



Alexandra Primary School

Health & Safety Policy

Governor Responsible	Management Committee
Status	Statutory
Last reviewed	January 2021
Review Period	Annual
Signed	<i>C. Schlar.</i>

Alexandra Primary School Health and Safety Policy

LA & SCHOOL

The Local Authority (LA) and the School are responsible for different aspects of the school buildings, structures, grounds and services.

The LA has statutory duties towards its employees and those visiting the school pursuant to the Health & Safety at work Act 1974 (HSWA) and other subordinate legislation which cannot be delegated.

Due to the LA's duties outlined above the School will use its best endeavours wherever possible to comply with Health & Safety recommendations advised from time to time by the LA.

The Governing Body is responsible for devising a Health & Safety policy for the school in respect of all matters not within the sole responsibility of the LA, and for monitoring the implementation of the LA obligations. Such policy must extend to the condition of the premises themselves and the health and safety of all persons working on or visiting the premises.

The Governing Body will delegate Health and Safety issues to the Management Committee (or the safeguarding Committee where appropriate) and that shall meet at least once every school term. Health and Safety will be on the agenda at each meeting of the Governing Body.

This health and safety policy serves the dual purpose of drawing together into one document those procedures and guide-lines which have been developed within the school in response to the regulations that currently apply and a framework for future developments and updating that may apply as necessary.

Responsibility for the production, updating, and development of this policy lies with the Head Teacher, but the actual updating and amendment may be delegated.

All employees and contractors are required to be familiar with this policy, to understand it and to act in accordance with its requirements.

All employees and contractors have a legal obligation to work and act with due regard to the health and safety of themselves and others, to co-operate in complying with statutory duties, and not to intentionally or recklessly misuse anything provided by the school in the interests of health, safety and welfare.

This policy is issued with the authority of the Head Teacher and its requirements are binding upon all employees.

1. Health and Safety Policy Statement

1.1 This policy statement complements (and should be read in conjunction with) the Haringey Council, Health, Safety and Wellbeing Policy). It records the school's local organisation and arrangements for implementing Haringey Council's Policy.

1.2 The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.

1.3 In compliance with the Health and Safety at Work etc. Act, Alexandra Primary School Governing Body will ensure so far as is reasonably practicable that:

- all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere e.g. (off-site visits);
- all plant and equipment are safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work;
- appropriate safe systems of work exist and are maintained;
- sufficient information, instruction, training and supervision is available and provided to ensure that staff are competent to do their tasks and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others;
- a healthy working environment is maintained including adequate welfare facilities.

1.4 In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its activities.

1.5 Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.

1.6 To review and revise this policy as necessary at regular intervals (at least annually). This policy statement and the schooling organisational arrangements supersede any previously issued.

C. Schloss.

Caroline Schloss, **Chair of Governors**



Manjit Dulay **Headteacher**

26/1/2021

2. Health and Safety Responsibilities

2.1 The Governing Body will ensure:

- Those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given;
- Sufficient competent persons are in place to advise the school on H&S issues;
- H&S targets are set to improve H&S performance;
- Effective monitoring to ensure that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis
- Advice is sought from and reports received from the Haringey Council Health and Safety Advisers as appropriate and actions taken as necessary;
- Auditing of H&S takes place at least annually and that action plans are developed as a result of audit;
- All their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.

The GB will inform Haringey Council of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

2.2 The Head Teacher will;

- Be familiar with the overall responsibilities laid down in Haringey Council's Health and Safety Policy;
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises;

- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. (It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)
- As part of their management of health and safety: appoint a competent person to advise the school on H&S issues;
 - appoint a person with responsibility for the Premises;
 - (if required) identify a member of staff who can co-ordinate health and safety management and
 - ensure that these staff receive appropriate H&S training e.g. IOSH Managing Safely.
- Ensure that all staff within the school are aware of their responsibilities with regard to health and safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises;
- Keep up to date with changes or updates in health and safety management by using the Council and other resources and communications;
- Ensure that suitable and sufficient training, instruction and information is provided when required;
- Set health and safety objectives as part of the school planning process;
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly;
- Advise governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- Provide Governors with a report on matters relating to Health and Safety within the school at least once every year
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors;
- Develop management arrangements for the identification of hazards and control of risks
- Develop management arrangements for the recording and investigation of accidents / incidents.
- Attend H&S training courses as dictated by the LA.
- Ensure school educational visits are logged and approved via Evolve and category 3 visits (overseas, overnight, adventurous activities) are submitted at least 6 weeks in advance of the trip.
- Liaise with governors and Haringey Council Health and Safety Team on policy issues and any problems in implementing the health and safety policy.
- Co-operate with and providing necessary facilities for trades union safety representatives.

2.3 The Deputy/Assistant Head Teacher will:

- Carry out accident and other health and safety investigations and ensuring that accidents are reported under arrangements established by Haringey Council.
- Ensure regular inspections are carried out.
- Submit inspection reports to the Governing Body and Haringey Council Health and Safety Team.
- Ensure remedial action is taken where appropriate.
- Arrange for any unsafe item of furniture, fitting or equipment to be withdrawn, repaired or replaced.
- Identify staff safety training needs.

In addition to the duties listed for the Deputy Head Teacher, the DHT or AHT will also assume the duties of the HT when deputising for the HT. It is therefore important that the DHT and AHT are fully familiar with all aspects of the school safety policy.

