ST MARY'S SCHOOL HAMPSTEAD

Health and Safety POLICY

September 2026

Reviewed September 2026
Next Review Date: September 2027

MISSION STATEMENT

St Mary's School seeks to provide an education firmly founded on Christ and the Catholic Faith.

Spiritual and moral principles are nurtured in a way that is reflected in daily life.

Within a happy and caring environment and based on the recognition of the dignity, worth and wellbeing of each child, high standards are expected. Intellectual development is emphasised and fostered along with the pursuit of academic excellence.

St Mary's values the unique contribution of every child within the school community.

St Mary's is inclusive and welcomes girls from all communities and faith backgrounds, or none, and believes that all benefit from the school's values.

St Mary's aims to encourage an active partnership between home, school, parish and the wider community.

HEALTH AND SAFETY POLICY

Dear Colleague

This is your personal copy of the Health and Safety Procedures which apply at St. Mary's School, Hampstead (47 Fitzjohn's Avenue, London NW3 6PG), including the Early Years Foundation Stage (EYFS).

The booklet is in three parts:
Part I The School's Health and Safety Policy Statement
Part II Organisation
Part III Arrangements which apply to the daily routines and specific conditions present in St. Mary's School, Hampstead.

Please read the booklet carefully so that you are familiar with the instructions given and feel confident to act in accordance with the School's policy. All employees have a duty to comply with the Statutory Provisions for Health and Safety at work.

Most of the necessary information is included in the booklet. However, in situations where further reference may be required, then the booklet states where this information may be obtained e.g., from the School Office.

If you have any further queries, please do come and see me.

This Policy will be updated annually.

Thank you for your co-operation.

Yours sincerely,



Miss Charlotte Owen
Headmistress

ST. MARY'S SCHOOL, HAMPSTEAD

HEALTH AND SAFETY POLICY

PART I - GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

As Trustees and Governors of St Mary's School, Hampstead we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, parents, visitors, contractors and others who could be affected by our activities. In our role as employer, we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The Trustees are committed to promoting the welfare of all in our community so that effective learning can take place.

Our responsibility as Trustees and Governors of St Mary's School, Hampstead is to ensure that relevant health and safety laws are complied with. The Governor acting as Chairman of the Health and Safety Committee has responsibility for overseeing health and safety.

Day-to-day responsibility for the operation of health and safety at the School is vested with the Headmistress, assisted by the Premises Manager and Bursar. However, as Trustees and Governors, we have specified that that the School should adopt the following framework for managing health and safety:

- The Governor overseeing health and safety and the Chair of Governors both attend the meetings of the School's Health and Safety Committee termly and receive copies of all relevant paperwork.
- The Health and Safety Committee receive a report regularly on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures are tabled at each term's Health and Safety meeting.
- The minutes of the Health and Safety Committee meeting are tabled at each full meeting of Trustees and Governors, together with any other issues on health and safety that the committee chairman wishes to bring to the Trustees' and Governors' attention.
- The external fabric of the School, its plant, equipment and systems of work are surveyed and inspected regularly by the Premises Manager or competent professionals if appropriate. Inspection Reports are considered by the Health and Safety Committee and its recommendations (together with other defects) are included as part of the School's routine maintenance programmes.
- The School's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Catering Manager arranges regular external deep cleaning whilst the Premises Manager arranges pest control services, and reports on all these aspects to the Health and Safety Committee.

- Health and Safety risk assessments are prepared and updated annually by the Premises Manager for all areas of the School.
- The School has employed a competent person to undertake a fire risk assessment annually. This risk assessment is reviewed by the Health & Safety Committee each time it is issued and the Finance & General Purposes Committee is asked to approve any expenditure that is required which is not available within the approved annual budget.
- The School has employed a competent person to undertake a risk assessment for legionella every two years, or more frequently if there has been any substantial change in the water system, and this risk assessment is reviewed by the Health & Safety Committee each time it is issued. A water sampling and testing regime is in place which reflects the recommendations of the legionella risk assessment.
- Additional risk assessments are prepared, reviewed and updated whenever required in accordance with the Operational Risk Management Policy, including:
    - when a new activity is undertaken;
    - when new risks are identified (such as when managing the School and its operations during a period of pandemic);
    - when there are changes to the activity;
    - after a near miss or accident;
    - when there are changes to the type of people involved in the activity;
    - when there are changes in good practice;
    - when there are legislative changes;
    - annually, if for no other reason.
- The School has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling' and 'working at height training'. Health and safety training that is related to an individual member of staff's functions is included in induction training. First aid training is provided to high numbers of the teaching staff and to selected members of the non-teaching staff.

All members of staff are responsible for taking reasonable care of their own safety and that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Headmistress, the Premises Manager, the Bursar and other members of the Senior Leadership and Management Teams ("SLT" and "SMT") in order to enable the Trustees and Governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Headmistress, the Premises Manager or the Bursar.

All employees are briefed on where copies of this statement can be obtained on the School's intranet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.

Signed.



Mr Sean Murphy
Chair of Board of Governors

September 2026

Signed



Miss Charlotte Owen
Headmistress

September 2026

PART II – ORGANISATION

This section of the Policy deals with the organisation, planning, implementation, operational management and management review of the Policy. It also covers the general development of the Policy and how the School trains its employees (and others) to carry out the School's activities.

