

### Health and Safety Policy

The Governors of Bowdon Preparatory School recognise and accept their responsibilities as employers to comply with various Health & Safety legislation. However, all staff have responsibilities in the area of health & safety, and staff should be proactive in their approach to all matters concerning health & safety.

All staff have responsibility for Health & Safety in their own classrooms and should never leave pupils unattended. The Bursar is responsible for keeping members of staff and pupils up to date with any changes to Health & Safety.

The policy should be read in conjunction with the following policies and documents.

Fire Safety Policy and Plans	Supporting Medical Needs and First Aid Policy
Risk Assessment Policy and Guidance	Health and Safety Handbook
Risk Management Policy and Register	School Visits and Outings Policy
Care and Supervision Policy	Early Years Policy

The school will act in accordance with Health and safety: responsibilities and duties for schools April 2022

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Date of update	(U) Updated (R) Reviewed by	How was update disseminated	Parents informed	Policy on website	Gov Review
Mar 2015	HG (U)		No	No	
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**Health and Safety Officer: Karen Pheasant**

#### Health and Safety Committee

Member	Responsibilities
Ms Pheasant	Health and Safety Officer, Premises Development
Mrs Gee	Headmistress: Health and Safety and Staff wellbeing
Mr Smith	Site Manager: Premises and maintenance
Mrs Makepeace-Taylor	Head of Lower School: Mental Health First Aider
Mrs Hughes	Safeguarding DSL
Mrs Abbey	Catering Manager: Catering services
Mrs Sharkey	School Secretary: First Aid and medical needs
Mrs Howard	Governor, Health & Safety Lead

#### Health and Safety Consultation (Compliance Education)

Health & Safety Consultants are available to provide expert advice, guidance and support.

## **Introduction**

The aim of the Governors is “to provide a safe and healthy working and learning environment for staff, pupils and visitors”.

The Governors of Bowdon Preparatory School note the provisions of the Health and Safety at Work Act 1974 (s.3(1)) 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 practical, that 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 reasonably 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.

The arrangements outlined in this policy and the various other safety provisions made by the Governors cannot prevent accidents or ensure safe and healthy working conditions. The Governors believe that only the adoption of safe methods or work and good practice by every individual can ensure everyone's personal health and safety. The Governors will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

## **Duties and Safety Responsibilities**

### **The Duties of the Governing Body**

1. In the discharge of its duty the Governors, in consultation with the Bursar (Health and Safety Officer) will:
  - Make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999 (S1 1992 No. 2051);
  - ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
  - periodically assess the effectiveness of this policy and ensure that any necessary changes are made;
  - identify and evaluate all risks relating to:
    - accidents
    - health
    - school-sponsored activities
  - identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others;
  - create and monitor the management structure.
2. In particular the Governors undertake to provide:
  - a safe place for staff and pupils to work including safe means of entry and exit;
  - plant, equipment and systems of work which are safe;
  - safe arrangements for the handling, storage and transport of articles and substances;
  - safe and healthy working conditions which take account of all appropriate statutory requirements, codes of practice whether statutory or advisory and guidance whether statutory or advisory;
  - supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the governing body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated;
  - necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision; and
  - adequate welfare facilities.
3. So far as is reasonably practicable the Governors, through the Headmistress, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:
  - this policy;
  - all other relevant health and safety matters;

- the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.
4. In order to execute their duties as employers, the Governors have established the following organisation for Health and Safety at Bowdon Preparatory School.
- The Governors, whilst acknowledging their ultimate responsibility for Health and Safety at Bowdon Preparatory School, nominate the Bursar to have authority for the effective organisation and implementation of the school's policy;
  - To assist the Headmistress in the execution of her duty, the Bursar carries the status of Health and Safety Officer. As the designated Health and Safety Officer, the Bursar is directly responsible for the planning, implementation and management of the school's policy;
  - The Health and Safety Officer will ensure that health and safety matters are reported at the Business Committee, with appropriate matters reported further to the Governors at each Governors' meeting.

#### **The Duties of the Health & Safety Officer (HSO)**

1. The Health and Safety Officer's duties are as follows:
  - As well as the general duties which all members of staff have (see Duties all members of staff) the HSO has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the senior members of staff, teachers and others as appropriate.
  - The HSO is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.
  - In particular, the HSO will:
    - be aware of the basic requirements of the Health and Safety at work Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the school;
    - ensure at all times the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities;
    - ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities;
    - ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled;
    - consult with members of staff, including the safety representatives, on health and safety issues;
    - arrange systems of risk assessment to allow the prompt identification of potential hazards;
    - carry out periodic reviews and safety audits on the findings of the risk assessment;
    - identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
    - encourage staff, pupils and others to promote health and safety;
    - ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay;
    - encourage all employees to suggest ways and means of reducing risks;
    - collate accident and incident information and, when necessary, carry out accident and incident investigations;
    - monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others;
    - monitor first aid and welfare provision; and
    - monitor the management structure, along with the Bursar and Governors.

