



Donhead Preparatory School

Health & Safety Policy

Introduction

The Health and Safety at Work, etc. Act 1974 (HSWA 1974) places duties on employers to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not in their employment but who may be affected by their work activities, such as pupils and visitors.

The employer may delegate certain tasks to employees. Employees have a duty to look after their own and others' health and safety.

Employers, school staff and others have a duty under common law to take care of pupils in the same way that a prudent parent would.

The Policy is divided into three parts:

- Part 1 is the '**Statement of Intent**' and is the school's commitment to health and safety.
- Part 2 describes the '**Organisation for Health and Safety**' including how all the responsibilities for health and safety are delegated.
- Part 3 describes the school's '**Arrangements for Health and Safety**' and includes codes of practice and other procedures used by the school to comply with health and safety requirements.

PART 1: General Statement of Intent

Governing Body

As Governors of Donhead Preparatory School, we recognise our responsibility to provide effective oversight and challenge on behalf of the proprietor so that the school provides, so far as is reasonably practicable, a safe and healthy environment for employees, pupils, parents, visitors and others affected by its activities. We are committed to ensuring that educational and support operations are managed proportionately, that significant risks are controlled and that the Independent School Standards are met consistently.

To fulfil our responsibility as Governors of Donhead Preparatory School we have appointed **Mrs Ciara Jackson** as the Governor with responsibility for overseeing health and safety.

Day-to-day responsibility for health and safety at the school rests with the Headteacher and is delegated operationally to the AHT Operations. However, the proprietor retains overall legal accountability and the Governing Body provides oversight through the following framework:

- That a report on health and safety is included in the Headteacher's Report to the Governors termly.
- That the minutes of any discussion by the Senior Leadership Team (SLT) on health and safety are tabled at the Finance & Operations Committee meeting.
- Any significant or unresolved health and safety issue identified by the AHT Operations or Headteacher will be brought promptly to the Governing Body's attention.
- That the external fabric of the school, its plant, equipment and systems of work are surveyed and inspected annually by qualified professionals.
- That H&S Committee meeting minutes are shared with the F&OC and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- The school's arrangements for food hygiene, catering and cleaning of food-preparation and dining areas will be monitored, with statutory inspections by the local authority where applicable. The AHT Operations will report significant findings, ratings and remedial actions to the Finance and Operations Committee.
- The school will maintain a suitable and sufficient written fire risk assessment completed or supported by a competent person. It will be reviewed regularly and whenever there is reason to suspect it is no longer valid or following significant change, incident or near miss. The AHT Operations will track actions; significant findings and overdue high-priority actions will be reported to SLT and the Finance and Operations Committee.
- That the school has a current legionella risk assessment and written control scheme. A competent responsible person is appointed to manage the controls, monitoring and records. The assessment is reviewed regularly and whenever there is reason to believe it is no longer valid, including after significant changes to the water system, building use or control arrangements.
- That the school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues. Health and safety training that is related to an individual member of staff's functions, such as a PE Teacher, will be provided in addition to the "standard" induction training.
- First-aid needs are assessed and sufficient suitably trained staff are available at all times when pupils are on the premises and during off-site activities. Early Years provision will meet the current paediatric first-aid requirements, including cover during outings. Minibus and other role-specific training will be provided where required by the activity and risk assessment.

All staff must take reasonable care of their own health and safety and that of pupils, visitors, temporary staff, volunteers, contractors and others who may be affected by their acts or omissions. Staff must cooperate with the proprietor, Headteacher, AHT Operations and other members of SLT, follow information, instruction and training, and report hazards, defects, incidents and near misses promptly to the AHT Operations or Site Manager.

All employees are briefed on where copies of this policy can be obtained on the school's network. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in Parts 2 and 3 of this document.

PART 2: Organisation for Health & Safety

Main Roles & Responsibilities

The following is an overview of the main roles and responsibilities in school. Please note that these are indicative only and are not intended to be an exhaustive list. It is also understood that depending on the circumstances a number of the tasks may be interchangeable.

Board of Governors

- Ensure that the Health & Safety Policy is monitored and that revisions are made as necessary to reflect changes in legislation or school development.
- Ensure that the Health & Safety Policy is being adhered to and that appropriate actions are taken as required.
- Know the requirements of relevant statutory provisions and safe working practices and ensure that staff under their control are also conversant with them and have received adequate training in order to carry out their responsibilities.
- Make provision to ensure that adequate allowance is made for health, safety and welfare facilities and equipment as far as reasonably practicable.
- Ensure that all accidents and incidents are correctly reported and investigated, and to act on results of investigations.
- Set a good personal example regarding all health and safety matters at work.