Contents:

1. **The Trustees**
2. **The Governors**
3. **The Headmistress**
4. **The Bursar**
5. **The Premises Manager**
6. **External Health and Safety Advisors**
7. **School Health and Safety Committee**
8. **First Aid and Reporting of Accidents**
9. **The Contract Catering Company**
10. **The Contract Cleaning Company**
11. **Gardening**
12. **Teachers and Leaders of Learning**
13. **All Employees and those working at St. Mary's School, Hampstead**
14. **All Visitors and Members of the Public**

1. The Trustees of St. Mary's School, Hampstead are ultimately responsible for health and safety within the School.

2. The Board of Governors has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. The Governors will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties. The Board will hold the Headmistress to account in respect of the requirements set out in this policy. The Governors implement their role through the School's Health & Safety Committee, which reports to the Governors and Trustees at each full combined Governors and Trustees' meeting.

3. The Headmistress is responsible to the Board of Governors for health and safety matters concerning all areas of the School. The Headmistress has day-to-day responsibility for controlling health and safety within the School. This includes ensuring there is sufficient resource deployed to meet health and safety requirements. The Headmistress has overall responsibility for ensuring that health and safety training is deployed as required. She will ensure that accidents are suitably and appropriately investigated and recorded. She will assist the Board in directing the overall

management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Headmistress will also report to the Board of Governors on health and safety performance and will assist the Board in implementing changes in the Policy which the Board have approved. The Headmistress will be responsible for the implementation of an Emergency Plan.

4. The Bursar is responsible to the Headmistress and will assist the Headmistress in all health and safety matters. The Bursar oversees the day-to-day work of the Premises Manager.

5. The Premises Manager is responsible to both the Headmistress and Bursar. The Premises Manager has day-to-day responsibility for ensuring that, so far as is reasonably practical, arrangements are in place for:

- Safety and security;
- Fire safety;
- Electrical safety;
- Gas safety;
- Water quality;
- Asbestos;
- Emergencies;
- Staff induction and training;
- The appointment of competent contractors;
- Building security;
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate);
- Registration, control and management of contractors;
- Site traffic movements;
- Good standards of housekeeping, including drains, gutters, etc.;
- Testing arrangements, maintenance and records including fire, electrical, gas, equipment, water quality and asbestos; and
- Control of hazardous substances for maintenance activities.

The Premises Manager will also act as the School Safety Co-ordinator, whose duties will include:

- Advising the Headmistress and the Bursar on maintenance requirements;
- Co-ordinating advice from specialist safety advisors and producing associated action plans;
- Co-ordinating and implementing training;
- Monitoring health and safety within the School and raising concerns with the Headmistress and Bursar;
- Compliance with the Construction (Design and Management) Regulations;
- Investigating accidents and incidents and recording the same; and

- Undertaking regular site inspections, including periodic inspections with the Bursar.

6. **External Health and Safety Advisors**

The Premises Manager will arrange as appropriate for external consultants to advise on matters of health and safety within the School. Such provision may include:

- Engineers monitor and service the School's plant and equipment, including boilers annually;
- Gymnastic equipment is serviced annually;
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department. In addition, the Catering Manager arranges for the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc. annually and the Premises Manager arranges appropriate pest control measures to be in place;
- The School has a suitable and sufficient fire risk assessment which is reviewed and updated annually or when significant changes are made to the interior of the building, or new buildings are bought or added;
- In addition to weekly fire alarm tests, the alarm system, together with smoke detectors, are serviced six-monthly and fire extinguishers and emergency lighting are serviced or tested annually by a qualified contractor;
- The School has a suitable and sufficient risk assessment for legionella, with biannual testing by a qualified contractor;
- The School maintains an asbestos register. The Premises Manager is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works; He is also responsible for the maintenance of an asbestos management plan and for ensuring that contractors are fully briefed in areas of asbestos before commencing work;
- The School has current electrical test certificates. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations;
- All work on gas boilers and appliances is carried out by registered Gas Safe engineers;
- All domestic boilers are serviced annually and all domestic properties have current landlord's gas safety certificates;
- All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor;
- A competent Principal Designer, Principal Contractor / Contractor is appointed in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever construction work is undertaken.

7. School Health and Safety Committee

The School's Health and Safety Committee is chaired by a Governor and meets once a term.
The other members of the Committee are:

- Chair of Governors
- Headmistress
- Bursar
- Premises Manager

The role of the committee is to:

- Receive reports from the Premises Manager and Bursar on the state of the building, including their regular site inspections;
- Discuss matters concerning health and safety, including any changes to regulations;
- Monitor the effectiveness of health and safety within the School;
- Review accidents and near misses, and discuss preventative measures;
- Review and update risk assessments;
- Discuss training requirements;
- Monitor the implementation of professional advice;
- Review safety policy advice;
- Assist in development of safety rules and safe systems of work;
- Monitor communications and publicity relating to health and safety in the workplace; and
- Encourage suggestions and reporting of defects by all members of staff.

8. First Aid and Reporting of Accidents

The **Medical & Wellbeing Lead** is responsible for the maintenance of first aid supplies. The School has a high number of qualified first aiders, including a Medical & Wellbeing Lead, who are responsible for administering first aid in the event of injury. Other suitably qualified employees act as the Appointed Person, at appropriate times.

Accident books:

- For staff are held by the Head's PA; and
- For pupils is maintain by the Medical & Wellbeing Lead for pupils (in the form of electronic records in Medical Tracker).

The Bursar is responsible for preparing reports on accidents to the Health & Safety Committee.

The Headmistress or Bursar are responsible for reporting notifiable accidents to the Health and Safety Executive.

