

STANBRIDGE LOWER SCHOOL

Health and Safety Policy

Reviewed March 2018

Statement of Intent

1. INTRODUCTION

1.1 The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

1.2 We are committed to:

- a. Preventing accidents and work related ill health.
- b. Compliance with statutory requirements as a minimum.
- c. Assessing and controlling risks from curriculum and non-curriculum work activities.
- d. Providing a safe and healthy working and learning environment.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- l. Recognising that Trade Union Safety Representatives play a valuable role and the Governing Body recognises the mutual benefits that will arise from supporting their work.

1.3 A Health and Safety Management System will be created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

Name _____ Signature _____ Date: _____

(Chair of Governors)

2. ORGANISATION

2.1 In order to achieve compliance with the Governing Body's Statement of Intent, the school's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

2.2 An organisational chart for H&S Management is attached at Appendix 1.

3. THE GOVERNING BODY

3.1 The Governing Body has the responsibility to ensure that:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.

4. THE HEAD TEACHER

4.1 The Head Teacher supports the Governing Body by ensuring that:

- a) This Policy is communicated adequately to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors
- c) Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Risk assessments of the premises and working practices are undertaken.
- f) Safe systems of work are in place as identified from risk assessments.
- g) Emergency procedures are in place.
- h) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- i) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.

- j) Arrangements are in place to monitor premises and performance.
- k) Accidents are investigated and any remedial actions required are taken or requested.
- l) A report to the Governing Body on the health and safety performance of the school is completed annually.
- m) The Head Teacher will report to the Governing Body about Grounds Maintenance Issues and ensure the Grounds Maintenance arrangements are undertaken via the contractor and the site log is filled in and maintained.

5. THE SCHOOL HEALTH AND SAFETY CO-ORDINATOR¹

5.1 The Head Teacher, with delegated duties to the site agent and premises committee.

5.2 He/she is responsible for:

- a) Co-ordinating and managing the risk assessment process for the school.
- b) Co-ordinating the termly general workplace monitoring inspections and performance monitoring process.
- c) Making provision for the inspection and maintenance of work equipment throughout the school.
- d) Keeping records of all health and safety activities.
- e) Advising the Head Teacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- g) Carrying out any other functions devolved to him/her by the Head Teacher or Governing Body.
- h) Ensuring that unsafe conditions are reported and dealt with to agreed timescales.

6. THE PREMISES COMMITTEE

6.1 The Premises Committee is responsible for

- Ensuring that the health and safety policy is complied with and for reporting deficiencies to the Head Teacher.
- Undertaking an annual health and safety inspection of the workplace and submitting a written report to the Head Teacher.

¹ The Health and Safety Co-ordinator must be a senior member of staff. In a small school the Head Teacher will undertake this role.

- On receipt of a complaint from a member of staff, investigating the issue and taking the appropriate action.
- Following training, for undertaking risk assessments in accordance with the management guidelines.

7. THE SITE AGENT

7.1 The Site Agent is responsible for

- Checking the general conditions of the premises and, in particular the non-classroom areas.
- Carrying out checks and health and safety requirements for PAT testing, Legionella, ladder, fire safety, grounds, all play equipment both inside and outside, electricity, boiler, heating, oil, recording as required.
- Ensuring that health and safety hazards are dealt with or reported to the HSLO. Where action required is outside his authority or ability, the matter will be reported to the Head Teacher or HSLO for appropriate action.
- Ensuring that any cleaners employed by the school at any time are given necessary health and safety information on safe working procedures;
- Ensuring that the safety checking of their equipment is carried out; and that cleaning materials are assessed in accordance with the Control of Substances Hazardous To Health Regulations (COSHH) 1999 and the management guidelines.
- The caretaking of the premises – ensuring the premises are locked and secure, and opened in time for school.
- The cleaning of the school premises.
- Ensuring that agreements and procedures contained in the H&S policy are followed by organisations and individuals taking a letting on the premises.

