HEALTH AND SAFETY POLICY
September 2026

Date of adoption of this policy	1st September 2026
Date of last review of this policy	12th August 2026
Date for next review of this policy	12th August 2027
Policy owner (SLT)	Headteacher
Authorised by	Headteacher and Proprietor

La Petite Ecole Bilingue believes that the health and safety of children is of paramount importance. We make our school a safe and healthy place for children, parents, staff and volunteers.

- We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.
- Our member of staff responsible for health and safety is:

Natasha Henderson-Stewart

Cecile Lemenager

Requirements of this policy

This policy complies with Part 3, paragraph 11 of the Education (Independent Schools Standards) Regulations 2014: 'The standard in this paragraph is met if the proprietor ensures that relevant health and safety laws are complied with by the drawing up and effective implementation of a written health and safety policy.'

This policy covers all employees, officers, consultants, contractors, volunteers, interns, casual workers and agency workers.

This policy does not form part of any employee's contract of employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

Guidance on health and safety

This policy draws on the DfE guidance Health and Safety: Responsibility for Schools (2022) and Health and safety advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies (February 2014). It draws on guidance from the Health and Safety Executive. The policy has followed the HSE guidance Health and safety checklist for classrooms.

1. General Statement of Policy

It is the policy of the School to promote standards of Health and Safety (H&S) at work that will ensure, as far as is reasonably practicable, the health, safety, and welfare of all employees, pupils and visitors to our premises. In particular, the School will:

- Provide and maintain safe and healthy working conditions taking into account all relevant H&S legislation.
- Identify the hazards to employees, pupils and others affected by work, through risk assessments, and to eliminate or control the attendant risks adequately.
- Take all reasonably practicable steps to ensure H&S is taken into account in the design, construction, operation and maintenance of systems of work and premises.
- Provide employees with appropriate information, instruction and training to ensure that they are competent to do their work. Adequate supervision will be provided to ensure pupils remain in a safe environment.
- Maintain a high level of awareness in H&S matters applicable to School activities, in particular by consulting and involving employees at all levels.
- Work, through continuous improvement, to prevent accidents and work-related ill-health.
- Provide adequate resources in terms of personnel, facilities and finances to meet the aims of the policy.
- Maintain the H&S function as an integral part of operational management.
- We accept all applicants regardless of disability, ethnicity, and agenda. However where a pupil has specific SEN behaviour or emotional needs, the school will develop an individual robust welfare plan in partnership with all stakeholders

Whilst the School accepts responsibility for the overall effectiveness of the Policy, the successful implementation of this Policy requires all staff to fully accept their H&S responsibilities.

The proprietor is responsible for the oversight of health and safety procedures.

Responsibility for execution of this Policy rests with the head teacher, who is accountable for specifying the organisational arrangements and procedures for H&S throughout the organisation.

Employees & pupils have a personal responsibility to ensure that nothing is done to endanger themselves or others whilst at work, to provide management with full co-operation and support, not to interfere with or misuse anything provided for safety reasons, and to comply with Safe Working Procedures and H&S Legislation.

This Policy will be reviewed as and when any significant change takes place, or every 12-months.

2. Health and Safety Responsibilities

This section identifies the area and level of responsibility for implementing the H&S Policy.

The School has a legal responsibility under the Health and Safety at Work Act 1974, which establishes the duties of the employer (i.e. the School) for the health and safety of those at the School. Both employer and employees have a duty of care to the pupils at the School. Acting in loco parentis means that anyone caring for a child has a duty to act in the same way that a prudent parent would

in similar circumstances. While exercising this duty of care to staff, pupils and visitors, those charged with responsibility for health and safety should do so sensibly, on the principle that while risks can be minimized, they cannot be entirely removed. The Health and Safety Executive (HSE) gives guidance on Leading sensible health and safety management in schools, which the Headteacher and SLTs should read.

2.1 Proprietor

Legal responsibility for health and safety is held by the Proprietor. The Proprietor will appoint a Health and Safety Coordinator in charge of health and safety.

