

Health and Safety Policy



To be Reviewed and Approved by the LGB during the term: Autumn Term 2018
Next Review date: Autumn 2020

Section I: Statement of Intent

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Trustees to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, students, contractors and visitors to the school. In preparing this policy recommendations from various accredited advisors and consultants have been taken in to account.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

The Board of Trustees, delegating responsibility to the Belham LGB, undertakes in so far as is reasonably practicable to:

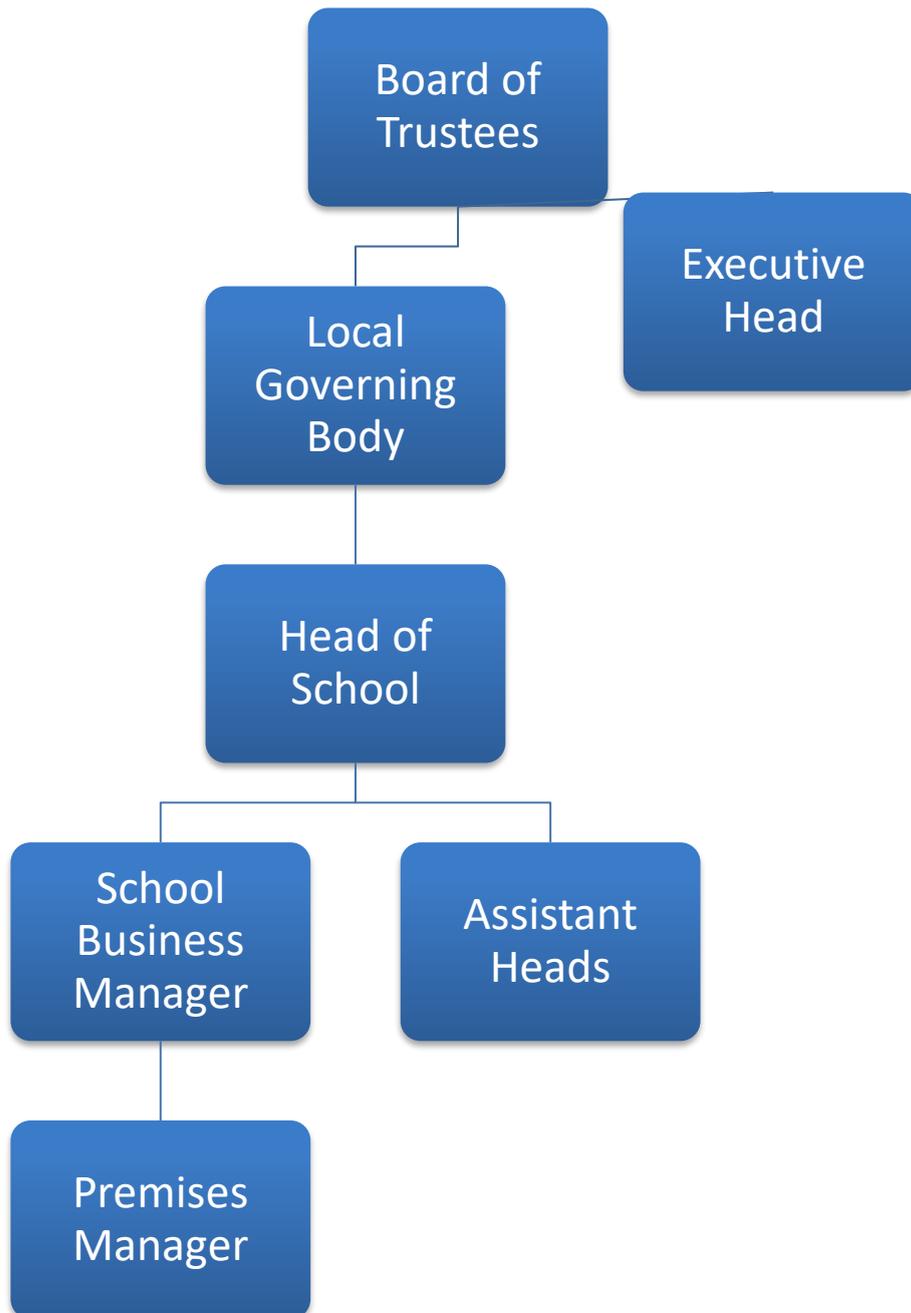
- a. promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- b. provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- c. demonstrate a constant and ongoing commitment to improving health and safety matters pertinent to the activities of the school;
- d. continually improve the system in place for the management of occupational safety, health and welfare and review it periodically to ensure it remains relevant, appropriate and effective;
- e. consult with staff on matters related to safety, health and welfare at work;
- f. provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, students, contractors and visitors.

