



## **Health and Safety Policy**

Committee with oversight for this policy – Behaviour & Safety	
Policy to be approved by the Headteacher	
Policy last reviewed by the Behaviour & Safety Committee	11/01/2017
Policy last ratified by the Headteacher	09/01/2017
Policy / Document due for review	January2018

# **Ravenor Primary School Health and safety Policy**

## **INTRODUCTION**

This policy is divided into five sections.

- SECTION 1: AIMS OF THE POLICY
- SECTION 2: GENERAL STATEMENT OF POLICY
- SECTION 3: ORGANISATION FOR IMPLEMENTING THE POLICY
- SECTION 4: ARRANGEMENTS TO PUT IN PLACE AND MONITOR MEASURES
- SECTION 6: ANNUAL FRONT PAGE STATEMENT FOR STAFF SIGNATURE

## **SECTION 1: AIMS OF THE POLICY**

- To conform to local authority health and safety requirements.
- To observe the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992
- To follow DCSF guidelines on school visits (HASPEV)
- To establish and maintain a safe and healthy environment throughout the school.
- To ensure that information is disseminated to all relevant members of the school community so that they can contribute positively to their own health, safety and well-being in the school.
- To ensure that systems are in place to maintain high standards of health and safety and security in the school buildings and grounds.

## **SECTION 2: GENERAL STATEMENT OF POLICY**

- It is the intention of the staff and the Governing Body of Ravenor Primary School that the school be a safe and healthy learning environment.
- If anyone in the school (or visiting the school) highlights any health and safety issues, everything possible will be done to address these issues.
- Staff will be consulted about health and safety matters where appropriate.
- There is a commitment from the Head teacher who is responsible for Health and Safety issues that
  - Appropriate information is disseminated to staff,
  - Appropriate training is provided
  - Health and Safety matters are discussed regularly.
- Health and Safety issues are made explicit to
  - Pupils (Code of Conduct),
  - Students (induction procedures),

- Visitors (visitors pass with emergency evacuation arrangements), contractors (pre-start meeting)
- Parents (letters and newsletters)
- Governors (induction process)
- Health and Safety is the responsibility of everyone at Ravenor Primary School. It is not something which can be left to others to report or sort out – it must be the priority of everyone to ensure that Health and Safety issues are reported as necessary.

### **SECTION 3: ORGANISATION FOR IMPLEMENTING THE POLICY**

- The LA assumes overall responsibility for Health and Safety for the school (being a school with a delegated budget). The school adopts the Ealing Policy and undertakes regular audits with the LA Health and Safety Officers.
- The Headteacher will ensure that any delegated responsibilities are carried out in liaison with any LA officers, members of the Governing Body or any other relevant people.
- All individual employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work, e.g.
  - If you think you need an eye test or are entitled to one let the Headteacher know
  - Put things away so that others are unlikely to “trip over” clutter
  - Keep corridors and walkways clear so that evacuation is safe: this is PARTICULARLY important in Early Years and Key Stage One areas
- Admin staff and other staff who regularly use a VDU must complete an annual risk assessment to identify correct placement of IT equipment and correct furniture to ensure that posture and eyesight is not adversely affected by the use of the VDU
- Health and safety impacted by the fabric of the building or large equipment is the responsibility of the facilities management company and the site management team
- The security of the site is managed by the facilities management company in liaison with the school staff
- A log book is available in the staffroom to alert the site team of any Health and Safety concerns/ issues which may arise during the day which are routine in nature
- Any issues regarded as urgent are to be reported to the Site management team immediately and also to the Head teacher
- The Facilities management company carry out regular checks on and around the site. Some areas are checked on a daily basis others are timetabled for monthly or termly inspection
- The Health and Safety governor, the Headteacher, School Business Manager and Site Manager will carry out termly inspections of the site and will agree and record action points as necessary. This information will be shared with the Behaviour and Safety committee termly.

It is the duty of every employee to co-operate with their employer or any other persons having a duty or requirement imposed upon him or her by the Health and Safety at Work Act

(or any other associated relevant statutory provision).

Each class teacher is expected to complete a risk assessment (*see Appendix 1*) by the second week of any new academic year (or the first few weeks of working with a new class/in a new classroom).

All employees with full-term contracts (paid for by the school) have health and safety responsibilities included on their job descriptions.

ALL appropriate policies include a section on Health and Safety.

A yearly health and safety "Calendar of Events" is decided upon and published by the Head Teacher and the Health and Safety Governor (reporting to the Behaviour and Safety committee) in conjunction with the facilities management company.

As far as is practicable, monies will be found for health and safety issues. Major safety issues are always discussed at the Finance, Leadership and Management Committee meetings of the Governing Body and decisions made about courses of action.

Repairs and maintenance are the responsibility of the site management team and the facilities management company. Their work is overseen by the Governors on the Behaviour and Safety committee (Health and safety governor) and the Head Teacher.

## **SECTION 4: ARRANGEMENTS TO PUT IN PLACE AND MONITOR MEASURES**

### **SITE MAINTENANCE**

Risk assessments must be completed by class teachers for their rooms and other staff for their designated work areas (e.g. Library, ICT Place 2 Be room, Multi -Function Room, Meeting Room and admin offices). These will be analysed by the Headteacher. Where appropriate remedial action will be taken by the site manager, and communicated to staff in the briefing notes as and when appropriate.

