



Health, Safety and Welfare Statement of Intent

The Ursuline Preparatory School does not undermine the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

COVID-19 Pandemic

We have enhanced our exacting standards to a new level across all aspects of school life as necessary. Changes are implemented based on guidance received from HM Government, Public Health England, H&S Executive, the ISA and our Local Authority.

We confirm that we have complied with the guidance as detailed in the government's directive to manage the risk of COVID-19 in school. We are receiving the full support of our Trustees, Governing Body, Staff and Parents.

As we are managing a Public Health issue, the nature of the guidance and advice is constantly changing. As a result, our internal policies, practices and procedures are continuously being reviewed and immediately updated. Therefore, the information contained in this document may change without notice.

This Health Safety & Welfare Policy Statement of Intent and the following full policy was approved by the Governing Body on the date recorded and shows the expected standards and commitment to health, safety and welfare required throughout the whole of the Ursuline Preparatory School and with due regard to the DfE non-statutory advice "Guidance Health & Safety advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies".

The school Headteacher has ultimate responsibility for ensuring the implementation of this policy within the school. However, health, safety and welfare are the responsibility of all employees and as such all Ursuline Preparatory School employees have an important part to play in the successful implementation of this policy.

The Senior Management Team, Heads of Departments and Support Staff are responsible for implementing this policy within the area of their activity. Every employee of Ursuline Preparatory School must comply with this policy and co-operate with colleagues to achieve the highest standards of health, safety and welfare possible.

Responsibilities of employees are outlined in the main policy document but the detailed arrangements for carrying out the policy are included within other policies e.g. Fire Risk, First Aid and arrangement documents which the school has set in place as part of its management of health, safety and welfare.

This policy is required under the Health and Safety at Work etc Act 1974. Employees are reminded that they have duties under the Act, and regulations made under it and breach of these duties could lead to prosecution of the Trustees as the employers or individual employees. Failure to comply with safety requirements could also lead to disciplinary action.



Health, Safety and Welfare Policy

Information for Parents: This policy is available on request.

1 Aims

- 1.1 The Trustees of Ursuline Preparatory School will do all that is reasonably practicable to establish and maintain high standards of health, safety and welfare for all its employees.
- 1.2 The Governing Body will ensure, so far as is reasonably practicable, that the health, safety and welfare of pupils and other non-employees who may be affected by its work activities is not put at risk.
- 1.3 The responsibility for implementing this policy lies directly with the Headteacher.

2. Objectives

To implement the policy the Governors' objectives are:

- 2.1 To ensure that all activities are being carried out safely, without risk to Health, Safety and Welfare, so far as is reasonably practicable.
- 2.2 To ensure there are school policies and arrangements covering all activities and work carried out within Ursuline Preparatory School.
- 2.3 To ensure all employees are aware of and actively support the responsibilities of the Governors and accept their own personal responsibilities regarding health, safety and welfare.
- 2.4 To ensure that all new employees are aware of the school's Health, Safety and Welfare Policy and the required health, safety and welfare procedures and arrangements through induction training provided by the retained Health and Safety consultant.
- 2.5 To ensure all visitors, contractors and suppliers of goods and services are informed of and comply with the relevant health, safety and welfare requirements of the school.

- 2.6 To ensure that there are clear procedures and arrangements for consultation with and the involvement and commitment of employees and their representatives.
- 2.7 To promote awareness of health, safety and welfare issues throughout the school.
- 2.8 To provide specialist professional support to managers on all health, safety and welfare matters.
- 2.9 To provide access to detailed health, safety and welfare information, which may be required about or resulting from UK legislation, Approved Codes of Practice, British Standards or other authoritative sources.
- 2.10 To provide access to detailed health, safety and welfare information, that may be required about substances, materials, articles, processes, plant and equipment used within Ursuline Preparatory School or during its activities.
- 2.11 To ensure suitable and sufficient assessments are carried out of the risks to health, safety and welfare of employees, pupils and others and that appropriate control measures have been put in place to reduce those risks as far as reasonably practicable to an acceptable level. The welfare of the pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a comprehensive written risk assessment policy and appropriate action is taken to reduce risks that are identified.
- 2.12 To keep this policy under review and revise it as required but as a minimum annually.
- 2.13 To monitor the implementation of the Health, Safety and Welfare Policy through audits, inspections and reports from the Headteacher, Deputy Headteacher's, Site Manager, the school external electronic monitoring system (Handsam) and the retained Health and Safety Consultant.
- 2.14 To ensure where required arrangements are in place for the management of statutory inspections and suitable records kept.
- 2.15 The school is a no smoking site, including the use of vapour devices, this applies to all staff, students, parents and visitors within the school site.

