



## HEALTH AND SAFETY POLICY STATEMENT

### 1. STATEMENT OF INTENT

The Governors of this School will take steps to meet their responsibilities under the Health and Safety at Work Act and other health and safety legislation.

The School will, as far as reasonably practicable:

- Provide adequate resources to maintain health and safety
- Carry out risk assessments and review them as necessary
- Ensure that the school, and our systems of work, are safe and without risk to health
- Provide staff with any instruction, information, training and supervision as is necessary to ensure their safety and health, and that of the pupils and anybody else who might be affected by their actions
- Provide adequate welfare facilities for staff and pupils
- Maintain all machinery and equipment in a safe condition

This Statement includes a description of our organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

To ensure that this policy and our arrangements are effective, the Governors and Headteacher will:

- Review them at least annually, or if there is a significant change within the school
- Make any changes known to all staff.

.....  
Headteacher

.....  
Chair of Governors

Date .....

Date .....

## **2. ORGANISATION**

### **Responsibilities of the Governors**

The Governors are responsible for:

- Formulating a Health and Safety Statement detailing the responsibilities for ensuring health and safety within the School;
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
- Providing appropriate resources within the School's budget for the implementation of the attached arrangements;
- Receiving from the Headteacher, or any other nominated member of staff, reports on health and safety matters, and ensuring that any appropriate and necessary action is taken promptly;
- Seeking specialist advice on health and safety which the School may not feel competent to deal with;
- Promoting high standards of health and safety within the School.

### **Responsibilities of the Headteacher:**

The Headteacher is responsible for:

- Taking overall responsibility for implementation of the School's health and safety arrangements;
- Acting as a focal point on health and safety matters, giving advice or seeking sources of advice where necessary;
- Reporting to the Governors any hazards which require their attention, or budgetary approval;
- Ensuring there is no misuse of plant, equipment etc.

### **Responsibilities of The Health and Safety Committee**

The Health and Safety Committee is responsible for:

- Carrying out termly Health and Safety checks of the School premises, and reporting their findings to the Headteacher.

### **Responsibilities of All Employees**

- Take reasonable care for the health and safety of themselves and others in undertaking their work;
- Co-operate with the Governors and Headteacher on all matters relating to health and safety;
- Not intentionally interfere with, or misuse, any equipment or fittings provided in the interests of health, safety and welfare;
- Report immediately to their line manager any serious or immediate danger;
- Report immediately to their line manager any shortcomings in the arrangements for health and safety;
- Ensure that they only use equipment or machinery which they are competent to use

or have been trained to use.

### 3. ARRANGEMENTS

Arrangements covering the main risks and hazards in our School are as following:

- Arrangement 1 - Fire Evacuation and other Emergency Arrangements
- Arrangement 2 - Fire Prevention, Testing of Equipment
- Arrangement 3 - First Aid
- Arrangement 4 - Reporting Procedures
- Arrangement 5 - Lone Working
- Arrangement 6 - Health and Safety Training
- Arrangement 7 - Work Equipment
- Arrangement 8 - Flammable and Hazardous Substances
- Arrangement 9 - Manual Handling of Loads
- Arrangement 10 - Health and Safety Inspections
- Arrangement 11 - Play & PE Equipment
- Arrangement 12 - Premises and Grounds, and Contractors
- Arrangement 13 - Vehicle Movements
- Arrangement 14 - Out of School Activities and Visits
- Arrangement 15 - Asbestos
- Arrangement 16 - Provision and Management of Medicines

## ARRANGEMENT 1

### FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

There are written emergency procedures covering a range of hazardous situations: fire, gas leaks, severe weather, electrical faults. These documents are located in the Site Manager's office in the School Keeping Procedures File.

- In the event of a fire alert/alarm, fire marshals will evacuate pupils/others to the designated assembly point;
- Fire marshals will summon the emergency services as necessary;
- The safe evacuation of persons is an absolute priority. Staff should only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment if they are certain of its correct use.
- While evacuating premises staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors, and windows;
- After the event, the Headteacher should telephone the Chair of Governors and advise him/her of the situation;
- Fire drills will be undertaken termly, arranged by the Headteacher and a record kept in the Fire Record Book;
- Regular inspections of the premises and grounds will be undertaken at least once each term by the Health and Safety Committee;
- Details of service isolation points (i.e. gas, water, electricity) are located in: the site manager office, in the School Keeping Procedures folder.
- ~~In the event of an emergency outside working hours, emergency procedures and written details of emergency contacts should be for dealing with incidents outside normal working hours are held outside the school by members of the School's Management team and by the Site Manager. Written details of emergency contract numbers are kept in the School Keeping Procedures folder.~~
- These procedures will be reviewed annually in January.

