assessments where appropriate. Any spillages must be cleaned up immediately and the 'wet floor' sign placed in the area.

### **Hazardous Substances**

All substances used in school – cleaning/caretaker have COSHH assessment where relevant. No bleach products are to be used and all other cleaning items are kept away from children. Caretaker's products are securely locked in the cellar.

### **Maintenance of Equipment**

The following are serviced/tested annually:

- ❖ Boiler
- ❖ Fire Alarm
- ❖ Fire Extinguishers
- ❖ Burglar Alarm

Any faulty equipment must be removed, and reported to the head teacher immediately.

### **PAT Testing**

All electrical equipment is tested on an annual basis by a company qualified to do so. Staff should not, therefore bring in their own electrical equipment without the permission of the head teacher.

### **Accidents**

Any visitor or member of staff that has an accident must complete the Staff Accident Book – please see a member of the Health and Safety committee who will go through it. The head teacher must be informed of any injuries. Each class has their own accident book for reporting children's accidents. Some accidents must be reported under RIDDOR. The head/deputy head is responsible for this.

### **Fire Procedures**

The fire call points are tested on a weekly basis, and fire drills take place once a term. If the fire alarm sounds, everyone must evacuate the building and meet at the evacuation

point in the playground. During induction, all staff are trained in fire procedures. For further details, see Fire risk assessment, Fire procedures, and staff handbook.

### **Risk Assessments**

Copies of risk assessments will be held in the staff room, and reviewed as applicable. See separate risk assessment policy

### **Health and safety emergencies**

In the event of an emergency, all staff should know how to contact the emergency services- dial 999, ask for ambulance/police/fire service and be ready with the following information:

1. **TELEPHONE NUMBER:**

0161 950 7868

2. **GIVE YOUR LOCATION AS FOLLOWS:**

CLARENDON COTTAGE PREP SCHOOL  
IVY BANK HOUSE  
HALF EDGE LANE  
ECCLES  
MANCHESTER  
M30 9BJ

TELL THEM WE ARE SITUATED ON THE CORNER OF HALF EDGE LANE AND  
CLARENDON ROAD

3. GIVE EXACT LOCATION IN THE SCHOOL

4. GIVE YOUR NAME

5. GIVE DESCRIPTION OF THE EMERGENCY

6. INFORM THE SERVICE OF THE BEST ENTRANCE AND STATE THAT THE CREW WILL  
BE MET

7. INFORM THE SCHOOL OFFICE/HEADTEACHER

### **Emergency contacts**

HSE: 0845 345 0055

Salford Emergency Planning Officer: 0161 793 3425

Emergency.planning@salford.gov.uk