



THE MULBERRY HOUSE SCHOOL

fireAll Mulberry House School Policies are always to be read and considered in conjunction with the Equal Opportunities, Written Risk Assessment Policy Safeguarding Policy, Race Equality and Inclusion Policies

HEALTH AND SAFETY POLICY

This Policy of Mulberry House School applies to all sections of the school including the Early Years Foundation Stage. Please read this policy in conjunction with the Written Risk Assessment Policy, Child Protection (Safeguarding) Policy, E-Safety Policy, Medical Policy and Confidentiality policy.

The Mulberry House School is a Rights Respecting School (RRS) and we take our responsibility as Duty Bearers seriously, respecting (though not exclusively) the following Children's Rights Articles under the United Nation's Convention on the Rights of the Child (UNCRC) in relation to this school policy.

- ◆ Article 3, The best interests of the child must be a top priority in all decisions and actions that affect children.
- ◆ Article 19: Governments and Institutions must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them

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This policy is written with regard to the DfE Guidance Health and Safety: Advice on Legal Duties and Powers (Feb 2014) and The Health and Safety at Work Act (1974), Standards for school premises (March 2015) and Health and Safety: Responsibilities and duties for schools (2022), and Keeping Children Safe in Education (2024), and Working Together to Safeguard Children (2023).

Bethan Lewis-Powell, the Founder, and Cari & Duncan Binet-Fauvel, the Directors, take overall responsibility for Health and Safety at The Mulberry House School. The Founder and Directors ensure that relevant Health and Safety Laws are complied with the drawing up and effective implementation of this policy.

It is the policy of The Mulberry House School:

- ◆ To create an environment and to encourage ways of working which will ensure the safety of children, employees and all other persons who come onto its premises and grounds.
- ◆ That all staff are responsible for the children under their care. They also have a responsibility to work in a way that will ensure the health and safety of themselves and all other persons with whom they come into contact.
- ◆ That all matters concerning health and safety should be brought to the attention of the Headteacher, Erika Billmore immediately.
- ◆ That staff are to familiarise themselves with the points below and be aware of them on a day-to-day basis.

Operations Plan

The Mulberry House School aims to provide the highest standards of care and a stimulating early learning environment, which is tailored to each individual child. We adhere to Ofsted Regulations and DfE regulations in which ISI inspects for suitable premises and responsible persons.

We provide a place for a child to develop a strong sense of belonging and to build their self-esteem and confidence through encouragement to reach their full potential socially, physically and intellectually.

It is our aim to employ qualified staff with a high regard to their own professionalism, who wish to continue their personal and professional development through inset courses plus continually updating their skills and keeping abreast of new ideas and developments. We carry out annual performance reviews, which enable us to identify ongoing training requirements as well as regular progress reviews and staff meetings.

The staff are deployed to cover the correct ratios in each area of the school to ensure that the children's needs are fully met, their safety and security is of paramount importance. To ensure correct ratios are met we employ bank staff that we can call

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on to cover staff sickness. The bank staff are team members who participate in further training, staff meetings etc.

Our school is divided into age groups, each area of the building catering for specific needs with appropriate equipment and facilities to promote children's independence, confidence and intellectual growth. We regularly evaluate our practices and make adjustments where necessary. We often have visitors to share their expertise; it is our practice to group the children differently in these instances to accommodate this additional activity.

Staff Wellbeing and Mental Health

The school is committed to promoting positive mental health and wellbeing for all staff and recognises that a safe, supportive working environment is essential to delivering high-quality education and safeguarding practice. We aim to create a culture in which staff feel valued, listened to and able to raise concerns about workload, stress or working conditions without hesitation.

Leadership monitors staff wellbeing through regular communication, supervision, and opportunities for feedback. Reasonable adjustments, flexible approaches and supportive management practices are implemented where appropriate to help staff maintain a healthy work-life balance. Training is provided to help staff recognise signs of stress or mental health difficulties in themselves and others, and to ensure they know how to access support.

The school encourages open dialogue, mutual respect and a collaborative approach to problem-solving, recognising that staff wellbeing directly contributes to a safe, stable and effective learning environment for pupils. These commitments complement the school's wider safeguarding and health & safety responsibilities.

Attendance, Supervision and Pupil Safety

The school maintains robust attendance systems to ensure the safety and wellbeing of all pupils. Accurate daily registers are taken in line with statutory requirements, and any unexplained absence is followed up promptly in accordance with our procedures for identifying children who may be missing from education. Effective attendance monitoring forms a key part of our safeguarding and health & safety responsibilities, ensuring that all pupils are accounted for, safely supervised, and protected throughout the school day.

Fire

- ◆ The safe evacuation of the building is of primary importance.



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- ◆ Entrances and exits are to be kept clear for free access.
- ◆ If it is necessary to lock outside doors, this must be done from the inside by means of bolts (not by locking with keys).
- ◆ Fire doors must be kept closed unless they are held open by magnetic switches linked to the integrated smoke detection and fire alarm system.
- ◆ Do not dry or store anything on the boiler or in the boiler room - it is a fire hazard.
- ◆ No combustible materials should be left in hallways or on stairs.
- ◆ Fire appliances: familiarise yourself with the location of these and the instructions for use.
- ◆ The Mulberry House School will carry out fire drills after carefully assessing the fire safety and the impact on the means of escape. Our assembly points have been reviewed and alternative suitable arrangements are in place in accordance with the revised fire risk assessment, ensuring class groups evacuate together. Responsible persons should be able to show that all personnel are aware of what to do in case of fire during this period.
- ◆ Fire Drill: familiarise yourself with this. They are displayed in each room in the school. Fire Drills are carried out termly, once for morning children and once for afternoon children.
- ◆ Fire Tests: are carried out weekly, before the school day starts, to ensure all call points are working adequately. Please do not evacuate in this circumstance.

Lockdown, Invacuation and Emergency Procedures

The school maintains robust emergency preparedness procedures to ensure the safety and protection of pupils, staff and visitors in situations where remaining inside the building is the safest course of action. Lockdown, invacuation and shelter-in-place procedures are in place to respond to a range of potential risks, including security incidents, environmental hazards or community-based emergencies.

Clear communication systems, such as internal alerts, walkie-talkies and designated signals, are used to ensure that staff can respond quickly and consistently. All staff receive training on the school's emergency procedures, including their roles during a lockdown or invacuation, how to secure classrooms, supervise pupils and maintain calm. Regular drills are carried out to ensure that pupils and staff are familiar with the procedures and can act swiftly and safely if required.



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These measures form part of the school's wider safeguarding and health & safety responsibilities and ensure that the school is prepared to respond effectively to a range of emergency situations.

Electrical Appliances

- ◆ Any faults must be reported to the Headteacher immediately. If in doubt, do not use anything electrical if you think it might be dangerous.
- ◆ Unplug computers and any other equipment when it is not in use.
- ◆ Take care with electrical leads that they do not trail in such a way as to be dangerous.
- ◆ Do not place anything containing water on top of electric equipment.
- ◆ Electrical points must always have safety covers intact. Please inform the health and safety officers should this not be the case.
- ◆ The person in charge of each floor must check before leaving that all lights are off, plugs are out of sockets, sockets covers have been replaced (except where marked) and doors and windows are secure.
- ◆ All items are PAT tested annually by a competent person.

Digital Equipment Safety and Online Access Controls

The school maintains secure systems and safe practices to ensure that all digital equipment is used responsibly and safely within the physical environment. School devices are stored securely, issued only under appropriate supervision, and checked regularly to ensure they remain safe for pupil use. All internet-enabled devices operate under the school's filtering and monitoring systems, which are designed to prevent access to harmful or inappropriate content and to alert staff to any potential risks.

Staff are responsible for supervising pupils' use of digital equipment, ensuring that devices are used in accordance with safeguarding expectations and that no unsafe online access occurs. These procedures operate alongside, and are further detailed within, the school's E-Safety Policy and Online Safety procedures.

Defects to the building

Report these immediately to the Headteacher so that they can be made safe and repaired.



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Outdoor play space

- ◆ Side gates of the First School are kept closed, using high level bolts and latches at all times, but not locked.
- ◆ Playground gates at Second School to be kept closed at all times.
- ◆ There must be adequate staff supervision while children are out at play. Staff should be positioned around the playground. One member of staff should always be near the Bean Stalk or areas that create blind spots in the garden. It is the school's policy that staff create a triangle where possible to ensure that they can monitor all aspects of the playground whilst the children are outside.
- ◆ The playground is checked daily for broken glass, fouling by animals, etc.
- ◆ Playground, front steps and ramp way are swept daily.
- ◆ In the First School, children on bikes should play on the paved areas, leaving the artificial surface for children engaged in other activities.
- ◆ Sweep sand up regularly to prevent slipping.
- ◆ Surfaces jet washed regularly. Please inform the maintenance person should this need doing immediately.