2.4 The Senior Leadership Team will:

- Assist the Head Teacher in the development of health and safety management arrangements;
- Periodically meet to assess and report on health and safety performance;

- Ensure that staff receive appropriate H&S training;
- Ensure that staff within the School are aware of their responsibilities with regard to health and safety issues;
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly;
- Communicate any health and safety actions outlined in the school planning process to relevant staff.
- Consult with staff as necessary on matters of health and safety which may affect them at work.
- Day-to-day management of health and safety in accordance with the health and safety policy and the direction of the Headteacher;
- Exercise effective supervision over those for whom they are responsible;
- Be aware of safe working practices and setting a good example personally;
- Carry out regular inspections and making reports to the Headteacher;
- Ensure remedial action is taken where appropriate;
- Pass on information received on health and safety matters to appropriate people;
- Act on reports from the Headteacher or subordinate staff.

2.5 The Premises Manager will:

- Maintain an understanding of Haringey Council Health and Safety Policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
- Control contractors working on the premises and ensure that hazard information has been exchanged and suitable risk control measures implemented;
- Ensure adequate security arrangements are maintained;
- Ensure the general cleanliness of the premises and that adequate welfare facilities are provided;
- Arrange for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
- Ensure that adequate fire safety arrangements and emergency procedures are implemented and maintained;
- Ensure that plant and equipment is adequately maintained;
- Arrange or ensure the regular testing and maintenance of electrical equipment;
- Maintain records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
- Ensure that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
- Undertake thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise, and up to date Incident Reporting forms are available;
- Ensure the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
- Ensure that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
- Maintain a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Management) Regulations and make this available to contractors upon requests;
- Ensure that adequate systems are in place for the management of asbestos through the 'Asbestos Management Plan' and control of legionella and excessive water temperatures;
- Respond promptly to defect notification, i.e. notification of a defect that could affect the health and safety of building occupants/visitors,

2.6 Employees will

- Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work
- Co-operate to enable the school to carry out any duty or requirements
- Observe all safety rules and carry out safe working practices at all times.
- Wear appropriate safety equipment and use appropriate safety devices at all times.

- Report any defects in plant or equipment immediately.
- Report all accidents/incidents to their Line Manager.
- Co-operate in the investigation of accidents/incidents with the objective of introducing methods to prevent a recurrence.
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of the relevant statutory provisions and shall not take part in any horseplay type activities.
- Checking classrooms and work areas are safe and that fire exits are unlocked and unobstructed.
- Checking equipment is safe before use.
- Ensure protective equipment is used when needed.
- Participate in inspections and the health and safety committee as appropriate.
- Bring problems to the attention of the relevant manager.

2.7 Competent Person

The school's Competent Person is appointed under the Regulation 7 of the "Management of Health and Safety at Work" Regulations 1999 to assist in health and safety matters. They will:

- Ensure that they understand and assist in the implementation of the school Safety Policy.
- Act as the school's liaison nominee on all matters relating to health and safety.
- Carry out yearly formal safety audits on the documentation, provisions and safety standards at the school.
- Assist in identifying hazards and assessing risks and advise the Head Teacher and Business Manager of the appropriate course of action.
- Provide telephone support to senior management on matters relating to Health and Safety
- Ensure that the Head Teacher and Business Manager are made aware of all relevant new Health and Safety Regulations, Approved Codes of Practice and HSE Notes of Guidance
- Assist in the investigation into the causes of any major RIDDOR incidents and report accidents to the HSE.
- Failure to appoint a competent person to provide H&S Advice will result in the school automatically joining the Councils Health and Safety for School's SLA, incurring in the cost for the service.

2.8 First Aiders are responsible for:

- The first aid equipment
- Recording when medicines are given to any person.
- Recording any accident and subsequent treatment in the appropriate accident book which is kept in the school office.
- Immediately informing the Headteacher and/or the Deputy Headteacher of accidents involving bumps to the head and face, fainting fits, severe cuts, bruises, broken teeth and bones, etc.
- Completing an Accident Form for all accidents which involve hospital treatment and passing this form to the Headteacher. Completion must be within one day of the accident.
- Notifying parents of any case recorded in the accident book.

2.9 Health and Safety Representatives

The Governing Body and Headteacher recognise the role of Health and Safety Representatives who may be appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable. Trade Union Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However, representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

3. Arrangements

3.1 Safety Review

The Head Teacher will carry out a general safety review of the School's safety performance in conjunction with the Senior Leadership Team and Safety Representatives on a six- monthly basis. This will include a review of the school's Health and Safety Policy, its accident trends and its performance in meeting the objectives set out in the annual review.

3.2 Safety Information

An informal safety meeting will be held periodically. The purpose of this meeting is to provide a venue for the workforce to raise and discuss health and safety problems, to communicate problems on important safety related matters such as risk assessments and to discuss accidents / incidents

3.3 Safety Inspection System

The Health and Safety Competent Person will carry out a formal audit of the Statutory and school documentation provisions and safety standards at the school on an annual basis. The findings of this audit will be brought to the attention of the Head Teacher and Business Manager .

3.4 Accident Reporting

Employees are required to report to their Line Manager all accidents / incidents and near misses whether injuries are sustained or not. Any injury must be assessed / treated by a trained first aider / appointed person. Where necessary the Line Manager will then carry out an investigation and complete the investigation report form.

Where necessary the School will undertake detailed accident investigations, including the taking of witness statements. The purpose of such investigations is in part to ensure that a similar incident will not happen again.

More serious accidents to pupils and any accidents to staff, visitors, or contractors should be notified to the LA

Notifiable injuries, as specified by the LA, should be declared to the Health and Safety Executive local office and the LA.

Where a child has suffered a head bump, a call is made home and all incidents are recorded on Medical Tracker. An automatic email is sent to parents with details of the incident.

Where a child is taken directly to hospital from school, the Health and Safety Executive should be notified.

3.5 Animals

Wash hands before and after handling any animals

Keep animals' living quarters clean and away from food areas

Dispose of animal waste regularly, and keep litter boxes away from pupils

Supervise pupils when playing with animals

Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

Please refer to the schools Asthma Policy

3.6 Asbestos

The school must complete the asbestos management plan template provided by the Local Authority following an asbestos survey. Periodic re-assessment is organised through the Local Authority and the school monitors the condition of asbestos containing materials in line with the asbestos management plan.

