



PREP HEALTH AND SAFETY to include Nursery /Early Years

Applicable to: All staff, pupils, parents/carers

1. Status of Policy Statement

This statement should be read in conjunction with the GDST's overarching Health & Safety Policy Statement and the detailed arrangements for implementing that policy at RHPS School. These are available on P-General. The purpose of this document is to record the responsibilities and arrangements for implementing the policy in the Prep School. All departmental staff must adhere to the policy.

This policy will be reviewed annually by the Prep Head and all departmental staff will be advised of any amendments.

A copy of the policy will be given to all new members of staff during their induction, and a reference copy will be kept in the staffroom.

2. General Aims of the Policy

It is the duty of all Department staff - teachers, teaching assistants, admin staff, peripatetic staff and other support staff to:

- Be familiar with, implement and promote both the school's and the Prep and Nursery department's health & safety 'rules' and procedures;
- Spot hazards, e.g. slipping and tripping hazards, damaged or defective equipment, and take appropriate action to prevent accidents, e.g. by remedying defects or making the area or equipment safe and reporting the hazard to the person who can arrange for it to be repaired/replaced;
- Take reasonable care of their own health & safety and anyone else, particularly pupils, who may be affected by their acts or omissions;
- Co-operate with other members of staff to ensure good standards of health & safety are maintained, and departmental activities do not put anyone at an unacceptable risk of injury, harm or ill health.

3. Health and Safety Responsibilities

Policies are reviewed annually in September and approved by Governors in the Autumn Term

The Head of the Prep School has overall responsibility for the day-to-day management of health & safety within the department, in particular she is responsible for:

- Completing and regularly reviewing comprehensive 'area' and 'activity' risk assessments. Examples of areas are: science labs, dance studios, gymnasiums; examples of activities are: use of playground equipment, netball lessons, use of woodworking equipment;
- Completing and regularly reviewing comprehensive risk assessments relating to manual handling, use of machinery/equipment, use of display screen equipment (laptops and PCs), use of hazardous chemicals, lone working, working at height, noise and vibration;
- Ensuring that comprehensive risk assessments have been completed for all Prep School trips/educational visits as overseen by the EVC (Head);
- Ensuring that staff within the Prep School and Nursery receive appropriate health and safety training which is refreshed on a regular basis including: emergency procedures, first aid arrangements, accident reporting, fire safety, personal safety including lone working, hazard spotting and defect reporting, risk assessment, manual handling, use of specialist equipment including personal protective equipment, use of hazardous chemicals, and keeping appropriate records;
- Ensuring that only people (staff and pupils) who are appropriately trained and supervised use, erect and dismantle the following specialist and / or potentially hazardous equipment:
 - Height access equipment
 - Sharp tools - e.g. *craft knives, lino cutting tools, Stanley knives, chisels, staple guns*
 - Specialist equipment -*trampolines, gymnastic equipment*
- Ensuring that only people (staff and pupils) who are appropriately trained and supervised undertake the following potentially hazardous activities:
 - *decant concentrated chemicals, load/unload the kiln, light and manage campfire, access roofs, spray pesticides and herbicides]*
- Ensuring all equipment, including electrical equipment, used in the Prep School and Nursery is safe by completing regular in-house safety checks;
- Ensuring any safety equipment, e.g. guards, emergency cut off devices, alarms, rescue equipment, signs and warning notices, are available, in good working condition and are used when necessary to protect people from harm; [Tom Woods - caretaker, tests fire alarms weekly and during the holidays]
- Ensuring any personal protective equipment, e.g. gloves, goggles, aprons, hearing protection are available, clean, in good condition and worn, by both pupils and staff when necessary to protect people from harm;
- Ensuring any hazardous substances used in the Prep School and Nursery e.g. chemicals, paints, varnishes, dyes, glazes, glues and solvents, are stored, used and disposed of in accordance with the manufacturer's instructions, the Material Safety Data Sheets and the school's COSHH assessment;
- Investigating all accidents that occur on site, or as a result of Prep and Nursery activities, and ensuring measures are implemented to prevent, where possible, incidents reoccurring;

Policies are reviewed annually in September and approved by Governors in the Autumn Term

- Ensuring all accidents and significant near misses that occur, or as a result of departmental activities are recorded in line with the school's Accident / Near Miss Reporting procedures;
- Ensuring that all girls in Nursery and Reception are sent to school during the summer term with sun cream already applied and that staff will reapply if necessary throughout the day if they bring in a labelled bottle.
- Ensuring that health and safety is a standing item on all departmental meetings.

Some specific tasks have been delegated to specific members of the Prep School's staff:

	Task	Name	Position
1	Completing regular safety checks on all equipment used in the department.	Tom Woods	Caretaker
2	Completing regular checks on all safety equipment used/available in the department.	Tom Woods	Caretaker
3	Checking the condition of personal protective equipment used by pupils and staff on a regular basis eg. Goggles and gloves in Discovery	Staff who teach in the Discovery and Creativity rooms	Teachers
4	Organising regular servicing, maintenance and inspections of equipment by specialist engineers or examiners.	Tom Woods with Ellen Wilson	Caretaker and DFO

3. Health & Safety Information

The Prep School's risk assessments are located in the Health and Safety folder on Prep General. Other health & safety information relevant to the Prep School can be found in the Prep School handbook, which is read each Autumn term by all staff members. This contains:

- **Prep School 'safety rules', emergency procedures, accident reporting procedure, security procedures,**

A Health and Safety folder is located in the Caretaker's Office containing:

- **equipment maintenance schedules and records, Material Safety Data Sheets for hazardous chemicals, equipment instruction manuals, safety checklists, training records**

Aaire Hilly

Policies are reviewed annually in September and approved by Governors in the Autumn Term