**Commented [a1]:** I have emailed Richard House asking his advice. Also, I have emailed all Site Managers asking them what they have in place.

## ARRANGEMENT 2

### MAINTENANCE OF EMERGENCY EQUIPMENT

The arrangements for fire prevention inspections and testing of equipment etc are as follows:

#### TESTING OF THE FIRE ALARM

The fire alarm will be tested weekly, normally on a Thursday evening by the Site Manager.

A record of the tests will be kept in the Fire Record Book

Defects on the system must be reported immediately to the maintenance engineer: Safyre Ltd. Telephone: 020 8684 3080

#### INSPECTION OF FIRE FIGHTING EQUIPMENT

Hentland Group (Tel. 0845 37 111 37) carries out an annual maintenance service of all fire fighting equipment.

The Site Manager is responsible for checking that this has been done.

Defective equipment or extinguishers that need recharging should be reported directly to the Site Manager who will arrange to have them replaced/repaired.

#### SMOKE DETECTION AND EMERGENCY LIGHTING SYSTEMS

~~These systems will be checked annually~~ Smoke detectors are checked annually by Safyre Ltd (Tel. 01580 213905). Emergency lighting is checked monthly by the Site Manager.

Test records are kept in the Site Manager's office with the maintenance reports and in the Fire Log Book.

### ARRANGEMENT 3

#### FIRST AID

#### THE FOLLOWING STAFF HAVE BEEN TRAINED TO EMERGENCY AID LEVEL:

Name <u>(Type of Training)</u>	Certificate Expiry Date
Susan Skelton	December 2012
Poppy Watkins <u>(Emergency Aid for Appointed Person)</u>	<u>13 October 2014</u> <del>October 2014</del>
Mónica De Meyer	<del>October 2011</del>
Anne Tomlinson <u>(Paediatric First Aid)</u>	<u>24 January 2016</u> <del>October 2012</del>
<u>Juliana Byun (Paediatric First Aid)</u>	<u>26 November 2015</u>
<u>Andrés Toro (Paediatric First Aid)</u>	<u>6 December 2014</u>
<u>Mónica De Meyer (Paediatric First Aid)</u>	<u>24 January 2016</u>
The Site Manager will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.	<u>21 January 2017</u>

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#### FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

- In the ~~s~~Staffroom.
- On the first floor corridor adjacent to the infant toilets.
- On the second floor corridor, and outside ~~Deputy Headteacher's~~ Saint Catherine's room~~office~~.

Nominated staff will check that ~~School~~ School vehicles are properly equipped with first aid boxes before they are used.

Nominated staff is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least once termly.

THE FIRST AID TREATMENT RECORD BOOK FOR RECORDING DETAILS OF ALL FIRST AID ADMINISTERED IS KEPT IN:

- Staffroom for all minor events.
- Administrator office for all ~~major~~ events

DETAILS OF CONTACT NUMBERS OF HOSPITAL ACCIDENT AND EMERGENCY DEPARTMENTS, AND OTHER MEDICAL SERVICES ARE DISPLAYED IN THE

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February 2014

December 2013~~Febr~~September 2010

STAFFROOM.



## ARRANGEMENT 4

### REPORTING PROCEDURES

Staff must report all accidents, incidents, dangerous occurrences, violence incidents, verbal abuse and near misses to the Headteacher.

- "Near Misses" must be reported. These are incidents that occur but where no injury or damage is sustained. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.
- Faulty systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect.
- The Headteacher must investigate accidents and incidents, and take remedial steps to avoid similar instances recurring. Investigation should be in proportion to the incident.
- Any death or major injury to pupils must be reported immediately by the Headteacher to the Health and Safety Executive (HSE) by telephone to  
**0845 300 9923**  
A copy of the report containing the information given to the HSE will be sent to the school.
- Staff absences of 3 days or more, resulting from an accident must be reported immediately by the Headteacher to the Health and Safety Executive (HSE) by telephone to  
**0845 300 9923**  
A copy of the report containing the information given to the HSE will be sent to the school.

