

# Ashford CE Primary School



## Health and Safety Policy

**Revised and Updated: September 2014**

**Ratified: 20 November 2014 by Resources Committee**

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## Health and Safety Policy

### Statement of Intent

The Headteacher and Governors of Ashford CE Primary School strive to achieve the highest standards of health, safety and welfare, consistent with their duties under the Education Acts, Surrey Education Services' policy and the Health & Safety at Work Act 1974.

- This goal takes account of ethical concerns and resource availability as well as the school's legal duties to co-operate with the employer and provide safe premises.
- It is school policy to conduct its activities in a manner which will not cause unacceptable risks to the health and safety of its pupils, staff, Governors, visitors and the public.
- The organisation and arrangements set up to achieve these aims comply with Surrey Education Services Health and Safety policy and are defined below.
- Everyone who works or learns in the school, visits the site or governs the school must develop awareness for safe and unsafe surroundings.
- Ashford CE Primary School's Health and Safety policy document along with Surrey Education Services Health and Safety manual can be obtained from the school office.
- Children, staff and all adults in the school are entitled to a safe and healthy environment in which to work and learn.
- Visitors and parents are entitled to have the same assurance whilst on school premises.
- Ashford CE Primary School's Health and Safety policy is held by all teaching staff and displayed on the staff room notice board.

Health and safety is about accepting responsibility to assess hazards and to limit risk.

### Responsibilities

Everyone is responsible for their own and other people's safety.

The Governing Body shares with the Local Authority (LA) overall responsibility for Health and Safety. However the Education Reform Act 1988 confers on Governing Bodies a greater responsibility for the control of schools. In adopting some of the roles and functions of an employer, the Governing Body also assumes a greater degree of responsibility under current safety legislation.

The **Governing Body** should:

- ensure health and safety has a high profile in the school
- provide a safe and healthy workplace
- provide safe and appropriate equipment and systems for use
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school

### The **Headteacher**:

- is responsible for implementing the school and Surrey Educational Services safety policies
- take day-to-day operational decisions
- oversees health and safety procedures
- monitors the effectiveness of the procedures implemented
- must ensure that there are procedures to deal with all matters relating to health, safety and welfare within the establishment
- must ensure all staff are aware of their responsibilities
- is responsible for emergency procedures

The Headteacher acts as the Competent Person and the Headteacher can delegate a Competent Person without recourse to the committee in cases where persons may be at risk.

### All **Staff** and **Workmen** must:

- support the implementation of the health and safety arrangements
- be aware of and implement the school Health & Safety guidelines and procedures
- take reasonable care and be responsible for their own actions
- report any hazard, malfunctions or potential danger
- ensure any classroom or work area is safe and is operating within the outlined policies and procedures governing health and safety
- maintain tools and equipment in good condition
- report all accidents to the headteacher or bursar and record appropriately
- attend relevant courses

### The **Caretakers**:

- must report identified defects and hazards throughout the school to the Headteacher or School Business Manager
- is responsible for ensuring that everything connected with caretaking or cleaning duties i.e. materials from suppliers, machinery, equipment, substances etc. have adequate information and instructions are given prior to its use
- is responsible for ensuring that all cleaning staff are aware of the school Health & Safety policy and are adequately informed, instructed and trained in using all items before use
- should check boundary fences and the play area fencing for defects

### The **Surrey Commercial Services Caterer**:

The Surrey Commercial Services Caterer is responsible for the safe operation of the catering facilities and must:

- be familiar with the school's health and safety policy
- prepare risk assessments for all catering activities
- make references to the safety documents issued by the LA

- ensure all kitchen staff are instructed and informed to work in accordance with these documents
- inform the Headteacher or their designate of any potential hazards or defects
- be familiar with the current food safety legislation and the implications pertaining to the school

## **Pupils**

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

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

## **General Health and Safety Arrangements**

The arrangements for health and safety have been drawn up in accordance with the Management of Health and Safety Regulations 1999 and after consultation of the Health and Safety Executive's "Managing for Health and Safety" (HSG65) document.