2.2 Head teacher / Manager

The ultimate responsibility for the implementation of the Policy and adherence to the requirements of relevant H&S legislation rests with the Headteacher who will ensure that sufficient resources are available to achieve these objectives.

The Head teacher is particularly responsible for ensuring that:

- The School H&S Policy is maintained and is available for all staff.
- An appropriate organisation structure, with clear lines of responsibility, exists to complement the Policy.
- Adequate resources in terms of personnel, facilities, time, training and finance are available to meet the aims of the Policy.
- There is an effective programme of H&S training, instruction and supervision.
- There is good communication on H&S matters throughout the School.
- Occupational H&S issues are included on the agenda at Management and Staff meetings.
- Ensure that H&S rules and safe working procedures for the school have been developed and implemented;

2.3 Senior Leaders

The senior leaders should:

- Read and understand the H&S Policy.
- Ensure all their staff have read and understood the H&S Policy.
- Ensure compliance with H&S rules and safe working procedures.
- Work with the Head to introduce corrective measures to reduce or eliminate acts or conditions which are contrary to the Policy.
- Ensure that risk assessments have been undertaken and appropriate improvements implemented for their areas of responsibility.
- Ensure that their staff and pupils are provided with adequate information, instruction, training and supervision in order for them to perform their work safely.
- Ensure that employees and pupils understand the relevant H&S procedures, e.g. fire drills, first aid, use of electrical equipment, etc.

- Monitor the performance of their employees & pupils to ensure that they fulfil their responsibilities for H&S.
- Take reasonable care of their own H&S and set a good example to employees, pupils and others by using the appropriate H&S procedures and equipment.
- Ensure good housekeeping standards are obtained and maintained within their area of responsibility.
- Ensure that any H&S matters raised by their employees and pupils are discussed and any relevant action taken.
- Ensure H&S is considered prior to purchasing any new work equipment. The impact of new work equipment should be discussed with the Proprietor and the Headteacher prior to purchasing.
- Ensure that equipment and materials by their staff are suitable for their intended purpose, safe to use and without risk to health.
- Ensure that adequate H&S information is obtained with the purchased items and that this information is provided to the Headteacher and/or other relevant employees in order for them to perform their work safely.
- Ensure that all accidents, incidents and dangerous occurrences are reported in accordance with the School procedures, assist in investigations and implementation of any new controls.

2.4 Employees

Individual employees have a duty to look after their own wellbeing, but are equally responsible for the H&S of others that may be affected by their behaviour at work.

They have a specific duty to:

- Read and understand the H&S Policy and carry out work in accordance with the Safe Working Procedures so as not to endanger themselves or any person who may be affected by their activities.
- Co-operate with the School in following safe systems of work and using the appropriate controls provided.
- Use equipment and materials, and enter only those areas for which they are authorised.
- Report any defects in equipment to the Headteacher
- Not to misuse or interfere with safety equipment or safety devices.
- To know the location of first-aid facilities and the first-aiders.
- To know their role in the evacuation procedures in the event of a fire or any other emergencies.
- Report accidents, incidents and dangerous occurrences promptly and co-operate in their investigation.
- Report any accident or damage, to the Headteacher.
- Set a good example and encourage colleagues and pupils to adopt a positive approach to safety.
- Ensure work areas are maintained in a clean and tidy condition and passageways, fire escape routes and fire exits are kept clear.

2.5 Pupils

Pupils have a duty to look after their own wellbeing but are equally responsible for the H&S of others that may be affected by their behaviour at work.

Depending on their age and maturity, they have a specific duty to:

- Undertake activities in accordance with instructions and/or Safe Working Procedures so as not to endanger themselves or others who may be affected by their actions.
- Co-operate with the School in following safe systems of work and using the appropriate controls provided.
- Use equipment and materials as instructed and not to enter any areas that they are not authorised.
- Report any defects in equipment, furniture and premises to their teacher, Head teacher or Proprietor.
- Not to misuse or interfere with safety equipment or safety devices including safety signs.
- To know the evacuation procedures in the event of a fire or any other emergencies.
- Report accidents, incidents and dangerous occurrences promptly and co-operate in their investigation.
- Report any accident or damage, however minor, to their teacher, Head teacher or Proprietor.
- Set a good example and encourage other pupils to adopt a positive approach to safety.
- Ensure their classrooms and other areas used by them are kept clean and tidy.
- Ensure that they do not obstruct any fire escape routes or fire exits.