The LGB is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments. This policy will be reviewed biannually.

A signed copy of this is displayed in the office.

Section 2: Responsibilities

The Board of Trustees recognises that they retain overall accountability for Health and Safety matters, but responsibility and implementation of this policy has been delegated to the LGB and the leadership team of the school. Day to day responsibility for particular issues has been delegated to key personnel.



Allocation of Responsibilities to key management personnel

| Safety Arrangements | Board of Trustees / Exec Head | Local Governing Body | Head of School | Assistant Heads | School Business Manager | Premises Manager |
|--|-------------------------------|----------------------|----------------|-----------------|-------------------------|------------------|
| Managing H&S at work | Y | Y | Y | Y | Y | Y |
| Accident, incident, ill health reporting and investigation | Y | Y | Y | | Y | |
| Action on Enforcing Authority Reports | Y | Y | Y | | | |
| Workplace H&S consultation | | | Y | | | |
| Risk Assessment and hazard reporting | | | Y | | Y | Y |
| H&S training and provision of information to employees | | | | | Y | Y |
| Substance and alcohol abuse | | | Y | | Y | |
| New and expectant mothers | | | | | Y | |
| Employing children / young people | | | | | Y | |
| Equality and Disability Discrimination compliance | | | Y | | Y | |
| Agency / temporary staff | | | | | Y | |
| Contractor control and management | | | | | | Y |
| Safe systems of work | | | | | Y | |
| Fire Safety - arrangements and procedures | | | Y | Y | Y | Y |
| First Aid | | | | | Y | |
| Welfare, amenities and working environment | | | | | | Y |
| General premises (keeping building in a clean and safe condition - including managing building services, electrical safety, providing signage, cleaning, pest control, windows and glass, access / egress and stairs and floors) | | | | | | Y |
| Control use and storage of chemical agents and substances and flammable liquids and waste (inc hazardous and healthcare waste) | | | | | | Y |
| Local exhaust ventilation | | | | | | Y |
| Water temperature control / Legionella | | | | | | Y |
| Personal protective equipment | | | | | | Y |
| Provision, use and maintenance of workplace equipment / hand tools / Access equipment | | | | | | Y |
| Office equipment | | | | | Y | |
| Working in the open air | | | | | | Y |
| Lone working | | | | | | Y |
| Slips trips and falls | | | | | | Y |
| Working at height | | | | | | Y |
| Safety in food preparation environments | | | | | | Y |
| Manual handling | | | | | | Y |
| Display screen equipment and eye tests / spectacles | | | | | Y | |
| Asbestos risk assessment, reporting and control | | Y | Y | | | Y |
| Stress in the workplace | | Y | Y | Y | Y | |
| Aggression and violence in the workplace | | | Y | Y | | |
| Working with children | | | Y | Y | | |
| Educational visits | | | Y | Y | | |
| Construction design and management | | | Y | | | Y |

Roles and responsibilities of key groups are as follows:

The Board of Trustees and Local Governing Body

- Comply with legal obligations as an employer under the 2005 Act.
- Ensure that school has written risk assessments and an up to date Health and Safety statement that has been signed by the Head of School / Chair of Governors, and is displayed in a prominent place.
- Reviews the implementation of this policy and ensures that suitable resources and strategic direction are available to discharge the School's health & Safety responsibilities.
- Identify and evaluate all risks relating to accidents, health and school sponsored activities.
- Identify and evaluate risk control in order to select the most appropriate means of minimising risk to staff, pupils and others.
- Monitor, via reports, the overall performance of the Schools health & Safety management systems.
- Appoints a Competent Person to advise and assist the board on health and safety.

The Head of School

- Comply with legal obligations as an employer under the 2005 Act.
- Implement the requirements of this Policy. Managing Health and Safety in the school on a day to day basis and ensuring compliance with all health & Safety legislation within our School.
- Reports to Board of Trustees on performance.
- Ensure a positive health & Safety culture is evident and a proactive approach to health & Safety management is adopted within their School.
- Communicates regularly with all members of the school community on Health and Safety matters.
- Ensures all accidents and incidents are investigated and all relevant statutory reports completed.
- Organises fire drills and training.
- Ensure all School decisions (including new projects) fully take into account health & safety considerations and that health & Safety risks are considered at an early stage during project design and planning.
- Ensure that School employees recognise Health & Safety as an integral element of their work, and that Health & Safety is given equal status alongside other management functions.
- Ensuring the objectives and content of the Health & Safety Policy are fully understood by all and that all staff under their control are made aware of their duties and responsibilities in line with the Policy.
- Ensuring that this Policy is brought to the attention of all employees and is easily available.
- Ensure the School health & safety policies or procedures are reviewed annually, or when significant changes occur.
- Ensuring that health & Safety is adequately resourced with both time and finances and that managers make adequate provision in their budgets for managing health & safety, to assist them in achieving the standards laid down by health & Safety legislation, Policies, Performance Standards, etc.