9. The Contract Catering Company is responsible for health and safety matters within catering areas including:

a) ensuring the kitchen preparation and storage areas and staff and pupils' dining areas are clean and that the floors are not slippery.

b) ensuring that potentially dangerous equipment such as slicers, mixers, vegetable peelers etc. are used and stored safely and that guards are in place.

c) ensuring that hot water and cooking oils/fats are used safely.

d) ensuring high standards of food hygiene are maintained.

e) ensuring that appropriately skilled staff are employed and trained and supervised.

Contractors: **Palmer & Howells**

An external contractor (**Scobie**) inspects, services and maintains all kitchen equipment.

10. The Contract Cleaning Company

a) is responsible for ensuring the floor areas are clean and not slippery.

b) that all cleaning and hazardous substances are stored correctly and placed in the locked cupboards as required.

c) that all cleaning equipment is properly maintained and safe to use.

d) that appropriately skilled staff are vetted, employed, trained and supervised.

Contractors: **Ever Brite Cleaning Services Ltd**

11. Except where an external **Gardening** Contractor is used when these responsibilities rest with that contractor, **the Premises Manager** is responsible for ensuring that:

a) all gardening equipment brought to site is properly maintained and safe to use.

b) appropriate risk assessments are carried out and the necessary precautions taken to ensure the safe welfare of those at the school.

c) appropriately skilled staff are employed and trained, vetted and supervised.

12. All Teachers have responsibility to the Headmistress for themselves and their pupils including:

a) ensuring safe entry and egress from classrooms.

b) accompanying their pupils from one part of the premises to another (see Pupil Supervision Policy).

c) fire/lockdown precautions and fire/lockdown drills.

d) ensuring supervision of pupils at all times.

e) ensuring close supervision of pupils using tools, sharp instruments and hot materials.

f) ensuring strict personal hygiene standards are maintained after using the lavatory and before eating.

g) ensuring strict personal hygiene standards are maintained following handling of animals, plants, soil etc. after outside activities.

h) ensuring that all equipment in the Science, PE, Art, Design and Technology Departments and all teaching areas is safe to use and properly maintained.

i) ensuring that all school rules and regulations are observed for school trips and outings as detailed in Part III of this Policy Statement.

The Leaders of Learning/Heads of Department are responsible for specific risk assessments in the following areas:

- Science, Technology and Engineering – Leader of Learning for STEAM
- Sport and PE – Director of Sport
- Art – Head of Art
- Music and Drama – Head of Music and Drama

These Leaders of Learning/Heads of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up-to-date risk assessments for areas under their control and for identifying, organising (and maintaining records) of training that is relevant to their area of control.

The **Deputy Head Teacher/Educational Visits Coordinator** is responsible for ensuring that an up-to-date risk assessment has been prepared for trips and visits.

13. All Employees and those working at St. Mary's School, Hampstead

The co-operation of all staff is essential to the success of the Policy and the School requests that all staff should notify the Headmistress, Bursar or School Safety Co-ordinator of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety.

Staff are required to:

- follow the Policy;
- take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions;
- follow requirements imposed on the School or any other person under health and safety law and co-operate fully to enable the duties upon them to be performed;
- carry out reasonable instructions given to them by managers/senior staff;
- make proper use of anything provided in the interests of their health and safety such as protective equipment;
- not to interfere intentionally or recklessly with, or misuse anything provided in the interests of health and safety (such interference or misuse will potentially be regarded as a dismissible offence);
- ensure that all accidents, fires and incidents are promptly reported;
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

14. All Visitors and Members of the Public

It is expected that all visitors and members of the public should take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions.

They should act on the directives, policies and instructions given (written or otherwise) whilst on school property.

PART III - ST. MARY'S ARRANGEMENTS

Contents:

A) Health and Safety Procedures (see related Policies):

1 General Safety Management
2 Accidents
3 First Aid and Medicines
4 Outings, School Trips and Out of School Activities
5 Sun Protection
6 Online Safety
7 Anti-Bullying
8 Accessibility Policy
9 Fire
10 Training

B) Buildings and Premises:

1 Risk Assessment
2 Provision and Use of Work Equipment
   a) PE/Games Equipment
   b) Outdoors Play Equipment
   c) Workshop, Cleaning Cupboards, Electrical Intake Cupboards
   d) Science Lab
3 Infrastructure
   a) COSHH
   b) Electrical
   c) Water
   d) Gas Safety
   e) Asbestos
   f) Windows
   g) Refuse And Waste Management
   h) Pest Control
   i) Contractor Management (CDM)
   j) Lightning Protection

C) Employees and members of the public:

1 Manual Handling
2 New and Pregnant Mothers
3 Display Screen Equipment
4 Work Experience
5 Diseases
6 Illness
7 Vehicles and Pedestrian Access
8 Security
9 Working at Height
10 Hot Work Permits

11 Use of Mobile Phones and Cameras in the EYFS and Whole School
12 Food
13 Smoking

D) Contractors
E) Child Protection
F) Emergency Policy
G) Communication and Consultation

A) Health and Safety Procedures (see related Policies):

1 General Safety Management

Suitable and sufficient welfare facilities will be available on school premises, including:

- toilet facilities, including those for the disabled
- washing facilities
- facilities for rest and to eat meals
- drinking water
- medical

Each area of the School premises classified as a workplace will:

- have adequate ventilation
- provide a suitable working temperature
- be adequately illuminated
- be kept in a clean condition
- have adequate access and workspace for the activity
- have suitable furniture and or work station
- be regularly inspected and assessed

Safe access and egress will be maintained in each workplace, including for the disabled.