2.6 H&S Coordinator

The H&S Coordinator is responsible to the Proprietor and has a duty to:

- Provide information on the impact of new H&S legislation on the organisation.
- Ensure risk assessments are carried out for the identification and control of hazards.
- Assist the Proprietor in implementing remedial measures to reduce or eliminate acts or conditions which are contrary to the Policy.
- Provide H&S advice and information to enable all levels within the organisation to discharge their responsibilities.
- Assist the Proprietor to ensure that the equipment and materials for use at the premises are suitable for their intended purpose, safe to use and without risk to health.
- Ensure compliance with established rules and safe working procedures.
- Arrange appropriate H&S information and training for employees and to keep all relevant training records.
- Raise H&S awareness across the School.
- Liaise with the H&S Adviser and enforcement authorities on behalf of the School.

- Ensure that all RIDDOR Reportable accidents are fully investigated and make appropriate recommendations to prevent reoccurrence of similar incidents.
- Ensure appropriate improvements are implemented to prevent reoccurrence of incidents.
- Ensure that all RIDDOR Reportable accidents are reported to the Incident Contact Centre by the appropriate means. Ensure that the Proprietor is informed of all the RIDDOR Reportable accidents.
- Ensure that the Safe Working Procedures are reviewed and kept up-to-date for all the activities on their site.
- Ensure that all equipment and substances necessary for the work of the school are maintained in compliance with current regulations and standards;
- Ensure that appropriate notices are displayed adjacent to any specific hazards;
- Ensure that all staff are conversant with the School's Health and Safety Policy and arrangements;
- Ensure that appropriate instructions and guidelines relating to any aspect of their activities are issued to the staff concerned, and that the latter are aware of the relevant contents;
- Be available to any member of staff to discuss and resolve any particular health and safety problems;
- Ensure that all visitors are informed of any hazards on site of which they may be unaware;
- Ensure that consideration is given to the possibility of maintenance work affecting pupils and staff;
- Ensure that effective arrangements are in place to facilitate ready evacuation of the School's buildings in case of fire or other emergency, and that fire fighting equipment is available and maintained.

Responsible person:	**Responsibility**
Proprietor **ANNE HENDERSON-STEWART**	To provide safe resources and a healthy environment. To liaise with Head teacher To monitor HT's work
Head teacher **NATASHA HENDERSON-STEWART**	To regularly assess the premises for risks and hazards To take the actions necessary to keep the premises safe for the staff and the children To ensure that all staff is aware of Health & Safety procedures and that the correct procedures are being adhered to for the safety of the staff and children. To make sure that equipment is in good working order and is checked on a regular basis.

H&S Coordinator **NATASHA HENDERSON-STEWART** **CECILE LEMENAGER**	To ensure daily/weekly/termly risk assessments forms are in place, carried out by staff and completed forms filed. To comply with the job description for the role of H&S Coordinator.
All staff / student	To do risk assessment regularly To maintain a safe environment throughout the day both indoors and outdoors To help children to develop safe habits To be a good role model to children by following procedures and keeping safe. To plan activities in line with the curriculum to support children in developing awareness of how to keep themselves safe.

3. H&S Arrangements

3.1 Risk Assessments and Safe Working Procedures

A risk assessment is a means of analysing the risk in any activity and identifying ways of eliminating or reducing the risks involved.

Risk Assessments will be carried out on all work activities in line with the requirements of The Management of Health and Safety at Work Regulations l999 and a Risk Assessment Policy are in place.

Information and training will be provided for those required to undertake risk assessments. During the risk assessment process, employees will be involved in order to ensure that all relevant information is obtained.

All risk assessments will be held on the computer with hard copies kept in the Risk Assessment file for reference.