Supervision Ratios and Staff Deployment

The school ensures that appropriate supervision ratios are maintained at all times in line with statutory requirements and the needs of the children. Staff deployment is planned to ensure safe coverage of all areas, with dynamic risk assessments carried out throughout the day to respond to changes in pupil numbers, behaviour, weather conditions, or the use of specific equipment.

Outdoor areas are clearly zoned to support effective supervision. Staff are allocated to specific zones and remain positioned to maintain full visibility of their area. Zoning maps are displayed for staff reference, and adjustments are made as needed to ensure safe play and movement. Walkie-talkies or other communication systems are used to enable staff to contact one another quickly, request support, or report concerns.

Supervision extends beyond playtimes to include transitions such as arrival, dismissal, movement between classrooms, and access to outdoor learning spaces.

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Staff ensure that children move safely around the site and that all areas remain appropriately supervised during these times. These measures support a safe, well-managed environment and reinforce the school's wider safeguarding and health & safety responsibilities.

Equipment

- ◆ Spills to be mopped up quickly.
- ◆ Toys should be picked up off the floor to prevent the risk of tripping over them.
- ◆ Sweep sand up regularly to prevent slipping.
- ◆ Playdough and plasticine to be renewed regularly.
- ◆ Sift sand for dust and dirt regularly.
- ◆ Change water daily. Cold water should be put in before hot.
- ◆ Any wallpaper paste used to thicken paint should be free of fungicide.
- ◆ Check all toys are in good condition. They should not be dangerous and should not have small parts that can be 'popped' into mouths, ears and nostrils.
- ◆ Wash dressing-up clothes regularly.
- ◆ Check outside toys are safe and there are no splinters, missing screws or bolts.
- ◆ Wash cushion covers regularly.
- ◆ Wash dolls' clothes regularly.

Storage

- ◆ Tables, chairs and equipment are to be stacked and stored safely.
- ◆ Ensure articles on shelves are safe and cannot topple.
- ◆ In the First School, the cleaner's cupboard, under the stairs, and the boiler room should be locked at all times.
- ◆ Any substances which might be harmful to children must be kept locked away.
- ◆ Screw on tightly the tops of containers.

General Tidiness

The premises both inside and outside must always be kept as tidy as possible to reduce the risk of accidents.

Visitors, Contractors and Site Access Safety

The school maintains strict procedures to ensure that all visitors and contractors can access the site safely and without compromising the safety and wellbeing of pupils and staff. All visitors are required to sign in on arrival, wear an identification badge at all times, and follow the instructions provided during their site induction. Visitors must remain under appropriate supervision unless they have completed the necessary safeguarding checks.

Contractors working on site must comply with the school's health & safety requirements and provide relevant risk assessments and method statements before commencing any work. Safe working zones, barriers, and signage are used to ensure that pupils and staff are protected from hazards associated with maintenance or construction activities. Contractors are expected to work only in designated areas and must not have unsupervised access to children unless all statutory safeguarding checks have been completed.

Educational Visits Policy

- ◆ Pre-visits to the place to be visited should be made and a risk assessment carried out. Risk Assessments should be given to the Health and Safety Postholders and Headteacher prior to going on the trip. A copy of the risk assessment should also be given to each adult on the outing prior to going.
- ◆ The parental responsibilities form should be given to all parent helpers one week before going on the trip along with the risk assessment. Any questions should be addressed with the Health and Safety Postholders in advance of the trip.
- ◆ The teacher/pupil ratio is 1:4 for under 5's and 1:5 for Prep Children.
- ◆ At least one member of staff should have a Paediatric First Aid certificate.
- ◆ The travel first aid box should always be taken.



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- ◆ Emergency medication such as Auto-injectors/Epipens and inhalers should be taken where necessary.
- ◆ Medical details and emergency contact numbers should be taken for all children.
- ◆ Any special dietary requirements should be met in relation to packed lunches.
- ◆ No child should be taken on a trip without a signed parental consent form.
- ◆ The school mobile phone should be taken and held by the lead teacher at all times.
- ◆ The Mulberry House School consult the Health and Safety Guidance on Educational Visits for advice on undertaking risk assessments to ensure educational visits can be done safely. As part of this risk assessment, the school will consider what control measures need to be used taking in consideration different risks such as staffing, safeguarding, pupil wellbeing and ensure they are aware of wider advice on visiting indoor and outdoor venues.
- ◆ All visits will follow the DfE 'Health and Safety on Educational Visits' guidance and OEAP National Guidance. Staff must conduct ongoing dynamic risk assessments throughout the visit and communicate any emerging risks to the lead teacher. Individual healthcare plans, SEND needs and safeguarding considerations must be reviewed prior to departure. Personal mobile phones must not be used; only the school mobile may be used for communication with the school.

Children

- ◆ In or out of the building, children must be supervised at all times.
- ◆ Special care should be taken when children are using apparatus, e.g. outside play equipment.
- ◆ Children must be escorted from room to room by staff and to lavatories.
- ◆ Children must never be left unsupervised in any classroom, corridor or shared space. Staff must maintain appropriate line-of-sight supervision at all times, including during transitions. Toileting supervision must balance safeguarding with children's dignity and privacy.
- ◆ When going up and down stairs, one member of staff should be at the front, one at the back of the line and remaining staff spread along the line.



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- ◆ Children should be encouraged to walk calmly about the building at all times, not run.
- ◆ Check shoelaces and buckles are done up.
- ◆ Ensure hands are washed after art/craft activities, toileting and before eating.
- ◆ Children are not allowed in the kitchens.
- ◆ Registers must be kept accurately. The presence of a child should be recorded as soon as he or she arrives. The register should be totalled immediately.
- ◆ Children must only be allowed to leave the school with a known and 'named' adult. If staff do not recognise the adult who has come to collect a child, they must politely explain the school policy and ask the person to wait while they check whether the school has received written permission for the collection. If the person is not on the collection list, the school must ring the parent immediately to obtain consent via email. (Please see Arrivals and Departures Policy).

Missing Child:

Children being children, they are not always where they should be, or where you expect them to be. Rarely is this anything other than the child having moved unexpectedly, but staff need to establish a procedure to ensure that the child is located as quickly as possible. In our school this procedure is as follows:

1. The senior member of staff present arranges for the other children to be gathered together and a register taken. The sign out register must be checked for collection of child.
2. Enquiries are made of any other adults in the vicinity.
3. The surrounding area is checked to see if the child can be located in particular areas, such as toilets, cupboards or other areas of a size capable of hiding a child.
4. If after 10 minutes of thorough searching the child is still missing the teacher in charge/Headteacher/ Senior Deputy Headteacher must be informed.
5. The teacher in charge/Headteacher/Senior Deputy Headteacher will then inform:
 - a. The police and/or any other appropriate emergency service
 - b. The parents/carers of the child
 - c. Local Education Authority (Camden): 020 7974 4444

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6. While waiting for the police and the parents to arrive, searches for the child will continue.
7. During this period, other teachers will maintain as normal a routine as is possible for the rest of the children.
8. The senior members of staff will be responsible for meeting the police and the missing child's parents. They will also coordinate any actions instructed by the police and attempt to comfort and reassure the parents.
9. An Incident Report form must be completed by all witnesses and signed within 2 hours of the incident.
10. Where appropriate, CCTV footage will be reviewed to support the investigation. The Headteacher will determine whether the incident meets the threshold for reporting to ISI as a notifiable incident.

The teacher in charge must keep in mind at all times, and act upon, the primary principle laid down in the Children Act - **the welfare of the child is paramount. 2.4**

In the event of a member of staff fearing that a child has gone missing off the school premises:

1. The teacher in charge must ensure the safety of the remaining pupils.
2. At least two adults should immediately start searching for the child.
3. The adult in charge of the visit should contact the school to alert them
4. If the child is not found within 5 minutes, the teacher must contact the Headteacher and the police by telephoning 999. The school will make arrangements to notify the parents, after which the procedures described above will be followed.

Visitors

Any adults whom staff do not recognise should not be allowed to enter the school. Usually, the secretary will open the door to callers. Do not open the door for casual callers but inform the secretary of their presence. If the secretary is absent, ask a Senior member of staff to ascertain the caller's business. If they do not have an appointment, ask them to wait outside and inform the Headteacher. If they do have an appointment, please escort them to the Headteacher. All visitors must sign into the Inventory system in the entrance hall and each visitor given a badge. Each visitor must also be made aware of our fire evacuation procedure upon entering the school and supervised whilst onsite.