Provisions will be made to prevent slips, trips and falls and falling objects.

Any storage racking will be inspected regularly and be fit for purpose.

Accidental falls from height will be guarded against with particular attention paid to working at height and work on roofs, balconies and gantries.

Signs will be displayed where appropriate to warn of risk, these being:

- prohibition signs, e.g., no access

- warning signs, e.g., danger electricity
- mandatory signs, e.g., eye protection must be worn
- emergency or first aid

The school noticeboard will also display:

- Health & Safety policy statement
- HSE Health & Safety Law poster
- details of first aiders

Information on the School's emergency procedures, including the fire and lockdown procedures, will be available within the School's intranet (Firefly).

It is the aim of the School to ensure so far as is reasonably practicable, the health and safety of members of the public who may be affected by our work activities. Where any risk assessments identify risks to the public, appropriate control measures will be implemented.

2. Accidents

All accidents, whether or not they result in injury should be reported to the Headmistress or, in the case of her absence, to the Deputy Head. Staff responsible or witnessing an accident should write a full report which is entered into the School Accident Book (in the form of electronic records in Medical Tracker) which is maintained by the Medical & Wellbeing Lead. If a pupil is injured, the class teacher should be informed if they are not already aware. The Staff Accident Book is kept in the Head's PA's office.

The relevant First Aider after consulting the Headmistress, or the Headmistress herself, should contact the parents or emergency home contact and inform them that an accident has occurred and if the child has been taken to hospital, giving the address and telephone number. If a member of staff is injured, the Headmistress should contact the staff member's named contact and follow the same procedure as for a pupil.

An investigation should be made to try and establish causes and careful consideration be given to remedial measures.

Following a serious accident or incident, a formal investigation will be carried out by the Headmistress together with another member of the SLT/SMT and Premises Manager.

The amount of time and effort put into an investigation should be proportional to the potential severity of the consequences of a recurrence, not to the severity of injury in the case itself. All work-related accidents and illnesses and reportable diseases will be reported to the HSE (RIDDOR) when appropriate by the Headmistress, Bursar or Premises Manager. All reports must be made within 15 days of the incident. This can be done via an online form – www.hse.gov.co.uk

All data is recorded, stored and used in an appropriate manner.

3. First Aid and Medicines

See: First Aid & Medicines Policy

4. Outings, School Trips and Out of School Activities

Off site visits supplement and enrich the curriculum of the school by providing additional experiences for children and promoting independence in learning. These visits begin with short local excursions in the Early Years, progressing to residential trips towards the end of Key Stage 2.

Off-site activities must be approved by the Headmistress, who should ensure that the necessary risk assessments have been completed, and that the group leader is competent to manage the risks throughout the visit. Staff organising trips must refer to and complete the Visits and Trips Procedure in good time prior to the planned date of a trip or activity. The objectives of this procedure are:

- To ensure that visits are well planned and significant risks are identified and managed;
- That there are contingency plans in place for changes in circumstances during a visit that are reasonably foreseeable;
- That those in charge of visits have the necessary competence to manage situations appropriately.

Every planned trip or visit will have a nominated Group Leader ("GL") who is responsible for organising and running. All new teaching staff will receive training on planning school visits as part of their induction.

The Deputy Head Teacher/Educational Visits Coordinator will support the Headmistress and GL in the process of approving visits, ensuring, as far as possible, trips and visits are spread through different age groups and the school year.

New risk assessments are not required for activities that would normally be undertaken in a school day, such as a visit to a park or swimming pool. In these cases, a review of the existing risk assessment to ensure the precautions are still suitable needs to be undertaken.

If it is a new activity, a specific assessment of significant risks must be carried out. The Headmistress, together with the Deputy Head Teacher/Educational Visits Coordinator, should ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned. A copy of the completed, signed risk assessment will be given to

the Deputy Head Teacher/Educational Visits Coordinator. Trips abroad also need careful attention to duties under health and safety.

When planning an activity involving caving, climbing, trekking, skiing or water sports, schools must currently check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales).

Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by the school (with the exception of Early Years Foundation Stage children) as most of these activities take place during school hours and are a normal part of the child's education at the school. However, parents should be told where their child will be when not on school premises and of any extra safety measures required. This is via a specific communication, or a more general termly calendar or similar. Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside school hours. Parents sign a 'one-off' consent form on an annual basis.

Staff pupil ratios used by the School for off-site activities are:

- 1:2 for Pre-Nursery and Nursery
- 1:4 for Reception
- 1:6 for Years 1-3 inclusive
- 1:10 for Years 4-6 inclusive
- 1:10 plus 1 extra member of staff (ideally SMT/SLT) for all residential visits

There should be a qualified First Aider on each trip, and for trips with EYFS children, a member of staff who holds a Paediatric First Aid qualification. Appropriate first aid kits and equipment must be carried by the leader. Pupil emergency contact details and medical care needs must be taken on all trips in case of accident or emergency. These must be returned to the School at the end of the trip.

All adults accompanying a party must be made aware, by the group leader, of the emergency procedures which will apply. The leader on the trip must take with them the school mobile phone/charger. Staff must adhere to school polices surrounding the use of mobile phones and the taking and storing or videos and photos.

The School has Employer's Liability Insurance and Public Liability Insurance. It also has a group travel policy that covers most activities in the UK and overseas but does not cover hazardous activities, which must be considered separately in the event such activities are planned. The GL should have the school travel insurance with them on any overseas trip.