The Assessment will establish the following:

a) The Hazards associated with a particular activity.

b) The Potential Frequency and Severity of an accident.

c) The Control Measures being employed to minimise the risk of an accident occurring.

d) Any Further Action to be taken to adequately control the hazard.

The Assessments will be carried out by the appropriate member of staff or the Health and Safety Coordinator with assistance from other personnel as required.

3.2 Emergency Control

i) Fire Evacuation

In the event of fire, the first person noticing smoke or flames should:

- Activate the fire alarm by breaking the 'fire break glass point'.
- All employees, pupils and visitors should leave the building by the nearest 'Fire Exit'.
- Assemble at Fire Assembly Point, appropriate group.
- The staff (Most senior) will call the Fire Brigade.
- The H&S Coordinator/Head teacher will take a roll call.
- The H&S Coordinator /Head teacher will work with the Police and Emergency Services to ensure that the evacuation and any clearance and re-admission procedures advised by the Police or Emergency Services are effectively implemented.
- Re-admission into the building must only take place once the H&S Coordinator /Head teacher have obtained clearance from the Emergency Services.
- All will be verbally informed to re-enter the building.

All Fire evacuations, including false alarms, will be recorded in a Fire Log Book.

ii) Fire Alarm System:

- The fire alarm system will be tested on a regular basis, i.e. one call point in turn each week, and details are recorded in the Fire Log Book.
- The system will be serviced on an annual basis and the details recorded in the Fire Log Book.

iii) Fire Fighting Equipment

- The correct type of fire extinguishers will be available at the workplace. Where appropriate, these shall be wall-mounted or in extinguisher holders at fire points.
- These will be inspected monthly and serviced annually under contract with a specialist contractor.
- Records kept in the Fire Log Book.
- Smoking is not allowed anywhere on sites.

iv) Emergency Lighting

Emergency lighting will be provided in areas where deemed necessary by the Fire risk assessment. Where emergency lighting is provided, it will be tested on a regular basis and details are recorded in the Fire Log Book, i.e.

- LED indicators are inspected weekly to ensure that the system is functioning correctly;
- Lamps are tested once per month for correct operation, twice annually for a third of the rated duration. It is tested for its full rated discharge (3-hours) after 3-years from installation and then subsequently annually.

See **Fire Risk (Prevention) Policy.**

3.3 First Aid

- First Aid boxes appropriate to the number of persons at the school (employed and studying) will be provided and maintained at designated positions.
- The names of trained First Aiders will be displayed on the notice board.
- The First Aid kits will be kept under the control of the First Aiders.
- The appointed First Aider will examine any injury to an employee, however slight, and any appropriate treatment administered. Details of treatment will be entered in the Accident Book.
- No person other than the First Aider will administer First Aid.
- No person, including the First Aider, will administer analgesics or other medical preparations. Such preparations must not be kept in the First Aid box. See Medication Policy and First Aid Policy.
- The appointed person will check the contents of the First Aid box at least once a month and replenish it to the required standard.
- Rapid or unexpected depletion of the contents should, however, be replenished forthwith.

See **First Aid Policy.**

3.4 Accident Reporting and Investigation Procedures

The School policy for the reporting of incidents and dangerous occurrences is as follows:

- All accidents, however minor, must be reported to the First Aider.
- Those injuries that cannot be treated on site will be referred to the local A&E Unit.
- A complete record of the incident and injury must be entered in the Accident Book. Personal details will be removed from the accident book and kept in a confidential file.
- Employees must report dangerous occurrences as defined by RIDDOR, to the Senior Leaders or the Proprietor and they in turn should then inform the H&S Co-ordinator.
- For incidents that are RIDDOR Reportable or where a person has been taken to hospital, an investigation should be carried out by the H&S Co-ordinator using the Accident Report form. Effort should be made to try to identify the underlying cause of the accident. Where possible witness statements should be sought and sketches of the area in which the accident occurred should be included.
- RIDDOR Reportable incidents and Dangerous Occurrences will be reported to the Incident Reporting Centre by the H&S Co-ordinator, and in his absence the Proprietor. The reporting media will be dependent on the seriousness of the incident.
- Copies of Form 2508 will be used to report the incident and extent of the injury. Incidents and Dangerous Occurrences to be reported are summarised in Appendix 1 of H&S Policy.

