

Collis Primary School

**Health and Safety Policy**

**May 2009**

Policy prepared by: Lindsay Brodin, Business Manager

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## **Collis Primary School**

### **Health and Safety Policy**

#### **Part 1 - Statement by the Headteacher**

The Governing Body and Leadership Team of Collis Primary School recognise and accept their responsibilities under the Health and Safety at Work etc. Act and other health and safety legislation. The school will take all steps in its power to meet these responsibilities.

The school aims:

- To provide a safe and healthy environment for all users of the school.
- To minimise the potential for accidents and ill health.
- To deal with accidents and health issues if and when they arise.
- To enable pupils and staff to develop an increasing responsibility for their own health and safety and that of others.
- To provide pupils and staff with understanding, skills and strategies that are transferable to any setting.
- To incorporate health and safety into the whole school curriculum.

These aims will be addressed by the following measures:

1. Control – The school manages health and safety by defining the health and safety responsibilities of the Governing Body, the Headteacher, the Business Manager, the Premises Manager, staff, pupils and other users of the school site (see Part II – Health and Safety Responsibilities). The school also defines a timetable of review for the Health and Safety Policy, procedures, risk assessments (using the Borough’s ‘Safer People’ and ‘Safer Places’ risk assessment framework), regular safety checks, communication plan and action plans arising from any of the above (see Part 4).
2. Co-operation – The school manages health and safety within the framework of the Health and Safety Policy of the Council of the London Borough of Richmond upon Thames, and continues to foster links with the LA health and safety staff.
3. Communication – The school communicates this policy and other relevant aspects of health and safety management to staff, pupils, parents and contractors as required. The school also seeks a health and safety representative from the staff body.
4. Competence – The school reviews the health and safety competence of staff and key governors, and ensures that appropriate training is carried out.

Health and safety within the school is not an isolated activity, but is integral to the day-to-day work of staff and pupils. This policy will define and focus the management of health and safety, strengthening our existing commitment to a healthy and safe working and learning environment for all.

David Butterfield  
Headteacher  
May 2009

## **Part 2 – Health and Safety Responsibilities**

This section defines the health and safety responsibilities of the following;

- a) Governing Body
- b) Headteacher
- c) Business Manager
- d) Premises Manager
- e) Deputy Headteacher
- f) Safety Representative
- g) Staff
- h) Pupils
- i) PTA (Collis School Association - CSA)

### **Part 2 a – Governing Body**

The LA retains the duty to safeguard, so far as is reasonably practicable, the health and safety of their employees and of persons not employed but who may be affected by work activities, such as pupils and visitors, as well as other duties under health and safety legislation.

However, the Governing body have:

1. Obligations arising from Section 36 (1) of the HSW act in relation to the LA legal requirements (*... where any person / body commits an offence under health and safety legislation which is due to the act or default of some other person / body, that other person / body may be charged with and convicted of that offence.*).
2. Duties under Section 42 (2) of HSW Act, the extent of which depends on the degree of control they have. (*... persons who conduct an undertaking which involves control of premises have to take reasonable measures to ensure so far as is reasonably practicable that the premises and any equipment provided are safe and without risk to health.*)

Specific duties:

1. To ensure so far as their position allows that the premises and equipment used are safe and without risk to health.
2. To comply with the LA directions and co-operate with the LA to enable the LA to comply with its statutory responsibilities.
3. To produce a health and safety policy for the school.

The Governing Body delegates to the Premises Committee the strategic overview and development of health and safety within the school. In fulfilling this function, the Premises Committee will be known as 'the Safety Committee'.

The Governing Body delegates to the Headteacher the responsibility for managing health and safety matters within the school and direct control of whole school procedures.

### **Part 2 b – Headteacher**

The Headteacher is responsible for implementing plans made by the LA and the Governing Body. The Headteacher retains overall responsibility for the monitoring of safety arrangements and levels of supervision.