3 Organisation and Responsibilities

3.1 The Governing Body

The Governing Body will ensure that appropriate resources and time are allocated through the Headteacher, Deputy Headteachers and the Site Manager.

The Governing Body will monitor the implementation of the policy by requiring an annual report based on the monitoring checklist and reports and inspections as detailed in section 6.4

3.2 The Headteacher

The Headteacher of the school is accountable to the Governors for the implementation of this Health, Safety and Welfare Policy. The Headteacher will also discharge to Governors' overall duty as the employer. The discharge of these duties will be through the Senior Management Team (SMT). The Headteacher will be responsible, in particular, for ensuring that:

- This policy statement and its arrangements are brought to the attention of all employees;
- appropriate policies, Risk Assessments, procedures and arrangements are available for each work activity carried out in the school and that a copy of each relevant document is kept in the school office and on the school ICT network. Other copies are distributed to relevant employees as required and a record of distribution is maintained, updated and reviewed annually;
- other health, safety and welfare information is communicated to relevant employees as required;
- adequate first aid procedures exist; including the provision of sufficient trained first aiders and appointed persons, and that all employees are aware of those procedures and arrangements. This will also include times when employees are present outside the normal school hours;
- accidents are reported using the established school procedures including where necessary reporting to the Health and Safety Executive (HSE) through RIDDOR.
- ensuring that all accidents and incidents are investigated to appropriate levels;
- the Site Manager can carry out his functions, and, where appropriate, that consultation takes place with him. In order to carry out his functions, where he requires additional information about, for example, procedures, arrangements will be made for

communicating such additional information. The existence of policies and other health, safety and welfare information will be drawn to the attention of representatives and access provided on request;

- reports from the Site Manager are dealt with in a suitable manner and within suitable time scales;
- a fire risk assessment has been completed and is reviewed annually, fire drills are carried out half-termly and a fire register is maintained;
- health and safety training needs for all employees and Governors are identified and training is provided by the retained Health and Safety Consultant;
- risk assessments are undertaken of all risks and hazards to health, safety and welfare as required by the Management of Health, Safety and Welfare at Work Regulations and other legislation and those with significant findings are recorded (See Visits Policy for Educational trips and off site visits);
- new employees receive appropriate health, safety and welfare information including details of the Health, Safety and Welfare Policy, other policies and arrangements, fire drill procedures, first aid arrangements and other safety related procedures during the new staff induction process;
- the overall procedures for safety are monitored and reported annually to the Governing Body by the External Health and Safety Consultant;
- a copy of Appendix 1 to this policy is completed, posted on notice boards in a prominent position and updated at regular intervals;
- health, safety and welfare matters that cannot be resolved appropriately are raised with the Governing Body within a suitable time frame.

3.3 Deputy Headteachers

The Deputy Headteachers are responsible for carrying out the Headteacher's duties in her absence, as nominated. The Deputy Headteachers will act as the School Health, Safety and Welfare Co-ordinator in conjunction with the site manager specific duties include:

- ensure that the dissemination of health, safety and welfare information is carried out to all school employees through department heads;

- ensuring the school has appropriate first aid arrangements in place;
- monitoring that accident reporting is carried out using the accident book and reporting form;
- ensuring that appropriate emergency evacuation procedures are in place for the school;
- ensuring accidents and incidents are properly investigated by the class teacher;
- ensuring health, safety and welfare matters raised by employees are dealt with in appropriate time scale;
- ensuring that a central file of policies, arrangements and risk assessments is maintained within the school, including being added to the school network;
- co-ordinating with the site manager about all aspects of the Health, Safety and Welfare Policy;
- ensuring with the Site Manager that premises defects (which affect Health, Safety and Welfare) and other health, safety and welfare matters are dealt with or, if this is not possible, for ensuring they are raised with the Headteacher;
- ensuring that the implementation of this policy is carried out and monitored with the support of class teachers;
- through the Site Manager making sure that arrangements are in place for liaison with contractors to ensure appropriate co-operation and co-ordination between the school and contractors;
- liaison with the site manager to ensure all appropriate safety information has been made available;
- ensuring the site manager carries out routine testing of the fire alarm system and the keeping of a record of the results of the test.

