



**ALLEYN COURT  
PREPARATORY SCHOOL**

**11. HEALTH  
& SAFETY POLICY  
Including EYFS**

**COMPILED BY: TOBY DUFFIN**

**VERSION 12 – January 2023**

**REVIEWED BY: Board of Trustees**

**DATE FOR REVIEW: January 2024**

## Part 1: General Statement of Health and Safety Policy

### **Purpose.**

As Trustees of Alleyn Court Preparatory School we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all our 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 and safe manner. This health and safety policy sets out the trustees' and its employees, obligations with respect to health & safety at work.

This Policy comprises of three sections:

The Policy Statement

The organisational structure and responsibilities for health & safety at Alleyn Court Preparatory school

The general arrangements for the implementation of this policy. These arrangements are further enforced by management arrangements held by the Bursar & Site Manager.

### **General Policy Statement**

It is the policy of Alleyn Court Preparatory school "so far as is reasonably practicable" to:

- Ensure the Health, Safety and Welfare at work of all employees and others that may be affected by our work.
- Provide employees with sufficient information and training to enable them to carry out their duties in a safe and efficient way.
- Provide the means for employees to consult with management on Health & Safety matters.
- Make Health, Safety and Welfare an integral part of the school's management systems.
- Monitor and review the performance of activities against published arrangements.
- Seek to continually improve Health, Safety and Welfare performance.
- Make regular reviews of the Health & Safety Policy.

### **Objectives**

Our current Health and Safety Objectives are:

- Improve our processes for managing risks to a level that is as low as reasonably practicable (ALARP) across its complex site.
- Ensure detailed management arrangements are compiled to support this Policy.
- Improve communication on health and safety matters.

Signed



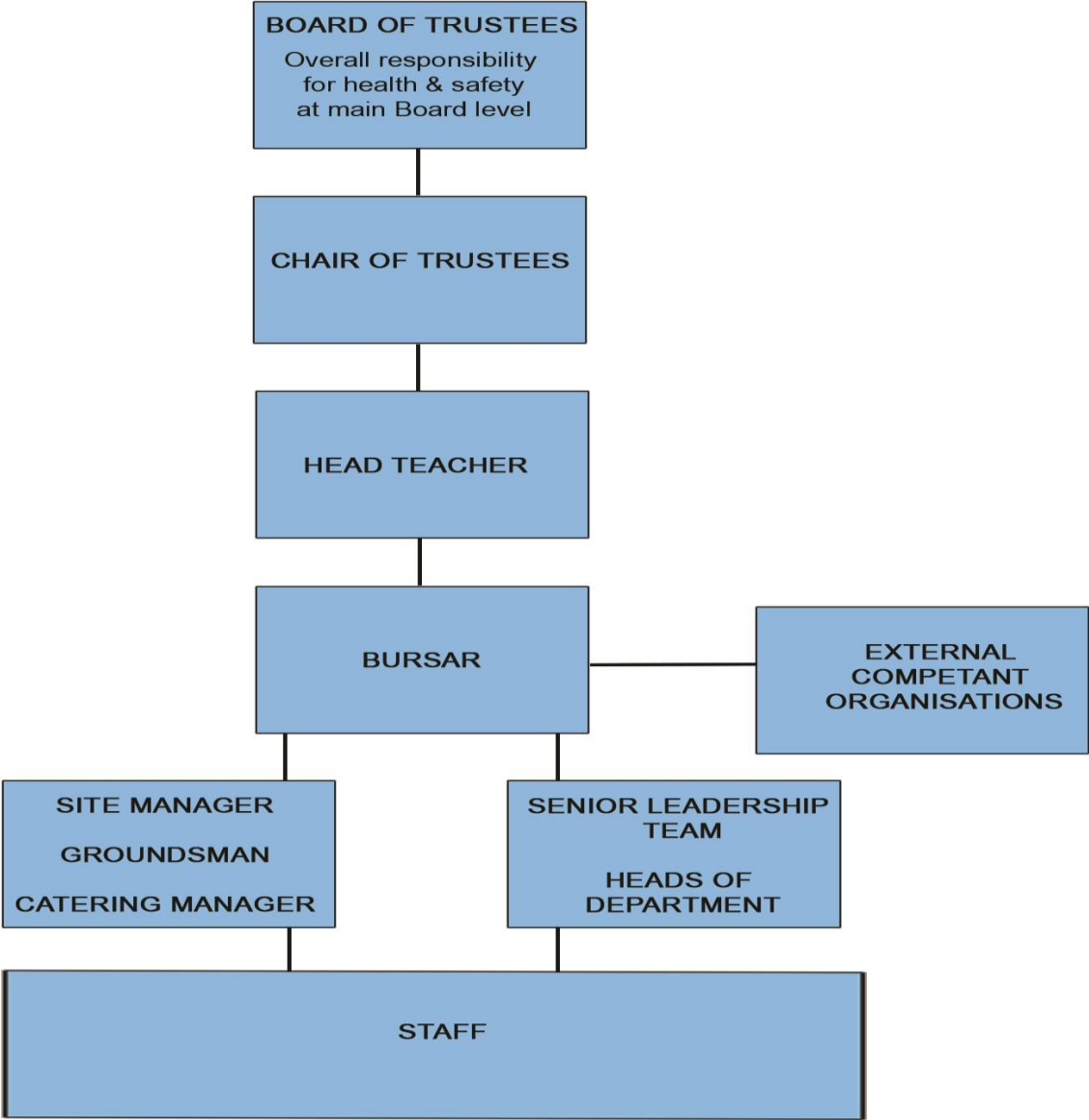
(Chair of Trustees, for and on behalf of the Board)