#### **THE DUTIES OF SENIOR STAFF**

1. All supervisory staff (e.g. Phase Leaders, Site Manager, Subject Leaders, Senior Administration Staff, Catering Manager) will make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.

2. In addition to the general duties which all members of staff have (see duties all members of staff) they will be directly responsible to the Bursar who is nominated by the Governors to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant areas of responsibility.
3. They will take a direct interest in the school's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.
4. As part of their day-to-day responsibilities they will ensure that:
  - Safe methods of working exist and are implemented throughout their area;
  - Health and safety regulations, rules, procedures and codes of practice are being applied effectively;
  - Staff, pupils and others under their jurisdiction are instructed in safe, working practices;
  - New employees working within their area are given instruction in safe working practices;
  - Regular safety inspections are made of their area of responsibility as required by the Bursar or as necessary;
  - Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
  - All plant, machinery and equipment in the area in which they work is in good and safe working order;
  - All reasonably practicable steps are taken to prevent the unauthorized or improper use of all plant, machinery and equipment in the department in which they work;
  - Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the area in which they work;
  - Toxic, hazardous and highly flammable substances in the area in which they work are correctly used, stored and labelled;
  - They monitor the standard of health and safety throughout the area in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others;
  - All the signs used meet the statutory requirements;
  - All health and safety information is communicated to the relevant persons; and
  - They report, as appropriate, any health and safety concerns to the appropriate individual.

#### **THE DUTIES OF ALL MEMBERS OF STAFF**

1. All staff will make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and other health and safety legislation and codes of practice which are relevant to the work of the area in which they work. They should:
  - Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work; and
  - As regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.
2. All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.
3. In particular all members of staff will:
  - Be familiar with the safety policy and any and all safety regulations as laid down by the Governors;
  - Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils;
  - Take all reasonable care to see that the equipment and premises that are used by children, and the activities that are carried out at the school are safe.
  - See that all machinery and equipment have adequate guards;
  - See that all machinery and equipment are in good and safe working order;
  - Not make unauthorised or improper use of machinery and equipment;
  - Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied;
  - Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
  - Report any defects in the premises, equipment and facilities which they observe; and
    - Take an active interest in promoting health and safety and suggest ways of reducing risks.

- Report any accidents, incidents or dangerous occurrences that have led to, or may in the future be likely to lead to injury or damage and assist in the investigation of any such events.
- Undergo relevant health and safety training when instructed to do so by the Headmistress.

### **Arrangements for Communicating H & S information to Staff**

The contents of this policy will be brought to the attention of all members of staff and copies will be displayed in staff rooms. Health & Safety information is obtained and communicated to all members of the staff during the termly INSET meetings held at the start of each term. Updates are circulated throughout the year as the health and safety officer, Headmistress or other members of staff pinpoint different matters.

### **Health and Safety Committee**

The Role of the Health and Safety committee is:

- To assist in the development of the school safety rules, safe systems and school security
- The study of notifiable diseases and accident statistics and trends, so that reports can be made to the Senior Leadership Team on unsafe and unhealthy conditions and practices, together with recommendations for corrective action
- To monitor the effectiveness of employee Health & Safety Training
- The provision of a link with appropriate inspection authorities
- To investigate accidents, potential hazards and dangerous occurrences within the school premises and during outside activities
- To investigate any Health and Safety complaint by an employee.
- To consider details and records of accidents and notifiable diseases and dangerous occurrences.
- To consider the results of any Health and Safety tests or measurements within the School premises.
- To consider information about any proposed changes which may affect the Health and Safety of employees.

As part of the Business Committee, Health and Safety matters are considered at the termly meetings. The Minutes of these Meetings are presented to Governors at their meetings. The Senior Management team review any Health and Safety issues at their weekly meetings.

### **Hirers, Contractors and Others**

1. When the premises are used for purposes not under the direction of the Headmistress then the person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in paragraph 3.0 of this document.
2. The Health and Safety Officer and the co-ordinator of an activity not under the direction of the Headmistress will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
3. When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section. For the purpose of the Parents' Society meetings and events, the HSO and the Headmistress meet with the person in charge of event to ensure all H & S matters have been addressed to the satisfaction of the school.
4. When the premises are hired to persons outside the employ of the Governors, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governors and that they will not without the prior consent of the Governors:
  - Introduce equipment for use on the school premises;
  - Alter fixed installations;
  - Remove fire and safety notices or equipment;
  - Take any action that may create hazards for persons using the premises or the staff or pupils of the school.
5. All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the Health and Safety at Work Act 1974.

6. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the HSO will take such actions as are necessary to prevent persons in his or her care from risk of injury.
7. The Governors draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

### **Codes of Practice and Safety Rules**

1. In consultation with the Governors (where appropriate) and taking into account the requirements of this statement the safety committee will approve (where necessary) codes of practice for the observation of safety requirements in school.
2. From time to time the Department for Education (DfE), the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of the Headmistress and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Headmistress and Bursar considers the inclusion of all or any such documents into this policy to be inappropriate, the Bursar will be required to demonstrate to the satisfaction of the Governors that she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

### **Risk Assessment – See Risk Assessment Policy**

The HSO will ensure that risk assessment surveys of the premises, methods of work and all school-sponsored activities are conducted annually (or more frequently, if necessary). These surveys will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Governors.

