

Health and Safety Policy

Policy Statement

This policy covers staff, pupils, visitors and other users of the premises. It aims to show how the proprietor will discharge her duties under the Health and Safety at Work Act 1974.

The proprietor is committed to ensuring the health and safety of everyone involved in the school. She aims to;

- ensure that all reasonable steps are taken to ensure the health, safety and welfare of all users of the premises and all participants in school trips and outdoor activities
- establish and maintain safe working procedures for staff, pupils and visitors
- provide and maintain safe school buildings and equipment
- develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in school
- formulate and implement effective procedures for use in the event of fire and other emergencies
- investigate all accidents and take steps to prevent a re-occurrence
- appoint a competent person to ensure that the school meets its health and safety duty

To be read in conjunction with;

- [DfE - Keeping Children Safe in Education \(KCSIE\) September 2019](#)
- [HM Government - Working Together to Safeguard Children July 2018](#)
- [Home Office - Prevent Duty Guidance for England and Wales 2015](#)
- [DfE - The Prevent Duty: Departmental advice for schools and childminders June 2015](#)
- [The use of Social Media for online radicalisation \(July 2015\) DfE – How social media is used to encourage travel to Syria and Iraq](#)
- [Health and Safety: responsibilities and duties for schools \(November 2018\)](#)
- Attendance Policy
- Behaviour Management Policy
- Fire Safety Policy
- First Aid Policy
- Supporting Pupils with Medical Needs Policy
- Risk Assessment Policy
- Off-site Activities and Educational Visits Policy
- Safeguarding and Child Protection Policy
- Drugs, Alcohol and Gambling Policy
- Recruitment Policy
- Anti-Bullying Policy
- Employee Handbook
- Staff Code of Conduct

Roles and Responsibilities

The proprietor has the responsibility for safe working practices within the school. She will;

- read and apply the non- statutory advice *Health and Safety: responsibilities and duties for schools (2018)*
- decide policy
- provide strategic guidance
- monitor and review health and safety issues by looking at the type, causes, frequency and severity of any issues
- ensure adequate resources for health and safety are available, including for fire safety and the security of the premises
- take steps to ensure plant, equipment and systems of work are safe
- ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe and keep records of all training and induction
- maintain the premises in a condition that is safe and without significant risk
- provide a working environment that is safe and healthy
- provide adequate welfare facilities for staff and pupils
- review and monitor the effectiveness of this policy
- promote a positive and open health and safety culture in school
- seek advice from other organisations and/ or professionals, such as the Health and Safety Executive, safety advisers, etc.
- ensure that all staff co-operate with the policy
- devise and implement safety procedures
- ensure that risk assessments are reviewed before each visit or activity
- meet with the Facilities Manager each week to ensure any building/grounds issues are dealt with in a timely manner
- deal with any hazardous practices, equipment or building issues
- provide a good example, guidance and support to staff on health and safety issues
- keep up to date with new developments in Health and Safety issues for schools
- carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
- ensure any contractors on site are competent in health and safety matters

The **Facilities Manager** is responsible for day to day maintenance and other buildings/ grounds issues. He/she will;

- ensure that any work that has health and safety implications is prioritised
- report any concerns regarding unresolved hazards in school to the proprietor
- ensure that all work under the school's control is undertaken in a safe manner
- carry out a daily check of the grounds and building to spot any disrepair or other hazards in the play areas
- ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- carry out a weekly test of the fire alarm
- ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working

- ensure that all contractors working in school have had a DBS check
- fully co-operate with health and safety arrangements during larger building projects

School Staff will;

- read the Health and Safety Policy and other related policies
- comply with the school's health and safety arrangements
- take reasonable care of their own health and safety and that of others
- leave classrooms, outdoor areas and offices in a tidy and safe condition
- follow safety instructions when using equipment or resources
- supervise pupils and advise them on how to use equipment safely
- ensure that labs and workshops are locked when not in use and that tools are kept in locked cupboards
- report practices, equipment or physical conditions that may be hazardous to their line manager and/or the proprietor
- follow the accident reporting procedure
- contribute to and highlight any gaps in the school's risk assessments

Pupils will:

- follow safety and hygiene rules intended to protect the health and safety of themselves and others
- follow safety instructions of teaching and support staff, especially in an emergency
- comply with all policies, particularly the anti-bullying policy