8. TEACHING/NON- TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

8.1 This includes Deputy Head Teachers, Curriculum Co-ordinators, Heads of Year, Heads of Departments, Clerical Managers/Supervisors, Technicians and Site Managers/Agents/Caretakers. They must:

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Head Teacher or the School Health and Safety Co-ordinator.
- c) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.

- d) Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Head Teacher or Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Ensure all accidents are investigated appropriately.
- h) Include health and safety in the annual report for the Head Teacher.

8.3 SPECIAL OBLIGATIONS OF CLASS TEACHERS

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Head Teacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- i) Report all accidents, defects and dangerous occurrences to their Head Teacher or Head of Department.

8.4 OBLIGATIONS OF ALL EMPLOYEES

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.

- d) Report all accidents and near misses in accordance with current procedure.
- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- g) Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- j) Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.
- k) Know that children of employees are not insured on the school premises and should not be brought into school during school time, holidays or any other time. The Head Teacher has the right to refuse entry to all children who are not registered at the school.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

9. PUPILS

9.1 Pupils, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

10. STAFF RESPONSIBILITIES

10.1 The following staff have been nominated to be responsible for the following areas of health and safety:-

Fire Safety	-	Site Agent
First Aid	-	Yvonne Patterson /Tracy Davies

Administration of Medicines	-	Yvonne Patterson / Linda Hack
COSHH	-	Site Agent
Electrical Safety	-	Site Agent & yearly contractor
Legionella Safety	-	Site Agent
Asbestos	-	Site Agent
Playground Equipment	-	Site Agent
PE Equipment	-	PE Co-ordinator

10.2 The above named people shall ensure that the County Councils Management Guidance, contained within the Health and Safety Manual, and the requirements outlined in this policy, are complied with at all times.

11. LONE WORKING

11.1 Safe working practices will include staff taking responsibility for advising the Head Teacher when they are on and off the premises.

11.2 A safety light is in operation outside the school to ensure premises are lit at night.

11.3 The security doors should be kept shut at all times when working alone on the premises.

12. TRAINING/INDUCTION OF NEW EMPLOYEES

12.1 All new employees, teaching and non-teaching, shall be provided with induction training appropriate to their health and safety needs. In the case of volunteer helpers it will be the responsibility of the relevant teacher or supervisor to ensure that appropriate information is passed on to them.

12.2 All employees and volunteers shall on their first day of employment be informed of what to do in the event of a fire and what first aid arrangements are in place.

12.3 Refresher training and training in new areas of responsibility will be arranged for members of staff, either at their own request or at the direction of the Head Teacher.

12.4 Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a 12.5 Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

13. EMERGENCY PROCEDURES (FIRE AND BOMB)

13.1 All staff are required to ensure that they are familiar with the emergency procedures and the evacuation drill found here and in the Critical Incidents Policy.

13.2 The fire alarm shall be tested once a week by the site agent as follows.-

Day:- Friday Time:- 7.00 am Duration:- 10 seconds

13.3 The fire evacuation drill shall be carried out once a term as instructed by the Head Teacher. Staff are required to report defects or missing fire fighting equipment to the site agent or Head Teacher immediately.

13.4 Fire exits, routes and fire fighting equipment shall not be obstructed at any time. Fire equipment will be inspected on an annual basis.

13.5 Also refer to the Critical Incidents Policy containing the Fire Emergency, Bomb and Disaster Recovery Plan.

14. FIRST AID

14.1 A list of trained First Aiders and the location of first aid boxes will be posted up in the staff room.

14.2 The staff member responsible for first aid shall ensure that the contents of the first aid boxes are replenished as necessary and comply with the contents laid down within the regulations.

14.3 All First Aiders and staff shall ensure that accidents are reported as outlined below and that the staff member responsible for first aid is informed if items from the first aid box are used.