Specific duties:

1. To ensure the day-to-day management of health and safety.
2. To make clear any health and safety duties which have been delegated to members of staff.
3. To ensure the maintenance, as far as is reasonably practicable, of a safe and healthy workplace and environment for all employees, pupils, contractors, visitors and others who may be affected by the activities of the school.
4. To ensure staff notice is drawn to the school's safety policy, and to make available the LA safety policy.
5. To ensure that all codes of practice and systems of work issued by the authority form part of the school's safety policy.
6. To ensure termly fire drills are undertaken.
7. To ensure that systems exist for checking that fire notices and fire fighting appliances are in place.
8. To arrange appropriate fire training for new staff.
9. To ensure accident reporting and investigation procedures are in place.
10. To ensure work associated with ill-health prevention is undertaken.
11. To promote safety awareness in the school.
12. To ensure adequate procedures are in place for risk assessment including monitoring and review.

13. To ensure that all aspects of risk assessment covered by the Business Manager and other staff are adequately carried out. Curriculum risk assessments to include:
  - Art, pottery and light craft
  - General teaching activities
  - IT
  - Music and drama
  - PE
  - Playground safety
  - Off-site activities including outings and school journeys
  - Science
  - D&T
  - Transport including minibus
14. To ensure that all relevant groups are aware of the risk assessments.
15. To ensure the Governing Body and the LA Safety Co-ordinator are kept informed of any situation, changes or problems affecting health and safety.
16. To ensure that a procedure is in place in the event of a disaster on or off site, and that all relevant groups are aware of the planned procedure in the event of an emergency.
17. To ensure the monitoring of LA procedures takes place, as set out in the duties of the Business Manager.
18. To ensure school codes of safe working procedures are drawn up as required, in consultation with the Governing Body, the LA, and school Business Manager, and to bring codes to the attention of staff, with instruction and training as necessary.
19. To give staff regular opportunities to raise Health and Safety issues.
20. To ensure new and temporary staff receive safety induction training.
21. To ensure that other users of the school premises are aware of health and safety procedures.
22. To ensure an appropriate and satisfactory level of safety training for all staff.
23. To ensure that management health and safety inspections of the school are conducted regularly.
24. To ensure action is taken to remedy faults or potential hazards identified during management or Safety Representative Health and Safety inspections.

25. To ensure the monitoring and reviewing of all processes on a regular basis.

### **Part 2 c – Business Manager**

The Business Manager, a member of the Leadership Team, is appointed by the Governing Body to act as Safety Manager. The Safety Manager is responsible for the day-to-day health and safety management of the school premises, with particular regard to premises administration and maintenance, and under the requirements of the LA health and safety policy.

Specific duties:

1. To draft and review the Health and Safety Policy for the Governing Body's approval.
2. To control premises risks, including adequate assessment of the following:
  - Control of contractors
  - CoSHH
  - Electrical portable appliances
  - Emergency evacuation and fire precautions
  - Glazing
  - Grounds maintenance
  - Hygiene and building cleaning
  - Premises security and visitor control
3. To ensure the upkeep of the school health and safety file, in accordance with LA instructions.

#### *Fire precautions - minimum requirements*

4. To ensure that fire evacuation procedures are on display in all rooms and areas.
5. To ensure the appointment of non-class based personnel to check cloakrooms, toilets, Foundation Stage garden, etc.
6. To ensure that access is available for contractors for the maintenance of fire alarms and fire fighting appliances.
7. To ensure that record keeping is undertaken in respect of fire drills.
8. To ensure that, where instructed by the LA, fire alarms are tested weekly.

*Accident reporting and investigation – minimum requirements*

9. To ensure that the Accident Book (B1510) for the school is readily available and correctly completed in the event of an injury to a pupil, member of staff or visitor.
10. To ensure that the LA Accident Incident Report Form is completed for all accidents or reportable dangerous occurrences and is forwarded as required.
11. In the event of an accident resulting in death or specified major injury or condition reportable to the Health and Safety Executive (HSE) involving a member of staff or other person (pupil, visitor, or member of the public), to act as the school's 'Responsible Person' (as defined by the Reporting of Injuries and Dangerous Occurrences Regulations (RIDDOR)) and immediately notify the LA giving the following information:
  - Date and time of accident
  - Name, gender, age and occupation of person(s) involved.
  - Nature of injury
  - Place of accident
  - Brief description of circumstances
12. To ensure that, in the event of a RIDDOR occurrence, immediately notify the LA giving the following information:
  - Date and time of dangerous occurrence
  - Dangerous occurrence number (as listed in schedule)
  - Brief description of circumstances to ensure precautionary measures
13. To ensure that, in the event of an accident or incident, the Safety Representative is informed and is allowed to investigate.
14. In consultation with the Headteacher and Governing Body, to carry out a preliminary investigation of the accident, and where necessary provide a written report to supplement the accident or incident report forms.

