

# RIVERSDALE PRIMARY SCHOOL

## Health and Safety Policy



## **INTRODUCTION**

The Governing Body and Headteacher are committed to ensuring a safe and healthy working environment for all staff, pupils and visitors including the provision of safe equipment and procedures. They recognise the responsibility placed on them by the Health and Safety Work etc. Act 1974, and the duties required by the Local Authority.

It is the intention of the Governing Body and the Headteacher that the established policies and procedures issued by the Local Authority shall be followed and developed/adapted locally to meet the needs of the school. The aim is to ensure that Health and Safety becomes an integral part of school activities.

The Governing Body wish to encourage the recognised Trade Unions to exercise their legal rights to appoint safety representatives at the school, as provided for in the Health and Safety at Work etc. Act 1974. The Governing Body wish to work in a constructive and co-operative way with such safety representatives, in order to promote high standards of Health and Safety.

This document details the policy and procedures with which all staff are expected to work and abide by. All staff have access to this document and are encouraged to familiarise themselves with its contents.

## **KEY LEGISLATION**

### **Health and Safety at Work etc. Act 1974:**

The Health and Safety at Work Act 1974 is the fundamental piece of Health and Safety legislation in this country that all employers must adhere to. It covers everyone who is affected by work activity. It is a general document, which places the burden of legal responsibility for Health and Safety at work with the employer.

### **Electricity at Work Regulations 1989:**

All work involving electricity will be carried out in accordance with the Electricity at Work Regulations 1989. The Estates Office are responsible for ensuring that all portable electrical appliances are checked for electrical safety and appropriate certificates are issued or records kept.

### **First Aid:**

The Health and Safety (First Aid) Regulations 1981 place a duty on employers to provide adequate and appropriate first aid provision for staff.

### **Management of Health and Safety at Work Regulations 1999:**

Risk assessments are required for the School under the Management of Health and Safety Regulations 1992 (as amended in 1994), Manual Handling Regulations 1992, Control of Substances Hazardous to Health Regulations 1999, the Display Screen Equipment Regulations 1992, the Provision and Use of Work Equipment Regulations 1998, and the Personal Protective Equipment Regulations 1992.

## **ROLES AND RESPONSIBILITIES**

### **The Governing Body**

The Governing Body, in consultation with the Headteacher, will make itself familiar with the requirements of the Health & Safety at Work etc Act 1974 and any other Health & Safety legislation and codes of practices which are relevant to the work of the school, in particular the Management of Health & Safety at Work Regulations 1999.

The Governing body will also maintain effective policy, organisation and arrangements for the provision of Health & Safety throughout the school, assess periodically the effectiveness of this policy and ensure that any necessary changes are made. They will identify and evaluate all risks related to the everyday business of the school as well as the risk control measures, in order to select the most appropriate means of minimising risks to staff, pupils and others. Established systems must be clearly documented and be understood by all staff.

All meetings of the Governing Body should include items on Health and Safety in the schools.

### **Headteacher**

The Headteacher will ensure:

- This policy and the Council's Health and Safety policy are complied with at all times.
- That all accidents, dangerous occurrences, diseases, near misses and property damage are reported and that the cause is investigated. In addition, they will ensure that all reasonably practicable steps have been taken to prevent its re-occurrence.
- The maintenance and repair of machinery, plant and equipment is carried out as appropriate, by a competent person in accordance with Local Authority procedures.
- First aid provisions are made in accordance with the First Aid Arrangements Management guidelines.
- All employees including new employees, receive adequate Health and Safety information, instruction and training to enable them to work without undue risk.
- Effective arrangements are in force to facilitate the evacuation of buildings in case of fire or other emergencies and that firefighting equipment is readily available and properly maintained.
- That consultations with local trade unions on Health and Safety procedures are undertaken and ensure their effective implementation and be available to any member of staff to discuss and attempt to resolve the Health and Safety issues not resolved through established arrangements.
- Purchasing policy for the procurement of goods and services that will ensure safety issues are met.
- That where parental/guardian's assistance is required in keeping children away from the school when sick, all communication will be followed up in writing.
- Liaise with parents over children who are, or may be ill, so that medical help can be summoned if necessary and the child or staff member be excluded from the school, for the appropriate time period, to prevent the spread of infection.
- Ensures that records on children in the school's care are maintained and updated regularly and where appropriate, that staff are made aware of health histories, special needs, diet and risk.

### **Health & Safety Administrator**

The role of the Health & Safety Administrator is to provide oversight of the Premises Officer and coordinate with relevant stakeholders with regards to all aspects of Health & Safety. The responsibilities for this include:

- Ensure that "risk assessments" required by the management of Health and Safety regulations, are carried out as appropriate.