Headteacher

- The Headteacher is responsible for implementing this policy and has delegated coordination of day-to-day operational monitoring to the AHT Operations. The Headteacher retains leadership responsibility and will ensure that significant risks, resource needs and assurance findings are addressed and reported to the proprietor and Governing Body.
- The Headteacher, along with staff with special responsibility and/or other competent persons, will administer a systematic assessment of the risks involved in order to carry out work safely, and ensure that written instructions are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed.
- To ensure that systems are in place for communicating and consulting with staff on health and safety matters. For example, by making health and safety a standing agenda item at SLT and staff meetings.
- To ensure that all staff understand the School's Health & Safety Policy and appreciate the allocated responsibilities.
- Set a good personal example regarding all health and safety matters at work.
- To ensure that all new staff are directed to the school's Health & Safety Policy on induction. .

AHT Operations

- The AHT Operations must ensure that the school's Disaster and Critical Incident Plan is established, maintained, tested and reviewed.
- The AHT Operations ensures that operational health and safety arrangements are implemented and applicable legislation, statutory guidance and competent-person recommendations are followed.
- The AHT Operations ensures that suitable first-aid facilities and fire-safety equipment are provided, maintained and subject to the required checks.
- The AHT Operations ensures that contractor competence, risk assessments, method statements, safeguarding arrangements and required inspection or examination certificates are checked before work begins.
- Only trained, competent and, where required, authorised personnel may operate plant or higher-risk equipment.
- Repairs to safety-critical plant and equipment will be undertaken by competent persons and recorded.
- The First Aid Co-ordinator will ensure that accidents are recorded promptly and referred to the AHT Operations and Headteacher for investigation, RIDDOR consideration and review of controls where appropriate.
- The AHT Operations will ensure that adequate resources are identified for health and safety priorities and that any material shortfall is escalated to the Headteacher and Governing Body.

- The AHT Operations will ensure that suitable personal protective equipment is provided, maintained, stored and used correctly where risk assessment identifies it as necessary.
- The AHT Operations will ensure that contractors are signed in and out, receive appropriate site and safeguarding information, and agree controls before work begins. The Site Manager will act as the usual site contact and will monitor compliance with agreed arrangements.

Subject Leaders

- Subject Leaders will monitor, as appropriate, and ensure the implementation of the school's Health & Safety Policy within the sphere of their department.

Site Manager

- The Site Manager will undertake regular checks of the school fire and evacuation arrangements to ensure that fire exits are not blocked and that all exit mechanisms are functioning correctly.
- The Site Manager will check playground areas regularly (before they are used by the children) for any dangerous items or other damage.
- The Site Manager will undertake regular informal and formal workplace inspections, take immediate action where possible and report defects, overdue actions or required resources to the AHT Operations.

Staff Responsibilities towards Pupils and others in their care

All staff members are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible.
- Be aware of and implement safe working practices and set a good example personally.
- Identify actual and potential hazards and introduce procedures to minimise the possibility of incidents or accidents.
- Ensure that any equipment or tools used are appropriate to the task and meet safety standards.
- Provide guidance, warning notices and signs as appropriate.
- Provide appropriate protective clothing and safety equipment as necessary and ensure that they are used as required.
- Minimise the occasions when an individual is required to work in isolation.
- Provide the opportunity for discussion of health and safety arrangements.
- Investigate any accident or incident whereby personal injury could have arisen and take appropriate corrective action.
- Provide adequate instruction, information and training in safe working methods.
- Ensure that child restraints and seats appropriate to the age of the children concerned are used where private vehicles are used to transport children to and from school functions.

Employees

The employee's health and safety responsibilities are to ensure that:

- A safe place of work is always maintained.
- He/she cooperates with the Board of Governors and Headteacher on all aspects of health, safety and welfare and complies with the requirements of the Health & Safety Policy.

- He/she or other persons are not endangered through their actions or omissions.
- The welfare facilities are not abused.
- He/she does not operate any equipment or machinery unless fully trained and instructed in its operation.
- The correct tools and equipment are used for the task.
- Report promptly to the AHT Operations or Site Manager any defect affecting machinery, equipment, premises or other health and safety concern, and take immediate action within their competence to prevent access to serious danger.
- Conduct themselves in an orderly manner at all times and refrain from any form of horseplay.
- Wear the correct personal protective equipment when required.

Pupils

All pupils are expected, within their expertise and ability, to:

- Exercise personal responsibility for the safety of themselves and their fellow pupils.
- Observe standards of dress consistent with safety and hygiene.
- Observe all the safety rules of the school and in particular the instructions of the staff in the event of an emergency.
- Use and not wilfully misuse neglect or interfere with any item provided for safety purposes.

N.B. The Board of Governors and the Headteacher will make pupils (and, where appropriate, parents) aware of these responsibilities through direct instruction and notices.