## ARRANGEMENT 5

### LONE WORKING

LONE WORKING means working alone, after hours, at weekends or in holiday periods.

All staff should:

- Notify the Headteacher and obtain his/her permission on each occasion when lone working will occur.
- Take all appropriate steps to keep themselves safe when working alone. This will include:
  - keeping doors locked for security (but ensuring fire escapes are not locked)
  - not carrying out hazardous work (including working at height, with noxious chemicals etc)
  - ensuring help can be summoned if needed (mobile phone, access to office phone etc)
- Try to notify a partner, friend or colleague of their whereabouts and the estimated time of return.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. If in doubt, police assistance must be called before attending the site.
- Ensure they do not put themselves or others at risk.
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

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I think it will be good if all staff follow the steps outlined on this page (contacting friends about whereabouts, estimated time of return, etc).

## ARRANGEMENT 6

### HEALTH AND SAFETY TRAINING

The Headteacher, the Health and Safety Committee, are responsible for drawing the following health and safety matters to the attention of all staff:

- Emergency evacuation, e.g. fire drills and routines, etc
- Use of emergency fire fighting equipment
- First Aid
- Accident, incident reporting ( including violent incidents and verbal abuse )
- Issues arising from safety inspections
- Good housekeeping including defect reporting
- Manual handling arrangements
- Safe use of work equipment ( tools, machinery and other equipment )
- Personal safety and security including lone working policy
- Handling of chemicals
- Safe systems of work
- Visits, journeys and working off site with pupils
- Use of Display Screen Equipment (computers etc)
- Provision of training
- Use of personal protective equipment

The School has nominated the Site Manager to be responsible for co-ordinating health and safety training needs, and for including details in the ~~training and development plan~~[training records](#).

The Site Manager will also keep records of training undertaken and will arrange refresher training when necessary, and will also be responsible for assessing the effectiveness of training received.

## ARRANGEMENT 7

### WORK EQUIPMENT

The following equipment has been identified as likely to involve specific health and safety risks and details are given below on inspection, use and repair.

EQUIPMENT	RESPONSIBLE PERSON (who can assess risk)	AUTHORISED USERS OF THE EQUIPMENT	AUTHORISED PERSON FOR INSPECTION AND REPAIR	INSPECTION PERIOD (termly annually etc,)
Access equipment e.g. ladders, mobile access platform	Site Manager	Site Manager	Site Manager	Every four months
Caretaking/cleaning equipment including hand tools	Site Manager	Support Staff	Qualified engineer	Annually
Grounds maintenance equipment	Site Manager	Site Manager	Qualified engineer	Annually
PE and play equipment	Site Manager PE Coordinator	PE Coordinator	Qualified contractor	Annually
Science	Science Coordinator	Science coordinator	Science coordinator	Annually
Technology Equipment	Technology Coordinator	Teachers and trained staff	Qualified contractor	Annually
Art and Design Equipment	Arts Coordinator	Arts Coordinator	Qualified contractor	Annually
Stage Lighting, Staging, Seating	Site Manager	Support Staff	Qualified contractor	Annually
Portable electrical equipment	Site Manager	All members of staff	Qualified engineer	Annually

N.B. Copies of this list should be prominently sited so staff can refer to it.

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## ARRANGEMENT 8

### FLAMMABLE AND HAZARDOUS SUBSTANCES

Inventories of flammable and hazardous substances and risk assessments for their use are maintained by:

- Site Manager (all substances related to the maintenance of the building)
- ~~Deputy Head~~ Art and design coordinator (all substances used for aArt and dDesign)
- Science Coordinator (all substances used for sScience)
- \_\_\_\_\_

These persons ensure the safe use of these chemicals or substances in the areas they are responsible for, and ensure that adequate warning notices are properly displayed especially in storage areas.

Relevant safety information is given on the posters displayed in cleaning and caretaking stores, the staffroom, and the kitchen. All staff should ensure they are familiar with the risk assessments for each substance they use, and follow the control measures given.

