

CHRIST CHURCH PRIMARY SW9 HEALTH AND SAFETY POLICY

OVERALL STATEMENT OF POLICY

It is the policy of Christ Church Primary School to maintain high health and safety standards in order to protect pupils, members of staff, visitors or others who may be affected by school activities. The school operates within the overall health and safety policy of the London Borough of Lambeth, which specifies required standards of health and safety for schools.

ORGANISATION

Responsibilities of the Governors

The school governors have responsibility for keeping under review standards of health and safety within the school. Where deficiencies are identified the governors have responsibility for ensuring that corrective action is taken. The governors also have particular responsibility for:

- Ensuring that decisions of the governing body take account of, and comply with, the health and safety policy of the Education Directorate;
- Ensuring that sufficient resources are allocated to meeting the mandatory minimum standards of the Education Directorate Health and Safety Policy and any legal requirements relating to health and safety;
- Ensuring that health and safety standards in the school are monitored and reviewing the standards achieved by considering reports from the Executive Headteacher at least every term;
- Ensuring that school premises, building and equipment for which they are responsible, are adequately maintained and inspected so as to ensure the health and safety of staff, pupils, visitors and contractors who may visit, use or work on the premises;
- Ensuring that where contractors are engaged to undertake work on school premises or buildings, an adequate assessment of the prospective contractors involved is undertaken in order to ensure that any contractor selected has adequate resources and competence to undertake the work safely and without putting the contractor's employees, or school staff, or pupils at risk;
- Ensuring that where volunteers are used to give assistance to the school activities, or undertake work in school premises, such work is adequately planned, organised and supervised. Also ensuring the volunteers used have sufficient competence so as to ensure the health and safety of both of those undertaking the work and anyone who may be affected by it.

Executive Headteacher

The Executive Headteacher (Jayne Mitchell) has overall responsibility for the day to day management of health and safety in the school. In particular, the Executive Headteacher has the following responsibilities:

- To ensure that the health and safety standards at Christ Church are given high priority at all times.
- To ensure that the school staff receive adequate health and safety training appropriate for their responsibilities;
- To ensure that staff are adequately consulted on health and safety matters either through the leadership team, or directly, and that staff to be allocated health and safety responsibilities are adequately consulted on the type and nature of the duties allocated;
- To ensure that the standards of health and safety are formally monitored and that a health and safety report is presented to the governors regularly;
- Attend any required health and safety training provided by the school or the Council;
- To ensure that health and safety monitoring and inspection arrangements are implemented;
- To ensure that where new staff are recruited, the selection process takes adequate account of the training and competence of the prospective staff member to undertake the work safely, having regard to the degree of supervision they will receive;
- To ensure for any off-site event or trip, organised by, or on behalf of, the school, that adequate arrangements are made for the supervision of the pupils involved. Safety of the staff and pupils and that these arrangements must at least meet any minimum standards specified by the Education Directorate;

- To ensure that, where required, school specific risk assessments are undertaken and recorded;
- To ensure that health and safety requirements identified, either in the school specific risk assessments or in relevant Education Directorate risk assessments, are implemented;
- To ensure that adequate arrangements for first aid, both on school premises and on school outings, or activities, in accordance with the Education Directorate guidelines.

Fire Safety Manager (David Lyons – Premises Officer)

The Premises Officer will have responsibility for overall planning and organisation of fire safety matters within the school. In particular he will;

- Ensure that fire precautions in the school premises are maintained to a high standard and that practice fire evacuation drills are undertaken at least every term;
- Ensure that all staff are aware of their particular responsibilities in the event of fire;
- Ensure that there are arrangements made for nominated members of staff (Sharon Herridge or Gineice Phipps) to call the fire brigade and meet them on arrival;
- Ensure a check is made at least every term that the inspection and maintenance arrangements for fire alarm and detection systems, emergency lighting, and fire extinguishers are being undertaken correctly and that a report is provided to the Executive Headteacher on the results of this check.

Teaching Staff

Teachers within the school have a responsibility for the health and safety of themselves and pupils under their control. In particular teachers are responsible for:

- Undertaking lessons and school activities in accordance with any national, Council or school guidelines relevant to the health and safety of the staff and pupils;
- Ensuring that they are familiar with the school fire procedure and their role in it;
- Maintaining good standards of housekeeping and cleanliness in the activities under their control;
- Ensuring where pupils need to wear any protective clothing or equipment for particular lessons or activities, that the use of such clothing or equipment is rigorously enforced;
- Ensuring that any special equipment for which they have particular responsibility is maintained in a safe condition and is suitable for the purpose for which it is used;
- Ensuring that there are health and safety considerations in relation to a particular lesson or activity, the lesson plan addresses these issues and is adhered to;
- Ensuring that any off-site outing or activity for which they are responsible, only takes place following written authorisation by the Executive Headteacher and in accordance with a plan which specifies an adequate level of supervision and health and safety arrangements to ensure that pupils or others are not put at risk;
- Attending any required health and safety training provided by the school or the Council;
- Undertaking, as required by the Executive Headteacher, any formal health and safety monitoring or inspections, in order to assist the school maintain adequate health and safety standards;
- Reporting, promptly, any deficiencies in health and safety standards they are not able to correct, either to the Executive Headteacher, or the Premises Officer as appropriate.