Visitors must not be left unsupervised with children unless the school has verified an enhanced DBS with barred list check. Contractors working on site will be



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risk-assessed and supervised as appropriate. Visitors must not use mobile phones on site unless authorised by the Headteacher.

Staff

- ◆ Smoking and alcohol is not allowed on the premises.
- ◆ Mobile phones are not to be used in the school at any time and visitors must leave their phones in the school office
- ◆ Staff leaving premises at lunchtime or during the course of the day must inform the Deputy Headteacher or a Senior member of staff of their departure and return. In the event of fire, it is vital to know who is in the building.
- ◆ Handbags and shopping, which often contain potentially dangerous contents, should be kept in the staffroom, even at the end of the day.
- ◆ Do not leave mugs of hot drink within reach of children. Use mugs with lids when near children.
- ◆ Hygiene is extremely important throughout the school, including the kitchen and staff room. Standards must be kept as high as possible. It is the responsibility of all staff to maintain standards. The policy is 'clean as you go'.
- ◆ Staff must report all accidents, injuries and near-misses to the Headteacher. Staff must follow the school's lone-working procedures and prioritise their own wellbeing and safe working practices.
- ◆ Familiarise yourself with the kitchen health and safety guidelines. They are displayed in the kitchen.
- ◆ It is essential to wash hands before handling food and after using the lavatory.
- ◆ When moving and handling heavy objects, bend at the knees, keep back straight and ask for assistance when necessary.
- ◆ Do not stand on tables or chairs to reach high objects. Always use a stepladder or 'elephant foot' and ensure it is fully opened.

Accidents

STAFF MUST BE ALERT AT ALL TIMES TO THE POTENTIAL DANGERS OF ANY SITUATION IN ORDER TO PREVENT ACCIDENTS.

- ◆ The main first aid box is located in the office.



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- ◆ All first aid kits are accessible within each class and all staff are made aware of where this is located when joining the school.
- ◆ A list of the appointed first aiders is displayed on the parents' notice boards.
- ◆ All first aid to be administered by designated 'first aiders'.
- ◆ Accidents should be reported immediately to the teacher in charge of the year group and the Headteacher. The teacher in charge of the year group will then inform the parents or person who collects the child.
- ◆ Accidents to staff or children must be recorded in the books kept by each class. Entries should be made in ink and contain the following information:
 - ❖ Name
 - ❖ Time
 - ❖ Date of event
 - ❖ Summary of event
 - ❖ Any action taken
 - ❖ Signature of responsible person
 - ❖ Signature of parent/carer.
- ◆ Head injuries must be reported to parents immediately. First aid kits are checked and replenished regularly by the appointed person. The school complies with RIDDOR requirements and will report any notifiable incidents to the HSE.
- ◆ Parents should be shown the accident book and asked to sign it when they come to collect the child (on the day the accident occurs).
- ◆ If a person other than the parent collects the child make them aware of the accident and record it on the accident form at the time of the conversation. It is important that you still call the parents to make them aware of what has happened. Record this phone call on the form and get the parents to sign the form the following day.
- ◆ 'First aiders' must wear disposable plastic gloves when treating children with cuts/nosebleeds.
- ◆ Treatment for minor accidents only should be given. If an accident is more serious, a child should be moved to hospital. See 'Emergency Accident Procedure' in [Appendix B](#).

Emergency Accident / Sickness Procedure

- ◆ If a sudden emergency should arise, the child must be taken to hospital as soon as possible.

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- ◆ Notify the Headteacher or Senior Deputy Headteacher who will call for an ambulance – dialling 999.
- ◆ Photocopy the child's emergency information form. Senior Teachers will gather a report of what happened and where necessary use the CCTV to verify events. Once an incident has happened staff should fill in the accident book immediately and the incident form where more detail may be required such as drawing a floor plan.
- ◆ Be sure that the person accompanying the child to hospital has these notes and can give an accurate account of the accident and the child's condition.
- ◆ The ambulance driver will contact the hospital in route.
- ◆ Staff must not transport children in personal vehicles. Parents will be informed as soon as reasonably possible. All incident forms will be reviewed by the Senior Leadership Team to identify any patterns or emerging risks.

Sickness – Children

- ◆ Sickness - only in the case of minor sickness should the child be kept at the school. Otherwise the parent or other responsible person should be informed and asked to collect the child. Plastic or disposable gloves must always be worn when dealing with sickness or diarrhoea. Children should be off school for 48 hours if they are suspected to have diarrhoea or sickness.
- ◆ The school follows UK Health Security Agency (UKHSA) guidance on infection control and exclusion periods. Any suspected outbreak of infectious disease will be reported to UKHSA.
- ◆ Medicines are administered by the Medical Carer or appointed person only if prescribed by a doctor. Please refer to the Management of Medicines policy.

Sickness – Staff

- ◆ Staff sickness on the school premises should be brought to the attention of the Headteacher.
- ◆ Staff sickness off school premises - inform the Headteacher as soon as possible and refer to the sickness policy document.
- ◆ Staff returning from sickness will participate in a return-to-work discussion. Staff must follow infection control and COSHH procedures at all times.

In the event of an outbreak of infection at our setting, the UKHSA health protection team (HPT) may recommend enhanced or more frequent cleaning, to help reduce transmission. Read guidance on [managing outbreaks and incidents](#).

The school follows UKHSA 'Health Protection in Education and Childcare Settings' guidance, including reporting thresholds for outbreaks. Parents and staff will be



informed promptly when enhanced infection-control measures are recommended by the Health Protection Team.

Staff suggestions for the improvement of health and safety are welcomed and in the light of these and other considerations this document may be amended from time to time.

This Policy also incorporates;

- Part 1** The Statement of Intent - the commitment to the health, safety and welfare of employees and of other users of the premises
- Part 2** The Organisation - the roles and responsibilities in the management structure for Health and Safety
- Part 3** The Arrangements - the policies and procedures through which Health and Safety standards are set and implemented
- Part 4** The Appendices - detailed information underpinning the Arrangements

This policy will be reviewed annually, or sooner if significant changes in legislation, guidance or school operations occur.



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PART 1 - STATEMENT OF INTENT

Statement of Intent

We, the directors of Mulberry House School, employer of the staff who work in the School, recognise and accept my responsibility in providing a safe and healthy environment for the staff employed in the School, for the children attending the School and for others, visitors and contractors, who come on to the premises.

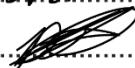
We will take reasonable steps to fulfil these responsibilities within the framework of the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 as well as those other Regulations, Approved Codes of Practice, Guidance, etc made under this legislation. To this end, we employ the services of a Health and Safety Consultant to advise us and our staff on all related matters and to provide the School with up-to-date information in relation to its Health and Safety responsibilities.

Each and every member of staff must recognise that, under the Act, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work. They also have to co-operate, as far as is necessary, with their employer in fulfilling their duties under the Act and supporting legislation as well as under the School's Health and Safety Policy.

The Organisation and Arrangements through which we*, the directors, the School Management and staff aim to fulfil the requirements are set out in the following pages. It is a requirement that all members of staff read this Policy and sign that they have done so.

This Statement of Intent will be displayed in the staffrooms and the entrance lobbies.

Signed:  Director

Signed:  Director

Dated: September 2024

To be reviewed: September 2025

* Henceforward to be referred to, in all capacities, as the "directors"



PART 2 – ORGANISATION OF HEALTH AND SAFETY

Persons responsible for Health and Safety Management

The Directors ensure that relevant health and safety laws are complied with by drawing up and effective implementation of this health and safety policy. The Headteacher and management team have the day-to-day responsibility for management health and safety risks effectively.

The Directors and Headteacher ensure that competent persons are appointed to support compliance with the Management of Health and Safety at Work Regulations 1999. The independent Health and Safety Advisor provides specialist advice and undertakes an annual audit.

The Senior Teachers are responsible to the Headteacher for identified pupil, curriculum, staff and other Health and Safety matters.

The Health and Safety Postholders who is responsible to the Headteacher for identified pupil, staff and other Health and Safety matters (Fire Drills, etc).

The Maintenance Person who is responsible to the Headteacher for general premises Health and Safety matters.

The School Management employs the services of an independent Health and Safety Advisor.

Dissemination of Health and Safety Information, Instruction and Training

Health and Safety will be a standing item on the agenda of all routine management and staff meetings. Key health and safety documents will be shared via staff email and the staff portal. Staff are required to read and acknowledge receipt of essential health and safety information.

Reports will be made available to all members of staff insofar as they affect their Health, Safety and Welfare and as required under the Health and Safety (Consultation with Employees) Regulations 1996.

Any urgent information will be presented to staff at a specially convened meeting, circulated by note and/or displayed on the staff notice board; otherwise it will be presented in the routine meeting.

