

AIMS

Rose Hill recognises and accepts its responsibilities to provide, as far as reasonably practical, a safe and healthy environment for children, staff, visitors and all other users of the school site.

The school will take all reasonable steps to meet this responsibility. We expect appropriate support from children, staff, visitors and all other users of the school site and we seek to develop safety consciousness as a general objective. This policy is supported by the Health and Safety Manual which contains

ROLES AND RESPONSIBILITIES

GOVERNORS

The Governing Body is responsible for:

- Ensuring that appropriate documentation is in place
- Monitoring its implementation
- Reviewing it on an annual basis
- Ensuring staff are trained to an appropriate level.

This will be achieved through the Chairman of the Health and Safety Committee reporting termly to the Governors' Financial and General Purposes Committee.

HEALTH AND SAFETY COMMITTEE

Bursar (Chairman):

With representatives from :

- *Governing Body*
- *Pre-Prep School*
- *Prep School*
- *Non-teaching staff.*

Overall responsibility for:

- Ensuring day to day management of Health and Safety
- Implementing the policy
- Ensuring that all staff are aware of the information contained in this document and comply with procedures
- Reporting to Governors on Health and Safety matters.
- Induction of new staff including temporary staff and work experience students.
- Liaising with contractors to exchange Health and Safety Information
- Ensuring staff are up to date with relevant training e.g. fire
- Ensuring sub contractors are familiar with our policy.
- Chairing a termly meeting of the Health and Safety Committee

Headmaster & Deputy Headmaster:

- Supporting the Bursar in the execution of his responsibilities
- Surveying the school site and buildings with the Bursar on a termly basis

Staff Health & Safety Representatives:

- Reporting to the Bursar any matters of Health and Safety reported to them by staff.

Maintenance Staff:

- Ensuring that all defects in buildings and grounds are dealt with promptly in conjunction with the Bursar.

Groundsman

- Carrying out a weekly safety check of the school grounds and reporting to the Bursar as necessary.

ALL STAFF

1. All staff should be familiar with the Health and Safety arrangements in place and should comply with them.
2. All staff will be issued with a copy of this policy and will be expected to comply with the procedures it contains or makes reference to.
3. All staff have a responsibility towards themselves and others for Health and Safety and should report any problems immediately to the Bursar. If necessary, they must be prepared to take appropriate action to remove hazards.
4. All staff should ensure that pupils behave in a safe and proper manner, adhering to proper safety precautions, particularly in the handling of equipment or materials.

STAFF IN KEY AREAS

All staff in the areas detailed below should ensure that risk assessments are carried out on key activities, where there is potential risk.

ALL STAFF	<ul style="list-style-type: none">• Ensure that Trips and outings policy is followed for all school matches.
HEAD OF PE	<ul style="list-style-type: none">▪ Monitor the health and safety of the Sports Hall, Swimming Pool and sports grounds▪ Ensure that pupils are taught by qualified staff and that activities are conducted in a safe environment▪ Organise the inspection of sports apparatus and equipment▪ Ensure that, in inter school matches, children play in the correct age groups:<ul style="list-style-type: none">○ In rugby, to the IAPS recommended weight limits where appropriate○ In cricket, to the ECB rulings

	<ul style="list-style-type: none"> ○ In all sports, in accordance with statutory regulations and advice ▪ Ensure that: <ul style="list-style-type: none"> ○ No children enter Sports Hall without a member of staff ○ Pool area is secured when not in use ○ Supervision is provided in changing rooms, before and after lessons ▪ Carry out risk assessments for the Sports Department and review them annually or whenever necessary
HEAD OF PRE-PREP	<ul style="list-style-type: none"> ▪ Evaluate the termly fire practice, and report to the Bursar any issues. ▪ Undertake risk assessments of the key activities Pre-Prep Department.
HEAD OF ART	<ul style="list-style-type: none"> ▪ Monitor health and safety within the Art Department ▪ Ensure that any chemicals that are used in the area are kept out of reach of children at all times and that their accompanying data sheets are held in the art department and a copy should be passed on to the Health and Safety Officer ▪ Carry out a risk assessment of the department and review it annually or whenever necessary
CHEF	<ul style="list-style-type: none"> ▪ Ensure all food preparation is conducted in a clean environment where all reasonable precautions are taken. This should include personal hygiene and wearing of hats to avoid hairs being present in food. <p>Ensure all temperatures on fridges and freezers are taken each day and recorded.</p> <p>Ensure all food temperatures are checked when cooked and also when Served.</p> <p>Carry out a risk assessment of the kitchen.</p>
HEAD GROUNDSMAN	<p>Ensure that all tasks and activities are undertaken in a safe manner.</p> <p>Ensure that all equipment is maintained so that it functions safely.</p> <p>Ensure that no equipment is left in any location where it may be a risk to either staff or pupils.</p> <p>Ensure that motor vehicles are driven in a safe manner, and that they do not endanger staff OR PUPILS.</p> <p>Carry out a risk assessment of grounds and tasks undertaken.</p>