The list provides a brief summary of all the key health and safety arrangements applicable to the school.

Smoking is not permitted anywhere on the school site.

## **Monitoring and Review of Health and Safety Arrangements**

The annual check will be used to prioritise need and to inform planning. Records will be used to ensure immediate action is carried out when necessary.

All staff will be vigilant about health and safety issues on a day-to-day basis. The Head Teacher, Deputy Head Teacher and Caretakers or appointed representative will monitor the school grounds and premises daily. Monitoring by Governors will be achieved by regular monitoring visits and the Head Teacher's Report.

The Head Teacher or appointed representative will review all playing areas at least annually, but also whenever there is a significant change to play areas.

## **Accident and Incident Reporting**

All staff are required to ensure that all accidents are reported to the Head Teacher who will ensure that the accident is investigated and reported to the Governing Body and appointed representative as appropriate.

All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence.

### **Allergies**

Information about children who suffer allergies/medical conditions will be published in the medical room and red bags. All staff will be informed of the individuals involved. Class teachers are informed of any medical issues concerning children. EpiPen training is provided to staff annually.

### **Asbestos**

The Caretakers are responsible for ensuring that the school Asbestos Log is read and signed by all contractors prior to starting any work on the premises.

Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the Head Teacher or appointed designate.

Staff must report any damage to asbestos materials immediately to the Head Teacher or appointed designate.

Where damage to asbestos material has occurred the area must be evacuated and secured. The Head Teacher will immediately notify: the Local Authority by telephone.

### **Behaviour Management/Bullying**

All staff must be familiar with the school policies for behaviour management and bullying. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these policies.

### **Clothing**

Clothing in school should be worn in accordance with the Uniform Policy and Dress-Code – please refer.

### **Contagious Diseases**

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure that vulnerable groups are informed. The school should follow LA and/or Government procedures on the advice/reporting of diseases. If in doubt, contact the School Nursing Service or designated School Nurse.

## **Contractors**

The Head Teacher or appointed designate is responsible for the selection and management of contractors in accordance with the school policy where this is not delegated to the London Diocese Board for Schools (LDBS) premises team.

## **Curriculum Safety** (including out of school learning activities)

All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS, Association for PE and other lead bodies should be adopted as appropriate.

## **Display Screen Equipment (DSE)**

The School Business Manager is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

## **Educational Visits and Journeys**

The Head Teacher is responsible for ensuring that all school trips are managed in accordance with the school policy for educational trips which all teachers must be familiar with.

## **Electrical Safety**

The School Business Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.

The School Business Manager will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive.

All staff must be familiar with school procedures and report any problems to the School Business Manager. Staff are reminded that they must not bring electrical equipment into school without the permission of the Head Teacher.

## **Equipment**

Any equipment in school should be used safely and for its intended purpose only. Equipment identified as defective should be taken out of use immediately and labelled accordingly. Staff must not try to repair faulty equipment themselves. Administrative staff should be informed of faulty equipment immediately so that arrangements can be made for repair or replacement. No second hand equipment must be introduced in to the school without the agreement of the Head Teacher.

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Head Teacher or appointed designate.

## **Fire Precautions and Emergency Procedures**

The Head Teacher is responsible for ensuring:

- That a Fire Risk Assessment is completed and reviewed annually.
- That the school emergency plan and evacuation procedures are regularly reviewed.
- The provision of fire awareness training to all staff.
- That an emergency fire drill is undertaken every half term.
- The preparation of specific evacuation arrangements for staff and/or pupils with special needs.

The School Business Manager is responsible for:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the fire fighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work.

All staff must be familiar with the school emergency plan and evacuation procedures.

## **First Aid**

School staff are expected to take reasonable action as responsible adults, to deal with injuries or illnesses that children sustain until the child can, if necessary, receive professional medical treatment. All support staff receive regular first aid training and some specially

trained pediatric first aiders are available on site during the school day. First aid and medical treatment is available in the medical room and each classroom (red bag).