Members of staff are encouraged to bring Health, Safety and Welfare matters to the attention of the Headteacher or other Responsible Person.

All staff receive cascade Health and Safety training from the Health and Safety Postholder on induction.



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Audit and Inspection Schedule

Audits will take place every year. Risk assessments are reviewed annually and following any significant incident or near-miss. Findings from audits and inspections inform updates to risk assessments and procedures.

Inspections will take place as follows:

Term One: Half term inspection by health and safety post holder

Term Two: Half term inspection by health and safety post holder

Term Three: Half term inspection by health and safety post holder

The H&S Postholder will carry out inspections at times agreed with the Headteacher using the H&S Workplace Checklist each term.

A copy of the inspection will be recorded, filed with the Health and Safety documents and accessible to all staff.

Roles of the Headteacher

Strategic

- ◆ To provide Health and Safety leadership and explain expectations and how the organisation and procedures will deliver them. These will primarily be achieved through the annual review of the Health and Safety Policy and termly meetings with the health and safety post holders.
- ◆ To ensure staff wellbeing and workload are considered within the school's health and safety framework.
- ◆ To daily manage the health and safety risks effectively.
- ◆ To ensure all relevant management decisions reflect the Health and Safety intentions as articulated in the Policy statement.
- ◆ To encourage active staff participation in improving Health and Safety.
- ◆ To consult with staff and involve them in the Health and Safety management system of the School.
- ◆ To keep herself informed of, and be alert to, the relevant Health and Safety Risk Management issues of the School.
- ◆ To ensure that the Health and Safety Policy reflects the current management priorities.
- ◆ To keep herself informed of significant failures and outcomes of investigations (e.g. accidents, near misses).



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- ◆ To ensure that Health and Safety Risk Management systems are in place and remain effective.
- ◆ To ensure there are the necessary staff competences and resources.

Management

- ◆ To pursue the aims of the School in respect of Health, Safety and Welfare.
- ◆ To ensure contractors and visitors comply with site safety rules and safeguarding requirements.
- ◆ To ensure the implementation of the Health and Safety policy, to ensure that all members of staff are aware of its contents, and to revise it as necessary.
- ◆ To manage the health and safety risks effectively.
- ◆ To be available to any member of staff to discuss and to seek to resolve health and safety problems not resolved at a lower level.
- ◆ To take appropriate action to remove or reduce potential hazards.
- ◆ To take note of Health and Safety bulletins, instructions, etc., issued from time to time, and to ensure that where required these are distributed and to maintain a file of all such material which is readily accessible to all employees.
- ◆ To keep an up-to-date list of all safety representatives in the School, both teaching and support staff.
- ◆ To be readily available to safety representatives and to co-operate with them so far as is reasonable in their efforts to carry out their functions.
- ◆ To receive written reports from safety representatives concerning possible hazards and to respond in writing within a reasonable period of time.
- ◆ To ensure that the School is subject to a health and safety inspection at least once in every term.
- ◆ To ensure that materials and equipment purchased are safe and without risk to health when properly used.
- ◆ To ensure that the circumstances of accidents are properly examined and recorded, and that all reasonable steps are taken to prevent or reduce the likelihood of a recurrence.
- ◆ To ensure that all occupants and visitors, including those who will be undertaking work on the premises, are made aware of any hazards on site and of when and where such work activities may affect those in occupation.
- ◆ To monitor the implementation of the recommendations of the annual Health and Safety Inspection Report and the annual Audit and Inspection Report.

Role of the other Responsible Persons

(Senior Teachers/H&S Postholder/Bursar/Maintenance Person)

- ◆ To take appropriate local action to remove or reduce potential hazards and to avoid ill-health arising from work activities.
- ◆ To report all accidents, incidents and near-misses promptly. To ensure COSHH requirements are followed for any substances used in their area. To apply dynamic risk assessment during activities and respond to emerging hazards.
- ◆ To receive reports of hazards from users of an area and to take steps, so far as reasonably practicable, to remove or reduce them.
- ◆ To report to the Headteacher cases where their normal executive authority does not allow them to deal effectively with a hazard or where there is any doubt as to the practicability of a proposed solution and where necessary, to take appropriate short term measures to maintain safety pending rectification.
- ◆ To ensure that accidents are reported in accordance with instructions when so directed by the Headteacher, to establish the facts of any accident.
- ◆ To inspect their area of responsibility at least once in every term with a view to identifying potential and actual hazards and to assess the effectiveness of the local hazard reporting system and any other arrangements in line with the school risk assessment.
- ◆ To ensure the use of protective clothing and equipment where appropriate, and to ensure that this is properly maintained and renewed when necessary.

Role of Safety Representatives

Section 2(6) of the Act provides:

"It shall be the duty of every employer to consult any such representatives i.e. safety representatives of recognised trade unions (and duly elected representatives from the staff) with a view to the making and maintenance of arrangements which will enable him and his employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of employees, and in checking the effectiveness of such measures".

Safety representatives will be invited to participate in post-incident reviews and may request additional inspections where concerns arise.

The Regulations on Safety Representatives provide that they shall have the following functions:



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- a) to investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the employees (s)he represents) and to examine the causes of accidents at the workplace;
- b) to investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work;
- c) to make representations to the employer about matters arising out of sub-paragraphs (a) and (b) above;
- d) to make representations to the employer on general matters affecting health, safety or welfare at work of the employees at the workplace;
- e) to carry out inspections in accordance with the regulations;
- f) to represent the employees, he/she was appointed to represent in consultations at the workplace with Inspectors of the Health and Safety Executive or of any other enforcing authority;
- g) to receive information from Inspectors in accordance with the Act;
- h) to attend meetings of safety committees where he/she attends in his/her capacity as a safety representative in connection with any of the above functions.

(“Workplace” in this respect meant the place or places where the employees represented by the safety representative work or frequent in the course of their work. There is no legal right of access to premises or parts of premises handed over to contractors for work.)

Notification of Safety Representative Appointments

Recognised Trade Unions should notify the School of the details of all safety representative appointments. The School will maintain a record of them. The Key Manager will be notified of appointments that concern the School. A central record of all safety representatives is maintained by the school. Representatives will receive appropriate training to fulfil their role effectively.

In accordance with the *Health and Safety (Consultation with Employee) Regulations 1996*, the School Management will advise all staff of their right to be consulted on health and safety matters and will enable them to elect staff Health and Safety representatives.

Time off and Facilities for Safety Representatives

The School will provide time to enable safety representatives to carry out the duties set out above. It will also grant time to enable any Safety Representative to receive health and safety training. Training must be relevant to their role and approved by the school.



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Reference the *Safety Representatives and Safety Committees Regulations 1977* and the *Health and Safety (Consultation with Employee) Regulations 1996*.

Duties and Responsibilities of Employees

- ◆ The School complies with the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, ensuring that employees are consulted on matters affecting their health, safety and welfare and that safety representatives are supported in carrying out their statutory functions.
- ◆ Section 7 of the Act places a duty on all employees while at work to take reasonable care of themselves and anyone who may be affected by their acts or omissions. They also have a duty to co-operate with the School management in the interests of health and safety, e.g. fire drills, first aid, etc.
- ◆ Employers, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so.
- ◆ Employees must follow all training, risk assessments and safe systems of work provided by the School, and must report hazards, incidents and near-misses promptly to enable preventative action.
- ◆ Breaches of the Act are criminal offences. In the event of prosecution, the onus of proving that something was not reasonably practicable in the circumstances is placed on the defence. Failure to comply with Codes of Practice issued under the Act raises a presumption that a related safety requirement was not complied with. The School, employees, suppliers of goods and services and (so far as section 8 is concerned) members of the public are all subject to the Act.
- ◆ It is important to note that the degree of care, which is reasonable in any circumstance, will be greater where persons of more than usual vulnerability are concerned. This must be borne in mind where pupils, and employees have disabilities. Where people with disabilities use premises, consideration must be given to any special requirements they may have, including access and sanitary accommodation. Their possible inability to note and respond to emergency evacuation signals must also be considered and appropriate arrangements made to secure their safety.
- ◆ Where people who use the premises do not readily understand English, any information provided to secure their safety (whether oral, written, or in the form of safety signs) must be given in an understandable form. If necessary, recourse should be had to translation.



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Role of the Health and Safety Advisor

The Health and Safety Advisor also acts as a competent person under the Management of Health and Safety at Work Regulations 1999 and undertakes the School's annual Health and Safety Audit.

The H&S Advisor will upon request:

- ◆ Attend meetings in respect of Health and Safety agenda items.
- ◆ Review and advise on safe systems of work.
- ◆ Help draft and advise on policy.
- ◆ Review policy.
- ◆ Arbitrate on health and safety matters.

