

Health & Safety Policy

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Introduction

- This document is provided by the Governing Body in pursuance of the Health and Safety at Work etc. Act 1974 and subordinate legislation.
- 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.
- The document is issued to all school staff to read, understand and comply with its requirements.

Statement of Intent

- The Governing Body accepts 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 etc. Act 1974, the Environment Protection Act 1990, the Environment Act 1995, the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation.
- 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.
- 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.
- 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.
- 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 Safe Working Practice.

The Governing Body

The Governing Body has overall responsibility for ensuring compliance with this Health and Safety Policy document. 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.
- Keeping the Trust informed of any building related matter.

The Head Teacher

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, 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.
- liaising with governors, Trust and Wandsworth Council Health and Safety Team on policy issues and any problems in implementing the health and safety policy.

The Office Manager

The Office Manager is responsible for:

- carrying out accidents and other health and safety investigations and ensuring that accidents are reported.
- ensuring regular inspections are carried out.
- submitting inspection reports to the Governing Body.
- ensuring remedial action is taken where appropriate.
- arranging for any unsafe items of furniture, fitting or equipment to be withdrawn, repaired or replaced.

Senior Leadership Team

The Senior Leadership Team is responsible for:

- day-to-day management of health and safety in accordance with the health and

safety policy and the direction of the Headteacher.
- 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 and making reports to the Headteacher.
- ensuring remedial action is taken where appropriate.
- passing on information received on health and safety matters to appropriate people.
- acting on reports from the Headteacher or subordinate staff.

Premises Officer

The Premises Officer is responsible for:

- inspecting the buildings and site access daily 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 termly basis (during the last week of every term)
- recording all defects noted and, if minor, effecting immediate repair;
- reporting major defects to be repaired by outside contractors/authorities to the Headteacher.
- Ensuring that the fire alarm system is kept in a serviceable condition and for testing the system each week 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 people evacuated in the Fire Drill Report;
- ensuring fire appliances are properly maintained, checked and kept in designated positions and that fire signage is correctly displayed.
- all external contractors working within the school, reminding them of their obligations under this Policy and notifying them of any existing hazards.
- notifying the Headteacher of any hazards introduced by contractors on site.
- the correct storage of all equipment, tools, etc.
- annually undertaking a risk assessment relevant to her work environment; and
- ensuring all electrical appliances are Portable Appliance Tested as required and a record of testing is kept.

First aiders

First aiders are responsible for:

- the first aid equipment found in boxes in the designated areas.
- recording when medicines are given to any person.
- recording any accident and subsequent treatment in the appropriate accident book located in the nursery.
- immediately informing the Headteacher/and or Advanced first Aiders 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 Headteacher. Completion must be within the same day of the accident; and
- notifying parents of any case recorded in the accident book.

Employees

All staff are responsible for:

- taking care of themselves and others who may be affected by their acts or omissions.
- co-operating with the Headteacher 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 staff.
- reporting any accident involving children in classroom areas for which they have responsibility.

Health and Safety representatives

The Governing Body and Headteacher recognise the role of Health and Safety Representatives. 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.

Risk assessments

The Headteacher will ensure that suitable and sufficient risk assessments are carried out where appropriate. Risk assessment will adhere to 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.
- Specific risk assessments are required for violence, lone work, etc. where such a risk exists.
- The performa is in Appendices 1.

Training

- Safety induction training must be given to all staff on commencement of work at the school.
- All staff must be competent to perform their duties thus specific training is required where, for example, Fire Wardens and Premises Officers are among those staff requiring specific training.
- A record of all training courses attended by staff should be maintained, preferably in their Personnel and/or CPD File.

First Aid

- The Headteacher will ensure that a suitable number of staff are qualified to administer first aid in an emergency.
- First aid boxes are situated throughout the school and are clearly identified. The contents will be checked on no less than a half termly basis by a nominated first aider and all deficiencies made good.
- 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.
- Please refer to the School First Aid Policy

Administration of medicine

- Medicine can only be given to children when their parents complete a Request to Administer Form (attached to Administration of Medication Policy) and when the medicine has been prescribed by a doctor or other medical professional and has to be administered four times a day or more. Children with special needs will be accommodated in accordance with written medical recommendations.
- Medicines must not be in the possession of children, they must be handed to the Office Manager or a first aider and kept securely (see Administration of Medication Policy).