All contractors working on site are required to see the Asbestos management plan, located in the office and to sign to confirm they have read it in relation to their work. Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it and are made aware that they must not drill or affix anything to walls. A request for work must be made via the Premises Manager.

3.7 Blood, avoiding contamination.

- Whilst the handling of blood is to be undertaken by designated staff only all staff should be familiar with this procedure .

- Wash hands first.
- Put on disposable gloves.
- Clean any wound as necessary or ask first aider to treat.
- Dress any wound if necessary.
- Dispose of the gloves and wipe or contaminated material in a plastic bag, seal if possible, and dispose of in the main bin. If there is a yellow bag system in place, use the yellow bag.
- Wash hands thoroughly again.
- Record incident in the accident book.
- It should be noted that the child's safety is always the primary concern.

3.8 Cleaning of blood and body fluid spillages

Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment

When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

Make spillage kits available for blood spills

3.9 Educational Visits

The school will ensure that all educational visits and journeys, including adventurous activities, residential visits and trips overseas are organized effectively. The Local authority system for approval (Evolve) will be followed in order to manage any risks to staff and pupils.

An Educational Visits Co-ordinator (EVC) will be appointed who will assist in the collation of information and assessments and, where necessary, liaise between the school and the Local Authority. Trip organisers will ensure that all planned trips follow this process and relevant information is provided to the EVC in a timely manner.

Risk assessments will be completed and documented for all off site visits. Where the visits are regular visits, such as to the church or swimming pool, the risk assessment will be completed then reviewed each term or year as necessary.

Staff must fill in the School off-site proforma at least a week before a visit takes place.

Staff must brief all adults before departure to ensure they are familiar with the organisation of the day.

Where activity providers are used then their competency is to be checked.

The risk assessment process determines the level of first aid cover on the visit.

First aid kits are always taken on the visit.

All arrangements for off site visits must be checked by the Head Teacher before the visit commences.

3.10 Electrical maintenance

Fixed electrical systems will be maintained in line with statutory requirements and statutory examinations will be conducted every 5 years.

Portable appliances will be periodically tested for electrical safety.

Four way extension blocks should be secured to the wall or computer trolley to prevent them being tangled in feet. This prevents tripping hazards and damage to equipment.

3.11 Fire / Emergencies Evacuation Process

A Fire Evacuation Procedure is in place. Information, instruction and training are included in the induction training given to new employees before they commence work on site. This includes the importance of good housekeeping.

A fire evacuation procedure has been implemented and fire wardens appointed. Line Managers are responsible for ensuring that all persons under their control know what to do in the event of a fire, know their evacuation routes and assembly points. Procedures to deal with fire, bomb, gas leaks, electricity supply failure and natural disasters, for example, flooding should be included in the Plan.

A full emergency / evacuation drill is undertaken every term. The time taken to evacuate the school will be recorded. If it takes longer than the recognised time the drill will be carried out again. (the time should normally be less than two minutes).

During the fire drill the site manager may, block off one of the escape routes to more closely simulate a fire situation.

Any faults on the systems to be reported immediately.

Glass points will be tested weekly from a different point each time.

All records of the alarm system tests and fire drills are to be kept.

All pupils should be aware of the procedure.

Registers must be taken to the assembly point to carry out a roll call.

Fire extinguishers and other equipment are to be serviced regularly by competent contractors to British Standards and records retained .

Fire exits must not be blocked.

Fire exit doors are checked regularly to ensure that they are in good condition and can be opened.

All staff, must ensure they are aware of the fire procedures. These are fully set out in the school's Critical Incident Plan

3.12 First Aid

First Aid equipment has been provided in the School Office. First Aid treatment is provided through trained First Aiders. (details listed throughout buildings)

All new employees complete a pre-employment screening questionnaire and a separate pre-employment medical form.

The Headteacher will ensure that a suitable number of staff are qualified to administer first aid in an emergency. The need for first aiders, their level of training required and for first aid equipment will be ascertained through a first aid assessment.

A list of the qualified first aiders is located in the medical room. First aid boxes are situated throughout the school and are clearly identified. The contents will be checked by a first aider on no less than a monthly basis by a nominated first aider and all deficiencies made good

Only first aid items may be held in a first aid kit.

Portable first aid kits are available, suitably stocked and taken on all visits away from the school.

In the event of a more serious injury, such as: unconsciousness;

- severe bleeding;
- object stuck in throat;
- deep cut that may require stitching;
- suspected fracture;
- severe asthma attack;
- severe reaction to bites or stings;
- swallowing or suspected swallowing of toxic substance;

Dial 999 and ask for an ambulance, and CALL PARENTS IMMEDIATELY.

A record will be kept of every occasion when any member of staff, pupil or other person receives first aid treatment whether on school premises or as part of a school-related activity.

3.13 Administration of medicine

It is recognised that teachers do not have any obligation under their contract to administer medication to pupils and that such administration is on a voluntary basis. There is a requirement however under the DfE to assist pupils with medical needs.

The school accepts the need for some pupils to receive medication during school hours. To this extent, the following people will administer medication under the guidelines shown in this procedure.

Office fully trained First Aider/s (main building)

Trained First Aiders (Support staff – Foundation.Stage building).

The medication will only be accepted by the main school office .

Medication will be administered only by the above members of staff in the presence of another member of staff.

Medicine can only be given to children when their parents complete a Medicine Consent Form and when the medicine has been prescribed by a doctor or other medical professional and has to be administered four times a day or more. Children with special needs will be accommodated in accordance with written medical recommendations.

