



THE  
**WHITE  
HOUSE**  
PREPARATORY SCHOOL

**The White House Preparatory School  
and  
Woodentops Day Nursery**

**HEALTH and SAFETY POLICY & PROCEDURES**

**Statement of Intent**

The Proprietors intend to maintain a healthy and safe environment for pupils in school and on off-site visits, employees, visitors, and volunteers at The White House Preparatory School and Woodentops Day Nursery. They aim to ensure that activities carried out by the school do not adversely affect the health and safety of any person.

The Proprietors will take all reasonably practicable steps to fulfil this responsibility and comply with:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005 and Fire Safety Act 2021
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Statutory Framework for the Early Years Foundation Stage (EYFS)
- The School Premises (England) Regulations 2012
- Keeping Children Safe in Education (KCSIE) guidance

**HEALTH AND SAFETY PROCEDURES**

**1. Organisation and Delegation of Duties**





THE  
**WHITE  
HOUSE**  
PREPARATORY SCHOOL

- **Proprietors:** Hold overall legal responsibility under the 1974 Act. They ensure new employees receive a full Health and Safety induction covering Trips & Visits, Medical, Fire, Safeguarding, and Emergency procedures. Employees receive annual reminders of their safety duties at the start of the academic year.
- **Employees:** Responsible for safety in their designated areas and making ongoing dynamic risk assessments. Hazards or defects must be reported immediately to the School Office, Headteacher, or Proprietors.
- **Daily Inspections:** Public areas and grounds are inspected daily before pupil arrival. Class teachers inspect their classrooms daily and confirm their checks when taking the morning register. A staff H&S Representative provides a point of reference for staff.
- **Shared Responsibility:** All community members (staff, pupils, parents) must report potentially dangerous situations immediately. The recipient of any report must take prompt action to mitigate the risk.

## 2. Monitoring and Review Arrangements

- **Formal Premises Inspections:** Carried out and recorded half-yearly by the Proprietors and Headteacher, addressing hazards including slips, trips, falls, manual handling, and structural maintenance.
- **Curriculum Areas:** Teachers check equipment daily and clean/sanitize resources weekly. Toys in Early Years are sanitized using approved, child-safe solutions with a log maintained.
- **Classroom Tools:** Scissors, tools, craft knives, and glue guns must be stored securely. Pupils must be instructed in safe use and supervised at all times when using sharp or heated equipment. ICT equipment must be ventilated to prevent overheating.
- **Sport, Games, and PE:** Apparatus must be inspected before use, correctly erected, properly spaced, and used by limited numbers. Lessons begin with warm-up activities. Long hair must be tied back and jewelry removed. Bare feet or suitable footwear are required for indoor work.





THE  
**WHITE  
HOUSE**  
PREPARATORY SCHOOL

- **Accident Protocol during PE:** All pupils must cease activity, lower from apparatus, and sit calmly. One child or assistant alerts the School Office/First Aider while the teacher remains with the class.

### 3. Staff Training

Staff receive risk assessment training during induction and annual refresher sessions. Staff must consult the Headteacher or H&S Officer on any new risk considerations.

### 4. Off-Site Visits and Educational Trips

- **Risk Assessments:** Venues must be pre-visited where practicable. Comprehensive risk assessments covering transit and activities must be completed by the lead teacher and signed off by the Headteacher/Principal.
- **Paediatric First Aid (PFA):** In accordance with the EYFS Statutory Framework, at least one staff member holding a full, current Paediatric First Aid certificate must accompany all outings involving EYFS children.
- **Mobile Devices:** Staff must carry a school-issued mobile phone for emergencies. Personal mobile devices or smart cameras must not be used to photograph pupils, in compliance with the school's Safeguarding and EYFS Smart Device Policy.
- **Staff-to-Pupil Ratios:**
  - *Tier 1 (Local/Routine Outings):* Key Stage 2 = 1:12 | Key Stage 1 = 1:8 | Reception = 1:6
  - *Tier 2 (Further Afield / Public Transport / Coaches):* Key Stage 2 = 1:10 | Key Stage 1 & Reception = 1:6 | Pre-Reception = 1:4 | 3–4 Years = 1:4 | 2–3 Years = 1:3 | Under 2s = 1:3
- **Transit & Travel:** Key Stage 1 and EYFS walk or travel by fitted-seatbelt coaches. Key Stage 2 may use public transport with express permission from the Principal. Seatbelts are mandatory for all passengers, including accompanying parents.





THE  
**WHITE  
HOUSE**  
PREPARATORY SCHOOL

- **Road Safety:** Staff walk on the roadside of pavements, count pupils regularly, walk pupils in pairs, and secure crossings at zebra/light crossings using lead and rear marshals.

## 5. Selecting and Controlling Contractors

- **Vetting & DBS:** In accordance with KCSIE, contractors engaging in regulated activity must undergo Enhanced DBS checks with Barred List checks prior to starting work.
- **Unsupervised Access:** Unchecked contractors must be escorted by staff at all times and are restricted from unsupervised contact with children.
- **Site Management:** Contractors must coordinate with the Proprietors on site hazards (dust, noise, access, hot works). The Proprietors inspect completed works before sign-off.

## 6. First Aid and Supporting Pupil Medical Needs

- **Medical Room:** In compliance with The School Premises (England) Regulations 2012, a dedicated Medical/Welfare Room is provided, featuring a washing facility (sink) and direct access to a WC.
- **First Aiders:** Qualified First Aiders and Paediatric First Aiders (for EYFS) are on site at all times.
- **Administration of Medicines:** Administered only in accordance with the Administration of Medicines Policy, requiring prior written parental consent and verification by two staff members. Emergency medication (e.g., EpiPens, inhalers) is kept accessible in designated locations or with the pupil.

