



HEALTH & SAFETY POLICY

Part 1 – Introduction

The School recognises that Health and Safety is paramount and is relevant to all aspects of the life and work of the school. This school is a non-smoking site.

A for E Ltd. Trading as the Grantham Preparatory International School notes the provisions of the Health and Safety at Work etc. Act, which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, the persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonable practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

1.1

This is a statement of Organisation and Arrangements for the above named School and is for the benefit of all users of the premises.

Copies of these documents, along with other Codes of Practice and information on health and safety matters will be found in the school's Health and Safety file in the Staff room and in the Administrator's office.

1.2

This statement deals with those aspects over which the Company, A for E limited, has control and covers safety associated with the School Premises, plant and fixed equipment belonging to the school. It describes how these responsibilities are being discharged in respect of employees, pupils, visitors and other users of the premises.

1.3 - Aims

The aim of the statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all employees and the health and safety of all persons using the premises, including pupils, parents and visitors:

- a. to establish and maintain a safe and healthy environment throughout the school
- b. to establish and maintain safe working procedures among staff and pupils and visitors
- c. to make arrangements for ensuring safety and avoiding risks to health in connection with use, handling, storage and transport of articles and substances.
- d. to ensure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety at work and to ensure that they have access to the health and safety training as and when required
- e. to maintain a safe and healthy place of work with safe access
- f. to ensure asbestos is managed. (Report to show no asbestos in school 27.10.2014).
- g. to formulate procedures for use in case of fire and other emergencies including plans for the safe and effective evacuation of the school premises
- h. to lay down procedures to be followed in case of accident
- i. to provide and maintain adequate welfare facilities
- j. to select and manage contractors

1.4 - School Aims

The Grantham Preparatory International School aims to clearly show its intention to provide a learning environment, which is safe, caring and respectful.

Aims of the school, which are particularly relevant to this Health and Safety policy are:

- a. to ensure that all children will be eager and enthusiastic to come to school by providing a sympathetic, safe, stable environment where children feel happy and secure within a calm, caring family atmosphere
- b. to provide a stimulating and challenging environment with high quality experiences where children are learning through exploring, experimenting, observing, discovering and investigating
- c. to help children to respect the needs of others and to value caring and fairness, thus developing self-discipline and responsibility to each other and the group
- d. to help children to develop an awareness of and identify with the community in which they live, by using the local environment as a basis within the community, and with local trade and industry

Part 2 – Organisation

2.1 Responsibilities and duties in matters concerned with safety

The Board of Directors of A for E Ltd., trading as the Grantham Preparatory International School, recognises that they are responsible for:

- a. making themselves familiar with the requirements of the Health & Safety at Work etc Act and any other health and safety legislation and codes of practice which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999 (1999, No. 3242)
- b. ensuring that the school has an effective, enforceable and clear written policy for the provision of health and safety throughout the school. The policy will ensure that the school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements of Health and Safety. From time to time, the Board will satisfy themselves that the policy is appropriate and being implemented as agreed.
- c. periodically assessing the effectiveness of this policy and ensuring that any necessary changes are made
- d. ensuring that the school has considered its health and safety obligations and has made provision for meeting these obligations by making health and safety an integral part of the school's development plan
- e. receiving health and safety guidance and information distributed by the Department for Education and ensuring that proper arrangements are made within the school for complying with the guidance
- f. ensuring that regular reports of accidents and dangerous occurrences are provided by the Headteacher and that any necessary alterations to working practices and procedures are implemented.
- g. ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties
- h. ensuring that health and safety issues concerning the school are identified, decisions are taken and that effective action is carried through. Concerns discussed at every morning meeting with staff and caretaker. This is further discussed at our weekly staff meetings and caretaker is notified
- i. ensuring that all reasonable inspection facilities and information are provided upon request to officers of the Department of Education, Safety Officers of the Authority's Central Health and Safety Unit, Inspectors of the Health and Safety Executive (HSE) and any other bona fide Health and Safety Officials
- j. ensuring that conformity to safety standards for goods purchased and equipment installed form part of the school's purchasing policy
- k. ensuring that procedures exist for checking that items offered for the school are safe

