

LONDON NAUTICAL SCHOOL



Health & Safety Policy

Document Information

Author:	Rob Melia	Document No.	Index	Stat - R
Title:	Health & Safety Policy	Document Date:	Version	July 2019
Reviewed By:	Rob Melia	Review Date:		July 2020

Version History

Version	Date	Amended By	Notes on Revision	Document Version.
1.0	3rd July 2019		Adopted at FGB	1

To Be Read in conjunction with

Policy	Date	Document Index No.	Notes
Staff Code of Conduct	August 2019		
School Hiring	August 2019		
Tackling extremism and radicalisation	2018		
Safeguarding Policy	September 2019		
<i>School Emergency Plan</i>	2019		
Lone Working Policy	January 2012		Lambeth LA Adopted Policy (March 2019)
Display Screen Equipment Protocol	2019		

Contents	
1.0 Introduction	5
2. Statement of Intent	6
3. Organisation	6
3.2 The Head teacher	6
3.3 Senior Leadership Team	7
3.4 Business Manager / Premises Officer	7
3.5 First aiders	8
3.6 Employees	9
3.7 Health and Safety representatives	9
4. Arrangements	9
4.1 Risk assessments	9
4.2 Training	10
4.3 First Aid	10
4.4 Administration of medicine	10
4.5 Accident reporting	11
4.6 Fire precautions	12
4.7 Smoking and fire hazards	12
4.8 Use of machinery	13
4.9 Personal safety	13
4.11 General safety	13
4.12 Lone working	14
4.13 Safeguarding – Access to school	14
4.14 Safeguarding – Collection of children	14
4.15 Safety on school visits	14
4.16 Cash handling	15
4.17 Manual handling	15
4.18 Tree safety	15
4.19 Asbestos	15
4.20 Hirers, contractors and others	15
4.21 Staff consultative arrangements	16
	3

4.22 Emergency Planning	16
5. Safe working practice	17
5.1 Aims	17
5.2 Classroom safety	17
5.3 Playground safety (including lunch and breaks)	17
5.4 Large playground equipment	18
5.5 Staff and pupil safety	18
5.6 Manual Handling	19
5.7 Work at height	19
5.8 Staff training and information	19
5.9 Staff and workplace safety	19
5.10 On Site Vehicle Movements	21
6.0 Monitoring	22
6.1 Procedures	22
6.2 Health and Safety Executive Visits	23

1.0 Introduction

- 1.1. This document is provided by the Governing Body of the London Nautical School in pursuance of the Lambeth Council Policy and the Health and Safety at Work etc. Act 1974 and subordinate legislation.
- 1.2. The document acknowledges the School's legal responsibilities and outlines the objectives of the School for the health and safety of its staff, pupils and visitors.
- 1.3. The document is issued to all school staff, who are to read, understand and comply with its requirements.

2. Statement of Intent

- 2.1 The Governing Body of London Nautical School accept responsibility for all safety and environmental matters within the School including health and safety at work, environmental protection and fire safety. The Governing Body is aware of the requirements of the Health and Safety at Work Act 1974, the Environment Protection Act 1990, the Environment Act 1995, the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation. In keeping with the spirit and intentions of the Acts, and in accordance with Lambeth Council's policy statement and guidance on safety and environmental matters, an Organisation (paragraph 3) and Arrangements (paragraph 4), to ensure that the School meets its legal and moral obligations and complies with legislation, has been set up.
- 2.2 The Governing Body is committed to achieving the highest standards in all aspects of safety and environmental protection within the School. To achieve these high standards Codes of Safe Working Practice have been produced to provide a practical guide for staff on current legislation. See Section 5 below.
- 2.3 All employees have a duty to themselves, to their colleagues and to visitors and contractors to work safely and in a manner, which prevents pollution and minimises the use of resources. All staff should read and co-operate with the requirements contained within this document.
- 2.4 Line Managers will make regular reviews of safety and environmental standards within their areas of responsibility to ensure compliance with all the standards as laid down.
- 2.5 Contractor and sub-contract staff and visitors have a similar duty of care and a right to a safe working environment. Like School staff, they must ensure that they comply with the requirements of this statement and the School Codes of Conduct, Safeguarding and Safe Working Practice.

3. Organisation

3.1 The Governing Body

3.1.1 The Governing Body has overall responsibility for ensuring compliance with this Health and Safety Policy document. In particular, the Governing Body is responsible for:

- ensuring a health and safety policy is in place;
- monitoring the application of the health and safety policy including consideration of inspection reports;
- prioritising actions where resources are required;
- ensuring actions are taken;
- including health and safety on governor's meeting agenda;
- producing an annual report on health and safety;

- ratifying the local health and safety policy.

