



Corringham Primary School

(Including: Corringham Primary Pre-School and Speech and Language Enhanced Provision)

Health and Safety Policy 2017/2018

Health and Safety Policy

Developed: January 2015
Adopted: January 2015
Next review: September 2018
(Initial development and adoption 2004/ 2010)

HEALTH AND SAFETY POLICY

The vision and challenge is to raise standards in all aspects of school life. This policy will ensure that safety is a key factor in the provision of high quality facilities and equipment. Across our school the expectation is that all pupils are provided with high quality learning experiences that lead to consistently high levels of pupil achievement and we have to ensure the infrastructure of Health and Safety supports and aids this.

Status of this document

This Policy details the local arrangements for managing health & safety at Corringham Primary School. It is a subordinate Policy to the London Borough of Havering's Corporate Health & Safety Policy, and should therefore be read in conjunction with this and the Corporate Safety Management System.

This policy will:

- Set clear advice and guidance to all staff, governors and parents on the school's approach to Health and Safety
- Ensure that Health and Safety issues and control arrangements are clearly stated for everyone within the school community
- Reaffirm the school's commitment to high standards of health, safety and welfare for employees, pupils, contractors and visitors

Statement of intent

Corringham Primary School is committed to ensuring high standards of health & safety in all its activities; it's aims to not just comply with the minimum health & safety legislative requirements but, the spirit of the law as well. The School values its employees and will endeavour to ensure that their health, safety and welfare, and those of any visitors to the site (including pupils), is protected so far as is reasonably practicable. It recognises the economic and social benefits which are derived from the implementation of an effective health & safety management system. In order to derive these benefits the School's Governing Body and Senior Management Team commit to providing the necessary leadership and resources to implement, maintain and continuously improve the School's safety management system.

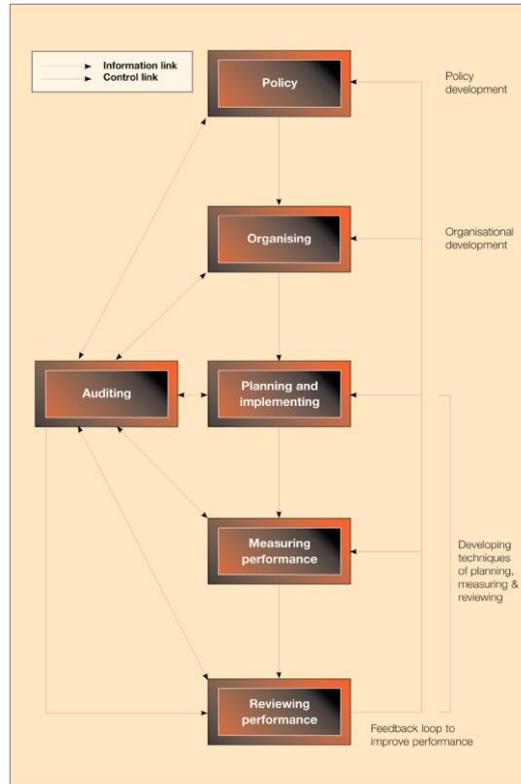
Signed Chairman of Governors

Signed Headteacher



Safety Management System

The School's Safety Management System is based on the HSE's model in HSG 65 "Successful Health & Safety Management".



Organisation

Governing Body

The Governing Body is responsible for ensuring that:

- It considers the health & safety implications of its decisions;
- Adequate resources are allocated to health & safety;
- Health & safety standards are maintained by monitoring this Policy's implementation;
- This Policy is kept up to date by reviewing it annually.

All Employees

All employees have a legal duty to take care of their own health and safety and the safety of others affected by their acts and omissions, and to co-operate with the School to enable it to carry out its responsibilities. They must not interfere or misuse anything provided to ensure people's health and safety.

They also have a responsibility to report hazards and unsafe practices which they become aware of using the School's hazard reporting system. The employee should take all reasonable steps to make the situation safe (without putting themselves at risk) until it can be dealt with.

It is the responsibility of all employees to comply with the School's Health and Safety Policy and associated arrangements, and to co-operate with the School on its implementation.

Employees must ensure that they are fully aware of their own health & safety responsibilities, these will be detailed in this document and in local/departmental procedures.

Employees are reminded that failure to comply with health and safety requirements could lead to disciplinary action.

Note for female staff: The School has duties to assess and control the risks to pregnant workers and nursing mothers. In order to be able to fulfil this duty employees need to inform their line manager about their pregnancy at the earliest opportunity. The School recognises that some prospective parents may not wish for information on their pregnancy to become public. The School will endeavour to fulfil these wishes, but will always put the interests of the health of the employee and their unborn child above preventing disclosure.