The Health & Safety committee will be 'competent' to make assessments concerning the activity or processes involved regarding the following:

- Identifying hazards;
- Assess the nature and seriousness of the hazard and subsequent risks;
- Avoid risks by elimination; and
- Control any remaining risks by
  - selection of control measures;
  - maintenance and use of controls;
  - monitoring and surveillance; and
  - supervision, information, instruction and training.

### **Smoking Policy**

Bowdon Preparatory is a No Smoking site inclusive of vapes. If an employee breaches this policy, the school reserves the right to take appropriate disciplinary action.

**Visits Away From School Premises** – please refer to School Visits and Outings Policy, Infectious and Communicable Disease Policy and Care & Supervision Policy

### **Playground Facilities**

All access and use of the following areas, activities and equipment will be controlled through appropriate risk assessments.

Playgrounds will only be constructed by specialist companies.

All apparatus will be kept in good working condition with regular inspection as required. Pupils will be reminded that while using the facility they should respect the needs of others and give them enough space, especially when making swinging movements. They should also be alerted to the need to recognise faulty equipment and report it immediately.

**Supervision** – please refer to the Care and Supervision Policy

Whenever pupils have access to climbing frame or adventure playgrounds they will be supervised by teachers or ancillary staff appointed for the purpose. Volunteer helpers will not be placed in sole charge.

### **Early Years**

**Maintaining a safe and secure environment for the early years setting:**



The safety of the children is our highest priority, and because they are so young, we need to be particularly vigilant. We will therefore:

- Only allow a child to go home with a parent, unless we have received advance permission (preferably in writing) that she may be collected by another adult
- Never allow a girl to leave the premises unsupervised. Ask all visitors to identify themselves and to state their business before we give them access to the premises. Visitors sign in and are escorted throughout their visit. They sign out on leaving
- Register all pupils at the start of the morning and afternoon sessions
- Check all pupils out as they are collected by their parents or carers
- The arrangements for handing over children to the care of their parents at the end of the day;
  - In Pre-Prep, girls wait in school until parents arrive. One child is handed over at a time, to the appropriate parent or carer, by the class teacher or teaching assistant
  - In Prep, girls are led out into the playground, where they are required to stand until the Prep Teachers or teaching assistant have made eye-contact with the parent/carer
  - In both Pre Prep and Prep, we only allow a child to go home with a parent, unless we have received advance permission (preferably in writing) that she may be collected by another adult
- The arrangements for registering the children in both morning and afternoon sessions: Children in both Pre Prep and Prep are registered at the start of the morning and the afternoon sessions
- The physical security measures which prevent unsupervised access to or exit from the building: The Pre Prep is protected by a locked door (key pad entrance only) and a gated playground area.

Teachers and teaching assistants cover the playtime responsibilities on a rota system, to ensure suitable ratios. Additional members of staff are available in first aid situations.

#### **Food Hygiene – also see Food in School Policy**

- Food preparation equipment – this should be carefully stored in a secure cupboard. Strictest hygiene procedures will be followed at all times.
- Food Storage – only very small quantities of food will be stored in appropriate sealed containers maintained at the correct temperature. Sell by dates will be monitored.
- Cookers and microwave ovens – these will only be used under adult supervision by responsible pupils. Cookers and microwave ovens will be sited and maintained as per manufacturer's instructions.
- Hot oil and boiling sugar – these will not be used by pupils.
- Personal hygiene when working with food – all pupils will be taught the need for personal hygiene, and encourage to wear clean cookery aprons, wash their hands, cover any cuts and scratches with blue waterproof dressings and tie back long hair. They will also be taught to re-wash their hands after breaks or visits to the toilet.
- Classroom Hygiene – work surfaces, cookery aprons, utensils and washing-up equipment will be maintained in a clean and hygienic condition. Tables to be suitably cleaned before lunch with Dettol, Milton or similar. All children to bring kitchen towel on which to place their lunch to be eaten.
- All unwanted food will be disposed of carefully.
- Heating – all heating activities will only take place under close adult supervision.
- Battery power – pupils will be taught to use batteries correctly and know the differences between mains and battery power.
- Caring for animals – before any animal is kept in the school reference will be made to appropriate documentation and the RSPCA. Pupils will be taught how to maintain personal hygiene while handling animals. Any animal bite will be treated by trained staff and then referred to a medical practitioner.
- Plants, fruits and seeds – staff will ensure that any plant, fruit or seed used in an activity is safe.
- Micro-organisms – staff will refer to appropriate documentation before undertaking activities involving micro-organisms.
- 'Out of Doors' activities – pupils will be adequately supervised at all times when working 'out of doors'.