Date:

11<sup>th</sup> January 2023

Part Two: Organisation

Health & Safety Organisation Chart



# Health & Safety Management Structure and Responsibilities

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy.

## **BOARD OF TRUSTEES**

- The Board has overall collective responsibility for health and safety within the School.

## **CHAIR OF TRUSTEES**

- The Chair of trustees has overall responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the school.
- Will require that the Head Teacher provide periodic reports to ensure the Policy and its associated arrangements remain suitable and sufficient.
- They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met.
- The Chair will hold the Head Teacher to account in respect of the requirements set out in this policy.

## **HEAD TEACHER**

- The Head Teacher will have responsibility for managing all facets of health and safety within the school.
- Will include ensuring there is sufficient resource deployed to meet the health and safety requirements set out in this Policy.
- The Head Teacher will have overall responsibility for ensuring that health and safety training is identified and undertaken to ensure the competence and capability of staff is maintained in order to meet their statutory obligations and that of this Policy.
- Request from the 'Competent Person' periodic monitoring and inspection data in order to demonstrate compliance.
- They will ensure all educational visits activities are fully planned and risk assessed.

## **THE NOMINATED COMPETANT PERSON - BURSAR**

- The Bursar will have delegated, by the Head Teacher, the day-to-day management responsibility and control for ensuring that, so far as is reasonably practicable, arrangements are in place for:
  - Safety and security
  - Fire safety
  - Electrical safety
  - Gas safety
  - Water quality
  - Asbestos
  - Emergencies
  - Staff induction and training, relating to health & safety
  - The appointment of competent contractors
- They will also act as the School Safety Co-ordinator, whose duties will include:
  - Advising the Head Teacher on maintenance requirements.
  - Co-ordinating advice from specialist safety advisors and producing associated action plans.
  - Co-ordinating and implementing training.
  - Monitoring health and safety within the school and raising concerns with the Head Teacher.

Compliance with the Construction (Design and Management) Regulations.  
Investigating accidents and incidents and recording the same.

#### **EXTERNAL COMPETANT ORGANISATIONS**

- The Bursar will arrange as appropriate for external competent organisations/contractors to advise on matters of health and safety within the school.  
Such provision may include:  
Structural surveyors are retained to give advice on the external fabric of the school.  
Engineers monitor and service the school's plant, equipment, including boilers, annually.  
Grounds machinery, catering equipment, and maintenance equipment are serviced annually.  
Professional advice from a dietician on healthier food, menu planning and special diets as needed.  
Professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc annually.  
Appropriate pest control measures to be in place.
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every two years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.  
In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers are tested annually by a qualified contractor, G P Mason Electrical Ltd.
- The school has a suitable and sufficient risk assessment for legionella, every two years and an annual, chlorination, water sampling and testing regime in place by; All Seasons Solutions Ltd.
- The school maintains an asbestos register and the bursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan. The Bursar is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The school has current electrical test certificates for all its buildings. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations all of which are RCD protected and meet the requirements of BS7671 IEE wiring regulations. Full periodical inspection reports are performed every 5 years by G.P. Mason Electrical Ltd.
- All work on gas boilers and appliances is carried out by registered Gas Safe engineers, All Seasons Solutions Ltd. All domestic boilers are serviced annually.
- All lightning protection and earthing conform to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor; G.P.Mason Electrical Ltd.
- A competent Principal Designer, Principal Contractor / Contractor is appointed to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever construction work is undertaken.
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Site & Catering Managers arrange the regular external deep cleaning and pest control services.