Staff Training

Teaching Staff engaged have all received health and safety training including risk assessments. Additional training and guidance as to specific requirements will be given either by reference to this Health and Safety Policy Document or by other means as deemed appropriate. Staff will receive refresher training annually and whenever significant changes occur to procedures or risk assessments. The School maintains a central record of all health and safety training undertaken by staff.

All staff receive Induction Training in line with the School's Induction Programme. Ancillary Staff etc will be given additional training, as necessary, appropriate to the tasks that they are to fulfil. In all cases the training will be adequate such that, following training, staff will be competent to carry out the tasks for which they have been engaged.

Health and Safety are both regarded as being of paramount importance and all staff will be required to read the Health and Safety Policy Document either in its entirety or the sections relevant to them.

The purpose of standing agenda items for Health and Safety

The aim is the promotion of co-operation between Management and all employees at the School in achieving and maintaining a safe and healthy workplace for all users of the premises.

Within that aim there will be considered certain specific matters:

- ◆ Reports of any accidents which have occurred since the previous meeting, and remedial action to prevent recurrence
- ◆ Reports of any fire drills that have taken place.
- ◆ Review of any near-miss reports and preventative actions taken

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- ◆ Review of contractor safety and site access arrangements
- ◆ Review of site security and access control measures
- ◆ Relevant matters arising from Audit/Inspection Reports.
- ◆ Progress on remedying any specific hazards which may have been identified.
- ◆ Information on new legislation that has implications for the School.
- ◆ Management's endorsement, every year, of the reviewed contents of the School's Health and Safety Policy.
- ◆ Management's monitoring of its implementation.
- ◆ Investigate any hazards and to recommend action to be taken.

Staff and Management meetings will be held at least once a term. Specific Health and Safety Meetings may be held by agreement between the Headteacher and any Staff representatives, where warranted.

Minutes of all meetings will be recorded and actions monitored until completion. Extraordinary Health and Safety meetings may be convened where urgent issues arise

<u>Areas of Responsibility</u>	<u>Managed by</u>
1. Accident Reporting and Recording	Headteacher (HT)
2. First Aid	Health & Safety Postholder (HSP)
a) Accidents involving Blood	Medical Carers (MC)
b) Infectious Diseases	HT
c) Administering medicines to pupils	MC
3. Emergencies	HSP
a) Emergency Procedures and Drills	HSP
b) Evacuation Notices and Signs	HSP
4. Fire Fighting Equipment	HSP
a) Checking	Chubb and other contractors
b) Maintenance/Servicing	Chubb & other contractors
5. Control of Substances Hazardous to Health (COSHH)	HT/MP
6. Electrical Safety	HSP
a) Mains	HT/MP
b) Portable Appliances	MP
7. Smoking	HT
8. Display Screen Equipment	HT
9. Defect and Hazard Reporting	HT
10. Health and Safety Information	HT
11. Risk Assessments	HSP
a) Activities, etc	HSP
b) Fire	HT

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c)	New and Pregnant Mothers	HT
d)	Equipment, Machinery	HT
12.	Playground Supervision Rota	HSP
13.	Clear Passageway	MP
14.	Gas Safety	Engie Contractors
15.	Security	HT
16.	Alarm Systems	Chubb Contractors
17.	Intruders	HT
18.	Violence to Staff	HT
19.	School Outings	HT/HSP
20.	Road Safety	HSP
21.	Storage	MP
22.	Manual Handling	HSP
23.	Contractors on Site	HT
24.	Water Quality	Contractors
25.	Consultation with Employees	HT
26.	Work Experience	HSP
27.	Work Equipment	HT/MP
28.	Ladders	MP

A full Schedule of Reviews and Record Keeping can be found in [Appendix P](#).



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PART 3 – ARRANGEMENTS FOR HEALTH AND SAFETY

Accident Reporting and Recording

Notifiable accidents

In the case of a **notifiable** accident, disease, etc, the Headteacher, as the Responsible Person, has to notify the Health and Safety Executive (HSE). An investigation may be necessary. This is a legal requirement and can be done either:

- ◆ By telephone on 0845 3009923, at www.hse.gov.uk/riddor (which also provides all other RIDDOR information),
- ◆ by Fax - 0845 3009924 or
- ◆ by post to: Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG

RIDDOR reportable incidents must be notified to the Health and Safety Executive (HSE) via the online reporting system at www.hse.gov.uk/riddor. This is the required method for reporting work-related injuries, diseases and dangerous occurrences. The Headteacher, as the Responsible Person, will ensure that all reportable incidents are submitted promptly and within statutory timescales.

RIDDOR requirements apply to staff, pupils and visitors. All RIDDOR records will be retained for a minimum of three years. A record must be kept in the Personnel file for staff and in their file, for pupils.

As soon as possible and within 10 days, at the latest, using Form F2508, which is kept in the School office

Details of **notifiable** and **reportable** accidents must be recorded on the official School Accident Report form.

Any serious accident, illness or injury should also be reported to OFSTED online and local child protection agencies

Recording other injuries treated

All **non-notifiable** injuries, especially those involving blood, treated with first aid will be entered in the Accident Record book which is kept by each First Aid box

In the event of an accident or other occurrence (e.g. an epileptic fit) a First Aider should be contacted to deal with the situation. The First Aider will be responsible for recommending that an ambulance is called, if the need for one is not obvious

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First Aid

Arrangements

See Procedures in Medical Policy

First aid kits are checked and replenished regularly by the appointed person. Parents must be informed immediately of any head injury, however minor.

The effective implementation of the policy will require adequate numbers of appropriately trained staff and the provision of proper equipment, for off-site activities as well as in the school itself.

First Aiders	List posted in Head's Offices
Location of First Aid Boxes	Throughout the school
Maintenance of First Aid Boxes	Medical Carers
Person responsible for summoning an ambulance	Office staff on instruction
Person to inform pupil's parents	Senior members of staff
Maintenance of Medical Room	Medical Carers

Dealing with Accidents in an Emergency

See Procedures in the Medical Policy.

See [Accident/Incident Management](#)

Staff must be alert at all times to the potential dangers of any situation in order to prevent accidents. In the event of an accident happening which requires medical treatment the procedures at [APPENDIX A](#) will be followed. Records must be made of all injuries

Accidents involving blood

See Guidelines in the Medical Policy

Accidents involving blood, e.g. cuts, nose bleeds, etc carry the danger of Hepatitis B and HIV (AIDS) should follow the procedures listed above. **A record must be made of all incidents.**



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Infectious Diseases

Any suspected infectious disease should be reported to the Headteacher who will telephone a parent to come and collect the child.

In the event of an outbreak of infection at our setting, the UKHSA health protection team (HPT) may recommend enhanced or more frequent cleaning, to help reduce transmission. Read guidance on [Managing Outbreaks and Incidents](#).

Advice will be sought from the NHS and UK Health Security Agency (UKHSA). The School follows UKHSA 'Health Protection in Education and Childcare Settings' guidance, including outbreak reporting thresholds. Parents will be informed promptly when enhanced infection-control measures are recommended by the Health Protection Team.

Administering Medicines to Pupils

See Guidelines and Procedures in the Medical Policy.

The School undertakes to provide care for children who have to take medication for a long term or life condition which, whilst the medication is taken, does not put them at risk and which cannot be passed to other children.

Individual Healthcare Plans (IHPs) will be created for pupils with long-term or complex medical needs. All medicines will be stored securely and administered only by trained staff.

Generally, other medication will only be given where the school assesses it to be in the best interests of the child. As guiding principles, the school will usually only give medication prescribed by a medical practitioner and when a consent form has been signed by the parent. All medication must be labelled with the name of the child when left by the parent/carer.

Any pupils having to take medicine in School will be directed to the Medical Carer who will have responsibility for the appropriate arrangements, as directed by the Headteacher. The greatest care will be taken to see that it is administered according to the instructions on the bottle or packet. No medication will be administered which is past its expiry date. Training will be given to the administering member of staff, if required.

When a child becomes unwell it is our usual practice to contact the parent/carer and discuss the situation. Should they request additional administration of medication to minimise the child's distress as an interim measure, and the medication is available, the staff will administer it making the necessary entries on the medicine record sheet.

Records of all medication administered shall be made on the medication forms, a sample form is included in the Manual, and signed and witnessed as indicated.

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Reviewed by: MFN/EB/CBF/DBF
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Sick Child and Emergency Action

See Procedures in the Medical Policy (*Including for procedures relating to COVID-19*).

It is the School Policy to encourage and promote good health and hygiene for all the children in our care.

This specifically includes monitoring the children for signs and symptoms of communicable diseases such as chicken pox, measles, mumps, rubella, meningitis, hepatitis, conjunctivitis, diarrhoea, vomiting and fevers of 101°F /38°C or over.