The GL acts "in loco parentis". This means that they "have a duty under common law to take care of pupils in the same way that a prudent parent would do". The School as

employer of the GL will support them in the unlikely event of an accident occurring provided, they have exercised reasonable care and followed school guidelines.

5. Sun Protection

When weather conditions indicate sun protection may be required:

- Parents are reminded in the newsletter to apply all-day sun cream to pupils before coming to School.
- Individual bottles of sun cream are allocated to classes for use if parents have not applied sun cream at home. Parents are told/reminded this will happen in newsletters.
- Gazebos are erected to provide a shaded area in each of the outside spaces where natural shade is not available

6. Online Safety
See Online Safety Policy

7. Anti-Bullying
See Anti-Bullying Policy

8. Accessibility Policy
See Accessibility Plan

9. Fire (SEE FIRE RISK ASSESSMENT- Premises Manager)

a) A Fire Risk Assessment has been made and is reviewed annually and is approved by the Trustees. The fire risk assessor for 2025-26 was **Command Fire & Security**.

b) Evacuation procedures and routes are on display in each room in the School.

c) All fire extinguishers and means of controlling and fighting fires are the subject of a maintenance contract currently with **Command Fire & Security** (which is ISO9001 accredited).

They supply and annually maintain all apparatus.

d) The fire alarm system and fire detection devices are maintained by **PROTEC** (which is ISO9001 accredited)**.**

e) Fire alarms (and Lockdown alarms) are tested weekly by the Premises Manager and his team. The emergency lighting is tested monthly by the Premises Manager and his team. The emergency lighting is also subjected to a 3-hour discharge test annually by a competent contractor, **TES Compliance Ltd**.

f) Fire drill practice will take place at the beginning of the school year and at least once each term thereafter.

g) The object of the practice is to give everyone in the School confidence in both the warning system and evacuation procedures and to teach staff and pupils the following points:

- how to evacuate the building quickly and quietly;
- action to be taken discovering a fire;
- action to be taken on hearing the alarm;
- how to raise the alarm and location of activation points;
- how to call the Fire Brigade;
- location and use of fire appliances;
- knowledge of escape routes;
- appreciation of the need for fire doors and why they should remain closed;
- location of, and procedure for reporting to the outside assembly point **(SCHOOL PLAYGROUND)**.

h) Fire instructions are clearly displayed in every room throughout the School buildings.

i) A Fire Prevention Log is maintained by the Headmistress containing the following information:

Periodic fire practice dates, time taken to evacuate, comments on effectiveness.

j) The Premises Manager will log information regarding:

'In House' Fire precaution briefings/training to staff (annual), the periodic fire alarm tests, the periodic emergency lighting tests, the maintenance records of fire-fighting appliances.

k) All employees are responsible for ensuring that all fire exits, stairways, corridors and means of access and egress are to be maintained in good condition and clear of obstructions. If this cannot be done, the area should be closed to traffic, with notices and barricades erected.

l) Teachers are also responsible for ensuring that pupils with special needs undergo a risk assessment and PEEPS plans are put in place where necessary.

10 Training

All new employees will be given a safety induction training to include:

- fire precautions and safety procedures;
- first aid and accident reporting arrangements;
- general information on health and safety;

- known hazards in the workplace and the control measures in place;
- the School's policy and procedures;
- specific topics relating to that person's role and their place of work, including departmental policies and risk assessments

Child Protection, First Aid and Fire Training is organised on a regular basis for all staff. Refresher training will be given as appropriate to changes within the workplace and the role of the individual.

Records of training will be kept as appropriate.

B) Buildings and Premises:

1. Risk Assessment (See Operational Risk Management Policy)

At St. Mary's School, Hampstead we aim to provide and maintain a safe and healthy working environment for the staff and pupils and adequate facilities for their welfare. Risk assessments are carried out as part of the management of hazards and risk.

Of particular note in this respect are:

a) Early Years Department – the younger child (EYFS)
b) Premises Manager duties and activities
c) Mandatory Inspections of the fabric and condition of the school
d) PE/Games
e) Science
f) Art/Engineering & Technology

In order to reinforce the mandatory whole school inspections and to raise awareness of health and safety in the classroom with the appropriate teaching staff, the Premises Manager will carry out risk assessments on each classroom with the teaching staff responsible for each learning space.

Staff are expected to risk assess their lessons and curriculum activities and keep documentation with their planning / in their planning files.

2. Provision and Use of Work Equipment

The school aims to provide all equipment and resources of a high standard and suitable for the purposes intended. Equipment is maintained regularly and staff provided with appropriate training as required.

Site Specific:

a) PE/Games Equipment

A qualified member of staff should be on hand during any such activity. Close supervision is to be given when potentially dangerous or hazardous equipment such as vaults, horses, boxes and springboards are in use. Gymnasium equipment will be inspected annually by **Olympic Gymnasium Services.** Defects should be reported immediately to the Headmistress and Premises Manager.

Faulty equipment is not to be used under any circumstances.

Swimming Pool / Water Activities

Pupils are NEVER to be left unsupervised when they are taken for swimming tuition or water sports.

They are not allowed to enter the water without a member of staff and a qualified life saver being present at all times.

b) Outdoors Play Equipment

Climbing Frame

The equipment must be supervised at all times. There must be no 'jumping off' the equipment and pupils must go feet first down the slide. Pupils must not sit/stand on the railings/roof of the equipment.

