**GADENER SCHOOLS GROUP LIMITED**

**KEW GREEN PREPARATORY SCHOOL**

**SAFETY, HEALTH, ENVIRONMENT AND FIRE PROTECTION POLICY STATEMENT**

**General Statement of Policy**

1. Gardener Schools Group Limited is committed to achieving and continuously improving high standards of safety, health, environment and fire protection (SHEF).

2. The, Board, Head Master/Mistress, Bursarial staff and Senior Management Team (SMT) expect all employees, volunteers, contractors and other employers (hereafter collectively referred to as "staff"), visitors and pupils at Gardener Schools Group Limited to share this commitment by complying with the appropriate policies and procedures, and to understand that they too have legal and moral obligations to themselves and to one another.

3. As far as is reasonably practicable, we intend to ensure the health and safety of all persons who may be affected by our activities by:

   a. consulting with and involving our staff and pupils in matters relating to their own health and safety;

   b. providing, managing and maintaining our workplaces, grounds, and properties so that they are safe and that risks to health are controlled;

   c. providing adequate and appropriate facilities and arrangements for welfare at work;

   d. providing, managing and maintaining plant and equipment so that it is safe to operate and that risks to health are controlled;

   e. identifying hazards and conducting formal risk assessments in order to minimise the risk for all activities undertaken by or on behalf of Gardener Schools Group Limited on or off the site;

   f. ensuring that control measures and emergency procedures are: in place; effective; properly used; monitored and maintained;

   g. implementing systems of work that are safe and where risks to health are controlled;

   h. providing the information, instruction, training and supervision at all levels necessary to ensure that staff and pupils are competent to supervise or undertake their work activities and are aware of any related hazards and the measures to be taken to protect against them, and giving adequate information on relevant hazards to any persons whose health and safety might be affected by them;

   i. keeping up to date with best practice in relation to SHEF and complying with all relevant legislation and authoritative guidance and

   j. monitoring the safety performance of contractors who work for us.

4. Where there are no existing policies or guidance in place, we expect staff, pupils and visitors to implement the highest relevant standards and to comply with relevant legislation. Where no

standards or legislation exist, we will work with our staff, pupils and visitors to develop systems which comply with best practice and eliminate or minimise the risks so far as is reasonably practicable.

5. We will promote a positive SHEF culture at Gardener Schools Group Limited and train and educate our staff and pupils in health and safety.

6. We undertake to review and develop our safety management systems continually, with the overarching aim of conducting our activities in a manner which does not detract from the health and safety of any staff, pupils and visitors or members of the public, or adversely affect the environment.

**Commitment**

7. The Board, Head Master/Mistress, Bursarial staff and Senior Management Team are fully committed to the Safety, Health, Environment and Fire Protection Policy and the Fire Safety Policy that accompany this Statement as well as to the implementation and continuous improvement of the highest standards of health, safety and welfare across, Gardener Schools Group Limited. We expect every member of the staff to share this commitment and to work together to achieve it.

Managing Director: Theo Brehony Headmaster: Aidan McLaughlin

Date: 12th September 2025

Date of last review: Sep 2025

Date of next review: Sep 2026

**SAFETY, HEALTH, ENVIRONMENT AND FIRE PROTECTION POLICY – KEW GREEN PREPARATORY SCHOOL**

## Introduction

1. The Board, Head Master/Mistress, Bursarial staff and Senior Leadership Team at each of our schools within, Gardener Schools Group Limited recognise and accept their responsibility for ensuring and continuously improving the health, safety and welfare at work of all employees and non-employees including pupils, volunteers, contractors and visitors.

## Legal framework

2. The basis of British health and safety law is the *Health and Safety at Work etc. Act 1974 (HASAWA).* The Act sets out the general duties which employers have towards employees and members of the public, and employees have to themselves and to each other. These duties are qualified in the Act by the principle of *'so far as is reasonably practicable'*. In other words, an employer does not have to take measures to avoid or reduce the risk if they are technically impossible or if the time, trouble or cost of the measures would be grossly disproportionate to the risk. What the law requires is what good management and common sense would lead employers to do anyway: that is, to look at what the risks are and take sensible measures to reduce them.

3. The HASAWA applies to Kew Green Preparatory School and all members of staff should be mindful of the safety of themselves, their colleagues and pupils in all their actions or omissions.

4. *The Management of Health and Safety at Work Regulations 1999 (MHSWR)* generally make more explicit what employers are required to do to manage health and safety under the HASAWA. Like the Act, they apply to every work activity carried out at Kew Green Preparatory School.

5. One of the main requirements placed on employers by the MHSWR is to carry out *risk assessment.* Employers with five or more employees need to record the significant findings of the risk assessment. Risk assessment should be straightforward in a simple workplace such as a typical office. It should only be complicated if it deals with serious hazards such as those on a nuclear power station, a chemical plant, laboratory or an oil rig for example.

## Aim

6. The aim of this policy is to set out how Kew Green Preparatory School will fulfil its legal and moral responsibilities to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees and non-employees.

## Scope

7. This policy covers all employees and non-employees that operate within any of the Gardener School Group sites. They are; Ravenscourt Park Preparatory School, Kew Green Preparatory School, Kew Green Nursery, Kew House School and Maida Vale School.

8. Details of the fire prevention and fire precaution arrangements for this particular site are identified in Kew Green Preparatory School, Fire Safety Policy, a separate document that is available at the relevant section of the Web-Site and school intranet.

## SHEF Policy

9. An effective SHEF policy sets a clear direction for the organisation to follow. It contributes to all aspects of business performance as part of a demonstrable commitment to continuous improvement. It affirms that our responsibilities to people and the environment are met in ways that fulfil the spirit and letter of the law and that stakeholder expectations are satisfied.

10. The policy includes:

- a statement of management commitment;
- a description of the organisation, roles and responsibilities for addressing SHEF matters, and

- the arrangements for managing SHEF at Kew Green Preparatory School.

