



Health & Safety Policy

Draft prepared by: Jim Murray
Agreed by governing body: Spring 2018
Review date: Spring 2019

Signed

Chair of Governors:

Headteacher:

INTRODUCTION

This document is a statement of the aims, principles and strategies for ensuring Health and Safety at Chase Bridge Primary School.

This Health & Safety Policy, specific to our school, was drawn up in consultation with all staff, and approved by the Governing Body in March 2018

This policy will be reviewed during the Spring Term 2019.

PURPOSE OF THE POLICY

The school operates within the framework and policy for Health and Safety issued by the Local Authority, and follows all instructions, guidance and advice issued by the Education Department.

This document provides a framework for the creation of a safe environment in which to work and learn. It is written for the benefit of all members of the school community, to allow each to understand the policy of the school and their own responsibilities within this.

AIMS

Our aims for Health and Safety are to:

- Provide a safe and healthy environment for children, teaching and non-teaching staff and all other people who come onto the premises of our school.
- Ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

PRINCIPLES

The establishment of a healthy and safe environment is an essential prerequisite for the work of the school. It is also a statutory requirement. It depends upon sound management, vigilant supervision and the co-operation of all personnel (children and adults).

I. SCHOOL COMMUNITY RESPONSIBILITIES

Role of the Local Authority:

In community schools (where the Local Authority is the employer) the Local Authority is responsible for:

- Recognising and accepting its responsibilities for the health, safety and welfare of its employees, pupils and visitors to premises.
- Providing advice and help to ensure schools comply with health and safety obligations and to achieve the required health and safety standards.
- Undertaking periodic inspections in order to evaluate the health and safety performance of schools and to identify areas for improvement.

Role of the Governing Body:

In community schools (where the Local Authority is the employer) the Governors can satisfy their employer by:

- Accepting their health and safety responsibilities and establishing appropriate committees in which to consult on health and safety matters.
- Ensuring the organisation and arrangements of the school operate effectively.

- Ensuring effective monitoring is carried out to evaluate the health and safety performance of the school by involvement and evaluation of inspection reports from the Local Authority, Headteacher and Safety Representatives.

In general the Governing Body has:

- Appointed a member of staff to be responsible for Health and Safety.
- Delegated the day to day management of Health and Safety to the Headteacher.
- Delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy.
- Responsibility for ensuring that the school complies with all equalities legislation.
- Responsibility for ensuring funding is in place to support this policy.
- Responsibility for ensuring this policy and all policies are maintained and updated regularly (annually for this policy).
- Responsibility for ensuring all policies are made available to parents.
- **The responsibility of involving the School Council in the development, approval, implementation and review of this policy.**
- Nominated a link governor to visit the school regularly, to liaise with the Head Teacher the School Business Manager and the Site Manager and to report back to the Governing Body.
- Responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher:

The Headteacher will:

- Be responsible for the implementation of the school safety policy and to develop a culture of safety throughout the school.
- Keep up to date with all health and safety legislation.
- Ensure that all school personnel fulfil their duties to co-operate with the policy.
- Work closely with the link governor, the School Business Manager and Site Manager in relation to Health and Safety matters.
- Undertake risk assessments annually with the School Business Manager and Site Manager.
- Report any accidents or dangerous occurrences.
- Investigate the causes of any accident, dangerous occurrence or near miss.
- Put into place a safe system to prevent any accident, dangerous occurrence or near miss happening again.
- Have in place an emergency plan to cover any major incident
- Have in place an emergency evacuation plan in the event of fire.
- Have in place procedures for first aid provision.
- Ensure that new school personnel will undertake appropriate induction training.
- Ensure that established school personnel receive training when required.
- Undertake an annual health and safety audit.
- Include a health and safety report in his/her termly report to the Governing Body.
- All staff to meet periodically to discuss safety policies, procedures and safe working practices.
- The appropriate personnel undertake training when required.

