



# Caversham Preparatory School

## Policies and Procedures

### 301 Health & Safety Policy

## Health and Safety Policy

### Policy Statement

**This is a Whole School Policy and includes children in the Early Years Foundation Stage.**

Caversham Preparatory School is committed to ensuring the health, safety and welfare of its employees, pupils, parents and visitors and will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety.

The [Health and Safety at Work Act 1974](#) imposes a duty on employers to ensure, so far as is reasonably practicable, the health and safety of their employees whilst at work. This duty is also extended to others who may be affected by that work.

While the School will take all reasonable steps to ensure the health and safety of its employees, health and safety at work is a responsibility of all employees themselves. It is the duty of each employee to take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a serious or imminent threat to the well-being of themselves or of any other person.

The Proprietors and the Head Teacher are committed to promoting the health and safety of all children, students and employees of the school and all visitors to the school.

**The school will so far as is reasonably practicable ensure that:**

- Employees are provided with such information, instruction, training and supervision as is necessary to secure their health and safety at work and the health and safety of others who may be affected by their actions.
- Risk assessments are carried out and periodically reviewed.
- Adequate resources are provided to ensure that proper provision can be made for health and safety.
- Working procedures and practices are maintained that are safe and without risk to health.
- Arrangements for the use, handling, storage and movements of articles and substances are safe and without risk to health.
- The provision and maintenance of all machinery and equipment is safe and without risk to health.
- The school environment is safe and that there is safe access to and from the work place.
- The monitoring of activities is undertaken to maintain agreed standards.

### General

- With regard to health and safety at work, please refer to the overarching Innova Schools Ltd Health and Safety Policy produced for the company by Moorepay.
- This policy is written to ensure compliance with the Independent Schools Statutory Regulations, and is in addition to the above policy.



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- This health and safety policy will be reviewed at least annually, amended and updated as necessary. Communication of any changes will be made to employees by the Bursar.
- Effective procedures such as regular meetings between the Head Teacher and the Bursar are in place for consultation and communication on health and safety matters.
- Health and Safety matters are regularly brought to the attention of the Executive Board.
- Detailed reference information can be obtained via the Head Teacher.

## Responsibility for Health and Safety

### The Proprietor

Has overall responsibility for health and safety in the School and will:

- Ensure that there is an effective policy for Health and Safety within the School and will be responsible for ensuring the establishment and effectiveness of the policy.
- Discuss termly the effectiveness of the policy with the Head Teacher, and the Health & Safety advisor to ensure that any necessary changes are made.
- Do a termly Health and Safety Review to ensure that all Health and Safety actions are in place.
- Do an annual Health and Safety Report to the full Board so that progress can be measured and the need for action can be discussed.
- Bring any change in Health and Safety legislation and ISSRs to the full Board to discuss and action.
- Ensure that adequate staff, funds and material are provided to meet the requirements of the [Health and Safety at Work Act 1974](#) and subsequent Health and Safety legislation.

### The Head

Has the day-to-day responsibility for managing Health and Safety, risk assessments, and providing feedback to the Bursar on relevant issues.

### Staff

- It is the duty of all employees to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions and to work with the Head Teacher and Bursar to fulfil their statutory duties.
- Must not interfere with, or misuse anything provided in or around the school in the interest of health and safety.
- If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job or use specific equipment, it is the employee's duty to report this as soon as possible to the Head Teacher.

### External Consultants

Are engaged to provide legal updates, provide advice on technical issues, and audit the Health and Safety at the School.



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### Monitoring Health & Safety

- The Bursar and Head Teacher are responsible for carrying out regular audits and inspections of the School throughout the year.
- This is supplemented by an annual external health and safety audit by our external consultants.
- The Bursar will report any non-compliance issues and results of external audits to the Board at the annual Safeguarding and Health and Safety Board Meeting in December.

### To Promote the Health and Safety of all

- New staff members are given full health and safety induction.
- The staff handbook is kept updated with Health and Safety matters.
- Annual staff training is provided on health and safety matters during INSET.
- Regular risk assessments are completed. (See Risk Assessment Timetable Appendix 2)
- Individual risk assessments are completed on specific activities and trips.

### New Staff

- The Head is responsible for ensuring that new members of staff are issued with a copy of the Staff Handbook and receive a briefing on Health and Safety by the Bursar.
- Staff are invited to discuss the general policy and specific aspects of it with the Bursar.

### Staff Raising Health & Safety Concerns

- To rectify straightforward day-to-day problems, staff must put a request in the Maintenance Book.
- For anything more major, staff must speak to the Head Teacher in the first instance.
- The Head Teacher will talk to the Bursar or refer the member of staff to discuss directly with the Bursar.

### Health & Safety Advice

Any member of staff, temporary worker, volunteer or student who requires advice on any Health & Safety matters can contact the Bursar directly:

[andrewlawson@cavershamschool.com](mailto:andrewlawson@cavershamschool.com) or 01183 767434



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## Alphabetical Health and Safety Statements and Arrangements

### Accident and First Aid Policy and Procedures

(See also First Aid Policy, Critical Incident Policy and Near-Miss Procedures)

#### Training

- It is our policy that all full time staff will hold and up to date, appropriate first aid qualification and can call on other First Aiders in the School for advice and support on any actions to be taken.
- At least two members of staff will hold a recognised paediatric first aid certificate.
- There will always be a paediatric first aid trained staff member with the infant children when off site.
- There will always be a trained paediatric first aider in school for After School Clubs and After Care.
- There will always be a paediatric first aider on the rota during Holiday Clubs.
- Administering First Aid
- A qualified First Aider will be called upon to deal with accidents and injuries as appropriate.
- A first aid bag will accompany the children to the playground at playtime for immediate access to first aid.
- For more serious injuries e.g. nose bleed or deep cut, the children will be accompanied into school to be administered to by Mrs Foster (the lead first aider).