- Report to the headteacher any circumstance preventing the Premises Officer from carrying out their Health and Safety responsibilities.
- Liaise with external contractors for the undertaking of specialist maintenance, for example that which can not be undertaken by the Premises Officer.
- Liaise with Health and Safety inspectors, ensuring that feedback is collated and actioned where appropriate.
- Maintain accurate records of all inspections, services and maintenance undertaken.

## **Premises Officer**

The Premises Officer has a significant Health and Safety role within the school, therefore it is essential that they have received high-quality professional development and training.

Liaising as necessary with other relevant staff, the Premises Officer will take primary responsibility to:

- Ensure that all communal areas, particularly those associated with fire escape routes, are kept free from obstructions
- Ensure that all fire escape doors are properly identified with signs and accessible when the school is in use.
- Plan for the safe working of contractors on site, ensuring so far as is reasonable, that their work is segregated from the main school users, and in accordance with the Local Authority's recommendations. -
- Ensure that snow and ice is cleared, maintaining safe access and egress to all buildings.
- Ensure that proper investigations are undertaken and reports made for any accidents or potential accidents, involving staff/public and equipment for which they are responsible.
- Ensure that all security doors (e.g. to motor rooms, boiler rooms etc.) are identified and secured against unauthorised entry.
- Ensure, so far as is reasonable, that all fabric, fixtures and fittings on the site are maintained in a safe and secure condition.
- Ensure that all fixed and portable electrical equipment receives inspection and maintenance in accordance with guidance.
- All fire appliances are properly maintained, checked and kept in the designated locations. Ensure that fire procedure notices are properly maintained and correctly displayed.
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with their written risk assessment.

## **Teachers and Teaching Assistants**

All teachers and teaching assistants must ensure that their areas of responsibility are checked frequently to ensure that no Health and Safety hazards are present.

They should make these checks on a daily basis:

- Check fire exits in the classroom area are working, unobstructed and are unlocked during the school day.
- Follow the school policy on administration of medicines at all times.
- Implement policies and procedures within their classroom, be aware of location of nearest first aider, fire exits and evacuation procedures.
- Ensure that there is sufficient adult to child ratio in classroom/areas at all times.
- Report any signs of illness, or potential illness, in themselves, or any child in their care to the Headteacher immediately.
- Report any accidents involving children in the classroom or areas for which they are responsible.

- Make sure all incidents are recorded in the accident book and where appropriate the first aider, Headteacher, parents and emergency services are contacted.
- Check equipment for damage or hazards that could potentially harm a child or adult, i.e. broken furniture or toys and supervise children when using equipment that could cause harm e.g. scissors, knives. Where possible these should be made safe or removed.
- Should a teacher or teaching assistant identify hazards, they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level. If they cannot resolve the issue, because it is beyond their remit, affects other areas of the school, or requires financial support, then the Headteacher should be advised of the hazard/issue.

## **All Staff**

All staff are required to:

- Take reasonable care of their own Health & Safety and any other persons who may be affected by their acts or omissions at work.
- Co-operate with their employers on Health and Safety matters and not interfere with or misuse anything provided for their health, safety and welfare.
- Ensure that they familiarise themselves with the Health & Safety aspects of their work and to avoid conduct which would put them or anyone else at risk.
- Be familiar with the School's Health & Safety policy and all safety regulations as laid down by the Governing Body.
- Ensure Health & Safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils.
- See that all equipment is adequately guarded and equipment is in good and safe working order.
- Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.
- Report any defects which they observe in the premises, equipment and facilities.
- Report all accidents, verbal threats and physical assaults and near misses using the Local Authority accident reporting procedures.
- Take an active interest in promoting Health & Safety and suggest ways of reducing risks.
- Not to bully or abuse (whether mentally or physically) any child, member of staff, contractor or visitor.

## **KEY PERSONNEL**

All staff have a Health and Safety responsibility, ensuring that they are safe in what they are doing and that their actions/activities do not cause harm/injury to others. Accordingly, all staff shall ensure that they comply with the school's Health and Safety policy, training or instructions.

### **Specific Responsibilities**

The following staff have been nominated to be responsible Health and Safety within the school:

- **Health and Safety Administrator:** Svenja Taylor
- **Premises Officer:** Luis Bravo

The following staff have been nominated to be responsible specific areas of Health and Safety within the school:

- **Fire Safety:** Luis Bravo (though all staff are responsible to ensure fire safety policies are undertaken).
- **Fire Marshalls:** Amy Roberts, Steven Sousa, Tracey Tattersall.

- **Paediatric First Aid:** Lesley Harrison, Sandra Moody, Bernadette Bush, Kirsty Butler, Rachel Howes, Stacey Beasley.
- **General First Aid:** Nadia Caldecott, Sharon Thornton, Sameena Bokhari.
- **Administration of Medicines:** Bernadette Bush
- **Electrical Safety:** Luis Bravo
- **Asbestos:** Luis Bravo (with the Headteacher)
- **Display Screen Equipment:** Svenja Taylor (with the Headteacher)

## **RISK ASSESSMENT**

The Headteacher will ensure that regular risk assessments are undertaken regarding the school premises, methods of work, changes in practices or working environments and all school sponsored activities.

