



Health & safety and fire safety policy

Independent School Standards

Paragraphs 11, 12, 16, 25 and 34.

Last updated by senior leaders

September 2025

Last reviewed by advisory board

September 2025

Next review due

September 2026

Part 1: Statement of intent

St. John's Preparatory and Senior School is committed to doing all that we can to ensure that the pupils in our care are as safe as possible. We also acknowledge our duty of care to the adults who work in and visit our School.

This policy, supported by our separate risk assessment and first aid policies, is in place to outline how we:

- manage health and safety risks.
- maintain safe and healthy learning and working conditions for pupils and staff.
- prevent accidents and ill health.
- implement emergency procedures, including evacuation in case of fire.

We:

- aim to provide a safe, secure and pleasant working environment for everyone.
- ensure that our premises are safe and secure and that we comply with all health and safety regulations including the independent school standards.
- give health and safety issues high priority in our planning and procedures.
- complete documented weekly, monthly and termly health and safety checks of our premises, ensuring timely and effective action is taken when maintenance issues are identified.

We review and revise this policy at least annually.

Signed by the School's Proprietor, Mrs. C Tardios, on 1 September 2025

A handwritten signature in black ink, appearing to read 'C. Tardios', is written over a faint, circular official stamp.

Part 2: Responsibilities for health and safety

Overall responsibility for health and safety, including compliance with the Independent School Standards relating to health, safety and premises, lies with the Proprietor, Mrs. C Tardios, who is also the Principal.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to senior leaders at each site:

- Preparatory School: Mrs. Jane Richardson.
- Senior School: Ms. Elizabeth Tardios.

All employees, pupils and visitors must:

- cooperate with senior leaders on health and safety matters.
- take reasonable care of their own health and safety.
- not interfere with anything provided to safeguard their health and safety.
- report all health and safety concerns to a senior leader immediately.

Part 3: Arrangements for health and safety

Faults or damage

- Any problems found with equipment or any damage to the building or its contents must be reported immediately to a senior leader.
- Checks are made on new equipment before it is purchased to ensure that it meets the correct health and safety requirements.
- All electrical equipment is maintained in accordance with the manufacturer's instructions.
- All portable electrical equipment is PAT tested annually.
- Faulty or damaged electrical equipment is taken out of use until it has been repaired and tested.

Hazardous substances

- The School is relatively limited in its use of hazardous substances for on-site activities with the exception of chemicals used in the three Senior School science laboratories, art and design (e.g. adhesives, paints) and bleach and other agents for cleaning.
- All hazardous substances are securely stored in locked cupboards with appropriate signage, clearly identified and accessible only to specific staff members.
- Where pupils use hazardous substances, such as during science and art lessons, they are closely supervised and monitored, and wear appropriate

personal, protective equipment. First aid kit, including eye wash, is readily available in all specialist classrooms.

Health and safety legislation

- The Health and Safety Law poster is displayed at both Schools in the staffrooms. St. John's complies with all its content. Any concerns should be raised with the Principal or Headteacher. Further information can be found at www.hse.gov.uk

Supervision of pupils

- Supervision of pupils both on-site and off-site is overseen and monitored by the Principal and relevant Headteacher. Deployment of staff is coordinated in advance, depending on the site and the age of the pupils.

Cleaning

- The buildings are cleaned daily by cleaners contracted by St. John's but it is the responsibility of all staff to keep work areas and rooms in a clean and tidy condition.
- All staff are responsible for cleaning up any spillages on the floor which they have caused. In the case of spillage caused by pupils and visitors, a member of premises staff should be contacted as soon as possible. Where there are spillages of bodily fluids, please see our first aid policy.

Alcohol and drugs

- Anybody aware that a colleague, pupil or visitor to the premises is under the influence of alcohol or illegal drugs (e.g. cannabis, cocaine, heroin and any non-prescribed medication such as amphetamines) must inform a senior leader immediately.
- Disciplinary action will be taken if a member of staff attends work under the influence of alcohol or illegal drugs.
- Disciplinary action may also be taken if an employee fails to disclose any permanent or temporary condition caused by medicines or has an illness that could affect the health and safety of employees, pupils or others on the premises.

Food hygiene

- St. John's has a responsibility to maintain acceptable levels of hygiene and health and safety with respect to food and therefore all staff working with food in this context complete Food Hygiene Safety training, maintain high standards of personal hygiene and refrain from handling food when they or anyone at home are suffering from an infectious disease or have symptoms such as ulcers, cuts or rashes, diarrhoea, eye, ear or throat infections.

- The School's most recent food hygiene inspections by Enfield were in July 2025 (Preparatory School) and March 2024 (Senior School). Both inspections gave the highest rating (5: 'very good').

