St Hilary's Prep School Policy

Health & Safety Policy, including EYFS, and Before and After School Care

1. Purpose and scope

This policy sets out how the School manages risks to staff, pupils, visitors, contractors and others affected by its activities, on site and during School activities elsewhere. It applies to the Nursery, Kindergarten, other EYFS provision, before and after school care and holiday activities operated by the School. It should be read with the Fire, First Aid and Medical, Safeguarding, Educational Visits, Minibus, Infection Control and other relevant policies and site procedures. The School will manage real risks proportionately while enabling pupils, including pupils with disabilities and special educational needs, to take part safely.

2. Statement of intent

The Board of Governors recognise their duties under the Health and Safety at Work etc. Act 1974, associated regulations and the Education (Independent School Standards) Regulations 2014. The School will, so far as is reasonably practicable, provide safe premises, plant and systems of work; assess and control foreseeable risks; provide suitable information, instruction, training and supervision; consult staff; and monitor the effectiveness of its arrangements. It will maintain a written first aid policy and meet applicable EYFS welfare requirements. The Board will provide resources and review significant risks, incidents and overdue actions. The Headmaster manages day-to-day implementation with support from the Business Manager and competent advisers. Delegation of tasks does not transfer the legal duties of the employer or other relevant duty holder.

3. Organisation and responsibilities

<u>Governing Board</u>

Set the policy, provide sufficient resources, appoint a governor to oversee health and safety and ensure access to competent advice.

Receive termly reports through the Health and Safety Committee and relevant governors' committee, scrutinise serious incidents and overdue high priority actions, and approve this policy after review.

<u>Headmaster</u>

Lead implementation, ensure staff understand and apply the policy, and escalate material risks to governors.

Ensure pupil supervision and arrangements for educational activities are suitable, and that risk assessment findings reach those who need them.

<u>Business Manager and Site Manager</u>

The Business Manager coordinates the safety management system, inspections, risk assessment action log, accident investigation, statutory notifications, training records, contractors, site safety and reporting to governors.

The Site Manager undertakes assigned premises checks, maintains records and promptly isolates or reports unsafe plant, equipment or areas. Both seek competent specialist advice where needed.

The Business Manager coordinates fire arrangements on behalf of the relevant legal responsible person; the Fire Policy identifies the operational roles and procedures.

Department and activity leads

The Head of EYFS, Science Coordinator, Head of Art, Director of Sport, educational visit leader and leads for catering, cleaning, maintenance, transport and care provision manage risks in their activities, maintain relevant assessments, brief staff and report defects and incidents.

All staff, volunteers and contractors

Everyone must take reasonable care, follow training and safe procedures, supervise pupils appropriately, use provided equipment correctly, report hazards, incidents and near misses promptly, and cooperate with the School. Staff may stop an activity and seek advice where there is an immediate serious risk. Visitors receive suitable site and emergency information.

4. Consultation, competence and training

The Health and Safety Committee meets at termly and includes relevant teaching, EYFS, support and site representatives. Minutes, decisions, owners and deadlines are recorded and reported to governors. Staff can raise concerns with a line manager, the Business Manager, Headmaster or governor; urgent concerns are escalated immediately. New starters receive induction before relevant duties, including emergency arrangements, reporting, safeguarding interfaces and activity-specific risks. Refresher and specialist training are identified from role, risk assessment and changes in work. The Business Manager maintains a live training and competence register.

5. Risk assessment and control

A competent person assesses significant risks arising from premises, work activities, educational activities and care provision, including risks to employees, pupils, visitors and contractors. Assessments identify who may be harmed, existing controls, further actions, owners and dates. They consider individual needs, including disability, medical needs, pregnancy and young workers. Staff carrying out an activity are told the relevant controls. Assessments are reviewed when circumstances change, following a significant incident or near miss, when controls prove ineffective, and periodically according to risk. The Business Manager tracks actions to completion. Routine classroom checks need to be proportionate; specialist assessments are maintained for higher risk activities.

6. Emergency arrangements and fire

The School maintains an up-to-date fire risk assessment and Fire Policy, with evacuation procedures, alarms, drills, equipment maintenance, staff training and arrangements for anyone requiring assistance to evacuate. Fire risk assessment is reviewed when significant changes or new information warrant it; actions are tracked. Staff and visitors must follow the instructions displayed and communicated for the site. The School maintains plans for other foreseeable emergencies, including lockdown, severe weather, utility failure and critical incidents, with appropriate communication, supervision and reunification arrangements.

7. First aid, medical needs and accidents

A separate written Medical and First Aid Policy specifies trained first aiders, equipment, cover for all sessions and visits, arrangements for medical conditions and medication, parent communication and record keeping. EYFS paediatric first aid cover and the requirement for a suitably qualified person to accompany EYFS children on outings follow the current statutory EYFS framework. Serious injuries or illness receive urgent medical attention and parents are contacted as appropriate.

Staff record accidents, injuries and near misses promptly, including date, time, place, people involved, circumstances, injury, action taken and follow up. The Business Manager investigates significant events and considers preventive action. Records are retained under the School's retention policy and legal requirements; access is controlled.

Statutory notifications

The Business Manager assesses each incident under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), using current HSE guidance. Work-related deaths, specified worker injuries, relevant injuries to non-workers including pupils, reportable occupational diseases and dangerous occurrences are reported where the statutory criteria are met. A non-worker injury is not reportable merely because the person attends hospital: the accident must arise out of or in connection with work and the person must be taken directly from the scene to hospital for treatment. Over-seven-day worker incapacitation is reported within 15 days of the accident; other applicable notifications are made without delay and within the required period. The School also checks separate EYFS or Ofsted notification duties for serious accidents, injuries, illness or death in registered provision, making required notifications as soon as reasonably practicable and within 14 days where applicable. Safeguarding, insurer and other notifications are considered separately.