The Local Authority requires a regular programme of planned assessments to be completed in high risk areas. In other activity areas, establishments should work towards undertaking Termly risk assessments.

Risk assessments will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Governing Body who will prioritise issues and assign resources to undertake remedial control measures where required.

## **TRAINING**

A safety induction must be undertaken by all new employees on the first day of employment. This induction takes the form of a checklist and new staff are informed of the School's Health and Safety Provisions e.g. action to be taken in the event of fire, fire exits and knowledge of first aid reporting arrangements.

Training will also be given to all key staff and staff with special responsibilities, such as the Premises Officer and First Aiders.

The school will keep a record of all staff that have been trained and the expiry dates of any certificates.

## **EDUCATIONAL VISITS**

All group leaders and staff taking pupils on school trips, must follow the school's policy on Educational Visits and Local Authority guidance in the completion of a risk assessment. The Educational Visits risk assessment will be checked by the Headteacher before the visit takes place. Any visits to outdoor sites where water activities are part of the theme require approval from the Local Authority and staff will receive training in the use of a rescue rope.

## **FIRST AID PROCEDURES**

All staff should be aware of the school's procedure in dealing with first aid emergencies. Please see the school's First Aid Policy for further details.

## **MEDICINES**

At Riversdale, the school employs an Administration of Medicines Policy that all staff are required to adhere to. Although the prime responsibility for a pupil's health rests with the parents/carers, school staff may administer medicines where necessary. For short-term administration of medicine, an Administration of Medicine consent form is available from the school office and must be completed before any medicine is administered by school staff.

Where medical care may be long-term, parents/carers should write to the Headteacher, giving adequate information on their child's medical condition, and requesting that medication be administered to him or her.

## **ACCIDENT, ASSAULT & INCIDENT REPORTING**

All staff are required to ensure that all accidents, assaults, incidents and near misses are reported to the Headteacher. All accidents and assaults must be recorded in the school's own accident book, whilst more serious cases will require the completion of the Local Authority's incident form, which can be done online.

## **ELECTRICAL EQUIPMENT**

The Headteacher and Premises Officer will ensure that testing, inspection and maintenance of equipment as outlined in the property log book is undertaken as required.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher. Equipment found to be unserviceable, or of doubtful serviceability will be taken out of service, labelled correctly, locked away and the defect reported to the Headteacher or Premises Officer, who will arrange for repair or replacement.

The Headteacher will ensure that all electrical equipment brought into the school from other sources, e.g. on loan, or during a letting, has the appropriate test certificate and is formally visually inspected in accordance with the Electrical Safety Management Guidelines.

## **MANUAL HANDLING**

All staff engaged in the pushing, pulling, lifting or carrying of equipment/pupils will receive training prior to being asked to do such work. Risk assessments will be carried out and wherever possible, equipment will be provided with training to ensure that such tasks are carried out with minimal risk of injury to staff and pupils.

## **LONE WORKING**

Where work activities are to be undertaken by a lone worker or outside normal working hours, the school will assess if this is appropriate based on the following terms:

- Assessing if the work is a "one person" job
- The remoteness or isolation of the workplace
- Any problems of communication
- The possibility of violence or criminal activity by intruders
- The nature of possible injury
- Emergency egress e.g. Are fire exits open out of hours?

## **CASH HANDLING**

Staff will keep the amount of cash entering and being handled on the premises to a minimum whilst maximum limits have been set for the size of each individual cash transaction.

Cash is kept in a safe and monies are banked weekly. Counting of accumulated cash occurs at an appropriate location within the school and not in view of others. Site staff are responsible for safely carrying monies to and from the bank, where applicable.

Staff should not put themselves at risk in the event of an attempted robbery and should hand over the money to any would be assailant. To reduce the risk of this occurring, deterrents have been put in place, such as numerical keypads and fob scanners to access the building.

## **BUILDING SAFETY**

### **Fire, Bomb and Gas Leaks**

In the instance of a fire, bomb threat or gas leak, the school will enact the relevant evacuation plans. These are available from the Health and Safety Administrator. All staff will receive adequate training, to ensure that these plans are understood and abided by.

### **Swimming & Hydrotherapy Pools**

All staff and pupils using Riversdale's swimming pool must adhere to the school's expectations of health and safety.

There must always be a minimum of two members of staff poolside, in order to ensure safe monitoring of the children. The swimming teacher will have specialised training in first aid and rescue relating to water-based activities. Safety equipment such as a telescopic rescue hook will be clearly visible and accessible at all times and staff will receive training in its usage.