#### Recording Accidents

- Staff members record all accidents, however slight, on an Accident Report Form. This includes any accidents occurring at home (which the parent informs them about).
- Parents will be told about the accident as soon as possible and asked to sign the Accident Report Form to confirm that they have been informed.
- If the child has had a bump to the head a head bump sticker will be stuck on the child's school jumper/cardigan to alert everyone that the child has had a head bump and will need to be monitored.
- All children who have had an accident or nose bleed will be monitored by Mrs Foster throughout the day.
- Accident Report Forms will be checked frequently by the Head teacher to assess whether there are any on-going problems that need to be addressed.

#### Calling an Ambulance

- If the child is unwell or has had an accident that requires hospital treatment the parents will be called immediately and informed of the situation.
- The child will be left where they are and covered blankets and made comfortable or if they can be moved will be taken to the sick room (or sit on the sofa in the front hall with the first aider until the ambulance arrives.



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- A member of staff will accompany the child to the hospital if the parent cannot get to the School time.
- If appropriate a RIDDOR report form will be completed and sent to the Health and Safety Executive.

### Acoustics

- All teaching rooms are insulated for sound with double glazing, carpets and where necessary, extra between rooms insulation has been installed.
- Extra floor insulation was put in the floor cavity in Rooms 3 and 4 when the latest building work was done in 2018.
- As part of our planning permission, the Lodge had to be made acoustically safe for the next door neighbours. So extra sound-proofing was installed to the satisfaction of Reading Town Planners.
- All music lessons are done in the Lodge where this enhanced sound insulation has been installed.

### Accessibility

(See Accessibility, SEND and EAL Policies)

### Administration of Medication Procedures

(See also Administering Medication Policy and Procedures)

- If a child requires medication during the day parents must complete the permission side of a Medication Record Sheet before the medication can be given. The medication must be clearly labelled.
- It is the parent's responsibility to notify the School if there are any changes to the requirements during the course of medication.
- The staff member receiving the medication will ensure that all other staff members are aware of the need for this medication. An agreement will be reached by the team as to who will be responsible for giving the medication to the child.
- The person responsible for giving the medication will check the child's medication record before giving the medication and ensure that the child receives the correct dose at the correct time.
- The person responsible for giving the medication will ensure that the medication record is completed immediately.

A member of staff will supervise the administration of the medication and a second member of staff will witness the administration of the medication and sign the medication record.

These procedures will in no way delay or prevent staff from seeking medical advice or assistance if they feel it is necessary.

All medication will be stored appropriately, safely and in accordance with the manufactures instructions, away from the children. It will be checked regularly to ensure that it is in date.



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## Attendance

(See Admissions and Attendance Policy)

## Asbestos

- Asbestos and its discovery is covered by current regulations.
- All three sites have had professional asbestos surveys undertaken.
- The Bursar has done an Asbestos Awareness Course.

## Cleaning

- A high standard of hygiene is maintained throughout the School by our cleaning company who are contracted to clean the School every evening.
- Cleaning is monitored by the Head Teacher and Bursar.
- Cleaning is monitored by the staff in the cleaners' logbook.
- Regular cleaning routines are in place for toys and equipment.
- A mid-day cleaning is in place for the EYFS washroom.

## Collection of Children from School

To ensure the safe collection of children parents/guardians are required to give written permission, an email to the School Secretary as to any person who is authorised to collect their child.

- Staff will not allow children to go with any person who is not authorised to collect them.
- Staff will not allow children to be collected by anyone who is under the age of 16.
- Staff will not allow children to go with anyone who appears incapacitated by alcohol or drugs.
- In the event of an emergency and an authorised person not being available to collect the child, parents must telephone the School and inform staff.
- An identification procedure and a code word will be agreed between the staff member and parent.

In the unlikely event of a child not being collected from School the **Late Collection Policy and Procedures will apply.**

## Control of Substances Hazardous to Health (COSHH)

- All cleaning supplies are locked away from access by pupils in locked cleaning cupboards in each building.
- All chemicals in the school laboratory are kept in a locked cupboard.
- Classroom cleaning materials for Covid protection are either in the form of disinfectant wipes or sprays that are kept out of the way of the children.
- Any decanted substance should clearly display the product information, dilution rates and safety information.



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- Empty soft drink bottles are never be used to decant liquid into.