Disposable gloves should always be used when dealing with blood and then placed in the medical bin.

Children's medication is held in the Medical Room or in the class red medical bag. Teachers are responsible for taking their class red medical bags and ensuring that the correct medicine for their class is with them whenever the class is off-site.

Lunch-time supervisors have the responsibility of dealing with minor accidents at lunchtimes.

If a child receives a bump on the head which causes concern parents will be contacted and given the option of coming to school to check the child themselves or leaving their child to recover and return to class. At all times any minor accident should be noted in the Accident Book, which is kept in the Medical Room. This should identify the child, the accident and any actions taken and by whom. Serious accidents will also require an online accident form to be completed and may require statements from all staff involved. The Office Manager is responsible for assisting with this process. Any child that goes home should be recorded as having done so and the class teacher advised.

The responsibility for monitoring and ordering the first aid supplies is that of the School Office and this is supervised by the Head Teacher or appointed designate.

### **Hazardous Substances**

The Caretakers are responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Head Teacher. The School Business Manager will complete an assessment for any authorised products.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision. These will include such items as:

- Spirit based marker pens
- Corrective fluid
- Aerosol paints

All the above should be used in a well-ventilated area.

## **Headlice**

Incidents of headlice should be reported to parents of children in the class where an outbreak has occurred.

## **Inclusion**

Ashford CE Primary School complies with the Local Authority policy for Inclusion and all teaching and support staff should be familiar with this policy and supporting guidance.

The Head Teacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with SEND.

All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.

The Inclusion Leader and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEND. No pupil should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Head Teacher.

## **Key Holder Safety During Call-outs**

Key holders on call out should be mindful of their own safety. A key holder can contact the police and request they attend before entering the building. Key holders should lock themselves in. Before leaving the key holder should ensure that the school is secure and the alarm reset. If any member of staff is onsite and is concerned about people on or about the site they should telephone the police on 999 if concerned about their own or the school's well-being.

## **Lettings/shared use of premises/use of Premises outside School Hours**

The Head Teacher is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the school health and safety policy and lettings policy.

The School Business Manager is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment.

## **Lone Working**

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Facilities and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Any member of staff working after hours must notify the Head Teacher or appointed designate of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury.

## **Managing Medicines & Drugs**

LA rules specify that no medicines are to be administered by staff unless in extreme emergency. All medication should be stored safely in the Medical Room or class red medical bag, heat sensitive medicines are to be kept in the fridge in the Medical Room. All medication must be recorded when taken on the appropriate forms in the red bag or Medical Room.

See accompanying First Aid/Off-site Visit sections for procedures relating to school medical bags when on visits.

Staff must notify the Head Teacher or Deputy Head Teacher if they believe a pupil to be carrying any unauthorised medicines/drugs.

## **Manual Handling and Lifting**

The Head Teacher will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Caretaker for assistance.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

## **Off-site Activities**

Any school visit should be approved by the Head Teacher or appointed alternative. For any visit take place off the school site a letter home requesting permission is required. A risk assessment and planning form must be completed by the lead teacher for the visit prior to

leaving the school – the risk assessment must be handed into the school office for reference prior to departure.

Teachers should ensure that the class red medical bag is taken on any trip or visit that takes the children off the school premises.

Specific consideration should be given by the Head Teacher, Deputy Head Teacher, class teachers and support staff of any injuries, special needs or disabilities of children or adults in their care, to ensure that health and safety is not compromised at any point.

### **Outdoor Play Equipment**

The outdoor play equipment and safety surfacing complies with BS/EN standards and is formally inspected annually by a competent contractor.

The Caretakers undertake weekly checks of the play equipment and play areas

Supervisory staff should make a visual check of all play equipment before it is used.