- Appendix 14 gives details of kitchen staff food hygiene qualifications, and when this training is recommended for renewal.

### **Machinery & Equipment**

Each item will be permanently marked with a unique identification number or identified by a manufacturer's serial number.

Electrical items will be PAT (Portable Appliance Tested) annually, and labelled by a qualified competent electrical engineer

All machinery and equipment within the school will be maintained in good working order at all times, or otherwise clearly marked by provision of suitable and securely fixed notices, to indicate when such machinery or equipment is unfit for use.

It is the responsibility of staff when using equipment to check for obvious signs of damage and report any defect found to the HSO.

Full and suitable assessments shall be made of the hazards and risks involved in the use of all machinery and these shall be recorded.

### **Vetting Purchases**

While the school's risk assessment and COSHH management procedures will identify the major hazards, any new purchases will be monitored as part of the Monthly Safety Inspection.

Clear guidelines will be drawn up for the acquisition of new equipment to ensure that it complies with current legislation and best practices. Care will be taken over the installation and citing of such equipment.

### **Materials and Hazardous Substances**

The use of any material or substance within the school will be subject to prior assessment.

The school recognises as a result of COSHH (Control of Substances Hazardous to Health Regulations 1999) the requirement to:

1. (a) Undertake assessment of all hazardous materials with respect to usage and risk;  
(b) Assemble comprehensive Hazard Data information; and  
(c) Instigate control measures.
2. Make arrangements for ensuring that copies of all relevant information are readily available to users of hazardous materials.

### **Storage of Materials and Hazardous Substances**

**Store areas:** Caretaker Room (kept locked) and : Cleaners Room (next to caretakers kept locked)

**Materials:** Hand soap, hand sanitiser, washing up liquid, spray polish, cleaning disinfectant, high solid floor polish, floor polish stripper, carpet shampoo, floor maintainer, floor cleaner and cream cleanser.

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

Protective clothing and equipment will be issued and used whenever processes and systems at work present a hazard which cannot be satisfactorily controlled by other reasonably practicable means, or where it is required by certain specific legislation.

It is recognised that certain processes and the use of certain substances within Bowdon Preparatory School activities will necessitate the use of personal protective equipment.

Where statutory provision or detailed assessment of the task or substance involved indicates that such PPE will be required then the Bursar of Bowdon Preparatory School will ensure that it is made available, and its continued use monitored.

All PPE used will be of a type approved for the purposes and conform to the relevant British or European standards.

All PPE will be regularly inspected and kept in good working order.

It is the responsibility of all staff and pupils to:

- wear PPE as required;

- use PPE as instructed by the manufacturer;
- report defects immediately; and
- not alter or abuse any PPE provided.

### **Eye Protection**

It is a statutory requirement under the Personal Protective Equipment Regulations 1992 to wear eye protection when an assessment shows that a risk of injury cannot be otherwise eliminated.

Staff and pupils (as indicated) must wear eye protection when involved in any of the following operations:

- Using or dispensing liquids which could cause injury;
- when breaking, cutting, dressing, carving, stone, metal and glass;
- any other process involving the production of fine particles; and
- any work which involves the use of sharp pointed material.

Eye protectors must be readily available, well maintained and conform to BS2092.

### **Gloves**

Caretaking and cleaning staff will wear gloves suitable for the job in hand.

### **Protective Clothing**

Appropriate Protective clothing will be worn by staff involved in activities which could:

- lead to entanglement;
- be subject to harmful liquid spillages; and
- involve high temperatures or naked flames.

In areas exposed to high temperatures and naked flames overalls will be of an appropriate type of material. Protective clothing made from synthetic fibres will not be used unless supplied specifically for the purpose.

Aprons and overalls made from synthetic, 'wipe down' materials will be used for all Food based activities.

All aprons and overalls will be cleaned regularly.

### **Footwear**

The Caretaker/ Premises Officer and certain other caretaking staff will be required to wear protective shoes whenever the activity involves the lifting and moving of heavy items.

### **Training**

Staff and pupils must be trained in the correct selection, wearing and use of PPE eg protective goggles for Science/D&T when required.

### **Electricity 240V mains**

It is strictly forbidden for any work to be conducted on any live electrical circuits by any member of staff or pupil within Bowdon Preparatory School.

Any work of an electrical nature on any conductors or circuit shall be carried out only by competent and qualified electricians.

All electrically operated tools and equipment will be maintained in good order and subject to regular inspection and PAT testing as appropriate by a competent person (ie the Caretaker or PAT contractor). Records of testing are kept in the Bursar's Office.

A record of all such tests and inspections shall be kept in the safety manual alongside all recognised and authorised safe working practices.

If any item of electrical equipment fails to function properly the user shall immediately report the fact to the Headmistress.

On no account will amateur fault-finding be attempted, even after switching off and disconnection from the power supply.

Under no circumstances will working on live circuits be allowed.

### **Lifting & Manual Handling**

The risk of injury due to the manual handling of loads is recognised by Bowdon Prep School and all measures will be taken as necessary to reduce such risks.