Premises Officer

The Premises Officer (David Lyons) is responsible to the Executive Headteacher for:

- Ensuring that fire equipment and systems are adequately maintained and tested and that records are kept;
- Acting as the school representative in any dealing with contractors who are to work at the school;
- Assisting the school to assess the competence of any contractors who it is intended to use for undertaking work at the school, and monitoring the standards of health and safety whilst the work is undertaken;
- Ensuring that the day to day maintenance of the school premises is undertaken and that serious deficiencies which cannot be quickly corrected are notified to the Executive Headteacher;
- Ensuring that statutory inspections of school plant, equipment and systems are undertaken in accordance with the Directorate policies and procedures and that any corrective action identified as necessary is promptly implemented and the required records are kept;

- Ensuring that inspections of portable electrical equipment, the fixed electrical installation, ladders, stepladders, playground equipment and gas equipment are undertaken regularly and that records are kept;
- Ensuring that any necessary statutory inspections of lifting tackle, pressure vessels and exhaust ventilation equipment are undertaken and records kept;
- Arranging any necessary corrective action identified by health and safety inspections detailed above;
- Maintaining a register of dangerous and hazardous substances used or stored by the Premises Officer at the school and ensuring that this register contains copies of up to date material safety data sheets;
- Ensuring relevant work is undertaken and controls maintained in accordance with the appropriate COSHH assessments;
- Ensuring that weekly walk through inspections of the standards of housekeeping in the school premises are undertaken and that deficiencies which cannot be promptly corrected are reported to the Executive Headteacher;
- Ensuring that he only undertakes work that is within his training or competence and, in particular, that he does not undertake work on roofs, scaffolding, or in confined spaces such as drains or tanks, unless he is both trained and authorised to do so.

School Bursar

The School Bursar (Sheron Herridge) is responsible for:

- Ensuring that a list of first aiders is maintained, together with the dates for refresher training;
- Arranging necessary refresher training for first aiders;
- Maintaining records of health and safety training undertaken for school staff;
- Maintaining a list of staff trained to undertake risk assessments required for manual handling, display screen equipment, the use and storage of hazardous substances and general risk assessments;
- Reporting to the Executive Headteacher the need to train further first aiders in order to meet the minimum required for the school;
- Ensuring that notices displaying the name and location of first aiders are kept up to date;
- Maintaining the school accident book and arranging for statutory accident reports to be completed in accordance with Directorate guidelines and Borough advice and guidance;
- Ensuring that a record of practice fire evacuation drills is kept, showing the date of the fire evacuation and the time taken to evacuate the premises;
- Ensuring that there is a nominated person and deputy for calling the fire brigade in the event of fire and that a clear notice of the procedure for calling the fire brigade is displayed;
- Ensuring that assessments are undertaken of display screen equipment workstations used in the school employed staff and that records of the assessments are kept;
- Ensuring that eye and eye sight tests are offered to school staff who are regular users of display screen equipment, in accordance with the Council's policy;

Educational Visits Co-ordinator

The Educational Visits Co-ordinator (Jade Gallacher) is responsible for:

- Ensuring that records are kept of pupils undertaking school trips and outings, together with the names and responsibilities of supervising staff accompanying the pupils;
- Ensuring that where school visits or holidays involving adventure activities are planned, written confirmation and evidence is obtained from the centre involved that a current licence, issued under the Adventure Activities Licensing Regulations, is held for the activities involved.

Other School Staff

All school staff have a responsibility for undertaking their work in accordance with any instructions or training provided by the school or the Council and for drawing to the schools attention any equipment or situation which could create a danger to themselves or others. All staff are required to ensure their work is carried out in a way which avoids risks to themselves or others.

School Pupils

All pupils at the school are required to act in accordance with any school health and safety rules and procedures and not to behave in a way which would put themselves or others in danger. Pupils are also required not to interfere with, or misuse, any safety or fire equipment.

ARRANGEMENTS

Standards and Guidance

Where internal guidance does not cover a specific issue, the school will adopt the practices or standards recommended in Health and Safety Executive, or Department of Education publications, or relevant British or European Standards.