The written authorisation must contain clear instructions about the dosage and time of the administration.

Medication will be administered only by the above members of staff **in the presence of another member of staff and must be noted in the medicine book.**

The medication will be stored in a secure place; either in the office, Foundation stage kitchen or the medical room fridge, if it is necessary to keep it cold.

On school trips, the trip first aider will accept responsibility for the administration of medication overseen by the group leader.

Inhalers are to be stored in the office or Foundation stage kitchen unless a child is **severely** asthmatic when they will be in the classroom. A record must be kept as to the number of times an inhaler is being taken each time it is administered. Please refer to the schools Asthma Policy. Medicines must not be in the possession of children (except children who suffer from asthma), they must be handed to the secretary or a first aider and kept securely. Throat sweets are medicine and should be treated like other medication. Children who suffer from asthma need to have access to their medication at all times. For this reason, their medication is kept either the office of the foundation stage kitchen or in their classrooms where the child has been trained to administer the medication themselves.

3.14 Gas

All gas appliances, including boilers and kitchen equipment, will be examined in line with statutory requirements.

3.15 Grounds Safety & play equipment

Grounds, including trees, will be maintained in good order and periodically examined formally to ensure safe conditions.

3.16 Hazardous substances

COSHH Assessments are conducted in accordance with the “Control of Substances Hazardous to Health” Regulations; the results will be acted on accordingly.

A Health and Safety Data Manual is kept by the Premises Manager who is the nominated person responsible for COSHH. This manual should contain the COSHH assessments and material safety data sheets and be available to all employees.

Before any new substance is introduced the health and safety information will be obtained from the supplier. An assessment will be carried out and the information issued to employees and entered into the Manual. Where chemicals are used for teaching purposes, an assessment must be performed, with reference to CLEAPSS, where necessary.

Ensure protective clothing is available when using chemicals.

There should also be suitable first aid arrangements available for treating chemical splashes

Chemicals and cleaning chemicals should always be stored in their own container with the original label and warnings showing clearly on the container. Never use food or drink containers to store chemicals.

Keep only small quantities of the chemicals.

3.17 Lettings

Any lettings by the school will be in line with the school Letting Policy and will consider risk assessments, fire arrangements and maximum capacities.

When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities will ensure that measures are taken to ensure the health and safety of those taking part in that activity. These measures must be of an equal or better provision to those stated within this Health and Safety Policy. When the activity is a school sponsored event the organiser, even if an employee, will be treated as a hirer and will comply with the requirements of this Policy.

When the premises are hired to persons outside the employ of the Governing Body it is a condition that all such hirers, contractors, and others using the school facilities or premises, are familiar with the requirements of this Policy. They will comply with all safety directives of the Governing Body and will not, without the prior consent of the Governing Body:

- introduce equipment for use on the school premises;
- alter fixed installations;
- remove fire and safety notices or equipment;
- take any action that may create hazards for persons using the premises or the staff or pupils of the school.

Immediately prior to use the Premises Manager should meet and greet the user, ensure welfare facilities and emergency procedures are understood and ask if they would like any alterations made. This would include any alterations to the environment (e.g. alterations to the heating, ventilation including opening/closing of windows etc.), manual handling tasks (e.g. rearranging classroom furniture etc.) and any other task which may pose a risk to the user. These alterations should be carried out by the Premises Manager and it should be made clear to the user that if any further changes are required during the hire, they must summon the Premises Manager. As proof of due diligence, the arrangements should be signed off by the user.

3.18. Legionella

A water risk assessment has been completed on 13th February 2018 by Aqua Legion. The site manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book

This risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint

The risks from legionella are mitigated by the following: [e.g. temperature checks, heating of water, disinfection of showers, etc. conducted by Aqua legion as part of the SLA]

3.19 Maintenance / Inspection of Premises

The premises will be periodically and formally inspected by members of staff including the premises manager and a member of the senior leadership team. Findings will be reviewed by the Senior Leadership team. A Governor is invited to join such inspections

3.20 Maintenance / Inspection of Work equipment

All work equipment is inspected and maintained in line with statutory requirements. This will include:

- P.E equipment – annually
- Fire alarm - annually
- Emergency lighting – annually
- Security systems – annually
- Fire doors – annually

- Glazing – rolling period of review.
- N.B. this list is not exhaustive. Other systems may be added as required.

3.21 Manual Handling

Manual Handling is considered in the school's risk assessments. Where necessary, staff are trained on person manual handling as the need arises for specific children.

3.22 New & Expectant Mothers

Risk assessments will be conducted for staff who are new or expectant mothers and suitable measures to manage any risk implemented.

3.23 Noise

Areas where noise exceeds the statutory thresholds will be managed in line with the current regulations.

3.24 Permit to work

A permit to work procedure will be used to ensure the safety of any person working on potentially dangerous jobs on school premises. Some of the areas included will be.

- Work at height
- Specified work on electrical equipment
- Excavations
- Hot work
- Work on Pressure systems
- Work in Confined spaces

3.25 Personal Protective equipment.

The need for personal protective equipment will be determined by risk assessment. Line Managers will ensure the provision, storage and use of this equipment in their areas. Where the requirements to use personal protective equipment has been identified for an activity, staff must comply and wear this equipment.

3.26 Reporting Defects

Staff must report any defects to the Premises Manager using the on-line Ticket System.

3.27 Remote & Lone working

Where there is a requirement to work off-site, or alone on site, a lone working risk assessment will be completed with the Line Manager. Controls will be agreed between the staff member and the line manager.

3.28 Safeguarding – Access to school

Parents and guardians are requested to deliver their children to the main playgrounds. Nursery children are taken to the nursery entrance. Parents should collect their children from the nursery or the assembly area.