With the welfare of the sick child in mind and in the interests of the remaining children, if in the opinion of the staff a child is ill, the parent/carer will be contacted and requested to collect him/her as soon as possible.

The School follows UKHSA exclusion periods for communicable diseases. Staff must follow infection-control procedures at all times. COVID-19 procedures will follow the most current UKHSA guidance.

It is the school policy that any child who has contracted a communicable disease must have been clear of that disease for a minimum of 48 hours prior to the child being considered for re-admission to the school. In the case of diarrhoea, the child must have had normal stools for that 48-hour period.

The staff must be convinced that the child has returned to good health before re-admitting them and may at their entire discretion refuse re-admission until clearance has been obtained from a medical practitioner.

In the case of a serious accident or illness developing in school the parent/carer will be contacted immediately along with the medical professional and the appropriate action taken. In the unlikely event of the parent not being available the senior staff member will assume charge and if necessary, the child will be taken to hospital who will be provided with all relevant details.

When, due to an accident/ injury a child or adult (non-employee, non-contractor) attends a hospital Accident and Emergency department direct from the School the RIDDOR requirements may be applicable.

Hospital attendance does not automatically make an incident RIDDOR-reportable. The Headteacher will assess the circumstances to determine whether the incident meets the reporting criteria.

Emergency Procedures

The School maintains procedures for fire evacuation, lockdown, invacuation and other emergency scenarios. These procedures are practised regularly and reviewed annually or following any significant incident.

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Read together with Fire Safety & Fire Risk (Prevention) policy.

See [Emergency Management Plan](#)

See [Procedures in the Event of a Fire Drill](#)

See [Personal Emergency Evacuation Plans](#)

Exiting the buildings

Staff must complete daily visual checks of escape routes and report any obstruction or defect immediately to the Headteacher or H&S Postholder.

Staff will ensure that all fire exits are unobstructed and unlocked at the start of each day.

Personal Emergency Evacuation Plan (PEEP)

The School will meet its duties under the Equality Act 2010 by making reasonable adjustments for pupils, staff and visitors with disabilities. Personal Emergency Evacuation Plans (PEEPs) will be created for any individual who may require assistance during an evacuation. PEEPs will be reviewed annually or sooner if the individual's needs or circumstances change.

An individual plan will be drawn up for any member of staff or child who has a disability or special needs which require them to be assisted in exiting the school safely in an emergency.

Alarm testing

The fire alarm will be tested at the same time each week by the HSP. On a rota basis, each call point will be used to check that it is in working order. If not, it will be repaired at the earliest possible moment. In the meantime, an alternative arrangement for that area will be put in place (notice, announcement and hand bell for use on the way to the nearest, other call point). Fire alarm testing and servicing will comply with BS 5839-1. Records of all tests and servicing will be retained for a minimum of three years.

If a sounder cannot be heard or is not loud enough it will be repaired at the earliest possible moment. In the meantime, an arrangement for alerting that area will be put in place.

A record of all weekly alarm tests will be kept – even false alarms.

False alarms will be regarded as an actual fire alert.

Alarm servicing

As well as the weekly Fire Alarm test, the H&S Postholders are responsible for making certain that it is serviced at least annually. Records will be kept of all servicing and maintenance.

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Evacuation Notices and Signs

Evacuation notices are displayed in all main rooms. These indicate the designated route out of the building and the assembly place. The call points (break glasses) are located on the route out.

Emergency signage will be checked during termly inspections to ensure visibility, compliance and correct positioning.

All staff are required to be familiar with the evacuation arrangements, the emergency exit signs indicating the route out of the building and the alternative escape route for their area.

New and supply teachers will be informed of the Emergency Procedures.

Visitors, if unaccompanied by a member of staff, will be informed of the Emergency Procedures.

Fire Fighting Equipment

Bethan Lewis Powell, Cari & Duncan Binet-Fauvel ensure the school is compliant with the Regulatory Reform (Fire Safety) Order 2005.

Firefighting equipment will comply with BS 5306. Staff must only use firefighting equipment if trained and it is safe to do so.

It is the responsibility of the Health and Safety Postholder to check on a weekly basis that firefighting equipment (extinguishers and blankets) have not been, in any way, tampered with or damaged.

Firefighting equipment is serviced annually Records of the service checks are kept.

From time to time the Headteacher will undertake a review of the changing needs of firefighting provision and will instruct an audit of the equipment

Fire Risk Assessment

See Fire Risk Assessment File.

The Mulberry House School consult the health and safety guidance on educational visits for advice on undertaking risk assessments to ensure educational visits can be done safely. As part of this risk assessment, the school will consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues.

The Fire Risk Assessment will be completed by a competent person and reviewed following any significant change to the premises, staffing or pupil needs.

The Founder and Directors accepts their responsibility for having a Fire Risk Assessment carried out as required by the Regulatory Reform (Fire Safety) Order 2005. The

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Headteacher will ensure that it is reviewed annually or in the light of any changes that occur in the school.

Control of Substances Hazardous to Health (COSHH)

COSHH assessments will be stored centrally and reviewed annually. Staff handling hazardous substances will receive COSHH awareness training.

See [COSHH](#)

No potentially harmful substances are used in the classroom by teachers or children. Where potentially dangerous substances are used by others, or elsewhere in the School, COSHH assessments must be carried out

Where a Contractor (Building, Cleaning, etc) is the responsible person he must

- ◆ identify the hazard
- ◆ identify the risk
- ◆ assess it
- ◆ eliminate it or substitute a safer substance
- ◆ introduce control measures to reduce or minimise the risks
- ◆ document them
- ◆ implement them
- ◆ monitor and review them
- ◆ provide any necessary training and supervision

The school should hold a copy of these Assessments.

Electrical Safety

The school complies with the Electricity at Work Regulations 1989. Fixed electrical installations will be inspected at least every five years. Portable appliance testing will be carried out at a frequency determined by risk assessment.

The Headteacher is responsible for the arrangement of the required inspections, testing and certification of mains installations in accordance with the Regulations. The Headteacher is responsible for ensuring that an external contractor undertakes the inspection and testing of all portable appliances (PAT testing) in accordance with the Regulations. Records are kept in the school office.

Smoking

Smoking and vaping are prohibited on all parts of the school premises, including external areas.

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Part 1 (Smoke-free premises, places and vehicles) of the Health Act 2005 prohibits smoking in places of work. The Smoke-Free (Signs) Regulations 2007 require signs prohibiting smoking in “enclosed and substantially enclosed” spaces to be displayed at entry points to the premises and/or buildings

Smoking is not allowed on any part of the school premises, including external areas

Display Screen Equipment

DSE assessments will be reviewed annually or when significant changes occur to workstations or working arrangements.

See [Display Screen Equipment Risk Assessment](#)

Designated users will self-assess their workstations for safe use.

Defect and Hazard Reporting

It is the responsibility of every employee and other persons using the school to report, immediately, any situation which has the potential for harm so that action can be taken to rectify the problem. All hazards, defects and near-misses must be reported immediately and recorded in the central hazard log.

If there is immediate danger, steps should be taken, as required, to reduce the risk whilst help is sought from the Headteacher, H&S Postholder or Caretaker. Less urgent matters should be reported using the hazard log and maintenance procedure.

Information on Health and Safety

This is available on the staffroom noticeboard, from the Headteacher and the H&S Postholder.

Visitors and contractors will receive site-specific safety information on arrival, including evacuation procedures and restricted areas.

Advice can be sought from the Health and Safety Adviser through the Headteacher. All members of staff have the right to seek and to have independent advice on matters which may affect their health, safety or welfare.

New staff will be briefed through the induction programme on health and safety matters.

See Health and Safety Training Programme.

Staff must inform themselves of the contents of the School's Health and Safety Policy and familiarise themselves with the arrangements contained therein and especially with those safe systems which advise their daily working activities. Staff are required to sign an acknowledgement form that they have read and understood this, Policy.

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Children, and other users of the premises (visitors, contractors) will be given basic instructions and information on health and safety, particularly in reference to Evacuation Procedures and First aid.

All Health and Safety Inspection Reports will be made available to every member of staff. They will be required to address any issues contained in the report for which they are responsible.

Risk Assessments

Cari and Duncan Binet-Fauvel, the Directors will take all reasonable steps to ensure staff and children in her care are not exposed to risks demonstrating how she is managing risks. She also ensures that the welfare of pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy and appropriate action is taken to reduce risks that are identified.

Risk assessments will be reviewed annually and updated following incidents or changes in practice. Staff must apply dynamic risk assessment during activities and consider the needs of vulnerable pupils.

The Mulberry House School consult the health and safety guidance on educational visits for advice on undertaking risk assessments to ensure educational visits can be done safely. As part of this risk assessment, the school will consider what control measures need to be used.