3.5 Consultation with Employees

The importance and benefits of a co-operative approach to H&S in the workplace is well known. The H&S Co-ordinator will ensure that the employees are consulted on H&S matters. For employees who do not understand/speak English, the School will use other employees to act as interpreters in discussions.

The School will consult with all employees, directly and in good time, on matters such as:

- Introduction of any measure that may substantially affect the H&S of employees and/or pupils;
- Arrangements for nominating 'Competent persons'.
- Statutory H&S information;
- H&S training;
- H&S consequences of new technologies in the workplace.
- Implementation of new H&S procedures.

3.6 Training

The H&S Coordinator will ensure that every new employee receives initial induction training including H&S information to be renewed regularly.

In addition to the induction training, the H&S Co-ordinator will identify any specific training that the new employee(s) may require. Having identified such training needs, the H&S Co-ordinator will advise the Proprietor.

The H&S Coordinator will make the necessary arrangement for training to be provided by a competent and experienced person or organisation.

The H&S Coordinator will, likewise, identify the specific training needs of existing employees and make similar necessary arrangements.

The H&S Coordinator will be responsible for monitoring the performance of employees and for identifying any need for further, refresher, or different training.

The H&S Coordinator will ensure that appropriate training records are kept, ensuring that the records contain such details as employee's name, type of training provided, name of trainer, date of training.

In those cases where employees are required to be specifically authorised to undertake certain activities, the Proprietor shall be responsible for authorising them in writing and details kept on their personnel files.

3.7 Record Keeping

The School will keep and maintain the necessary records and assessments to ensure that it achieves its H&S objectives. Records appropriate to their needs will be kept for future reference.

The H&S Co-ordinator will be responsible for ensuring that the appropriate records are available and up to date. All the relevant records will be kept in the H&S File.

3.8 Equipment Safety

The H&S Coordinator will ensure that equipment known to present particular hazards is only operated by a person trained and authorised (in writing) to do so.

Persons who are being trained must be under the direct supervision of a trained and competent person.

The operative must ensure that appropriate controls are used at all times when the equipment is operated, e.g. guards, PPE, etc.

The operative will report any defects in the controls provided, actual or suspected, to the Proprietor who will take the appropriate action forthwith.

The H&S Coordinator will, in the normal course of his duties, ensure that the operator is using the controls provided and that the operative is checking that the controls are in good working order.

Cleaning of powered machinery will only be undertaken when the power source for the machine is not operating or, in the case of electric machines, has been positively isolated from the source of supply.

3.9 Display Screen Equipment

"Habitual users" will be identified, i.e. those who carry out Display Screen Equipment (DSE) for 2-hours or more each day, and their workstations assessed. The School have arrangements for eyesight testing, and where appropriate, 'basic frame' glasses will be provided or an equivalent sum of money provided towards more expensive glasses.

3.10 Control of Substances Hazardous to Health (COSHH)

The School will obtain Material Safety Data Sheets (MSDS) when purchasing hazardous substances. The health risks will be assessed and action taken to eliminate or effectively control them.

Employees (and contractors where appropriate) will be made aware of the COSHH assessments, which are kept in the Risk Assessment File, and in particular of those which affect their work.

The COSHH assessments may highlight the need for personal protective equipment, e.g. protective gloves. In such cases the equipment will be provided by the School, regularly checked by H&S Co-ordinator to ensure that it is being maintained properly and used by employees as directed in the relevant assessment.

3.11 Manual Handling Operations

The most frequent manual handling injuries are those affecting the back, neck, shoulders and arms. Often relatively simple movements of the body and arms cause these injuries; for example, stretching across a desk to pick up a file or filling/emptying crates. Employees can reduce the risk of these injuries by using the controls provided, including adopting the correct manual handling techniques.

Manual handling assessments will be carried out for significant risks and records kept in the Risk Assessment Manual. Employees carrying out work activities involving significant levels of manual handling will be provided with appropriate mechanical handling equipment and training on 'correct manual handling techniques'.