Parents must not take late children into the classroom but deliver them to the school office. If the children are young or new to the school a settling-in period should be allowed. However, all staff should frequently remind adults of the correct procedures. Any persistent problems should be reported to the Headteacher who will speak to the individuals concerned.

In order to make this easier for parents, all teachers must be available to speak to parents before and after school – on the playground from 8.40 am to 8.50 am and in the assembly area from 3.10 pm to 3.20 pm, thus giving all parents the opportunity to pass on brief messages.

The pedestrian gate is opened before school and closed at 8.55am. From that time onwards it is only unlocked by a visitor pressing a button and alerting a member of the office staff. The gate is opened at 3.05 pm and locked again when all the children have left.

All visitors and contactors will be instructed to report to the school office and will be given a badge to wear whilst on the premises. Therefore, anyone without a badge has not conformed with this request and should be approached and asked to do so.

All staff, both teaching and support, have their police record checked before they begin work in the school, and then every three years. The agencies that are used for supply staff vet their own staff. The school only uses agency staff who have been vetted in this way.

3.29 Safeguarding – Collection of children

Parents who wish to collect their children during the school day are requested to come to the school office where a member of the office staff will contact the teacher to send the child to the office. No child will be allowed to leave school during the day unaccompanied unless a request has been made in writing to the class teacher or a telephone message given to a member of the office staff.

If any teacher is unsure as to whether an adult has the legal right to collect a child, they should check with the Headteacher, Deputy Headteacher or member of the office staff.

3.30 Risk Assessments

Risk assessments will be carried out and all significant risks will be recorded using the Council's risk assessment process. The risk assessments will then be used to prioritise the risk reduction measures required and allocate the resources required to implement them. All risk assessments will be reviewed on an annual basis or following an incident or a significant change. The results of the risk assessment will be brought to the attention of staff.

Where specific risk assessments are required, e.g. lone working, new and expectant mothers, the relevant Line Manager will complete the assessment and consider guidance from the competent person, where required.

3.31 Cash handling

The amount of cash entering and being handled on the premises should be kept to a minimum. Cash must be kept in the school safe and should be banked on a regular basis, as a minimum either weekly or when a certain amount has accumulated.

Cash should be counted out of sight, for example in an inner room. Cash will be collected by a security company and all identifications will be checked when banking is collected and receipts kept and recorded.

3.32 Statutory Inspections

The Premises Manager is responsible for ensuring that records and statutory registers are maintained.

The Premises Manager duties are to monitor and advise the Business Manager where there are breaches of compliance with the specified periods.

3.33 Training

All new employees undergo 'in house' induction training in health and safety. The training will have as its first objective, an understanding of emergency arrangements and personal responsibilities.

Health and Safety Training for all employees will be an essential part of specific job training within the school. Line Managers will ensure that employees in their area are competent and are fully trained regarding health and safety.

Training will depend upon risk assessments, the needs of the individual and the specific job concerned. Such training may include:

- PPE
- Manual Handling
- COSHH information and data
- First aid
- Fire awareness
- Health and safety awareness
- Safe use of ladders

Records of training will be retained and monitored by the Business Manager.

3.34 Visitors.

Visitors to the school are directed to the main reception when they are allowed onto the premises.

Visitors, even regular visitors, contractors etc, should log in at reception..They will be asked for proof of Identity including photo ID .The school will give visitors badges to all visitors

Visitors should sign out at the end of the visit.

3.35 Welfare

The school provides a welfare room for staff who may need additional welfare arrangements, such as expectant mothers.

Staff also have access to an Employee Assistance programme <https://www.educationsupport.org.uk/helping-your-staff/employee-assistance-programme> which offers independent support on a wide range of issues.

4. School Safety Rules

4.1 General Safety

No employee should conduct an activity unless they have been trained and are competent in the activity or they are adequately supervised. If in doubt, please consult your Line Manager.

4.2 Housekeeping and Cleanliness

A clean and tidy workplace is a fundamental of safe working conditions. Accumulations of material and waste can result in fire and trip hazards. Do not obstruct marked gangways or fire exits. All employees are asked to co-operate with maintaining a high level of good housekeeping. The school must be kept clean including equipment and toys.

4.3 Pupil Safety

No child is to be left unattended anywhere in the school buildings, and should be escorted in an orderly fashion around the grounds – no running.

All children should be escorted when moving around the school, for example, to assembly, a P.E. lesson, etc. The teacher should remain with their class at all times unless they hand that responsibility over to another adult i.e. when the teacher has non-contact time or when the midday supervisors or LSAs are in charge.

No child is to carry glass or crockery and are to be reminded to take care when using scissors, compasses, etc.

4.4 General Safety

All staff should ensure that working areas are sufficiently ventilated.

No hot drinks are to be walked around the school or taken onto the playground.

All staff should be aware of the procedure for moving and assembling P.E. apparatus as listed in the P.E. procedure/safe system of work. The apparatus should be stored safely in the cupboard after use.

All staff will be given a copy of the Health and Safety policy at the commencement of their contract as well as receiving H&S Induction training and sign to say that they understand procedures.

Parking within the school grounds is for staff and official visitor only. In order to ensure the safety of children extreme care must be taken at all times. Parents should not drive in the school grounds unless it is to collect a sick child or it is outside the school day. The speed limit of 5 mph must be adhered to at all times.

4.5 Waste Disposal Place waste paper in the baskets provided. Do not litter the floor or work surfaces. Do not contaminate segregated wastes containers.

- Broken glass or empty bottles should not be put into wastepaper baskets but be wrapped carefully and placed in a dustbin.
- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

4.6 Smoking

The school has a clearly defined smoking policy, which will be strictly enforced. Smoking is not allowed on site. See attached policy in Appendix

Cigarettes and matches should not be left where the children can have access to them. If teachers light candles for any reason (e.g. religious services, scientific experiments, etc.) they should not be left unattended.