**Organisation - responsibilities**

11. It is the duty of all heads of teaching and non-teaching departments, site staff and club supervisors to ensure that the objectives of this SHEF Policy are met within those areas for which they are responsible. This duty may be delegated, but without detracting from it in any way, in particular:

    a. The Managing Director has appointed a SHEF Manager whose function is actively to assist the Board, School Head and the Site Safety Supervisor to identify the risks to safety and health in premises and plant and to ensure that appropriate precautions are taken and instructions issued to safeguard against those risks. The SHEF Manager will also arrange for access to expert technical advice on health and safety matters when this is needed. The Managing Director has appointed Mr AC Ritchie to be the SHEF Manager.

    b. The SHEF Manager is assisted in his duties by the Site Managers, Evidence Eguwevebe – Kew House School, Sanderson Rocha – Kew Green Preparatory school and Kew Green Nursery, and Krystoff Kowalina – Ravenscourt Park Preparatory School and Simon Boyer – Maida Vale School.

    c. The Managing Director has appointed a Fire Safety Master whose function is to co-ordinate the School's fire protection measures, including carrying out, or arranging to have carried out, regular Fire Risk Assessments of the key buildings. The Managing Director has appointed Mr AC Ritchie to be the Fire Safety Master.

    d. The Fire Safety Master is assisted in his duties by the Site Managers, Ben Hall – Kew House School, Sanderson Rocha – Kew Green Preparatory school and Kew Gren Nursery, and Krystoff Kowalina – Ravenscourt Park Preparatory School and Simon Boyer – Maida Vale School.

**Persons Responsible**

12. The division of SHEF responsibilities between the Head of School, Deputy Head, SHEF Manager, Site Managers, Fire Master, Teachers and other key members of staff is detailed at Annex A.

13. Kew Green Preparatory School, SHEF policy is not likely to succeed unless it fully involves pupils and staff. In this connection, the Board reminds all staff of their own duty under section 7 of the HASAWA to take care in their work for their own health and safety and that of others, including the public, and to co-operate with their employer in the implementation of this policy.

**Health and Safety Committee**

14. Kew Green Preparatory School has an established Health and Safety Committee under the chairmanship of the Deputy Head which consists of appropriate management and employee representatives from the school Teaching and Non-Teaching staff, specialist contractors when necessary, and the Board will be represented at the meetings by the Director of Estates. This committee will meet at least once per term to discuss safety standards, determine priorities and review, Risk Assessments along with progress. Terms of Reference for the Committee are at Annex B.

**Arrangements**

15. Annex C identifies the arrangements that are in place to deal with various specific threats to safety, health, the environment and fire protection and for the management of SHEF matters. No such approach can be fully effective in dealing with every incident that might possibly arise but the most likely, or potentially the most harmful situations should all be covered in sufficient detail to provide appropriate information, guidance and advice to all members of Kew Green Preparatory School community.

**Recording and Reporting Procedures**

16. Kew Green Preparatory School is required to keep records of any death, major injury, disease or dangerous occurrence and all occupational injuries that result in a worker (including a pupil) being away from work or incapacitated for more than three consecutive days. All records are kept for at least three years after the date on which the event happened.

17. Everyday cuts and bruises that occur during lesson times during play or at lunch are to be dealt with by the Class Teacher or a member of Staff on Playground Duty. These types of incidents are to be reported on and dealt with in accordance with the Schools First Aid Policy, a copy of which can be found on the intranet.

18. The record includes:

- the date, time and place of the event;
- personal details of those involved;
- a brief description of the nature of the injury, event or disease, and
- if the event was reportable, the date and method of reporting.

19. Within Kew Green Preparatory School all such events are recorded on an Accident Report Form, readily available on the intranet and held by the Site Manager. All forms completed are to be forwarded to the Site Manager who will keep them securely until the next Health and Safety Committee meeting where any further action deemed necessary, will be taken. Summaries of the reports will be maintained by the SHEF Manager and may be presented to the Board. An example Report Form is at Annex C.

20. In addition to the requirement to record certain incidents, the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)* also require employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of or in connection with work. Most incidents that happen in the School or on school trips will not need to be reported but, exceptionally an incident may need notifying to the Health and Safety Executive (HSE) under RIDDOR.

21. A number of occupational injuries, diseases and dangerous occurrences fall within the scope of the RIDDOR reporting requirements. These include:

- injuries and ill health involving employees;
- injuries and ill health involving pupils and other people not at work; and
- dangerous occurrences.

22. As of 6 April 2012, the RIDDOR's over-three-day reporting requirement for people at work changed to over-seven-days. This means that only those injuries that lead to a worker being incapacitated (absent, or unable to do their normal work which he or she would reasonably be expected to do) for over seven consecutive days need to be reported. This period of time starts the day after the accident and includes weekends and rest days. The report must be made within 15 days of the accident and will be submitted by the SHEF Manager or, in his absence, a suitable senior member of staff (e.g. the Managing Director).

**Continuous improvement**

23. Kew Green Preparatory School has adopted a policy of continuous improvement for all matters relating to health and safety. Statistics and trends will be identified by the Health and Safety Committee who may agree suitable performance targets for accident reports, RIDDOR reports, false fire alarms etc. However, it is recognised that setting targets for such events may lead to a culture of under-reporting so this will only be introduced after careful consideration and where analysis suggests particular attention is required.

**Visits by representatives of the Health & Safety Executive**

24. The HASAWA is generally enforced by inspectors appointed by the Health and Safety Executive (HSE) who, under Section 20 of the Act, have the right to enter the premises at any reasonable time to confirm that regulations are being properly applied. They may elect to be accompanied by a Police officer.

25. The Board, Head Master/Mistress require all staff to co-operate fully with HSE inspectors, affording them such assistance and information as is necessary for them to carry out their duties.

26. Contact prior to a visit will normally be with the SHEF Manager who will inform the Head Master/Mistress of the School to be visited. The SHEF Manager or his nominated representative will accompany the inspector throughout the visit. As soon as possible after the visit the SHEF Manager will provide the Board and Head Master/Mistress, and other interested parties with a résumé of the inspector's observations.