Role of the Site Manager:

The Site Manager will:

- Comply with the school's Health and Safety Policy, safety procedures and risk assessments.
- Carry out regular inspections of premises and school activities.
- Conduct regular health and safety surveys with the School Business Manager.
- Assist in carrying out risk assessments.
- Ensure that all cleaning staff are aware of the Health and Safety Policy and its implications such as storage arrangements for materials, use of equipment, substances etc.
- Report immediately any defects or hazards to School Business Manager and/or Head Teacher

- Ensure that all new equipment is supplied with the appropriate documentation.
- Test the fire alarm system each week.
- Maintain a record of hazardous substances used for cleaning and similar purposes.

Role of the School Business Manager:

The School Business Manager will:

- Conduct regular health and safety surveys with the Site Manager.
- Work with the Headteacher to implement the policy.
- Work with the link governor to ensure that the policy is up to date and relevant.
- Support the Site Manager to ensure that the policy is effective.

Role of School Personnel:

School personnel will:

- Carry out their duties in accordance with the Health & Safety Policy.
- Take reasonable care of themselves and others whilst at work.
- Co-operate with the Headteacher and others in school to comply with legislation.
- Attend appropriate training.
- Report accidents, incidents, defects, damage to equipment and safety hazards to the Site Manager.
- Report and deal with all incidents of discrimination.
- Report any concerns they have on any aspect of the school community.

Role of the Nominated Governor:

The Nominated Governor will:

- Work closely with the Headteacher, School Business Manager and Site Manager.
- Ensure this policy and other linked policies are up to date.
- Ensure that everyone connected with the school is aware of this policy.
- Report to the Governing Body every term.
- **Annually report to the Governing Body on the success and development of this policy. *is this necessary if there is a termly report (see point above)**

Role of the School Council:

The School Council will be involved in:

- **Determining this policy with the Governing Body.**
- **Discussing improvements to this policy during the school year.**
- **Reviewing the effectiveness of this policy with the Governing Body.**

Pupils:

Pupils are expected to:

- Follow the 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 safety.
- Exercise personal responsibility for the safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Treat others, their work and equipment with respect.
- Support the school Code of Conduct and guidance necessary to ensure the smooth running of the school.
- Liaise with the school council.

Early Years:

In addition, children in the Early Years are supported with the following:

- Higher ratio of supervision in the classroom and outside areas.
- Careful consideration of the layout of the classroom areas to allow sufficient circulation space.
- Raising awareness of risks within the setting without encouraging the children to be risk averse.
- Teaching children how to ask for help.
- Reinforcing a high standard of personal hygiene.
- Regular attention to emergency evacuation procedures.

Teachers work towards the school's aim's by:

- Promoting a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice and are conscious of their responsibilities in taking reasonable care for their own safety and that of others.
- Ensuring that the Health and Safety requirements of the subject for which they hold responsibility are adhered to by all staff, and advising colleagues on safe working practices.
- Being good role models – vigilant and careful.
- Taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others.
- Providing opportunities for children to discuss appropriate health and safety issues.

Pupils work towards the school's aims by:

- Developing a growing understanding of health and safety issues.
- Contributing to the development of codes of practice.
- Conducting themselves in an orderly manner in line with these codes.
- Taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

Parents work towards the school's aims by:

- Ensuring that children attend school in good health.
- Providing prompt explanations for all absence.
- Providing support for the discipline within the school and for the teacher's role.
- Ensuring early contact with school to discuss matters concerning the health and safety of their children, including drawing up a Health Care Plan in consultation with school staff where applicable.
- Allowing children to take increasing personal and social responsibility as they progress throughout the school.
- Accepting responsibility for the conduct of their children at all times.
- Ensuring that the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies.
- Following the school's procedures for entering and leaving the premises.
- Parking their cars in a safe and considerate way.
- Treating the staff of the school, other parents and pupils with courtesy at all times.
- Not bringing dogs on to school premises.
- Not riding bikes, trikes or scooters on school premises.
- Not smoking on school premises.

Visitors and People Working on the School grounds:

Visitors are expected to:

- Take reasonable care of themselves and others while on the school premises.
- Co-operate with the safety rules and procedures of the school.
- Ensure compliance with risk management when working on the premises.

- Report defects or damage to equipment.
- Report all accidents and incidents.

