



**Northbourne Park School (including EYFS)**

# **Health and Safety at Work Policy**

Date created: January 2022  
Last Reviewed: March 2025  
Date for review: March 2026  
Owned by: Head teacher  
Reviewers: SMT  
Approved by: Board of Governors

## Policy Statement

Northbourne Park School places the greatest importance on health and safety matters with particular regard to fire safety and undertakes to conduct its operations in such a way as to ensure the health and safety of all its pupils, employees, visitors and the general public.

To this end, the School will endeavour to create and develop a working environment in which there is an awareness of the vital importance of health and safety and which encourages all employees to participate in developing and practising safe working methods and to have regard for the welfare of themselves and others.

We are confident that all employees will comply with their obligation to act in a safe manner and will fully co-operate with the School's Governing Body in matters of health, safety and welfare.

This policy should be read in conjunction with the following separate policies:

- *Fire Safety Policy and Evacuation Procedures*
- *First Aid Policy*
- *Lone Working Policy*
- *Asbestos Policy*
- *Pupil Access to Risky Areas*
- *RIDDOR and Accident Reporting*
- *Risk assessment*
- *Transport Procedures*

## Responsibility for Health and Safety

The **Head** will ensure so far as is reasonably practicable, that the school's policy on health and safety at work is effectively implemented.

The **Bursar's** health and safety responsibilities cover the maintenance of safety records, accident investigations, assessments and inspections. He/she will familiarise themselves with all relevant health and safety legislation and take expert advice if required.

In the absence of the Bursar, the responsibilities for health and safety at work will be assumed by the **Deputy Head**.

## Management and Supervision

All those with responsibility for the management or supervision of staff will promote positive attitudes towards health and safety. They must ensure that the tasks carried out by their subordinates are performed with the utmost regard for the health and safety of all involved.

Those with a management or supervisory role will:

- ensure that on joining the School all new employees are fully familiar with health and safety matters appropriate to their duties including accident reporting, emergency procedures, fire precautions, code of safe conduct and the location of first aid boxes

- provide adequate information, instruction, training and supervision to ensure the health and safety of employees and pupils
- ensure that all staff are familiar with the School's health and safety at work policy
- co-operate with and participate in the investigation of all accidents and conduct of assessments and inspections
- ensure the maintenance of good housekeeping standards
- review the safe operation of all work equipment
- within their area of authority, regularly inspect the workplace with regard to the suitability of equipment provided for the health and safety of employees and others, check work methods and practices to ensure safe systems of work and inspect arrangements for the use, handling, storing and transport of articles and substances
- carry out Risk Assessments within their departments and maintain a record of their findings

## **All Staff**

Employees have a responsibility to do all they can to prevent an injury to themselves, their colleagues and others affected by their actions or omissions at work and co-operate with the School on matters of health, safety and welfare. They must familiarise themselves with, and conform to, the health and safety at work policy, School procedures and rules.

## **Health and Safety Committee**

The Health and Safety Committee will be responsible for co-ordinating the implementation of the health and safety at work policy and will keep under review measures taken to ensure the health and safety of employees with the objective of promoting co-operation between the management and employees.

The health and safety committee will:

- review statistics with a view to recommending corrective action
- examine safety audits, inspections and assessments
- consider legislation, reports and information in order to determine necessary action
- keep a watch on the effectiveness of rules, systems of work, training and communication

The membership of the committee will be:

- The Bursar - The Chairperson
- A member of the Governing Body
- Head or Deputy Head
- Head of Boarding or Housemistress
- Head of Pre-Prep
- Catering representative
- Estates Manager
- Matron
- ICT Manager
- Transport Manager

Other specialists will be co-opted as necessary and the committee will meet Termly and the minutes will be displayed on school intranet. Health and Safety is a standing item on the weekly staff meeting agenda. Staff are invited to raise any ongoing matters for the consideration of the committee.

## Smoking and Vaping

Smoking and vaping is prohibited on the premises at the Pre-Prep in line with the EYFS Statutory Framework.

Staff at the Prep School may only smoke in the one designated smoking area which is in the staff car park. Smoking in any other area of the premises or in the school minibuses is against the code of conduct and therefore an offender will be subject to the disciplinary procedures. Staff must not smoke or vape when children are present.