**Review of this Policy**

27. This policy will be reviewed: in response to major changes to appropriate legislation; after any form of enforcement action; following reported incidents or "near misses" affecting health and safety; to address relevant issues raised by a member of Kew Green Preparatory School community; to reflect organisational changes; in response to recommendations made during audits and inspections and at least every 3 years.

Author: AC Ritchie

Date of last review:

Sep 2025

**Annexes:**

A. Persons Responsible

B. Health and Safety Committee – Terms of Reference

C. Safety, Health, Environment and Fire – Arrangements

D. Accident and Incident Report Form

**ANNEX A**

## PERSONS RESPONSIBLE

| TASKS | PERSON(S) RESPONSIBLE |
|---|---|
| | |
| **SHEF Policy** – creation and updating | Director of Estates/Deputy Head |
| **Training** | |
| Training records | Deputy Head/HR/ESC |
| Training delivery | Director of Estates and Others |
| **Risk Assessments** | |
| Conducting | Site Manager/HoDs |
| Recording and monitoring | Site Manager/Director of Estates |
| **Accidents and Incidents** | All Staff |
| Collating reports | Site Managers |
| Analysing and assessing trends | Health & Safety Committee |
| Investigating where required | Director of Estates and Site Manager |
| RIDDOR reporting | Director of Estates or Managing Director |
| **Critical Incident Management** | Director of Estates and School Head |
| **Safety Inspections** – conducting and reporting | Director of Estates |
| H & S **Noticeboard** | Site Managers |
| H & S **Committee** - chairman | Deputy Head |
| H & S **Board Representative** | Director of Estates |
| SHEF **Performance Reporting** | |
| Setting targets | H & S Committee |
| Data analysis | Director of Estates and Site Manager |
| Report preparation | Director of Estates and Site Manager |
| **First Aid** | |
| Training and updating staff First Aid records | Office Staff |
| Management of first aid boxes | Office Staff |
| Notices re first aiders | Office Staff |
| **Fire Safety** | |
| Fire Safety Policy – creation and updating | Director of Estates and Site Manager |
| Fire awareness training | Site Manager to arrange (Dir of Est) |
| Fire Marshall administration | Site Manger |
| Fire risk assessments/fire audits | Site Manager to arrange (Dir of Est) |
| Buildings - fire drills and exercises | Site Manager/School Head |
| Liaison with Fire and Rescue service | Site Manager/School Head |
| Fire safety equipment (fixed & portable) | Site Manager |
| Reports to H & S Committee | Site Manager |

**Key:**

**School Head** – Aidan McLoughlin

**Deputy Head –** Kat Loh (Chairman of Health & Safety Committee)

**Director of Estates –** Andrew Ritchie (SHEF Manager and Fire Marshall)

**Estates Manager – (West)** – Nesta Mangiantini

**Estates and Services Co-ordinator** (ESC) – Deane Field/Ernesta Mangiantini

**Site Manager –** Sanderson Rocha (Health and Safety Officer)

Names and titles correct as at Sep 2025

**ANNEX B**

## HEALTH AND SAFETY COMMITTEE – TERMS OF REFERENCE

### Aims

1. The aims of the Health & Safety committee are to assist in:

   - establishing and maintaining high standards of health and safety in keeping with legal
   - requirements and with Kew Green Preparatory School SHEF and Fire Safety policies, as appropriate;
   - setting and monitoring performance targets for health and safety, where it is considered that these are necessary;
   - promoting co-operation amongst all staff in instigating, developing and monitoring appropriate control measures so as to ensure the health, safety and welfare at work of all employees and non-employees and
   - passing on to the relevant senior manager any points of importance or where an executive decision may need to be made at a higher level.

2. The Committee will meet these objectives by:

   - regular examination of the effectiveness of the SHEF and Fire Safety Policies and their associated arrangements;
   - the examination of risk control measures (Risk Assessments);
   - the examination of accident and incident reports and related statistics;
   - forwarding ideas that may be included in a training programme on Health & Safety topics;
   - the promotion of health and safety awareness amongst staff, pupils and visitors to the site;
   - making recommendations for implementation either in practice or for inclusion in the policies, and
   - considering any reports by the relevant manager or from external consultants.

### Membership

3. The Health & Safety Committee consists of the following members:

   - A Chairman (normally the Deputy Head)
   - A Secretary to take the minutes (normally the ESC or Site Manager)
   - The SHEF Manager
   - The Site Manager
   - The Fire Master
   - School representatives:

| **Teaching Staff** | **Support Staff** |
|---|---|
| Deputy Head | Catering Manager |
| Head of Upper School | |
| Head of Lower School | |
| Head of Pastoral Care | |
| Head of Science | |
| Art representative | |
| Games/sports representative | |
| DT representative | |

4. Ex-officio members are the School Head Master/Mistress and Managing Director.

5. At the invitation of the SHEF Manager, other members of staff, appropriate specialist consultants, pupils, and members of the Board may, from time to time, attend meetings of the Committee in advisory or in “attendance only” roles.

6. The Committee will, in its membership and so far as is practicable, attempt to achieve a broad spread of representation of staff interests. The Committee may co-opt additional members for specific purposes or periods of time. In the event that an individual member is unable to attend, a deputy may attend by prior agreement with the Chairman.

7. Members of the committee should see themselves as employee representatives with special interest, knowledge and skills, with the common objective of promoting and maintaining high standards in health, safety and welfare at work. They should monitor the effectiveness of the measures taken by the School and should recommend improvements. Individual managers remain accountable through normal channels for implementing all actions required by the SHEF Policy and for safe working practices. The legal status of committee members is that, without prejudice to HASAWA, membership does not impose any additional legal duty on a member.

8. The committee Chairman is responsible for ensuring that any recommendations and views are put before senior management as appropriate (normally to the Director of Estates in the first instance).