Throat sweets are medicine and should be treated like other medication.

- Medicine must only be administered by an Advanced first aider or their nominate representative. All medicine given must be noted in the medicine book in the main office.
- Children who suffer from asthma need to have access to their medication at all times. For this reason their medication is kept either *in the office* or in their classrooms where the child has been trained to administer the medication themselves.

Accident reporting

- All accidents, no matter how minor, that occur to members of staff, are to be reported.
- Accidents to pupils and visitors must be reported in the same way as those to employees. ALL accidents need to be recorded in the Accident Log Book. This is located in the nursery Office and in the main room.
- Please refer to the School First Aid policy

Fire precautions

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 vacated immediately on hearing the fire alarm;
- hazardous electrical appliances are disconnected and all doors shut when
- vacating the premises; and they always check for any potential fire hazard at the end of the day.
- 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 lying 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.
- In the event of a fire, children will be escorted from the buildings by the nearest exit, in silence, and line *at the Assembly point.*
- Alarm sounding points (manual call points) are in all areas of the building

Fire extinguishers can be found on each floor:

(W) = water; **(F) =** foam; **(C)** = CO_2; **(P)** = powder

All staff should know where the nearest firefighting appliances are and the alarm sounding points around the school. The fire alarm is tested weekly and Fire drills take place Termly. Please refer to School's Fire Safety Policy.

Smoking and fire hazards

- Smoking is not allowed in school buildings.
- Smoking is not allowed in the school grounds
- Cigarettes and matches should not be left where the children can have access to them. If teachers' light candles for any reason (scientific experiments, etc.) they should not be left unattended.

Use of machinery

- 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.
- 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.
- Staff should not use their own electrical appliances unless they have been checked by the Premises Officer. All electrical appliances are checked periodically by the Premises Officer.
- Computers - No adult or child should work with a computer for more than 20 minutes without a short break. The school office and classrooms has appropriate lighting for employees to work with computers.
- Photocopying machine – please report any issues to the School Office. The machine should be switched off each evening.
- Solvent abuse - Children should not be allowed to use corrections fluids, Copydex and other solvent based products. They must be used only by an adult and stored with care.

Personal safety

- Two-Way radios are available for Staff during Friday prayers and supervision.

Pupil safety

- 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.
- All children should be supervised when moving around the school, for example, to assembly, a P.E. lesson, etc. The teacher should remain with their class at all times unless they hand that responsibility over to another adult i.e. when the teacher has non-contact time or when lunch supervisor is in charge.
- No child is to carry glass or crockery and are to be reminded to take care when using scissors, compasses, etc.

General safety

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

- No hot drinks are to be walked around the school or taken into the main hall.
- Appropriate staff should be aware of the procedure for moving and assembling P.E. apparatus. The apparatus should be stored safely in the cupboard after use.
- 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.
- All staff will be given a copy of the Staff Handbook and the Health and Safety policy at the commencement of their contract.

Lone working

- A specific risk assessment will need to be carried out in order to establish specific hazards and control measures required to reduce the risk.
- Lone working may occur in the case of a member of staff working late in the evening or where the Premises Officer is required to work during a weekend or school holiday.
- Locking and unlocking the school should also be considered and, wherever possible, suitable communications systems put in place to minimise the risk.

Safeguarding – Access to school

- Parents and guardians are requested to deliver their children to the School Entrance. Parents should collect their children from the School Entrance/Exit.
- The School operates an intercom system and electronic door entry system.
- All visitors and contactors will be instructed to report to the School office and will be given a badge to wear whilst on the premises. **Therefore, anyone without a badge has not conformed with this request and should be approached and asked to do so.**
- All staff, both teaching and support, have their police record checked before they begin work in the school, and then every three years. The agencies that are used for supply staff vet their own staff.
- Please refer to School's Safeguarding Policy.

Safety on school visits

- The Teacher-in-charge of an outing is responsible for all aspects of health and safety when off the school premises. A specific risk assessment must be completed for each outing.
- 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.
- Please refer to Schools Trips Policy.

Cash handling

- 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.
- Cash should be counted out of sight, for example in an inner room. Where staff

necessarily need to take staff to the bank this should be carried out at random times and, in the instance of a member of staff being subjected to a robbery, should hand over the cash and report the incident immediately to the Police.