Fire Safety and Fire Procedure

The fire procedure is displayed on the notice boards and next to fire alarm call points. New members of staff will be instructed in the fire procedure and their responsibilities by the fire safety manager, or a member of staff nominated to deputise for the fire safety manager, on their first day of employment.

Fire evacuation drills will be held at least once a term. Fire extinguishers and the fire alarm system are subject to regular inspection and maintenance, which is organised by the Premises Officer.

Self-closing fire doors are provided in the school to delay the spread of fire and smoke and must not be wedged or left open. Such doors are labelled 'fire door keep shut'. Automatic fire doors are also provided which will shut in the event of the fire alarm being actuated. Such doors are labelled 'automatic fire door keep clear'.

The Fire Safety Manager holds a copy of the fire safety risk assessment for the school. Included with the fire safety risk assessment is the overall fire safety plan for the school, which designates responsibilities to individual members of staff.

Accidents and First Aid

- The school has at least 5 fully first aiders and all Teaching Assistants are paediatric first aid trained. The names of whom must be displayed on the standard first aid signs.
- Any injuries to pupils, staff visitors must be reported to a first aider, who will ensure that appropriate action is taken.
- Records of such injuries must be entered in the accident book. Staff will record details of any accidents on the accident record forms as fully as possible: detailing – date; time; full details and location of accident and any other details required. A copy is held on file for reference. The second copy of this form is sent home to the parent/carer.
- All head injuries are reported to parents straight away via a phone call and parents are given a copy of the head injury accident.
- The school secretary will report accidents, ill health conditions and dangerous occurrences that fall within statutory reporting requirements, in accordance with Council procedures.
- If a serious accident occurs an ambulance is called (DIAL 9 - 999), a member of staff will notify the parents and ensure that one member of staff accompanies the child to hospital until the parents arrive unless the parent arrives in time to go in the ambulance. The member or members of staff who witness the accident will be responsible for filling in the accident forms with the assistance of a member of SLT.
- When a serious accident occurs it is important that the site is left untouched until advice is obtained from the Local Authority Corporate Health & Safety Adviser, Human Resources and or the police
- First Aid boxes are located in every classroom and medical pod. A First Aid box is taken out to designated area in the playground during play times. Staff have a duty to familiarise themselves with the positions.
- The contents of first aid boxes are monitored by First Aiders, to whom any supplies should be requested or notified.
- The SAO will report accidents, ill health conditions and dangerous occurrences that fall within statutory reporting requirements, in accordance with Council procedures.
- The Executive Headteacher will inform OFSTED of any serious accidents involving children-for list of reportable accidents visit Ofsted website: <https://www.gov.uk/government/publications/notify-ofsted-of-serious-childcareincident-form-for-local-authorities>

Medicines in School

We have a separate policy for the administration of medicines in school.

Contractors

Standard arrangements exist for the assessment of competence and the control and monitoring of contractors. The school also has a standard set of rule for contractors, which are notified to the contractor, and form part of the contractual arrangements. These arrangements are documented in the Health and Safety Management Manual and are operated by the Premises Officer, or another member of staff, who has been allocated to deputise for this role. Where staff or pupils become aware of dangers caused by contractors, these should be immediately reported to the Premises Officer.

Health and Safety Training

Staff will be provided with adequate Health and Safety training appropriate for their responsibilities.

School Trips and Visits

Off-site visits and trips will only be undertaken where a written plan for the trip, the health and safety arrangements and the level of supervision has been produced and approved by the Executive Headteacher. Adventure holidays organised by the school will only be undertaken at centres holding a current licence under the Adventure Activities Licensing Regulations.

School and Pupil Security

- A risk assessment has been undertaken for the school to establish the necessary security measures required for pupil safety.
- The Education Directorate implements these measures on a programmed basis.
- The school gate to be kept closed at all times apart from the start of day and end of day where it is managed by SLT.
- Visitors must report to the Office/School keeper when entering the premises.
- Identification of all maintenance workers must be checked.
- Visitors will be issued with visitor badges from the office. Unfamiliar persons should be challenged for identification at all times.
- All staff and pupils are required to assist in maintaining good standards of security on school premises.
- All staff are required to where school identity badges.

E Safety

We have a separate policy for E Safety and the use of the internet.

Smoking

No smoking is allowed on school premises.

Medical Suitability for Work and Medical Arrangements

Pre-employment medical surveillance is undertaken for all new staff, usually by means of a confidential questionnaire, by the Occupational Health Medical Adviser. Confidential medical details are held in the strictest confidence and will only be disclosed to the school with the prior consent of the staff member. However, information such as restrictions on particular types of work, or special precautions necessary for health and safety reasons, will be provided to the school to avoid putting the employee or others at risk. Where a staff member becomes pregnant or suffers from an ill health condition which is likely to affect their work, they should notify the school as soon as possible to enable any special precautions needed to be implemented. Arrangements will be made for an assessment to be carried out. It is the responsibility of all staff to report any change in their health which may affect their work.

