

# MERTON COURT SCHOOL



## HEALTH AND SAFETY POLICY

**This policy applies to the whole school inclusive of the Early Years Foundation Stage (EYFS)**

**Policy updated October 2025 by Authors: Mrs A. Macdonald Designated Safeguarding Lead (DSL), D. Price Headmaster/Proprietor and Jacqueline Jenkins, Chair of the Advisory Board.**

<b>To be reviewed October 2026 by: Headmaster, Mrs A. Macdonald and Jacqueline Jenkins</b>
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<b>Signed by the Headmaster/Proprietor:</b> 
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<b>Shared with staff:</b> 1/10/25
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<b>Put on Website:</b> 1/10/25
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**Merton Court School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.**

**The Proprietor and Staff at Merton Court recognise their responsibility under the Health & Safety at Work, etc. Act 1974 and the Regulations 1999 to provide for the health, safety and welfare of their employees, children, members of the public and any others who may be affected by the School's activities. The proprietor and staff of Merton Court aim to achieve and maintain a high standard of Health and Safety on the premises. Staff are reminded that at all times they are acting in 'Loco Parentis'.**

### **General Statement**

The responsibility for Health and Safety in school is collective and individual. The Leadership Team will take all reasonable precautions and carry out a risk assessment, respond to areas of concern and ensure that equipment is maintained in a safe working condition. Each individual is, however, responsible for reporting potential hazards including broken/damaged equipment to the Headmaster/Proprietor or the Health and Safety Officer and for carrying out daily

work and other duties in a safe manner. **The co-operation of all members of staff is vital in administering this policy.** The School's Health and Safety Policy can only be successfully implemented with the full co-operation of **everyone concerned.**

This policy is formed around the following statutory guidelines and legislation:

- The Health and Safety at Work etc. Act 1974;
- The Management of Health and Safety at Work Regulations 1999;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- Fire Precautions (Workplace) regulations 1997;
- First Aid Regulations 1981;
- Electricity at Work Regulations 1989;
- School Premises (England) Regulations 2012;
- School Standards and Framework Act 1998;
- School Inspections Act 1996;
- Education Act 1996;
- Keeping Children Safe in Education (September 2025)
- DfE Health and Safety Advice to schools 2014.

**We will make suitable and sufficient arrangements to:**

- develop and maintain safe systems of work;
- provide sufficient information, instruction, training and supervision to ensure the health and safety of all staff, visitors, volunteers and contractors working within the premises and during sporting activities and Educational Visits away from the School;
- provide competent technical information and professional guidance as required;
- provide equipment that is fit for purpose and maintained in accordance with the necessary requirements;
- ensure the safe use, handling, storage, transportation and disposal of articles and hazardous substances;
- maintain a safe and healthy place of work, including the maintenance of safe access, with due regard for the environmental effects of the School's activities;
- formally consult with employees on all matters having effect on their health, safety and welfare at work.

**Description of Duties.**

(a) Weekly checks of the premises will be made by a member of the Estates and Maintenance Team and recorded on forms kept in the Health & Safety folder located in the Estate's office. The Health & Safety Officer will ensure that the stated arrangements are in force and are effective.

(b) New staff whether temporary or permanent and work experience students, will be provided with a copy of this policy and will be briefed on the Fire and Shelter-in/Lockdown and First Aid provisions.

Work experience students will be treated with the same care as our own children and will be supervised by the form teachers.

(c) Training programme. Staff training is organised regularly by the Headmaster/Proprietor and the Health & Safety Officer. All staff are trained in the use of fire extinguishers. Appropriate information on fire hazards, precautions and emergency arrangements is provided by the Headmaster/Proprietor to Contractors, visitors and relevant organisations.

(d) Maintenance. All Staff have access to a copy of this Health and Safety Policy and it is the responsibility of the management to monitor the policy and inform the staff of any changes.

Members of staff with any concerns should speak to the Headmaster/Proprietor or the Health & Safety Officer immediately.