Raising awareness of the Health & Safety Policy is achieved via:

- The school website.
- The school handbook.
- Meetings with school personnel, for example at the beginning of each term's INSET training conducted by Premises staff.
- Communications with home such as newsletters and letters.
- Reports such annual report to parents and Head Teacher reports to the Governing Body.

2. MANAGEMENT OF HEALTH AND SAFETY

In general, Health and Safety issued are dealt with by the Resourcing Committee of the Governing Body, which has Health and Safety among its terms of reference. It:

- Meets regularly to discuss a range of issues, including Health and Safety.
- Monitors the implementation of the joint Health and Safety policy.
- Reviews and revises the joint Health and Safety policy as necessary.
- Organises and attends appropriate training.
- Keeps up to date with developments in Health and Safety legislation.
- Ensures that risk assessments are carried out by a competent person.
- Monitors the Health and Safety Policy, and revises it as necessary.
- Monitors the safety and condition of the premises.
- Nominates a representative to scrutinise and approve all proposals and risk assessments for the Off-Site Activities.
- Report back to the full Governing Body.

Risk Assessments

The purpose of a risk assessment is to identify the potential hazards in situations and activities, to assess how much of a risk the hazard poses, and to identify ways of reducing the risk to an acceptable level. If this can be done, the activity can go ahead. If the risk remains unacceptably high, it would not be safe to allow the activity to take place, and to do so would be negligent.

To allow activities to take place without conducting a risk assessment is also negligent.

Risk assessments must, therefore, be carried out for all aspects of school life. These including:

- Detailed written risk assessments carried out by competent persons including:
 - Fire risk assessments
 - Gas safety assessments
 - Off-site activity risk assessments
 - Building and site risk assessments
- Informal risk assessments carried out daily by all members of staff in deciding which activities to use, where to locate them, which tools, equipment and materials to use, which pupils to choose, the level of adult supervision necessary, and the measures to put in place to reduce the risks to children e.g. explanation, demonstration, extra supervision etc.
- Subject co-ordinators have a role to play in risk assessments, and should consider the probable activities carried out under their curriculum area, and conduct risk assessments to cover these.

Having done so, they must make all members of staff aware of their findings, and say which activities are relatively safe, which activities can go ahead provided certain precautions are observed, and which activities present too great a risk to go ahead at all.

Risk Benefits:

- Risk benefits and School Safety Precautions are undertaken by staff prior to activity that takes the children off the school grounds.
- The Friends of Chase Bridge carry out risk benefits prior to their fundraising events.
- Risk benefits are carried out on play equipment and play areas and are reviewed regularly.
- Staff understand the need to carry out 'dynamic' risk assessments, using a common sense and proportionate approach.
- Risk management is a tool to allow children to undertake activities safely, not to prevent them.

Security

Our school is a secure place. Measures to maintain security include:

- All school gates are closed after 9.05am. When school is in session, the playground gates are locked. The only way onto the site is through the main gate and reception/buzzer system.
- CCTV cameras cover all entrances and areas of the school.
- There is a fire alarm serving all areas of the building.
- All visitors to the building are required to sign in and out, and to wear a badge.

Fire procedures/bomb scares

1. All staff and children are aware and trained in actions to be taken in case of fire.
2. A fire drill will be held each term.
3. Fire extinguishers should be accessible at all times.
4. Fire doors must be accessible and kept clear at all times **(all staff are responsible for this)**
5. If you discover a fire on school premises:
 - a) DO NOT PANIC
 - b) Locate the nearest fire alarm button and sound the alarm
 - c) Follow the school fire drill
6. A telephone warning of the location of a suspicious article or package should be reported immediately to the Head Teacher. Quickly isolate any suspicious article or package by evacuating all persons from the building. **Do not, on any account touch or tamper with any suspicious articles or packages.**

Fire Drill

All staff are required to make themselves familiar with fire procedures, the signed exits and with the location of alarm bells / firefighting equipment.

On hearing (or ringing) the nearest alarm:

- Line the children up IMMEDIATELY.
- Leave the school by the selected exit, closing all external doors.
- Assemble in the playground (assembly points marked).

- Call each child by name from the class register and to raise arm when all correct accounted for.
- Report any missing child to the Head Teacher or Deputy.
- Remain in the playground until official permission is given to return to the building.
- Ensure that all fire doors are closed.