No hard equipment (e.g., wooden/plastic toys/equipment, bikes and trikes etc.) is allowed within the area defined by the brown safety surface under and around the climbing frame.

If more than one member of staff is present, they should make sure that they are concentrating on supervising the children and not holding a conversation. The level of supervision of more challenging sections, such as the vertical ladder, scramble slope and climbing section, should reflect the age and ability of the children using it.

Any defect in the apparatus which is noted by staff should immediately be reported to the Headmistress/Bursar/Premises Manager.

Climbing Wall

The equipment must be supervised at all times. There must be no 'jumping off' the equipment. Pupils' feet should not be higher than the lower section of footholds. Pupils must not sit/stand on the top of the climbing wall.

No hard equipment (e.g., wooden/plastic toys/equipment, bikes and trikes etc.) is allowed within the area 1.5 m from the base of the climbing wall.

If more than one member of staff is present, they should make sure that they are concentrating on supervising the children and not holding a conversation.

Any defect in the apparatus which is noted by staff should immediately be reported to the Headmistress/Bursar/Premises Manager.

Wooden Animals

The equipment must be supervised at all times. There must be no standing on the large animals (sitting is permitted).

Staff must supervise the movement of the equipment to ensure it is not placed within the area of the brown safety surface under and around the climbing frame and also to ensure that the equipment is moved appropriately by a suitable number of pupils relative to the size of the equipment (bearing in mind the pupils' own size and strength). Equipment should be moved carefully and steadily and staff should demonstrate safe manual handling techniques.

If more than one member of staff is present, they should make sure that they are concentrating on supervising the children and not holding a conversation.

Any defect in the equipment which is noted by staff should immediately be reported to the Headmistress/Bursar/Premises Manager.

c) Workshop, Cleaning Cupboards, Electrical Intake Cupboards

There is no access for pupils to workshops, cleaning cupboards or electrical intake cupboards. These are securely locked and out of bounds during the school day.

d) Science and DT space

High levels of supervision is required in this learning area. No gas services are currently installed.

e) Art

High levels of supervision is required in this learning area.

3. Infrastructure

a. COSHH

It is not anticipated that staff will be using hazardous substances with children of primary age. If, exceptionally, a teacher does wish to use such a substance in an experiment then they should discuss details with the Headmistress and seek approval in advance.

The Cleaning Manager and Premises Manager are responsible for ensuring that all hazardous substances used for cleaning or any other purpose are locked away and remain locked away from children's access at all times (cabinet near Premises Manager's workshop). Safety Data Sheets are available and also stored in the cabinet.

b. Electrical

A) All portable electrical equipment is to be examined regularly by the staff and Premises Manager to ensure that all cables and plugs are in good condition. Any appliance not in good order is to be removed from use immediately until repaired. The Bursar is to be informed at all times. PAT testing to be carried out by **Hawksworth Appliance Testing Ltd** annually. No personal electrical equipment may be used in school without consent from the Premises Manager.

Electrical tasks which require more expertise will be carried out by **TES Compliance Ltd.**

B) Fixed Wiring is serviced, maintained and certificated by **TES Compliance Ltd**.

C) Earth Bonding is attached to all relevant pipe-work.

c. Water – Prevention and Control of Legionellosis

Regular Risk Assessments and testing and disinfections are made. Periodic testing is carried out by the Premises Manager and his team (temperatures etc) and the site tested / certificated quarterly by **Water Environmental Treatment Ltd (WET).**

Temperature valves are fitted to water outlets where required to ensure that pupils are not scalded by hot water and that temperatures are maintained to ensure minimum risk. These are serviced annually by **Water Environmental Treatment Ltd (WET)**. Drinking water outlets are clearly labelled.

d. Gas Safety

Boilers, pressure vessels and gas kitchen appliances are examined and annually serviced. **(Advanced Control Solutions and Scobie).**

e. Asbestos

The School has had a comprehensive asbestos inspection of all school buildings and as a result holds an Asbestos Register prepared by **Vintec Ltd** which is made available to all building / maintenance contractors when required.

All areas that contain known Asbestos are clearly labelled. Vintec Ltd has been consulted and guidance sought when required. Where possible, asbestos will be removed – in particular during refurbishment and maintenance projects. Secondary testing is carried out and reports issued to contractors before any major works commence.

f. Windows

Every window or other transparent or translucent surface in a wall or partition and every transparent or translucent surface in a door or gate shall, where necessary for reasons of health or safety –

a) Shall be of safety material or be protected against breakage of the transparent or translucent material; and

b) Shall be appropriately marked or incorporate features so as, in either case to make it apparent.

All windows are fitted with opening restrictors to prevent falling from heights

g. Refuse And Waste Management

The School has a 'Green Policy' and wherever possible waste material is re-cycled.

The School is registered and provision made as a hazardous waste producer (medical waste sick bay). Sanitary waste is collected monthly by **Ever Brite Cleaning Services Ltd**.