## **SENIOR LEADERSHIP TEAM (SLT) & HEADS OF DEPARTMENT (HOD) (TEACHING)**

- Carry out their work in a healthy and safe manner. They must take reasonable care of themselves and others, including the children in the school, or who may be affected by their work.
- Cooperate with the school so that it can meet its statutory health and safety obligations.
- Are required to report all accidents and incidents.
- Must not interfere with or misuse any health and safety equipment provided by Alleyn Court Preparatory school.
- Report any health and safety concerns they may have to the Competent Person or Head Teacher.
- Ensure they have in place suitable reporting mechanisms in place for employees under their control to report any concerns they may have.
- They are responsible for maintaining up to date risk assessments for areas under their control. Example risk assessment are, but not limited to:  
Science (including harmful substances and flammable materials) – Head of Science  
Sports activities – Director of Sports & Activities  
Music & Drama – Head of Performing Arts  
Art and Design & Technology (inc: harmful substances and flammable materials) – Head of Art  
Outdoor lessons (inc; forest school and coastal activities) – Forest school co-ordinator  
Trips and Educational visits – Department Head/Form Teacher
- They will also be responsible for identifying and organising of training that is relevant to their area of control and the staff within them, via the HR Co-ordinator.

## **SITE MANAGER & GROUNDSMAN**

- Must read, acknowledge and accept the Company's Health and Safety Policy.
- Carry out their work in a healthy and safe manner. They must take reasonable care of themselves and others, including the children in the school, or who may be affected by their work.
- Cooperate with the school so that it can meet its statutory health and safety obligations.
- Are required to report all accidents and incidents.
- Must not interfere with or misuse any health and safety equipment provided by Alleyn Court Preparatory school.
- Report any health and safety concerns they may have to the appropriate person.
- Ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control.
- Ensure, so far as is reasonably practicable, that the staff within their departments undertake tasks in-line with risk assessments.
- Promote safe working practises within their departments.
- They are responsible for maintaining up to date risk assessments for areas under their control. Example risk assessment are, but not limited to:  
The use of specific work equipment & tools within their department.  
The storage of fuels, oils, and control of hazardous substances.  
Manual handling, within their departmental areas of responsibility.  
Slips, trips & falls.  
Spillages.  
Use of barriers / Creation of areas out of bounds.  
Working at heights.  
Vehicle movement & deliveries on site.  
Services – mechanical & electrical.

- Ensure that their staff have access to, have read, and have understood department risk assessments.
- Assist the Bursar with the implementation of the following:
  - Building & Site security.
  - Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate).
  - Registration and control of visitors and management of contractors.
  - Site traffic movements.
  - Maintenance, servicing, monitoring, and recording of school equipment and resources.
  - Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos, etc.
  - Good standards of housekeeping are maintained within the school, including drains, gutters etc.
  - Control of hazardous substances.
- The issuing and monitoring of personal protective equipment (PPE).
- To perform regular safety inspections, or “site walks” with the Head teacher and Bursar to identify areas of risk, non-compliance, maintenance or service requirements, and the recording and monitoring of these inspections.
- To contribute to the school asset management plan regarding the maintenance, servicing, monitoring, and recording of school buildings, equipment and resources.
- They will also be responsible for identifying, organising of training that is relevant to their area of control and the staff within them, via the HR Co-ordinator.

