



Vita Et Pax Preparatory School

Health & Safety Policy

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Review Date:	February 2026	Responsible:	Head Master / H&S Lead
Head Master:	Darren May	Chair of Proprietorial Body:	Pushkar Acharya
DfE URN:	102064	Charity No:	281566

1. Statement of Intent

The Proprietorial Body and Head Master of Vita Et Pax Preparatory School recognise their responsibility under the Health and Safety at Work etc. Act 1974 and supporting regulations to provide a safe and healthy environment for all pupils, staff, visitors and contractors. This policy sets out the school's organisation and arrangements for managing health and safety.

2. Responsibilities

2.1 The Proprietorial Body

The Proprietorial Body has overall responsibility for health and safety and will ensure that adequate resources are provided. The Chair of the Proprietorial Body is responsible for ensuring compliance with regulatory requirements.

2.2 The Head Master

The Head Master is responsible for the day-to-day management of health and safety, including ensuring risk assessments are carried out, safety procedures are implemented, and staff receive appropriate training.

2.3 All Staff

All staff have a duty to take reasonable care of their own health and safety and that of others, to cooperate with the school on health and safety matters, and to report any hazards or concerns.

3. Risk Assessment

Risk assessments are carried out for all significant hazards and activities, including:

- General premises and site safety
- Classroom and specialist room activities
- Educational visits and off-site activities

- Sporting activities and PE
- Science experiments
- Events and performances
- Contractors working on site

Risk assessments are reviewed annually or when circumstances change. They are documented and accessible to all relevant staff.

4. Fire Safety

The school complies with the Regulatory Reform (Fire Safety) Order 2005. Arrangements include:

- Fire risk assessment reviewed annually by a competent person
- Fire detection and alarm systems tested weekly
- Emergency lighting tested monthly
- Fire drills conducted at least once per term (half-termly in the first term for new pupils)
- Fire extinguishers serviced annually
- Fire exits and escape routes kept clear at all times
- Fire evacuation procedures displayed in all rooms
- Fire safety training for all staff at induction and annually

5. Emergency Procedures

The school has documented emergency procedures for fire, lockdown, bomb threat, severe weather and other critical incidents. These are practised regularly and shared with all staff. The emergency contacts are displayed prominently in the school office.

6. Educational Visits

All educational visits are subject to a thorough risk assessment process. The Educational Visits Coordinator (EVC) oversees planning and approval. Staff-to-pupil ratios comply with DfE and LA guidance. Parental consent is obtained and emergency contact information is taken on all trips.

7. Premises Management

The school premises are maintained to a high standard. Regular inspections include:

- Termly health and safety inspections
- Annual gas safety checks (Gas Safe registered engineer)
- Annual electrical installation inspection and PAT testing
- Legionella risk assessment and regular water testing
- Asbestos management survey and register maintained
- Playground equipment inspected regularly
- Building fabric and structural inspections

8. Accident Reporting (RIDDOR)

All accidents, incidents and near-misses are recorded in the school's accident book. Serious accidents are reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. Parents are informed of any injury to their child. Accident records are analysed termly to identify trends and improve safety.

9. First Aid

The school maintains adequate first aid provision. Please refer to the school's separate First Aid Policy for full details of first aid arrangements, trained staff, medical conditions management and medicine administration.

10. Security

The school takes security seriously. Access to the site is controlled through secure entry systems. All visitors must sign in and wear identification badges. CCTV may be in operation. The school's safeguarding procedures work alongside security measures to ensure the safety of all children.

11. Monitoring and Review

This policy is reviewed annually by the Head Master and Proprietorial Body. Health and safety is a standing agenda item at staff meetings and Proprietorial Body meetings.