Waste disposal

1. Sharp objects or broken glass etc. should be “pack wrapped” before disposal and also reported to the Site Manager. The Site Manager is responsible for ensuring that the playgrounds, fields’ etc. are free from hazardous objects before and after school sessions but it is each adult’s responsibility to ensure a safe working environment.

2. General classroom waste should be disposed of in the waste bin available in each teaching area.

Children’s Safety

1. Children should not carry any dangerous substances, machinery or equipment.
2. Children should not come into proximity of cups of hot beverage or containers with hot or dangerous substances.
3. Children, even accompanied by an adult, must not enter the car park during school hours.
4. All cars must be reversed into spaces so full sight is available when leaving.
5. During school hours, children may not leave the school even with a responsible adult without the permission of the Head Teacher or Deputy.
6. No jewellery should be worn in school. Sikh karas should be protectively covered and if the removal of earrings should present a problem with parents, then these should also be covered by the parent before the child comes to school. Earrings should be covered for PE. Stud earrings only are permitted.
7. If boots are worn in bad weather a change of footwear should be available. This will normally be a pair of plimsolls, which should always be worn for playground climbing activity. Worn, torn and ill-fitting plimsolls should be reported to parents.
8. All children should be made aware of the location of the First Aid areas.
9. Umbrellas should not be brought into the school building by children.
10. Children being taken to the hospital by school staff should be accompanied by a second adult, not driving the car.
11. For children being transported by responsible adults or parents, the driver’s motor insurance must be adequate and include child passenger liability. The number of children carried must conform with the driver’s insurance policy. No member of staff is permitted to transport children in their own vehicles.

The use and controls of substances hazardous to health

The Site Manager and cleaners need access to substances hazardous to health. To ensure safety:

- Such substances must be clearly labelled, and must not be put in any containers other than their original containers.
- Such substances must be stored in locked cupboards which are not accessible to children.

- Such substances must be 'checked in' after use, to ensure they are not mistakenly left behind in areas used by children.
- Appropriate protective clothing must be worn when using these substances e.g. rubber gloves, overalls, masks.

Electrical Safety

Ensure safety when using electrical items:

- All electrical equipment must be sited to avoid trailing leads or other hazards.
- All electrical items are subject to an annual safety inspection.
- All electrical items must be properly earthed, and have fuses of the correct size.
- No adaptors will be used to allow multiple use of a socket.
- All electrical equipment will be used according to the instructions for use in the handbook.
- No member of staff will attempt to mend faulty electrical equipment.
- Where an extension cable is used (e.g. when the Site Manager uses an item of electrical equipment outside) it will conform to safety standards.

To ensure children's safety:

- Children must **NOT** use mains electricity.
- Children should be warned of the dangers of mains electricity.
- Check that electrical appliances are turned off after lessons.
- Never use electrical equipment with a frayed lead or damaged plug.
- Never cut a battery open. Discard old batteries in an appropriate way as they may leak.
- All faults in equipment should be reported to the school office and to the designated safety personnel. **DO NOT USE FAULTY EQUIPMENT.**
- Do not allow wires/leads to trail across the floor as they may become a trip hazard.
- Do not hide wires/leads under carpets – any damage will not be seen and could lead to a fire.
- Always ensure that plugs are removed from sockets at the end of the day.
- Extension leads should not be used.
- All equipment is to be tested regularly by a qualified electrician.

Appendices

Appendix A – Important Contacts

Contact the Health & Safety Team:

The Corporate Health & Safety Unit act as a professional advisory service for schools within the London Borough of Richmond upon Thames. Our service is available to all school staff members, including governing bodies.