Contractors

- All maintenance activities commissioned by St. John's are carried out by trained, qualified and competent workers.
- All contractors attending to complete works at the School must agree the date, time and nature of the works in advance with the maintenance team. They must sign-in at reception as visitors and attend to the works at times when pupils are not on the premises.
- Where works must occur during the school day, all contractors are supervised at all times whilst on the premises with access to pupils.

Asbestos

- There is some asbestos within both our premises, inaccessible to the buildings' users (e.g. basements, lofts, out-buildings) and closely monitored and managed by external specialists. Robyland have identified, rated and risk-assessed the asbestos and confirmed its presence presents a negligible risk. Regular checks are recorded to confirm the dormancy of the asbestos. The most recent external check was in December 2022.

Water supplies

- The temperature of hot water at all sinks is regularly checked to ensure it is not a scalding risk to users.
- Water supplies are suitably labelled throughout the premises, indicating whether or not they are suitable for drinking.

Security

- We require all staff and visitors to sign in and out at the School's reception areas using our digital management system.
- Office staff sign in all visitors, confirming fire evacuation procedures and whether or not there is a planned evacuation drill due that day.
- All adults on the premises must at all times be wearing either a St. John's staff lanyard with their staff ID, or a red visitors' lanyard with a printed copy of visitor ID from the digital management system.
- Any adult not wearing a lanyard and ID badge will be challenged. If any adult working in the School has suspicions that a person may be trespassing, they must inform the Principal or Headteacher immediately. Intruders will be asked to leave the School site immediately. If the Principal or the Headteacher has

any concerns that an intruder may cause harm to anyone, they will contact the police.

- We review security measures regularly and draw upon the advice of experts (e.g. police officers, fire officers, architects, health & safety advisors and other consultants).
- Please also see our CCTV and risk assessment policies.

Pupil safety

- It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, subject leaders will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a staff member has any concerns about pupil safety, she/he should bring them to the attention of the Principal or the Headteacher before pupils engage in that particular activity again.
- Risk assessments are carried out to consider and mitigate risks relating to the premises, specialist classrooms, higher-risk curriculum activities (e.g. science experiments, physical education), one-off activities, visiting speakers, and for visits, outings and residentials. Please see our risk assessment policy.
- We do not take any pupil off the School site without the prior permission of the parent.
- If an accident occurs, and it results in an injury to a pupil, the teacher will do all he/she can to aid the child concerned. Please see our first aid and medication policy.
- There may be very rare occasions in which it is necessary for safety for staff to use reasonable force in physically intervening and/or restraining a pupil. Please see our behaviour policy.

Missing pupils

In the unlikely event that a pupil is found to be missing during the day, a thorough search of the school and grounds will be carried out. If the pupil still cannot be found after 30 minutes, the pupil's parents will be informed. If the pupil is confirmed to be missing, the police will be informed.

To safeguard against this happening, St. John's operates the following policy.

1. Pupils are greeted at the door each morning by a teacher or leader on duty. At the Preparatory School where a 'drop and go' system operates, the teacher will also open the car door and help the pupil out of the vehicle. Pupils are then greeted by a senior member of staff at the door, who will direct the pupils into their classroom where they remain under the supervision of the form teacher or the specialist teacher taking the class. At the end of the day pupils are taken directly to their parent's car. The School operates a walkie-talkie system so

pupils are called when their parents arrive for collection. A teacher on duty escorts the pupil to their car and hands him/her over to their parent.

2. At the Senior School pupils are greeted at the front door by the teacher on duty and they then move on to their classrooms where their form teacher supervises their arrival and settles them down to the morning routine. Pupils are dismissed at the end of the day by their form teacher, who escorts them to the front door, shakes their hand and wishes them a good evening. At the senior school, teachers are on duty on the piazza when pupils are collected by their parents, whilst a member of staff monitors the safe arrival and departure of cars.
3. Pupils are not allowed to leave the classroom during lessons. If an urgent need to visit the toilet arises, the teacher will give them permission and at the Preparatory School will issue a toilet pass. The teacher will monitor their time out of the classroom. At the Lower Prep. School, another pupil will accompany them.
4. The sites' automatic gates are kept closed; they are only open for the drop-off and collection of pupils at the start and end of school days. Staff are always on duty at break and lunchtimes inside and outside the buildings; rotas and ratios depend on the pupils' ages.
5. Boundary fences are maintained in good condition and checked regularly.

Minibuses

- The minibuses are regularly maintained, driven only by those qualified to do so and their use with pupils is risk-assessed.
- It is the responsibility of the driver to make safety checks prior to driving the vehicle. If the minibus is not in a suitable condition, it must not be used.
- First aid kits are carried on all minibuses.
- Pupils are instructed to use the seat belts at all times when the minibus is moving.