- l. ensuring that school journeys for which they give guidance and approval are arranged and properly supervised in accordance with the school's own guidelines and the DSCF Guidance
- m. ensuring that suitable health and safety provision is made for pupils with special needs and the staff involved
- n. ensuring that induction training includes temporary, part-time and supply staff

2.2 Planning and setting standards which include:

The board has the responsibility to ensure that the safety procedures of the school are agreed, implemented and reviewed regularly. This responsibility includes:

- a. identifying hazards, undertaking risk assessments and setting standards
- b. having clear plans for coping with sudden emergencies
- c. developing a positive health and safety culture

2.3 The duties of the Headteacher

The responsibility for the day to day school health, safety and welfare organisation and activity rests with the Headteacher who will:

- a. be the focal point for day to day references on safety and give advice or indicate sources of advice
- b. co-ordinate the implementation of the approved safety procedures in the school
- c. make clear any duties in respect of health and safety which are delegated to members of staff
- d. ensure that problems in implementing health and safety policy are reported to the Board
- e. make or arrange for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that it is kept informed of accidents and hazardous situations
- f. review periodically: emergency procedures; provision of first aid in the school; the risk assessments; and make appropriate recommendations to the Board
- g. put in place procedures to monitor the health and safety performance of the school
- h. report all known hazards immediately to the Board and stop any practices or the use of any plant tools, equipment, etc. the Headteacher considers to be unsafe until satisfied as to their safety
- i. make recommendations to the Board for additions or improvements to plant, tools, equipment, machinery, etc. which presents hazards
- j. review regularly the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises
- k. report to the Board at regular intervals on the Health and Safety performance of the school
- l. ensure that all accidents and incidents are investigated; recommended and implement courses of action to ensure that the chances of repetition are removed.
- m. discuss health & safety issues with staff at weekly meetings.

2.4 Obligations of all Employees under the Health and Safety at Work Act

At the Grantham Preparatory International School, all staff are expected to use equipment provided for safe practices, e.g. step ladders for reaching heights above an arm stretch level, trolleys for transporting heavy objects, disposable gloves and aprons for dealing with body fluids.

Manual Handling:

All staff should avoid lifting heavy objects and should seek advice and assistance. Caretaker has training in manual handling.

All employees have a general responsibility for the application of the school's Health and Safety Policy to their own department/area of work and are directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.

In order to facilitate this, all employees are expected:

- a. to know the health and safety organisation and arrangements to be adopted in their working areas and to ensure they are applied
- b. to observe standards of dress consistent and appropriate with safety and/or hygiene
- c. to exercise good standards of housekeeping and cleanliness
- d. to know and to apply procedures in respect of fire, first aid and other emergencies
- e. to use and not wilfully misuse, neglect or interfere with things provided for his/her own health and safety and/or the health and safety of others
- f. to co-operate with other employees in promoting improved health and safety arrangements in the school
- g. to co-operate with the appointed Health and Safety Representative and the officers of the Health and Safety Executives of the Local Authority
- h. to report all accidents, defects and dangerous occurrences to the Headteacher
- i. to arrive at work not under the influence of alcohol or any other substances which may affect their ability to care for children
- j. to record and report accidents, including those reportable under RIDDOR

2.5 Classroom Teachers

The health and safety of pupils in classrooms, the playground, school grounds and on visits outside school is the responsibility of class teachers.