4.7 Intoxicants

In the best interests of health and safety the consumption of alcohol on the premises is not permitted.

Any person who is considered to be under the influence of alcohol or drugs will not be allowed on the premises. Where such a person is an employee, the matter will be thoroughly investigated by the Head Teacher & Business Manager.

4.8 Fire Precautions

Every employee must ensure that:

- they know what to do in the case of fire;
- they are familiar with the sound of the alarm;
- all classrooms and other areas are vacated immediately on hearing the fire alarm;
- hazardous electrical appliances are disconnected and all doors shut when vacating the premises; and
- they always check for any potential fire hazard at the end of the day.

Further, every employee must:

- NEVER ignore a fire alarm or disregard any notice on fire prevention.
- NEVER smoke in the school buildings.
- NEVER be untidy and leave waste materials laying around.
- NEVER leave obstructions in passages or stairways.
- NEVER leave any temporary heating appliances burning when unattended.
- NEVER move or interfere with firefighting appliances.
- NEVER leave electrical appliances plugged in when not in use.
- NEVER leave furniture etc. by fire exits or placed directly in front of electrical heaters.

Alarm sounding points (manual call points) are on all exit doors.

Fire extinguishers can be found along all escape routes:

Main entrance / Reception

Entrances to each hall

Kitchen areas

Infant building at each entrance

Breakfast Club

All staff should know where the nearest firefighting appliances are and the alarm sounding points around the school. The fire alarm is tested weekly every Friday morning at 10.30am by the Premises Officer. He then tours all rooms in the school and checks that occupants have heard the bell. Fire drills take place termly.

It is the duty of every employee who discovers an outbreak of fire to:

1. Raise the alarm.
2. Tackle the outbreak only in circumstances where it is necessary to reach the exit.
UNDER NO CIRCUMSTANCES MUST ANY INDIVIDUAL TAKE PERSONAL RISK
3. If practicable, close all doors and windows to reduce draughts.
4. If practicable, switch off all machines and electrical appliances.

On hearing the fire alarm all employees must:

1. Escort Pupils / visitors and vacate the premises in an orderly manner by the nearest safe exit
2. Proceed outside the building to the Assembly Point designated in the for a roll call and further instructions.
3. On no account must you re-enter the building.
4. Fire Wardens clearly displayed around the school.
5. Exit to marked fire assembly points in the school playgrounds.
6. Office Manager will dial 999 and ask for the Fire Service as soon as the alarm is heard and will not wait "to see if the fire is serious".

4.9 Emergency Exits & Fire Routes

These must be kept clear and unobstructed at all times. Fire doors must not be wedged open.

4.10. Hazard Reporting

If you think you have seen a hazard to safety in the building, please report it immediately, following this procedure: contact school office who will contact the Premises Manager.

4.11. Notification of Accidents and Dangerous Occurrences

All employees must report accidents, incident, near-misses and dangerous occurrences to their line manager on the actual day of occurrence. It is a legal requirement that these events are recorded on the incident form. The local authority must be informed of all incidents except minor injuries to pupils e.g. playground incidents should be recorded in the accident book and the school protocol followed e.g. head injury protocol.

Major accidents, i.e. any fatality, major injury, reportable disease or dangerous occurrence, must be reported immediately by telephone to the Council Health and Safety Team to enable a report to be submitted to the Health and Safety Executive in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. The Council Health and Safety Team reports such incidents to the HSE.

4.12. Protective Clothing & Equipment

Suitable clothing and protective equipment are supplied by the school for use on jobs or processes when required. Where identified as required by risk assessment the equipment must be worn.

4.13 Eye Safety

Where there is a foreseeable risk of injury to the eyes from flying particles or splashes from chemicals, e.g. when handling chemicals or handling and using power tools, eye protection must be worn.

4.14. Manual Handling

Some work may involve lifting and carrying. Remember to lift safely and keep your back moderately straight. If the loads are awkward, seek help. Further advice on safe lifting is given on safe working procedures for manual handling. Make sure you know what mechanical handling assistance is available and if in doubt – ASK. Where person handling is required, suitable training will be provided.

4.15. Stacking/Storage

All materials must be stacked safely. Avoid overhangs into walkways and do not overload shelves.

4.16. Electrical Equipment

Maintenance and repair of electrical equipment is a specialist's job and can have fatal results if undertaken by an untrained person. If equipment is faulty report it at once to your Line manager. Personnel who use portable electrical appliances should pay regard to the condition of the cable and plug and rectify where necessary. Damage must be reported to your Line Manager. Be aware of the dangers of trailing cables and do not have trailing cables across walkways.

4.17. Hazardous Substances

This school has made an assessment of substances that are brought in for use on the premises, including appropriate pre and post use storage/segregation. Ensure that you understand and follow any precautions that must be taken.

The most hazardous chemicals used in the school are the cleaning chemicals used by the cleaners or caretaker. These should be kept locked at all times when they are not being used. Teachers should not keep their own small stock, or spray, for their own cleaning jobs.

Any spillages should be cleaned up at once.

Teach children to recognise the orange warning symbols, which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint stripper's etc., and warn of the dangers.

4.18. Driving

It is not usually expected that driving will be any part of a job role requirement. A separate policy is available should this ever be the case

4.19 Display Screen Equipment

The school operates an Eye Care Policy. Full details can be obtained from the Business Manager. A completed workstation DSE assessment is required for ALL employees who use DSE screens for more than one hour per working day

4.20 Contractors Control Procedure

The school has a duty to consider the Health and Safety of contractors invited or brought onto site.

Contractors on site will be supervised by SBM and premises Manager who must ensure.

- That safety information is included in the invitation to tender documents to all those being considered for any work on the premises. A Risk Assessment and Method Statement requested by the school for all contractors and consideration is given to the requirements of the Construction (Design and Management) Regulations 2015.