### Critical Incident Procedures

A Critical Incident is an incident of an overwhelming nature in which staff, pupils and parents may experience acute, even prolonged distress. The following are incidents which may occur in our school:

- Serious accident at School requiring a 999 call and/or RIDDOR investigation (Accident and First Aid Procedures)
- A child leaving the building with the wrong person on 'pick up' (Safe Collection Procedures)
- A fire or boiler explosion (Fire Evacuation Procedures)
- An intruder in the School (Safeguarding Procedures) and (Emergency Evacuation Procedures)
- Serious injury or death on a school trip (Accident and First Aid Procedures) (Off-site Trips Procedures) (RIDDOR Procedures)
- Sudden death of a child, for example, in a road traffic accident (Critical Incident Procedures)
- Major accident in the community (Critical Incident procedures)
- Dealing with a serious, prolonged illness of a child or parent in our School (Managing Medical Conditions Policy)
- Death of a child or a parent in our school (Critical Incident Procedures)

It is important to consider that if we do have a critical incident to handle, even in a small close knit community, we must deal with it with professionalism, duty of care, consideration and following our procedures at all times. In cases of bereavement we must consider counselling for both staff and children. (Contact LA Bereavement Service in the first instance).

### Contractors on Site / Selecting and Managing Contractors (Contractors on Site Policy)

- Where possible, we contract for work to be done during the school holidays.
- We do have an 'on-site' team who do much of the general maintenance of the school and grounds. Members of this team (painter, general handyman and gardener) all have a DBS check.
- For more major work we put the work out to tender. When a contractor has successfully tendered for work, it is required that they are sent a copy of our Contractors on Site Policy and must read, sign and return a copy for our records.
- A copy of their Public Liability Insurance will also need to be seen and copied.
- Contractors will be given sufficient information to enable them to work safely in the school. They are required to co-operate with the School in all measures taken to ensure the safety of pupils, staff, visitors and themselves.
- In conjunction with the School surveyor, the work of contractors on School premises is monitored, where this affects the safety of staff, pupils/students or visitors.





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## Design Technology

- The School follows the code of practice BS4163:2014: Health and Safety for Design and Technology in Educational and Similar Establishments which sets clear expectations about the Health and Safety.
- The School has a locked D&T cupboard to keep our tools in.
- The D&T Co-ordinator takes the relevant training required of everyone working in design and technology.
- The School has a Design Technology Policy that includes a section on Health and Safety in Design Technology. (D&T Policy)

## Display Screen Equipment

The School, in line with The Display Screen Equipment Regulations 1992, carries out the following procedures where equipment is used that comes under the regulations:

- Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations.
- If there is a 'user' carry out an analysis of the Work Station to assess risks to Health and Safety - Work Station includes Display Screen Equipment, ancillaries, chairs, desks and immediate surrounding environment.
- Plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour.
- Train the user or any person about to become a 'user' on the Health and Safety aspects concerned with the use of the Work Station.

## Electricity

- There is an annual programme to PAT test all electrical equipment.
- Records of PAT testing visits are held in the Health and Safety File.
- All PAT tested items displays a valid PAT sticker.
- All members of staff have a responsibility to report any defective equipment and are also required to have a visual check of electrical items for loose pins, frayed cables etc. prior to use.
- Staff should remove the defective item and record any defective equipment in the Maintenance Book to be dealt with.

## Emergencies – Procedures and Contacts

Please refer to Emergency Contact Numbers Procedure. This is displayed around the School and in the After School Care Folder and Holiday Club Folder.

It is also displayed on the staffroom wall, in the office and in all three School buildings.





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## Emergency Evacuation Procedures

(Fire Safety Policy and Procedures, Dynamic Evacuation and Lockdown Procedures and Critical Incident Policy)

- Clear notices are displayed in each area of the School on the procedure to be followed in the event of a fire or the need to evacuate the building in an emergency.
- All staff receive full instructions on these procedures during their induction.
- These procedures are regularly practiced by staff and children to ensure that they are effective and that everyone is aware of what to do in the event of a fire or the need to evacuate the building in an emergency.
- All staff are made aware that the main priority during these procedures is to ensure that all children and adults are safely out of the building and accounted for.

## e-Safety

Please refer to the eSafety Policy for further information.

## Early Years Foundation Stage Health and Safety

- Daily Risk Assessments are carried out in the Reception Classroom and in the Early Years Learning Garden.
- Staff Ratios are within guidelines.
- Paediatric First Aiders are on site at all times.
- At least one Paediatric First Aider accompanies all off-site visits.
- New equipment and new activities to be introduced are risk assessed by the class teacher and/or Nursery Nurse to check their suitability in terms of safety for the children.
- When not in use the sandpits are covered. They are spot cleaned daily and deep cleaned regularly.
- All sand trays or open areas outside are covered at night to keep animals out.
- The toys in the EYFS are washed regularly and the drawers and containers are also regularly cleaned out.
- Soft furnishings and play clothes are washed regularly. The School has a washer/dryer for this purpose.
- The EYFS toilets are cleaned thoroughly every evening and are checked after lunch and mopped through, if required. A cleaning rota is in place and is displayed on the wall of the toilets.

## EYFS Staff Supervision

(Staff Supervision Policy) supported by the revised EYFS Framework (2017).

## Fire Safety

Refer to the Fire Safety Policy and Procedures for further information.



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### Food Technology

- Is done in the new lab with an oven, grill, worktop cooker ring, fridge, sink, hot water and storage.
- All FT equipment is kept in a locked cupboard.
- All sharp knives are kept in a locked box.
- All FT ingredients are kept in a locked cupboard.
- All surfaces are wiped down, before and after use.
- The children are encouraged to wash-up their cooking utensils after use.
- The School Cleaners keep the fridge clean.