Manual handling

- All staff involved in the lifting, pushing, pulling or carrying of equipment or pupils must receive training prior to being asked to carry out such duties.
- A specific risk assessment must be carried out for all manual handling operations

Asbestos

- 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.

Hirers, contractors and others

- When the premises are used for purposes not under the direction of the Headteacher 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.
- When the premises are hired to persons outside the employ of the Governing Body and the Al Risalah Trust it is a condition that all such hirers, contractors, and others using the school facilities or premises, are familiar with the requirements of this 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.

- Immediately prior to use the Premises Officer 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.

- 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 Headteacher, a dangerous situation or hazardous condition arises that a contractor fails to eliminate or make safe, the Headteacher 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.

Emergency Planning

- The Headteacher 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. Please see Critical incident Policy.
- 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. This will provide shelter whilst parents are contacted to collect children.

Monitoring

- 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. Termly Health & Safety monitoring inspections will be carried out, by means of a walk around by the Headteacher, Premises Officer and if possible a member of the Governing Body.
- 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.

Codes of safe working practice

- This Policy will be supplemented by codes of safe working practice. These codes will be followed by all staff and will assist in the application of this Policy.

Review

- This policy will be reviewed annually or when a significant change has occurred.

Signature..... H&S Governor Date ……

Signature..... Head Teacher Date .....

RISK ASSESSMENT FOR:	**PREMISES**	
Establishment:	**Assessment by:**	**Date:**
1st Review Date Due :	**Manager Approval:**	**Date:**

Hazard / Risk	**Who is at Risk?**	**How can the hazards cause harm?**	**Normal Control Measures** With reference to DfE guidance *Health and safety, Department for Education advice on legal duties and powers for local authorities, headteachers, staff and governing bodies*	**Are Normal Control Measures** *Y/N/NA*	
				In Place	**Adequate**
Defective flooring Slips Trips Falls	Staff Pupils Visitors Contractors	Cuts / abrasions, muscular skeletal and other physical injuries. Fractures	• Condition of premises regularly checked • Prompt maintenance of defects • Adequate external lighting during working hours		
Liquid spillages / Slips, Falls	Staff Pupils Visitors Contractors	Cuts / abrasions, muscular skeletal and other physical injuries. Fractures	• Supervision in use of liquids in class • All spillages to be dealt with immediately • Wet floor signs to be used when appropriate • Dry mop floors after cleaning up initial spillage • Appropriate footwear worn • Pupils, visitors etc to be kept away from spill area during cleaning.		

Items stored in corridor / walkways Trips, Falls, fire risk, obstructed escape	Staff Pupils Visitors Contractors	Cuts / abrasions, muscular skeletal and other physical injuries. Fractures	• Good housekeeping maintained • Regular inspection • Ensure bags and coats are not blocking corridors / walkways • Designated storage areas		
Trailing electrical cables	Staff Pupils Visitors Contractors	Cuts / abrasions, muscular skeletal and other physical injuries. Fractures	• Trailing leads kept to a minimum • Sufficient outlets to support the range of equipment normally used. Use extension leads and adaptors only where necessary • Use of cable covers where cables are a trip hazard • Use nearest available socket to reduce need for extension leads		
Electrical equipment & sockets Electrocution Fire Electrical burns	Staff Pupils Visitors Contractors	Electrical shock Burns Fire	• Pre-use check conducted by users • Electrical equipment subject to regular safety inspection and test ('PAT testing') • All tested appliances to be labelled showing date tested / next test date • Fixed Installation testing completed (5yearly min) and any remedial work actioned. • Mains powered portable equipment protected by RCD to distribution board, wall socket or lead in higher risk situations, e.g., equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed. • System for reporting faults and taking equipment out of service in place		