Risk assessments have been completed for each item of equipment and all staff supervising play activities must be familiar with these assessments. If the supervision levels recommended in the assessment cannot be achieved the equipment should not be used.

Pupils and pupils' siblings are not permitted to use the play equipment after school hours. Any member of staff who observes unauthorised use of the play equipment must report it to the Head Teacher or School Business Manager immediately.

### **PE and PE Equipment**

All staff and children will change into suitable clothing for any PE activity in which they will participate.

The wearing of jewellery and nail varnish is not permitted. If ears are pierced, studs only may be worn but must be removed or taped over for PE. A watch may be worn if it named and not of any great value but must be removed for PE.

Children will be taught how to lift and move equipment. Techniques should be revised at least each year by the teacher with each new class.

The PE Subject Leader is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils.

Risk assessments have been completed for all PE activities and all staff must be familiar with these.

Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.

All PE equipment must be visually checked before lessons and returned to the appointed store area after use.

Pupils must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the PE Subject Leader.

### **Personal Protective Equipment (PPE)**

Where the need for PPE has been identified in Risk Assessments, it is the Head Teacher's responsibility to ensure adequate supplies of suitable PPE.

Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health.

Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in appointed areas. Staff must report any lost or damaged PPE to the Head Teacher.

### **Risk Assessments**

It is the Head Teacher's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

The Head Teacher is responsible for undertaking general risk assessments with the exception of the areas listed below.

Curriculum Leaders will undertake risk assessments for their specialist areas.

The School Business Manager or Caretaker will undertake risk assessments for maintenance and cleaning.

The Head Teacher will ensure that risk assessments are completed by all staff who organise and lead school visits. These must be handed to the Head Teacher two weeks prior to the trip.

### **School Building Access**

In order to improve safety for everyone in the school, measures have been taken to restrict access to the school building. The gates are locked from 8.50am and after this time visitors or late arrivals should enter via the main door. All visitors must report to the school office

and sign the visitors' book where they will be issued with a visitor badge. All visitors must sign out when leaving the school building. No visitor is to have access to the school beyond the reception area unless they are DBS checked or accompanied by a member of staff.

Any adults on site who do not work in the school or who are not wearing a visitor badge must be reported to the school office.

Children leaving the site prior to the end of school day must be signed out by their parent/carer to ensure fire records are up-to-date.

### **Security/Violence**

The Head Teacher or appointed designate is responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

The Head Teacher or appointed designate is also responsible for the security of the site during after school use and lettings.

The numbers on security pads will be changed at regular intervals and these changes notified to all staff. Staff are reminded that these numbers should not be divulged to any pupil or parent.

Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.

If an intruder becomes aggressive staff should seek assistance.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in the reception area of the school where assistance is available. The Head Teacher should be notified in advance of these meetings where possible.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Head Teacher.

### **Site Maintenance**

The School Business Manager along with the Caretakers are responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

They will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Head Teacher.

All staff are responsible for reporting any damage or unsafe condition to the Head Teacher or School Business Manager. The School Office staff will contact them by mobile if the matter is urgent.

### **Staff Training & Development**

The Head Teacher is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

All new staff will receive specific information and training as part of the school induction process.

All staff will receive fire awareness training on an annual basis.

Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings and on the September INSET day in each new school year.

### **Stress**

The school governors and Head Teacher are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

### **Visitors**

All visitors must sign in and out at the school reception desk. This includes parents and peripatetic teachers/specialists. A badge will be issued which must be worn at all times in school.

Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant. Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

### **Working at Height**

The School Business Manager is responsible for the purchase and maintenance of all ladders in the school.

All ladders conform to BS/EN standards as appropriate.

The School Business Manager is also responsible for completing risk assessments for all working at height tasks in the school.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.

If you need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

Do not work at height when you are alone. If you are planning to use a step ladder ask the Caretaker to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

Your knees should be no higher than the top platform of the ladder.

Never overreach. Try always to keep one hand free on the ladder to steady yourself