Health, Safety and Resilience Advisor: Graham Harrison

Direct email: Graham.Harrison@richmond.gov.uk

General email: healthandsafety@richmond.gov.uk

Telephone: 020 8891 7111

Health & Safety Executive – contact details:

<http://www.hse.gov.uk/contact/contact.htm>

Further reading:

Department for Education – Health and safety: advice on legal duties and powers:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf

Health & Safety Executive – school trips and outdoor learning: tackling the health and safety myths:

<http://www.hse.gov.uk/services/education/school-trips.pdf>

Appendix B – Whistle blowing code

The school adheres to the local authority whistle blowing policy and procedure that enable staff to raise concerns relating to:

- Crime
- A miscarriage of justice
- Illegality
- **Health and safety**
- Environmental or property damage
- Unauthorised use of public funds
- Concealing or attempting to cover up any of the above

When to use the code

The whistle blowing procedures and this code may be used by staff (defined in Appendix A).

In appropriate conduct includes, but is not confined to:

- Bullying and humiliation
- Contravening health and safety guidelines
- Serious breaches of the school's code of ethical practice
- Professional practice that falls short of normally accepted standards
- Compromising pupils' welfare but in a way that does not meet the threshold for child protection intervention

Reasons for blowing the whistle

Staff will naturally be reticent to report a concern about the conduct of a colleague. However, each individual must take responsibility for ensuring that children are safe. Your action not only protects children, but also deters any suggestion that you have colluded with poor practice that you knew was occurring but chose to ignore.

Whistle blowing can also support the member of staff who is subject of the concern. Their conduct may result from inexperience or lack of training that can be addressed by the school, or they may be under stress and be relieved when their conduct is questioned.

You may worry that you have insufficient evidence to raise a concern, that you will set in train an unstoppable chain of events, that there will be adverse repercussions for your career, that you may suffer harassment or victimisation, or that your suspicion or concern might be totally misplaced.

The Public Interest Disclosure Act 1998 protects employees from reprisals for public interest whistle blowing. Your union, a solicitor or the local authority legal services can provide you with information about your legal position.

Confidentiality and anonymity

All concerns are treated in confidence and, as far as possible, your identity will not be revealed if that is your wish. However, absolute confidentiality cannot be guaranteed if, as a result of an investigation, you are required to provide a witness statement or attend a court hearing. You can, if you prefer, raise your concern anonymously. The school would need to decide whether the severity and credibility of the concern warrants investigation if the source of the concern, and the key evidence, are not readily available. The school will fully support you and do all it can to protect you from any harassment or adverse repercussions that may arise from whistle blowing.

Allegations that prove to be deliberately fabricated and malicious will be dealt with through staff disciplinary procedures. However, no action will be taken against any member of staff who raises a genuine concern that proves to be unfounded.

Reporting procedure

- You may raise your concern verbally or in writing. You should report your concern directly to the head teacher
- If the head teacher is the subject of your concern, speak to the chair of the governors
- A friend, colleague or union representative may accompany you to the meeting if you wish
- Ensure the head or chair informs you of their proposed action and sets a date for a second meeting
- Timescales will depend on the complexity of the initial enquiry but the case should not be allowed to stall and you should receive initial feedback within ten working days. The timescale for subsequent feedback should then be agreed
- Ask for clarification about confidentiality and ensure you have your wishes regarding the protection of your identity recorded
- The whistle blower will be kept informed of the progress of the inquiry

Process and Outcome

The head teacher or chair will make enquiries to establish the facts of the matter and whether poor practice or inappropriate conduct has occurred. Members of the school community, including governors, may be asked to provide information or advice. It may also be sought from external sources e.g. children's social care. A written record of the conduct, established facts and outcome of the inquiry will be kept.

The outcome of the inquiry will be one of the following:

- No poor practice or wrongdoing is established and the case is closed
- The concern has some substance and the subject of the concern will receive advice and support from the head teacher to improve practice
- Poor practice or wrongdoing is established and disciplinary proceedings are initiated
- The concern is more serious and an investigation is initiated. This investigation may involve the local authority's legal team, children's social care or the police

Further action

If you raise a concern and you are dissatisfied with the way it is managed, or the outcome, you may contact the governing body or local authority for advice. Alternatively, you can seek advice from your union or professional association, a solicitor, the police, children's social care or Public Concern at Work (PCaW), a registered charity that offers free and confidential legal advice on workplace malpractice.

Public Concern at Work

Suite 301, 16 Baldwins Gardens, London, EC1N 7RJ

020 7404 6609

whistle@pcaw.co.uk