3.4 The Bursar

The Bursar will support the Headteacher in her role as the responsible person for health, safety and welfare.

The Bursar is directly responsible for supervising finance.

3.5 The Site Manager

The Site Manager is also responsible for implementing general health, safety and welfare within the school premises. The site manager is directly responsible for the following areas and maintenance activities:

- Providing liaison with contractors and in particular for:
- ensuring that all reasonable steps are taken to inform contractors of risks to their employees arising out or in connection with the operation of the school;
- ensuring that contractors are aware of any special risks to pupils, which might arise out of their work;
- drawing the Headteachers attention to premises defects which may present a Health and Safety risk;
- to carry out minor repairs providing they are within his competency;
- carrying out premises risk assessments, as necessary, or as recommended by the external health and safety consultant;
- ensuring appropriate measures are in place for the control of Legionella;
- overseeing routine checking of fire alarms, emergency lights, fire extinguishers, intruder alarms, as and electrical installations and lightening conductors;
- ensuring appropriate measures are in place for the control of hazardous substances including asbestos;
- overseeing maintenance;
- overseeing vehicles coming on and going off the school site.

3.6 Curriculum Co-ordinator

Curriculum Co-ordinator's are responsible, so far as is reasonably practical, for the implementation of the health, safety and welfare policy within their areas of responsibility.

In particular they are responsible for ensuring;

- that the activities under their control are carried out, so far as is reasonably practical, safely and without risk to health;
- the implementation of the Safety Policy is properly monitored in their area of responsibility; including carrying out inspections of the workplace and equipment;

- individual employees within their departments are made aware of their responsibilities for health, safety and welfare.

3.7 Class Teachers

The first priority of all teachers is for the safety and wellbeing of all students in their charge. This also applies to student teachers who must be aware of their responsibilities by a professional tutor.

A class teacher must:

- know the school emergency procedures for both fire and first-aid and the special safety measures to be adopted in his/her own teaching areas and to ensure that they are applied as required by the school;
- exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
- give clear instructions and warnings as often as necessary (notices, posters, hand-outs are not enough);
- ensure that pupils' coats and bags etc. are safely stowed away keeping exits clear;
- integrate all relevant aspects of safety into the teaching process and if necessary give special lessons on safety;
- follow the school's safe working procedures personally;
- make recommendations on safety matters to the Curriculum coordinators;
- be familiar with the safety arrangements appropriate to the work area;
- be familiar with risk assessments appropriate to the work activity.

3.8 All Employees

Although responsibility for health, safety and welfare within the school rests with the Governing Body all employees have responsibilities, they include;

- to take reasonable care of their own health and safety and that of all persons who may be affected by their acts or omissions;

- to co-operate with the Governing Body so far as is necessary to enable it to meet its responsibilities for the health, safety and welfare throughout the school;
- to use work equipment provided correctly in accordance with instructions and training;
- to inform the Governing Body (through the Headteacher) of any work situations which present a serious and immediate danger to health and safety;
- any employee having or identifying a problem about health, safety and welfare should raise the matter with their line manager. Employees who, during the course of their duties are required to visit premises other than their normal place of work, must comply with those health, safety and welfare instructions in force at individual establishments.

4. Health and Safety Communication

The Governors have ensured and provided for effective joint consultation on health, safety and welfare matters with all staff and if required their safety representatives. This function will be provided through the school management chain.

5. Competent Health, Safety and Welfare Advice

- An external consultant (H&E Health & Safety Consultants Ltd.) has been appointed to provide assistance and guidance on Health and Safety as required.
- An external Fire consultant (Assured Fire Services) has been appointed to provide advice and guidance on Fire management as required.