## ARRANGEMENT 9

### MANUAL HANDLING OF LOADS

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All manual handling activities which present a significant risk to the health and safety of staff will be identified to [Health and Safety Committee, Site Manager](#).

Manual handling activities will be eliminated where it is reasonably practical to do so. Where it is not reasonably practicable to do so a risk assessment must be made and the risk will be reduced as far as is reasonably practicable. Site Manager is trained to help carry out risk assessments.

Whenever possible, handling equipment (sack barrows, trolleys etc.) will be used to reduce risks arising from lifting and carrying. Staff should advise the health and safety committee if they require such equipment.

Written risk assessments will be provided to relevant staff who must follow the instructions given when carrying out the task.

The written risk assessment will take into account the task, load, environment and individual and other factors which might affect the risk to the health and safety of employees or other persons.

#### Notes:

Activities where the load is quite small but the activity is of a highly repetitive nature are included in these arrangements – it is not only large loads which give rise to risk.

People (pupils or adults) should not be lifted or moved, unless it is necessary to do so to remove them from danger. Where somebody is unable to get up themselves, medical assistance should be sought through the normal first aid arrangements.

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## ARRANGEMENT 10

### HEALTH AND SAFETY INSPECTIONS

The Health and Safety Committee will undertake a premises inspection at least once each term.

The Health and Safety Committee members are:

~~Mrs Jane Griffiths~~ ~~Peter Ward~~  
~~Mrs Anne Tomlinson~~ ~~Susan Skelton~~  
~~Mrs Caroline Browns~~  
Mr Andrés Toro  
~~Mrs Carmen Nuzzo Galdiolo~~  
~~Mr Julian Flanagan~~

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**Commented [a5]:** Is she also on the premises and the health and safety committee?

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A written report for each inspection will be prepared, and copies ~~given to the Headteacher will be made available in the curriculum network.~~

Responsibility for actions detailed in the safety inspection report will be delegated to relevant staff by the Headteacher, who will follow up at regular intervals to ensure that the actions have been completed.

Governors, and the Headteacher, should ensure that they also make termly inspections. They should accompany the Health and Safety Committee whenever possible on inspections, in order to simplify the process and aid consistency.

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## ARRANGEMENT 11

### PLAY and PE EQUIPMENT

**Commented [a6]:** Mentioned it to Caroline and to Allyson. They were OK with arranging this.

All play and PE equipment (climbing apparatus etc.) will be inspected by a competent person as detailed in Arrangement 7.

The member of staff on duty is responsible for making a visual check of all equipment before allowing it to be used by pupils. Where there is any doubt about whether the equipment can be used safely (e.g. wet or slippery conditions, damage to safety surfaces, etc), then the Headteacher will be consulted for a decision based on their assessment of the risk presented.

Pupils are not permitted to use any play or PE equipment without supervision. Risk assessments detailing the required levels of supervision, and any qualifications or training required for each piece of apparatus, are available from PE Coordinator.



## ARRANGEMENT 12

### **PREMISES and GROUNDS, and CONTRACTORS**

Responsibility for ensuring that the premises and grounds are safe for use ultimately rests with the Governors and the Headteacher. However, the duty to ensure that regular inspections are carried out is delegated by them to members of staff.

An inspection of individual work areas (classrooms etc) will be carried out by the teacher in charge of that area. Every work area must be checked at the start of each day before pupils are allowed to enter, and any hazards dealt with immediately. Where a hazard cannot be adequately removed, the Headteacher should be informed, the area secured, and alternative arrangements made for accommodating the affected pupils.

Termly inspections of the whole school (including the grounds) will be made as detailed in Arrangement 10 by the Health and Safety Committee and the Governors and Headteacher.

The Site Manager is responsible for making arrangements with contractors.

Arrangements for security will be discussed with contractors before they start work, and detailed in their contracts. Risk assessments will be required from all contractors in advance of work commencing, and adequate insurance cover will be verified.

All building and maintenance works must be adequately secured (e.g. by Herras fencing) to prevent any access by pupils or other unauthorised persons.

Contractors will be required to sign in on arrival, and will be provided with relevant health and safety details. These will include arrangements for first aid, evacuation, vehicle parking and movement, no smoking rules, and advice on school activities which might give rise to risk to the contractors.