Arrangements

Accidents and Incident Reporting

- all accidents must be reported to the proprietor and recorded in the accident book
- parents must be informed about any accident which has occurred no matter how minor
- a trained first aider must review the condition of any pupil or member of staff in the event of accidents or illnesses
- if there is any concern about the condition of an adult or pupil following an accident or illness and ambulance should be called and parents/next of kin informed
- serious accidents involving pupils, staff or visitors should be reported to the Health and Safety Executive (HSE)
- Any outbreaks of disease or dangerous occurrences should be reported to the HSE

Administration of Medicines

- medication is only administered to pupils when the parental consent form has been completed, and in accordance with the school's Supporting Pupils with Medical Needs Policy
- medicine will be administered by one nominated member of staff for each pupil and appropriate records kept
- medicines are kept in a locked cupboard in the ground floor treatment room (G07)
- The doses administered during the school day are to be kept to the minimum, e.g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school
- The only exceptions to this are asthma medication and EpiPens (following discussion with parents). Inhalers will be kept by older pupils and teachers will look after inhalers belonging to younger pupils, these will be kept in the classroom and will

always be brought to a pupil, inhalers will be taken to all outdoor/external activities. EpiPens will be kept in appropriate locations, out of the reach of other pupils, as appropriate (during outdoor activities. Adults who administer EpiPens receive appropriate training. EpiPens will be carried by the responsible adult)

Managing Asbestos

- all staff have been made aware of the location of any known asbestos in school
- all contractors must sign to say they have seen the asbestos register before starting work on site
- asbestos will only be removed by suitably trained contractors

Control of Hazardous Substances

- the use of hazardous substances in school will be kept to a minimum
- the Site Manager (with appropriate support from the proprietor) will complete a COSHH assessment for all hazardous substances used on site
- the associated procedures and control measures will be funded and enforced

Display Screen Equipment

- for members of staff with 'desk-based jobs' workstation self- assessments will be carried out on an annual basis
- members of staff provided with portable devices (e.g. laptops, tablets) are subject to all school policies including safeguarding staff

Educational Visits

- all off site trips will be subject to risk assessment, see Risk Assessment Policy and Off-site Activities and Educational Visits Policy
- there must be a pre-visit to the venue to identify any potential risk
- risk assessments will be reviewed by the proprietor before the visit takes place
- staff will update the risk assessment with any new information after the visit

Electrical Testing

- all items of portable electrical equipment in school are inspected and checked annually
- all electrical appliances in workshops or practical labs are battery operated with a cut-out switch

Employee Health and Wellbeing

- staff should make the proprietor aware of any medical conditions or illnesses before appointment
- the school will attempt to provide support, where possible, to enable normal duties to be carried out
- drug or alcohol issues or other dependencies will be treated in the same way as other medical conditions and the staff member will be given sickness leave to access suitable support, however, if such dependencies impact on the safety or supervision of pupils the staff member may be suspended from school, please see Drug, Alcohol and Gambling policy
- in the case of illness please inform the proprietor before 8am on the first and subsequent days of illness

Fire Safety & Evacuation of the Building

- fire exits have appropriate signage

- plans showing exit routes are displayed by the door of each classroom
- a fire drill is practised and documented once every half term by the proprietor
- fire drills are carried out at different times of day, evacuation times are recorded and any issues which arise are identified and eradicated
- there is an annual fire safety review
- fire extinguishers are checked annually by Tyco Integrated Fire Solutions
- there is a Fire Safety Policy and fire risk assessment of the premises will be produced

First Aid Provision

- the school has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits
- there are 6 fully trained first aiders, including 5 trained in paediatric first aid
- portable first aid kits are taken on educational visits
- a qualified first aider will be present on school trips and outdoor activities

Food Technology (Primary)

- cooking equipment including ovens and hobs and outdoor cooking will only be used if fire precautions and appropriate risk assessments are in place
- staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned
- close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens

Legionella and Water Hygiene

- 4G Water Limited provides advice and has assisted with the preparation of the school's Legionella risk assessments and also sample water as per the risk assessment

Manual Handling

- pupils and staff must only lift equipment and furniture within their own individual capability, pupils must always work in pairs when lifting tables in classrooms
- manual handling training will be provided for appropriate members of staff

Outdoor Equipment

- will be installed by qualified professionals, regularly maintained and checked and will have an annual service