3.2 The Head teacher

3.2.1 The Head teacher has day-to-day responsibility for ensuring compliance with the policy statement and that all staff endeavour to ensure the safety of others; be they staff, pupils, parents, visitors or contractors. Specifically he/she will be responsible for:

- ensuring that the Health and Safety Policy is prepared and, together with the Governing Body, is regularly reviewed;
- ensuring that an emergency evacuation procedure is in place and is regularly tested;
- day-to-day management of all health and safety matters in the school in accordance with the health and safety policy;
- passing on information received on health and safety matters to appropriate people;
- chairing the school health and safety committee;
- liaising with governors and Lambeth Council Health and Safety Team
- on policy issues and any problems in implementing the health and safety policy;
- co-operating with and providing necessary facilities for trades union safety representatives.
- carrying out accident and other health and safety investigations and ensuring that accidents are reported under arrangements established by local authority.
- ensuring regular inspections are carried out;
- submitting inspection reports to the Governing Body and Lambeth Council Health and Safety Team;
- ensuring remedial action is taken where appropriate;
- arranging for any unsafe item of furniture, fitting or equipment to be withdrawn, repaired or replaced;
- identifying staff safety training needs;
- discharging duties specific to the role of Fire Marshal

3.3 Senior Leadership Team

3.3.1 The Senior Leadership Team is responsible for:

- aspects of day-to-day management of health and safety in accordance with the health and safety policy and the direction of the Head teacher;
- exercising effective supervision over those for whom they are responsible;
- being aware of safe working practices and setting a good example personally;
- carrying out regular inspections in conjunction with the Premises Officer and making reports to the Head teacher;
- ensuring remedial action is taken where appropriate;
- passing on information received on health and safety matters to appropriate people;
- acting on reports from the Head teacher.

- discharging duties specific to the role of Fire Marshal (where applicable)

3.4 Business Manager / Premises Officer

3.4.1 The Premises Officer is responsible for:

- inspecting the buildings and site access on a daily basis ensuring that all fire escape doors are unlocked, escape routes are clear of obstruction and that access to the site is safe (for example by removing snow and ice in the Winter);
- inspecting the buildings and equipment on a weekly basis and submitting a report to Lambeth Borough Council and to the Head teacher as required;
- recording all defects noted and, if minor, affecting immediate repair and recording this repair has been completed;
- reporting major defects to be repaired by outside contractors/authorities to the Business Manager and / or Head teacher;
- ensuring that the fire alarm system is kept in a serviceable condition and for testing the system each week at 07:00 hrs on Monday by operating a manual call point;
- assisting with the termly fire drill and recording the date of the drill, the evacuation time and the number of persons evacuated in the Fire Log Book.
- ensuring fire appliances are properly maintained, checked and kept in designated positions and that fire signage is correctly displayed;
- ensuring emergency lighting is tested regularly;
- ensuring water hygiene checks are completed;
- all external contractors working within the school, reminding them of their obligations under this policy and notifying them of any existing hazards and ensuring the Asbestos Register is signed;
- notifying the Business Manager and/or Head teacher of any hazards introduced by contractors on site;
- the correct storage of all equipment, tools, etc.;
- annually undertaking a risk assessment relevant to his/her work environment and
- annually checking all stock with the stock book; adding new items on receipt and ensuring all electrical appliances are Portable Appliance Tested as required and a record of testing is kept.
- arranging for any unsafe item of furniture, fitting or equipment to be withdrawn, repaired or replaced;
- discharging duties specific to the role of Fire Marshal

3.5 First aiders

3.5.1 First aiders are responsible for:

- the first aid equipment found in boxes in the reception area.
- recording when medicines are given to any pupils;

- recording any accident and subsequent treatment in the appropriate accident book located in the reception area.
- immediately informing the Head teacher and/or the Deputy Head teacher of accidents involving bumps to the head and face, fainting fits, severe cuts, bruises, broken teeth and bones, etc.
- completing an Accident Form for all accidents which involve hospital treatment and passing this form to the Head teacher. Completion must be within one day of the accident; and notifying parents of any case recorded in the accident book.

3.6 Employees

3.6.1 All staff are responsible for:

- taking care of themselves and others who may be affected by their acts or omissions;
- co-operating with the Head teacher and Lambeth Council to ensure that statutory requirements are met;
- not interfering with or misusing anything provided in the interest of health, safety or welfare;
- checking classrooms and work areas are safe and that fire exits are unlocked and unobstructed;
- checking equipment is safe before use;
- ensuring they are aware of safe procedures and that these are followed;
- ensuring protective equipment is used when needed;
- participating in inspections and the health and safety committee as appropriate;
- bringing problems to the attention of the relevant manager;
- reporting any accident involving children in classroom areas for which they have responsibility.
- discharging duties specific to the role of Fire Marshal (where applicable).