(e) The Headmaster/Proprietor or the Health & Safety Officer must ensure that all visitors, including maintenance contractors, are informed of any hazards on site of which they may be unaware. They must also ensure that consideration is given to the possibilities of maintenance work affecting children and staff.

The Headmaster/Proprietor, the Health & Safety Officer and the Leadership Team are responsible to the Advisory Board for ensuring the effective implementation of the Policy within Merton Court. They will ensure that:

1. They are familiar with this Policy;
2. Reference to the Health and Safety Policy is included in the Staff Handbook;
3. All staff are aware of the objectives of the Policy and of the duties the Policy places upon them;
4. Health and safety at Merton Court is effectively monitored.

## **Academic Departments**

### **The Leadership Team and Subject Coordinators (Middle Leaders)**

Subject Coordinators are responsible for ensuring the health and safety of all children, staff and visitors.

#### **Subject Coordinators (Middle Leaders) will:**

- Where applicable, issue detailed departmental instructions and guidelines to staff for their activities, and ensure staff are conversant with these;
- Ensure staff receive suitable and sufficient training/refresher training to enable them to carry out their functions safely and with no risk to health for children, teachers, parents or visitors;
- Ensure that equipment necessary for safe working is maintained in compliance with current regulations and or/or policy and that appropriate notices are displayed adjacent to specific hazards;
- Direct any matters concerning health and safety to the H & S Officer;
- Monitor the health and safety performance including observations, risk assessments and audits especially when any activities, operations or equipment change;

- Ensure that assessments for all hazardous substances used within their departments are undertaken as specified by the Control of Substances Hazardous to Health (COSHH) Regulations, with independent advice to be used where appropriate.

In particular, the Subject Co-ordinators where risks levels may be higher (i.e. Science, PE and Art, as examples) will, as applicable:

- prevent unsupervised access by children to potentially dangerous areas or equipment;
- check that all scientific and D&T equipment is switched off at the end of the school day;
- secure flammable materials used in securely locked, fire-resistant storage.

### **Teachers**

Teachers are responsible to the H & S Officer for all matters relating to health and safety in their classes/teaching areas.

#### **Teachers will:**

- Instruct children in practical safety procedures in operations or processes involving known hazards;
- Ensure that tools and equipment are in good condition and have been tested, as appropriate, for safe operation;
- Ensure that any hazards identified, or concerns about the implementation of the Policy, are reported to the Senior Member of staff in charge or Subject Coordinator.
- **Be aware of the School's Shelter-in/Lockdown & Critical Incident policies**

### **Teaching Assistants/Technicians and All Other Staff**

Teaching Assistants will assist their Subject Coordinators and teachers in the discharge of their duties with regard to health, safety and welfare.

Induction of New Staff will be suitable and sufficient to enable them to meet their obligations under the Health and Safety Policy: On the first day of work, new staff will be given an overview of the Health and Safety Policy, First Aid arrangements, working at Heights, Fire Prevention /Procedures. This will be given by the Health & Safety Officer.

### **Recording and Reporting Accidents**

Accidents/Incidents should be entered into the Accident Book. Accident books are located in the First Aid room, EY department, J1 classroom and School Office. A copy is scanned and sent electronically to parents/guardians and a hard copy is stored in children's files and noted on CPOMS following an accident (see First Aid policy). Accident/Incident books should be taken on all school trips.

Any serious incident should be brought to the attention of the Headmaster/Proprietor or the Health & Safety Officer as soon as possible. They will be responsible for investigation, as appropriate, and undertaking any remedial action.