Class Teachers are expected to:

- a. exercise effective supervision of the pupils and to know the emergency procedures in respect of first aid, fire and bomb scare, and ensure they are followed
- b. check the classroom area is safe
- c. check equipment used is safe before use
- d. ensure safe procedures are followed
- e. give clear instructions and warnings to pupils as often as necessary
- f. report defects to the Headteacher and prevent access to defective equipment
- g. avoid introducing personal items of equipment (electrical, mechanical) into school without authorisation from the Headteacher (only new electrical items allowed in school or has to be PAT tested)
- h. follow safe working procedures personally
- i. provide risk assessment for visits outside school
- j. use steps for displays and avoid working at any unnecessary height

2.6 Caretaker Responsibilities

The Caretaker will:

- a. have a general responsibility for the application of the school's health and safety policy to their own area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements
- b. establish and maintain safe working procedures including arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments) Chemicals stored in locked cupboard in new building.
- c. carry out regular health and safety assessments of the activities for which they are responsible and report to the Headteacher any defects which need amending
- d. ensure as far as is reasonably practicable the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and to contribute positively to their own health and safety, as part of the school's health and safety training requirements
- e. where appropriate ensure relevant advice and guidance on health and safety matters is sought, advise the Headteacher on requirements for health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.

2.7 School Health and Safety Representatives:

The nominated Health and Safety Representative is Mr. M Jessop.

The Board and the Headteacher recognise the role of the designated Health and Safety Representative, the Caretaker, who will be allowed:

- a. to investigate accidents and potential hazards
- b. to investigate complaints by staff about matters relating to health, safety and welfare
- c. to make representation to the employer about such matters arising from such complaint and such investigation and on general issues affecting health, safety and welfare in the workplace
- d. to carry out school inspection within directed time, wherever practicable outside teaching time
- e. to receive information that inspectors are required to provide

At the Grantham Preparatory International School, the Caretaker will carry out monthly Health and Safety inspections and report any concerns to the Headteacher. All staff share responsibility for health & safety in school and are encouraged to bring any concerns to the attention of the Headteacher and the Caretaker.

2.8 Visitors and Other Users of the School

School Security

All visitors should enter school via the main entrance door. From there, they should proceed to the Administrator's Office. Out of hours access to Creche is via the side entrance of Creche. Visitors and other users of the premises will be required to observe the Health, Safety and Welfare rules of the school. In particular parents and other volunteers helping out in the school will be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

Part 3 – Arrangements

3.1 Supervision of Pupils

- a. the arrangements for the supervision of pupils in school, on the playground, at break times and at lunchtimes are displayed in the main office and kitchen.
- b. the arrangements for different curriculum areas are to be found in each policy statement where appropriate
- c. children are not allowed on the car park
- d. vehicles should not reverse out of the car park where children are likely to be in the vicinity
- e. any special arrangements for the supervision of children due to contractors, including grounds maintenance staff being on site or any other particular circumstances, will be decided by the Headteacher and all staff will be notified as appropriate

3.2 Provision of First Aid

Please refer to the First Aid Policy (13a)

3.3 Fire/Emergency

- a. Fire and Emergency procedures are displayed in each classroom and around the school
- b. Fire alarms are checked weekly by the Caretaker according to advice from the Fire Officer and recorded in the Fire Log held in the Caretakers room
- c. In the event of any fire on the school premises, the Fire Service will automatically be alerted by operation of one of the "break glass" units, and the building should be evacuated immediately
- d. The children's fire safety procedures are practiced regularly

3.4 Review of Emergency Procedures

The Headteacher will arrange for an annual review of the emergency procedures and of the provision of first aid in the school. Where necessary, the Headteacher will make recommendations to the Board.

3.5 Information about Arrangements

Staff are made aware of the arrangements through staff meetings

3.6 Electrical Equipment

All members of staff are required to visually check any electrical equipment used in their classroom/department. They should:

- a. check the plug is securely and safely fitted to the flex
- b. check the flex is in good repair and shows no sign of wear or damage
- c. check the flex is securely and safely attached to the appliance

This check should be carried out each time equipment is used. If there is any doubt of the safety of any piece of electrical equipment, it should immediately be taken out of use and the fault reported to the teacher.