### Gas

- British Gas are contracted to support all the School's gas appliances.
- All boilers and gas appliances are inspected and serviced annually.
- All service certificates are available in the Health and Safety File.
- The Bursar monitors action plans from the service programme, on an annual basis or if we have had to call out the service contractors.

### Health and Healthy Living

Please see:

Healthy Eating Policy

Physical Education Policy

Sun Safety Policy

Mental and Emotional Health and Well-being Policy

### Heating and Ventilation

- All three buildings have their own boilers and adjustable thermostats.
- All heaters have their own adjustable thermostats.
- Some of the rooms have additional heating by way of electric storage heaters.
- If any boiler breaks we all move into one of the other buildings.
- The temperature of the buildings is monitored. If it goes below 16°C, extra heaters are brought in temporarily.
- All windows open.
- Windows on the second floor of the buildings have safety catches.
- All the lavatories have automatic ventilation.
- The dining room and the servery have extractor fans.

### Housekeeping, cleaning & waste disposal and disposal of PPE

- The school's cleaning contractors are responsible for ensuring the premises are kept clean, tidy and to minimise the accumulation of rubbish.
- A team of cleaning staff work at the end of the School day.



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- Any spillages should be cleaned away immediately and signs should be erected to warn people of potential slip hazards.
- The Bursar ensures sufficient quantities of salt are available to clear snow and ice from the School grounds and various equipment is available, to aid clearing snow.
- Domestic waste bins are located both inside and outside for pupils, staff and visitors to use.
- Commercial bins are located in the car park at the front of the school.
- PPE is disposed of in closed nappy bags.

### Illness Procedures

- When a child is unwell and unable to cope with the day, the parents will be contacted and asked to collect the child as soon as possible.
- The child will be taken to the Medical Room to be assessed and made comfortable. There is a bed for children to lie down in. The toilet is opposite the medical room. There is a sink, soap and clean towels in the room.
- A qualified Paediatric First Aider will attend to the child. No child will be left unsupervised in the medical room.
- If staff are concerned the child may be infectious, the child will be cared for in a separate area away from the other children until the parents arrive.
- More details of the Medical Room Facilities are in the First Aid Policy.

### Infection Control

- The School follows the Health Protection Agency Guidelines on infection control in schools and other childcare settings.
- The School follows the Covid-19 Guidelines (See Covid Policy and Addendum).
- In order to prevent the spread of infection all staff members follow a high standard of hygiene procedures.
- Children wash their hands as part of the daily routine.
- The School follows the guidance provided by the Thames Valley Health Protection Unit on exclusion periods for infectious illness.
- In line with this guidance, and in order to prevent the spread of infection, children and staff with diarrhoea and/or vomiting must not return to School until they have been symptom free for a minimum of forty-eight hours.
- Additional precautions are taken when there is a known infection in the school. Parents are informed about any infectious illness and given as much information as possible about signs and symptoms etc.
- Additional hygiene procedures are put in place and additional cleaning is undertaken.
- If a child has been in the medical room, all bedding and towels will be laundered.

### Insurance

- The School is insured by Zurich for Public Liability.
- SFS cover children travelling away from School.
- We have standard buildings and contents insurance.



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### Legionella Testing and Water Hygiene

- The School has a Risk Assessment in place, written by our Legionella Consultants.
- The Bursar arranges regular legionella testing of the water supply in the school. The certificates are kept in the Health and Safety File.
- All sinks are drained after use. This includes water used for science or design technology experiments.
- All water trays used for the EYFS indoor and outdoor learning are emptied at the end of each day and cleaned ready for the next use.
- Any large puddles that accumulate on the path are brushed away by the School gardener.
- Dripping outdoor taps or overflowing gutter pipes are dealt with by the Bursar's Team.

### Lighting

- All classroom lights have been replaced. From fluorescent strips to LED strips.
- All external lighting is either on timing devices or motion sensors.
- Both porch lights are on all night for security reasons.

### Lone Workers

(Refer Lone Worker Policy and Procedures)

### Maintenance Logs

- Health and safety checks are carried out and recorded daily on both the inside and outside areas by the duty TA.
- There is a maintenance log kept in the staffroom so that staff can record any maintenance issues they may have.
- The School Maintenance Man and Gardener scrutinise the log each time they come to school to check what work they need to do.
- The Bursar checks the Maintenance Log weekly.
- The Bursar will investigate any work that has been completed or not completed.
- The Bursar will consider any trends and write a Risk Assessment to mitigate the problem and check that it has been sorted satisfactorily.

### Maintenance and Inspection of Equipment

- The furniture and equipment are well maintained and suitable for the children's and staff use.
- Equipment is inspected and tested as per the applicable regulations.
- The Bursar makes sure that all equipment is working and safe.

### Manual Handling

- There are a number of activities and work practices throughout the School that require manual handling.



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- A programme of providing training for staff is in place and staff are required to attend Health & Safety Awareness training by the Bursar annually at the start of the academic year.

### Missing Children

- If a child is unaccounted for during school hours, i.e. does not turn up to class after lunch, follow our (Missing Child Policy and Procedures).
- This policy includes the procedures to follow if a child goes missing when on an outing or sports fixture.