*Consultation and Liaison – minimum requirements*

15. To represent the management in day-to-day consultation with the appointed Safety Representative (SR) on premises issues, such as
  - Notifying the SR of any proposed changes that are likely to affect the health and safety of the people they represent.
  - Accompany the SR on regular inspections.
  - Take appropriate action on any hazard notified by the SR.

16. In accordance with the instructions of the Headteacher and Governing Body, to represent the management during any visit or inspection of the premises carried out by the Health and Safety Executive. Notify the LA of such a visit or inspection.
17. To carry out such liaison and contact with LA officers as is appropriate and necessary to assist in maintaining the premises in a condition that is without risk to the health and safety of persons occupying the premises.

### **Part 2 d – Premises Manager**

The Premises Manager may undertake health and safety related tasks and checks as directed by the Headteacher and Business Manager.

Specific duties:

1. To ensure necessary action for minor repairs are carried out, and defects remedied, initially assessing priority and subsequently taking follow up action to hasten remedial action.
2. For major works, to act as the liaison contact for the premises as follows:
  - At the planning stage, to ensure that the council's officer supervising the projected work is aware of the school's needs on the premises and any foreseeable hazards arising from the projected works.
  - Prior to the work commencing, to ensure any necessary precautionary measures are taken to segregate the works from the school site users. Subsequently, to ensure the measures are maintained as the work progresses. To ensure that school users are adequately briefed or warned about the work and informed about any changes in routine activities that will affect health and safety. To advise contractors of any known hazards they may encounter while undertaking works.
  - During the work, to monitor precautionary measures, notify the supervising officer of any health and safety problems, and carry out routine communication and liaison with the contractor supervisor.
  - After the work, to notify the supervising council officer of any incomplete or unsatisfactory aspects of the work carried out.
3. To ensure that the asbestos survey is available to all staff and contractors.
4. To monitor the condition of materials containing asbestos on a termly basis, notifying the LA of deterioration or discrepancy without delay.

5. Where actual or potential hazards are identified, to take action to make the situation safe, taking advice where appropriate from the LA health and safety officer. To take remedial action as required.
6. To take action as appropriate to control access to the school site, to prevent unauthorised access and vandalism.

### **Part 2 e – Deputy Headteacher**

The Deputy Headteacher is responsible for school first aid arrangements.

Specific duties;

1. To carry out induction training of new staff with regard to first aid arrangements and the action to be taken in an incident requiring first aid.
2. To ensure the school has adequate first aid cover.
3. To arrange update training of current certificate holders.
4. With TAs, to ensure first aid boxes are sufficient and suitable, including travelling first aid kits for school journeys and visits.
5. To bring the first aid arrangements to the notice of staff and other school users as applicable.

### **Part 2 f – Safety Representative**

The Safety Representative is a member of staff who is not on the Leadership Team. Their role is to represent staff's interests and views on health and safety matters.

Specific responsibilities;

1. To seek the views of members of staff on health and safety issues and concerns.
2. To inform the Business Manager of any health and safety issues raised by staff.
3. With the Business Manager, to carry out regular safety inspections of school site.
4. With the Business Manager, to investigate any accidents or incidents as required.

5. To agree with the Business Manager the dissemination of information on proposed changes that are likely to affect the health and safety of staff.

### **Part 2 g – Staff**

The support of all staff is necessary if the school's standards of safety are to remain high and its aims achieved. Every member of staff is responsible for maintaining a safe working environment, and the Health and Safety at Work act places legal obligations on us all. These are summarised below.