HEAD OF TECHNOLOGY	<ul style="list-style-type: none"> ▪ Monitor health and safety within the Technology Department ▪ Ensure that all dangerous machinery is protected and safe when not in use. ▪ Ensure that protective equipment is provided where needed, that the children use the equipment in the correct way and that children's hair is tied back where appropriate ▪ Ensure that dangerous machinery has an emergency stop fitted in accordance with BS 4163 Health & Safety in Workshops of Schools and similar establishments ▪ Ensure that children observe safety rules ▪ Carry out a risk assessment of the department and review it annually or whenever necessary
HEAD OF SCIENCE	<ul style="list-style-type: none"> ▪ Monitor health and safety within the Science Department and, in particular, the science laboratory safety procedures as defined by the Association for Science Education Department of Education in their CLEAPSS document. ▪ Ensure that the lab safety rules are followed at all times by both staff and children ▪ Ensure that flammable and dangerous chemicals are stored safely and locked in the chemical cabinet when not in use and other chemicals are locked in the prep-room chemical cupboard ▪ Ensure that chemical data sheets are obtained from suppliers of chemicals and kept visible next to chemicals ▪ Ensure that if chemicals are transferred to another container, the new container is labelled with the correct chemical name and safety signs ▪ Ensure that the prep-room and lab doors are locked when no member of staff is present in the laboratories ▪ Ensure that soft drink containers are not used for the storage of chemicals ▪ Carry out a risk assessment of the department and review it annually or whenever necessary

KEY ELEMENTS

1. HEALTH AND SAFETY EDUCATION

There is a Health and Safety programme for children built into the School's PSHE programme.
(See Appendix 1)

2. TRAINING

- First Aiders qualification is updated every three years.
- All staff receive training in Health and Safety.
- All staff have a copy of the Health and Safety Policy and are advised of all other relevant issues via regular staff meetings.
- All staff who drive a minibus undertake the KCC drivers course.

3. RELATED POLICIES

For details of the following policies please see Policy folders in Staff Rooms and School Office:

- ❖ First Aid: Procedures and expectations
- ❖ Trips and Outings: General Risk Assessment for Travel by minibus or coach
Specific Risk Assessment Forms
Pro-formas for completion when planning a trip

4. FIRE SAFETY

There will be a termly evacuation practice. The time of the practices will be varied to cover all times of the school day. Outcomes will be recorded in the Fire Book, located in the Bursar's office.

- Fire appliances are checked annually
- The Bursar tests fire bells termly.
- Fire exits are identified
- Fire evacuation procedures are displayed in all rooms and staff and pupils are familiar with them
- A full fire risk assessment is in place

5. SCHOOL SECURITY

- The aim is to provide a safe and secure environment for pupils, staff and resources within the school, without overly restricting school life
- Main entrances to school buildings have entry codes
- All visitors are expected to report to the school office where they will be asked to sign a visitors book and wear an ID badge
- CCTV is in place for key areas of the site
- Staff are encouraged to challenge politely anyone in school they do not recognise who is not wearing a visitors badge.

6. CONTRACTORS ON SITE

It is essential that contractors will not endanger any members of staff, pupils or visitors by their actions or their failure to act. Their Health and Safety track record will be investigated before engagement.

When on site:

- All staff will be informed of the works to be carried out
- Contractors will be familiarised with the School's Health and Safety Policy
- Contractors will be monitored by the Bursar and appropriate action taken if there is any detrimental effect on Health and Safety
- For larger projects contractors will undertake their own risk assessments which will be reviewed by the Bursar to ensure consistency with our policy.

7. ASBESTOS

There is no known asbestos on-site.

8. CONTROL OF HAZARDOUS SUBSTANCES

- All hazardous substances on site are identified in the Health and Safety Manual held by the Bursar. Anyone needing direction on how to handle a substance should seek a copy of the appropriate data sheet for the substance, from the Bursar.

9. ON SITE VEHICLE MOVEMENTS

All vehicles must adhere to the signs and speed limits signposted on the drives around the school. Car parking must be only in designated areas.

Children are reminded on a regular basis about the need for care and attention when moving around the school.

10. ELECTRICAL EQUIPMENT

- Before using an item of electrical equipment, staff must check that it carries an up-to-date PAT sticker i.e within five years.
- All portable appliances are checked by a qualified PAT tester on a regular basis..
- Only persons authorised by the Bursar may carry out maintenance work.
- Defective equipment must be notified to the Bursar immediately and taken out of use.
- Second-hand equipment must be checked for safety before use.

11. ENVIRONMENT

- The School has a non-smoking policy for all enclosed areas of the site.
- Dogs are not allowed on the premises or grounds.
- All cleaning materials and substances are kept in a locked cupboard.
- The Bursar manages the school's cleaning staff and maintenance/grounds staff.
- The Groundsman carries out a weekly site check and reports any problems to the Bursar.