## **Accident Reporting (RIDDOR)**

The Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR) require specified injuries and diseases associated with working activities in school, or during educational activities elsewhere, to be reported to **the Health and Safety Executive**. The Health & Safety Officer has the duty to inform the Health and Safety Executive (HSE) of all such incidents and makes the report within the specified timescales using the standard on-line procedure. In the event of a fatality, the Headmaster or a member of the Leadership Team will inform the HSE. The Health & Safety Officer will arrange for accidents and "near misses" to be investigated to determine the need for any remedial action. If required, this will be completed by the Health and Safety Advisor. Where appropriate, a copy of the report will be made available for discussion at the next Health & Safety Committee Meeting. The School will keep a record of all reportable injuries, diseases and dangerous occurrences.

The record to include:

- date and time of the incident
- Full name of the affected person(s)
- Occupation of the affected person(s)
- Nature of injury or condition of the affected person(s)
- Place where the accident or dangerous occurrence happened
- A brief description of the circumstances

## **The Estate and Maintenance Team (EMT)**

The Estate and Maintenance Team are responsible to the Headmaster/Proprietor and Health & Safety Officer for all matters regarding the maintenance of the structure and fabric of the School Buildings. The Estates & Maintenance Team will act as the School's Contractor Liaison Manager and ensure that all contractors working on School premises are aware of any particular hazards associated with the areas in which they are working, and that they are aware of relevant sections of School policies.

The Health & Safety Officer will arrange, and keep records of, regulatory inspections, tests and maintenance of equipment and systems provided for the health and safety within the school, including:

- Electrical safety testing;
- Regular portable appliance testing;
- All gas appliance (boiler, kitchen equipment etc.);
- Legionella (including keeping an up-to-date Legionella Risk Assessment);
- School vehicles maintenance testing and records.

The Estates and Maintenance team, will also have overall day to day management control of:

- the maintenance of a suitable and sufficient portable water supply;
- ensuring that drains, gutters, etc. are kept unblocked. Checking that all drain runs are clear (using external contractors if necessary)

- the regular school maintenance functions, (including working at heights, electricity, manual handling, building and maintenance work, use of power tools, use of other equipment, COSHH and flammable materials);
- ensuring compliance with the new CDM Regulations by contractors working on the School premises and liaising with independent surveyors when used by the School;
- ensuring that equipment necessary for the work of the department is maintained in compliance with current regulations and/or policy and that appropriate notices are displayed adjacent to specific hazards. Particular attention will be given to the guarding of dangerous machines;
- issuing, as necessary, detailed instructions and guidelines, safe systems of work, method statements and/or risk assessments to staff relating to any safety aspect of their activities and ensure staff are conversant with them;
- ensure that staff are provided with any necessary safety and/or personal protective equipment;
- directing any matters concerning health and safety to the Health and Safety Officer;
- complete the maintenance log in the School Office for minor repairs.

The Estates and Maintenance team will:

- walk round every day to carry out safety checks;
- have day to day management control of the building security (e.g. alarms, locking external doors, gates and windows, etc.);
- oversee the work of the cleaning contractor;
- arrange for the weekly test of the fire alarm system;
- ensure the thorough inspection and testing of the fire alarm system and fire extinguishers by specialist contractors in accordance with the school Fire Safety Policy;
- maintain the Fire Precautions Log Book.

The Health & Safety Officer will ensure that Contractors are;

- aware and compliant with **Keeping Children Safe in Education and Annex A (September 2025)**
- aware and compliant with the relevant sections of the School Health and Safety Policy. The Health & Safety Officer will also arrange any necessary contact between the School and the Contractor through the appropriate department;
- are compliant with necessary training and certification if conducting works governed by legislation. E.g., hot works or using scaffolding;
- using electrically powered tools that are PAT tested and certification is in date;
- asked to produce a copy of their Health & Safety Policy and Insurance Certificates. The management expects visitors, including parents, to conduct themselves in such a way that their behaviour is conducive to the proper functioning of the School and the safety of our children and staff.

All reasonable precautions are taken by the Headmaster/Proprietor to protect the staff and children from danger. School gates will be kept locked from (8.45am-3pm). Parents wishing to enter school during school hours must ring the front door bell.

