

## HEALTH AND SAFETY POLICY

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Person(s) Responsible for Review:	Owner:	Approver:	Board Approval:
	DFO	Head	FB
Related Policies	Contractor Educational Visits Employee Handbook First Aid, Health, Illness, and Medicine Fire Health and Safety in D&T Health and Safety in Science Ladder Staff Mental Health and Wellbeing Supervision Safeguarding		

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## 1. Aims

The Manor places the greatest importance on health and safety matters and undertakes to conduct its operations in such a way as to ensure the health and safety of all its pupils, employees, visitors and the general public.

To this end, the school will endeavour to create and develop a working environment in which there is an awareness of the vital importance of health and safety and which encourages all employees to participate in developing and practising safe working methods and to have regard for the welfare of themselves and others.

Risk assessments relating to specific areas of the school are available from the Director of Finance and Operations (DFO) or the Operations Manager (OM). The DFO is the School's Health and Safety Officer.

## 2. Legislation

This policy is based on advice from the Department for Education (DfE) on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to visitors on your premises
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE) and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which require employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

### **3. Roles and responsibilities**

#### **3.1 The Board of Governors and the Head**

The Board of Governors and the Head have ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Director of Finance and Operations (DFO). Certain day-to-day responsibilities are sub-delegated to the Operations Manager (OM).

The Board of Governors has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Board of Governors, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided.

The Head also has a duty to:

- Ensure that there is an effective Policy for Health and Safety within the school and will be directly responsible for the establishment and effectiveness of that programme
- Periodically appraise the effectiveness of the Policy and ensure that any necessary changes are made
- 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
- Ensure that responsibilities are properly assigned and accepted at all levels
- Take a direct interest in the Health and Safety programme and support all persons carrying it out
- Review the DFO's reports and take action where appropriate
- Ensure that all Teaching Staff have adequate training for the tasks that they are required to perform
- Ensure that all Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.

#### **3.2 Director of Finance and Operations**

The DFO is responsible for health and safety day to day. This involves:

- Implementing the health and safety policy
- Ensuring there are enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.

In the DFO's absence, the Head or a member of the Senior Leadership Team assume the above day-to-day health and safety responsibilities.

### **3.3 Health and safety lead**

The nominated health and safety lead is the DFO.

The nominated competent persons are: Rachel Hamlyn (Head); Tom Willner-Reid (DFO); Jo Tse (OM); Dave Stepney (Site Caretaker and Keyholder); Chris Arnold (Site Maintenance and Groundskeeper).

The School seeks health and safety advice on a regular basis from an external H&S consultant. They also provide training to all school staff during INSET days.

### **3.4 Staff**

School staff have a duty to take care of pupils in the same way that a prudent parent/carer would do so.

Staff will:

- Familiarise themselves with the Health and Safety Policy and related documents and Regulations as issued from time to time
- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils

- Understand emergency invacuation, evacuation, and lockdown procedures and feel confident in implementing them.

### 3.5 Minibus drivers

- Will immediately report any medical condition that may prevent them from driving or may impair driving skills
- To seek medical advice immediately if unsure of a particular condition
- Understands that it is a criminal offence for a driver not to report any condition that affects their ability to drive safely.
- Will conduct a visual inspection of the vehicle before each journey to ensure the lights and indicators work, the tyres are suitably inflated and there appears to be no damage to the vehicle that might raise concerns about its safety or roadworthiness.

### 3.6 School Nurse

- Will update the School's *First Aid, Health, Illness and Medicine Policy* taking into account all relevant regulations
- Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time
- Will be responsible for treating injuries and illness within the School in so far as it is within their jurisdiction and training, using outside medical authorities as appropriate and necessary
- Will ensure that the Accident Book and adequate First Aid Records are maintained
- Will ensure that all medicines within the Nurse's Room are kept in a locked cabinet at all times
- Will ensure that stocks of medicines for general use are adequate at all times
- Will ensure that all First Aid Boxes are fully equipped at all times
- Will administer medicines as directed ensuring that permission in writing has been obtained from a parent first
- Will keep a Medicines Book detailing what has been given to whom and when
- Will ensure that parents are immediately notified in the event of an accident
- Will ensure that all staff and parents are informed of any recommendations and updated guidelines issued by the Department of Health regarding health matters (eg Ebola)
- Will make reports to RIDDOR as per the guidelines in the *First Aid, Health, Illness and Medicine Policy*.

### 3.7 Pupils and parents/carers

Pupils and parents/carers are responsible for following the school's Health and Safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

### **3.8 Contractors**

Contractors will agree health and safety practices with the Head before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. The Manor will also risk assess the work to be done and ensure safeguarding procedures are in place.

Contractors will read and sign the School's *Contractor Policy* before starting work.