3.7 Health and Safety representatives

3.7.1 The Governing Body and Head teacher recognise the role of Health and Safety Representatives who may be appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable. Trade Union Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However, representatives are not part of the management structure and do not carry out duties on behalf of the Head teacher or Governing Body.

4. Arrangements

4.1 Risk assessments

4.1.1 The Head teacher delegated to the Business Manager will ensure that suitable and sufficient risk assessments are carried out where appropriate. Risk assessment will follow the following steps:

- Identify hazards;
- Evaluate the risk that these hazards present and to whom;
- Identify suitable measures to reduce and control the risks;
- Record the significant findings;
- Monitor the effectiveness of the control measures;
- Review the risk assessment on a regular basis.

4.1.2 Specific risk assessments are required for lock down, violence, lone working, etc. where such a risk exists.

4.1.3 Full information, including the agreed proforma, is contained within the Health and Safety Manual, Chapter 5.

4.1.4 All school trips will have accompanying Risk Assessments and be recorded by staff on EVOLVE

4.2 Training

4.2.1 Safety induction training must be given to all staff on commencement of work at the school. The proforma in Annex A to Chapter 11 of the Health and Safety Manual may be used for this.

4.2.2 All staff must be competent to perform their duties thus specific training is required where, for example, additional hazards exist or if specialist duties are required. Fire Wardens, those working swimming pools and Premises Officers are among those staff requiring specific training.

4.2.3 A record of all training courses attended by staff should be maintained in the Continuing professional development (CPD) folder.

4.3 First Aid

4.3.1 The Head teacher will ensure that a suitable number of staff are qualified to administer first aid in an emergency. Whilst a first aider is, a voluntary position staff should be encouraged to undertake relevant training.

4.3.2 First aid boxes are situated throughout the school and are clearly identified. The contents will be checked on no less than a monthly basis by a nominated first aider and all deficiencies made good.

4.3.3 A record will be kept of every occasion when any member of staff, pupil or other person receives first aid treatment whether on school premises or as part of a school-related activity.

4.3.4 First Aiders are required to use gloves when dealing with bodily fluids.

4.4 Administration of medicine

4.4.1 Medicines will only be administered at the school when it would be detrimental to a child's health or school attendance not to do so.

4.4.2 If a pupil requires regular prescribed medication at school, parents are asked to complete the 'Request for Administration of Ongoing Medication' in school form, giving the pupil or staff permission to administer medication on a regular/daily basis, if required. The School does not give non-prescribed medicine in school. The school understands the importance of medication being taken as prescribed. No child under 16 will be given prescription medicines without their parent's written consent. Medicines that require four a day doses or specific timed doses in the school day will be the only medicines dispensed at school.

Only prescribed medicines that are in-date, labelled with the child's name, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage are acceptable. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container. All medicines will be stored safely and in accordance with instructions.

4.4.3 We will ensure that children know where their medicines are at all times and are able to access them immediately. Medicines and devices such as asthma pumps, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away.

4.4.4 Specific arrangements will be put in place for school trips where a child requires medication and these arrangements recorded via the EVOLVE visit plan software.

4.4.5 Controlled drugs that have been prescribed for a pupil will be securely stored in a non-portable container and only named staff will have access. We will ensure that controlled drugs are easily accessible in an emergency.

A member of staff may administer a controlled drug to the child for whom it has been prescribed providing they have received specialist training/instruction. This requires bespoke management for each individual case due to strict rules which apply to the use of controlled drugs.

4.4.6 We will ensure an adequate number of staff members have received training in administering medication to meet the needs of pupils.

4.4.7 If a trained member of staff, who is usually responsible for administering medication, is not available, this school makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities and recorded via EVOLVE.

4.4.8 We will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Parents will be informed when a child has been unwell and /or medication has been required / administered.

Parents at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.

4.4.9 If a pupil refuses their medication, this will be recorded and the parent notified. If necessary advice will be sought from the relevant health professional.

If a pupil misuses medication, either their own or another pupil's, their parents are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.

When no longer required, medicines will be returned to the parent to arrange for safe disposal. Sharps boxes will always be used for the disposal of needles and other sharps.

Ms. Caroline Knight, normally the designated member of staff for medication, ensures the correct storage of medication at school. The identified member of staff will check for expiry dates three times a year Medication will not be stored at school over the summer holiday period.