- Ensuring suitable persons are nominated to undertake key health & Safety functions within the School, such as risk assessors, (to carry out Display Screen Equipment, manual handling, Hazardous substances, fire or other risk assessments), fire marshalls/sweepers, first aiders etc. and to ensure these individuals are adequately supported and suitably trained.
- Ensuring that within the School, adequate provision is made for consultation with employees and appointed safety representatives, on health & Safety matters and within good time. As a minimum, 'Health & Safety' should be included as a standing item at team/management meetings.
- The Head teacher will bring to the attention of the governing body any significant health & Safety issues, will involve the governors in any policy matters and bring to their attention health & Safety guidance received from enforcement authorities.

Teachers

- Comply with statutory obligations on employees as designated under the 2005 Act.
- Co-operated with school management in the implementation of the safety statement.
- Inform students of the safety procedures associated with individual subjects, rooms, tasks.
- Ensure students follow safe procedures.
- Formally check classroom/immediate work environment to ensure it is safe and free from fault or defect.
- Check equipment is safe before use.
- Follow the procedures and guidelines set out in the Employee Safety Handbook.

Safety Representative

- A governor will carry out termly safety inspections. Records of the inspections are discussed at the meetings of the LGB.

All Employees

- All employees have the responsibility to co-operate to achieve a healthy and safe workplace, to take reasonable care of themselves and others and follow the procedures and guidelines set out in the Employee Safety Handbook.

Contractors

- Contractors must comply with statutory obligations as designated under the Safety, Health and Welfare at Work Act 2003, the Safety, Health and Welfare at Work (General Application) Regulations 2007 and any other relevant legislation.
- Contractors must make available relevant parts of their Health, Safety and Welfare statement and risk assessments in relation to work being carried out, upon request.
- The school will make available the Health and Safety Statement and Policy, and Employee Safety Handbook to contractors working on site. When sharing a workspace with a contractor the school will co-operated and co-ordinate activities to prevent risks to safety health and welfare at work.

Section 3: Procedures

Fire Safety Summary

For detailed information on fire safety, please see the separate school Fire Safety Policy, Fire Risk Assessment, Evacuation Plan and Fire Logbook.

All fire exits are marked and kept free of obstructions. There are 28 fire extinguishers, and 4 fire blankets in the school. Fire safety equipment is checked regularly by the Premises Manager and records are kept. The premises manager checks the fire alarm system, door release, fire curtain and kitchen fire shutter on a weekly basis when school is in session.

Fire Drills are held termly and recorded in the Fire Safety Logbook. In the event of a fire alarm, the evacuation plan is immediately carried out, and all persons on site should report to either of the two assembly points (1 – Main playground 2 – Entrance Courtyard) where roll call will take place. The Chief Fire Marshal holds overall responsibility.

Accidents

The Head of School and other key staff have undertaken paediatric first aid training. A list of staff who have paediatric first aid training is available on ScholarPack and a printed copy is on display in the office. Regular emergency first aid courses are held for all staff.

We have first aid boxes in all classrooms, in the office, with Owls staff, and under the stairs near the playground. There is a named support staff member who is responsible for checking and replenishing supplies, and letting the office know when additional orders are required.

All pupil accidents and the resulting actions are recorded on Scholarpack and monitored. These are checked regularly for trends. A text message or phone call is made to parents informing them of accidents to their children. A message is always sent to parents when children have a bump on the head.

Staff and visitor accidents are recorded on accident forms, which are kept in the School Business Manager's office, and a log of these are kept on TEAMS in the accident log file. Notifiable accidents and incidents are recorded and reported as per RIDDOR requirements by the School Business Manager.

It is our policy to apply cold compresses to head injuries and plasters to cuts. Plastic, disposable gloves are available and all staff are advised to use these when dealing with bleeding or other cases of bodily fluids.

If there is an emergency situation, an ambulance is called to transport a child to hospital. Wherever possible, the parent should accompany their child. If this is not possible, the

child is accompanied by two members of staff. In a non-emergency situation, staff can transport a child, but should ensure they have correct insurance cover, otherwise a taxi must be used.

Reporting Hazards

All persons, and in particular staff, have a duty to report hazards. To report a hazard, staff must notify one of the following persons with special responsibilities:

- Premises Staff
- School Business Manager
- Assistant Heads
- Head of School

Persons can also report any hazards to the office who can notify the appropriate person. Reporting should be done via email or by filling out the Premises log which is kept in the office. This ensures we can make sure everything has been dealt with appropriately and there are no oversights.