3.12 Electrical Equipment (General Guidelines)

i) Portable Appliances:

All portable electrical appliances at the premises will be tested on an annual basis to ensure that they remain in good working order. A register of appliances will be kept at the premises. The items tested will show a label indicating the date of test and re-test.

No portable electrical appliance can be brought into the premises, for business or personal use, without it being checked first by a qualified electrician to ensure that it is safe, and in particular that the plug is properly wired and the correct fuse is used.

Repairs of electrical appliances will be carried out by qualified electricians. No unauthorised person shall attempt to carry out any repairs to an electrical appliance either fixed or portable.

ii) Fixed electrical installation

The fixed electrical installation at the premises will be maintained in good working order. The condition of the installation will be inspected and/or tested on a regular basis, as advised by a qualified electrician.

Documentation of any fixed electrical installation testing will be kept in the relevant file for future reference.

3.13 Workplace Safety and Welfare

The School will ensure that all its premises remain safe and do not cause any risk of injury. In order to achieve this, formal half termly H&S inspections will be undertaken and back-up by daily informal inspections by the staff.

These Regulations support our Policy to protect the H&S of employees, pupils and visitors to the School and to ensure that adequate welfare facilities are provided.

3.14 Personal Protective Equipment

The School shall ensure that suitable personal protective equipment is provided to their employees who may be exposed to a risk to their health or safety while at work. Except where and to an extent that such risk has been adequately controlled by other means that are equally or more effective.

The School will consider personal protective equipment as a last resort or as an interim solution to a risk of exposure, pending control by engineering or other means.

3.15 Outdoor Visits/Trips

Any teacher planning to organise a day trip during class time, must first inform the Head teacher (who will inform the Proprietor) of the intended date, at least one month in advance of the proposed date. The trip must be approved by the Headteacher and Proprietor.

Pupils who have a history of inappropriate behaviour may be excluded from day trips.

On each off-site visit, there must be at least one member of staff with first aid training and staff must take a first aid kit with them.

Staff must be aware of the medical needs of pupils and staff, and the visit leader must ensure that all have the necessary medication with them.

On all day trips there must be an appropriate ratio between the number of pupils and the number of staff traveling, in accordance with criteria agreed by the SLT in advance. This ratio will vary depending on the nature of the trip and the age of the pupils traveling and will be indicated on the risk assessments.

Pupils going on any trip during normal class hours are not required to have written consent from parents if the trip is within London as all these trips are pre-approved in the Back to School Questionnaire.

All pupils going on any trip outside normal class hours must return permission forms signed by parents/guardians, before the outing takes place. Pupils who have not returned permission forms may not participate in the trip.

An Accident /Incident Report Form must be completed for all accidents or incidents which may have occurred on the trip.

See **Educational Visits Policy.**

3.16 Management of Asbestos

The school does not hold any asbestos in the premises.

3.17 School Security

The proprietor will ensure that any perimeter fencing and gates are suitable and sufficient and kept in good repair. They will also ensure that all doors and windows can be secured and kept in good repair.

The proprietor will seek regular advice on the installation and the appropriateness of electrical security devices and provide this form of security where appropriate, subject to cost effectiveness and financial constraint.

i) Visitors

Upon arrival, all visitors must report to the reception. Visitors will be required to and sign in/out.

3.18 Violence and Aggression

The school operates a zero tolerance policy. If any members of staff are a victim of violence or aggression then they must report it to their Senior Leaders immediately.

Staff should not respond to any violence or aggression with violence or aggression as this will only escalate matters. By maintaining a calm but assertive approach, you will remain in control.

If any staff are to meet a parent who is known for their aggressive tendencies, SLT should ensure that they are accompanied by another member of staff.

3.19 Work-related stress

If any member of staff thinks they are suffering from stress then they should speak to their Head teacher in the first instance then to their GP. They may also wish to follow the following guidelines:

- Try to avoid eating on the run or avoiding meals altogether.
- Taking care of yourself physically will enable you to deal with stress related problems more efficiently.
- A balanced diet, moderate exercise and adequate sleep will all help.
- Do not be embarrassed to seek professional help.