Specific responsibilities:

1. To take reasonable care for their health and safety and that of other people who would be affected by their actions or failure to act safely.
2. To use any work equipment, dangerous substance, means of transport or safety device correctly, in accordance with training and instructions.
3. To co-operate with the LA, Headteacher, Business Manager and other members of staff with risk assessment responsibilities, to ensure that all health and safety protection laws are complied with. This co-operation includes abiding by the school health and safety rules.
4. To immediately inform the Headteacher, Deputy Head, Business Manager, Premises Manager or Safety Representative of any work situation that might present a serious and imminent danger to their colleagues, pupils or members of the public.
5. To report any shortcomings in the health and safety arrangements, even when no immediate danger exists.
6. To be familiar with the contents of the Health and Safety 'red file' (see Part 3 below).

### **Part 2 h – Pupils**

The first requirement for the health and safety of pupils is that they are given guidance to share in the responsibility for their own health and safety and that of others.

The Curriculum Committee of the governing body is responsible for ensuring that pupils are given opportunities to develop responsibility for following school procedures and carrying out rules relating to health and safety. The Curriculum Committee decides the appropriate method for instructing pupils.

Specific duties:

- To maintain a safe environment.
- To report all accidents.
- To follow emergency evacuation procedures.
- To stay on the school premises during the school day unless signed out by a responsible adult.
- To observe codes of practice issued for practical work.
- To wear appropriate clothing for practical work.
- To wear personal protective equipment as directed.
- To receive permission before entering specialist areas such as the DT room and the school kitchen.
- To observe personal hygiene when handling food.
- To lift and handle equipment safely following guidelines.
- To receive prior approval before bringing equipment, artefacts or substances in to school.
- Not to fight or to assault any person.

### **Part 2 i – PTA (Collis School Association)**

The school has a very active PTA called the Collis School Association (CSA). The CSA run many fundraising and social events throughout the school year. As the CSA is often responsible for many people during these events, their health and safety role is significant.

Specific duties:

- To be familiar with the school's Health and Safety Policy.
- To carry out a formal risk assessment before each event, using a format agreed with the Business Manager.
- To share the findings of this risk assessment with the Business Manager and Premises Manager as appropriate.

- To address the issues raised by the risk assessment before the event takes place.
- To make members of the CSA manning the event aware of the risk assessment and health and safety arrangements.
- To arrange for at least one named person to be responsible for supervising children at all times when the CSA is working at the school site, as well as during events involving children.
- To assist the Business Manager in carrying out any investigation into an accident or dangerous occurrence relating to a CSA event.

### Part 3 – Health and Safety Procedures

All of the school's health and safety procedures are kept in the school office in the red Health and Safety File. The red file is set up as follows:

<i>File No</i>	<i>Section</i>	<i>Contents</i>
File One	1	List of members of Safety Committee
	2	Safety representative
	3	Authority's statement of policy
	4	School's statement of policy
	5	Codes of practice
		AA Art
		A Asbestos
		B Control of Substances Hazardous to Health (CoSHH)
		C Dangerous pathogens
		D Health precautions for council staff
		E Infection control procedures
		F Information Technology
		G Music
		H Physical Education
		I Primary
		J Administration of medicine in schools
	K Manual handling	
	L Technology	
6	Accident reporting procedures	
7	Control of communicable diseases	
8	COSHH lists	
	A Caretaker's substances	
	B Classroom substances	
File Two	9	Electrical equipment test lists
	10	Emergency call-out numbers
	11	Evacuation procedures
	12	Fire safety
	13	First aid certificate holders
	14	Hazard reporting procedures
	15	Minibus information / records
	16	Occasional entertainment licences
	17	PE equipment inspection report
	18	Risk assessments
	19	School journey information
	20	Staff safety training records
21	Water treatment prevention of Legionnaire's Disease	

## **Summary of key arrangements**

The following section summarises the school's key health and safety arrangements. Further information is available in the 'red file' as detailed in the previous section.

### **Fire safety and evacuation procedures**

We have set procedures in case of an emergency in school, such as a fire or bomb alert, when the buildings need to be evacuated. Drills are carried out at least once a term. All staff and children are familiar with these procedures, and know their own exit route, place of assembly and roll call procedures. The Evacuation Plan and 'Invacuation' Plan are reproduced below.