The site manager will complete risk assessments for other areas including assessments for use of the lift, the plant room and any cleaning chemicals required.

There are no procedures for introducing new machinery, plant and equipment, substances and processes but, should any new machinery be introduced, then adequate training and instruction will be provided.

The site manager ensures safe maintenance of machinery (if appropriate).

The site manager arranges for any maintenance personnel to arrive at the site and ensures that all signing in and shadowing procedures are carried out. The site manager ensures that work is carried out with regard to the safety of children and staff. E.g. putting plastic cones around drains, cutting grass at times other than playtimes/lunchtimes etc.

No contractor ever comes on site and starts working without the knowledge and approval of the site manager.

Suitable protective clothing is worn for specific tasks. The site manager ensures that the appropriate protective clothing is worn by contractors/cleaners.

The Head/Deputy Head indicates what (if any) specific clothing should be worn for tasks outside the cleaning/maintenance of building tasks.

## **ASBESTOS**

There is no asbestos on the school site

## **COSHH (CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH)**

In line with the updated regulations (COSHH 2002), the school completes COSHH forms for all hazardous substances. The site manager is responsible for obtaining the risk assessments and information for all new substances from the LA and facilities management database and these forms will be stored centrally in the site manager's office. Training on use of these substances will be given by the SM as necessary.

## **ADULTS IN CHARGE OF CHILDREN**

Clear systems exist regarding staff taking children off site for educational visits of one day or residential visits. These are detailed and include the new LA guidelines/expectations and HASPEV guidelines published by the DCSF. Staff planning visits should check all information as to expectations.

Any person on the school site or in contact with children as part of the business of the school day is subject to both an enhanced DBS (Disclosure & Barring Service) criminal record and barred list check, and a Childcare Disqualification Requirements Check. All paperwork is stored confidentially by the HT in the 'Single Central Record'.

## **EMERGENCY EVACUATION**

Procedures are in place to evacuate all persons from the building. These are discussed during staff induction. A copy of the evacuation muster points is displayed in all classrooms and communal areas. So that confusion is not caused there is one evacuation procedure only and each person knows what to do and when. The evacuation procedure is practised regularly – at least once a term. A record is kept in the site manager's office

- Length of time of any evacuation
- Any difficulties, remedies and action taken

Emergency evacuation procedures exist should a teacher or person employed in the school perceive a situation as being dangerous.

Every adult in the school is aware of the procedure for raising the alarm should a danger or threat be perceived. New staff are told about this arrangement at their induction, and induction also occurs on the first training day of the new academic year.

## **SITE SAFETY**

Is managed by the Site Manager as part of the facilities management contract.

Every attention is given to prevent unauthorised access to the site.

Gates are only opened at specified times and are otherwise electronically controlled with the aid of CCTV monitoring equipment. Members of the office staff can see the main entrance and each person not employed by the school MUST sign into say that they are on site. Visitors wear badges.

Emergency evacuation procedures exist should there be a potential danger

- Fences are maintained by the Site Manager
- Should any stranger who behaves oddly come onto the school site the police are contacted immediately
- Members of the school staff should not approach strangers who clearly should not be on site.
- Parents/visitors to the site are not permitted to use their mobile phones to safeguard all children and staff

### **FIRST AID**

Please see Ravenor First Aid Policy.

### **PANDEMICS**

In conjunction with the LA the HT and DHTs monitor the current alert levels as decided by the World Health Organisation and the information provided by the DfE. The school has been formulating its response and action plan for some time. If a case of the particular flu appears in the school, the school will take advice from the LA.

To help prevent the spread of disease, all children are instructed in how to wash their hands properly. Posters are on display and the "Catch it, Bin it, Kill it" advice issued by the government has been emphasised to all staff and children. Cleaners have been instructed to clean all hard surfaces in the school at the end of each day. Class teachers have been issued with anti-bacterial wipes to clean computer keyboards every day.

### **ACCIDENT REPORTING**

The reporting of certain accidents and illnesses is a legal requirement and the LA has regulations which the school follows which are based on the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR 95). All reportable accidents MUST be recorded by using Ealing's Accident and Incident Online Reporting System (See below). All minor accidents attributed to the exuberance of children and that do not result in significant injury are recorded in a Logbook kept in the Welfare Room and Maintained by the school Welfare Officer.

### **ONLINE ACCIDENT AND INCIDENT REPORTING**

All serious incidents and accidents involving significant injury must be reported through Ealing's accident and incident online reporting system. Access to this system is currently through the Inclusion leader or through the Headteacher or SBM in the Inclusion leaders absence absence.

If you have any questions or queries regarding accident/incident reporting, recording and investigation, please contact:

Steve Dunham, Schools Property, Children's Services

Phone:(0208)8257418

Email: dunhams@ealing.gov.uk

## **SCHOOL SAFE SCHEME**

The school safe scheme aims to protect children from public danger by informing the police and other schools in the locality of possible problems, particularly when there are reports of children being approached by strangers.