## 7. School Security

Access-controlled camera systems operate on main entry points. Outside doors and gates remain locked during school hours. Library door access codes must not be shared with pupils or visitors. Visitors must report to reception, present photographic ID, sign the register, and wear visitor badges.

## 8. Occupational Health and Work-Related Stress





THE  
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The management team maintains an open-door policy for staff to discuss workload, well-being, or stress concerns, offering internal support and referral to occupational health resources where needed.

### 9. Consultation Arrangements

The H&S Policy is circulated annually to all staff and provided during induction. Safety updates, bulletins, and risk assessment updates are distributed as necessary by the Headteacher and Proprietors.

### 10. Workplace Safety & Pupil Collection

- **Escorting Visitors:** Visitors without clear DBS vetting must be escorted at all times.
- **Pupil Dismissal:** Pupils are released only to parents or adults (18+) authorized in writing by parents. Older KS2 pupils travelling home independently must have written consent on file; personal mobile phones brought for travel safety must be handed into the office during the school day.

### 11. Manual Handling

Heavy lifting must not be undertaken by individual staff members. Heavy items must be moved using handling equipment or by two staff members.

### 12. Slips, Trips, and Height Safety

- **Step Ladders:** Ladders are secured when not in use. Staff must use step ladders with a secondary helper standing by and complete the ladder logbook. Ladders must not be used on stairs or near pupils. Climbing on desks or chairs is strictly prohibited.
- **Housekeeping:** Passageways must remain clear of obstructions. Spills must be cleaned immediately. Anti-slip precautions (mats, salt/grit) are applied during bad weather.

### 13. Vehicle Movements

Vehicles may only enter the grounds with permission from the Principal. Pupil movement on site is paused during vehicle manoeuvres.





THE  
**WHITE  
HOUSE**  
PREPARATORY SCHOOL

#### 14. Management of Asbestos

An Asbestos Register and Management Plan are maintained. Current inspections confirm no active asbestos risks on site. Any required works involve licensed specialist contractors.

#### 15. Control of Substances Hazardous to Health (COSHH)

Safety Data Sheets (SDS) and COSHH assessments are maintained in the office and cleaning store for all chemical products. No new chemical product may be introduced without prior COSHH evaluation.

#### 16. Maintenance & Equipment Testing

- **Electrical Safety:** Fixed wiring installations are tested every 5 years. Portable appliances (PAT) are inspected regularly by qualified personnel.
- **Socket Outlets:** Electrical sockets comply with standard BS 1363 protective shutter safety; separate socket covers are avoided in line with HSE safety directives.
- **Gas & Heating:** Gas systems are serviced annually. Standard target classroom temperatures are set at 18°C (15°C for PE halls) with safe ventilation.

#### 17. Recording and Reporting Accidents (RIDDOR & Ofsted)

- **Internal Logs:** All injuries are logged in the official Accident Book. Parents are notified immediately of serious injuries or any head injuries.
- **RIDDOR 2013 Thresholds:** The Principal reports major incidents to the Health and Safety Executive (HSE), including:
  - Fractures, specified serious injuries, or fatalities.
  - Incidents requiring immediate hospital treatment for non-employees (pupils/visitors).





THE  
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PREPARATORY SCHOOL

- Work-related injuries resulting in an employee being incapacitated for **more than 7 consecutive days** (incidents resulting in >3 days incapacitation are logged internally).
- **Ofsted & UKHSA Notification:** Serious accidents, severe injuries, or deaths of a child are reported to Ofsted as soon as practicable and within 14 days maximum, alongside notifications to local child protection agencies.

## 18. Fire Safety

- **Policy:** The entire site is a non-smoking and non-vaping environment.
- **Alarm Testing:** Fire alarm call points are tested **weekly** on rotation and recorded in the Fire Logbook (BS 5839-1 standard).
- **Drills & Equipment:** Fire evacuation drills are conducted **termly**. Fire-fighting equipment is inspected annually, and the Fire Risk Assessment (FRA) is updated annually.

## 19. Safe Use of School Kiln

*Currently decommissioned and not in use*

Operation, loading, and unloading of the kiln are restricted to trained, designated staff. Firing takes place outside normal operational hours. Children are prohibited from accessing the kiln room. Wet washing is used for glaze dust management.

## 20. Emergencies

Emergency service contact procedures and crisis response protocols are detailed in the Critical Incident and Emergency Plan.

## 21. Substance Abuse and Staff Medication

Alcohol and illegal substances are prohibited. Alcohol for special staff events must not be consumed during duty hours. Staff taking prescription medication that may impair performance must declare this to the Headteacher; medication must be stored securely out of children's reach.

## 22. Food Poisoning and Infectious Disease Control





THE  
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PREPARATORY SCHOOL

- **Ofsted:** Food poisoning cases affecting 2 or more children are reported to Ofsted within 14 days.
- **UKHSA:** Outbreaks of food poisoning or reportable infectious diseases must be reported immediately to the local UK Health Security Agency (UKHSA) Health Protection Team.

| Policy will be reviewed annually |         |     |                           |
|----------------------------------|---------|-----|---------------------------|
| Policy reviewed:                 | Sept 26 | By: | Headteacher & H&S Officer |
| To be reviewed:                  | Sept 27 | By: | Headteacher & H&S Officer |