Under the **Management of Health and Safety Regulations 1999** any activity identified as constituting a **significant** (medium/high level) risk to the health and safety of employees or other users (pupils, parents, visitors, contractors) should be assessed. Contractors will complete a Sub-Contractor Approval Form. Control measures should then be devised, documented and implemented - if the activity itself cannot be discontinued or substituted by a safer one. It should be monitored and reviewed. If the risk is deemed **minimal** (low level) it should be noted as such, and the activity should be monitored. No documented system is required unless and until some relevant change occurs and alters the level of risk (to significant)

Please read in conjunction with the School's Written Risk Assessment Policy.

Equipment, activities, etc.

The Mulberry House School consult the Health and Safety Guidance on Educational Visits for advice on undertaking risk assessments to ensure educational visits can be done safely. As part of this risk assessment, the school will consider what control measures need to be used.

Where risks are identified as **significant**, an assessment for each potentially harmful piece of equipment, activity, material, etc. has to be carried out



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The Headteacher and Senior Teachers are responsible for ensuring that assessments are carried out. They will review them every two years or each time a re-assessment is required, if earlier

The help of the Health and Safety Adviser can be sought in hazard and risk identification and assessment

New and Pregnant Mothers

Pregnant mothers less than 28 weeks with no underlying health conditions that place them at a greater risk of severe illness will undertake a risk assessment. They should only continue working if the risk assessment advises that it is safe to do so or working arrangements are taken in consideration.

Risk assessments for new and expectant mothers will be reviewed regularly and adjusted as pregnancy progresses.

The School Management takes seriously its duty to ensure that any pregnant member of staff is not put at greater risk than she would be if she were not pregnant and to comply with the Regulations. A risk assessment will be carried out when the Headteacher is notified by a member of staff that she is pregnant.

Playground Supervision Rota

This is regularly reviewed. The School Management is aware of the need to provide a “suitable and sufficient” number of persons on duty in relation to the children, their needs, their behaviour and the environment. Playground supervision will ensure line-of-sight coverage of all areas. Staff will carry communication devices and follow the playground zoning plan

Please read in conjunction with the School’s Supervision Guidance.

Clear Passageway

All access and egress into, out of and through the buildings will be maintained at all times, in corridors and in classrooms - to allow safe evacuation in an emergency and to avoid accidents by tripping. The Health and Safety Coordinator ensure daily visual checks are done of our escapes routes, all staff must report any obstructions immediately.

All doors on escape routes and final exit doors will be kept unlocked during occupation of the buildings. This is the responsibility of all staff – in classrooms and in all other occupied parts of the school.

Staff must complete daily visual checks of escape routes and report any obstruction or defect immediately to the Headteacher or H&S Postholder.



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Gas Safety

The maintenance and annual servicing will be carried out by contractors. It is the responsibility of the office staff to ensure that this is done.

In the event of an emergency involving gas, the relevant part of the Emergency Evacuation Procedures will be put into operation.

All gas servicing and maintenance will be carried out by Gas Safe registered contractors. Key staff will be aware of the location of emergency gas shut-off points.

Lighting

The Directors ensure that the lighting in each room or other internal space is suitable, having regard to the nature of the activities which normally take place therein; and that external lighting is provided in order to ensure that people can safely enter and leave the school premises.

Lighting levels will be reviewed during termly health and safety inspections to ensure continued suitability.

Security

Members of staff are designated, on a rota basis, for ensuring that the school is securely shut up at the end of each day and the burglar alarm set. All visitors must be supervised unless the school has verified an enhanced DBS with barred list check. Staff must ensure that external doors remain secure and that access control procedures are followed at all times.

There are keyholders who will be called out by the police in the event of the alarms being set off.

- ◆ It is every member of staff's responsibility to ensure that he/she takes the necessary measures to make safe the materials and equipment in his/her care. Keys, bags, passes etc., should not be left unattended.
- ◆ Lost keys should be notified to the Headteacher immediately
- ◆ Any lost or stolen valuables should also be reported immediately to the Headteacher
- ◆ The police should be informed of any thefts and the crime number noted
- ◆ Found keys or valuables should be handed into the School office
- ◆ The Headteacher, or Health and Safety Coordinators should be notified immediately if anyone is seen acting in a suspicious way

Alarm Systems

The H&S post holder and office staff are responsible for making certain that all alarm systems (fire and intruder) are regularly serviced and tested

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The fire alarm will be tested on a weekly basis by the Health and Safety Postholder to ensure that the warning systems function properly. If any member of staff finds that an alarm does not sound or does not sound loudly enough, the defect should be reported immediately to the office.

Fire alarm testing and servicing will comply with BS 5839-1. Records of all tests and servicing will be retained for a minimum of three years.

Records will be kept of all testing and servicing.

Intruders

All incidents have to be recorded. If an intruder poses a potential safeguarding risk, the DSL must be informed immediately and lockdown procedures may be initiated.”

In the event of a member of staff encountering a person who has no legitimate reason for being in the school, (s)he should politely and unthreateningly ask that person to leave the premises or come to the School office where the Headteacher will be called. If the intruder is not co-operative help should be sought, in the last resort, from the Police.

No effort should ever be made to touch or forcibly remove an intruder from the school.

It is important that information is passed on to other local schools, if it is thought that the intruder might go there.

Safety on Off-site Activities

The School Management will ensure that the information and advice contained in the latest DfE edition of "Health and Safety on Educational Visits (2018)" on how such activities should be prepared and conducted is brought to the attention of staff. Most importantly, the School's guidance for off-site activities will be followed.

All off-site activities will follow DfE 'Health and Safety on Educational Visits' and OEAP National Guidance. Staff must conduct dynamic risk assessments throughout the visit.

Coach Safety

The school undertakes to implement all possible precautions when transporting children. This will be achieved by using coach companies which have been approved by the school. Copies of Insurance documentation for all approved coach companies are requested before approval and stored in the Office.

All coaches used must comply with PSVAR and seatbelt regulations. Staff will ensure that all children are securely seated and wearing seatbelts before departure.

Road Safety

Whenever children are to be taken out, they will be reminded of the need to be careful and to follow instructions when crossing roads, etc.



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Road Safety will be addressed at the appropriate point in the curriculum.

Storage

See [Storage - Safe System of Work](#)

Many accidents are caused by thoughtless and haphazard storage arrangements. There is a risk of injury from lifting, tripping, stretching and falling equipment. The advice given should be followed.

Storage areas will be reviewed during termly inspections. Heavy items must be stored at waist height to reduce manual handling risks.

Lone Working

See [Written Risk Assessment Policy](#).

Staff working alone must sign in/out and have access to a communication device. Lone working must follow the school's Lone Working Procedure.

Manual Handling

If lifting and carrying loads is an integral part of an employee's job (Caretaker, Cooks), the Headteacher or H&S Postholder will arrange the appropriate training. Generally, teaching staff are **not** required to lift and carry items that are not well within their capacity to do so.

All staff receive Manual and Handling training on induction by Health and Safety Postholder. Nursery staff who have not received or who need a refresher, work-related training will be given.

The School will employ trained personnel to carry out the lifting and moving of any items that are beyond staff's physical capabilities to handle. Where there is doubt, the Health and Safety Adviser will be asked to carry out a risk assessment.

Manual handling risk assessments will be reviewed annually. Staff must not lift children unless this is part of an agreed care plan.

Contractors on Site

Contractors on the premises will have a copy of the relevant parts of this Policy and will be required to co-operate with the arrangements contained therein insofar as they affect health, safety and welfare. Conversely, they will be required to provide the School with a copy of their Policy so that the School can be assured of their commitment to Health and Safety and that they will co-operate with them with regards to health, safety and welfare. All contractors must complete a Permit to Work and submit their risk assessments prior to working on site. Contractors are not allowed to use the School's equipment.

Contractors will be supervised when working near children.

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Reviewed by: MFN/EB/CBF/DBF
Next Review Due: Jan-27



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Water Safety and Legionella Control

The School follows HSE ACoP L8 for Legionella control, including regular flushing of infrequently used outlets and an annual Legionella risk assessment.

The school implements robust procedures to manage water safety and reduce the risk of Legionella in accordance with HSE regulations. Regular temperature checks are carried out on all relevant water outlets to ensure they remain within safe operating ranges. Infrequently used taps, showers, and other outlets are flushed on a scheduled basis to prevent stagnation within the system.

An annual Legionella risk assessment is completed by a competent person, and any recommended control measures are implemented promptly. All monitoring activities, checks, and maintenance actions are recorded and retained as part of the school's statutory compliance documentation. These measures ensure that the school's water systems remain safe for all pupils, staff, and visitors.