Lines of Communication

- Teachers and employees should raise health, safety and welfare matters with the Subject Leader, AHT Operations or Headteacher, as appropriate. Urgent danger must be reported immediately.
- The Headteacher and AHT Operations will ensure that hazards are controlled, defects rectified and concerns resolved so far as reasonably practicable.
- Where action is beyond delegated authority or resources, the matter will be escalated promptly to the proprietor or Governing Body through the Chair.
- Employees will be told what action has been taken in response to matters they raise. Where action is deferred, the reason, interim controls, owner and expected completion date will be communicated.
- All employees are encouraged to suggest improvements to the Headteacher, AHT Operations, safety representative or Health and Safety Committee.
- The current Health & Safety Policy will be available to staff on the school's document system and communicated at induction and following material revision.

Health and Safety is a standing agenda item at all Senior Leadership Team (SLT) and staff meetings. The role of the SLT is to:

- Discuss matters concerning health and safety, changes in regulations.
- Monitor the effectiveness of health and safety within the school.
- Assist in the development of safety rules and safe systems of work.
- Monitor communication and publicity relating to health and safety in the workplace.
- Encourage suggestions and reporting of defects by all members of staff.
- Ensure all Risk Assessments are completed and made available to staff.

- Ensure that Health and Safety is a standard agenda item at all Finance and Staffing meetings.
- Ensure the Health & Safety Policy and notices are on notice boards in the office and staff room and there is a maintenance system in place for staff to report any building maintenance issues.
- Ensure the Health & Safety Policy is referred to in the Staff Handbook.

There is also a termly meeting of the Health & Safety committee who discuss the above and if appropriate

- Review and update Risk Assessments.
- Discuss training requirements.
- Monitor the implementation of professional advice.
- Review the Health & Safety Policy guidance and update it.
- A weekly meeting between the main First Aider and headteacher reviews any accidents and lessons learned.

PART 3 – Arrangements for Health & Safety

Introduction

This section identifies and gives an oversight to the main areas that apply to the school's activities. Please note that these are indicative only and are not intended to be an exhaustive list. Each section briefly describes how a specific issue affects the Headteacher or staff.

Accident Reporting

- The Headteacher and AHT Operations must ensure that accidents, incidents, near misses and work-related violence are recorded, reviewed and, where appropriate, investigated. Records must identify actions required and responsible persons.
- Risk assessments and control measures must be reviewed following a significant incident or where there is reason to believe that existing controls are no longer effective.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require specified work-related incidents to be reported by the responsible person. Most accidents involving pupils are not reportable; an accident to a pupil or other person not at work is reportable only where it arises out of or in connection with work and results in death or the person being taken directly from the scene to hospital for treatment.
- Reportable incidents include deaths, specified injuries to workers, diagnosed occupational diseases, specified dangerous occurrences and work-related injuries causing a worker to be unable to undertake normal duties for more than seven consecutive days. Over-seven-day injuries must be reported within 15 days of the accident.
- Fatalities and specified major incidents must be notified without delay by the appropriate HSE reporting route. The AHT Operations, after consultation with the Headteacher and First Aid Co-ordinator, will determine whether a RIDDOR report is required and obtain competent advice where necessary. The Police, local authority designated officer or safeguarding partners will be contacted where the facts engage their respective functions.
- Accident records will be retained in accordance with applicable legal, insurance, safeguarding and data-protection requirements. Records relating to a child should normally be retained until the child reaches the age of 25, unless a longer period is required.

Competency and Training

- All employees will be competent to carry out their specific tasks. Competency will be achieved through experience and training which will take various forms from formal training courses to inductions and toolbox talks.

- All persons will be inducted before starting work; this will include an explanation of the school's Health & Safety Policy, awareness of their safety responsibilities, emergency procedures, site safety rules, welfare etc. All employees will also be made aware of the risks and instructions given on safe working practices.
- Records will be kept of all training and qualifications.

Consultation with Employees

The school will consult employees in good time on health and safety matters under the Safety Representatives and Safety Committees Regulations 1977 where recognised trade-union safety representatives are appointed, and otherwise under the Health and Safety (Consultation with Employees) Regulations 1996. Consultation will include:

- The appointment of persons to provide health and safety assistance and coordinate emergency procedures.
- The planning and organising of health and safety training.
- Any health and safety information the School is required to provide to employees under statutory provisions.
- The introduction of any new technologies into the School which may have health and safety consequences.
- Consultation will take place through recognised safety representatives, elected representatives of employee safety, direct consultation, staff meetings, SLT and the Health and Safety Committee, as appropriate. Representatives will be given the information, time and facilities needed to perform their functions.