Hot Surfaces **Hot water from taps**	Staff Pupils Visitors Contractors	Burns / scalds shock	• Low surface temperature radiators where young or special needs children are present • Hot surfaces in kitchen / server protected and warning signs in place. • Thermostatic mixing valves fitted to all sinks to which nursery, KS1 and special needs pupils have access. • Temperatures monitored (43 deg c max at outlets where vulnerable users have access)		
Open or broken windows / Falls, cuts, injury	Staff Pupils Visitors Contractors	Cuts / abrasions, muscular skeletal and other physical injuries Broken bones Significant head / multiple injuries	• Opening limiters fitted to windows above ground floor where risk of falling exists. • Where windows open onto playground areas barriers / controls in place to prevent pupils running into them • All glazing in vulnerable areas (>250mm wide and up to waist height in internal walls / partitions and windows, up to shoulder height in doors) either filmed or safety glazing. • All such glazing to be appropriately marked / etched. • As replacement is necessary glazing to BS 6206 used		
Finger trapping Entrapment injury	Staff Pupils Visitors Contractors	Cuts/Fractures Bruising/swelling amputation	• Doors in vulnerable areas have finger guards fitted e.g. classroom and toilet doors used by early years (0-5) pupils. Risks from doors in other locations considered. • Condition of any protective devices fitted monitored		
Defective furniture/ equipment Injury	Staff Pupils Visitors Contractors	Cuts / abrasions, muscular skeletal and other physical injuries	• Furniture and fittings must be regularly inspected and defects reported. • Staff aware of arrangements for above.		

Access / egress Trips, Falls, fire risk, obstructed escape Inadequate lighting of exit routes	Staff Pupils Visitors Contractors	Cuts / abrasions, muscular skeletal and other physical injuries Fire evacuation hindered/unsafe access/egress	• Adequate space, circulation routes and emergency exits. • Entrances and exits are clearly signed and well lit and kept free from obstructions. • Arrangements in place to ensure access maintained in snowy / icy conditions • All escape routes should be sufficiently lit for people to see their way out safety. • Extent of emergency lighting reviewed considering all areas of school used outside of ambient daylight hours / without natural daylight • Ensured that all escape routes are adequately lit in event of a power failure. • Where ambient light is not sufficient torches may be acceptable for trained staff to use.		
Fire Property damage Smoke inhalation Physical injury Burns	Staff Pupils Visitors Contractors	Major injury Burns Property damage	• Detailed Fire Risk Assessment conducted and reviewed annually • Rubbish not allowed to accumulate. • Storage areas kept tidy. • Layout allows for unrestricted movement and safe circulation. • Staff familiar with evacuation procedure, location of nearest call point and extinguisher. • Fire exits checked daily for obstruction / ease of opening. • Fire alarm tested weekly, drills conducted termly. • Fire exits clearly marked and fire evacuation notices posted throughout site / in each classroom. • Fire doors checked regularly (self closures operating, doors close freely etc.)		

Service cupboards / pant rooms Inappropriate use Fire Electric shock	Staff Pupils Visitors Contractors	Fire Major injury Property damage Electric shock	• All such areas to be locked and access restricted to authorised persons. • Appropriate signage in place. • No general storage to be kept in such areas. • Adequate lighting available. • Fire fighting equipment, detection etc in place.		
Inadequate lighting / other welfare facilities	Staff Pupils Visitors Contractors	Dissatisfaction / stress Fatigue Headaches Eye strain	• Lighting sufficient for tasks. • Supply of wholesome drinking water. • Adequate welfare facilities for staff and service users. • These are maintained in a clean state. • Hot water, soap and disposable paper towels provided. • Suitable sanitary disposal bins in place within female toilets and arrangements for sanitary waste collection in place.		
Poor Water Quality	Staff Pupils Visitors Contractors	Infection / disease Coliforms, legionella etc	• Water risk assessment conducted by competent person and water log book completed • School identified seldomly used outlets and flushes these weekly • All taps run for several mins after holiday periods • Showers disinfected / descaled quarterly • Tanks / calorifier sterilisation conducted if required.		

Additional Control Measures *(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).*	**Action by Whom** *(list the name of the person/people who have been designated to conduct actions)*	**Action by When** *(set timescales for the completion of the actions – remember to prioritise them)*	**Action Completed** *(record the actual date of completion for each action listed)*	**Residual Risk Rating**
DATE OF REVIEW: *Record actual date of review*	**COMMENTS:** *Record any comments reviewer wishes to make. Including recommendations for future reviews.*			
DATE OF REVIEW:	**COMMENTS:**			
DATE OF REVIEW:	**COMMENTS:**			

RESIDUAL RISK RATING	**ACTION REQUIRED**
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	**The activity must not take place at all.** You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.