- Any work to be done by contractors must be risk assessed prior to attendance for work (and updated during the works) and a method statement provided to the Premises Manager, one week in advance for planned maintenance / repairs, or on the day for breakdowns. Contractors must have a current public liability policy certificate on file. If the Premises Manager is not present on site, then a senior manager should review the risk assessment provided.
- Contractors must sign in when attending site, to confirm they have seen the asbestos register, the fire evacuation procedure, this policy and a contractors responsibility form and not commence work until permission has been given from the school.
- The Contractors work should be monitored frequently for compliance with the requirements of Health and Safety Policy Rules. Handovers should be made at the end of any contractor work period to ensure that everything has been safely completed and work is to a safe and satisfactory level.
- All contractors working on the site are required to ensure safe working practices by their employees and must pay due regard to the safety of all persons using the premises. In instances where, in the opinion of the Headteacher, a dangerous situation or hazardous condition arises that a contractor fails to eliminate or make safe, the Headteacher must take such actions as are necessary to prevent persons in his/her care from risk of injury. In extreme circumstances this may be by instructing the contractor to cease work until the condition is remedied.

All contractors on site must agree to abide by the school safety policy and rules, in writing;

4.21. Use of machinery

Care should be taken when using all machines. If anyone does not know how to use a particular machine, they should ask for help and advice before attempting to use it.

If there is a fault with any electrical equipment, the staff member who notices the defect should raise a ticket to alert the Premises Manager. If the appliance is dangerous then the Premises Manager should be contacted immediately. The appliance should be marked so that other staff do not attempt to use it.

All staff members must visually check all appliances prior to each use. If staff members are in any doubt as to whether the appliance is faulty or not, they should not use it.

Staff should not use their own electrical appliances unless they have been PAT tested (except plugged via USB to a computer. All electrical appliances are checked periodically by the Premises Officer.

Photocopying machine - Instructions as to how toner is to be replaced in the machine are to be followed exactly. The machine should be switched off each evening.

Solvent abuse - Children should not be allowed to use corrections fluids, Copydex and other solvent based products. They must be used only by an adult and stored with care.

4.22. Staff consultative arrangements

The Governing Body, through the Headteacher, will make arrangements for the establishment of a safety committee. Representatives of each accredited trade union and staff association will be offered places on the committee which will comprise staff across representative areas of work across the school.

4.23. Monitoring

The Policy is put into practice and monitored on a daily basis and the results of any monitoring carried out will be reported to the Governors. Termly Health & Safety monitoring inspections will

be carried out, by means of a walk around by the Headteacher, Premises Manager, Union representative and if possible, a member of the Governing Body.

A report will be drafted and actions allocated with deadlines. Any items not rectified by the next inspection will be carried forward, items rectified will remain on the report for everyone to note.

5. Codes of Safe Working Practice

5.1 Aims

The aim of these Codes of Practice is to establish and maintain a safe and healthy environment throughout the school.

5.2 Classroom safety

Class teachers have a duty to assist in maintaining order and cleanliness within their teaching area and should ensure the avoidance of injury to users of that area. Periodic checks should be made of the contents and fabric of the area and any defective equipment, fittings and furniture reported immediately to the Headteacher.

Examples of items to be checked include:

- doors unlocked and free from obstruction
- floors kept clear of obstructions
- sinks will be kept clear to enable effective cleaning
- electrical equipment unplugged when not in use (report frayed or damaged flex)
- edged or pointed tools (scissors, compasses) should be regularly checked for damage and safely stored when not in use
- orderly sensible movement within the teaching area should be maintained
- always ensure children are not left unsupervised

5.3 Playground safety (including lunch and breaks)

Duty staff and lunch time controllers should check that playground equipment and climbing apparatus is safe for use and that in general the play areas are free from any obstruction likely to cause injury.

Examples of items to check include:

- climbing equipment should not become overcrowded and children should be wearing suitable clothing, in particular footwear
- no child should leave the play areas without the permission of the staff on duty (teacher or controller)
- the field should only be used if the conditions are suitable
- at the end of the lunch break controllers should ensure an orderly return into the school and teaching staff should be ready to receive their pupils

5.3.1 Large playground equipment

Duty staff should check that playground equipment and climbing apparatus is safe for use and that in general the play areas are free from any obstruction likely to cause injury.

The following rules relate to all play equipment:

- Equipment must only be used under the direct supervision of a member of staff
- Children must only be allowed to use equipment suitable for their age
- Numbers of pupils at any time must be limited such that overcrowding is avoided

5.3.2 Staff and pupil safety

Teaching and support staff should exercise effective supervision of the pupils and should integrate all relevant health and safety aspects into the teaching process and, if necessary, give special lessons in safety. Staff should always follow safe working procedures personally, giving clear instruction and warnings as often as necessary.

Aspects to be considered include:

- children should observe standards of dress consistent with safety and/or hygiene and the reasons should be made clear to the pupils, examples include:
 - suitable footwear for PE;
 - wearing of earrings not permitted for PE;
 - knives

and other dangerous items should be removed from pupils and held by the Headteacher.

- children should be taught to exercise personal responsibility for safety of self and classmates
- children should be taught to observe all school safety rules and in particular those relating to evacuation and procedures to be observed in the case of fire or other major emergency

Specific guidance, which is to be followed by all staff, is given in DfE and CLEAPPS documents on safe working in:

art and craft activities

- physical education
- electrical equipment
- science activities
- animals in schools
- swimming
- work at height

5.4 Manual Handling

Movement of heavy materials and equipment should only be undertaken by trained staff and, wherever possible, should be undertaken using some mechanical assistance e.g. a trolley. Procedures should be developed and recorded for the movement of items that frequently require such movement:

- PE equipment - erection and dismantling of such apparatus must only be undertaken by children under the close supervision of staff. Each piece of equipment should be reduced to its basic parts for ease of carriage using at least two children to transport each part. Staff should check that apparatus has been correctly assembled before use.
- Piano - this must only be moved by staff and preferably by the Site Manager.