To ensure that excess waste is kept to a minimum so reducing the volume of flammable material within the school and generally contributing to good 'house-keeping' large items and bulk waste are collected by the local Special Collection Service.

h. Pest Control

The School has a contract with **Rentokil Pest Control.** Regular checks and preventative measures are taken.

i. Contractor Management (CDM)

The School will be the Client under CDM and on all construction projects will, so far as is reasonably practicable:

- Appoint competent persons to the project team;
- Allow adequate time for the design, planning and construction work to be undertaken;
- Provide key information to the project team, including that regarding the site and existing structures;
- Put in place arrangements for communication, co-operation and general management of the project;
- Check that contractors have adequate welfare facilities in place before work starts on site;
- Liaise with designers so that workplaces are correctly designed;
- In addition, where projects are notifiable (work lasts longer than 30 construction days or involves more than 500 person days of work) to the Health and Safety Executive, the School will:
    - Appoint a CDM Co-ordinator to advise and assist with Client duties
    - Appoint a Principal Contractor to plan, manage and co-ordinate construction work
    - Ensure that work does not start on-site until a suitable construction phase health and safety plan has been developed by the Principal Contractor

The Premises Manager will check the health and safety competence of any contractor before appointment. The exact details may vary from case to case but will typically include:

- how the contractor manages health and safety, e.g., policy, conducting risk assessments, access to competent advice;
- who has overall responsibility for health and safety;
- what training staff have had;

- has the contractor ever been prosecuted, served notices or investigated by an enforcing authority;
- provision of example risk assessments for the type of work you will be undertaking;
- details of any serious accidents in the last 3 years;
- references for the type of work from previous clients.

The Contractor's representative ("contractor rep") will report to the Premises Manager and provide details of:

- general description and scope of work;
- timescale for the work;
- areas affected;
- work methods, safe systems of work / risk assessment as applicable;
- any foreseeable hazardous operations;
- any hazardous materials or dangerous work practices.

The Premises Manager will advise the Contractor Rep on:

- premises emergency procedures including evacuation / assembly points;
- facilities available to the contractor;
- relevant operational rules and procedures, e.g., no-go areas, times of working;
- access arrangements;
- school activities which may affect the contractor's work;
- documentation required by the school;
- outside normal school hours work may be allowed by prior agreement with the Premises Manager;
- the Contractor Rep will provide a list of all persons to be present on site (including sub-contractors).

The contractor will be required to:

- ensure that work areas are safe;

- ensure that work areas are tidy;
- remove rubbish and redundant materials.

Any hazardous works and use of machinery must comply with legislative requirements and be highlighted to the Premises Manager, this includes:

- hot work;
- excavations;
- scaffolding;
- overhead work;
- use of flammable liquids;
- work involving electricity;
- work at height and involving lifting equipment;
- any construction work.

Any possible interference with alarm systems and emergency escape routes must be informed to the School Rep and suitable remedial arrangements agreed.

The Contractor Rep will report any accidents to the Premises Manager.

The Contractor is responsible for the provision of their own first aid arrangements.

Any discovery of suspected asbestos material must be reported to the Premises Manager immediately and work stopped.

j. Lightning Protection

The School has lightning protection installed. This is maintained by **EES (London) Ltd**.

C) Employees and Members of the Public

1. Manual Handling

It is the policy of the School that all staff will receive manual handling training, where appropriate.

2. *New and Pregnant Mothers*

It is the responsibility of the expectant mother to inform (in writing) the Headmistress that they are pregnant. An appropriate risk assessment will be made by the Premises Manager or Bursar to ensure minimal exposure to hazards. All reasonable adjustments will be implemented where possible.

3. *Display Screen Equipment*

All staff and pupils will receive appropriate training / assessment. All equipment will be suitably assessed and maintained. The Premises Manager or the school's Network Manager will be responsible for ensuring safe practices. (See Firefly for the self-assessment form and policy).

4. Work Experience

Personnel on work experience will be allocated a mentor / supervisor for the duration of the experience. A risk assessment of the particular working environment will be made, a suitable induction programme implemented and an appropriate timetable devised. The insurance company will be informed to ensure appropriate cover.

Permission must be sought in writing from the Headmistress to undertake work experience at the School.

5. Diseases

a) ***Diseases Associated with Animals***

There is a high responsibility connected with the keeping of school pets, both for the well-being and safety of the animals and also for the safety and hygiene of the pupils. For this reason, it is the policy of the school that pets are not allowed on the school premises apart from the front drive at drop off and pick up, with the exception of guide dogs, a dog or other pet approved by the Governors/Trustees as a pet living on site with a resident member of staff or, in exceptional circumstances pre-agreed by the Headmistress, for curriculum-based activities. Appropriate risk assessments are made if required.

b) ***Infectious Diseases***

All infectious diseases should be reported to the Headmistress. Members of Staff need to notify the Headmistress if they become aware of any relevant information. Details of infectious diseases, requirement for notification, minimum periods of exclusion and necessary action are available from the Headmistress. Any pupil who has suffered from or who has been in quarantine for any infectious or contagious illness may not return to school until they have been declared clear by their doctor or have completed the requisite quarantine period.

In the event of a pandemic, the School will follow the direction and guidance of the Government, Public Health England and the Local Authority. Where measures additional to the normal procedures followed by the School are recommended, a separate risk assessment will be prepared to cover the School's operation during the time of the pandemic to minimise risk to staff, pupils and the wider community.

c) Head Lice or Worms

When head lice are discovered, the case should be reported to the Head's PA. A standard letter regarding treatment will be issued to all children in the same year group where the case has occurred. Any pupil or staff member found with live lice will be sent home.

6. Illness

If a pupil / staff member is feeling unwell then they should report to a First Aider. The Headmistress will be consulted to consider whether it is appropriate that they go home.

The Head of Marketing, Admissions & Development and Head's PA is responsible for ensuring that the School has at least two emergency contacts number for each pupil in the School. The information is held in the School Office.