The Directors ensure that:

- (a) suitable drinking water facilities are provided
- (b) toilets have an adequate supply of cold water and washing facilities have an adequate supply of hot and cold water
- (c) cold water supplies are suitable for drinking are clearly marked
- (d) the temperature of hot water at the point of use does not pose a scalding risk to users—
- (e) the facilities are accessible at all times when the premises are in use
- (f) the drinking facilities are in a separate area from the toilet facilities.

The relevant contractor will ensure quality control of the water every six months.

Consultation with Employees

The School Management undertakes to comply with these Regulations and consult with all members of staff in respect of their Health, Safety and Welfare.

Work Experience

The School Management will ensure the Health, Safety and Welfare of all young people who come to the school on a work experience placement in respect of the Management of Health and Safety Regulations 1999.

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Young persons on work experience will receive a safeguarding and health and safety induction and will be covered by a young persons risk assessment.

Use of Work Equipment

The School Management undertakes to comply with these Regulations in respect of the safe provision, use and maintenance of work equipment owned and used by the school.

All work equipment will comply with PUWER 1998. Staff must receive training before using any equipment.

Asbestos

See [Asbestos \(Appendix L\)](#)

The Mulberry House School follows the DfE's advice about the management of asbestos: *Managing asbestos in schools* (2015) and the duty under the **Control of Asbestos at Work Regulations 2002** that requires the employer to manage the risk from asbestos by:

- ◆ **finding out** if there is asbestos in the premises, the amount and what condition it is in;
- ◆ **presuming** materials contain asbestos, unless there is strong evidence that they do not;
- ◆ **making and keeping up to date a record** of the location and condition of the asbestos containing materials or presumed asbestos containing materials on the premises;
- ◆ **keeping a check** on the condition of asbestos and presumed asbestos materials;
- ◆ **assessing the risk** from the material;
- ◆ **preparing a plan** that sets out in detail how the risk from this material is going to be managed;
- ◆ **taking steps** needed to put the plan into action;
- ◆ **reviewing and monitoring** the plan and the arrangements made to put it in place; and
- ◆ **providing information** on the location and condition of the material to anyone who is liable to work on or disturb it

No asbestos was identified in either of the 1st or 2nd School premises survey. However, we will follow the government guidelines to manage asbestos in schools in the (unlikely) event of an unidentified substance being uncovered in the course of construction work.

Work at Height

The generic Risk Assessment gives a basic indication of the control measures which have to be implemented for working safely at a height. Nonetheless, a specific risk assessment

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has to be carried out whenever anyone is working at any height above ground/ floor level. The higher and more difficult the height, conditions and task the greater the need for the assessment. All staff are required to discuss the working at height activity with their line manager, if they have any doubt about the risks in the task. **They must not put themselves at risk by undertaking a task which puts them at greater risk than normal.**

All work at height will comply with the Work at Height Regulations 2005. Only approved equipment may be used.

Management will ensure that all the necessary equipment is safe and available before allocating a task at height.

Noise/ Vibration

See [Noise Assessment](#)

Risk assessments will be undertaken whenever the use of any equipment is considered to be a risk to the health of an operative through noise levels or vibration. All equipment will be purchased with a view to ensuring minimum risk to the operative by its use. The risk assessment will indicate the control measures and possible health surveillance which the school will undertake in respect of any operative undertaking work with such equipment and which may cause damage to their hearing or physically otherwise due to noise or vibration. See [Noise and Vibration Risk Assessment Forms](#).

Where noise or vibration exposure may exceed safe limits, health surveillance will be provided in accordance with the Control of Noise at Work Regulations 2005.

Health and Safety Checklist

The school maintains thorough systems for recording, monitoring and reviewing all matters relating to health and safety. All accidents, incidents and injuries are recorded in the school's accident log, and near-miss events are documented to support proactive risk management and prevent future harm. Where required, incidents are reported in accordance with RIDDOR regulations, and records are retained in line with statutory guidance.

Health and safety procedures, risk assessments and operational practices are reviewed regularly to ensure they remain effective, compliant and reflective of current guidance. Policy reviews take place on a scheduled cycle or sooner if significant changes occur. Monitoring activities, including site checks, equipment inspections and incident analysis, inform ongoing improvements and support a culture of continuous safety enhancement across the school.

See [Health & Safety Checklist](#)



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The H&S Postholders will carry out a Health and Safety check of their area once a term using the attached Workplace Checklist.

See school risk assessment and Fire risk assessment.

The founder and directors ensure the welfare of pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and appropriate action is taken to reduce risks that are identified.

The Headteacher and the School Management recognise that there is risk of injury in many of the tasks undertaken by the staff, Teaching and Support, and have had assessments (safe working practices) drawn up for tasks which involve risk -as required by the Management of Health and Safety Regulations 1999.

Findings from termly checklists will be actioned promptly and monitored by the Senior Leadership Team.

See Schedule of Reviews and Record Keeping – [Appendix P.](#)

Health and Safety Policy - Acknowledgement by Staff

As required by the Health and Safety at Work Act a copy of the School's Health and Safety Policy has been made available for you to read. The following is issued as guidance in respect of your main responsibilities.

You are requested and are expected to:

- (i) adhere to all reasonable instructions regarding health and safety, safe systems of work and risk assessments
- (ii) develop a personal concern for your own safety and that of others working alongside you
- (iii) be aware that you are working with children to whom you owe a duty of care, hence an extra need for safety
- (iv) use the correct utensils and equipment for the job
- (v) avoid any improvisation which will entail unnecessary risk
- (vi) ensure personal protective equipment, where used, is kept in good condition
- (vii) report defects in the premises, utensils and equipment
- (viii) report any personal accident or injury and see that it is recorded in the accident book
- (ix) report any known hazard

I acknowledge that I have read the Health and Safety Policy, have understood the contents and will do all that is reasonably practicable to comply with it

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Signature:

Name (block capitals):

Position:

Date:

References

- ◆ The Health and Safety at Work etc Act 1974
- ◆ The Environmental Protection Act 1990
- ◆ Construction (Design and Management) Regulations 2007 and Approved Code of Practice
- ◆ The Control of Substances Hazardous to Health Regulations 2002
- ◆ Prevention or Control of Legionellosis - Approved Code of Practice (COSHH)
- ◆ The Electricity at Work Regulations 1989
- ◆ Electrical Safety in Schools - Guidance Note 1991
- ◆ The Noise at Work Regulations 2005
- ◆ Work at Height Regulations 2005
- ◆ First Aid at Work Regulations 1981 and Code of Practice (1997)
- ◆ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- ◆ The Management of Health and Safety Regulations 1999 and Approved Code of Practice
- ◆ The Workplace (Health, Safety and Welfare) Regulations 1992 and Approved Code of Practice
- ◆ The Manual Handling Operations Regulations 1992 and Guidance
- ◆ The Display Screen Equipment Regulations 1992 and Guidance
- ◆ The Personal Protective Equipment at Work Regulations 1992 and Guidance
- ◆ The Provision and Use of Work Equipment Regulations 1998 and Guidance
- ◆ The Control of Asbestos at Work Regulations 2002
- ◆ *Managing asbestos in schools* (2015)
- ◆ The Safety Representatives and Safety Committees Regulations 1977
- ◆ Accidents to children on construction sites 1989
- ◆ Health and Safety (Consultation with Employees) Regulations 1996

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- ◆ Health and Safety (Young Persons) Regulations 1997
- ◆ Activity Schools (Young Persons' Safety) Act 1995
- ◆ The Adventure Activities Licensing Regulations 1996
- ◆ The Regulatory Reform (Fire Safety) Order 2005

Appendices

Appendix A	<u>Accident/Incident Management</u>
Appendix B	<u>Emergency Management Plan</u>
B (ii)	<u>Procedures in the Event of a Fire Drill</u>
B (iii)	<u>Personal Emergency Evacuation Plans</u>
Appendix C	<u>COSHH</u>
Appendix D	<u>Electricity at Work Regulations 1989</u>
Appendix E	<u>Policy on the use of Display Screens</u>
Appendix F	<u>Display Screen Equipment Risk Assessment</u>
Appendix G	<u>Health and Safety Training Programme</u>
Appendix H	<u>The Management of H&S + Expectant Mothers</u>
H (i)	<u>Safety on Outdoor Visits</u>
Appendix I	<u>Storage – Safe System of Work</u>
Appendix J	<u>H&S Regulations 1996</u>
Appendix K	<u>The Management of H&S at Work Regulations</u>
Appendix L	<u>Asbestos</u>
Appendix M	<u>Noise Assessment</u>
Appendix N	<u>Health & Safety Checklist</u>
Appendix O	<u>Risk Assessment</u>
Appendix P	<u>Schedule of Reviews and Record Keeping</u>