Contractors

- Only approved contractors are employed by the school. Prior to award of the contract they are assessed to ensure that they are competent to carry out the work. This assessment will include an evaluation of their Health & Safety Policy, relevant insurances and training and competence records.
- Before work begins, the AHT Operations or delegated competent person will review the contractor's risk assessments, method statements, permit requirements, safeguarding controls and coordination arrangements.
- All contractor personnel shall be inducted before starting work by the Site Manager – the induction shall include general Site Safety Rules and specific hazards associated with their operations. The Contractors H&S Sheet will be signed by the senior contractor present.
- The nominated Point of Contact for all contractors working on school premises is the Site Manager.
- In accordance with the Provision and Use of Work Equipment Regulations 1998 all plant and equipment used by contractors working for the School shall be fit for use and properly maintained and inspected.
- No school plant or equipment shall be used by contractors.

COSHH – Hazardous Substances in Schools

- Under the Control of Substances Hazardous to Health Regulations 2002, the school will prevent exposure to hazardous substances where reasonably practicable and otherwise adequately control it. A suitable and sufficient assessment must be completed before use, based on the actual activity and exposure route rather than relying only on a safety data sheet.
- The AHT Operations will maintain an inventory and approval process for hazardous products and relevant biological agents, including cleaning chemicals, maintenance products, art and design materials, dusts, fumes, bodily fluids and contractor-generated substances. Safer substitution and non-hazardous methods will be considered before purchase or use.
- COSHH assessments will specify storage, labelling, quantities, access restrictions, ventilation, spill and emergency arrangements, waste disposal, first aid, training, personal protective equipment and any exposure monitoring or health surveillance required. Assessments and current instructions will be accessible to those who may be exposed.
- Hazardous substances must not be brought onto the premises or used unless authorised. They will be stored

securely in original or correctly labelled containers, segregated where necessary and disposed of lawfully. Controls will be reviewed after change, exposure, spill, incident or evidence that they are ineffective.

Display Screen Equipment

- The Health and Safety (Display Screen Equipment) Regulations 1992 apply to workers who use display screen equipment daily as a significant part of their normal work, normally for continuous periods of an hour or more. Eligibility depends on actual working patterns and not job title; teachers and other staff may therefore be DSE users.
- The school will identify DSE users, complete and review suitable workstation assessments, reduce identified risks, provide information and training, encourage changes of activity or breaks, and provide an eye and eyesight test on request. Where special corrective appliances are needed solely for DSE work, the school will meet the applicable reasonable cost.
- Assessments must cover fixed, shared, hot-desked, mobile and home workstations and must be reviewed when a workstation is set up or materially changed, a new user starts, or a user reports pain, discomfort or other relevant concerns. Disability, pregnancy and other individual needs will be considered and reasonable adjustments made where required.

Drug, Alcohol and Smoking Policy

- Smoking and vaping are prohibited on school premises and in school vehicles. Alcohol or illegal drug use must not impair any person carrying out work or supervising pupils. A person who appears unfit for work will be removed from safety-critical duties and managed under the relevant employment, safeguarding and disciplinary procedures.
- Staff using prescribed or over-the-counter medication need tell the school only where its effects may create a health and safety risk or affect their ability to perform duties safely. Information will be handled confidentially, occupational-health advice obtained where appropriate and reasonable adjustments considered.

Employment of Young Persons

- *The Management of Health and Safety at Work Regulations 1999* defines a young person as being under eighteen years of age.
- Before a young person starts work a risk assessment shall be carried out which will specifically take into account the young person's lack of experience and maturity as well as the workplace, activities, materials etc.
- Various regulations prevent young people carrying out specific tasks e.g. operating plant or tasks that expose them to specific hazardous substances.

Fire Precautions

- Under the Regulatory Reform (Fire Safety) Order 2005, as amended, each responsible person must ensure that a suitable and sufficient fire risk assessment and the school's fire-safety arrangements are recorded in full, kept up to date and made available as required. The assessment must cover employees, pupils, visitors, contractors and anyone especially at risk, including those who may need assistance to evacuate.
- The fire risk assessment will be reviewed regularly and whenever there is reason to suspect it is no longer valid or there has been a significant change, incident or near miss. Competent fire-safety assistance will be obtained where sufficient expertise is not available internally. Actions will be prioritised, assigned and tracked to completion.
- The AHT Operations will ensure that appropriate fire detection, warning, emergency lighting, signage, escape routes and firefighting equipment are provided, maintained and tested; staff receive suitable information, instruction and training; and arrangements are coordinated with all other responsible persons who share or control the premises.
- Fire drills will be held at least once each term and at varied times where practicable. Outcomes, evacuation times, difficulties and corrective actions will be recorded. Personal emergency evacuation plans or other suitable arrangements will be prepared where an individual may require assistance.
- Emergency procedures and assembly points will be communicated to staff, pupils, visitors and contractors as appropriate. Fire exits and escape routes must be kept clear and capable of immediate use without a key.