The School Office holds a register of pupils whose parents have given permission for them to receive non-prescription basic medication in accordance with school protocols. No other medication is to be administered to the child unless it has been handed to the School Administrator by the parent with written instructions regarding dosage or it is an over-the-counter medication and parental consent to its administration has been received.

If the parents cannot be contacted, the class teacher and School Administrator should agree on whether it is more appropriate for the pupil to return to class or remain in the Medical Room. If the child goes to the Medical Room, they will be supervised whilst continuing to attempt parental contact.

If the supervising First Aider has to leave the premises whilst the child is in the Medical Room, they should inform the Headmistress or a member of the SLT/SMT/Admin department that a sick child is there and alternative supervision arrangements will be put in place.

7. Vehicles and Pedestrian Access

Pedestrian management procedures are in place. It is the Policy of the School to reduce staff car parking facilities in line with the School's Travel Plan. Traffic movement is controlled and wherever possible deliveries or other vehicle movements are timed for least impact or risk to pupils and staff.

8. Security

Due care is to be taken of all visitors to the school. In particular no-one should be allowed into the building unescorted unless they have been so authorised. The front door should always be answered personally and monitored by CCTV in the School's Reception. ALL visitors should be acquainted with the School Rules and should be considered and allowed for in the event of a fire. ALL visitors and contractors without exception should sign in using the School's visitor management system (EntrySign) and note their time of entry and vehicle details if appropriate. This visitor management system is located at Reception. A visitor's badge will be issued by the Receptionist. When visitors leave, the visitor management system should be updated with the time of leaving.

ALL staff and contractors when leaving or entering the building must sign themselves in and out of the visitor management system (EntrySign) on every occasion. This visitor management system is located at Reception.

The building is to be kept safe and secure at all times to ensure the safety of pupils and staff. Access codes, lock combinations, keys and passwords and confidential information and data must be kept secure at all times (see Data Protection Policy, IT Acceptable Use Policy).

9. *Working at Height*

All staff will be given training and guidance with regard to the use of ladders, steps and scaffolds and working at heights, where appropriate. Guidance is available in Firefly.

10. *Hot Work Permits*

Permits must be agreed and signed before any 'hot works' are carried out on the premises. Any hot works that are permitted, must be carried out in the mornings and never in the afternoon.

11. Use of Mobile Phones and Cameras in the EYFS and Whole School

To meet the requirement of the EYFS Framework (2026) the school is required to have a policy with regard to the use of mobile phones and cameras. The statement below applies to the whole school:

Non-School mobile phones must not be visible and must be switched off at all times in all areas of the School where children may be present. This applies to all staff, parents, helpers, volunteers, Governors and Trustees. Non-School mobile phones may only be used in the staffroom, off site (not on class trips), in the offices of members of the SLT and when there are NO children on the premises. In exceptional circumstances (such as in the event of a sick relative or when waiting for a doctor's appointment), permission may be granted by a member of SLT for staff to keep their phone on silent (not switched off) and to use their mobile phone in a classroom/office (outside of

EYFS) when pupils are not present. The mobile phone must still be kept out of sight when children may be present. There are School mobile phones which staff may use during the school day: SLT, IT, Premises and PE staff. There are also School mobile phones available for use during school trips or in relation to other school activities.

Some older pupils (Year 6) who self-dismiss bring mobile phones to school; these phones must be handed into the School Office at the start of each day and the pupils then collect them as they leave the school.

Only school cameras may be used for 'purposeful educational activity'. The use of cameras will be monitored using the school's IT Acceptable Use Policy and other applicable policies.

Storage, use and management of all data in all forms will comply with all aspects of data protection and all safeguarding guidelines.

12. Food

No food substances may be stored or consumed at any time in the classrooms and teaching areas other than the pupil's snacks, Nursery lunches and as part of the curriculum, or in special circumstances where it is agreed this may take place (such as in the event that the dining is unable to be used). This includes sweets, chocolates or gifts from parents.

Staff choosing not to take school lunches should consume their food in the Staffroom. Staff are required to be mindful that we have pupils that are highly allergic to a number of substances and to ensure that they are aware of their pupil needs in this area.

Food preparation should be carried out by suitably qualified staff. Level 2 Food Hygiene training is provided to staff where needed.

13. Smoking

Smoking is prohibited on school premises as specified in the Smoke-Free (Premises and Enforcement) Regulations.

D) Contractors (See Guidelines for Contractors Working on School Premises)

All Contractors will report to the Premises Manager. The Premises Manager will provide all Contractors with relevant health and safety documentation, policies and instruction. All risk assessments will be kept by the Premises Manager together with any appropriate contract documents, permits to work at height, hot work permits etc.

E) Child Protection (See Child Protection & Safeguarding Policy)

All staff will be expected to make themselves fully aware of the current Child Protection & Safeguarding Policy implemented at the School.

F) Emergency Policy (See Emergency Plan)

All staff will be expected to make themselves fully aware of the School's Emergency Plan.

G) Communication and Consultation

As an Employer the School will consult directly with employees or through the elected members of the Staff Forum. The School will inform employees of:

1) any new measures which may affect health and safety of employees;
2) the provision of relevant health and safety information;
3) the planning and organisation of relevant health and safety training;
4) the health and safety consequences of the introduction of new technologies into the workplace;
5) health and safety information associated with the records kept under RIDDOR.

Health and safety information will be available both in a paper format but also as bulletins or policy / procedural documents on the intranet. Staff will be expected to access / read and act on this information when informed that is has been published.

Signed:



Miss Charlotte Owen

Headmistress