14.4 In the event of a medical emergency the Head Teacher, Family Liaison Officer or Office staff will contact an ambulance and the parents, stating the nature of the medical emergency. The first aider will stay with the injured person.

14.4 First Aid training can be found in the INSET folder in the Head Teacher's office. The Head Teacher and the relevant First Aider are responsible for ensuring first aid training is up to date.

15. ADMINISTRATION OF MEDICINES

15.1 Guidance on the administration of medicines to pupils is set out in 'The Administration of Medicines to Pupils and the Management of Medical Conditions' (Sep 1998), (H98151).

15.2 The Governing Body has agreed that prescription medicines may be administered to children, at the specific request of the parent or guardian, on completion of the school Indemnity form and in accordance with the procedures laid down in the Guidance.

15.3 Medicines will be administered by a named member of staff who will undergo training in order to carry out the task. Medicines will be stored in the staff room not accessible to children and in accordance with the guidance.

15.4 All unused medication will be sent home.

15.5 All medication will be kept in a locked cabinet in the medical room

15.5 It is the parent's responsibility to ensure all medicine is kept in date and topped up as required.

16. ACCIDENT AND ILL HEALTH REPORTING

16.1 All staff are required to ensure that all accidents, incidents and near misses are reported to the schools main office, who will then ensure that serious incidents are reported to the Head Teacher and that the appropriate management guidelines, contained within the Health and Safety Manual, are followed.

16.2 Office staff will ensure that all accidents, incidents and near misses not considered to be minor are reported to CBC via AssessNet.

17. EQUIPMENT AND ELECTRICAL TESTING

17.1 The Head Teacher will ensure that testing, inspection and maintenance of equipment as outlined in the property log book and the management guidelines within the Health and Safety Manual are undertaken as required.

17.2 Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher. Equipment found to be unserviceable, or of doubtful serviceability shall be taken out of service,

adequately labeled, locked away and the defect reported to the Head Teacher or HSLO who will arrange for repair or replacement and disposal.

17.3 The Head Teacher and Site Agent will ensure that all electrical equipment brought into the school from other sources, e.g. on loan, or during a letting, has the appropriate test certificate and is formally visually inspected in accordance with the Electrical Safety Management Guidelines.

18. ASBESTOS

18.1 A copy of the Asbestos Log Book is kept in the school office.

18.2 The nominated member of staff responsible for asbestos shall ensure that all staff are aware of the dangers of asbestos and that they are familiar with the procedures within the Log Book.

18.3 All contractors shall be referred to the asbestos log book before commencing work. Any member of staff who may disturb the fabric of the building shall refer to the log book before commencing work.

18.4 At least two members of staff will be trained in the control of asbestos. This will be the Head Teacher and Site Agent.

19. CONTRACTORS

19.1 The Head Teacher shall ensure that the management guidelines regarding contractors are adhered to at all times, and that any contractor on the site during school hours signs in and wears a visitor sticker inside the building.

20. EDUCATIONAL VISITS AND JOURNEYS

20.1 All educational visits and journeys are required to be approved by the Head Teacher, who shall ensure compliance with the Visits Policy.

21. SCHOOL HEALTH AND SAFETY REPRESENTATIVES

21.1 The Governing Body and Head Teacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.

21.2 They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Head Teacher or Governing Body.

21.3 Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

22. RISK ASSESSMENTS

22.1 The Head Teacher will update and revise the risk assessments bi-annually. Staff are responsible for reading the Risk Assessments or administering a risk assessment before undertaking specific activities.

22.2 Manual Handling: Please refer to risk assessment in file.

23. SECURITY

23.1 The school will contract out of hours security to South East Security, CYS Security or another nominated contractor. The Head Teacher will update this as necessary.

24. SMOKING

24.1 Stanbridge Lower School is a non-smoking school. No smoking is allowed on the premises.

25. VISITORS

25.1 Visitors in school will sign in and out of the Visitor's Book.

25.2 Visitors in school will wear a Visitor's badge so that children and adults in school know that they have permission to be on school premises.