Electrical Safety

All staff are expected to visually check equipment before use. Any damage should be reported, and damaged items should be removed and reported to the Premises Team ASAP. No electrical equipment should be introduced into school from home without the prior agreement of the Head of School.

Portable appliances are tested by a competent person and a certificate held listing all tested equipment. Fixed wire testing is carried out every 5 years.

Control of Substances Hazardous to Health

Any substances should be handled and stored as per instructed in its COSHH risk assessment. A list of all chemicals should be kept and updated. Staff should check that instructions are followed when using any such substances and if in doubt, the substance should not be used and assistance should be sought from the premises team.

All areas that store harmful chemicals, such as cleaning cupboards, should be kept locked during the day and the key kept in the school office. New chemicals should be assessed by a competent person, a risk assessment should be produced and the chemical list updated.

Equipment

It is the responsibility of all staff to ensure that equipment is in good working order and is stored safely. Any faulty equipment should be withdrawn from use and reported to the premises team.

Health and Hygiene

Details of notifiable diseases and periods of exclusion are set out in our First Aid Policy, which is published on the school website. It is our policy to adhere to guidance given in '[Guidance on infection control in schools and other childcare settings](#)' published by Public Health England. Exclusion periods will always be discussed with parents and carers. Information on medicines and how we support children with medical conditions is available in our Supporting Children with Medical Needs Policy, also published on the school website.

It is the school policy not to administer medicine except in the case of chronic illness after discussion with parents. The school should only administer medicine that has been prescribed and labelled for a specific child. A 'medical care plan' should be drawn up by a competent specialist.

In almost all instances, medicines should be kept in the school office however inhalers can be kept in the classroom. Children who go home with a medical complaint or as a result of an accident are recorded on the computerised register.

It is the responsibility of the Premises Manager to monitor the cleanliness of the building. This is part of the daily/weekly inspections. All staff are responsible for encouraging good hygiene habits in the children. Particular emphasis is placed on hand washing. There is a no smoking policy within the building and grounds.

Animals in School

No animal is allowed on school grounds without prior agreement with the Head of School.

Outdoor Visits

Any outdoor visit is carefully researched and adequate precautions are made by the teacher e.g. pre-visit. Appropriate risk assessment forms must be completed.

Risk assessments for outdoor visits are monitored by a member of The Belham Governing Body. It is the duty of the teacher to ensure all helpers are fully briefed about the visit and the expectations for behavior.

For local trips and trips within Greater London, parental consent is sought at the beginning of the academic year. For trips further afield additional consent will be sought. Please see our **Educational Visits Policy** for full detailed information.

Security

Please see the separate Lockdown Policy for details on lockdown. Outside gates are locked and doors at the school are closed once the children are in and the school is in session. All staff and pupils are encouraged to be aware of strangers on the premises. If a visitor is unknown identification should be requested.

Visitors are requested to enter only by the front door, and sign in at the office where they are given a Belham Visitor sticker and assigned to a member of staff.

Visitors should be escorted by members of staff and only left unattended after relevant checks.

Any act of violence or abuse towards a member of staff must be reported to the Head of School who will take the appropriate action.

Contractors

Suitable checks should be completed before works can start, RAMs, Safe Systems of work, DBS checks. All contractors are expected to report their arrival and departure to the Premises Manager or office staff before commencing work.

All contractors must adhere to Health & Safety regulations, and consider their own safety and that of others on or around the school premises.

Contractors must comply in full with the agreed risk assessment/safe system of work control measures and any further measure introduced by the school.

If contractors are working in an unsafe manner all members of school staff are encouraged to ask the contractor to stop work and inform the on duty premises team or a senior manager immediately. Premises staff/senior managers should assess and address concerns before work can recommence.

Contractors who carelessly or dangerously disregard health & safety may be asked to leave the site by a member of school management.

Staff and the Health & Safety Policy

All staff, teaching and non-teaching, are encouraged to read the Health & Safety Policy which is available on the school network. A hard copy of the policy is kept in the office so that it is easily available to anyone wanting to see it.

All members of staff should receive a copy of the Employee Safety Handbook which covers an employee's health & safety responsibilities and guidance in a more practical manner. Employees should read the handbook and return the signed cut out to the main school office.

Risk Assessments

Risk assessments are undertaken (and documented) and Safe systems of Work are produced for all activities that pose a significant risk of harm. The outcomes of risk assessments are communicated effectively to employees and others. They are stored on our Business Safe online system, and paper copies are also available in the office.