Mrs. Sue Cronin the deputy-designated member of staff for medication. It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year and whenever required

4.5 Accident reporting

4.5.1 All accidents, no matter how minor, that occur to members of staff, are to be reported using the school accident reporting proforma. These are kept in the school office. A copy of the completed form is to be sent to the Council Health and Safety Team if necessary.

4.5.2 Accidents to pupils and visitors must be reported in the same way as those to employees. However, only those accidents which are as a result of the school's undertaking (i.e. as a result of the conditions of the premises, equipment or plant or lack of supervision) and require the injured person to be taken directly from the school to the hospital by whatever means (car, taxi, ambulance) need to be recorded and reported. Those accidents to pupils arising out of activities not connected with the school's undertaking (e.g. activities in the playground such as collisions, slips and trips, etc.) still need to be recorded in the Accident Log Book.

4.5.3 Major accidents, i.e. any fatality, major injury, reportable disease or dangerous occurrence, must be reported immediately by telephone to the Council Health and Safety Team to enable a report to be submitted to the Health and Safety Executive in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

4.6 Fire precautions

4.6.1 Every employee must ensure that:

- they know what to do in the case of fire;
- they are familiar with the sound of the alarm;
- all classrooms and other areas are evacuated immediately on hearing the fire alarm;
- hazardous electrical appliances are disconnected and all doors shut when vacating the premises;
- they always check for any potential fire hazard at the end of the day.

4.6.2 Further, every employee must:

- NEVER ignore a fire alarm or disregard any notice on fire prevention.
- NEVER smoke in the school buildings.
- NEVER be untidy and leave waste materials laying around.
- NEVER leave obstructions in passages or stairways.
- NEVER leave any temporary heating appliances burning when unattended.
- NEVER move or interfere with firefighting appliances.
- NEVER leave electrical appliances plugged in when not in use.
- NEVER leave furniture etc. by fire exits or placed directly in front of electrical heaters.

4.6.3 In the event of a fire, children will be escorted from the building by the nearest exit, in silence, and line up as below:

- Year 7 – year 7 (Duchy Street Car Park)
- Year 8 – 11 – Main Yard
- Year 12 & 13 – Main Yard

4.6.4 All staff should know where the nearest fire fighting appliances are and the alarm sounding points around the school. The fire alarm is tested weekly every Monday morning at approximately 8.30 am by the Premises Officer. Fire drills take place Termly.

4.6.5 Alarm Sounding Points (manual call points) Locations: by all exits and on all landing areas on stairwells

4.6.6 Fire Extinguishers Locations: Are located by all exits and midpoints on corridor spaces and other high risk areas.

4.7 Smoking and fire hazards

4.7.1 Smoking is not allowed in school buildings.

4.7.2 Smoking is not allowed in the school grounds during school hours. Outside these times, i.e. in the evening or at weekends, smoking may be permitted in the school grounds only.

4.7.3 Cigarettes and matches should not be left where children can have access to them. If teachers light candles for any reason (e.g. religious services, scientific experiments, etc.) they should not be left unattended.

4.8 Use of machinery

4.8.1 Care should be taken when using all machines. If anyone does not know how to use a particular machine they should ask for help and advice before attempting to use it.

4.8.2 If there is a fault with any electrical equipment, the staff member who notices the defect should write in the "site fault log" which is located on the 'staff' drive. If the appliance is dangerous then the Premises Officer should be contacted immediately. The appliance should be marked so that other staff do not attempt to use it.

4.8.3 All staff members must visually check all appliances prior to each use. If staff members are, in any doubt as to whether the appliance is faulty or not, they should not use it.

4.8.4 Staff should not use their own electrical appliances unless they have been checked by the Premises Officer. All electrical appliances are checked yearly (PAT Tested).

4.8.5 Computers - No adult or child should work with a computer for more than 20 minutes without a short break. The school office has appropriate lighting for employees to work with computers. Refer to the school Display Screen Equipment Protocol.

4.8.6 Photocopying machine - Instructions as to how toner is to be replaced in the machine are to be followed exactly. The machine should be switched off each evening.

4.8.7 Solvent abuse - Children should not be allowed to use correction fluids, or other solvent-based products. They must be used only by an adult and stored with care.

4.9 Personal safety

4.9.1 All staff are to be aware of the contents of this policy, contractual obligations and responsibilities to the school other policies and conduct themselves in line with the Staff Code of Conduct at all times.

4.10 Pupil safety

4.10.1 No child is to be left unattended anywhere in the school buildings, and should be escorted in an orderly fashion around the grounds – no running.

4.11 General safety

4.11.1 All staff should ensure that working areas are sufficiently ventilated.

4.11.2 No hot drinks are to be walked around the school or taken onto the playground.

4.11.3 All staff should be aware of the procedure for moving and assembling P.E. apparatus. Any apparatus should be checked prior to use and stored safely after use.