6. General Arrangements for Health, Safety and Welfare

6.1 Accident Reporting

All employees are reminded that the most important thing to remember about accidents, is that, for all accidents to staff requiring medical attention, an accident form is filled in so that accidents can be monitored and action taken to alleviate the causes. Repeated accidents from the same or similar causes need urgent attention to eradicate the cause. This information only becomes apparent through the accident report form. Minor pupil accidents are recorded on the school accident slip which is

kept in the school office. Any head or eye injuries (however minor), must be reported to the parents/carer of the child and advice given on the monitoring of the child.

6.2 General Arrangements

The Appendix 1 to this policy indicates general arrangements for implementing the Health, Safety and Welfare Policy within the school.

6.3 Risk Assessment

Under the management of Health, Safety and Welfare at Work Regulations 1999 there is a requirement for all risks to health, safety and welfare to be assessed and for significant findings to be recorded. These will be checked with the retained external Health and Safety Consultant and reviewed annually by the Headteacher.

Risk assessments will take into account:

- Hazard – something with the potential to cause harm
- Risk – an evaluation of the likelihood of the hazard causing harm
- Risk rating – assessment of the severity of the outcome of an event
- Control measures – physical measures and procedures put in place to mitigate the risk

A list of areas (non-exhaustive) which will require risk assessment where required are:

- Sport and PE activities
- General classroom
- Educational Visits
- Security and Violence
- Site Management
- Manual Handling (see site Managers Risk Assessment)
- Slips Trips and Falls
- Display Screen Equipment
- Mini Bus (see Mini Bus Policy)
- Fire (see Fire Policy)
- Legionella
- PAT
- Ladders

- On site activities such as working at height and others as required

6.4 Health & Safety Monitoring

On-going monitoring of health, safety and welfare matters will take place through the following procedures;

- Inspections for health, safety and welfare defects will be carried out as required but at least on a termly basis by the Headteacher or a Deputy Headteacher and the Site Manager. Inspections may be of curriculum areas, department, and premises or of the whole school as required. This will provide an overview of how the school is managing health, safety and welfare;
- an internal review of health, safety and welfare arrangements and procedures will be carried out annually by the retained Health and Safety Consultant. A report will be made to the Governing Body by the Headteacher;
- all accidents will be investigated as appropriate to identify any failures in the management of health, safety and welfare. Where necessary reports will be submitted to the Governing Body.
- An annual first-aid box audit will be conducted by the Housekeepers.
- Routine inspections are to be carried out by a specialist on the following equipment:
 - Fire extinguishers
 - Portable electrical equipment
 - Fire alarms
 - Emergency lighting
 - Heating appliances
 - Hot and cold water systems

Other routine external inspections carried out include:

- Where necessary the school will engage a Structural Surveyor to report on the state of the building should an issue arise;
- engineer's inspection – air conditioning units and other technical equipment;

- regular servicing of equipment (responsibility of the site manager);
- fire risk assessment;
- emergency lighting tests;
- Legionella risk assessment;
- PAT testing/Electrical testing certificates;
- Boiler and Gas servicing/repairs is carried out by a registered Gas Safety Engineer;
- If required, qualified Planning supervisors will be engaged whenever major work is undertaken to the structure of the school.

6.5 Occupational Health

The school will undertake health surveillance on employees where it is specified by law. Health surveillance will also be undertaken on employees where:

- There is a known risk to the health of employees
- Where the health risk can be identified at an early stage; and
- Where the identification of the condition will allow successful treatment

Areas where consideration of health surveillance is required will include, if required are exposure to:

- Noise or vibration
- Solvents, dust, fumes, biological agents and other substances hazardous to health
- Asbestos, lead or work with compressed air

Health surveillance may take the form of but not be limited to:

Periodic health questionnaires

- Where pre-employment question are asked, employers can only ask them to help:
 - Establish whether any reasonable adjustments need to be made for applicants during the selection process
 - Decide whether an applicant can carry out a function essential to the job
 - Monitor diversity among job applicants
 - Take positive action to assist disabled people

Pre-employment and return to work (after long-term illness/injury),
medical examinations; and/or

All reasonably practicable corrective action will be taken to ensure
the health and safety of employees identified as suffering from
work related illness including any showing symptoms of stress.