- Training in proper handling techniques will be given if appropriate and only those persons so trained should be asked to move heavy weights. Under no circumstances will pupils be allowed to lift or move heavy or awkward weights.
- Guidelines for implementation will follow the 'ergonomic' approach which encourages assessment and quantifying of risk factors with the task in hand within an occupational setting. The lifter or handler will be seen at the centre of a system.
- Only staff, appropriately trained in manual handling will be asked to move heavy weights.
- As a guide, for an adult, 20kg will be the maximum weight (held close to the body).
- If the load is held at arms' length then this limit will be reduced by 50%. If the lifting involves twisting the limit will be reduced by 20%.
- Loads lifted above shoulder height or below knee level will be reduced by 50%.
- Caretaker not to lift heavy items, i.e. desks and furniture, especially during holiday time, without assistance.

### **Cleaning & General Maintenance**

All cleaning and maintenance staff will be provided with protective clothing.

Glass and other sharp waste materials will be disposed in a way which will ensure that no sharp waste materials can cause injury to pupils and other staff.

All users of the building will be alerted to the existence of wet floors, training leads and other unsafe temporary arrangements.

All cleaning and maintenance staff will ensure that at all times adequate exits are available in the case of an emergency.

### **Working with Enforcing Authorities**

#### **Arrangements for dealing with visits and recommendations of enforcing authorities**

Arrangements for dealing with the visits and recommendations of enforcing authorities are as follows:

- Authorities will be given a copy of the Health and Safety policy and then shown round the premises to check that all is in order.

#### **H&S Policy Statement Review Record**

#### **Arrangements for monitoring and reviewing the Health & Safety Policy Statement**

The Governing Body of Bowdon Prep School will review the Health & Safety policy statement and the arrangements for the Health & Safety on an annual basis or more frequently should the need arise.

The form of this review will be by means of Audit, Inspections and Tours.

Particular attention will be given to:

- The Policy Statement
- Organisation
- Training and competency
- Safe systems of work
- Safe place to work
- Trips and activity holidays

- Internal communications
- Emergency Procedures
- Fire
- Medical facilities and welfare
- Records
- Monitoring at the workplace

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## Appendix 2 Fire Drills

Date of drill	Name of drill co-ordinator	Remarks
Time of drill	Evacuation time taken	
Signature		
Actions		Review Actions

Date of drill	Name of drill co-ordinator	Remarks
Time of drill	Evacuation time taken	
Signature		
Actions		Review Actions



### Appendix 3 Fire escape route weekly inspection record

Date	Location of escape route / fire escape door	Satisfactory	Defect / Action taken	Signature
		Yes / No		
	Ground floor:			
	Main entrance			
	Pupil entrance			
	Caretaker entrance			
	Pre Prep upper classroom (green room)			
	Pre Prep lower classroom (blue room)			
	Rear of sports hall			
	Sports hall foyer			
	Route Pre Prep to Dining hall			
	First floor:			
	Route year 3/4 corridor			
	Second floor:			
	Route ICT suite corridor			
	Design and Tech room			
	Third floor:			
	Art room			



### Appendix 4 First aid Checklist

Person responsible \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

No.	Items to be checked	Yes	No	N/A
1	Has a first aid risk assessment been completed or reviewed?			
2	Are there an adequate number of First Aiders or Appointed Persons at all times?			
3	Do all first aid trained personnel hold a valid certificate?			
4	Are there adequate facilities e.g. eyewash stations etc, for the numbers on site and types of hazard?			
5	Are the contents of first aid kits checked and stock levels maintained in accordance with guidance?			
6	Have notices been posted, identifying the location of first aid kits and nominated personnel?			
7	Are all employees aware of the first aid and emergency reporting procedures?			

No	Action required	By whom	Date due	Date done	Intl.

### Appendix 5 Fire safety and emergency plans checklist

Checked by \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Items to be checked		Yes	No	N/A
1	Has a fire risk assessment been completed or reviewed?			
2	Do visitors and employees sign in and out of the School?			
3	Do employees and contractors undergo an induction and are they aware of the emergency procedures?			
4	Are there emergency evacuation notices displayed in the building?			
5	Does the building have adequate means of raising the alarm?			
6	Is the alarm tested regularly and are fire drills undertaken?			
7	Are assembly points signed?			
8	Are fire escape routes clearly marked and kept free of materials and rubbish?			
9	Is the building adequately lit to enable a safe evacuation?			
10	Is there adequate fire-fighting equipment strategically placed?			
11	Is the fire-fighting equipment appropriate to the hazards present in that area?			
12	Is the fire-fighting equipment serviced regularly and records kept?			
14	Is the electrical installation checked regularly to ensure it doesn't pose a hazard?			

No	Action required	By whom	Date due	Date done	Intl.