12. WORK-RELATED STRESS

All staff undergo Stress Management training in order to understand the causes of stress, to recognise it and to know what action to take to deal with it.

13. RISK ASSESSMENT

Risk Assessment assists Rose Hill to determine what action to take in order to establish safe systems of work and to comply with Health and Safety legislation.

For details of areas risk assessed see **Appendix 2**

14. REPORTING

All incidents will be reported to the Bursar.

MONITORING AND EVALUATION

- Safety audit of the school carried out termly by Headmaster/Deputy Headmaster and Bursar.
- Outcome and action taken will be included in a termly report to the Governing body.
- School Development Plan used to identify Health and Safety priorities.
- Termly meeting of Health and Safety Committee reporting to the Governing Body.

HEALTH AND SAFETY THROUGH THE PSHE PROGRAMME 2005

YEAR	TOPICS COVERED	AIMS	TIMING
K	Mr. Policeman	To know about strangers and to see how a policeman works	Summer
R	Who needs medicines?	To know about medicines and understand when they need them.	Autumn
	What goes onto my body?	To know what is safe to go onto their bodies.	Spring
	How do accidents happen?	To understand how accidents happen.	
1	Our playground.	To be able to contribute to improving playtime.	Autumn
	Medicines	To know what medicines look like. Be able to judge when to ask for help.	Spring
	My body.	To know how to keep healthy.	Spring
	Keeping safe	To know about people who help keep them safe.	
	Bullying.	To understand what bullying is.	Spring
2	Pretending.	To understand pretending which is good and that which is dangerous.	Autumn
	Keeping safe.	To be able to react safely when faced with possible danger.	Spring
	Getting home.	To be able to describe places and routes, knowing when to seek help.	Spring
	Indoors.	To understand how indoor accidents might happen.	Spring
	Which drugs are safe? What goes inside my body?	To know that some substances are safe. To understand that some substances are dangerous. To knowing what is safe to put in or on your body.	Summer
	Keeping Healthy.	To understand how to keep healthy.	
3	Road Safety	To be fully aware of road safety procedures	Autumn
	Saying no to smoking.	To understand that people make his or her own choices. To understand the risks associated with the choice to smoke.	
	Bullying	To understand bullying and be able to seek help.	Summer
	Playground problems and safety.	To be able to identify problems and solutions. To know their rights and responsibilities. To be aware of playground safety	Summer
4	Recognising dangerous people.	To be able to recognise potentially dangerous situations in other people.	Autumn
	The harmful effects of alcohol	To know the harmful effects of alcohol. To understand that alcohol can damage your health.	Autumn
5	Keeping me safe.	To be aware of risks around us & to be able to keep safe. "Water hazards" video	Autumn
	Risk taking and decision-making.	To be able to say no. / To be able to assess risks and make appropriate safe decisions. Drugs & smoking	Spring
	Pressure	To be able to understand and cope with pressure from other people. Peer Groups.	Summer
6	Risks at home	To be aware of risks in the home. "Fire" video	Autumn
	Drugs	To be aware of the dangers of drugs. Talk from local policeman with parents invited.	Summer
7	Taking risks	To understand what risks are, and how it feels to take them	Spring
	Keeping myself safe	To understand that some issues can be revealed and others cannot, and the consequences of doing so. Be aware of different styles of decision making	Autumn
	Healthy choices	To understand how individual choice, affects others' health. To be aware of the effects of drugs, alcohol & smoking	Spring
	First Aid	To know emergency procedures and understand how to deal with an emergency.	Summer
	SRE	Hygiene	Summer
8	Keeping Safe	To understand everyone's right to be safe, especially in relationship to bullying.	Autumn
	Taking risks together	To understand the closeness in relationships and be able to develop growing independence.	Spring
	SRE	To know the issues relating to starting a family. Contraception	Summer
	Choosing to take risks, drugs	To understand the costs and benefits of taking certain risks. Talk from local policeman with parents invited	Summer
	First Aid	To be prepared for basic first aid procedures Day Course run by "Peak Skills ltd"	Summer

RISK ASSESSMENT

RISK ASSESSED AREAS	
/	School trips
/	School transport (arrangements for use of school minibuses and contacted transport)
/	Outdoor play equipment and its use
/	Design Technology
/	Manual handling for staff who have to move heavy/awkward loads
/	Fire risk assessments
/	Display screen equipment
/	Control of substances hazardous to health
/	Kitchen equipment and cooking
/	Swimming
/	Pottery – use of kiln
	Lone working (e.g. teacher with parents)
	Work experience placements
/	Physical Education and equipment
	Contractors working on site
	Games in the playground
	School security
/	Traffic on site
/	Slips and trips
/	Art
	ICT and the Internet
	Science Laboratory
	Boiler room
/	Glazing
	Working areas – offices, corridors, classrooms
	(✓ = In place)

Risk assessments are carried out by a team, which will include:

- A competent person who has been trained
- Member(s) of staff relevant to the area of risk