Ursuline Preparatory School Health, Safety and Welfare Arrangements

1	Name of senior member of staff with responsibility for co-ordinating Health, Safety and Welfare	<i>Mrs. Pauline Wilson</i>
2	Location of central file of policies and arrangements	<i>School Office</i>
3	Location of fire register	<i>School Office</i>
4	Location of school fire file	<i>School Office</i>
5	Location of accident book	<i>School Office</i>
6	Location of central file of Health, Safety and Welfare Information Bulletins	<i>School Office</i>
7	a) Name of employee to report accidents to b) Who should complete the accident form c) Notifiable person who contacts HSE	<i>Mrs. Pauline Wilson</i> <i>The First Aider</i> <i>Mrs. Pauline Wilson</i>



Ursuline Preparatory School

Paediatric First Aiders (April 2020)

Staff Name	Location/Contact Details
Sharon Coleman	Intermediate Classroom, Ground Floor, extension 39
Patricia Creavin	Lower 2 Classroom, Top Floor, extension 33
Lara Cuddigan	Staff Room, Ground Floor, extension 24
Denise Cutbill	School Office, Ground Floor, extension 21
Julia Fox	Intermediate Classroom, Ground Floor, extension 39
Heather Gash	Lower 1 Classroom, First Floor, extension 30
Caroline Graham	Lower 1 Classroom, First Floor, extension 30
Karen Griffiths	Staff Room, Ground Floor, extension 24
Susan Hammerton	SEN Room, First Floor, extension 29
Pam Hardy	Transition Classroom, First Floor, extension 34
Suzanne Hornsby	Staff Room, Ground Floor, extension 24
Helen Jennings	Kindergarten Classroom, Ground Floor, extension 37
Caroline Johnson	Reception Classroom, Ground Floor, extension 47
David Lewis	Computer Suite, Top Floor, extension 27
Sarah Macdonald	Upper 2 Classroom, Top Floor, extension 36
Julie McMahon	School Office, Ground Floor, extension 31
Lucy Mitchell	Intermediate Classroom, Ground Floor, extension 39
Gemma Mongelard	Upper 1 Classroom, First Floor, extension 38
Neil Moody	SEN Room, Lower 1 Classroom, First Floor, ext. 29, ext. 30
Isabelle Parker-Litjens	Transition Classroom, First Floor, extension 34
Arthur Peters	School Office, Ground Floor, extension 21
Christine Ryan	Computer Suite, Top Floor, extension 27
Kirsty Sharp	Kindergarten Classroom, First Floor, extension 37
Joan Thomas	Lower 1 Classroom, First Floor, extension 30
Nicola Tucker	The Snug, Lower 2 Classroom, Top Floor, extension 41
Georgina Tweed	PE Office, School Hall, Extension 48
Vanessa Vize	Upper 1 Classroom, First Floor, extension 38
Kelly Walsh	PE Office, School Hall, extension 48
Jan West	Upper 1 Classroom, First Floor, extension 38
Pauline Wilson	Headteachers Office, Top Floor, extension 25

Advanced Paediatric First Aiders (September 2018)

Staff Name	Location/Contact Details
Joanne Aronowicz	Pre-Reception Classroom, Ground Floor, ext. 20
Ruth Barlow	Reception Classroom, Ground Floor, extension 47
Julia Fox	Intermediate Classroom, Ground Floor, extension 39
Pauline Long	Staff Room, Ground Floor, extension 24
Claire O'Brien	Upper 2 Classroom, Top Floor, extension 36
Lorraine Speller	Reception Classroom, Ground Floor, extension 20
Michelle Steward	Kindergarten Classroom, Ground Floor, extension 37
Lorraine Wilson	Reception Classroom, Ground Floor, extension 47

Emergency Telephone Numbers

Dentist	111	Hospital	01708 435000
NHS Direct	111	Police Station	01245 491491



Ursuline Preparatory School
Location of First-Aid Boxes

Basement/Lower Ground Floor	
Dining Hall	Before/After School Care
Music Room	

Ground Floor	
Pre-Reception	Reception Classroom
Kindergarten Classroom	Intermediate Classroom
Tech. Room	

First Floor	
Lower One Classroom	Transition Classroom
Upper One Classroom	

Top Floor	
Computer Suite	Lower Two Classroom
Upper Two Classroom	

Additional Locations	
Mini Buses	New School Hall