## Appendix 6 Health and safety arrangements Checklist

Person responsible: - \_\_\_\_\_

Signature: - \_\_\_\_\_ Date: - \_\_\_\_\_

No	Items to be checked	Yes	No	N/A
1	Is the Health and Safety Policy signed and accessible?			
2	Have all employees been issued with a copy of the 'Employee Handbook' and acknowledgement slips returned?			
3	Are the arrangements for joint consultation effective?			
4	Have all risk assessments been completed, reviewed and copies made available to relevant staff?			
5	Are control measures and safe systems of work in place and being adhered to?			
6	Is first aid provision adequate?			
7	Have all accidents/incidents been investigated, recorded and reported where applicable?			
8	Are all training requirements documented and reviewed where necessary?			
9	Are all statutory inspections, tests and maintenance requirements undertaken and documented?			
10	Are procedures for the control of contractors effective?			
11	Has the business changed resulting in a need to review the Health and Safety Policy?			

No	Action required	By whom	Date due	Date done	Intl.

**Appendix 7 Sub-contractors health and safety questionnaire**

<b>Name and address of Sub-contractor</b>

<b>Health and safety policy and arrangements</b>	Yes	No
Do you employ five or more people?		
If so, do you have an up-to-date health & safety policy statement?		
Does the policy contain details of the organisational structure, responsibilities and arrangements for managing health and safety?		
Is a copy of the policy and arrangements attached?		
When was the Policy last reviewed? Please provide date.		

<b>Accident history</b>					
Provide the number of ALL accidents/incidents reported, in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), during the last 3 years.					
Year	Fatal	Major Injury	Dangerous Occurrences	Diseases	Over 3 day (or over 7 day after 6 Apr 12)

<b>Enforcement history</b>		
During the last 5 years have you had any of the following Enforcement Notices issued to you by the HSE or a Local Authority Enforcing Officer?	Yes	No
Improvement notices.		
Prohibition notices.		
If yes to any of the above, please attach details.		

Training
Please give an outline of the health and safety training provided by yourselves over the last five years for each of the below.
<b>Managers:</b>
<b>Operatives:</b>
What are your plans for training for the next 12 months?
How do you ensure that new staff have been adequately trained?

Competence	Yes	No
Do any staff have health and safety qualifications?		
If YES, provide a list of relevant staff (including senior management) and their qualifications e.g. IOSH managing safely, CSCS (use separate sheet if necessary and provide copies of training records/certificates etc.).		
Describe what experience your company and staff have gained relating to the proposed work, listing previous related work undertaken in the past 2 years. List on separate sheet if necessary.		
How does your company keep informed of health and safety law and industry best practice (also include participation with professional associations)?		

## **Appendix 8 Office “Monitoring”**

Person responsible: - \_\_\_\_\_ Frequency: - \_\_\_\_\_

Signature: - \_\_\_\_\_ Date: - \_\_\_\_\_

No	Items to be checked	Yes	No	N/A	
1	Is the area large enough to accommodate all persons and equipment?				
2	Is the level of general workplace lighting sufficient?				
3	Is the lighting suitable for users of display screen equipment?				
4	Is heating and ventilation adequate for the working environment?				
5	Does everyone have access to welfare facilities?				
6	Are all floors and passages free from trailing cables and obstacles?				
7	Are self-assessment questionnaires distributed to all staff using display screen equipment?				
8	Are display screen assessments undertaken where necessary?				
9	Have the recommendations identified in assessments been implemented?				
10	Are display screen equipment ‘Users’ identified?				
11	Is there a procedure in place for the provision of eye tests?				
12	Are arrangements made for occupational health screening for all relevant staff?				
No	Action required	By whom	Date due	Date done	Intl.



### **Appendix 9 Display Screen Equipment (DSE) – User Assessment Form**

The following questionnaire is designed to allow an individual DSE user to assess their workstation/s. Where a user has answered 'No' to any question in Part B, or provided details of any health effects in Part C, the employer should investigate and assess further and/or make any workstation adjustments, if necessary.

Before completing this questionnaire please refer to figure 1 for guidance on DSE set up and seating position.

Name of Computer User:	
Department:	
Location of Workstation:	
Date of Assessment:	

#### Part A

General Information	
How much time is spent on the display screen per day? (Hours/mins)	

#### Part B

Display Screen Equipment			
Screen and Display	Yes	No	N/A
Are the characters on screen clear and easy to read?			
Is the image on screen free from flicker and movement?			
Are brightness and contrast controls adjustable?			
Can the screen be swivelled and tilted?			
Is the screen clean and free from glare and reflection?			
Is the top of the computer screen at or just below eye level?			
Keyboard	Yes	No	N/A
Is the keyboard separate from the screen?			
Can the keyboard be tilted?			
Is the keyboard easy to reach?			
Is there adequate space in front of the keyboard to rest your hands and wrists?			
Is the keyboard free from glare?			
Are all characters clear and easy to read?			
Mouse or other Pointing Device	Yes	No	N/A
Is the device comfortable to use?			
Is the device suitable for right or left handed persons?			
Can the device settings be adjusted to your personal preferences?			

Furniture			
Desk	Yes	No	N/A
Is there adequate free space on the desk for all your work?			