The scheme is intended to provide a quick response to possible problems and a method of rapid communication with schools in the event of an emergency.

Incidents in the vicinity of the school should be reported immediately to the Headteacher/Deputy Head to ensure that it is an incident that is appropriate to report to the EGfL web team and if applicable, the police. The Senior Administration Officer or the School Business Manager in his/her absence then complete the School Safe Incident pro-forma and email to EGfL web team for circulation to all local schools.

## **THE HEALTH AND SAFETY POLICY AND STAFF**

The Health and Safety Policy is available to all employees. Each September staff are asked to read and sign the appropriate sections of the policy. At the beginning of each academic year, there is a Health and Safety review with all staff, updating them on any new information and reviewing key procedures.

Health and safety is a key element of the induction process and apart from receiving the handbook and scrutinising those relevant health and safety sections, certain health and safety issues are dwelt upon and copies of the induction (signed) given to members of staff who have been inducted.

When an enforcing authority visits the site and meets with the Head/Site Manager their recommendations made are given THE HIGHEST PRIORITY,

The policy is monitored by:

- Regular meetings between Head Teacher, Site Manger and the Health and Safety governor
- Safety inspections occur regularly as specified by the FM contract and schedule and a report presented to the Head Teacher and Behaviour and Safety Committee.

Communication of the policy is as follows:

- Copy in the staff induction
- Regular updates regarding health and safety matters in the weekly briefings
- The daily sheet may contain matters regarding health and safety
- At the beginning of the year all staff are made aware of the policy and its organisation – asked to sign to show that they have read the annual health and safety agreement (see page 9)
- Parents/carers are informed of health and safety matters in the fortnightly newsletters and information provided/recommended by LA/DCSF is attached and displayed in the parent Notice Board
- Appropriate posters regarding health and safety matters are displayed around the school.

# Annual Health and Safety Agreement

## **ALL THOSE EMPLOYED WITHIN THE SCHOOL WILL:**

- a) Take all reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions;
- b) Co-operate with the Governors and Head teacher to enable them to fulfil their statutory duties by complying with all legal requirements, of the safety policies, procedures and practices;
- c) Use all safety equipment and devices provided for their protection and will not intentionally or recklessly interfere with or misuse them;
- d) Immediately report any damage, loss or malfunction of any item of safety equipment to their line manager;
- e) Immediately report all accidents, assaults, hazardous conditions, dangerous occurrences or near misses and any inadequacies in any safety procedures to their line manager;
- f) Undertake any necessary training, as directed to enable them to carry out their work without risk to health or safety;
- g) Be familiar with procedures for emergency evacuation of the building where they work;
- h) Immediately involve their Line Manager if they consider that they are undertaking, or are expected to undertake, something for which they are not adequately trained, qualified or equipped;
- j) Staff are reminded that their failure to comply with this policy, either by their actions or inaction may make them liable for action under the schools disciplinary code.

## **STAFF HANDBOOK**

The health and safety policy is located in school office.

Additional information is available via the school office with regard to:

- Health and Safety
- Risk Assessment
- Nursing and Expectant Mothers
- Control of Noise at Work
- Control of Substances Hazardous to Health
- Asbestos
- Personal Safety
- Driving Safely to Work
- Fire Safety
- Welfare and First Aid Arrangements
- Smoking Policy 2007
- Substance abuse

## **WELFARE ARRANGEMENTS & FIRST AID**

The appointed first aiders will maintain an adequate stock of first aid supplies and keep records of use.) Governors and Senior Managers will ensure that relevant staff receives first aid training and refresher courses as required. All staff should be made aware of the arrangements for first aid in the school.

Occupational Health will provide advice and information to the Governors and the Head teacher on matters of health and welfare as appropriate.

# Emergency Evacuation Procedures

## **FIRE ALARM AND EVACUATION**

- A notice describing the exit from the building in the case of fire and the 'meeting point' is displayed in every room adjacent to the door. A plan of the route is also displayed
- It is the responsibility of every adult to ensure that they read this information before taking any child/ group of children into any area

## **ADDITIONAL EVACUATION PROCEDURES**

- In some instances it may be necessary for everyone to be removed completely from the site rather than remaining at the 'meeting point'. E.g. danger of an explosion.
- If there is a danger of explosion the procedures will be followed as for evacuation for fire and the following will also occur:
- The site manager will inform the Head teacher/Deputy Head teachers will be informed of the additional risk and the children will be moved to the extreme point of the site (greatest distance from the building).
- Class teachers will retain their class registers once the register has been 'called'
- The Head teacher/Deputy Head teachers will contact Greenford High School to request that the access gate is opened on the Ruislip Road entrance
- Members of Senior Management team will stop the traffic at the rear exit to allow children and staff to cross and walk to the pedestrian crossing
- Adults will escort pupils (2 by 2 crocodile) in an orderly manner through the double gates (emergency vehicle access) and through the rear school gates. One adult will be at the head of the line and the other adult at the rear of the line
- Children and adults will enter the Greenford High School site and make their way to the sports hall
- Once inside the pupils will sit in class groups with adults and the register will be taken again