**ARRANGEMENT 13**

**VEHICLE MOVEMENTS**

~~No private vehicles (including bicycles and scooters) are allowed to be brought onto school grounds.~~

All delivery vehicles will be asked to avoid calling at the beginning and end of the school day whenever possible. It is recognised that it is not possible for the school to totally control their arrival times, but every effort will be made to minimise vehicle movements at times when pupils will be liable to be on the driveway and car parks.

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## ARRANGEMENT 14

### OUT of SCHOOL VISITS and ACTIVITIES

- All out of school visits and activities are run according to current best practice and advice, as set out in the DfES document "Health and Safety of Children on Educational Visits".
- All out of school visits and activities must be authorised by the Headteacher at the planning stage. The Headteacher is responsible for ensuring that all necessary documentation (e.g. emergency contact details, medical notes, parental consents etc) is completed before any school party leaves.
- Wherever practicable, leaders of groups must visit the site of a planned visit well in advance.
- Risk assessments, insurance cover details, and details of health and safety arrangements will be obtained by group leaders from the management of the intended visit site.
- Group leaders will prepare full risk assessments for every off-site visit. Where a visit is a regular event (e.g. weekly swimming pool trip), a 'generic' assessment can be made – there is no need to do a separate one every time unless there are specific factors which vary and which will affect the assessment.
- All group leaders will ensure that they have a mobile phone, or other means of contacting the school, for use in case of an emergency.
- All coaches used for school trips will be fitted with seat belts, and staff will ensure that all pupils are securely belted in before allowing the driver to move away.

## ARRANGEMENT 15

### ASBESTOS

The Establishment's Authorising Officers are LEA's Asset Management Team

The premises asbestos log is kept in the Site Manager's office

Any damage to materials known or suspected to contain asbestos should be reported to the Site Manager who will contact the Asbestos Helpline on 0207361 3717

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Site Manager

Under no circumstances must staff carry out work however minor to the fabric of the building unless it has been authorised by an Authorising Officer.

In order to prevent the release of any existing asbestos, the asbestos register should be checked and authorisation should be sought.

All authorised work will be recorded in the Management of Asbestos Log Book which I kept in the Site Manager's office.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

**ARRANGEMENT 16**

**PROVISION AND MANAGEMENT OF MEDICINES**

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Parents are responsible for supplying information about medicines that their child needs to take at school and for letting the school know of any changes to the prescription or the support needed.

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No pupil under 16 will be given medication without his or her parent's written consent. In first instance, parents are required to attend school to administer medicines. On certain occasions this may not be possible therefore we will require a written consent form from the parents.

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Any member of staff giving medicine to a pupil must check: the pupil's name, written instructions provided by parents or doctor, prescribed dose, and expiry date.

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A record of each time medicine is administered must be completed by the staff member administering or supervising the procedure. In some circumstances, it is good practice to have the dosage and administration witnessed by a second adult.

Pupils sometimes ask for painkillers at school, including aspirin and paracetamol. School staff must not give non-prescribed medication to pupils.

If in doubt about any of the procedures the member of staff should check with the parents or a health professional before taking further action.

Pupils who can be trusted to manage their own medication are encouraged to do this. If pupils can take their medicine themselves, staff need only supervise this. If pupils refuse to take medication, school staff should not force them to do so. The child's parents must be informed as a matter of urgency. If necessary, call the emergency services.

Staff supervising excursions must always be aware of any medical needs, and relevant emergency procedures.

Some pupils may need to take precautionary measures before or during exercise, and/or need to be allowed immediate access to their medication if necessary. Teachers supervising sporting activities must be aware of relevant medical conditions and emergency procedures.

When the school stores medicines, the member of staff receiving it should ensure that the supplied container is labelled with the name of the pupil, the name and dose of the drug and the frequency of administration, and that a parental consent form has been completed and signed. Where a pupil needs two or more prescribed medicines, each should be in a separate container.

Pupils should know where their own medication is stored and who holds the key. Medicines kept in a refrigerator containing food must be in an airtight container and clearly labelled. Only the staff room refrigerator may be used for holding medicines.

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A few medicines, such as asthma inhalers, must be readily available to pupils and must not be locked away. Pupils are allowed to carry their own inhalers.

Staff who may need to deal with an emergency need to know about a pupil's needs.

Krystyna Miller is responsible for ensuring that all relevant staff know about any medical needs.

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