## **4. Monitoring**

This policy will be reviewed by the DFO every two years.

At every review, the policy will be approved by the Full Board of Governors.

### **4.1 The Health and Safety Committee**

The Health and Safety Committee of the Board of Governors will meet every term to formally review health and safety matters. This is attended by a governor and the Head, as well as other key operational and teaching staff.

The Health and Safety Committee will be responsible for coordinating the implementation of the Health and Safety Policy and will keep under review measures taken to ensure the health and safety of employees with the objective of promoting co-operation between the management and employees.

The health and safety committee will:

- Promote health and safety throughout the School
- Receive reports from the DFO on the effectiveness of the implementation of the Health and Safety Policy
- Consider and introduce additional Safety Rules that may be required from time to time
- Ensure that current health and safety legislation is being complied with
- Consider the causes of any accidents that have occurred and to establish methods and procedures to prevent any recurrence
- Carry out any inspection of the School that may be required
- Consider what material, publicity or training should be used in order to help promote Health and Safety throughout the School
- Investigate any special hazards and to recommend action to be taken
- Consider any communication received from the Health and Safety Executive and recommend action to be taken as appropriate.

The membership of the committee will include:

- The DFO (Chair)

- The Senior Executive Team
- A member of the site team
- School Nurse
- Heads of Art, Design Technology, Science, PE and Music Department (attendance optional)
- Catering Manager
- Health and Safety Governor
- Other specialists and Heads of Department as necessary.

The function of safety representatives on the committee is to represent employees on health and safety matters.

The safety representative will:

- Investigate potential hazards and dangerous occurrences, examine the causes of accidents and investigate complaints from employees relating to health and safety and make representation to the school on these matters
- Make representations to the school on general matters affecting health, safety and welfare
- Carry out periodic inspections of the workplace, and follow up notifiable accidents, occurrences and diseases
- Attend health and safety committee meetings.

## **5. Training**

Our staff are provided with health and safety training as part of their induction process. This training primarily takes place during INSET days, and is delivered by a combination of the School's Health and Safety consultants and senior staff.

Staff who work in high-risk environments, such as on the site, in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), or who work in a nursing role, are given additional health and safety training.

## **6. Site security**

The Site Caretaker and Keyholder and Site Maintenance and Groundskeeper are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Site Caretaker is the primary key holder and will respond to an emergency.

## **7. Playground safety**

Staff have a duty rota to ensure that adequate supervision is in place 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 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.

The Playground areas for the Pre-Nursery, Nursery and Reception are enclosed to ensure the safety of the younger children.

Daily checks take place in the Nursery and Pre-Nursery to ensure the environment and resources (both inside and outside) are safe (e.g. socket covers on, outside area checked for animal waste or rubbish).

Please refer to the School's *Supervision Policy* for further information.

## 8. Science, and Design & Technology

Please see the separate *Health and Safety in Science* and *Health and Safety in D&T* policies.

## 9. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practiced at least once a term. **Refer to the School's Fire Policy for full details of the procedures during a fire alarm.**

## 10. COSHH

Schools are required to control hazardous substances, which can take many forms, including but not limited to:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or Legionnaires' disease.

Control of substances hazardous to health (COSHH) sheets are recorded in paper form and are kept on file in the Nurse's Room. The Housekeeping team also have copies relevant to their products on file in the cupboard in the Main Hall kitchen. Teachers that use hazardous products as part of their specialist subject also review Risk Assessments to include the use of COSHH. These are reviewed annually by the

OM and subject teacher. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Hazardous products are kept out of the reach of children in a cupboard accessible to staff only (DT/Art room) or in locked yellow cabinets between the DT and Art room and in the D&T workshop. Flammable products are kept in a flammable cabinet (yellow). Where hazardous chemicals may be used children are supervised at all times. When the room is unoccupied, the doors are locked.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

### **10.1 Gas safety**

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure they have adequate ventilation.

### **10.2 Legionella**

- Water risk assessments have been completed in December 2025 by Rochester Midland Corporation Ltd. The Site Caretaker is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed every two years and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: temperature checks, heating of water to correct temperatures, and disinfection of showers. Rochester Midland carries out monthly water and temperature checks.

### **10.3 Asbestos**

- Site staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises, if their work is deemed likely to disturb it

- Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site.

## **11. Equipment**

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

### **11.1 Electrical equipment**

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the DFO or the OM immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Portable appliance test (PAT) testing is carried out by a competent person on an annual basis
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

### **11.2 PE equipment**

- Pupils and staff are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the OM.