### Near-Miss Incidents

If a near-miss incident occurs the procedure is as follows:

- All near-miss incidents must be reported to the Head Teacher or the Deputy Head, in her absence.
- An 'Internal Near-Miss Incident Report' will be completed as soon as possible after the event.
- The Head Teacher or, in her absence, the Deputy Head will sign the form
- The Bursar will be contacted.
- 'Near-Miss' incidents will be monitored by the Head Teacher and the Proprietors so that changes can be made in a timely manner.
- (See Near-Miss Policy and Procedures.)

### New & Expectant Mothers at Work

- Staff are encouraged to advise the Head as soon as possible if they suspect they are pregnant.
- The Head is responsible for ensuring that the Bursar is informed so the appropriate advice and guidance can be sourced and a Risk Assessment can be put in place for the expectant mother.
- The Risk Assessment should be monitored and amended as necessary throughout the course of the pregnancy.
- On return to work, breast feeding mothers will be provided with a private room for the purpose of expressing milk should they request this.

### Noise

- In order to comply with the Noise at Work Regulations 2005, weekly noise exposure levels must not exceed 80dB.
- Where there is a likelihood of this happening, noise monitoring checks will be carried out.
- Control measures will be put in place to reduce noise levels as far as is reasonably practicable.
- If it is not possible to reduce the noise levels below 85dB employees will be issued with appropriate hearing protection.
- If an employee raises a matter related to noise in the workplace, the School will take all necessary steps to investigate circumstances, take corrective action and advise the employee accordingly.



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- Where employees are found to be exposed to high levels of noise, appropriate health surveillance and occupational health advice will be sought.

### On-site vehicle movement

There is no site access for vehicles within the perimeter.

### Pandemic Procedures

We receive information and advice from the NHS and the LA and work closely with them following their guidelines. (refer Pandemic Policy and Covid 19 Policy)

### Playground Safety

- The School Staff have a Duty Rota to ensure that adequate supervision is available at all times. Staff ensure that pupils have a satisfactory amount of freedom in the playground, commensurate with enjoying a healthy and safe environment.
- If Duty Staff identify an area of the School Grounds that has become unsafe, they designate it 'out of bounds', report it and ensure that it is not used until it is declared safe, following remedial work.
- In the Early Years Learning Garden, the teacher in charge will make sure that staff are able to supervise adequately.
- In all cases the Head Teacher ensures that staff, supervising the playground activities, are competent to undertake the task. (See Playground Supervision Policy)
- All large play equipment is regularly serviced by a service engineer.
- All large play equipment is kept clean by the School Maintenance Man or Gardener.

### Physical Education

- The School's PE Policy covers Health and Safety when taking Physical Education. (refer PE Policy)
- The Teacher-in Charge risk assesses our playground and Queen Anne's Field regularly.
- The PE Coordinator risk assesses our PE equipment and makes sure we are confident with new equipment, before introducing it to the children.
- We keep our PE equipment clean and in a locked store.
- The Teacher-in-Charge risk assesses any games or tournaments played against other school(s)
- The Teacher-in-Charge risk assesses the Outward Bound Activities. We also read and sign the Outward Bound Risk Assessment that is sent to us.

### Risky Areas

There are a number of areas in the School and in the outside areas that need to be considered under a risk assessment and monitored to check that the procedures which are in place to reduce the risk are being practised regularly and systematically. (refer Risky Areas Policy).



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## Risk Assessments

Please refer to the Risk Assessment Policy and Annex 2 in this document.

## Safe Arrival of Children at School

- Children arriving by car must take care when alighting from the car.
- Children arriving on foot must use the pedestrian gate if applicable.
- Children arriving on a bicycle or scooter must park it in the bicycle park and secure it before being accompanied by their Parent/Guardian to the School door or gate.
- Parents/Guardians must accompany their child to the front door or School gate at all times.
- Parents/Guardians must hand their child over to a member of the Duty Staff or watch them until they have joined a member of the Duty Staff on the playground. Refer also (Supervision Policy).

## Safe Supervision of Children

- All adults working in the School have a DBS check. See (Safeguarding Policy.)
- Adequate numbers of adults will supervise the children in all areas as appropriate to the area and the activity.
- Minimum required adult/child ratios will be adhered to at all times.
- Any incidents will be logged on an Incident Form.
- The Head Teacher will monitor the Incident File.
- Any person whose DBS and/or references have not been received by the school, is risk assessed and is not allowed unsupervised access to children. (See Supervision Policy)
- Parent Helpers are always supervised by or kept in sight of a staff member.

## Safeguarding and Child Protection

Refer to the Safeguarding Children Policy for further information.

## Safety Signs

- Any safety signs displayed will comply with the Health & Safety (Safety Signs and Signals) Regulations 1999.
- Areas will be identified where signs are required and employees, pupils and visitors are expected to adhere to the signage at all times.

## Science Experiments

There is a section in the School Science Policy on Health and Safety in Science. See (Science Policy) and Control of Substances Hazardous to Health (COSHH) above.





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### Site Security

- The site is surrounded by a perimeter security fence and all access to the site is via the front door of the Infant Building.
- There is a CCTV camera on the front door and Derby Road site.
- All staff, visitors and contractors must wear an identification badge provided to them by the School Secretary.
- All visitors and contractors sign in at reception on arrival and collect and wear an identification badge.
- Staff should always challenge individuals on site that are not identified by their badge and should contact Reception immediately if an individual is not recognised.
- Registration is taken twice a day and child absences reported immediately to the office.
- Children leaving site are to be collected from the office and report back to the office upon return.
- Return trips are reported back by lead teachers to the office.
- Attendance reports are kept up to date by the office staff for emergency procedures.
- Children are supervised during play times by staff and lunch time supervisors.
- All children are handed over to parents or guardians at pick up times. See (Collection and Late Collection Procedures).
- The front door is always manned by a member of staff at collection times.
- The site is opened and locked by the duty teacher or teaching assistant in the morning.
- All external lighting is either on timing devices or motion sensors.
- The main areas of the site are alarmed at the end of the day.