First Aid

- The school will maintain a documented first-aid needs assessment covering employees, pupils, visitors, the size and layout of the site, known hazards, previous incidents, working hours, absences, off-site activities and access by the emergency services. Provision will be reviewed after significant change or incident and at least annually.
- Sufficient trained first aiders, paediatric first aiders, appointed-person cover, equipment and suitable facilities will be available whenever the school is operating. Cover arrangements will account for breaks, absence, clubs, events, sports, trips and remote parts of the site.
- For Early Years children, at least one person with a current paediatric first-aid certificate meeting the current EYFS criteria will be on the premises and available at all times when children are present and will accompany children on outings. Staff counted in ratios will meet the current EYFS qualification and paediatric first-aid requirements.
- First-aid notices will identify how assistance is obtained and the location of equipment. Kits and any automated external defibrillator will be checked at recorded intervals, replenished promptly and kept accessible. Medication and emergency equipment will be readily available to authorised staff and will accompany pupils where required.
- All treatment and significant illness or injury will be recorded. Parents or carers will be informed in accordance with the First Aid and Medical Conditions policies; Early Years notifications will meet the current statutory framework. Emergency services will be called without delay where clinically indicated.
- Further operational requirements, including infection control, body-fluid spills, consent, medication, head injuries, allergies and record retention, are set out in the First Aid Policy and Medical Conditions Policy.

Manual Handling

- The Manual Handling Operations Regulations 1992 apply to work activities involving the transporting or supporting of a load by hand or bodily force, including lifting, lowering, pushing, pulling, carrying or moving.
- So far as reasonably practicable, hazardous manual handling will be avoided. Where it cannot be avoided, a suitable and sufficient assessment will consider the task, individual, load and environment and will reduce the risk to the lowest level reasonably practicable.
- The AHT Operations will ensure that significant manual-handling risks are assessed, controls implemented and assessments reviewed after change, injury or evidence that controls are ineffective.
- Staff will receive suitable information and training and will use handling aids and agreed systems of work. Individual capability, pregnancy, disability and medical restrictions will be considered.

Monitoring

- Documented health, safety and welfare inspections will be completed at frequencies proportionate to risk by the AHT Operations, Site Manager and other competent persons. Inspections will examine the premises, activities, equipment, statutory checks and implementation of controls.
- Findings will be risk rated and entered in the central action log with an owner, target date and completion evidence. Inspection, audit and assurance records will be retained and trends reported termly to SLT and the Finance and Operations Committee.

New and Expectant Mothers at Work

- The school will assess risks to workers of childbearing age arising from its activities. When an employee notifies the school in writing that they are pregnant, have given birth within the previous six months or are breastfeeding, the AHT Operations will ensure that an individual assessment is completed in consultation with the employee and reviewed as circumstances change.
- Where a significant risk remains, working conditions or hours will be adjusted so far as reasonably practicable. If that does not remove the risk, suitable alternative work will be offered on appropriate terms; where no suitable alternative is available, the employee will be suspended from work on maternity grounds for as long as necessary in accordance with employment law.
- Suitable rest arrangements, including facilities for a breastfeeding employee to rest and lie down where necessary, will be provided. Assessments and adjustments will respect medical confidentiality and equality duties.

Personal Protective Equipment (PPE)

- The Personal Protective Equipment at Work Regulations 1992, as amended by the Personal Protective Equipment at Work (Amendment) Regulations 2022, require suitable PPE to be provided free of charge to employees and relevant workers where risks cannot be adequately controlled by other means. PPE is a last resort in the hierarchy of controls and must be selected following a suitability assessment.
- The required personal protective equipment, to be used on site by employees, and pupils will be specified by the Risk Assessment and will be provided at no cost.
- Training in the proper use of personal protective equipment will be given.
- Personal protective equipment should be stored and used correctly; any equipment that is damaged should be replaced.

Portable Electrical Equipment

- Electrical equipment will be suitable for its intended use and maintained so as to prevent danger. Users must carry out simple pre-use checks and report damage immediately. Formal visual inspection and combined inspection and testing will be arranged at intervals determined by risk, taking account of the equipment, environment and use; the law does not require routine annual portable appliance testing of every item.
- Privately owned or donated electrical equipment may be used only with prior approval and after any inspection or testing identified as necessary by the school's risk-based arrangements. Defective equipment must be taken out of use, clearly marked and repaired or disposed of by a competent person.

Risk Assessments

- Under the Management of Health and Safety at Work Regulations 1999, the employer must make suitable and sufficient assessments of risks to employees and to pupils, visitors, contractors and others who may be affected by the school's activities. The proprietor retains accountability for ensuring effective arrangements.
- The Headteacher ensures that a proportionate risk-management system operates. The AHT Operations coordinates the central register and premises assessments. Subject Leaders and activity leaders complete and implement assessments within their areas of responsibility, with training and competent support provided.
- Assessments will identify hazards, persons at risk and existing controls; evaluate risk; specify further controls, owners and deadlines; and consider young people, disability, medical needs, pregnancy and other individual factors where relevant. Significant findings will be recorded and communicated to those affected.
- Risk assessments will be completed before a new activity, process, piece of equipment or significant change begins and reviewed after an incident or near miss, when there is reason to believe they are no longer valid, or at a frequency proportionate to risk. The AHT Operations will monitor completion and escalate overdue high-priority actions to the Headteacher.