## **CATERING MANAGER**

- The Catering Manager, must read, acknowledge and accept the Company’s Health and Safety Policy.
- Carry out their work in a healthy and safe manner. They must take reasonable care of themselves and others, including the children in the school, or who may be affected by their work.
- Cooperate with the school so that it can meet its statutory health and safety obligations.
- Are required to report all accidents and incidents.
- Must not interfere with or misuse any health and safety equipment provided by Alleyn Court Preparatory school.
- Report any health and safety concerns they may have to the appropriate person.
- The Site Manager, and Catering Manager will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control.
- Must ensure, so far as is reasonably practicable, that the staff within their departments undertake tasks in-line with risk assessments.
- Promote safe working practises within their departments.
- They are responsible for maintaining up to date risk assessments for areas under their control. Example risk assessment are, but not limited to:
  - The use of specific work equipment & tools within their department.
  - The storage of fuels, oils, and control of hazardous substances.
  - Manual handling, within their departmental areas of responsibility.
  - Slips, trips & falls.
  - Spillages.
  - Use of barriers / Creation of areas out of bounds.
  - Food production
  - Food Allergens
- Ensure that their staff have access to, have read, and have understood department risk assessments.

- The issuing and monitoring of personal protective equipment (PPE).
- They will also be responsible for identifying, organising of training that is relevant to their area of control and the staff within them, via the HR Co-ordinator.

#### **HR CO-ORDINATOR/Snr ADMINISTRATOR**

The HR co-ordinator/Snr Administrator will liaise with the Headteacher, Bursar, SLT, HODs and Managers to ensure that:

- The health and safety policy is communicated to all employees through staff induction.
- Policy updates are uploaded to staff shared drive and via wider school internal communication channels, when applicable.
- The assigning of training of all employees requiring health & safety training, as notified by the Headteacher, Bursar, SLT, HODs and Managers.

#### **STAFF**

The co-operation of all staff is essential to the success of the Policy and the school requests that staff must notify their Head of Department / line manager / Head Teacher / Bursar of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety.

Staff are required to:-

- Read, acknowledge and accept the Company's Health and Safety Policy
- carry out their work in a healthy and safe manner. They must take reasonable care of themselves and others, including the children in the school, or who may be affected by their work.
- cooperate with the school so that it can meet its statutory health and safety obligations.
- report all accidents and incidents.
- not interfere with or misuse any health and safety equipment provided by Alleyn Court Preparatory school.
- Report any health and safety concerns they may have to the appropriate person.



## PART 3: Arrangements

### 3.1 Risk Assessment

The school will assess the risks to the health and safety of our employees and anyone who may be affected by our work activities and subsequently put in place remedial risk control measures. The significant findings of a risk assessment will be recorded and held with the relevant Head of Department, or centrally on the staff shared network drive. The head of department or manager will liaise periodically with the Bursar to review the adequacy of the risk assessments. It is the policy of the school that a reactive assessment of risk for a usual business activity will not be recorded unless the hazard poses a significant change to the activity or environment of the school.

### 3.2 Display Screen Equipment (DSE) Workstations

Display screen equipment users are expected to cooperate in the workstation self-assessment process. Self-assessments will be performed annually and assessment templates available in the staff shared area.

The admin team will coordinate and monitor the workstation assessment process with escalation to the Head & Bursar if they are unable to offer a reasonable solution to the user, and an Occupation Health Advisor if required.

Individual employees are responsible for ensuring their DSE work is planned accordingly to include regular breaks or changes of activity to prevent intensive periods of on-screen activity. Individuals should make their manager aware if they are unable to arrange breaks or changes of activity. Managers are responsible for facilitating alternative arrangements for their staff, as required to achieve this.

Alleyn Court school offers DSE users refunds for eye tests at regular intervals.

Employees who regularly use laptops for part of their working day are also required to complete a workstation assessment.

### 3.3 School Events

Those organising a school event or participating in a non-Alleyn Court school event controlled by a third party have roles, responsibilities, and arrangements to follow to ensure the event is managed safely. The school organiser of the event must ensure each school event is registered in advance with the Bursar to ensure that the school's insurers are notified.

### 3.4 Work Placement Young People

The Company will evaluate risks and take measures to protect all people under the age of 18 performing work placements at the school. In all cases, supervision by competent persons must be provided.

### 3.5 Consultation With Employees

The school will inform and consult with employees and allow them to take part in discussions on matters relating to health and safety at work.

### 3.6 General Communication

Will be achieved by;

- Written Communication
- Face to face discussion
- Electronic communications (email & text)
- Policies and Procedures
- Visible behaviour

### 3.7 Training

The school will ensure that employees are provided with adequate health and safety training by:

- General training needs will be identified by the requirements of the role.