4.11.4 Health and Safety notices will be sent to appropriate staff on arrival in school and then stored in the Health and Safety box in the staff room.

4.11.5 All staff will be given a copy of the Staff Handbook and the Health and Safety policy at the commencement of their contract.

4.11.6 All staff will be familiar with the provisions of the school 'Lock Down' 'Staff Code of Conduct' and the schools suite of Safeguarding Policies.

4.12 Lone working

4.12.1 A specific risk assessment will need to be carried out in order to establish specific hazards and control measures required to reduce the risk.

4.12.2 Lone working may occur in the case of a member of staff working late in the evening or where the Premises Manager is required to work during a weekend or school holiday.

4.12.3 Locking and unlocking the school should also be considered and, wherever possible, suitable communications systems put in place to minimise the risk.

4.12.4 All staff 'Lone working' are to be familiar with the provisions of the school 'Lone Working' policy

4.13 Safeguarding – Access to school

4.13.1 All visitors must sign in and enter school via the main reception on Stamford Street.

4.13.2 Staff may enter the building via Duchy Street but must then sign in at reception

4.13.3 All supply staff must sign in at reception. (The agencies that are used for supply staff vet their own staff. The school only uses agency staff who have been vetted and the agency provides a letter of assurance)

4.13.4 For pupils the pedestrian gate is opened before school and closed at 08:45 hrs. The gate is opened at 3. 25 hrs. and locked again when all the pupils have left.

4.13.6 All visitors and contractors will be instructed to report to the school reception and will be given a badge to wear whilst on the premises. Therefore, anyone without a badge has not conformed to this request and should be approached and asked to do so. All visitors will be expected to comply with the schools protocols for on site visitors.

4.13.7 All staff, both teaching and support, have their police record checked before they begin work in the school, and there after every three years thereafter. The agencies that are used for supply staff vet their own staff. The school only uses agency staff who have been vetted in this way.

4.14 Safeguarding – Collection of children

4.14.1 Parents who wish to collect their children during the school day are requested to come to the Admin office where a member of the Admin Team will contact the teacher to send the child to the office. No child will be allowed to leave school during the day unaccompanied unless a request has

been made in writing to the class teacher or a telephone message given to a member of the Admin Team.

4.14.2 If any teacher is unsure as to whether an adult has the legal right to collect a child, they should check with the Head Teacher, Deputy Head teacher or member of the Admin Team.

4.15 Safety on school visits

4.15.1 The teacher-in-charge of an outing is responsible for all aspects of health and safety when off the school premises. An EVOLVE visit plan must be completed and authorised by the Business Manager and Head teacher BEFORE any children leave the premises on a school visit or activity (including swimming and sports).

4.15.2 When taking children out of school, mobile telephones should be taken so that in an emergency the school can be contacted and contact maintained between groups when travelling.

4.16 Cash handling

4.16.1 The amount of cash entering and being handled on the premises should be kept to a minimum. Cash must be kept in the school safe and should be banked on a regular basis, as a minimum either weekly or when a certain amount has accumulated.

4.16.2 Cash should be counted out of sight, for example in an inner room. Where staff necessarily need to take money to the bank this should be carried out at random times. In the instance of a member of staff being subjected to a robbery, they should hand over the cash and report the incident immediately to the Police.

4.17 Manual handling

4.17.1 All staff involved in the lifting, pushing, pulling or carrying of equipment must receive training prior to being asked to carry out such duties.

4.17.2 A specific risk assessment must be carried out for all manual handling operations (see H&S Manual Chapter 15).

4.18 Tree safety

4.18.1 If applicable all trees in school playgrounds of a particular age and height must be checked for disease and checked to guard against falling branches, in line with the agreed timelines

4.18.2 Similarly all low-level bushes etc. should be checked to ensure that they do not present a risk to pupils, either of scratches or skin or eye penetration by sharp twigs.

4.19 Asbestos

4.19.1 A copy of the Asbestos Register is to be kept in the SBM office and on School Reception. All staff and contractors must be made aware of the dangers of disturbing asbestos, for example they must be instructed not to use drawing pins in asbestos board.

4.19.2 The Premises Officer should be familiar with the location of asbestos within the premises and must ensure that contractors access the Asbestos Register prior to commencing work in school.

4.19.3 Our Asbestos Management Plan details how any asbestos containing material on the premises is to be protected and risk assessed.