The Caretaker will make a check as above of all electrical equipment used by the cleaning staff twice yearly in January and in July and record findings.

All equipment in school should be serviced by a competent, qualified person on a regular basis. Tested yearly.

3.7 Risk Assessment

Staff should inform the Headteacher of any risk to Health and Safety. The Headteacher will act appropriately independently and in consultation with the Board according to the priority of the risk involved and the cost implications. Matters related to Health and Safety/Risk Assessment are reported to the full Board on a regular basis. Slips and trips are managed, see full risk assessment.

3.8 Educational Visits

When taking children on a visit, the teacher in charge must take a suitable first aid kit with them. This is stored in the staff room/kitchen. They should also be aware of any medical conditions children may have i.e. asthma, epilepsy, allergy etc. and the emergency treatment if necessary. Staff visits to proposed venue and full risk assessment are to be carried out prior to each trip. The relevant risk assessment forms are completed and saved on the G drive for headteacher to check prior to each visit.

- Written Parental permission
- Take essential records and equipment. e.g. contact telephone numbers for parents, first aid kit, a mobile phone.

3.9 Forest School Education

All forest school activities completed either on or offsite will have risk assessments completed and will be led by our forest school lead teacher.

3.10 Outdoor Education/Residential

Some junior children from the school may take part in Outward Bound courses such as canoeing, etc. on organised trips. They are taught and supervised by qualified instructors, e.g. P.G.L. The relevant forms are available from the school office and should be completed prior to each visit. A risk assessment is provided by these centres.

3.11 Transport

Transport used at school is usually the school mini-bus or a coach for taking children on educational visits. The teacher in charge of any group of children travelling on any transport must have a register of all children and must check the numbers at the start of both the outward and return journeys. All children must remain seated throughout the journey with seatbelts worn and must behave in a quiet sensible manner.

3.12 Use of Equipment and Specific Curriculum Areas

Children should be trained to use all equipment safely and effectively as and when deemed appropriate.

3.13 Physical Education

All pupils details/parents' telephone numbers and addresses are to be carried by the supervising member of staff at every P.E. session/match which is held off school premises.

3.14 Use of premises by other organisations, i.e. Friends of Grantham Prep, MACCA

The Board of the school recognises their responsibility for the safe condition of rooms and equipment to be used. Any organisation using the facilities at school must agree to ensure the Health and Safety of participants.

3.15 Violence to Staff

Any member of staff sustaining violence from either adults or children should report immediately to the Headteacher, who will in turn report to the Board. Police will be called to school if the Headteacher considers it to be necessary.

Part 4 – Monitoring

The arrangements for monitoring this policy are outlined in each section as appropriate. Staff members are encouraged to take part in training courses where appropriate. The Headteacher and the Board monitor resource implications as part of school development planning. An annual review of Health and Safety Policy matters will be undertaken. Health and Safety will be an agenda item on the Headteachers' monthly report to the Chairman of IES.

Part 5 – Conclusion

It is the responsibility of every member of staff to make these arrangements work. This will ensure as far as reasonably practicable that the working life of everyone is accident free.

5.1 Any member of staff noticing a failure to comply with this statement or Organisation and Arrangements or other advice/guidance issued in pursuance of the Health and Safety Policy should immediately report the circumstances to the Headteacher. The Headteacher will then initiate appropriate remedial action.

5.2 Hazardous situations should also be reported immediately and the same procedure followed.

5.3 Suggestions by any member of staff to improve standards of health and safety are welcomed by the Headteacher and the Board.

5.4 Review/Audit

A review of the organisation and arrangements, particularly those in Parts 2 and 3 will take place each year in time for the commencement of the new academic year.

Date Reviewed	Reviewed by
12.1.25	MW/ND/MJ
6.2.26	MW/ND/MJ

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