#### **Evacuation plan**

If evacuation is required, the fire alarm will sound.

Teaching staff remain with their classes. Staff members on PPA return to classes if it is safe to do so, meeting them at the Assembly Point if necessary.

All classes leave by the nearest safe exit, taking visitors with you. Children should leave the building in an orderly line, and in silence.

If it is safe to do so, TAs should complete a visual check of their base areas including toilets to ensure all children are evacuated.

All staff, children and visitors assemble at the netball courts at the back of the building. If there is no safe route to the netball courts, assemble at the turning point at the end of the car park.

The Admissions and Pupils Officer (Jayne King) will bring class lists and the evacuation report to the assembly point.

If the school site is not safe, the entire school will evacuate to Sacred Heart RC Primary School, St Mark's Road, Teddington, 020 8977 6951.

After an incident, children will be released by their teacher into the care of their parent or a designated adult. Children must be marked off on the register before leaving the teacher's care.

#### **'Invacuation'**

In case of 'invacuation' all staff, children and visitors should return to the school building and close all windows and doors.

The evacuation report will be taken to the classrooms. Teachers will use the electronic register to account for all pupils. In case of a power cut, the laminated class list will be used. Children will be released into parents' care from the classroom.

## **Accidents**

All children are taught to take care of themselves and each other, but in a school environment, accidents do occur. Most accidents in school are minor and can be dealt with by a member of staff. Fully equipped first aid boxes are kept in the medical room, as are the school's accident registers. Accident forms and a list of any allergies children have are also held in the medical room. If the accident is more serious, the aim of the school is to get the child qualified medical attention as quickly as possible. A qualified first aider will deliver immediate assistance. Parents are informed straight away and, if necessary, emergency services are contacted.

Significant accidents and near misses should be reported in accordance with the LA procedures, using the LA accident report form. The Business Manager will report accidents and near misses as required. In the case of major injury or death, the Emergency Plan should be activated.

## **First aid**

All members of staff are responsible for responding to minor incidents. First aid is administered by the school's qualified first aiders.

From the point of view of safety and HIV protection, staff should always wear disposable gloves when treating any accident or incident which involves bodily fluids, and should make sure that any waste (wipes, pads, paper towels, etc) is placed in a disposable bag and fastened securely. The child's clothes should be placed in a plastic bag and fastened securely ready to take home.

## **Administration of medicines**

By prior arrangement, prescribed medicines can be administered during the school day by the TAs in the medical room. All medicines are kept in the medical room.

## **Contractors on site**

Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must contact the Business Manager or Premises Manager. All contractors must report to the office. The Premises Manager will then be informed of their arrival.

The school's Health and Safety Policy and 'Instructions for Contractors' document, will be issued to all contractors employed by the school.

Contractors will work under close supervision of the Premises Manager so as not to endanger the health and safety of children or adults in school. Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children.

No repairs or maintenance can be carried out in areas occupied by children or staff. This includes cloakroom and toilet areas. If contractors are working near the children's play areas, adequate safety barriers must be installed. If no safety barriers are used, all equipment and machinery must be cleared away during play time, and the contractors must leave the area.

All work will be monitored by the Premises Manager and any concerns reported to the Headteacher, the contractor concerned and if necessary the appropriate department at the LA.

Contractors must not:

- smoke in the building or in the grounds as we are a no-smoking school;
- talk to the children (our children are asked not to talk to strangers);
- move vehicles when children are at play;
- work on or near the playgrounds when the children are at play;
- leave equipment around;
- play music during school hours.

If there are any problems, they should see the Headteacher or Premises Manager.

### **Use of hazardous substances and equipment in school**

All substances and equipment which may be hazardous are kept in a locked store.

Any staff ordering chemicals must only order those covered by the COSHH register.

Any member of staff using chemicals must:

- check the substance against the COSHH register (See Health and Safety File);
- follow procedures laid down for use;
- be aware of procedures for avoiding exposure and for control;
- inform the Headteacher of any difficulties.

## **Security of the site and premises**

The Headteacher, Deputy Headteacher and the Premises Manager are the designated key holders and are responsible for the security of the building.

