



Vita et Pax
PREPARATORY SCHOOL

Vita et Pax Preparatory School
Established 1936

Health & Safety Policy

Policy Originator	Head Teacher
Approved by	Governing Body
Date Approved	1 March 2026
Status	Statutory
Review Period	Annually (next: March 2027)

1. Statement of Intent

The Governing Body and Head Teacher of Vita et Pax Preparatory School are committed to providing and maintaining a safe and healthy environment for all pupils, staff, visitors, volunteers and contractors. We recognise our legal and moral duty to protect the health, safety and welfare of everyone on our premises.

This policy is informed by:

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH).
- The Manual Handling Operations Regulations 1992.
- The Workplace (Health, Safety and Welfare) Regulations 1992.
- The Fire Safety Order 2005 (Regulatory Reform).
- The Health and Safety (Display Screen Equipment) Regulations 1992.
- DfE guidance: Health and Safety: Responsibilities and Powers (2001).
- DfE guidance: Supporting Pupils at School with Medical Conditions (2017).
- The Independent School Standards Regulations (ISSRs) 2014, Parts 3 and 5.
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2024.
- Keeping Children Safe in Education (KCSIE) 2025.

2. Roles and Responsibilities

- The Governing Body / Proprietorial Body has ultimate responsibility for health and safety. It ensures adequate resources are allocated, reviews this policy annually, and monitors compliance through the Head Teacher's reports.
- The Head Teacher (Darren May) has day-to-day responsibility for implementing this policy, ensuring risk assessments are completed, maintaining records, and ensuring all staff receive appropriate H&S; training.
- The H&S; Lead (Deputy Head / Kate Newton) supports the Head Teacher in co-ordinating risk assessments, monitoring compliance, maintaining the accident log, and liaising with external specialists and enforcing authorities.
- All teaching and support staff must take reasonable care of their own health and safety and that of others, cooperate with management on H&S; matters, use equipment safely and correctly, and report hazards, accidents and near misses promptly.
- Pupils are taught to take responsibility for their own safety and the safety of others, and to report concerns to an adult.
- Visitors, volunteers and contractors must follow the school's H&S; rules while on the premises.

3. Risk Management

The school uses a systematic approach to identifying and controlling risks. Risk assessments are carried out for all significant hazards, including:

- Premises and buildings (including fire, asbestos, water/legionella, electrical, gas).
- Classrooms, science activities, DT and art (equipment, materials, substances).
- PE and sports activities (indoor and outdoor).
- EYFS indoor and outdoor play areas.
- Educational visits and off-site activities.
- Contractor and maintenance activities on site.
- After-school and breakfast club activities.
- Special events (school fairs, sports days, productions).
- Manual handling activities for staff.
- Display screen equipment (DSE) used by staff.

Risk assessments are documented, reviewed annually and immediately following any incident, significant change, or introduction of new activities. All staff must read and follow relevant risk assessments for their area of work.

4. Control of Substances Hazardous to Health (COSHH)

The school maintains a COSHH register of all hazardous substances used on site, including cleaning products, science reagents, art materials and maintenance chemicals. For each substance, a COSHH assessment is completed specifying:

- The nature of the hazard and risk to health.
- Safe storage, handling and disposal requirements.
- Personal protective equipment (PPE) required.
- Emergency procedures in case of spillage or exposure.

Hazardous substances are stored securely, inaccessible to pupils, and clearly labelled. Only authorised staff handle substances covered by COSHH assessments.

5. Fire Safety and Emergency Arrangements

- A fire risk assessment is maintained and reviewed annually by a competent person.
- Fire detection systems, alarms, extinguishers and emergency lighting are tested and serviced in accordance with statutory requirements.
- Fire evacuation drills are held at least twice per year (one per term). Results are recorded including evacuation time and any issues identified.
- Clear escape routes are maintained and signposted throughout the building. Fire doors are kept closed and never propped open.
- A Fire Warden is designated and trained for each area of the building.
- Assembly points are clearly identified and all staff and pupils know the procedures.
- Lockdown and critical incident plans are documented, practised and reviewed annually.
- Visitors are informed of fire evacuation procedures on arrival.

6. Premises Safety and Compliance Checks

The school maintains a planned programme of compliance inspections and testing, including:

- Gas safety: annual boiler/gas appliance service and landlord gas safety certificate.
- Electrical installation: periodic inspection and testing (EICR) every 5 years; annual PAT testing of portable appliances.
- Water/Legionella: written Legionella risk assessment; monthly temperature checks on sentinel outlets; annual tank inspection; flushing of infrequently used outlets.
- Asbestos: asbestos register maintained and reviewed. ACM surveys completed for all premises. Any planned works are notified to the asbestos management plan custodian before proceeding. All contractors informed of asbestos locations.
- Playground and outdoor equipment: daily visual inspection by site staff; annual ROSPA inspection by a qualified inspector.
- Lift and lifting equipment: inspected and tested in accordance with LOLER 1998 where applicable.
- General premises: weekly site walk-around by the H&S; Lead; defects logged and remedied promptly.

7. Health & Safety in the Early Years Foundation Stage (EYFS)

Additional H&S; measures apply to children in the EYFS (Little Vitas, Nursery and Reception) in line with the Statutory Framework for the EYFS 2024:

- Indoor and outdoor EYFS areas are risk-assessed daily before use.
- Appropriate adult:child ratios are maintained at all times.
- Sleep monitoring procedures are in place for children who sleep during the day.
- Nappy changing and intimate care procedures follow the school's intimate care policy and are carried out by trained staff in a designated area.