**Meetings**

9. The committee will meet at least once per term. An agenda may be circulated one week before the date of the meeting and posted upon noticeboards in positions to which staff have access. Items for inclusion on the agenda may be submitted by any member of the committee who may then speak on the matter but, other than matters of emergency, must be notified to the Site Manager two weeks before the meeting. The committee will primarily concern itself with the effective operation of the SHEF and Fire Safety policies, systems and procedures and will not become involved in discussing solutions to local or day-to-day safety issues that should be resolved through normal managerial channels by employees reporting to their managers. The resolution of local safety issues should not be deferred until the next scheduled Health & Safety Committee meeting.

10. The recommendations of the committee will be directed to the relevant manager/teacher for action in the first instance.

11. The Minutes of the most recent meeting of the Committee are displayed on the Health and Safety Noticeboard and in the relevant section of the intranet; they may also be made available to inspectors, the Board and/or those members overseeing Health and Safety.

**ANNEX C**

## Gardener Schools Group Limited

**REPORT OF AN ACCIDENT, INCIDENT OR NEAR MISS AT…… SCHOOL**

Name of person reporting:
Department:
Job title:
Contact number:

Name of injured person / person involved:
Staff / Pupil / Contractor / Visitor:
Department /: Class No
Male / Female:
Date of incident:
Time of incident:
Place of incident:

Name(s) of witness(es):
Witness contact details:

Full account of accident / incident / near miss:

Description of injury / occurrence / potential danger:

First Aid given / emergency services called:

Could the accident / incident be RIDDOR reportable? (i.e. might the injured person be in hospital for more than 24 hours or off work for more than 7 days? Have they suffered a fracture, amputation, dislocation, eye damage or were they rendered unconscious?)

Has the School suffered any damage or loss as a result of this incident, or was there a risk that it might have done so?

*Any queries regarding completion of this form – contact your Site manager or the Director of Estates*

**ANNEX D**

## SAFETY, HEALTH, ENVIRONMENT AND FIRE - ARRANGEMENTS


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### Asbestos

1. The Control of Asbestos at Work Regulations 2006 (CAW) places a duty on employers to manage asbestos in non-domestic premises; this legislation tackles the biggest occupational health killer in the UK.

2. Asbestos is the collective term given to a group of naturally occurring fibrous or “asbestiform” varieties of a number of silicate minerals. Asbestos types occur within two groups of minerals: the serpentine minerals and the amphibole minerals. Asbestos was widely used in buildings between 1945 and 1985; the nature of the estate of Kew Green Preparatory School is such that a number of buildings are known to contain asbestos containing materials (ACMs).

3. The policy for the management of asbestos at Kew Green Preparatory School is to follow the recommended Accepted Codes of Practice (ACOPs). The Site Manager is responsible for implementing the actions required to manage asbestos; in broad terms his/her responsibilities will include:

    - taking reasonable steps to find materials likely to contain asbestos. This is achieved by actively seeking ACMs whilst directing work to be done in any part of the School estate;

- he/she must presume materials contain asbestos, unless there is strong evidence to suggest they do not;
- assessing the risk of the likelihood of anyone being exposed to asbestos from these materials. If necessary suspected harsh forms of asbestos should be sampled by using a preferred commercial testing laboratory to gain an analytical examination;
- reporting any findings to the SHEF Manager, who is to ensure that a written record is made of the location and the condition of the ACMs and presumed ACMs and that records are kept up to date;
- repair or removal (using a properly licensed contractor) of any material that contains or is presumed to contain asbestos, if necessary, because of the likelihood of disturbance, and its location or condition;
- preparing a plan to manage that risk and put into effect to ensure that:
- information on the location and condition of the ACMs is given to people who may disturb them during work activities and
- any material known or presumed to contain asbestos is kept in good state of repair.
- monitoring the condition of ACMs and presumed ACMs and
- reviewing and monitoring the action plan and the arrangements made put into place.

4. An asbestos register has been compiled and any asbestos on the premises has been assessed and either removed or sealed. The register is kept by the Site Manager and will be reviewed periodically; the findings of such reviews will be recorded in the asbestos register and brought to the attention of the Health and Safety Committee. All walls, partitions ceilings etc known to contain asbestos will be clearly marked with an approved sign and it is the policy of the School not to introduce onto the premises any materials containing asbestos where suitable substitute materials are available.

5. School staff will not be asked to work with Asbestos unless specific formal training is given and contractors working on site will be informed if asbestos is known to be in the area in which they are working.

**Barbecues**

6. Outdoor activities such as barbecues are often a great way to relax, entertain and have fun but they have their own set of unique risks that should not be underestimated. Any member of staff planning a barbecue must apply simple food hygiene precautions and be alert to the fire risks, especially where a gas barbecue is to be used.

7. It should be noted that Kew Green Preparatory School staff will not assess, check, repair or maintain barbecues – users are entirely responsible for conducting a visual check of all equipment before use and for the safe operation and storage of equipment, including gas bottles.

**Building, plant, equipment and other supplies**

8. Staff are required to take immediate action concerning all confirmed or suspected safety related defects and report their findings on an Accident and Incident Form. This information will be passed to the Site Manager for inclusion onto the EVERY System and the Deputy Head and SHEF Manager for information purposes.

9. Any equipment or product involved in an accident or incident must be retained and where possible left in situ, pending investigation. In the case of computer equipment with electrical faults must also be reported on the EVERY system, the head of IT will be notified.

10. When equipment is purchased the person authorising the order is responsible for:

- ensuring the equipment meets requisite safety standards; and
- if appropriate, advising the Site Manager or Director of Estates that major items of new equipment are being purchased and the possible need for access, floor loading, power and water supplies, alterations, maintenance, etc.

**Contractors**

11. "Contractor", for the purposes of this definition, includes all persons coming on site to execute work. They are required to comply with statutory rules and other safety standards when entering into a contract.