Headteacher

The Headteacher is responsible for ensuring that:

- The health & safety decisions of the Director of Children's Services are complied with;
- Systems are established and maintained within the School to ensure that health & safety is effectively managed;
- A Health & Safety Coordinator has been appointed;
- Sufficient resources are allocated to enable health and safety to be successfully managed;
- The Corporate Health, Safety and Welfare Policy and this Policy are brought to the attention of all staff and they are aware of their responsibilities under them;
- A copy of the Council's health & safety guidance documents is kept in the administrative office of the School, that other copies are distributed to relevant members of staff and that a record of distribution is maintained;
- Health and safety information is communicated to relevant staff;
- Accidents are recorded, reported and investigated using the established procedures;
- There are adequate arrangements in place to enable the School's employees to be consulted on matters affecting their health & safety;
- Assessments for all risks to health and safety are carried out and the significant findings recorded, with appropriate preventative measures being taken. In particular he/she will ensure that adequate arrangements have been made to manage potential emergency situations
- New employees receive appropriate health, safety and welfare information, instructions and training, including details of the Health, Safety and Welfare Policy, fire and other safety procedures;
- The School's health and safety performance is monitored;
- Termly health and safety inspections of the School are carried out. In order to demonstrate senior management commitment to health & safety he/she will participate in at least one inspection per year.

Senior Management Team

The Senior Management Team manages the day-to-day operation of the School. It is therefore responsible for ensuring there is a positive health and safety culture within the School. It is also responsible for establishing and maintaining the School's safety management system.

Members of the Team are responsible for deputising for the Headteacher in his/her absence.

Key responsibilities of all managers and supervisors

All line managers and supervisors (i.e. anybody who has responsibility, including overseeing or directing, other employees) are responsible for ensuring this Policy, and the arrangements made under it are implemented in their areas of activity. As a general rule the direct responsibility of managers for health and safety is determined by the extent to which they have the authority to take executive action. Therefore, if they have the authority to make a general decision about some aspect of their work then they are responsible for the health and safety implications of that decision.

Key general management responsibilities include:

- (a) Promoting and developing a positive attitude towards health, safety and welfare throughout the School;
- (b) Ensuring that they are and remain competent to undertake their role;
- (c) Ensuring that work activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health, and that adequate arrangements are made for welfare;
- (d) Ensuring risks are assessed, the significant findings recorded and communicated to employees, and appropriate protective and preventive measures implemented;
- (e) Ensuring all accidents, near misses and acts of violence and aggressions are investigated and recorded using the School's established systems;
- (f) Monitoring the implementation of this Policy and health, safety and welfare arrangements in their area of work to ensure continuous improvement;
- (g) Ensuring employees under their control are adequately trained, informed, instructed and supervised;
- (h) Making suitable arrangements for consultation with employees and employee safety representatives;
- (i) Ensuring that only contractors who have been assessed for their health and safety competence are appointed to carry out work on the School's behalf, and that co-ordination and co-operation with contractors takes place in order that risks to School employees, pupils, contractor's employees and others are minimised;
- (j) Reporting health and safety issues which they cannot resolve to the School's Health & Safety Co-ordinator.

It is important that managers and supervisors understand the extent of their responsibilities, and that, the higher up the line management structure they are, the greater their responsibility will be.

Some managers within the School have additional responsibilities to the general duties and these are described below. Duties relating to the inspection and maintenance of plant & equipment (either directly or contract management) are contained in the Maintenance and inspection matrix at the end of this section.

Health & Safety Co-ordinator – Site Manager

The main purpose of this role is to champion and monitor the implementation of the School's Health & Safety Policy on behalf of the Headteacher. They are therefore responsible for:

- a) Establishing central record keeping systems for the School, for key documents such as risk assessments, safe systems of work and emergency procedures;
- b) Preparing health and safety monitoring reports for the School's Governing Body on behalf of the Headteacher;
- c) Reporting deficiencies, failures, or lack of co-operation with the School's safety management system to the Headteacher where they are unable to achieve resolution themselves.
- d) Liaising with the Schools' Health & Safety Team. Including the adoption and distribution of corporate policy and guidance within the School.