### Slips and Trips

The School attempts to minimise the risk of slips and trips.

- All carpet areas are properly secured and defects are promptly dealt with.
- Signage is kept on site and is to be put out by the duty TA on a wet day or if the floor has had to be cleaned.
- The Bursar is responsible for ensuring that all pathways are clear of leaves to avoid slips.
- The veranda is brushed to remove excess water after a heavy fall of rain.
- The paths are brushed and sprayed with salt in frosty/snowy conditions.

### Substances

- A non-smoking policy is strictly enforced throughout the School building and grounds.
- There is no alcohol allowed on School grounds, except for occasions such the May Fair or Parent's Cheese and Wine Evening where a drinks licence is sought.
- There is a no-drugs policy in the School.
- Any parent suspected of being under the influence of drugs or alcohol will be challenged and asked to leave the School building immediately, and sanctions will follow. We will hold the child until another named carer can be contacted.
- Any member of staff suspected of being under the influence of drugs or alcohol will be sent home immediately and the Staff Disciplinary Procedure will be invoked.



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#### 301 Health & Safety Policy

### Supervision of Children during Off Site Trips

(Refer Trips, Outings and Outward Bound Policy and Road Safety Policy)

- Parents will be asked to sign a general consent form for local outings.
- For outings further afield parents will be asked to sign a separate consent form in advance and given appropriate information.
- If a form is not received the child will not be able to attend the trip.
- Staff will complete an outing information form and a risk assessment checklist. A full list of adults and children attending will be left in the school, together with information about the trip and the approximate return time. A mobile contact number will also be left in the school.
- Appropriate first aid equipment will be taken (including any medical equipment for children with medical or additional needs)
- At least two adults will accompany the children on off-site trips and at least one must be a qualified teacher or Nursery Nurse and at least one member of staff must hold a current paediatric first aid certificate.
- If staff members experience any problems on the trip they will immediately telephone the School and back up help will be sent, if appropriate.
- Staffing ratios will be appropriate to the age of the children and the relevant legal requirements.
- If public transport is going to be used a separate permission slip will be required from parents and a full risk assessment will take place.

### Stress and Staff Wellbeing

- If employees are experiencing any problems in relation to stress they are encouraged to report this to the Head Teacher.
- The School will engage with Occupational Health Services including Psychological Welfare Services where appropriate to:
  - Help identify the nature of an employee's illness including stress related conditions
  - Check for any underlying causes of frequent short-term absences
  - Give advice to managers where an employee has been declared fit for work subject to workplace modifications, altered hours or amended duties being implemented.
- All employees with a medical statement that shows a mental health illness will be referred to Occupational Health unless they have medical documentation to support otherwise.
- Occupational Health will be requested to advise the employee and the Head Teacher on the best way to improve the employee's health and well-being and manage their return to work following prolonged sickness absence;
- Assess the probability of an employee's return to work and fitness to continue in his/her current occupation having regard for deployment and retraining opportunities, suitable equipment/aids and safeguards;
- Liaise with GP(s) and or Consultant(s) regarding an employee's condition and prognosis on behalf of Caversham Prep and in accordance with the Access to Medical Records Act.
- See (Mental and Emotional Health and Well-being Policy)



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## Supporting Medical Needs

Please refer to the Supporting Medical Needs Policy which includes advice on Asthma, Allergies and Epi-pen use and supporting children with long-term medical needs. Also see Accessibility Policy.

## Swimming

See Swimming Policy

## Violence against Staff

No violence, threatening behaviour, physical or verbal abuse will be tolerated in our School. See (Violence, Threatening Behaviour and Abuse Policy.)

## Visitors

See (Visitors Policy)

## Washrooms

### Children

Suitable toilets for the sole use of pupils.

2 toilet cubicles and 4 sinks for the EYFS children.

4 toilet cubicles and 3 sinks on the upper floor of the Infant Building.

3 Junior Boys cubicles with inside locks and a urinal and 4 sinks in the Junior Block.

5 Junior Girls cubicles with inside locks, one with a covered sanitary bin and 5 sinks.

In total there are 14 toilet cubicles, 1 urinal and 16 sinks for the sole use of the children.

Children who need to use the toilet when at lunch or having a lesson in the Lodge, use (or are accompanied to) the toilets in the Junior Building.

### Staff

- There are 4 staff toilets and one 'spare toilet', see below. This means that the ratio of adults to toilets at any one time in the school is 1:4.
- There is a 'spare toilet' that staff use, when there is no child in the Medical Room. We have a sign that is put up on the door, if there is a child in the Medical Room advising staff that the toilet is no longer available for adult use.
- The toilet is not used by staff after the child has left the Medical Room until the toilet has been cleaned to avoid cross-contamination. A message is put in the cleaner's book by the First Aider who looked after the child, advising the cleaners that the room needs a deep clean.



