



COOMBE
WOOD
SCHOOL

Health & Safety Policy

Policy Area

Key Document

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Introduction

Coombe Wood School is committed to ensuring a safe and healthy learning environment for students and others affected by the school's undertaking.

We identify complying with the legislation as the minimum level of achievement, but will strive for better than minimum in certain areas.

We are committed, so far as is reasonably practicable, to ensuring the safety and health of our contractors and any visitor whether at our premises or affected by our work activities.

We believe that it is an important part of everyone's job to try to prevent injury or ill-health to employees, students and visitors and that managers have a key role in the prevention of accidents and ill-health occurring.

Statement of Policy

In accepting this responsibility, Coombe Wood School will, so far as is reasonably practicable:

1. provide and keep plant and equipment and systems of work that are safe and without risk to health to everyone involved with the school;
2. provide such information, instruction, training and supervision as is necessary to promote the health and safety of its employees, students and visitors;
3. provide and keep our workplace in a condition that is safe and with minimal risks to health, including means of safe access and exit from workplace, as well as adequate facilities and arrangements for employees' and students' welfare at work;
4. ensure that significant workplace hazards have been assessed for risk and suitable controls and safe systems of work have been put in place;
5. provide forums for active employee involvement in the continuous improvement of health and safety throughout the school's activities, as staff make an invaluable contribution to reducing risks.

Coombe Wood School can only achieve the above with the co-operation and involvement of all employees, students, governors, parents and visitors in fulfilling these policies.

This policy statement and the accompanying procedures will be reviewed regularly and updated as necessary by the School's Governing body and at least every three years.

Health and Safety Organisational Arrangements

Head Teacher and Governing Body

The health and safety culture of the organisation is determined by the Head Teacher and Governing Body. For the school to remain a safe and healthy environment their duties are to:

1. agree the strategy to ensure health and safety remains a priority across the school that allows all to take part and all to take pride;
2. ensure senior managers have systems in place to minimise the risk to themselves, staff, students, contractors, members of the public and anyone else affected by the activities of the school;
3. receive and act upon information from managers, the Corporate Health and Safety Unit and Trade Unions about the continuous progress being made in creating a safer and healthier school;
4. ensure suitable child safeguarding procedures and controls are in place;
5. ensure adequate resources are made available for new and emerging risks;
6. integrate health and safety into the communications strategy so that staff can see the school takes its health and safety responsibilities seriously;
7. set a personal example.

Health and Safety Governor

The elected Health and Safety Governor has the responsibility to liaise with the Head Teacher and others on health and safety issues. Their duties are to:

1. monitor the action plans developed from Local Authority Audits and ensure adequate resources are identified by the Governing Body to make improvements;
2. take an active part in school inspections and monitor the follow up actions
3. review health and safety data including accidents and report to the Governing Body on the continuous progress being made into creating a safer and healthier school;
4. commend staff and students where health and safety improvements have been made.

Leadership Group

The role of the Leadership Group (LG) in setting the agenda for improving health and safety performance is key to enable cost savings, through directing and monitoring of employee health and safety performance. The LG duties are to:

1. ensure there are suitable risk assessments and accompanying procedures developed to meet the needs of the School;
2. ensure there is a comprehensive training programme for managers and staff to provide them with the competence required to carry out their duties efficiently, minimising the risks to themselves, students and others who may be affected by the work they carry out so all can take part and all can take pride;
3. review regular reports from the Health and Safety Lead and the school Health and Safety Committee to ensure continuous progress is being made to make this a safer and healthier school;
4. ensure there are comprehensive communications with staff and students about health and safety issues and how they are being addressed;
5. actively monitor health and safety performance and promote a positive culture by carrying out periodic health and safety tours of the workplace;
6. set a personal example.

Office Manager and Site Supervisor

The role of the Office Manager and Site Supervisor in improving health and safety performance is a pivotal one, through liaising with managers on health and safety performance and informing the LG of the progress being made. The duties of these roles are to:

1. ensure the effective implementation and compliance with school policy and relevant legislation impacting school; creating a positive health and safety culture so all can take part and can take pride;
2. receive regular reports from line managers on how risks have been assessed, what management action has been taken and any outstanding issues;
3. ensure all inspections, maintenance of plant and equipment is carried out in line with guidance and that adequate records are kept;
4. work with managers to identify suitable health and safety training is available for all managers, staff and students;
5. ensure there are adequate arrangements for the selection, supervision and monitoring of contractors for work carried out on the behalf of the school (limited involvement whilst in temporary facilities that are managed by Portakabin);
6. liaise with local H&S advisor David Charles on relevant matters and share good practice across the Trust schools;
7. actively monitor health and safety performance to improve the culture by carrying out periodic health and safety tours of the workplace;
8. ensure adequate investigation of accidents and incidents and report to the Corporate Health and Safety Unit;
9. set a personal example;
10. ensure all maintenance and minor work arrangements are suitable and minimise the risk of accidents or ill-health;
11. ensure the school is kept clean and tidy to reduce the risk of slip and trip accidents;
12. maintain adequate records for works carried out by the Site Supervisor such as the inspection of play equipment etc and weekly fire alarm tests;
13. take concerns raised by staff to the HSL, Head Teacher or a Governor and report back on action taken.