Caretaker (Supported by Site Manager)

Is responsible for ensuring the health and safety of the site, in particular they are responsible for:

- Ensuring that all fire exits are clear from obstruction and unlocked prior to the building being occupied;
- Undertaking the weekly test of the fire alarm system;
- Undertaking the weekly test of the emergency lighting system;
- Undertaking the weekly test of the magnetic door release mechanisms;
- Checking the hazard reporting book at least daily, rectifying those issues within their authority and notifying the Health & Safety Co-ordinator of any unresolved issues;
- Undertaking termly inspections of the communal areas of the School to identify hazards;
- Liaising with lettees to ensure that they are aware of evacuation procedures and routes, hazard and accident reporting procedures;
- Liaising with contractors to ensure that they are aware of relevant School procedures, including but not limited to fire, hazard & accident reporting and asbestos control.

DHT/AHTs

DHT/AHTs are responsible for implementing the Health and Safety Policy within their Department.

In particular, DHT/AHTs will need to ensure that:

- A copy of risk assessments relevant to their area is maintained.
- Equipment within the area is maintained in a safe condition. To achieve this DHT/AHT will ensure that the equipment is subject to regular inspections by competent staff and an annual maintenance programme.
- Termly inspections are undertaken to identify hazards and unsafe acts and omissions within the area, and that an action plan is produced to ensure that any issues identified are resolved;
- New employees receive appropriate health and safety information, instruction and training, including Departmental safety procedures;
- Records are maintained of the Department's health & safety activities:

Teachers

The health, safety and welfare of students in classroom and workshops are the responsibility of the class teacher. These rules also apply to student teachers who must be made aware of their responsibilities by a professional tutor.

A class teacher is expected to:

- Know the emergency procedures in respect of fire and first-aid and the special health and safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;
- Be aware of, and follow, health and safety guidance;
- Exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
- Give clear instructions and warnings as often as necessary (**notices, posters, hand-outs are not enough**);
- Ensure that students' coats, bags, cases etc, are safely stowed away;
- Integrate all relevant aspects of health, safety and welfare into the teaching process and if necessary give special lessons on health, safety and welfare;
- Follow safe working procedures personally;
- Ensure protective clothing, guards, special safe working procedures etc. are used when necessary;

Make recommendations on health, safety and welfare matters to their AHT.

Educational Visits Co-ordinator

The EVC is responsible for ensuring that all trips and visits are approved in accordance with the Borough's Policy and that the visit leader is competent and has completed a suitable and sufficient risk assessment.

Competent Advice

The Schools utilises the London Borough of Havering's Schools' Health & Safety Team as its source of competent health and safety advice.

Maintenance and Inspection Matrix

Plant/Equipment/Service	Maintenance/ Inspection type	Frequency	Schedule d for (month)	Current Contractor/ in-house	Responsible person (task performance or contract management)
Air Conditioning	Maintenance	Annually			
Asbestos Monitoring	Check	Variable			
Boiler	Maintenance	Annually			
	Inspection	Annually			
Clinical waste disposal	Waste collection & disposal	Dependent on risk assessment			
Electrical (mains wiring)	Inspection	5 Yearly			
Electrical (PAT)	Inspection	variable			
Entrance Barrier/gates	Inspection	Annually			
Extraction Systems (Kitchens)	Maintenance	Quarterly			
Emergency Lighting	Visual check	Daily			
	Test	Monthly			
	Inspection/battery test	Yearly			
Fire Alarm , detectors and door release (including independent door release devices)	Test	All in 13 week period			
	Inspection	Quarterly			
Independent door release devices	Battery change	Annually			
Fire Extinguishers	Inspection	Annually			
Heating System	Maintenance	Annually			
Hoists & Slings (patient)	Inspection	6 months			
Intruder Alarm	Maintenance	Annually			
Kiln	Inspection	Annually			
Ladders/step ladders	Inspection	Annually			
PE equipment (including recreational posts)	Inspection	Annually			
Play Equipment	Inspection	Annually			
	Visual check	Weekly			
Shutter door systems	Inspection	Annually			
Trees (Zone 1)	Inspection	Annually			
Water Systems (descaling)	Maintenance	Quarterly			

Water Systems (infrequent use)	Flushing	Weekly			
Water Systems (hot & cold)	Inspection/Maintenance/ sampling	6 monthly/Annually			
Water Systems (temperature)	Test	Monthly			

Arrangements

This Section details the arrangements which the School has in place for managing health & safety. In most cases it will signpost to other documents/procedures.

Consultation on health & safety matters

The London Borough of Havering operates the Schools' Health and Safety Performance Group. This Group which includes representatives from the school management teams and appropriate trade unions discusses policy and other issues at a corporate level.