4.20 Hirers, contractors and others

4.20.1 When the premises are used for purposes not under the direction of the Head teacher then the principal person in charge of the activities will ensure that measures are taken to ensure the health and

safety of those taking part in that activity. These measures must be of an equal or better provision to those stated within this Health and Safety Policy. When the activity is, a school sponsored event the organiser, even if an employee, will be treated as a hirer and will comply with the requirements of this Policy. All visitors must have the necessary safeguarding clearance and be accompanied as appropriate whilst on site.

4.20.2 When the premises are hired to persons outside the employ of the Governing Body it is a condition that all such hirers, contractors, and others using the school facilities or premises, are familiar with the requirements of the school Lettings Policy. They will comply with all safety directives of the Governing Body and will not, without the prior consent of the Governing Body:

- introduce equipment for use on the school premises;
- alter fixed installations;
- remove fire and safety notices or equipment;
- take any action that may create hazards for persons using the premises or the staff or pupils of the school.

4.20.3 Immediately prior to use the Premises Manager should meet and greet the user, ensure welfare facilities and emergency procedures are understood and ask if they would like any alterations made. This would include any alterations to the environment (e.g. alterations to the heating, ventilation, including opening/closing of windows etc.), manual handling tasks (e.g. rearranging classroom furniture etc.) and any other task which may pose a risk to the user. These alterations should be carried out by the Premises Officer and it should be made clear to the user that if any further changes are required during the hire they must summon the Premises Officer. As proof of due diligence the arrangements should be signed off by the user.

4.20.4 The Headmaster must be aware of all Contractors or third parties entering the school premises to undertake work or work contracts.

All contractors working on the site are required to ensure safe working practices by their employees and must pay due regard to the safety of all persons using the premises. In instances where, in the opinion of the Head teacher, a dangerous situation or hazardous condition arises that a contractor fails to eliminate or make safe, the Head teacher must take such actions as are necessary to prevent persons in his/her care from risk of injury. In extreme circumstances, this may be by instructing the contractor to cease work until the condition is remedied.

He/she will also ensure that staff and pupils are not endangered by the acts of the Contractors so it will be necessary therefore to provide a copy of this policy and any other supporting material (e.g. asbestos survey report) to all known Contractors and receive information such as risk assessments and method statements which will control these risks for the duration of the works.

4.21 Staff consultative arrangements

4.21.1 The Governing Body, through the Head teacher, will make arrangements for the establishment of a safety committee. Representatives of each accredited trade union and staff association will be offered places on the committee, which will comprise staff across representative areas of work across the school.

4.22 Emergency Planning

4.22.1 The Head teacher will ensure that a suitable and satisfactory Emergency Plan is prepared to cover all foreseeable situations, which may place staff or pupils at risk. The Plan will be agreed by the Governing Body and regularly reviewed.

4.22.2 Procedures to deal with fire, bomb, gas leaks, electricity supply failure and natural disasters, for example, flooding should be included in the Plan.

4.22.3 Evacuation points need to be established as far from the building as possible and consideration must be given to an off-site assembly point in the event of the school not being immediately re-accessible following an emergency evacuation, for example in the case of major fire damage.

4.23 Physical Education

4.23.1 Off site PE activities must be informed of emergency situations at school

4.23.2 Off site PE activities must be covered by an Evolve trip plan

5. Safe working practice

5.1 Aims

The aim of these guidelines is to establish and maintain a safe and healthy environment throughout the school.

5.2 Classroom safety

5.2.1 Class teachers have a duty to assist in maintaining order and cleanliness within their teaching area and should ensure the avoidance of injury to users of that area. Weekly checks are made of the contents and fabric of the area and any defective equipment, fittings and furniture reported immediately to the Head teacher.

5.2.2 Examples of items to be checked include:

- doors unlocked and free from obstruction
- floors kept clear of obstructions
- sinks will be kept clear to enable effective cleaning
- electrical equipment unplugged when not in use (report frayed or damaged flex)
- edged or pointed tools (scissors, compasses) should be regularly checked for damage and safely stored when not in use
- orderly sensible movement within the teaching area should be maintained
- always ensure children are not left unsupervised
- once a year PAT testing

5.3 Playground safety (including lunch and breaks)

5.3.3 Duty staff should check that playground equipment and climbing apparatus is safe for use and that in general the play areas are free from any obstruction likely to cause injury, in addition to the weekly Site checks.

5.3.4 Examples of items to check include:

- climbing equipment should not become overcrowded and children should be wearing suitable clothing, in particular footwear
- no child should leave the play areas without the permission of the staff on duty (teacher or LSA)
- at the end of the lunch break staff should ensure an orderly return into the school and teaching staff should be ready to receive their pupils

5.3.5 Playground

- The playground is zoned for different activities – basketball, football and quiet area. Pupils have to stay in the zoned areas.
- Staff are to actively encourage pupils to play safely and discourage fighting.
- Staff and other Supervisors are present during morning and lunchtime breaks.