12. All departments must inform the Site Manager if contractors are to be used for any works in the school. The Site Manager will brief all contract staff on the relevant H&S issues pertaining to the school premises.

13. For major construction or renovation projects subject to the Construction, Design and Management (CDM) Regulations 2007, the role of CDM Co-ordinator will be contracted out to a suitably qualified and experienced construction safety specialist.

**Chemicals and the Control of Substances Hazardous to Health (COSHH)**

14. The Site Manager must have a record of all Hazardous materials on site. Items of this nature will be subject to assessment under the Control of Substances Hazardous to Health (COSHH) Regulations. It is the responsibility of each Head of Department to ensure that this is done for all existing and any new substances. The Head of Department will ensure that manufacturers/suppliers data sheets are available within the department and that any necessary information, training, first aid, spillage data, personal protective equipment, etc. is provided and available prior to use of various hazardous materials and that there is adequate supervision. Hazardous materials will not be used if the conditions do not meet the requirements of the COSHH Regulations.

15. Waste Chemicals will be disposed of in accordance with the Control of Pollution Act and related legislation, using the services of a recognised contractor. If unsure, see the Site Manager.

16. It is the policy of Kew Green Preparatory School that only trained and competent staff will deal with minor spillages of hazardous materials, when they are confident this can be done without taking personal risks. All other hazardous spillages will be dealt with by closing the doors around the spill, keeping unauthorised persons away and contacting the Site Manager or Director of Estates.

18. Where chemicals are transferred from one storage container to another, the new packages will be labelled in accordance with the Chemicals (Hazard Information and Packaging for Supply) Regulations.

**Cleaning and waste disposal**

19. Poor standards of cleaning and the build up of waste material are common causes of injury and damage in the workplace; it is the responsibility of everyone to maintain a safe environment in which to work. The Site Manager will ensure that all areas of the site are cleaned on a daily basis during term time and any issues with cleaning standards should be reported to him immediately.

20. Rubbish and combustible waste materials must not be allowed to accumulate in any areas, particularly in boiler rooms, in escape routes and passages, in classrooms and workshops. Staff are responsible for ensuring that all areas under their control are kept clear and tidy ensuring all waste is disposed of in the correct containers.

21. Clinical waste is disposed of via the Nurse to a specialist contractor.

**Critical (major) incidents**

22. The MHSWR require every employer to establish procedures to be followed in the event of serious and imminent danger to people at work. Not only is this requirement met through holding regular fire drills and building evacuations, but a Critical Incident Management Plan (CIMP) has been developed which gives guidelines to be followed in dealing with major emergency incidents both on and off site.

23. The CIMP is available separately on the intranet and will be tested from time to time by holding appropriate critical incident exercises.

**Departmental safety policies and procedures**

24. It is the responsibility of each Head of Department to prepare, document and keep up to date appropriate policies, safety rules, risk assessments and procedures specific to their department, especially where potentially hazardous activities are undertaken by pupils. They are also to ensure that health and safety issues are considered at each school meeting and reported in the minutes.

**Disabled persons**

25. It is entirely reasonable that persons with disabilities may be staff or pupils at Kew Green Preparatory School or may visit the site and therefore the policy for managing health and safety should fully take their needs into account. Wherever possible a disabled person will be allocated a nominated able-bodied "buddy" to ensure that they are safe at all times, in both normal and emergency situations. The School has a separate Accessibility Policy and 3-Year Plan that gives further details. Members of staff known to have a disability will be invited by the SHEF Manager to complete an Emergency Evacuation Assessment form and, depending on the findings of the assessment, a Personal Emergency Evacuation Plan (PEEP) may be required.

**Visual display units (VDUs)/display screen equipment (DSE)**

26. Individual users of VDUs/DSE are to carry out regular self-assessments of their workstations; an assessment form is available from the Site Manager (also available on the intranet) to enable them to do this. Any issues identified should first be raised with the individual's Line Manager and addressed at that level if possible.

27. Thereafter, the matter should be referred to:

- the IT Manager for hardware and/or software concerns;
- the Site Manager for environmental issues, or office furniture concerns, or
- the Bursar for matters of occupational health.

28. Users will be informed of workstation assessment results and recommendations as well as any necessary arrangements for work interruption; suitable training in the safe use of the workstation will also be arranged.

29. It is strongly recommended that all workstation users should take periodic breaks or changes of activity to minimise the potential risks from continual use of equipment.

30. The Bursars Department can provide vouchers for individual users of VDUs/DSE to pay for appropriate eye and eyesight tests. These vouchers can be provided at not less than 2-yearly intervals.

**Electricity**

31. Kew Green Preparatory School will take all necessary steps to comply with the Electricity at Work Regulations 1989 and any additional requirements as directed by the nominated Insurers.

32. Kew Green Preparatory School will ensure that fixed electrical installations are inspected and tested by a competent person/qualified electrician at least every 5 years, or more often if recommended by the installer of any such equipment.

33. Kew Green Preparatory School will also ensure that all portable electrical equipment is inspected and tested (PAT testing) by a competent person/qualified electrician at intervals depending upon the assessed level of risk. Appropriate records are kept with the Site Manager of all electrical equipment and test dates, and equipment tested will be labelled accordingly.

34. Pupils must not be exposed to voltages in excess of 25 volts. Project work must, therefore, be individually assessed for potential hazards and written instructions prepared to control the risks. The School will ensure that electrically competent teachers or technicians will be involved where there is any possibility of any person/pupil coming into contact with live conductors at voltages above 25 volts or where large short-circuit currents could flow.

35. Kew Green Preparatory School will ensure that fixed stage electrical installations and lighting gantries in the theatre are inspected and tested annually by a competent person.

36. The School will write to the parents of pupils who bring electrical equipment onto School premises to the effect that they are responsible for the safety of all such equipment, which should be to a high standard of manufacture and maintenance.

37. Prior to using any piece of equipment staff are to conduct a visual check of the security and safety of leads, plugs, connectors and casings; any item of electrical equipment that appears to be faulty in any way is not to be used and should be reported to the Site Manger immediately.