Is the layout of the work surface sufficient for all necessary equipment? e.g. computer, keyboard, telephone, printer etc.			
Is all workstation equipment easy to reach?			
Is there adequate space to adjust the position of the equipment in order to adopt a comfortable work posture?			
Are work surfaces in a good and stable condition?			
Is there adequate legroom under the desk?			
Is the space under the desk clear of obstructions?			
Are surfaces free from glare and reflections?			
<b>Chair</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Is your chair stable? i.e. does it have five moveable castors?			
Has your seat got suitable lumbar support?			
Can the height of the seat be adjusted?			
Can the height and tilt angle of the backrest be adjusted?			
Does the seat rotate easily?			
Are the seat arms detachable, if required?			
<b>Ancillary Equipment</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Can you sit comfortably without the aid of a footrest?			
Has a stable and adjustable document holder been provided (if needed)?			
If you are required to simultaneously use the telephone and computer do you use a hands free speakerphone or a headset?			
Can your feet touch the floor or footrest?			
If a footrest is provided, can it be adjusted?			

Environment			
<b>Noise and Vibration</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Are the temperature and humidity levels comfortable?			
Is there sufficient ventilation that does not cause discomfort from draughts?			
Are noise levels comfortable?			
Is there sufficient workspace?			
Is the lighting, including any specific task lighting, sufficient?			
Are you able to control the amount of natural light with blinds or curtains?			

Task Design and Software	Yes	No	N/A
Is software suitable for the tasks?			
Have you been trained to use the software?			
Are tasks organised to avoid long periods of intensive activity?			
Can you control the tasks? e.g. speed of recording data etc.			

General Safety	Yes	No	N/A
Have you been informed of your entitlement to free eye and eye sight tests?			
Are all electrical cables etc. in good condition and properly connected?			
Are cables secure and tidy?			
Is all equipment, furniture etc. safely positioned?			
Do you have adequate rest breaks?			
Are you able to take breaks at your discretion?			
Can you leave your workstation during breaks?			

### Part C

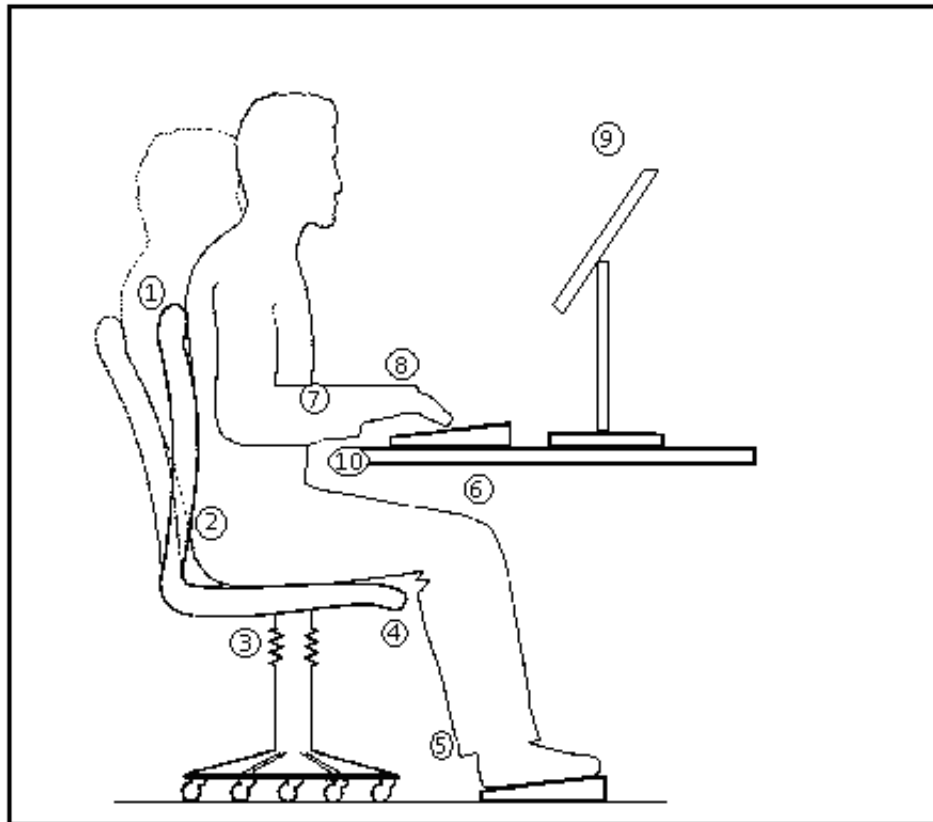
Please include any comments that you would like to make regarding your workstation or its local environment. Also note any adverse health effects experienced, e.g. aches, pains, sensory loss ('tingling' or 'pins and needles') in your neck, back, shoulders, upper limbs, restricted joint movements or grip.

Users signature:	Date:
------------------	-------

Assessor's comments, including details of any action to be taken.