8. Educational visits, transport and traffic

Visit leaders plan and obtain approval for visits under the Educational Visits Policy, assessing activity, venue, transport, supervision, medical needs, first aid, emergency contacts and contingencies. Dynamic decisions during a visit are recorded where material. Only authorised drivers use School vehicles under the Minibus Policy. The School assesses pedestrian and vehicle interaction at drop off, collection, deliveries, maintenance and lettings, with controlled access, separation or supervision as appropriate.

9. Premises, equipment and specialist hazards

<u>Maintenance, work equipment and electrical safety</u>

The School maintains safe premises and a planned programme of inspection, servicing and remedial work. Defective equipment is removed from use, marked and reported; repairs are undertaken only by competent authorised persons. Electrical installations and equipment are inspected and maintained at intervals based on risk and applicable requirements; staff make visual checks and report faults. Portable appliance testing is used where justified by risk, not assumed to be a universal annual legal requirement. Work equipment, play, PE, science and art equipment are selected, maintained and used with suitable instruction and supervision.

<u>Gas, water, asbestos and contractors</u>

Gas work is carried out by Gas Safe registered engineers qualified for the relevant appliance or work. The School maintains a legionella risk assessment, written control scheme, named responsibilities and monitoring records; review, temperature checks, flushing and any sampling follow the assessment and current HSE guidance. The asbestos register and management plan are consulted before intrusive work, with information given to anyone liable to disturb asbestos. Contractors are selected for competence, briefed on site risks and

child protection arrangements, and coordinated and supervised according to risk. Construction work is managed under the Construction (Design and Management) Regulations 2015 where applicable.

Hazardous substances, manual handling and work at height

Hazardous substances and biological agents are assessed under COSHH, using current safety information and suitable controls for cleaning, maintenance, science, art and infection risks. Relevant CLEAPSS guidance may support, but does not replace, the School's assessment for its own activity. Manual handling is avoided where reasonably practicable and remaining tasks are assessed, with aids and training. Work at height is avoided where possible; where necessary, competent staff select suitable equipment, plan the task and apply controls. No person undertakes work at height alone where the assessment requires assistance or rescue arrangements.

Personal protective equipment, displays and welfare

PPE is selected from the risk assessment, provided without charge where required, fitted, maintained and used with training; collective and other controls take priority. DSE users receive a workstation assessment, information and breaks or changes of activity; the School arranges an eye test on request and provides special corrective appliances where required specifically for DSE use. The School maintains suitable welfare, sanitation, drinking water, temperature, lighting and ventilation arrangements.

10. People at particular risk and wellbeing

The School assesses work-related stressors and takes action on identified risks, including workload, support, relationships and change. Managers respond to concerns and can seek occupational health advice while maintaining confidentiality. General assessments consider risks to women of childbearing age. Following written notice of pregnancy, childbirth within the previous six months or breastfeeding, the School completes and reviews an individual assessment, adjusts conditions or hours where needed, offers suitable alternative work if available and otherwise considers suspension on the applicable statutory terms. Risks to young workers and work experience participants are assessed with suitable instruction and supervision. Individual arrangements for pupils with SEND or medical needs support safe participation and reasonable adjustments.

11. Security, lone working and violence

Site access, visitor signing in, supervision, CCTV and lettings arrangements are managed under the School's security and safeguarding procedures. Lone working requires prior authorisation and a task-specific assessment, including communication, emergency response and prohibited tasks. Staff report threats, aggression or violence promptly; the School assesses risks from meetings and other interactions and provides support and controls.

12. Monitoring, records and review

Managers conduct proportionate routine checks; the Business Manager maintains an action log and reports trends in incidents, near misses, training, inspections and overdue controls to the Health and Safety Committee and governors. Significant incidents lead to prompt review and action. The policy is reviewed at least annually and sooner after a material legal, operational or premises change. The School verifies that linked policies and records reflect actual practice. Approval of this written policy does not replace the need to implement and evidence the arrangements.

Key legal and guidance references

Health and Safety at Work etc. Act 1974;
Management of Health and Safety at Work Regulations 1999;

Education (Independent School Standards) Regulations 2014, including Parts 3 and 5; statutory EYFS framework applicable to group and school-based providers;
Regulatory Reform (Fire Safety) Order 2005;
RIDDOR 2013;
Health and Safety (First-Aid) Regulations 1981;
Control of Substances Hazardous to Health Regulations 2002;
Control of Asbestos Regulations 2012;
Gas Safety (Installation and Use) Regulations 1998;
Electricity at Work Regulations 1989;
Provision and Use of Work Equipment Regulations 1998;
Work at Height Regulations 2005;
Manual Handling Operations Regulations 1992;
Health and Safety (Display Screen Equipment) Regulations 1992;
Personal Protective Equipment at Work Regulations 1992 as amended;
Workplace (Health, Safety and Welfare) Regulations 1992;
Construction (Design and Management) Regulations 2015;
HSE and DfE current education guidance.

Reviewed: July 2019, June 2020, June 2021, June 2022, June 2023, June 2024, July 2025, September 2026
Next Review date: June 2027
Person responsible: Duncan Sinclair, Headmaster; Hannah Wynn, Business Manager