38. The use of electrical extension leads is discouraged and all staff are reminded that they should be used for temporary purposes only and not used as a substitute for permanent installations. They are not to be joined together to increase their length and are to be fully unreeled when in use.

**Fire *(see also the separate Kew Green Preparatory School Fire Safety Policy)***

39. The Director of Estates has overall responsibility for fire safety at Kew Green Preparatory School including making arrangements for fire safety risk assessments to be undertaken as required under the Regulatory Reform (Fire Safety) Order 2005; this task and other responsibilities relating to fire safety are delegated to the Fire Safety Master as identified at Annex A. The Site Staff have responsibility for active fire arrangements within the school but each Head of Department is responsible for day to day operation of fire precautions within areas under their control and a separate Fire Policy gives full details of the provision in this respect.

**Fire safety strategy**

40. All staff have a duty to be familiar with fire prevention requirements, fire precautions, firefighting and fire evacuation procedures. All staff will be offered the opportunity to attend fire safety awareness training. Regular fire drills will be held in all areas and the fire alarm will be tested weekly. The Site Manager must be informed of the location of any extinguishers which have been fully or partially discharged so that arrangements can be made for replacements to be provided.

41. All staff have a duty to report any instances where proper procedures are not being implemented, e.g. fire doors wedged open, escape routes blocked by furniture or accumulations of rubbish, hazardous or flammable materials adjacent to escape routes, faulty electrical or gas appliances.

**First aid**

42. The general health and safety requirement of First Aid provision in any major organisation is to have a minimum of one adult professionally trained for every fifty people who belong to that organisation. It is the policy of Kew Green Preparatory School not only to meet that expectation, but to surpass it by a considerable margin; suitably trained and equipped First Aiders are drawn from right across Kew Green Preparatory School community. A separate First Aid Policy gives full details of the provision in this respect.

**Food handling**

43. Routine food handling is carried out by our in-house catering teams who are overseen by our Catering Manager (CM). The CM is responsible for food hygiene arrangements, including staff training in order to comply with the requirements of the Food Hygiene Act 1995. However, quantities of food are sometimes handled in the class rooms and the staff in these areas will also receive an appropriate level of food hygiene training from the CM. Particular care is required where untrained members of staff handle food, for example, during informal barbecues and advice should always be sought from the CM prior to handling food on any occasion.

**Legionella**

44. Kew Green Preparatory School recognises that it operates hot and cold water systems where there is a foreseeable risk of Legionella and which therefore require appropriate control measures to be in place.

45. Kew Green Preparatory School will do all that is necessary to fulfil the requirements of the Approved Code of Practice (ACOP) by identifying and assessing sources of risk, implementing and managing precautions, and keeping appropriate records of precautions implemented.

46. It is recognised that Legionella may colonise storage tanks, calorifiers, pipework and associated plant including taps, showers and other appliances. In particular, it is recognised that Legionella is most likely to multiply in calorifiers where water temperatures are insufficiently high and in pipework leading to taps and showers.

47. The main objective is to operate water services at temperatures which do not permit the growth of Legionella and to avoid stagnation. Kew Green Preparatory School will also ensure that the system is clean in order to minimise the opportunity for bacterial contamination.

48. Where possible, water services will operate at temperatures that prevent the proliferation of Legionella, which is hot water storage (calorifiers, at 60$^{o}$C); hot water distribution at least 50$^{o}$C attainable at the taps with one minute of running; cold water storage and distribution at 20$^{o}$C or below. Whilst it is recognised that water temperatures in excess of 50$^{o}$C give rise to a danger of scalding, “fail safe” thermostatically controlled mixing valves will be used, where necessary, to allow the hot water system to run safely at higher temperatures to control Legionella.

49. The following regime of routine inspection and maintenance is established and carried out by the Site Staff for all plant equipment:

- water temperatures at calorifiers will be checked monthly;
- water temperatures at taps after one-minute running will be checked annually;
- conditions in tanks or the presence of organic materials, vermin, etc. annually;
- conditions in calorifiers for organic materials and undue build up of scale, annually, and
- the condition of accessible pipework and insulation annually.

50. The system will be cleaned and disinfected if routine inspection shows it to be necessary, if the system or part of it has been substantially altered or entered for maintenance purposes, or following an outbreak or suspected outbreak of Legionella.

51. The following records will be kept:

- a simple description and plan of the system identifying storage and header tanks, calorifiers and relevant items of plant:
- details of the risk assessment;
- details of system operation relevant to controlling the risk, and the precautions to be implemented;
- procedures for inspecting and checking the system and
- details of precautions carried out.

52. The Site Manager is responsible for ensuring this procedure is completed

**Lone working**

53. It is recognised that normal working practices at Kew Green Preparatory School sometimes lead to workers (staff members, contractors, volunteers and others) being alone in offices and other workspaces, including in remote areas of the grounds. This places them at risk if they are suddenly taken ill, suffer an injury or encounter violence from another person. The HASAWA places responsibilities on Kew Green Preparatory School for the health and safety and welfare at work of all employees and those on the site not in their employment, hence safeguarding the health and safety of lone workers needs to be addressed.

54. Lone working is not covered by any specific regulations, but is dependent upon a risk assessment and the subsequent introduction of suitable control measures to mitigate the risks.

55. The following guidelines apply to all workers at Kew Green Preparatory School who are required to work alone:

- on starting work, you must make it known to others (e.g. Site Staff) that you are on the premises or in the area and again notify them when you are leaving;

- if you bring a visitor into the building/area with you, you must make them aware of the emergency evacuation procedures;
- let your whereabouts be known to others and keep in regular contact – you should be in touch at least every 30 minutes;
- keep in range of a telephone, ideally a mobile or cordless handset that can be taken with you to and around your place of work;
- working at heights (e.g. using a step ladder) or any other potentially hazardous activity must not be undertaken by lone workers;
- all employees must make use of the control measures and equipment (such as PPE) provided to minimise any risks when carrying out work;
- you should not be on the premises if you have any known medical conditions that could make it unsuitable for you to work alone and
- make sure you know who to contact in the event of an emergency and how to do so.