School Critical Incident Plan

- The School's Critical Incident Management Team (CIMT) is the SLT with the addition of such relevant persons as may be deemed appropriate.
- The Disaster and Critical Incident Policy will be reviewed regularly by SLT. It will ensure all members of staff know what to do in an emergency.

School Trips

- School trips and outings require specific risk assessments to be carried out.
- The member of staff booking the trip is responsible for coordinating the risk assessment procedure.
- Shaun Anglim is the named Educational Visits Co-ordinator
- The Headteacher signs off on all trip risk assessments.

Site Security

- Access and egress at the School grounds is controlled by Intercom to a) prevent unauthorised access and b) unauthorised egress by pupils. Opening and closing of the School gates is controlled by staff located in the main building. All School buildings remain locked when out of school time. Intruder alarms are installed.
- The school's Site Security Risk Assessment is coordinated by the AHT Operations and reviewed following significant change, incident or concern and at planned intervals.
- The School's perimeter is covered by a CCTV system.

Snow and Ice

- Under the Workplace (Health, Safety and Welfare) Regulations 1992, traffic routes used by employees must, so far as reasonably practicable, be kept free from obstruction and from substances likely to cause slips, trips or falls. The AHT Operations will coordinate proportionate arrangements for snow and ice, delegated to the Site Manager, including priority routes, treatment, inspection, communication and temporary restriction of unsafe areas.

Asbestos Management

- The school will comply with the duty to manage asbestos in non-domestic premises. The proprietor will identify the dutyholder arrangements, and the AHT Operations will coordinate an up-to-date asbestos management survey, register and management plan for relevant buildings. Known or presumed asbestos-containing materials will be inspected and their condition monitored at intervals set by the management plan.
- Before any work liable to disturb the building fabric begins, the AHT Operations or Site Manager will ensure that the asbestos register is checked, suitable refurbishment or demolition survey information is obtained where required, and relevant information is provided to employees and contractors. Only appropriately competent and, where required, licensed contractors may undertake asbestos work.
- The management plan will identify responsibilities, communication and labelling arrangements, staff awareness, emergency action following suspected disturbance and review arrangements. Any suspected disturbance will result in work stopping, the area being secured, competent advice being obtained and exposure records being created where required.

Work at Height

- Work at height will be avoided where reasonably practicable. Where it cannot be avoided, it must be planned, risk assessed, appropriately supervised and carried out by competent persons using suitable, inspected equipment. Collective protection will be prioritised over personal protection.
- Ladders and stepladders may be used only for low-risk, short-duration work where suitable. Staff and contractors must not stand on chairs, desks or other unsuitable equipment.

Lone Working and Work-Related Stress

- Lone-working activities will be identified and risk assessed. Controls may include authorisation, communication and check-in arrangements, access restrictions, emergency procedures and prohibiting lone work where the risk cannot be adequately controlled.
- The school recognises work-related stress as a health and safety risk. It will assess and manage foreseeable risks arising from demands, control, support, relationships, role and change; consult staff; act on concerns; and provide appropriate support while respecting confidentiality.

Legal Framework, Proprietor and Competent Advice

Legal proprietor and employer: [INSERT FULL LEGAL NAME OF PROPRIETOR/EMPLOYING ENTITY AND, WHERE APPLICABLE, COMPANY OR CHARITY NUMBER]

- The legal proprietor and employer of Donhead Preparatory School retains overall accountability for health and safety. The Governing Body provides oversight on the proprietor's behalf; the Headteacher leads implementation; and the AHT Operations coordinates day-to-day arrangements. Delegation does not remove the proprietor's or employer's legal duties.
- This policy supports compliance with the Health and Safety at Work etc. Act 1974 and associated regulations; Parts 3, 5 and 8 of the Education (Independent School Standards) Regulations 2014; the current Early Years Foundation Stage statutory framework; applicable fire-safety law; equality law; and relevant safeguarding

duties. The school will implement these requirements effectively in practice and retain evidence of implementation.

- The school will appoint one or more competent persons with sufficient skills, knowledge, experience, time and authority to assist it in meeting its duties. Where expertise is not available internally, competent external advice will be obtained.
- The proprietor and Governing Body will provide effective challenge and oversight, ensure leaders demonstrate the skills and knowledge needed to fulfil their responsibilities, and take timely action to remedy any failure to meet the Independent School Standards or other legal requirement.