5.3.6 Slips, Trips & Falls

- It is unrealistic to expect pupils never to fall, especially at playtime. However, staff or other supervising adults should report any conditions considered hazardous e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables to the Headmaster, Administration Office or Site Manager.
- Classrooms are equipped with cable mats to put on overhead projector cables to prevent trips.

5.4 Large playground equipment

5.4.1 Duty staff should check that playground equipment and climbing apparatus is safe for use and that in general the play areas are free from any obstruction likely to cause injury.

5.4.2 The following rules relate to all play equipment:

- Equipment must only be used under the direct supervision of a member of staff
- Pupils must only be allowed to use equipment suitable for their age and experience
- Numbers of pupils at any time must be limited such that overcrowding is avoided
- All playground / PE equipment is to be properly stowed at the end of each session.

5.5 Staff and pupil safety

5.5.1 Teaching and support staff should exercise effective supervision of the pupils and should integrate all relevant health and safety aspects into the teaching process and, if necessary, give special lessons in safety. Staff should always follow safe working procedures personally, giving clear instructions and warnings as often as necessary.

5.5.2 Aspects to be considered include:

- children should observe standards of dress consistent with safety and/or hygiene and the reasons should be made clear to the pupils, examples include:
- suitable footwear for PE
- wearing of ear-rings not permitted for PE

- knives and other dangerous items should be removed from pupils and held by the Head teacher
- children should be taught to exercise personal responsibility for safety of self and classmates
- children should be taught to observe all school safety rules and in particular those relating to evacuation and procedures to be observed in the case of fire or other major emergency.

5.5.3 Specific guidance, which is to be followed by all staff, is given in DfE and CLEAPPS documents on safe working in:

- art and craft activities
- physical education
- electrical equipment
- science activities
- animals in schools
- swimming
- work at height

5.6 Manual Handling

5.6.1 Movement of heavy materials and equipment should only be undertaken by trained staff and, wherever possible, should be undertaken using some mechanical assistance e.g. a trolley. Procedures should be developed and recorded for the movement of items that frequently require such movement:

- PE equipment - erection and dismantling of such apparatus must only be undertaken by children under the close supervision of staff. Each piece of equipment should be reduced to its basic parts for ease of carriage using at least two children to transport each part. Staff should check that apparatus has been correctly assembled before use.
- Piano - this must only be moved by staff and preferably by the Premises Officer.

5.7 Work at height

5.7.1 The Work at Height Regulations 2005 extends to work at any height where there is a risk of a fall liable to cause personal injury. The mounting of displays and reaching for items from a high shelf are thus covered. Staff must ensure that:

- only the correct equipment is used to work at height, e.g. stepladders. The use of chairs, desks etc. to gain height are expressly forbidden. Staff must not stand or kneel on desks to open or close windows.
- Stepladders must be placed at right angles to the task to be carried out and must themselves be in a place of safety. If on a circulation route work must not be carried out if pupils are passing by.
- Step ladders must be fully open and locked into position and the top step is not to be used unless the supports extend higher. They should only be used on a firm, level surface

- Stepladders must be examined prior to use to ensure that they are safe to use. If there is any doubt, the step ladders are not to be used. Stepladders must be inspected by the Premises Officer on a 6 monthly basis. Stepladders are to be marked with a unique identifier and a record kept of inspections.

5.8 Staff training and information

5.8.1 It is expected that the Head teacher (delegated to the Business Manager) will act in a focal point role and as such obtain such information as is required to successfully discharge the requirements of this policy. Information and training should be available to all staff, in particular those with specific duties which involve a higher than normal risk e.g. the Premises Officer.

5.8.2 Where information and/or advice is not locally available the Head teacher should seek such information from the Council Health and Safety Team.

5.9 Staff and workplace safety

5.9.1 In order that the school can be maintained in a safe condition it is essential that all staff are fully aware of their responsibilities under health and safety legislation. In particular, the following should be borne in mind:

- staff should know and apply any special safety measures and arrangements that exist in their working environment e.g. in the kitchen area, use of ICT equipment, etc.
- staff should observe standards of dress consistent with their duties and in line with the staff Dress Code
- staff should exercise good standards of hygiene and housekeeping, especially in communal areas and with regard to fridge storage
- staff should know and be able to apply the emergency procedures which relate to evacuation, e.g. in a fire, and to first aid
- staff must use and not interfere with any measures provided to ensure their continued health and safety e.g. staff should not remove protective covers on powered plant or electrical equipment
- staff must cooperate with each other, teaching, non-teaching and support as well as contractors (cleaners, school meals service, etc.) in promoting improved safety measures
- staff must report any perceived health and safety failings and any defective equipment to the Head teacher immediately such defect is discovered
- All staff should ensure that their work area is kept clear and free of tripping and slipping hazards. It is important that all persons can move about freely and be able to exit the area without hindrance in the event of an emergency.
- Stored items must be stacked safely and any shelves should not be overloaded. The stacking of boxes should be kept to a reasonable height to avoid their accidental toppling. Items should not be stored on the staircases.
- Slipping accidents can arise from liquid on the floor and also dry materials. When you cause or discover a spillage make sure that it is cleared up right away.

- All waste materials should be promptly removed to a safe location outside the building.
- Heating, lighting and ventilation are provided to Building Regulations and Workplace Regulations standards.

5.9.2 Hazardous Substances

Staff and management, including the caretaker and cleaners are responsible to ensure that before any hazardous item is used they are to:

- Identify all substances used which may be harmful. Information should be available from the Material Safety Data Sheets (MSDS) that must be requested on purchase.
- Having identified the hazardous substance, assess the risk of exposure to employees.
- Control the risk as far as is reasonably practicable relying on personal protective measures only as a final resort.
- Maintain the control measures.
- Assess all new products before they are used in the workplace.
- Supply and keep records of training and information given to employees.
- Review all of the above if circumstances change.

Staff must be instructed to purchase non-hazardous products wherever possible.

- COSHH Assessments are to be raised for each hazardous substance used within the School with the master copy to be retained in the Administration Office for reference by all users and visitors.
- Fume cupboards and other local exhaust ventilations systems must be maintained by the Department and records held.
- Schools must highlight lessons where hazardous products are used and the measures taken to carry out lesson safely.

The following general rules should always apply throughout their handling:

- Read the information such as container labels and packaging before using any products.
- Never mix chemicals and products together.
- Never transfer chemicals and products into another container.
- Follow the manufacturer's instructions carefully.
- Chemical products must never be allowed to come into eye contact and contact with skin and mucous membranes must likewise be avoided.
- Wear protective equipment and clothing supplied.

- Do not swallow materials or use in areas where food is being consumed.
- Facilities for the washing and cleansing of the skin are made available.
- All products should be stored away from food handling areas and away from extremes of temperatures.
- Clean all spillages instantly and dispose of waste and used containers properly.
- If any person handling the materials shows the symptoms which may possibly have been caused by exposure to chemicals or products, they should be removed from the area and medical advice sought without delay. First aid information should be available on the relevant data sheet.

5.10 On Site Vehicle Movements

5.10.1 Car parking is separate to the school grounds.

- Contractors are permitted to come onto the premises when loading/unloading equipment and park outside the main entrance. They can only gain access by contacting a member of staff to open the gate for them.
- If the vehicle is present during playtime, it is supervised by a member of staff and remains stationary until all pupils are clear of the playground.

5.10.2 Transporting Pupils

- Staff should ask parents/volunteers who are transporting pupils to an event to complete an Evolve form before allowing them to transport pupils.
- Copies of the drivers current Driving Licence should be kept with the Business Manager.

5.11 Safe Stacking and Storage

- Equipment should be stored at an appropriate level and position relative to its height, weight and bulk.

5.12 Winter Safety

- The Site Manager must ensure that snow and ice are removed, and adequate sanding and salting are provided. Signs and warnings should be posted as needed.
- Winter safety precautions such as no running, appropriate footwear and accident monitoring should be ongoing during winter.

6.0 Monitoring

6.1 Procedures

6.1.1 The Headmaster and Health and Safety Representative will monitor the implementation of the policy and its effectiveness.

6.1.2 There should be an annual assessment of the school premises which is reported to the Governing Body through the Health & Safety Committee element of the Governors Resources

Committee. This element will consider health and safety issues in general and monitor the effectiveness of this policy in particular, on at least an annual basis. The Health & Safety Committee will be responsible for disseminating information to staff and for planning any necessary changes.

6.1.3 The Policy is put into practice and monitored on a daily basis and the results of any monitoring carried out will be reported to the Governors. Weekly Health & Safety monitoring inspections are carried out, by means of a walk around by the Premises manager, and if possible a member of the Governing Body.

6.1.4 Regular reports to the Governing body are made by the Business Manager via the Finance and Personnel Committee.

6.2 Health and Safety Executive Visits

6.2.1 Health and Safety Executive Officers have the right to visit the school and have sight of all relevant regulations, documents etc. During their inspection, they are likely to request the presence of the school Health and Safety Representative.