26. DISPLAY SCREEN EQUIPMENT

26.1 The Head Teacher will complete risk assessments on staff who work on display screens without regular breaks. An assessment will be completed on suitable work stations, chairs, intrusive light, keyboards

26.1 The risk assessment will identify staff or regularly work for one hour or more continuously without a break and assess whether a regular eye test is needed to reduce eye fatigue in the workplace.

27. COSHH

27.1 All substances hazardous to health must be subject to a detailed risk assessment by the Site Agent focusing on the substances COSHH data sheets. All COSHH data sheets for substances can be found on line or through the relevant companies who make the product.

27.2 Staff are not allowed to bring their own cleaning products or substances into school.

27.3 The Site Agent is responsible for keeping all substances hazardous to health stored, locked away and secure at all times.

27.4 Staff are responsible for wearing personal protective clothing and gloves when dealing with all substances. Advice about this will be given by the Site Agent.

28. CURRICULUM SAFETY

28.1 All staff planning lessons should assess the risk within lessons and put suitable measures in place to reduce the risk. Visual risk assessments should be ongoing throughout a lesson identifying possible risks and hazards. Staff should then put measures in place across the lesson to reduce all risks. All high risk activities should be risk assessed and the risk assessment submitted to the Head Teacher for approval before the activity takes place.

28.2 Early years staff should visually check all equipment both inside and outside on a daily basis, removing any faulty equipment from use. All high risk activities should be risk assessed. Specific risk assessments for the Early years can be found in the risk assessment folder in the school office.

28.3 Students should not take PE lessons unless a qualified teacher is present. Early years staff planning and administering a PE lessons should be assessed by the PE Subject Leader as a competent person before leading a PE lesson.

28.4 All swimming lessons including transport to swimming should be risk assessed prior to the start of swimming lessons. Swimming lessons should only take place when a qualified lifeguard is in attendance and school staff should be present throughout any swimming lesson ensuring all risks are identified, managed across the lesson and adjustments made to the lesson if risks are high. Children should be supervised at all times in changing rooms and when round the pool area by the teachers in charge of the lesson. If a child cannot swim suitable buoyancy aids should be worn by the child as directed by the teachers in charge of the lesson. Non-swimmers should stay in water at the appropriate depth to stand and should not be allowed in the deep part of the pool.

29. MAINTENANCE AND INSPECTION OF EQUIPMENT

29.1 All outside and indoor PE equipment including equipment on the playground and field will be assessed once a year, by a qualified person, to ensure all equipment is safe.

29.2 The Head Teacher and Site Agent will make suitable arrangements for all annual checks and keep records accordingly.

29.3 All staff are responsible for checking equipment before use reporting any defects to the Head Teacher or Site Agent.

30. LADDERS/WORKING AT HEIGHT

30.1 The Site Agent is responsible for checking all ladders regularly and recording these checks in the health and safety maintenance file found in the Head Teachers office. The Site Agent is responsible for reporting all faults to the Head Teacher and removing faulty ladders from use.

30.2 The Head Teacher is responsible for organizing ladder and working at height training as appropriate for all staff including the Site Agent.

30.3 All staff should use ladders to complete displays or reach high level items and take responsibility for asking another member of staff to hold the ladder to reduce the risk of trips and falls.

31. MANUAL HANDLING AND LIFTING

31.1 The Site Agent and Head Teacher are responsible for organizing manual handling and lifting training as appropriate for all staff including the Site Agent.

31.2 All staff should ask for help before lifting and handling heavy equipment making sure that when they do they use the equipment provided eg chair lift, box lift.