Statutory Inspections, Testing and Examination

- The AHT Operations will maintain a controlled compliance schedule identifying each premises, plant and equipment inspection, test, service or statutory examination; the responsible person; competent contractor; legal or risk-based frequency; certificate or record; remedial action; and next due date.
- The schedule will include, where applicable, fixed electrical installations; gas appliances and systems; boilers and heating plant; lifts, hoists and lifting accessories; pressure systems and written schemes of examination; local exhaust ventilation; fire alarm and detection systems; emergency lighting; firefighting equipment; lightning protection; water hygiene controls; asbestos monitoring; kitchen extraction; playground, PE and sports equipment; vehicles; security systems; and other safety-critical plant.
- Frequencies will follow legislation, an applicable written scheme, manufacturer instructions, competent-person advice and risk assessment. Equipment that is overdue, defective or lacks required certification will be isolated or taken out of use unless a competent person confirms that continued use is safe and lawful.
- Certificates, reports and remedial actions will be reviewed promptly. Significant defects and overdue high-priority actions will be escalated to the Headteacher and reported to the Finance and Operations Committee.

Medical Conditions, Medication and Allergy Safety

- The school will identify pupils with medical conditions, disabilities or allergies that may require support and will make reasonable arrangements so that they can participate safely and fully in school life, including trips, sport, clubs and wraparound care.
- An individual healthcare plan will be prepared where a pupil's needs are complex, long term, fluctuating, high risk or require emergency intervention. Plans will be developed with parents or carers and relevant health professionals, made available to staff who need the information, reviewed at least annually and updated following any relevant change or incident.
- Medication will be accepted, stored, administered, recorded and disposed of in accordance with the school's medicines procedures. Pupils will be supported to carry and use their own medication where appropriate. Emergency medication, including adrenaline auto-injectors and inhalers, must be readily accessible and must not be locked away where that would delay treatment.
- Staff with allocated responsibilities will receive suitable training and be assessed as competent where required. Emergency procedures will be clear, practised where appropriate and shared with supply staff, trip leaders, catering staff and others who need to know. Serious incidents and near misses will be recorded, investigated and used to improve controls.

Violence, Aggression and Challenging Behaviour

- The school will assess foreseeable risks of violence, aggression, threatening behaviour and abuse arising from contact with pupils, parents, visitors or members of the public. Assessments will consider lone working, reception arrangements, home or off-site visits, events, behaviour needs and any history of incidents.
- Control measures may include staffing and supervision, information sharing on a need-to-know basis, communication and alarm systems, secure interview arrangements, de-escalation training, safe exit routes, agreed behaviour plans and support from external agencies.
- All incidents, threats and near misses must be reported and recorded. The Headteacher or AHT Operations will assess immediate safety, safeguarding and police-reporting implications, support affected staff, investigate causes and review controls. No employee is expected to place themselves at avoidable risk.

Specialist Teaching, Sport and Practical Activities

- Subject Leaders will maintain suitable risk assessments, local procedures and equipment controls for specialist or higher-risk activities, including Art and Design Technology, science activities, food preparation, PE and games, swimming, performances, staging, events and use of sports grounds or hired facilities.

- Planning will take account of pupil age, competence, special educational needs, disabilities, medical conditions, supervision, environmental conditions, safeguarding, emergency arrangements and recognised sector guidance. Staff leading activities must be competent and must provide clear instruction and progressive supervision.
- Safety-critical equipment, kilns, tools, machinery, goals, playground equipment, gymnasium equipment and external facilities will be selected, installed, guarded, inspected, maintained and taken out of use when defective. Where facilities are shared or hired, responsibilities will be agreed in writing.

Work Equipment and Machinery

- Work equipment will be suitable for its intended use and environment, correctly installed, maintained in an efficient state and inspected where deterioration could create risk. Records of required inspections and maintenance will be retained.
- Risk assessment will determine guarding, emergency stops, isolation, ventilation, signage, personal protective equipment and restrictions on use. Maintenance, cleaning and adjustment will be carried out only when equipment is safely isolated unless a safe alternative system is necessary and documented.
- Only trained and authorised persons may operate higher-risk equipment. Instructions must be available and understandable. Defective equipment must be immediately withdrawn, prevented from use and reported for competent repair or disposal.

Construction, Refurbishment and Maintenance Projects

- For construction work, the legal client will discharge the client duties in the Construction (Design and Management) Regulations 2015. Projects will be properly planned, resourced, managed and monitored, with sufficient time and resources allocated to health and safety.
- Designers and contractors with the necessary skills, knowledge, experience and organisational capability will be appointed. Where there is, or is reasonably foreseeable to be, more than one contractor, a principal designer and principal contractor will be appointed in writing. Relevant pre-construction information, including asbestos, utilities, access, occupancy, fire and safeguarding constraints, will be supplied before work begins.
- The AHT Operations will ensure that a suitable construction phase plan is in place before the construction phase starts, welfare facilities are provided, intrusive work is authorised and pupils, staff and visitors are segregated from the work. Contractor activities will be coordinated with school operations, safeguarding and emergency arrangements.
- On completion, relevant commissioning records, certificates, operating instructions, warranties, residual-risk information and the health and safety file, where required, will be obtained, handed over and retained.