The School consults its staff regarding issues affecting their health and safety through, staff meetings/team or department meetings/ School Safety Committee. Staff can also raise concerns via the Health & Safety Co-ordinator.

Risk assessments

The School has assessed the risks relating to its operations. Where significant risks have been identified these and the necessary control measures have been recorded. The Health & Safety Co-ordinator maintains a central record of all risk assessments. Copies of appropriate risk assessments are held by all departments/subject leads.

Line managers are responsible for ensuring that their staff are aware of, and understand the findings of the risk assessments relating to their work.

Before new activities are undertaken or when an existing activity is changed the manager in overall control of the activity/subject lead will ensure that a new or revised risk assessment is produced.

Risk assessments will be reviewed at least annually.

Fire

The School has undertaken a fire risk assessment the findings of which have resulted in the development of systems to mitigate and control the risk.

Notices containing the actions required in the event of a fire are sited around the School.

The Fire Register which contains the assessment and details on the management of the various control measures is located Lower School Office.

Hazard and unsafe acts & omissions reporting

Hazards are things with the potential to cause harm, such as torn carpets, damaged electrical sockets etc.

Unsafe acts and omissions are when people undertake tasks in an unsafe manner regardless of the reasons for their behaviour.

All hazards and unsafe acts and omissions must be reported. The hazard reporting book/ form is located in Upper School Office

Housekeeping

Corridors, footpaths doorways and fire escape routes are maintained to ensure safe access

Shelving, storage cupboards and book cases are all secured (where appropriate) to walls and floors for maximum safety

Fire alarms are checked weekly

Suitable signs are posted in clear and easy to see positions around the school

The Site Manager and cleaning staff have responsibility for general cleanliness and tidiness of the building and surrounding area

Asbestos Management

Follow the Asbestos management policy

Regular checks on infrastructure and identified asbestos areas by Site Manager

All staff to be aware and understand the implications of a site with identified Asbestos

Immediate reporting of potential Asbestos hazards

Accident & near miss reporting

A near-miss is incident which could have resulted in injury or loss, if the circumstances were different (for example if a school keeper was working on a tower scaffold and dropped a tool, but luckily it did not actually cause any injury or damage).

All accidents and near misses must be reported.

Minor injuries to pupils are recorded in bump books.

All other accidents are to be reported to Office Manager who will record the incident using the Authority's on-line accident reporting system.

Communication

The School communicates information on health & safety to its employees using the following methods:

As part of the induction process;

Team meetings/Departmental/Staff meetings;

Staff circulars/newsletter;

Staff notice boards

1:1s

First aid

The School has assessed its needs in relation to first aid to ensure there is adequate provision at all times the School is occupied.

Anyone requiring first aid should report to the school office.

There is a list of trained and nominated first aiders in each school office

First aiders and appointed persons attend relevant and appropriate training

First aid boxes are all stored in each school office

Supplies of first aid equipment are regularly updated by a member of the school administration staff

All first aid boxes include a variety of antiseptic wipes, gauze, dressings, bandages and other basic equipment

First aid boxes are provided for all school trips and out of school activities

Medical Emergency

In the event of a serious accident or health condition the designated personnel responsible are the Headteacher and Deputy Head

The procedure is to immediately contact both the emergency services and relatives, especially if the accident or incident involves a pupil

In the event of a pupil requiring hospital treatment or attention, they are accompanied by the Headteacher or a senior member of staff until relatives are contacted and able to attend

The names, addresses and phone numbers of the relevant emergency services are posted in the school office

Serious and Imminent Danger

In the event of a fire, explosion or other serious danger the building will be immediately evacuated

There are different emergency exits from different parts of the building and these are all signposted

KS1 – 1 Emergency Fire Door and 9 Designated Fire Exits

KS2 – 10 Emergency Fire Doors and 3 Designated Fire Exits

Although there are a number of extinguishing appliances, the safety of the children is paramount and therefore their safe evacuation from the building is the main priority

Fire alarms and extinguishing equipment are maintained annually by external contractors

Fire alarms are tested every week and recorded in a log book

Fire drills occur at least once every half term. These include practising finding alternative exits because the nearest is blocked and ensuring procedures for checking safe evacuation of all pupils are appropriate

Addresses and telephone numbers of local emergency services are posted in each school office

Contractor management

The School will not use contractors unless they have been properly vetted (including health & safety). Contractors are required to sign in at Reception.

All visitors and contractors are required to wear an identification badge while on the school premises.