On-site vehicle movements

- vehicles will not be allowed on parts of the school site accessed by pupils

Supervision

- appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment, and in accordance with the Pupil Supervision Policy
- sensible, safe behaviour is encouraged by all members of staff
- dangerous or anti-social behaviour is tackled and dealt with within the school Behaviour Management Policy
- pupils will be supervised during all outdoor activities, using the agreed ratios for adult: pupil supervision

Pregnant Members of Staff

- the school will carry out a pregnancy risk assessment and put appropriate support in place if required

Risk Assessment

- the school has a Risk Assessment Policy and maintains a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and grounds they are available on the school website for staff to inspect and refer to as necessary
- the proprietor will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments
- all risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place)

School Security

- The school grounds perimeter is fenced and all entry points are locked and secured unless in use.
- The main school entrance and school office side entrance have coded keypad entry systems accessible to authorised personnel only. All non-authorised persons must be given access to enter via the intercom system.
- The school building is fitted with an intruder alarm, which is armed when the school is closed. Alarm activations are monitored by an off-site monitoring service. This service holds a list of key holder staff members to be contacted in event of an alarm activation.
- The school building is fitted with a series of internal and external CCTV cameras, which are monitored from the school office.
- All deliveries must be made to the school office via the side entrance, with the exception of food and kitchen supply deliveries which are made direct to the kitchen via the front kitchen entrance. The kitchen entrance is to remain secure other than when receiving deliveries.
- All contractors and visitors entering the premises are required to sign in at the school office, wear a visitors' badge for the duration of their stay, and sign out upon leaving the premises.
- At the beginning of their visit, visitors and contractors are alerted to important health and safety information, such as the location of any known asbestos within the building, the assembly point in the event of a fire alarm, and whether a firm alarm test is scheduled for that day.
- All pupils must be collected by a parent or authorised parent representative from the school building before leaving the premises, unless they are leaving on the school provided transport service as per prior agreement with a parent for them to do so.
- Parent representatives must be authorised in advance and must provide a parent specified password if required. Failure to do so will result in the child not being permitted to leave with the representative until authorisation can be confirmed.

Slips, Trips and Falls

- the potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place
- This includes working procedures for mopping floors, absorbent floor mats near entrances and regular reviews of the building

Snow and Ice

- a plan will be produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions
- if it becomes impossible to keep these routes clear the proprietor is informed immediately and this information contributes to any decision to close the school

Stress at Work

- staff who are suffering from anxiety or stress should discuss their feelings with the proprietor or senior member of staff
- the school will do all it can to minimise the stress on staff
- individuals who are identified as suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with the school's welfare policies and procedures

Training

- health and safety training needs are assessed as part of an individual's annual review
- training needs may also be identified as part of a risk assessment process

Violence at work / Lone Working

- A risk assessment has been carried out for violence at work and lone working - separate policies and procedures are in place- see the employee handbook

Working at Height

- working at heights risk assessments have been completed for the school
- appropriate record keeping and safe systems of work will be kept in the working at heights file
- the facilities manager will be trained on working at heights
- teaching and other staff who assist in putting up displays in school have been given appropriate in-house training and advised that they must:
 - use appropriate access equipment - step ladders, kick stools, etc.
 - wear flat shoes whilst putting up displays
 - not climb on furniture to put up displays

Workplace Safety

List of checks to be carried out on an annual basis

- fire safety, including testing of alarms and detection, audits of building, equipment, and fire risk assessments
- testing of gas appliances, boiler servicing, etc.
- water hygiene testing
- portable appliance testing
- window locks and security of glazing

List of Contacts

Door Access Control System	Paxton Paxton House, Home Farm Road, Brighton. BN1 9HU 01273 811011
Intruder Alarm	Spy Alarms Ltd 6 Ravensquay Business Park, Cray Avenue, Orpington. BR5 4BQ 01689 887 623
Fire Alarm	Tyco Fire & Integrated Solutions (UK) Ltd Security House, Hanworth Road, Sunbury-on-Thames. TW16 5DB 0844 856 4800
Water Hygiene	4G Water 115 Segensworth Road, Fareham. PO15 5EB 0800 170 7048
H&S Training	Personnel Health & Safety Consultants Ltd The Old Church, 31 Rochester Road, Aylesford. ME20 7PR 01622 717700

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