**Manual handling**

56. It is the policy of Kew Green Preparatory School to comply with the Manual Handling Operations Regulations 1992. In particular, Heads of Department are to ensure that manual handling tasks are assessed and routines are designed to prevent a foreseeable injury to a member of staff which is the result of manual handling of a load.

57. Prior to manual handling:

- each load must be assessed;
- continuous handling of objects in a fixed position must be minimised;
- repetitive manual handling should be avoided;
- mechanical aids to manual handling should be provided where required and appropriate training and maintenance provided;
- the working environment should be maintained to facilitate manual handling where necessary;
- all staff routinely involved in manual handling must receive appropriate training;
- manual handling operations should be monitored and
- any manual handling that requires special strength or fitness must be so designated and only appropriate staff should carry out such handling.

**Noise at work**

58. All areas where noise is considered to be a problem should be reported to the Head Master/Mistress, Site Manager or SHEF Manager. Where noise levels are considered to exceed a safe working level appropriate action will be taken to reduce the level or protect the personnel concerned.

59. In assessing whether or not there is a noise problem, the level of risk will be determined depending on how loud the noise is and how long people are exposed to it. As a simple guide Kew Green Preparatory School has adopted a policy by recommending that there *may* be a problem if:

- persons have to shout to be clearly heard 2 metres away;
- a person's ears are still ringing after leaving the place with the noise or

60. Kew Green Preparatory School will do all that is necessary to identify and assess sources of noise risk, implementing and managing precautions, and keeping appropriate records of precautions implemented.

**Permit to work system**

61. The Site Manager or Director of Estates will issue permits to work for the following activities although the issue of such a permit does not remove the requirement to conduct a risk assessment prior to starting the work:

- "Hot Work" such as welding, brazing, compressed gas and disc cutting;
- work on piped gas systems;
- work on live electrical circuits;
- work with high voltage, and

- asbestos removal.

**Personal protective equipment (PPE)**

62. Kew Green Preparatory School will comply with PPE at Work Regulations 1992 although it recognises that PPE is a last resort and that wherever possible, risks should be controlled by other means. Where the risks cannot be controlled by other methods or it is assessed there is a residual risk, then suitable PPE will be provided to employees.

63. Where it is determined that PPE is required then an assessment will be made to assess the risks, define the characteristics required of the equipment and compare these with the characteristics of available equipment to ensure the equipment provided is suitable. The assessment will be recorded unless it can be easily repeated and explained.

64. All PPE will be maintained and accommodation provided for it when it is not in use.

65. Employees will be informed, instructed and trained on the risks which the PPE will avoid, or limit; the purpose and manner in which the equipment is to be used and action they need to take to ensure it remains in good repair and efficient working order.

66. Appropriate managers and HoDs are responsible for making the necessary arrangements for the provision of PPE to the staff under their control. PPE can be ordered through the Site Manager.

**Pets**

67. Kew Green Preparatory School does not allow pets to be brought onto any of their School Sites.

**Pregnant workers**

68. The MHSWR require an assessment of the risk to the health of expectant and breast-feeding mothers from their work. The Head Master/Mistress is responsible for ensuring the School is safe for this group of workers and has directed that Heads of Department of expectant and breast-feeding mothers are to complete and document a risk assessment, forwarding the result to the Site Manager and SHEF Manager.

**Pressure at work/stress**

69. If pressure at work is not managed effectively, work related stress may result. Guidance on managing pressure at work is available from the HSE. The guidance includes an assessment form which can be used by Heads of Department to identify where undue pressure is being suffered by staff. The assessment must be completed in any case where an employee's General Practitioner notifies the employer that work related stress has led to illness.

**Pressurised systems**

70. Kew Green Preparatory School will take all necessary steps to comply with the Pressure Systems Safety Regulations 2000. It is recognised that the Regulations apply to all pressure systems on site containing steam at any pressure, or a gas, or a liquid, or a mixture of both at a pressure greater than .5 bar (7psi).

71. Kew Green Preparatory School has appointed a Competent Person to carry out an annual examination of its pressure systems, as required by their insurer, and will provide adequate and suitable instructions to employees who have to operate pressure systems; this will include training, close supervision, provision of data and, if necessary, schematic or flow diagrams to help with the identification of important controls, valves, etc.

72. Kew Green Preparatory School will ensure that its pressure systems are properly maintained in good repair so as to prevent danger and will ensure that it keeps the correct documentation. This documentation will consist of the following:

- a written scheme of examination of the pressure systems;

- the last report of examination of the pressure systems made by the Competent Person;
- any other reports if they contain relevant data to assist safe operation, or referring to repairs and modifications and
- information referring to data supplied by the designers or manufacturers.

**Risk assessment guidelines**

73. Kew Green Preparatory School has a responsibility under the MHSWR and under its own SHEF Policy to undertake suitable and sufficient risk assessments of all areas of the site and the activities which go on in those areas.

74. Appropriate members of staff are to complete the relevant Risk Assessment pro-formas for their areas of work and potentially hazardous activities whether conducted on or off site and in accordance with the Risk Assessment Policy and Guidelines, a copy of which can be found on the Intranet or, the Health & Safety Notice Board in the Staff Room. Forms for completing a Risk Assessment are available on the intranet or from the Site Manager, to whom completed forms are to be passed for approval and retention.

75. Repeat assessments are to be carried out periodically and when there is a significant change to equipment, location or procedures used in the area or activity. Staff will also be trained in Risk Assessment processes as part of their INSET training.