All visitors, including parents, should sign in to the School's Inventory System on arrival and departure and report to the main office. The Headmaster and staff are aware of their duty to take reasonable care to make sure that any visitor, including visiting children, will be safe while on the School premises. Work experience students will be under the particular care of the form teacher they are working with and they will be briefed Health & Safety within School.

A challenge to trespassers 'could' lead to a confrontation and staff must not put themselves or children at risk unnecessarily. In the event of a member of staff being aware of an unwanted intruder they should summon help from a senior member of staff whenever possible. Members of staff should ensure access points are secured. Please use Walkie-Talkies on Channel 3.

**The safety of personnel is paramount and snap decisions may have to be made.**

The intruder should be asked to leave politely but firmly. Police should be asked to intervene if there is a serious risk of a breach of the peace. No member of staff should willingly tackle an intruder physically.

### **Playground safety**

There will be four or more members of staff supervising in the playground (or in school during wet break) at all breaktimes and for approximately 30 minutes before morning school begins.

### **Educational Visits**

Any School Trips should be supervised by the requisite number of staff. In the Early Years department, it is 1 adult – 4 children and in Reception it is 1 adult – 5 children. For KS1 - 1 adult to 8 children and KS2 - 1 adult to 10 children. Written permission slips must be completed by the parent or guardian before a child is allowed on a school trip. The school will ensure that the coach is fitted with seatbelts. A travelling first aid kit and an accident book will be taken on all outings. At least one member of staff accompanying the trip will be First Aid trained and a Paediatric First Aider will accompany EYFS children. Staff should check First Aid facilities on site. Members of staff should also ensure regular head counts are made. A Risk Assessment form must be completed before each outing. There should be no visible named identification on children's clothing, however, School uniform/tracksuits/baseball caps are worn. All staff accompanying Educational Visits MUST wear at least one item of Merton Court staff clothing provided by the school eg polo shirt, fleece or coat. (See Educational Visits Policy).

## **Minibuses**

School has two minibuses for school use. Both are regularly serviced and safety inspection checks are carried out every 8 weeks. Inspection sheets are completed by staff before every trip and filed after every journey.

## **Fire Safety - (see Fire Risk Management Policy and Fire Risk Assessment)**

All Fire escape routes will be clearly marked and MUST always be kept clear and unlocked whilst the building is occupied. Any deficiencies in fire escapes or equipment will be reported immediately to the Health & Safety Officer whose responsibility it is to remedy the deficiency. It will also be their responsibility to ensure that firefighting equipment is regularly maintained. This is carried out once a year. Fire alarms must be tested each week. Full fire drills will be conducted each term and the evacuation time recorded in a notebook. A Risk Assessment is carried out regularly.

**Registers on Bromcom must be completed by 9am and by 1.50pm.**

Children who arrive after registration time must check in with the School office on arrival to have their presence marked in the register.

Children leaving the School during school hours for health reasons, tuition, etc. should be signed in/out by a member of the office staff in the Signing In/Out Book.

## **Risk Assessments**

Risk assessment must be carried out for all educational visits off-site (see Educational Visits policy). Risk assessments must be attached to lesson plans if applicable. Risk assessment forms (located in the staff shared drive on the IT system) should be completed as required. Individual risk assessments are carried out for 'risky areas', eg; Forest School, Outdoor play areas and the swimming pool. **Copies of all risk assessments are stored in the Risk Assessment File in the Assistant Heads' Office. The Assistant Head (Academic) is responsible for monitoring all risk assessments.**

## **Hazards**

Hazards are defined as those things or situations which could potentially result in an accident when they could be preventable. The identification of hazards is the responsibility of every individual. Hazards should be reported to the Headmaster/Proprietor. If presenting immediate risk, remove or guard the hazard to alert others. Take immediate remedial action if possible and report to the Headmaster/Proprietor, who will arrange any further action required. Any spills in the dining room must be cleaned up quickly by the staff on duty.

Glass containers should not be in use in the classroom.