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### Water (Drinking)

- Drinking water taps are clearly marked.
- The children are encouraged to bring their own, named water bottles to drink from when they want to.
- We have drinking water taps in the Year 6 classroom for children to refill their bottles and cups available for children without bottles.
- There is a drinking water tap in the Science Lab.
- Drinking water is set out on the tables at lunch and tea times.
- Drinking water is set out for children before they go to clubs at the end of the day.
- During hot weather, extra jugs of water and disposable cups are taken out to the playground for anyone to drink from.

### Water Temperature

- The water temperature is checked by Maintenance regularly and recorded appropriately.
- The water temperature is kept below 43° centigrade.
- We have external consultants conduct a six-month water temperature assessment and conduct weekly checks during term time.

### Weather Conditions

Hot weather: see our Sun Safety and Hot Weather Policy and Procedures.

Snow: The Head Teacher will close the School if snow is forecast and it is going to be dangerous for children, parents and staff to travel to school. Our School Closure protocols will be followed. If there is snow on the School playground, paths and/or steps, the Bursar will arrange to have the snow cleared by the Gardening Staff.

Frost: If there is frost on the school playground, paths and/or steps, path salt is available. The Bursar makes sure that there are plentiful supplies available in winter.

Storms: In the event of thunder and lightning, the children will be kept inside.

High winds: The children will be kept away from the trees in the playground. All trees are inspected regularly and polled appropriately.

Torrential rain: if rain falls leaving surface water and puddles in the dips in the paths, the children will be diverted until the surface water has been brushed away.



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### Whistle Blowing (Health and Safety)

- If a member of staff has concerns about the threat of violence or aggression, any other health and safety matter they should in the first instance try to resolve it by talking to the Head Teacher.
- If there is no satisfactory outcome they may bring this to the attention of the Bursar who will discuss the matter at Board level and the matter will be investigated by them.
- Any safeguarding concerns have other specific actions detailed in the (Whistleblowing Policy).

### Working at a Height

- Activities which require working at height should be identified and eliminated where possible.
- Where it is not possible, all reasonable steps should be taken to reduce or eliminate the risk.
- Where training on the proper use of a step ladder is required, the Bursar will provide training.
- All working at height is to be risk assessed prior to commencement, it is the responsibility of the Bursar that this takes place.
- The Bursar is responsible for ensuring employees only use the equipment they are provided and that they are wearing the correct clothing and footwear.
- Pupils are not permitted to use access stepladders under any circumstances.
- Contractors are expected to provide their own equipment.

### Woodland Schools

See (Woodland Schools Policy, Procedures and Risk Assessments).

Annex 1 - Health and Safety Roles and Responsibilities Grid

Annex 2 - Accident Forms Procedure

Annex 3 - Risk Assessment Timetable



## Caversham Preparatory School

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#### 301 Health & Safety Policy

## Annex 1 - Health and Safety Roles and Responsibilities Grid

Caversham Preparatory School HEALTH AND SAFETY ROLES AND RESPONSIBILITIES			
The overall responsibility for Health and Safety lies with the Proprietors.			
The daily implementation is delegated to the Head Teacher.			
Proprietors and Governors	Head Teacher	Bursar	Employees, Pupils, and Volunteers
<p>To ensure that the Schools a healthy and safe environment for all children, employees, parents, students, volunteers and visitors.</p> <p>To consider and act on any perceived deficiencies in policy, procedures and practice.</p> <p>To review the Policy at least annually to make sure that it is compliant with the Health and Safety Laws and the Independent School Regulations.</p> <p>To review the Policy when there is a change in Health and Safety Law and the Independent School Regulations (if it is before the annual policy review).</p>	<p>To ensure that the School provides a healthy and safe environment for all children, employees, students, volunteers, and visitors.</p> <p>To ensure that relevant H&amp;S induction is provided for all staff, students and volunteers in the School.</p> <p>To ensure that all existing legislation and good practice is adhered to.</p> <p>To ensure that staff, students and volunteers are aware of the H&amp;S policy and handbook and have access to a copy.</p> <p>To ensure that staff, students and volunteers in receive appropriate H&amp;S training.</p> <p>To ensure that all H&amp;S records and documentation is up to date, stored appropriately and available for inspection.</p> <p>To ensure that any changes to policy and practice are communicated to staff.</p> <p>To arrange and participate in Schools focus events as appropriate.</p> <p>To ensure that adequate resources are available so that proper provision can</p>	<p>To ensure that regular risk assessments are carried out and that action plans are formulated and implemented.</p> <p>To ensure that the H&amp;S notice boards contain the relevant information and are up to date.</p> <p>To discuss any perceived deficiencies in policy, procedures and practice to the Head Teacher.</p> <p>To ensure that all existing legislation and good practice is adhered to.</p> <p>To ensure that adequate resources are available so that proper provision can be made for H&amp;S throughout the School.</p>	<p>To take reasonable care of themselves and others within the School.</p> <p>To ensure that their actions do not put themselves or others at risk.</p> <p>To understand and implement the H&amp;S policy, procedures and practice of the School.</p> <p>To attend relevant training as required.</p> <p>To report any perceived deficiencies in policy, procedures and practice to the Head Teacher.</p>



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#### 301 Health & Safety Policy

	<p>be made for H&amp;S throughout the School.</p> <p>To ensure that the H&amp;S Policy is reviewed at least annually.</p> <p>To report to the Owners any perceived deficiencies in policy, procedures and practice.</p>		
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## Caversham Preparatory School

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## Annex 2 – Accident Forms Procedure

Accident forms must be used after every injury as a record for us, the parents and for ISI. We now have to keep the Accident Forms for 25 years under GDPR and our Data Retention Policy.