### **11.3 Display screen equipment**

- The School will take all reasonable steps to secure the health and safety of employees who work with display screen equipment
- All staff who use computers daily as a significant part of their normal work may have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

### **11.4 Personal Protective Equipment (PPE)**

- There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work Regulations 1992 the following procedure will be applied by the School:
  - Provide suitable PPE
  - Assess present PPE
  - Maintain PPE
  - Provide accommodation for PPE
  - Ensure PPE is compatible
  - Replace PPE where lost or damaged
  - Ensure PPE is used properly through instruction and training of staff
- Under the same Regulations, Staff will:
  - Use the PPE correctly
  - Always wear PPE
  - Report any loss or defect.

## **12. Lone working**

Lone workers can be defined as anyone who works by themselves without close or direct supervision. Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning.

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

When working alone on-site, staff should avoid working in isolated parts of the building, especially outside normal working hours or during holidays. If it is necessary and you are required to work early in the morning or after normal working hours at night:

- give prior notice to Site/Premises Manager if you intend on working late and indicate whether you will be in the building;
- ensure that your colleagues are aware;
- check where your colleagues are likely to be in the building;
- ensure suitable precautions have been taken to prevent intruders entering the area where you are working;
- if possible, take a telephone into the room in which you are working;
- if you are alone, consider locking yourself in;
- report your departure when you leave the premises.

### **13. Working at height**

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

We will ensure that there is a suitable and sufficient working at height risk assessment in place and that any person working at height follows the control measures identified in the risk assessment to minimise the risk of harm from the work activity.

In addition:

- The Site Team manage ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety. An annual safety check is also performed to ensure all ladders are regularly inspected
- Access to high levels, such as a roof, is only permitted by trained and competent persons.

See the Ladder Policy for more information.

## 14. Manual handling

The procedures related to manual handling apply to activities where there is a foreseeable risk of injury.

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they must seek further assistance.

We will ensure that a risk assessment is undertaken to identify the nature of manual handling in the school, and that those who may be involved in manual handling activities are required to read it. We will make sure proper mechanical aids and lifting equipment are available in the school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

## 15. Off-site visits

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers' contact details
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least 1 first aider with a current paediatric first aid certificate
- For other trips, there will always be at least 1 first aider on school trips and visits.

See the *Educational Visits Policy* for full details.

## 16. Catering

Catering in the School is carried out by a third party contractor, Holroyd Howe.

Holroyd Howe's Catering Manager is responsible for Risk Assessments, Environmental Health and other Health and Safety requirements for these activities.

Please see Holroyd Howe's *Health and Safety Management Systems; Oil, Fats and Grease Environmental Policy* and *Food Safety Management Systems*, which are saved on Google: Risk Assessments: Catering.

Cleaning of the school premises is conducted by the Housekeeping team, led by the Housekeeping Manager. All housekeeping staff are provided with appropriate health and safety training. The Housekeeping Manager is responsible for reporting all health and safety issues encountered by his/her team to the Health and Safety Officer. Particular attention is paid to lone working because of the significant out-of-hours work requirement.

## **17. Lettings**

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy and will have responsibility for complying with it.

## **18. Violence at work**

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed at themselves to their line manager/Head immediately. This applies to violence from pupils, visitors or other staff.

## **19. Smoking and vaping**

Smoking and vaping are not permitted anywhere on the school premises.

## **20. Infection prevention and control**

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined in the School's *Infection Illness Emergency Plan*, where applicable.

## **21. New and expectant mothers**

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer



and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles

- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19.

## **22. Occupational stress**

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

Refer to the School's wellbeing policies described with the Employee Handbook, and the Staff Mental Health and Wellbeing Policy.

## **23. Accident reporting**

Please see the separate First Aid, Health, Illness, and Medicine Policy.

## **Appendix 1. Health and Safety Policy Statement**

### **HEALTH AND SAFETY POLICY STATEMENT**

The Manor Preparatory School  
Faringdon Road  
Abingdon  
Oxfordshire  
OX13 6LN

The Governors and Head are fully aware of their responsibilities under The Health and Safety at Work Act 1974 and other Health and Safety legislation relevant to the school's operation. In order to meet these responsibilities, they regard Health and Safety of paramount importance and give it the highest priority.

The objective of the Health and Safety Policy is to minimise risks to Health and Safety of the Staff and others affected by the School's activities, by identifying and then controlling hazards.

The Head, assisted by the Health and Safety Officer, will provide a positive lead in organising Health and Safety activities, using the best available knowledge and methods and whatever resources are necessary to achieve the required standards.

Accident prevention is essential for the smooth and efficient running of the School requiring full co-operation between all concerned.

Staff are under a legal obligation to co-operate fully in Health and Safety matters by ensuring that all areas are safe for themselves and others. They are also required to act in a safe way themselves, use protective equipment provided, follow the Health and Safety Rules, Regulations and Requirements and report any hazardous conditions to their Departmental Head, the DFO or Head.

Peter Dickson

Chair of Governors

Rachel Hamlyn

Head