3.20 Slips and Trips

Slips and trips are an unfortunate occurrence of day to day life. The school will significantly reduce the risk by maintaining good 'housekeeping'.

By taking a few simple precautions, one can also assist in reducing the risk significantly;

- Make sure you know what to do with spillages.
- Make sure that leaks are reported as soon as they are identified.
- Play your part in cleaning regimes and schedules.
- Keep work area tidy.
- Choose appropriate footwear for tasks you are undertaking or area in which you are working.
- Check that floor surfaces are in good condition and report defects.

3.21 Work at height

The following is according to advice from the HSE in relation to the use of ladders.

- Before climbing the ladder, check that the ladder itself is in good working order, should any concerns be raised, do not climb the ladder.
- Any ladder higher than a 5 rung step ladder cannot be used without another person to supervise.
- Before climbing the ladder ask yourself; 'Am I fit to work at height?' before moving onto assessing the ladder.
- Make sure your belt buckle (or navel) stays within the stiles (vertical sides) to prevent toppling.
- When not climbing, keep both feet on the same rung throughout and always have three points of contact with the ladder.
- Do not carry anything heavier then 22lb (approx. 10kg).
- Only work on a stepladder for 15 – 30 minutes at a time.

3.22 Managing Contractors

For any work that the school wishes to be carried out by a contractor, a risk assessment must be carried out by a member of the maintenance staff. Contractors have to follow and therefore must be made aware of the school's rules.

Contractors must telephone and make appropriate arrangements prior to visiting the school. They must contact the Headteacher / Office Manager and inform him/ her of the number of workers who will be on site. All contractors must report to reception upon arrival and the Head will be informed of their arrival.

Contractors will work under close supervision of the maintenance staff so as not to endanger the health and safety of pupils or adults in the school.

Contractors are obliged to wear necessary protective equipment for the job at hand. It is assumed the contractor has their own safety equipment but must inform the school at the time of quote if they wish the school to provide it. If such equipment is not available then they will not be allowed to work.

Any equipment that the contractors bring into the school must have been tested for safety and stored in a safe place away from corridors, classrooms or any areas used by adults or pupils.

If contractors are working near the pupils' play areas, then all equipment and machinery must be cleared away during play time, and the contractors must leave the area.

3.23 H&S Monitoring and Review

Reports on H&S performance will be a regular item at the SMT's meetings. Such reports will include significant accident statistics, the effectiveness of the H&S procedures, and performance as measured during audits, and enforcement action.

Any Audits undertaken may cover overall operation and compliance or may look at the specific workings or elements of the H&S Policy.

Any requests for amendment to the H&S Policy should be brought to the notice of the H&S Co-ordinator.

Appendix 1

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Under RIDDOR, the School is required to report the following to the Health and Safety Executive (HSE):

- work-related / school activity-related accidents which cause death;
- work-related / school activity-related accidents which cause certain serious injuries (reportable injuries);
- diagnosed cases of certain industrial diseases; and
- certain 'dangerous occurrences' (incidents with the potential to cause harm).

What must be reported?

Schools are required to report the following for staff:
(i) fractures apart from fingers, thumbs and toes
(ii) amputation
(iii) any injury likely to lead to permanent loss of or reduction in sight
(iv) any crush injury causing injury to internal organs
(v) serious burns which cover more that 10% of body or cause significant damage to respiratory system or other vital organs
(vi) any scalping requiring hospital treatment
(vii) loss of consciousness caused by head injury or asphyxia.

And the following for pupils:
(i) the death of the person in connection with an activity
(ii) an injury which is a result of or in connection with a school activity

Guidance on how RIDDOR applies to schools can be found here.

Contact details for reporting accidents:

Telephone:	0845 300 9923
Internet Reports:	https://www.hse.gov.uk/riddor/

This Policy is to be read in conjunction with:

First Aid Policy

Fire Risk (Prevention) Policy

Risk Assessment Policy

Supervision of Children Policy

Missing Child Policy

Safeguarding Policy