All administration of first aid must be noted and countersigned. Parents do not need to sign the form for minor scrapes and scratches. They must however, be advised of minor cuts and scratches by the teacher at the front door or the After School Supervisor.

Any bumps on the head or significant falls, where a child lands awkwardly, the form needs to be given to the parents to sign so that we are sure that if there is any further treatment needed, the parents know what happened.

Any bumps on the head must be accompanied by a 'bump on the head' slip put in the child's book bag. Children will also wear a badge to indicate to the parent that the child has had a bump and there is an accompanying letter in the book bag for them to read. The new parents will be informed of this procedure at the New Parent Evening.

The Head Teacher will monitor Accident Forms on a regular basis to check for accident patterns. The Head Teacher will advise the Bursar if there are any accident patterns developing so that this can be addressed. If the Head Teacher thinks that a pattern is developing from the behaviour of the child or other children, he will investigate and advise parents and staff as a matter of urgency.



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## Annex 3 - Health and Safety Risk Assessment Timetable

Time	Place	Responsibility	Overview
Daily	Outside	Mrs Foster	Head Teacher
Daily	Classrooms	Class Teacher	Head Teacher
Daily	EYFS Learning Garden	Mrs Hutchison	Head Teacher
Weekly	Review of Maintenance Log	Bursar	Head Teacher
Termly	Full H&S Walk	Bursar	Bursar
Annually	Large Play Equipment	External Company	Bursar
Annually	Full H&S Review	Bursar	Bursar
Annually	H&S Annual Audit	Bursar	Full Board Meeting



## Caversham Preparatory School

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## Policy Administration

### Compliance

This policy is in scope of 'The Education (Independent School Standards) Regulations 2014', Part 3, Paragraph 11: First Aid:

*"The standard in this paragraph is met if the proprietor ensures that first aid is administered in a timely and competent manner by the drawing up and effective implementation of a written first aid policy."*

### Linked Policies

This policy also needs to be in line with other school policies and therefore should be read in conjunction with the following school policies:

- Accessibility Policy
- Accident and First Aid Policy and Procedures
- Administering Medicines Policy and Procedures
- Collection and Late Collection Policy and Procedures
- Contractors on Site Policy
- Covid Policy and Addendum
- Critical Incident Policy
- Design and Technology Policy
- Dynamic Evacuation and Lockdown Policy and Procedures
- Emergency Procedures and Contacts
- eSafety Policy
- EYFS Health and Safety
- EYFS Staff Supervision Policy
- Fire Safety Policy
- Healthy Eating Policy
- Lone Worker Policy and Procedures
- Mental and Emotional Health and Well-being Policy
- Near Miss Procedure
- Pandemic Policy
- Physical Education Policy
- Playground Supervision Policy and Procedures
- Risk Assessment Policy
- Risky Areas Policy
- Road Safety Policy
- Safeguarding Policy
- Science Policy
- SEND Policy
- Sun Safety and Hot Weather Policy
- Supervision Policy
- Supporting Medical Needs Policy
- Swimming Policy
- Trips, Outings and Outward Bound Policy
- Violence, Threatening Behaviour and Abuse Policy

Caversham Preparatory School  
16 Peppard Road Reading RG4 8JZ  
Operated by Innova Schools Ltd  
Registered in England Co. No. 5787165

Telephone: 0118 947 8684  
Email: [secretary@cavershamschool.com](mailto:secretary@cavershamschool.com)  
Website: [www.cavershamschool.com](http://www.cavershamschool.com)



## Caversham Preparatory School

### Policies and Procedures

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- Visitors Policy
- Whistleblowing Policy
- Woodlands Policy

### Quoted Legislation and Guidance

#### Review Schedule

This policy is reviewed by the Bursar annually or if needed to respond to a situation. Changes to this policy are reviewed by the Health & Safety Governor and approved by the Board of Governors at their next meeting.

#### Update and Review Log

Updated/ Reviewed By	Date	Notes
A Lawson	April 2018	
A and J Lawson	August 2019	Water Temperature section added; Violence, Threatening and Abuse Policy written and added; Supporting Medical Needs Policy written and added. Accident Form Procedure reviewed and re-written. Selecting and Managing Contractors Policy written and added. Further added to Legionella Further added to water safety section. EYFS section added D&T Section added Science Section added Insurance Section Added PE section added Safe Arrival at School section added Health and Well-Being section and Mental, Emotional Health and Well-Being Policy Pandemic Policy Added <b>Board Approved September 2019</b>
J Lawson	September 2020	Covid Policy Added Accident Form Procedure reviewed and re-written. Acoustics Section added Cleaning Section added Drinking Water EYFS section added EYFS Staff Supervision added Food Technology Section added Further added to Legionella Heating and ventilation Section added Intimate Care Section added Legionella Section added



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		Locks added to washrooms Maintenance Logs Section added Risk Assessment Timetable added Substances Section added Temperature of water added to section Training added to asbestos Weather Section added Woodland School <b>Board Approved September 2020</b>
A Lawson	September 2022	Updated throughout  Board Approved September 2022