- Consultation between employees, the Head teacher and staff.
- The provision and dissemination of health and safety information via staff meetings, inset days, and internal communication methods including the Health and Safety Policy.
- Induction information for all newcomers.
- Training, as appropriate, on a range of health and safety issues such as use of fire extinguishers, emergency evacuation procedures, First Aid, preventative safety measures, risk assessments and safe systems of work.
- Training will be evaluated by monitoring of performance to ensure training objectives have been met.
- Where applicable, refresher training for Fire Wardens and First Aiders.

## 4. Employee Health

### 4.1 Reporting Health Problems

All employees have a duty to inform the school of any occupational health problem that might affect their ability to carry out their work safely.

### 4.2 Occupational Health

The role of the school's Occupational Health provider is: (i) the prevention and management of health issues relating to work, and (ii) to provide support, training, and advice to the school in the formulation of policies that promote a healthy working environment.

### 4.3 New and Expectant Mothers

The school is required to take account of any risks to new and expectant mothers in the workplace. As such, expectant mothers are required to notify the Head teacher or HR Co-ordinator of their pregnancy as soon as possible. This allows the school to introduce appropriate supportive arrangements for their health and wellbeing. These arrangements will include an assessment of pregnancy-related risks to identify any aspects of their work or working environment that could be potentially harmful.

### 4.4 Working Time Directive

The Working Time Regulations establish limits upon working time and obligations relating to work and rest periods. Under the Regulations, you are entitled to work no more than an average of 48 hours per week, calculated over successive 17 week accounting periods. However, the Regulations permit you to agree to work more hours than are contained within this average limit from time to time if you choose to opt out of the Regulations, or stated within the terms and conditions of your contract.

### 4.5 Pressure Management

The school recognises that well-designed, organised and managed work and working environments help to maintain and promote the individual's health and wellbeing. The school is also committed to ensuring the health and wellbeing of its staff and to promoting a supportive climate and work culture. Employees can access appropriate support to help manage adverse levels of pressure. Staff may also discuss any issues with their manager or HR Co-ordinator, who in turn will be able to provide advice about the availability of additional support.

### 4.6 Smoking

The school prohibits smoking in any of its premises or grounds, at all times.

### 4.7 Drugs and Alcohol

Employees are not permitted to sell, purchase, use, possess, or be under the influence of any controlled substance without medical authorisation. In addition, the school prohibits any abuse of alcohol which may impact upon the school.

### 4.8 Driving

The school will provide insurance to employees for occasional business use of vehicles. Driving is permitted by anyone who has been requested by the school and has a valid licence to drive the vehicle.

The school may request regular licence checks for all new and existing employees and/or drivers before allowing them to drive for business purposes.

## 5 Workplace Safety

### 5.1 The Workplace

The school's premises are designed, constructed, refurbished, and maintained to meet the health, safety and welfare needs of staff and others using the premises as a place of work. All school premises will be provided with:

- adequate ventilation
- reasonable temperatures
- adequate lighting
- clean furniture, furnishings, and fittings
- sufficient space
- suitable workstations and seating
- floors and traffic routes which are designed, constructed, and maintained to prevent slips, trips and falls
- safe access and egress
- readily accessible sanitary conveniences and washing facilities

### 5.2 Fire

The Company will appoint a responsible person to ensure a suitable and sufficient risk assessment is conducted for the purposes of identifying the general fire precautions to be implemented.

The Company's fire safety arrangements have been developed:

- To reduce the risk of fire and the risk of spread of fire on the premises
- To provide and maintain adequate means of escape
- For detecting and giving early warning of fire on the premises
- For the provision of firefighting equipment
- For instruction and training of employees

All staff are required to follow the emergency procedures this includes taking care of their visitors, volunteers, and contractors.

### 5.3 First Aid

The Company provides first aid equipment, facilities and trained personnel to enable first aid to be given to children and staff, should they be injured or become ill at work.

Trained First Aiders will be available at both Alleyn Court premises. The names of the First Aiders are located within the school's first aid policy.

### 5.4 Accident Reporting and Investigation

Staff must report all accidents, injuries, near misses, work-related diseases and dangerous occurrences within one working day of the event to the school office. This requirement includes accidents that occur off-site but whilst on school business.