5.5 Work at height

The Work at Height Regulations 2005 extend to work at any height where there is a risk of a fall liable to cause personal injury. The mounting of displays and reaching for items from a high shelf are thus covered. Staff must ensure that:

- Only the correct equipment is used to work at height, e.g. step ladders. The use of chairs, desks etc. to gain height is expressly forbidden. Staff must not stand or kneel on desks to open or close windows.
- Step ladders must be placed at right angles to the task to be carried out and must themselves be in a place of safety. If on a circulation route work must not be carried out if pupils are passing by.
- Step ladders must be fully open and locked into position and the top step is not to be used unless the supports extend higher. They should only be used on a firm, level surface.
- Step ladders must be examined prior to use to ensure that they are safe to use. If there is any doubt the step ladders are not to be used. Step ladders must be inspected by the Site Manager on a 6-monthly basis. Step ladders are to be marked with a unique identifier and a record kept of inspections.
- Staff using step ladders should be trained in their safe use.

5.6 Staff training and information

It is expected that the Headteacher will act in a focal point role and as such obtain such information as is required to successfully discharge the requirements of this policy. Information and training should be available to all staff, in particular those with specific duties which involve a higher than normal risk e.g. the Site Manager.

Where information and/or advice is not locally available the Headteacher should seek such information from the Council Health and Safety Team.

5.7 Staff and workplace safety

In order that the school can be maintained in a safe condition it is essential that all staff are fully aware of their responsibilities under health and safety legislation. In particular the following should be borne in mind:

- staff should know and apply any special safety measures and arrangements that exist in their working environment e.g. in the kiln area, use of ICT equipment, etc.
- staff should observe standards of dress consistent with their duties e.g. maintaining hygiene when teaching cooking by wearing apron and tying back hair.
- staff should exercise good standards of hygiene and housekeeping.
- staff should know and be able to apply the emergency procedures which relate to evacuation, e.g. in a fire, and to first aid.
- staff must use and not interfere with any measures provided to ensure their continued health and safety e.g. staff should not remove protective covers on powered plant or electrical equipment.
- staff must co-operate with each other, teaching, non-teaching and support as well as contractors (cleaners, school meals service, etc.) in promoting improved safety measures.
- staff must report any perceived health and safety failings and any defective equipment to the Head teacher immediately such defect is discovered.

No Smoking Policy

Introduction

This policy prohibits smoking, including the use of e-cigarettes or other tobacco products on the School site.

Any references to smoking in this policy include all of the above, including 'vaping'

This policy aims to:

- provide an environment where good health is promoted for all
- highlight to all who use this school's site (buildings and grounds) that it is a 'smoke free' environment
- enable the school to tackle smoking-related issues
- raise awareness of the dangers associated with exposure to tobacco smoke and reinforce the school's health education programme
- satisfy section 2(2)(e) of the Health and Safety at Work Etc. Act 1974, which places a duty on employers to provide a working environment for employees that is 'safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work'
- comply with the smoke free legislation under the Health Act 2006, which from 1st July 2007 has placed a duty on 'any person who controls or is concerned in the management of smoke-free premises' to ensure compulsory signage is displayed in the required places and smoking is prevented in all 'enclosed' or 'substantially enclosed' premises
- take account of the needs of those who are addicted to smoking and to offer an avenue of support for those who wish to stop.

School environment

- The school site is at all times an entirely smoke free environment. Smoking is not permitted at any time anywhere in the school grounds or in the school buildings including toilets, corridors, staff rooms and car park.
- This policy applies to staff, pupils, parents, visitors, work experience students and contractors when they are on the school site. It also applies to all organisations who use the school premises at any time
- Signage around school is put up to remind all visitors of the school's smoke free policy. Compulsory signage is displayed as required by the Health Act. All transport provided or contracted by the school is smoke free and will display the compulsory signage as required by the Health Act.
- All staff and parent helpers are expected to refrain from smoking on all school trips, activities and events.

Securing compliance

- The teaching staff and governors should be aware of the damage that cigarette smoking and second hand smoke does to health and of the nature of tobacco addiction.
- Staff and the PSHE co-ordinator will ensure smoking-related topics are adequately incorporated into class teaching for each Key Stage.
- Activities around smoking in schools should complement a community-wide programme of action. Messages should be consistent with and support each other.
- Staff are requested not to smoke in view of pupils during school hours (or just before/after) even if they are not on the school site in order not to portray smoking as acceptable and particularly since they may be viewed as role models by children.
- Details of the NHS Stop Smoking Service will be available to those staff who wish to quit smoking.
- A copy of this policy is available to all on our school website. Breaches of this policy by staff will be regarded as gross misconduct.

Parents and adult helpers

- Parents/adult helpers will be informed of the schools no smoking policy when engaged in any in or out of school event, visit, or attendance.
- Parents will be discouraged from smoking at entrances and exits to the school site whilst delivering or collecting their child to avoid portraying smoking as acceptable to children and young people.

Contractors, visitors and other users of the school site

- Contractors and users of the school site will be informed of the school's no smoking policy during the making of arrangements to carry out work or use the school site.
- Contractors, visitors and users of the school site will be discouraged from smoking at exits and entrances to the school grounds, especially in view of pupils, in order not to undermine the school's no-smoking policy or to portray smoking as acceptable.
- Smoking inside work vehicles on site is not permitted.
- Breaches of the school's no-smoking policy by contractors will be reported to the relevant company via the headteacher.