Smoking constitutes a fire hazard and can be unpleasant and dangerous for the smoker and colleagues. Employees discovered smoking in an area where there is a particular fire risk will be liable to dismissal without notice.

## Code of Safe Conduct

- Conform to the health and safety at work policy, all health and safety rules and signs, fire precautions and emergency procedures.
- Ensure that you understand and follow the safe operation of your duties; ask if you do not understand any aspect of these.
- Report all accidents, near misses, potential hazards and damage immediately.
- In the event that personal protective equipment or clothing is provided, it must be used and properly looked after.
- Do not interfere with or misuse anything provided for the health and safety of employees.
- Do not act in a way that could endanger yourself or others; do not play practical jokes.
- Do not run, especially on stairs or steps. Use handrails; never read or text while walking.
- Keep your work area tidy and clear of obstructions; do not leave things lying around.
- Clean up any spilt liquids, tracked in rain etc. immediately.
- In the event of your being called upon to handle bulky or heavy objects, only lift or move what you can easily manage; always bend your knees and keep your back straight - take the stress in your legs, not your back. **GET ASSISTANCE** if in doubt. Do not overreach; do not climb on anything not meant for the purpose; use a ladder, ensuring that it is good condition.
- Electrical equipment is regularly checked and is normally safe when properly used, **BUT**: never attempt electrical repairs unless authorised, never touch electrical equipment with wet hands, always disconnect electrical equipment before moving it, always keep electrical supply cables and wires away from wet areas or from where they could be walked over etc, always switch off equipment if not in use; disconnect from the mains outside normal working hours unless instructed otherwise.
- Information on any specific hazards and precautions (e.g. COSHH, DSE) will be issued as appropriate and is available from the Bursar. Training in dealing with hazards will be conducted as appropriate.

## Display Screen Equipment

- Adapt the furniture to fit your body. The lower back needs support; adjust the backrest if necessary. Place feet flat on the floor or use a footrest and use a document holder if necessary.
- Adjust the VDU to increase your comfort. The top should be just below eye level. Contrast and brightness may be adjusted for your individual preference. Position the VDU at a 90° angle to windows if possible.
- Dim the lights or adjust blinds/curtains if necessary but do not make the room too dark.

- Avoid wearing light coloured clothing which can reflect light on to the screen.
- Look into the distance periodically - at something at least 20 feet away.
- Vary your routine. Take a few minutes away at regular intervals to organise materials or files or to deliver completed work.
- Do some stretching exercises during the day (neck, shoulder, back, wrists, hands and fingers)

## **Information and Training**

### **New Employees**

On joining the school, all employees will be informed of the general health and safety aspects of their employment and of any specific information appropriate to them.

### **All Employees**

All employees will be informed about, and trained in, health and safety matters including exposure to any identified risks. Such information and training will be given in the event of there being a change in circumstances affecting health and safety, and otherwise will be adapted and repeated periodically where appropriate. Training will be conducted during working hours.

### **Risk Assessments**

Regular and systematic inspections and risk assessments of all potential hazardous substances and work activities will be made by Heads of Departments under the authority of the Head and Bursar who will take into account all the relevant regulations and code of practice. Specialist advice will be obtained if necessary and the risk assessment will be reviewed periodically. The significant findings will be recorded and appropriate preventative and/or protective measures taken as necessary.

### **Temporary staff, Contractors and Visitors**

Temporary staff, contractors and visitors will be required to conform to all health and safety requirements whilst on the school's premises. They will EITHER be accompanied by a responsible permanent employee at all times OR will be issued with the relevant rules, procedures and specific hazard information on the back of the Visitors badge.

## **Occupational Health**

It is the School's policy to protect its employees as far as practicable from any health risk which may arise from work or the working environment by:

- Developing occupational health procedures and ensuring that policies are current and relate to the School's needs.
- Providing pre-employment screening and regular health supervision of all employees.
- Establishing and maintaining appropriate standards for health and hygiene relevant to each employee.
- Identifying possible health hazards within the working environment.
- Advising on the prevention of occupationally induced health problems with a view to improving employee health and performance.
- Providing an efficient first aid service.
- Ensuring that occupational health provisions are within, and assist, school health and safety policies and that they comply with all relevant legal and statutory obligations.

It should be noted that the occupational health service, including health supervision of individual employees at work, is complementary to, and not a substitute for, the relationship between the employee and the National Health Service/General Practitioner.