Staff

The staff's actions are the foundation of our health and safety culture. The duties of staff are to:

1. work safely for themselves, students and others, helping to create a positive health and safety culture in their work area / activities;
2. follow safe working practices identified from risk assessments and keeping their line manager up to date with any problems arising from the work;
3. take an active part in carrying out risk assessments and giving practicable suggestions to improve safety and health. Staff experience is an important resource for developing suitable health and safety controls;
4. attend health and safety training as identified and agreed with their line manager and Health and Safety Lead, including induction training;
5. give all necessary help to students, contractors and members of the public to ensure their safety;
6. make themselves familiar with all emergency procedures and safety equipment on the premises and not intentionally or recklessly interfering or misusing anything provided for health and safety;
7. use equipment and materials in the way they are designed to be used;
8. immediately report to line manager all illnesses, accidents, unsafe conditions, acts of violence, hazards and any situation that may compromise health and safety;
9. immediately, if safe to do so and within their level of competence, remove serious hazards where there is imminent danger. Where they are not able to remove serious hazards then they must immediately inform a manager as to the existence of the hazards so that the necessary action can be taken;

10. set a personal example for colleagues and students.

Students

The School provides an excellent learning environment. To help maintain this, students are actively encouraged to improve their risk awareness and are supported by the school to learn key life skills on managing risks to themselves. The duties of students are to:

1. follow the guidance and procedures, such as fire evacuation procedures, explained to them by staff and as per CWS student diary;
2. encouraged to raise any health and safety concern with staff and to report all accidents.

Volunteers

Volunteers are a valued and key part of the School. They will be given the same protection as staff identified in the risk assessment and school procedures. Their duties are to:

1. follow the guidance and procedures, such as fire evacuation procedures, explained to them by staff;
2. encouraged to raise any health and safety concern with staff and to report all accidents.

Visitors

The school welcomes visitors and they are provided with health and safety guidance when signing in at the school office. Visitors will not be left unsupervised, especially when students are on site, without up to date DBS and photo ID being in place.

Accident, Incident, Violence, Near Miss Reporting

The school's accident/incident report contains guidance about investigating and reporting of accidents, incidents, violence and near misses (a copy of which forms Appendix 2 of the school's First Aid Policy).

Where a serious accident or incident happens, the Corporate Health and Safety Unit must be informed immediately by telephone on 020 8770 5023/4892/5018 or 5026.

The Head Teacher and Office Manager will ensure the Corporate Health and Safety Unit receive a copy of any completed accident/incident report forms **within seven days of the accident/incident**.

The school will keep copies of forms where there have been personal injuries to adults for three years as evidence for possible civil claims for compensation. Accidents/incidents involving children must be kept until the young person reaches the age of 21. Records may be kept for longer in line with other legislation (e.g. child protection and SEN students). Report forms will be destroyed after these time scales.

Risk Assessment

Risk assessments are undertaken for three purposes:

1. To assess the risks to individuals' health, safety and wellbeing;
2. To comply with current legislation;
3. To assess the risks of a particular event or outing e.g. a theatre visit.

- General risk assessments and COSHH assessments are undertaken by the department Managers, and discussed with their staff. These are reviewed annually or when there is a change in activity or a major incident relating to the risk assessment. The Head Teacher or Department Head is responsible for approving control measures and in ensuring the action required is implemented.
- Staff who may need to complete a Risk Assessment can discuss it with the Office Manager or Head Teacher.

Chemicals and Harmful Substances

All chemicals and harmful substances will be suitably risk assessed and stored to minimise the risk.

Contractors bringing harmful substances onto site will be reminded of the need for suitable controls.

Safety Rules

- The Head Teacher will be responsible to ensure that all staff are aware of their responsibilities with regards to the supervision and behaviour of the children.
- Staff have a responsibility to ensure that they work in a safe and responsible manner and to ensure their own and others safety.

Equipment

- All equipment and apparatus will be suitably installed, inspected and maintained. Staff members will check equipment before use, and any faults will be reported to the Head teacher.
- Children will be instructed on the safe use of equipment and suitably supervised dependent on the task and the equipment being used.

Misc.

- Parents/Carers will be given a list of suitable clothes for children to wear during PE and rules regarding earrings. Staff will also be aware of wearing appropriate clothing with regards to health and safety, e.g. outdoor shoes.
- The School is aware of the importance of teaching children and staff to work in a clean and tidy manner, wearing appropriate clothing and washing hands etc.
- A Care Plan is complete for children with a health issue, and any medication administered to children is covered in that policy and procedure.

School Visits

- The school has an Educational Visit Coordinator (Headteacher) who will provide guidance on school visits and trips.

Critical Incidents

- The school has a set of procedures for Critical Incidents; a copy is kept in the school office.

Violence Against Staff

The School has a legal duty to protect their staff from violence and aggression, as they have the right to have a safe workplace and be free from the aggression of others, so far as is reasonably practicable.

Violence against staff will not be tolerated.

Violence is behaviour which produces damaging or hurtful effects, physically or emotionally, on people. This definition specifically includes:

- Verbal abuse
- Threatening behaviour
- Anti-social behaviour
- Damage to property
- Physical violence.

The above incidents will be reported using the school's accident/incident report forms. All such forms will be forwarded to the Corporate Health & Safety Unit in Sutton within 7 days of the accident or incident occurring.

Staff affected by violence will be supported by the Leadership Group.

Smoking

Smoking anywhere on the school premises and grounds is not allowed.

Working at Height

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

All ladders conform to BS/EN standards as appropriate.

Anyone working at height is responsible for completing risk assessments before starting the work.

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.

Working at height when you are alone is **not** allowed.

THIS POLICY SHOULD BE READ IN LIAISON WITH THE FOLLOWING OTHER SCHOOL POLICIES:

- Accessibility plan
- Behaviour Policy & Principles
- Child Protection Policy
- Educational Visits
- Medical Policy
- Premises Management
- Critical incident policy
- Fire and emergency evacuation policy
- Lockdown policy
- SEND
- First Aid Policy