Emergency Planning and Business Continuity

- The Disaster and Critical Incident Plan will address foreseeable emergencies, including fire, lockdown, shelter, missing pupils, severe weather, flooding, utility or communications failure, structural damage, hazardous-substance release, infectious-disease incidents, bomb threats, major injury and loss of access to premises.
- Plans will identify command roles, deputies, communication routes, emergency contacts, evacuation and shelter locations, arrangements for pupils and adults requiring assistance, parent communication, safeguarding, site access for emergency services, recovery and business continuity.
- Relevant procedures will be tested through proportionate drills or exercises. Outcomes and lessons learned will be recorded, actions assigned and plans updated after tests, incidents or significant changes. Current copies and essential contact information will be accessible during loss of power or network access.

Action Tracking, Assurance and Record Retention

- Findings from risk assessments, inspections, audits, incidents, statutory examinations and competent-person reports will be entered in a central action log maintained by the AHT Operations. Each action will have a risk priority, owner, target date, completion evidence and closure approval.
- Immediate danger will be controlled at once. High-priority or overdue actions will be escalated to the Headteacher and AHT Operations and reported through the termly governance arrangements. Deferral must be justified, authorised and supported by documented interim controls.
- The school will retain policies, risk assessments, training and competence records, inspection and maintenance records, statutory examination reports, fire records, asbestos and legionella records, contractor documentation, accident records and evidence of completed actions for the periods required by

law, insurance, safeguarding, contractual and data-protection obligations.

- Health and safety performance will be reviewed termly using suitable indicators, including incidents and near misses, outstanding actions, training compliance, statutory inspection status and emerging risks. An annual effectiveness review will be presented to the Finance and Operations Committee and recorded in the minutes.
- For regulatory and ISI assurance, the school will be able to demonstrate that this policy is understood and implemented through current risk assessments, inspection and maintenance records, training records, incident learning, committee minutes, completed actions and evidence of proprietor oversight. Documentary compliance alone will not be treated as evidence that a standard is met.

Accessibility, Equality and Safeguarding Interface

- Risk assessments and emergency arrangements will consider the individual needs of disabled pupils, employees and visitors; those with temporary impairments; pregnant workers and new mothers; and anyone with relevant medical, communication, sensory or behavioural needs. Reasonable adjustments will be planned in consultation with the individual or, for a pupil, their parents or carers.
- Health and safety controls must not be used to impose unnecessary restrictions. Decisions will be proportionate, evidence based and consistent with equality duties, while ensuring that significant risks are adequately controlled.
- Where a health and safety concern may also involve safeguarding, the school's safeguarding procedures take effect immediately and the Designated Safeguarding Lead will be informed. This policy must be read alongside the Safeguarding and Child Protection, First Aid, Medical Conditions, Educational Visits, Missing Child, Behaviour, Site Security, Fire Safety, Critical Incident and relevant curriculum policies.

Utilities

- Electrical, gas and water systems will be designed, operated and maintained to prevent danger. Access to plant rooms, controls and isolation points will be restricted to authorised persons, and emergency isolation arrangements will be documented and communicated.
- The school will provide an adequate supply of wholesome drinking water that is readily accessible and appropriately marked, together with suitable hot and cold water for washing and other welfare needs.
- The school will assess and control the risk of exposure to legionella in accordance with HSE Approved Code of Practice L8 and relevant HSG274 guidance. The written control scheme will identify the responsible person, monitoring and inspection frequencies, temperature and other control checks, little-used outlet flushing, corrective action, contractor responsibilities and record-keeping arrangements.
- Work on electrical or gas systems may be undertaken only by competent and, where legally required, registered persons. Safe isolation and an appropriate permit-to-work or authorisation system will be used for higher-risk work.
- Further information, records and emergency arrangements are available from the AHT Operations.

Welfare Facilities

- Adequate welfare facilities are provided. These include suitable and sufficient sanitary conveniences which are regularly cleaned and adequately ventilated and lit.
- Adequate and suitable facilities are provided to store employee's own clothing and special clothing. Changing facilities will be provided for employees who change into special work clothing and these will ensure the privacy of the user.
- Suitable and sufficient, readily accessible, rest facilities are provided. Rest rooms are large enough, and have sufficient seats with backrests and tables, for the number of employees likely to use them at any time. Eating facilities are provided, including the means for preparing hot drinks and the heating of food.

Policy Approval Record

Member of Staff Responsible: Mr Shaun Anglim

Date Revised: September 2026

Governing Committee Responsible: Finance and Operations

Review Date: September 2027, or earlier following a significant incident, material organisational or

premises change, or relevant change in legislation or guidance.