All contractors on site for longer than one day are given a copy of this health and safety policy and a contractor's handbook.

Health and Safety competence of contractors is inspected by both the Headteacher and the Site Manager.

All visitors and contractors are made aware of the fire evacuation signal, exits, signage and procedures for assembly before entering the building.

Contractor access to areas of the school is limited to areas where the children are not present during the day.

Where this is not possible strict guidelines are operated to ensure children are kept well away from areas where contractors may be at work.

All contractors will be shown the asbestos register entries for the area they will be working in and be required to sign a declaration that they are aware of the asbestos' location and will not disturb it.

Site Manager is responsible to monitoring contractors on the School site.

Employee competence

The School will ensure that employees are competent to perform their duties from a health & safety perspective.

The School utilises competency matrices which list the knowledge, training, experience and attitudes necessary for any given role.

Staff are developed so that they can meet these criteria.

Staff handbooks contain information on fire alarms, nominated Health and Safety persons, escape routes, assembly points Risk assessments linked to curricular activities such as PE or Technology are communicated in writing to all teachers and support staff

Key roles in the School have to attend health & safety management training organised by the Borough.

Display Screen Equipment Users

These are defined as the Headteacher, teachers, support staff, and school administration staff. Children are not yet using IT equipment for periods of more than an hour at a time on a daily basis. However copies of the guideline on good safe practice are modified and included in the children's IT suite

Users are given advice and guidance on risks, posture, needs to change work position, furniture and organisation of workstation components

Screens are checked to ensure that images are clear and flicker free. Users are encouraged to position screens to ensure they are free of reflection and at an appropriate height and tilt for comfortable viewing and use

Workstations are checked to ensure there are easily readable characters on keyboards and that there is sufficient space for hand rests in front of keyboards

Furniture linked to screen use is specifically designed for that purpose

Chairs are at an appropriate height and include options to adjust height, tilt and backrests. Footrests are available where necessary

Users of display screen equipment are advised to limit time at work stations to a period not longer than 90 minutes at a time, before taking a break or changing activity

Electrical Equipment

All equipment is purchased specifically for its intended use

All electrical equipment is annually checked for safety by external contractors

An electronic register of all electrical equipment is maintained and updated in the school's junior office

Work Equipment

All work equipment used is suitable for the work for which it is intended

All equipment has relevant markings, controls and warning devices where necessary

All staff are trained in the use of all relevant equipment

Children are trained in use and health and safety before they use technology equipment, PE equipment, paper trimmers and other equipment such as photocopiers and computers

Maintenance and repair of all equipment is carried out by suitably qualified external contractors

Manufacturer operating instructions are stored alongside all equipment

Where necessary additional guidance on safe and relevant use of equipment is attached to the apparatus

The procedure for reporting defects or faults in PE equipment is to inform the PE co-ordinator/SLT

The procedure for reporting defects or faults in computer and IT equipment is to inform the ICT co-ordinator /SLT

The procedure for reporting defects or faults in equipment connected to the premises is to inform the Site Manager or Headteacher

The procedure for reporting defects or faults in all other equipment is to inform the Headteacher or Site Manager

Workplace and Welfare

Hot and cold water is available in the staffroom and in the toilets

There are separate toilets for male and female staff and for boys and girls

Drinking water is available from a water fountain for pupils and from a water cooler in the staffroom

The building and grounds are strictly no smoking

Movement in corridors and stairways is controlled through a keep left policy for staff and pupils

Room dimensions and workstations are all appropriate for activity and number of persons using them

Storage of potentially hazardous chemicals is controlled by the Site Manager in an area which is locked and specifically signposted

Regular checks are carried out by staff, for potential hazards of slipping, falling and tripping. Equipment at fault is removed until arrangements are made for replacement or repair

Stress

The School recognises the detrimental effects which stress can cause. It has therefore implemented a strategy to control the work-related element as far as is reasonably practicable. Any employee who believes that they are suffering from stress should either speak to their line manager or Headteacher.

Monitoring of health & safety performance

A termly report is provided to the Governing body which includes the following monitoring data:

- Number of accidents;
- Number of near-miss reports;
- Number of incidences of work-related ill health;
- Number of hazards reported/rectified;
- Outcomes from fire drills.

Each year the following are also reported:

- Number of risk assessments identified as being required;
- Number of risk assessments completed;
- Number of risk assessments reviewed;
- Percentage of risk assessments which are deemed current (completed or reviewed in previous 12 months);
- Percentage of required maintenance activities and inspections completed;
- Training against needs analysis.