Assessor's name:	Signature:
Date:	Date of re-assessment:

Figure 1. Seating and Posture for Typical Office Tasks



1.	Seat back adjustability.
2.	Good lumbar support.
3.	Seat height adjustment.
4.	No excess pressure on underside of thighs and backs of knees.
5.	Foot rest, if needed.
6.	Space for postural change, no obstacles under desk.
7.	Forearms approximately horizontal.
8.	Minimal extension, flexion or deviation of wrists.
9.	Screen height and angle should allow comfortable head position.
10.	Space in front of keyboard to support hands/wrists during pauses in keying.

### **Appendix 10 Tips for Safer Manual Handling**

- Avoid manual handling where possible.
- Use handling aids: Cranes, Frames and Trolleys.
- Assess the load before starting. Think WEIGHT, CENTRE OF GRAVITY, STABILITY & HAND HOLDS. Split the load down if it's too big. Re-arrange if it makes it easier to hold. Don't overload yourself.
- Plan for the task. Assess your route. Make sure it is clear.
- Push, don't pull.
- Stand close to the load. Tuck in your chin. Keep a straight back so your legs take the strain.
- Avoid stooping, twisting, over reaching.
- Lift smoothly. Avoid jerky movements.
- Keep the load close to your midriff.
- Where handling is repetitive, take regular breaks. Do not get tired.

## Appendix 11 Handling Operation Assessment

TITLE:

ASSESSMENT REF:

	Y/N	DESCRIPTION
<b>The Task</b> does it involve: Holding the load away from the body? Twisting the trunk? Stooping? Lifting above the chest? Carrying further than 10m? Pushing or pulling? Sudden movement? Frequent or prolonged effort? Insufficient rest or recovery periods? Handling while seated? Prolonged static loading on the body? A rate of work imposed by a process? Handling the load more than once per minute?		
<b>The Load</b> is it: Heavy, i.e. greater than 10kg? Bulky or unwieldy? Large enough to obstruct vision or restrict movement? Difficult to grasp? Unstable or with contents likely to shift? Hot, cold, wet, dirty or contaminated? Sharp or with projection?		
<b>The Working Environment</b> are there: Space constraints or obstructions preventing good posture? Uneven, slippery or unsound floors? Variations in floor levels? Extremes of temperature, humidity or strong air movements?		
<b>Individual Capability</b> does the job: Involve workers aged under 21 or over 55? Require unusual strength, or physical characteristics? Put at risk those with health problems or pregnant? Need special knowledge or training?		
<b>Any other factors?</b> Please describe.		

If the risk is judged not to be controlled to the lowest level reasonably practicable, complete the risk control section.

**Appendix 12 Manual Handling Operation Assessment**

<b>RISK CONTROL (Existing and Recommended Further Measures)</b>
<b>PROCEDURAL:</b>
<b>PHYSICAL:</b>
<b>WORKPLACE:</b>
<b>INFORMATION/INSTRUCTION/TRAINING:</b>

**ARE THE RISKS ADEQUATELY CONTROLLED?**

<b>REVIEW DATE:NAME:</b>	<b>SIGNED:</b>	<b>DATE:</b>
--------------------------	----------------	--------------

## Appendix 13 Cleaning and General Maintenance Assessments

**Operation:**

The cleaning and maintenance of the School should be carried out in conjunction with the advice on the risk assessments for the pertinent activity.

**Waste Disposal:**

Duty of Care for Waste Disposal of sanitary towels etc. taken out with Shorrock Trichem. Sani-bins changed once a month.

Domestic Waste removed in .....skips by JWT Waste Services Ltd weekly.

**Safe Stacking & Storage:**

Stackable chairs to be stored not more than five high. Tables to be stacked on appropriate racks and secured. Foldaway chairs to be stacked on appropriate trolleys and secured.

**Marking & keeping clear gangways, exits etc.**

All fire exits clearly marked with the appropriate signs. Gangways to be made and kept clear when seating parents, etc. in hall. Rows of no more than 20 chairs should be set without a gangway.

**Checks on Equipment, Furniture, Steps etc.**

If any equipment is found to be faulty, it should be reported to the Site manager, Headmistress or Bursar immediately and taken out of use until repaired/replace.

Completed by: ..... Date: .....



#### Appendix 14 Food Safety in Catering – Staff Training and Qualifications

Relevant staff have undertaken training organised by the Chartered Institute of Environmental Health, as indicated in the following table.

Qualification	Name	Date obtained	Recommended date of renewal
Food Safety in Catering (Level 2)	Lynda Abbey	August 2022	August 2025
Food Safety in Catering (Level 2)	Lisa Holmes	August 2022	August 2025
Food Safety Awareness	Ling Jiang	February 2023	February 2024
Food Allergy	Lynda Abbey	January 2023	January 2026
Food Allergy	Lisa Holmes	January 2023	January 2026
Food Allergy	Ling Jiang	TBA	

All staff have access to food safety awareness training modules

Staff are required to complete relevant modules (offsite INSET day)

[Move to top of document](#)