It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

It is the responsibility of the Premises Manager to check that:

- all locks and catches are in working order;
- the emergency lighting is working;
- the fire alarms have no faults;
- the security system is working properly;

Before leaving the building, the Premises Manager checks that:

- all windows are closed;
- the doors are locked and secure;
- the security alarms are set;
- all gates are locked.

It is the responsibility of the Headteacher or Deputy Headteacher to perform the above functions in the absence of the Premises Manager. In addition, the Headteacher is responsible for the security of the premises during the school day.

All visitors including parents are required to report to the school office and sign in. Visitors unknown to the school receive a visitor's badge if staying on site.

All parents and other adults should walk round the outside of the building at drop-off or pick-up so that the children are able to enter or exit the school by the correct door.

## **Car parking**

Apart from staff, only disabled parents or parents of disabled children are allowed to park on the school site.

## **Children moving equipment**

In the normal day to day running of the school, there are certain situations where children will need to move equipment or items of furniture. For example:

- chairs and tables;
- sports equipment;
- small items of equipment or furniture.

Children must always be supervised when moving any equipment or item of furniture. If items are heavy or awkward to handle, children must be shown how to lift and carry safely.

Chairs should be moved one at a time, and children must be shown how to carry them correctly. Tables need one child at each end. A child must not attempt to lift a table on his or her own.

The hi-fi systems must not be used by children unless under adult supervision.

Small items of equipment include CD players, music trolleys, P.E. trolleys etc. These can be moved freely by the children.

When any item of equipment or furniture is being moved from one room to another, there should always be another child available to open and close doors.

When using P.E. and sports apparatus, children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly and how many children are needed to move each piece of equipment.

Staff must assess whether there is a risk to the children's safety before they allow them to move furniture or equipment. There are some items that children should not move, such as heavy furniture, pianos, computers or other equipment with trailing wires, paper cutters.

### **Visits and journeys**

In accordance with LA safety regulations, educational visits and journeys are carefully planned in advance, with staff visits made if possible. Details are sent to parents. Children are asked to wear appropriate clothing for the activity planned. The correct adult to child ratio must be followed, and a first aid kit, mobile phone and list of emergency phone numbers taken.

Coach bookings are only made with companies whose coaches are fitted with seatbelts.

The school has a minibus that is maintained regularly by the LA. Our Minibus Policy supplements the LA Code of Practice for the operation of minibuses.

### **Jewellery**

Jewellery is not allowed in school. The only exception to this is for children with pierced ears, who may wear simple studs.

### **Child protection and Criminal Records Bureau checks**

Collis has both Child Protection and CRB check policies, held in the school office and available to all staff, parents and carers. All members of staff are CRB checked. The policy relating to CRB checks for volunteers is under review.

### **Children and adults with special needs and disabilities**

The health and safety policy covers all children, staff and visitors at Collis. The Special Educational Needs Co-ordinator (SENCo) addresses the special needs of children as required. The Accessibility Plan, written by the SENCo and the School Business Manager, highlights the school's ethos of treating all users of the school site as individuals, and adapting to their specific requirements.

### **Out of hours use of the site**

There are several H&S issues relating to out of hours use of the school site. All out of hours clubs must obtain public liability insurance cover. A separate Lettings Policy will be developed. Out of hours users will be given a copy of the Lettings Policy and this health and safety policy, and they should address any concerns to the School Business Manager.

## **Part 4 – Monitoring and review**

The school defines a timetable of review for:

- the health and safety policy,
- procedures,
- risk assessments (using the Borough’s ‘Safer People’ and ‘Safer Places’ risk assessment framework),
- regular safety checks,
- communication plan and
- action plans arising from any of the above .

### **Autumn term**

- Business Manager and named H&S governor to review Safer People, Safer Places risk assessment documentation and school’s Health and Safety Policy.
- Review of Fire Safety and Security Policies and Procedures.
- Headteacher, Business Manager, Premises Manager and members of the Premises Committee to carry out a Health and Safety inspection of the premises.

### **Spring term**

- Review of action plans to inform the SIP.

### **Summer term**

- Review of policies and procedures in the ‘red file’ and risk assessments.

### **Ongoing**

- Communication between staff, management and Safety Representative about health and safety concerns.