Further information regarding poolside emergencies can be found in the Swimming Pool Emergency Plan.

### **COSHH Risk Assessment**

The Headteacher acknowledges that persons may use or be exposed to substances (or mixtures of substances), both chemical and biological with the potential to cause harm to health. Where possible exposure to hazardous substances will be prevented e.g., a non- hazardous substance used.

The School understands that it must comply with the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) and the relevant staff including the Health & Safety Lead, the Premises Officer will ensure that:

- an inventory of all substances at the School is maintained and regularly reviewed;
- current Safety Data Sheets are held together with the COSHH assessments; and
- all substances are stored, used and disposed of in accordance with the COSHH assessment.

Personal Protective Equipment will be provided where identified in the COSHH assessment.

Arrangements will be put in place to deal with emergencies.

### **Tree Safety**

All Trees in school playgrounds of a particular age and height are checked annually for disease and to guard against falling branches etc.



## **WASTE DISPOSAL**

### **Collection and Disposal of Clinical Waste**

Clinical waste is potentially very harmful. The risk is not only present at the initial stage, but continues down the chain of waste disposal. Staff have a duty of care to others affected by this process and so any clinical waste will be dealt with in a responsible manner.

All staff are required to wear gloves when dealing with pupil accidents involving blood. Gloves are kept in all First Aid packs, and on use should be disposed of in the Clinical Waste containers. These are removed and emptied regularly by outside contractors.

Staff dealing with pupil faeces or urine must also wear gloves at all times and dispose of these using the clinical waste containers. Dirty clothes should be securely wrapped in plastic bags for delivery to parents.

## **ASBESTOS**

A copy of the Asbestos Log Book is kept in the school office. The Headteacher will ensure that all staff are aware of the dangers of asbestos and that they are familiar with the procedures within the Log Book.

The log book will be kept up to date by the Premises Officer with the support of the Health and Safety Administrator.

All contractors shall be referred to the asbestos log book before commencing work. Any member of staff who may disturb the fabric of the building will also refer to the log book before commencing work.

## **LETTINGS**

The Governing Body notes its residual responsibility for the control of the premises and will take all reasonable steps to ensure that any persons letting the premises comply with the terms of this policy.

The Headteacher or Governing Body will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.

When the premises or facilities are being used out of normal school hours for an activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and comply with the requirements of this section.

## **CONTRACTORS**

All contractors who work on the premises are required to abide by the schools Health and Safety procedures and are also required to ensure safe working practices by their own employees under the provisions of the Health & Safety at Work, etc. Act 1974. They must pay due regard to the safety of all persons using the premises.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to act to make them safe, the Headteacher will take such actions as are necessary to prevent persons in his or her care from a risk or injury.

## **SCHOOL SECURITY**

The Governing Body and Headteacher will consult with staff to agree a security procedure for dealing with incidents that occur during and out of school hours, ensure all staff are trained and know what to do should one of the incidents occur. Examples of security incidents may include:

- Aggressive parents or visitors,
- Thefts,
- Break-ins and burglaries.

The procedure will explain:

- How/when to contact the Schools Liaison Police Officer
- How/when to notify the Local Authority

At the end of each day, the school will ensure that the premises are locked up and emergencies key holders are nominated.

In some circumstances, it may be necessary to ban individuals from the school premises for example if they continue to be verbally or physically abusive to members of staff other parents or children. Our main goal is to always protect our stakeholders from harm (verbal, physical and/or emotional).

Where necessary, letters confirming the school's policy on aggressive behaviours will be sent to the relevant individual within 24 hours to prevent further breaches.

## **SCHOOL CLEANING**

The site record book is kept in order to monitor all cleaning on the school site. Regular checks will be made on areas that require meticulous cleaning such as kitchens, dining areas and toilets. Problems will be recorded and the contractor notified. Consistently poor cleaning will be reported to the Local Authority.

## **NO SMOKING**

The Governing Body and the Headteacher have agreed that there will be a no smoking Policy adopted throughout the school premises.

All school staff and parents have been informed, signs will be on display at the main entrance to the school and in other areas of the school to that effect.

## **POLICY MONITORING**

The policy has been constructed with the agreement of staff, the Governing Body, Headteacher, and incorporates recommendations given by the Education Department at Wandsworth Council.

The Policy is put into practice and monitored regularly. Results of any monitoring carried out will be reported to the Governing Body.

Termly Health & Safety monitoring inspections will be carried out, by means of a walk around by the Headteacher/ Premises officer and/or Health and Safety Administrator.

A report will be drafted and actions allocated with deadlines. Any items not rectified by the next inspection will be carried forward, items rectified will remain on the report for everyone to note.

This policy will be reviewed annually, as per the school's Policy Review Schedule.