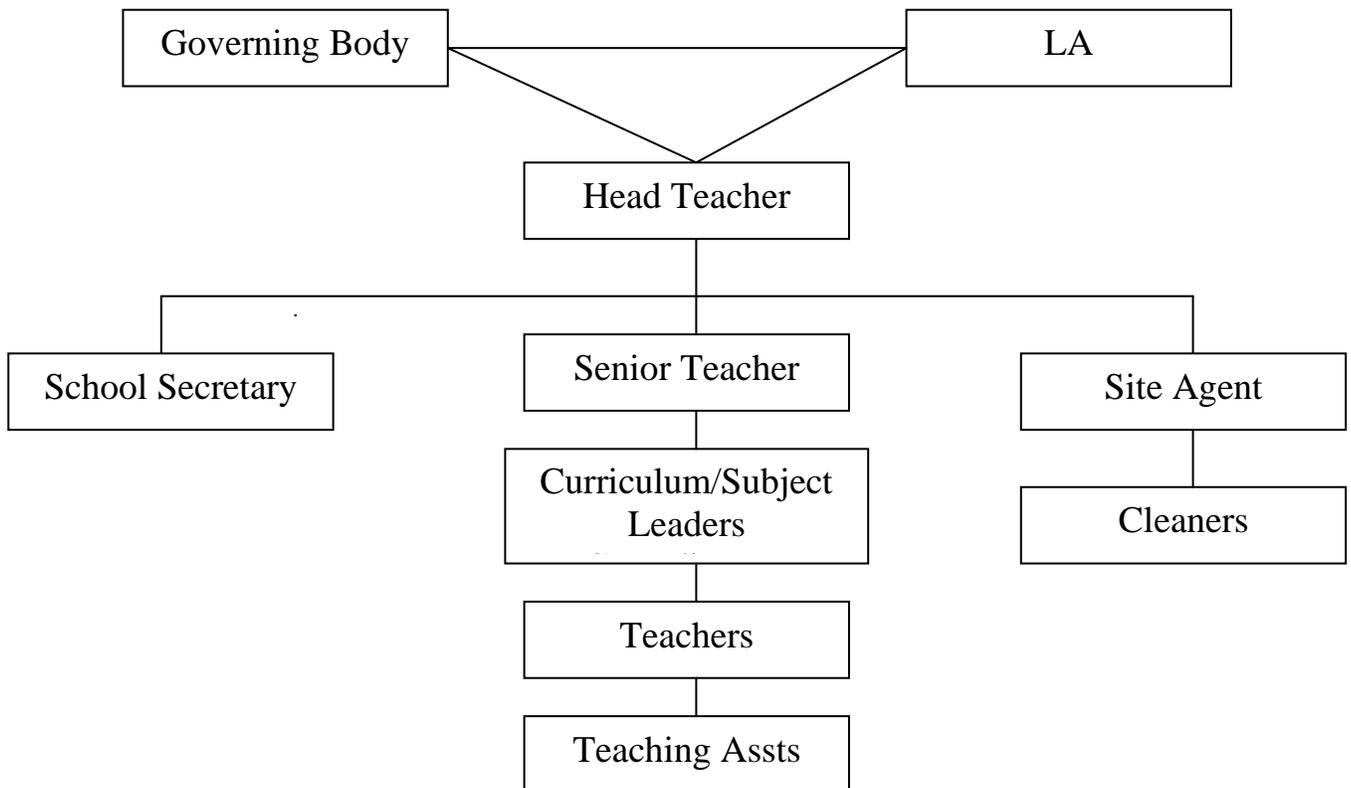
32. SITE SECURITY

32.1 School doors are fitted with electronic entry systems or twist locks. All external doors should remain shut across the school day to keep the site secure. All visitors should enter school by the school reception area and be signed in and out of the site. Visitors must wear a visitors badge.

32.2 See Fire, Disaster and Emergency Policy for further details about intruders, site lockdown etc.

Organisational Chart

Stanbridge Lower School



Rosemary Godwin
Head Teacher
March 2018

This policy has been read, discussed and its implementation agreed by teaching and support staff.

This policy was ratified by the full governing body.

Date of Meeting:

Signed Chair of Governors.