76. All Risk Assessments are to be held on the Site, Risk Assessment Register a copy of which is held by the Site Manger. The register and its contents will be reviewed on an annual basis

**Outdoor Education and Off Site Education**

76. Risk Assessments are also required for offsite activities such as School trips and visits. Whilst some areas and activities require assessing by trained experts in the field, the majority rely on reasonable judgements made by the people using an area or supervising an activity. If an accident occurs, one of the first items that will be asked for by anyone investigating the incident will be the risk assessment that has been carried out. If this is not available, individual members of staff, the School or the Board may have committed an offence.

77. Anyone conducting Outdoor Education and Off Site Education must do so in accordance with the, Outdoor Educational and Off Site Visits Policy. The Policy can be found on the intranet and on the Health &Safety Notice Board in the Staff Room

**Safety inspections**

78. The SHEF Manager will carry out formal safety inspections of selected parts of the site on a Termly basis, at a time previously agreed with the Head of Department or Site Manager responsible for the area or building to be inspected. These inspections are intended to raise awareness and to identify health and safety issues that require addressing. A brief report of the significant findings of each inspection will be produced and copies passed to the relevant members of staff for action and/or information as necessary.

**Safety signage**

79. There are safety signs throughout the site that are required:

- to comply with current legislation (e.g. signs on fire doors);
- to provide warnings (e.g. of high voltage);
- as a result of a risk assessment (e.g. to provide safe operating instructions), or
- to provide information (e.g. identification of First Aiders).

80. These signs are not to be removed, moved or otherwise interfered with by unauthorised members of staff or pupils as to do so could cause, or aggravate a serious safety or health situation. Any queries concerning safety signage are to be referred in the first instance to the Site Manager.

**Security and Violence**

81. The Head Master/Mistress ensures that all practicable measures are taken to avoid violent incidents. Steps will be taken to ensure that in areas identified as those where a violent incident can be expected to arise, a risk assessment has been carried out, the areas are adequately staffed and that the facilities are reviewed and improved so as to reduce the possibility of a violent incident.

82. Information on Site Security is contained in the Kew Green Preparatory School, Security Policy a copy of which can be found on the intranet.

**Slips and trips**

83. It is recognised that slips and trips are the most common cause of major injuries at work and can happen almost anywhere. 95% of major slips result in broken bones and they can also be the initial cause for a range of other types of accident such as a fall from height. Slips and trips are responsible for, on average, over a third of all reported major injuries.

84. Most slips occur in wet or contaminated conditions and most trips are due to poor housekeeping. The solutions are often simple and cost effective, a suitable assessment of the risks should identify the necessary controls and these should include (in no particular order):

- prevention of contamination;
- management of spillages and cleaning regimes;
- effective matting systems;
- choice of suitable footwear;
- design of workplace and work activities;
- maintenance of plant and the work environment;
- specification of appropriate flooring;
- housekeeping;
- where reasonably practicable, clearing ice and snow from affected areas, and
- effective training and supervision.

85. All staff and pupils have a responsibility to themselves and others to take care in all areas and under all circumstances where the risk of a slip or trip is heightened.

**Smoking**

86. Kew Green Preparatory School recognises that smoking presents a health risk to those who practise it, to others through the effects of “passive smoking” and to property through the risk of fire. The policy is that all School Sites are designated a “no smoking” area. Smoking is also not permitted in School vehicles or where personal vehicles are being used for Kew Green Preparatory School business.

**Training**

87. Training is an essential element of ensuring the safety, health and wellbeing of staff and pupils. The Safety Manager will publish full details of the arrangements in place for the delivery of common and specialist training to all staff at Kew Green Preparatory School. This will normally be arranged for inset training days.

**Vehicular movements**

88. Kew Green Preparatory School has a duty to protect staff, children and visitors from death or injury caused by vehicles on the premises; it does so at Kew Green School by using the following:

- Not permitting vehicles to access or exit the premises during the following times between 0800 – 0900 and in the afternoon between1500 – 1630 they are escorted in by the Site Manger
- When permitted, vehicles must be escorted in and out of the property by a walking escort.
- All reversing must be supervised by a member of Site Staff.
- Vehicles are not to travel at more than 5 miles per hour

**Working at height**

89. The Working at Height Regulations came into force in 2005 and they apply to all persons on site where there is a risk of a fall liable to cause personal injury, even if it occurs at or below ground level. Typical activities that create such risks include:

- teachers putting up displays, putting up Christmas decorations, accessing items stored above head height, opening/closing windows, erecting stage scenery, adjusting or fitting stage lighting etc.;
- maintenance staff changing lights, erecting sports posts or nets, carrying out general maintenance, repairing roofs, clearing gutters, accessing lofts etc. and
- contractors carrying our repairs or renovations, undertaking tree work, decorating, installing, inspecting or servicing plumbing or electrical installations etc.

90. Work at height should always be avoided if there is an alternative method of undertaking the task, e.g. the use of long-reach window cleaning equipment.

91. Any member of staff or visiting contractor proposing to carry out work at height must first undertake a risk assessment and ensure that the task is conducted using a safe system of work (method statement) to be agreed beforehand with the Site Manager. The assessment should take account of the competency of the people undertaking the job, its duration, its frequency, the amount of physical effort required, the prevailing weather conditions (and forecast), ground conditions, height involved and the equipment available.

92. Anybody proposing to work at height is to ensure that all equipment, including stepladders, ladders, towers or rented high-lift machinery is in a serviceable condition before use. Under no circumstances are inappropriate items such as chairs, tables etc to be used to gain access for working at height. The Site Manager holds a variety of ladders and towers and should be consulted for any work to be conducted at height.

**Working from home**

93. Employees who work regularly from home are still covered by the HASAWA and Kew Green Preparatory School still has responsibilities towards them. In order to fulfil these responsibilities, any employee who works from home on a regular basis (an average of 2 days per week or more) must conduct a risk assessment of their workstation and forward the significant findings to the Deputy Head. Advice on conducting the assessment and a suitable report form can also be provided by the Site Manager.

94. The findings of the risk assessment will be analysed by the Deputy Head, Site Manager and the SHEF Manager any resulting recommendations will be discussed with the employee concerned.