- Food preparation for EYFS children follows allergen and food hygiene requirements.
- Children's medical needs, allergies and medication requirements are recorded and communicated to all relevant staff.
- Outdoor play areas are checked for hazards (broken equipment, debris, animal fouling) each morning before children use them.
- Sun safety measures (hats, sun cream, shade) are applied during warm weather.
- Mobile phone and camera restrictions apply in EYFS areas — see Section 14.

8. Manual Handling

The school assesses manual handling risks for staff where loads are moved as part of their role (e.g., furniture, equipment, resources). Where possible, mechanical aids are provided. Staff are trained in safe manual handling techniques at induction and through refresher training. Staff must not attempt to lift loads beyond their capacity and should report any concerns to their line manager.

9. Display Screen Equipment (DSE)

All staff who regularly use display screen equipment as a significant part of their work are entitled to a DSE workstation assessment. The school will:

- Provide DSE assessments on request or when a member of staff reports discomfort.
- Make reasonable adjustments to workstations to address identified risks.
- Provide eyesight tests on request for DSE users, and contribute to the cost of corrective eyewear where required solely for DSE use.
- Ensure staff take regular breaks from screen-based work.

10. First Aid

The school's first aid arrangements are detailed in the separate First Aid Policy. In summary:

- A sufficient number of trained first aiders are on site at all times during school hours.
- First aid kits are available throughout the building and are checked and restocked regularly.
- Paediatric first aiders are available for EYFS.
- All first aid incidents are recorded. Parents are informed of any first aid treatment given to their child on the same day.
- An automated external defibrillator (AED) is available on site and staff are trained in its use.

11. Pupils with Medical Needs

The school follows DfE guidance: Supporting Pupils at School with Medical Conditions (2017). An individual healthcare plan (IHP) is produced for any pupil with a significant medical need. IHPs are developed with parents, the pupil (where appropriate), and relevant healthcare professionals. All staff are made aware of relevant medical needs for pupils in their care. Medication is administered only by trained staff and with written parental consent.

12. Accident, Incident and Near-Miss Reporting

All accidents, incidents and near misses are recorded in the school's accident log, held by the H&S; Lead. The record includes the nature of the incident, persons involved, action taken and any follow-up required. The school complies with RIDDOR 2013 by reporting to the HSE:

- Deaths and specified injuries to employees.
- Over-7-day injuries to employees (incapacitation).
- Injuries to non-employees (pupils, visitors) requiring hospital treatment.
- Dangerous occurrences.
- Occupational diseases.

Accidents are investigated to identify root causes and prevent recurrence. Significant accidents are reported to the proprietorial body.

13. Contractor Management

All contractors working on school premises must:

- Sign in and be issued a visitor badge on arrival.
- Receive a site induction covering fire procedures, asbestos locations, and H&S; rules.
- Provide evidence of relevant qualifications, insurance and risk assessments/method statements (RAMS) before work begins.
- Not work in areas occupied by pupils unless a risk assessment specifically permits it.
- Be supervised by the site manager or a designated member of staff while on site.
- Report any accidents, incidents or hazards they identify to the H&S; Lead.

14. Security, Site Access and Lone Working

- The school site is secured during school hours. All visitors must report to reception, sign in and wear a visitor badge. Unannounced visitors are not admitted without verification of identity and purpose.
- A single entry point is maintained during school hours. External gates and doors are kept locked.
- CCTV is in operation on the school site for security purposes.
- Mobile phones and cameras — personal mobile devices must not be used to photograph or record pupils. Photography of pupils for school purposes requires parental consent. This is particularly strictly enforced in EYFS.
- Lone working — staff are not expected to work alone in isolated areas. Where lone working is unavoidable (e.g., early morning caretaking), a lone-working procedure is in place including regular check-ins.

15. Violence and Aggression

The school takes seriously its duty to protect staff from violence and aggression, including from parents, carers and members of the public. Threats or acts of violence are recorded and may be reported to the

police. The school may ban individuals who pose a risk to staff or pupils from the premises. Staff are supported through debriefing and, where appropriate, referral to occupational health or counselling following any incident.

16. Staff Wellbeing and Work-Related Stress

The school recognises that work-related stress is a health and safety issue. Line managers are responsible for identifying signs of stress and acting appropriately. Staff are encouraged to raise concerns early. The school will assess and manage work-related stress risks in line with the HSE Management Standards. An Employee Assistance Programme (EAP) or equivalent support is available to all staff.

17. Health & Safety Training

All staff receive H&S; induction training before or as soon as possible after starting. This includes fire safety, accident reporting, manual handling, COSHH awareness and first aid awareness. Role-specific training is provided as required (e.g., DSE, educational visits, science technicians). H&S; training is recorded centrally and reviewed termly. The H&S; Lead attends relevant external training and cascades updates to staff.

18. Educational Visits

Educational visits are managed in accordance with the school's Educational Visits Policy. All visits are risk-assessed before approval. The Head Teacher approves all off-site visits. A trained Educational Visits Co-ordinator (EVC) oversees compliance with DfE and local authority guidance on educational visits.

19. Monitoring and Review

Health and safety performance is monitored through:

- Weekly site walk-arounds by the H&S; Lead.
- Termly review of the accident log, near-miss reports and risk assessments.
- Annual H&S; report to the proprietorial body.
- Annual policy review (or earlier following a significant incident or change in legislation).
- Periodic external H&S; audits by a competent person.

This policy is reviewed annually by the Head Teacher and approved by the Governing Body. All staff are informed of any significant changes.

20. Related Policies

- Child Protection & Safeguarding Policy
- First Aid Policy
- Educational Visits Policy

- Behaviour & Discipline Policy
- Risk Assessment Policy
- Accessibility Plan
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Intimate Care Policy (EYFS)

Approved by: Governing Body of Vita et Pax Preparatory School

Date: 1 March 2026