Evening Events and Use of School Premises by External Bodies

Where events are planned to take place out of normal school hours, within school premises, this must be authorised by the Executive Headteacher and a health and safety plan for the event will be drawn up by the Fire Safety Manager, in conjunction with the teacher responsible for the event, or with the external body responsible for the activity.

The health and safety plan will particularly address fire safety issues, the safety of equipment brought on to the premises, first aid arrangements and any arrangements for serving food. Where a number of events of the same type are held, one plan covering all the events may be used. Where external bodies are responsible for the event, or activity, then the relevant requirements of the health and safety plan will be agreed, in writing, with the body concerned as a condition of using or hiring the premises.

Work at Heights

Work at heights, necessitating the use of ladders, step ladders exceeding 3 metres in height or in areas where there is a risk from falling, will only be undertaken by, or when approved by, the Premises Officer. School pupils must not be permitted to undertake work at heights (for example when arranging lighting for plays or similar events) unless there is safe and secure access to the area where the work is undertaken and guard-rails and toe boards are provided to physically prevent a fall.

Electrical Safety

The safety and maintenance of the school electrical installation is of great importance in order to ensure the health and safety of pupils and staff. The fixed electrical installation will be subject to an electrical inspection and test by an NICEIC contractor at least every five years and this will be organised by the Premises Officer who will keep records of the inspection. Any deficiencies identified by the inspection will be promptly corrected, or, where this is not possible, the relevant part of the installation will be electrically isolated.

All portable electrical equipment and equipment connected to the electrical installation by means of a plug and socket, will be subject to a combined electrical inspection and test at specified intervals and labelled with the date of inspection and a date of the next inspection due. The Premises Officer will be responsible for organising these tests, using an NICEIC electrical contractor. Mains powered electrical equipment belonging to staff or pupils must not be used on school premises unless it has been electrically inspected and tested.

Work on the electrical installation, or minor repairs such as changing bulbs or tubes in lighting units, will be organised or undertaken by the Premises Officer. Such work will only be undertaken when the relevant part of the installation has been isolated.

Volunteers will not be permitted to undertake work on the electrical installation or repairs to portable electrical equipment unless they are an NICEIC approved contractor and can provide a Certificate of completion when the work is finished. Pupils and staff will not be permitted to undertake work on the fixed electrical installation of the building.

Where pupils are involved in arranging lighting or stage electrical equipment (including electrical supplies for amplifiers or musical instruments) for school plays, discos or similar events, then such equipment must have been subject to a combined electrical inspection and test during the past twelve months and the electrical supply to the equipment must be routed via a 30mA residual current circuit breaker. Pupils must only change bulbs in such equipment when they have been authorised to do so by a teacher responsible for the activity and then only when the equipment has been electrically isolated.

Where portable mains electrical equipment is to be used outside the school buildings, this will only be permitted if the equipment has been approved by the Premises Officer as suitable for the intended use and it is adequately protected from mechanical damage, the weather, contact or splashing with water and is in any case protected by a 30mA RCD.

Work on Maintenance of Improvement of School Premises or Facilities by Volunteers

The school relies on, and greatly appreciates, assistance from parents or other volunteers in support of school activities. Where, however, work on school buildings or facilities is proposed to be undertaken by volunteers, a health and safety plan will be developed in conjunction with the Premises Officer, to ensure the work can be undertaken safely. The health and safety plan must show how the work is to be supervised, the competence and experience of those involved and any necessary health and safety arrangements for the work.

Health and Safety Inspection, Monitoring and Auditing

In order to ensure that health and safety standards are maintained and deficiencies are identified, a system of regular monitoring and inspection operates at the school and is co-ordinated by the Executive Headteacher.

The Executive Headteacher, the Head of School, the Deputy Headteacher and the Premises Manager meet at least once a term. Regular inspections will take place at these meetings and any concerns reviewed. All necessary actions are followed up. Summaries of any inspection reports will be reviewed by the Governors. Where problems identified by inspections cannot be satisfactorily resolved at school level the Executive Headteacher would raise the matter with the Education Directorate.

The governors meeting will also receive from the Executive Headteacher a health and safety report including details of at least the matters specified for such reports in the health and safety management manual.

Linked Policies

This policy should be read in conjunction with the following policies:

- Educational Visits Policy
- Medicines Policy
- Safeguarding and Child Protection Policy
- E-Safety Policy

Approved by:

Date: March 2017

Next review date: March 2018