Jewellery

- We do not allow pupils to wear jewellery. An exception is a single stud earring in each pierced ear: we ask pupils either to remove these during physical education, or to cover them with a plaster from home.

The health and welfare of staff

- The School takes very seriously the need to safeguard the health and welfare of all our staff. We also pay particular attention to the assessment and prevention of work-related stress. If a member of staff is experiencing stress at work, he/she should inform the Principal or the Headteacher without delay.

- The School will not tolerate violence, threatening behaviour or abuse directed against our staff. If such incidents do occur, the School will take the matter very seriously, and the police will be contacted.

Fire safety

Our fire safety procedure is written in light of the Regulatory Reform (Fire Safety) Order 2005:

- We adopt a risk assessment-based approach to managing fire safety within each of our premises.
- Our priority is to minimise the risk to life and to minimise injury by maintaining the physical fire safety of the school, by ensuring that staff, pupils and visitors do not add to the fire risk and evacuate quickly and safely if a fire were to break out.
- Both the Principal and the Headteacher are the most senior leaders responsible for fire safety at the Prep. and Senior Schools respectively.
- Fire drills are held every term, the fire alarms are tested weekly and the emergency lighting system is tested monthly. All fire drills, internal and external checks on alarm systems, emergency lighting, fire extinguishers and fire doors, are logged. Certificates and external risk assessments are readily available for inspection.
- An external fire risk assessment (FRA) is commissioned and completed regularly for each of the School's sites; the latest FRAs were completed in June 2022. These both identify no required actions and provide overall safety ratings of over 99%. Previously, actions identified in FRAs have been used to develop appropriate control measures to ensure the risks are reduced to a level as low as is reasonably practicable. *Updated FRAs are scheduled for the autumn term 2025.*
- The fire evacuation procedure is practised and logged every term; details of the evacuation plan are displayed in all rooms.
- All employees receive annual fire safety training. Several members of staff have attended fire marshal training. Induction for new employees contains information about fire procedures within the School.
- All exits and emergency routes are to be kept clear at all times. These routes have been properly signed, adequately lit and fitted with the relevant standard of fire doors.
- The premises have appropriate fire equipment, detectors and alarms. Fire safety testing and maintenance is carried out on a regular basis.
- The premises have been equipped with emergency lighting as required to allow for safe evacuation of staff in the event of the failure of normal lighting during

an emergency. Emergency lighting is 'flick' tested and logged monthly; it is fully tested via a 'drain down' annually.

- The fire alarms are tested each week from a different call point, and logged accordingly.
- All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully in complying with any fire precaution procedures that may be introduced as a measure to protect the safety and wellbeing of our staff, pupils and visitors. All employees have a responsibility to ensure that they are familiar with the layout of the building, noting where fire exits are and where they lead. They must also ensure the correct use of fire doors, that all fire exits and evacuation routes are clear at all times and that no flammable materials are stored in corridors or on stairs.

Evacuation procedures

1. Any pupil discovering a fire in the school should tell the nearest adult.
2. Any adult discovering a fire should operate the nearest fire alarm point (these are found in communal areas and external classrooms) by pressing the black fire alarm button.

Fire extinguishers are readily available through both premises and are clearly marked with signage identifying their intended use. People should not use fire extinguishers unless they have been trained, or use of one is necessary in order to clear a path to safety. Nobody should put yourselves or others at risk. Our only duty is to preserve life.

3. On hearing the fire alarm, the relevant senior leader, Principal or Headteacher will telephone the fire brigade on 999. If the landline system is out of action or cannot be reached, mobile phones will be used.
4. Upon hearing the alarm teachers should assemble their pupils and take them straight to their allocated assembly points. The assembly points for each school site are:

At the Preparatory School, the grass area adjacent to the Prep 1 unit in ascending class order.

At the Senior School, the grass area on the other side of the piazza, lined up by Forms in register order. First forms to the right-hand side facing the building up to the Sixth form to the left.

At both Schools, class/form teachers are responsible for checking attendance with their class register.

5. As soon as the alarm sounds it is the responsibility of the fire marshals to check throughout the premises that nobody has been left behind.

6. The names of fire marshals, and their areas of responsibility, are identified on the posters throughout the premises.
7. If for any reason a teacher cannot use the usual route, he or she should get the pupils to safety by other routes.
8. Staff with groups throughout the School should take their pupils out at once. The only responsibility of adults in the school is to get the pupils in their charge to safety as quickly as possible.
9. The office staff will take the registers out with them and teachers will take a roll call once the pupils have assembled outside.
10. Office staff are responsible for checking those visitors signed in on the digital management system and ensure that visitors have been escorted off the premises to the designated area.
11. No pupil or adult should go back into the school without the express permission of the Principal or Headteacher, who will only allow this after the Fire Service have indicated that it is safe to do so.