All substances labelled by the suppliers as potentially harmful to health should be stored in cupboards and away from classrooms. All cleaning materials should be kept in cupboards labelled for that purpose and kept always locked.

## **Workplace Safety**

- Staff must not carry hot drinks around the school unless they are in a sealed cup.
- Staff must seek the help of a colleague or a member of the Estates & Maintenance Team when handling particularly difficult or weighty objects.
- Pregnant staff will be treated with all reasonable care and thoughtfulness.
- Lighting/Ventilation etc. must be adequate for work and safety. Any deficiencies in lighting, ventilation etc. must be reported to the Health & Safety Officer, who will organise repair/remedial action as appropriate.
- So far as reasonably practicable, "suitable and effective" measures, are taken to prevent persons falling from heights. First floor windows are fitted with bars or have restricted openings. Staff and children must not use chairs or tables when reaching. A member of the Estates & Maintenance Team (who are trained in 'Working from heights') must be contacted if help is required.
- Any spillages must be cleared up as soon as possible to avoid slips and trips.
- Cables must be secured and not left trailing across walkways. Steps must be highlighted with red and yellow markings for clear visibility.
- Room temperatures will be maintained at the recommended levels and checked regularly by the Estates and Maintenance Team.
- Drinking water is available from the mains. Clearly indicated by 'drinking water' signs.
- All of the school's buildings and grounds are a non-smoking environment.
- When working directly with children, practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children.

## **Maintenance and Testing of Equipment**

Electrical Safety - All electrical appliances will be inspected in accordance with the Electricity at Work Regulations 1989. Children and staff will not be permitted to bring into school any appliances using mains electricity unless previously checked and labelled during the school annual check. Any individual is responsible for noting potential electrical hazards (e.g. worn cable) and has personal responsibility to report this to the Health & Safety Officer, who will take immediate action. All electrical appliances are checked annually and a survey of electrical supply carried out every five years.

## **Infectious Diseases/General Hygiene.**

The school follows the National guidance produced by Public Health for managing and controlling infectious diseases in schools. The Headmaster/Proprietor, the Health & Safety Officer must be notified of any child suffering from any serious Public Health diseases/conditions so appropriate action may be taken.

## **Head Lice**

Parents should be advised to check their children's hair regularly for head lice. If head lice are present then parents should consult their local chemist for advice on treatment and also inform the School Office to alert them of any infestation.

## **Medical Needs**

The school will try to accommodate children with medical needs wherever practical. (See Administration of Medicines Policy.)

Forms for the administration of medicines are kept in the school office.

## **Working at Height**

The School adheres to the Work at Height Regulations 2005.

Maintenance staff receive training every 3 years.

## **Management of on-site Vehicle Movements**

Estates and Maintenance team members supervise the school carpark between 8.15 -8.45am and 3-4pm. The school mini bus and sit-on lawn mowers will not be operated during children's playtime and lunch breaks.

## **Manual Handling**

The term Manual Handling covers a wide variety of activities including lifting, lowering, pushing, pulling and carrying. All staff have regular training and are briefed on adopting good manual handling techniques, along with being given a copy of the Manual Handling advice sheet.

**The school has no asbestos or concrete (RAAC) on site and all external cladding has been fire safety checked.**

## **Health & Safety Committee**

The School's Health & Safety Committee fulfils an essential role in the effective implementation of this Policy and School health and safety procedures. The school also has a Year 6 pupils Health and Safety committee that reports to the Health & Safety Officer on any Health and Safety issues.

The Committee will normally meet once per term and will:

- Discuss matters concerning health and safety;
- Monitor the effectiveness of health and safety within the School;
- Monitor the implementation of professional advice;
- Assist in the development of safety rules and safe systems of work;
- Encourage suggestions and reporting of defects by all members of staff.

The Health & Safety committee will be made up of:

The Headmaster/Proprietor

Health & Safety Officer

Both members of the Estates and Maintenance team