The Head and Bursar, and SLT are responsible for investigating accidents and incidents and monitoring and analysing accident records and trends.

Appointed Suppliers must operate their own accident reporting procedures but are also required to report accidents in line with the school's arrangements.

### 5.5 Electrical Safety

The school's electrical systems and equipment are tested, inspected, examined and maintained in accordance with the Electricity at Work Regulations and current Industry standards.

## 5.6 Work Equipment

Equipment supplied by the school for use by staff and third parties at work is subject to relevant maintenance, testing and inspection and the necessary information, instruction and training will be provided.

## 5.7 Noise at Work

A risk assessment shall be carried out by a competent person where there is a risk of noise exposure above the statutory exposure level. Following this, the noise exposure will be reduced to the lowest level reasonably practicable. Hearing protection will be made available at 80 dB (A) noise action level. At 85dB (A) noise action level or more, hearing protection is obligatory.

## 5.8 Hazardous Substances

Wherever possible, any hazardous substances on the school's premises will be eliminated or substituted with a safer product. If the use of a hazardous substance is unavoidable, a risk assessment will be carried out and appropriate control measures will be implemented.

## 5.9 Control of Legionella

The school will arrange for a risk assessment to be conducted and remedial actions implemented to mitigate the risks from exposure to legionella. Annual chlorination, sampling and testing are performed by instructed external professionals, alongside on-site monthly water temperature testing.

## 5.10 Asbestos

The school will identify whether asbestos is present in its premises, assess its condition and manage any asbestos-containing materials identified in order to prevent exposure. An Asbestos Management Plan will identify the current status of asbestos-containing materials on the school's premises and will be made available prior to any works where there may be a risk of exposure.

## 5.11 Personal Protective Equipment (PPE)

Where risks cannot be controlled by other means, an assessment will be carried out to ensure the appropriate PPE is provided to employees who may be exposed to a health and safety risk. Staff shall be trained in the correct use, storage and maintenance of any PPE provided.

## 5.12 Manual Handling

Where hazardous employee manual handling operations cannot be avoided, a manual handling assessment will be conducted, any risks of injury will be reduced so far as is reasonably practicable and control measures will be introduced. So far as reasonably practicable, only employees trained in manual handling techniques should carry out manual handling tasks.

# 6 Health and Safety of Third Parties

## 6.1 Health and Safety of Suppliers

Managers responsible for suppliers should:

- Review their competence to carry out the work safely.
- Ensure that they are provided with the necessary information, instructions, authority to work and supervision.
- Ensure adequate site-specific risk assessments and safety-method statements are prepared.
- Monitor the work and safety standards of their contractors.

## 6.2 Construction (Design and Management) Regulations (CDM)

Staff employed for managing construction works are responsible for ensuring that the requirements of the CDM Regulations are met. The school's statutory duty holders under CDM must refer to the CDM Arrangements for further information.

#### 6.4 Visitors

- The school has a duty to ensure the safety and welfare of all visitors whilst on the premises and to provide, where necessary, adequate information. This will include but not limited to;
  - Evacuation procedures.
  - First Aid.
  - Access / egress arrangements.
  
- All Visitors and Contractors are required to sign in on arrival and be made aware of associated fire procedures and assembly points.
- All visitors are expected to be escorted and will be the responsibility of the member of staff they are visiting.
- A member of the Support Team will escort all Contractors whilst they are on the premises.

### 7 Monitoring, Audit & Review

#### 7.1 Monitoring

The school has implemented a programme of health and safety inspections in order to monitor the effectiveness of risk controls. These include statutory examinations of plant and equipment and inspections of classroom and non-classroom spaces and contractor activities. These weekly inspections will be carried out by the Head, Bursar & Site Manager to ensure that the workplace is in a safe condition and that work is being done safely in accordance with the Safe Working Procedures. These inspections will be formally recorded. Action will be taken to rectify any issues identified during the inspection and these will also be recorded on the document and signed off when complete.

#### 7.2 Audit

The school conducts regular audits and reviews of its health and safety management against the requirements of the Health and Safety Policy and Procedures, legislation and best practice.

#### 7.3 Management Review

The school Trustees are responsible for reviewing the suitability, adequacy and effectiveness of the Health and Safety Policy.