

**St John's CE Voluntary Aided Primary School
Health and Safety Policy – December 2009**

Policy and Intent

1. The Governors of St John's C of E Primary School recognise and accept their corporate responsibility under the Health and Safety at Work etc. Act, 1974, to provide a safe and healthy environment for the teaching and non-teaching staff, the pupils and other people who may come onto the premises. The Governors consider the achievement and maintenance of a high standard of health, safety and welfare throughout the school to be a prime objective.
2. The Governors will take all reasonable and practical steps within their power to fulfil this responsibility in relation to:
 - i. plant, equipment and systems of work;
 - ii. arrangements for the use of handling, storage and transport of articles and substances;
 - iii. information, instruction, training and supervision to enable all employees to recognise hazards and contribute positively to their own safety and health at work and to the safety and health of others;
 - iv. access to and the condition of work places, including asbestos and legionella;
 - v. welfare facilities;
 - vi. to provide sufficient organisation and arrangements for the health and safety of persons not in the school's employment who visit to carry out their duties or who regularly occupy all or part of the school's designated working environment, including trespassers.
3. The Governors intend that, for health and safety purposes, the school will operate within the structure and framework laid down by the London Borough of Croydon and, in particular, the Education Department Health and Safety Policy. It will also apply all health and safety instructions, Codes of Practice and other advice issued by the Education Department.
4. The Headteacher is required by the Governing Body to draw up the necessary arrangements to secure compliance with all health and safety requirements, to ensure that such arrangements are recorded in writing and to further ensure that such information is circulated to all existing and future staff and to the Governing Body, and subsequently to monitor the implementation of these arrangements.
5. The Governing Body intends to consult with representatives of staff on health and safety matters and with individual members of staff before allocating to them particular health and safety functions.
6. Where appropriate, the Governing Body will seek any necessary expert advice to determine the risks to health and safety within the school and the precautions required to deal with them.
7. The Governing Body will provide staff with sufficient information necessary to carry out their duties in a safe and healthy manner and will provide such training for staff in respects of risks to health and safety as is necessary.
8. The Governing Body calls the attention of all members of staff within the school to their duty under Section 7 of the Health and Safety at Work etc. Act 1974 to co-operate with Management in health and safety matters by carrying out their duties in a safe and healthy manner, following safe working procedures, using adequate equipment kept in good order and reporting all hazards at the earliest opportunity.

Signed and Dated

By Chair of Governing Body:

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ORGANISATION

9.00 The provision of a safe and healthy workplace is the concern of all those working within it. The Governing Body has expressed a commitment towards the maintenance of a high and improving standard of health and safety and will manage the available resources and review the performance of staff. However, it delegates the day to day responsibility for and management of health and safety to the Headteacher who is required to develop a positive health and safety culture within the school by ensuring that there is:

- a) good communication with staff;
- b) control of risk through the clear allocation of responsibilities;
- c) formal and informal opportunities for the active co-operation and involvement of all staff; through departments and by encouragement and support of trade union safety representatives and;
- d) promotion of competence in health and safety matters through the provisions of appropriate training staff.

10.00 ROLES AND RESPONSIBILITIES

The following health and safety responsibilities are in addition to the normal day-to-day duties associated with individual jobs:

10.01 Governors & Head Teacher will:

- a) ensure there is an adequate, signed and up-to-date Health and Safety Policy; (*)
- b) commit resources to fulfil the Health and Safety Policy;
- c) ensure that there is a Health and Safety Plan for each year;(*)
- d) prioritise actions where resources are required; (*)
- e) ensure actions are undertaken;
- f) monitor achievement of plans & extent of compliance with standards; (*)
- g) monitor trends in accidents & incidents; (*)
- h) receive & where appropriate action inspection reports;
- i) include health and safety on governors' meeting agenda;
- j) receive & where appropriate action the minutes of the school's Health & Safety Committee (if it exists);
- k) produce an annual report on health and safety;
- l) periodically review the adequacy of health & safety arrangements.

(* Training needs: Role of Governors, Management of Health & Safety & Principles of Risk Assessment)

10.02 The Head Teacher will:

- a) set up such arrangements in the school as will comply with all health and safety legal requirements and produce a written statement of those arrangements, which shall be brought, together with the Governors statement above, to the attention of all staff. Included within the arrangements will be provision for their revision in the light of experience or future legislation and a system for effective monitoring;
- b) note all health and safety policies, Codes of Practice, instructions and advice issued by the LA and ensures that they are brought to the attention of appropriate staff. Such material, together with the Education Department Health and Safety Policy, the Safety Manual and any other advice published by the DfES (DFEE), ESAC or others concerning health and safety in schools shall be made readily available to all staff and their attention regularly called to additions and alterations thereto;
- c) report immediately to the Education Department any instances where it is not possible to eliminate or reduce to a satisfactory level a hazard by reason of a lack of authority under the Fair Funding of schools. In such a case the Headteacher shall nevertheless use all best endeavours to take such necessary short term measures as will avoid danger pending action by the LA;
- d) keep a list of Safety Representatives appointed in the school by the recognised Trade Unions and co-operate with them as far, as is reasonably practicable in their efforts to carry out their duties. Upon receipt of a written request from two or more such Representatives, establish a school Safety Committee. Upon receipt of written reports from Safety Representatives, respond in writing within a reasonable time;
- e) ensure all areas of the school are inspected on a regular basis and inform the Governing Body of the results of such inspections and the action taken upon any recommendations arising;
- f) establish a system for the reporting, recording and investigation of accidents, using the guidelines contained in the Education Department Health and Safety Policy and ensure that all reasonable steps are taken to prevent any recurrence;

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- g) establish a system for the reporting of hazards, which come to the attention of staff in the course of their normal duties;
- h) ensure that all visitors, including maintenance personnel or contractors, are informed of any hazards on site of which they may be unaware. Ensure that such maintenance or other work does not affect pupils and staff;
- i) ensure that all new employees are informed about safety arrangements, given a copy of the school's safety policy upon joining and the opportunity to read it before starting work;
- j) identify staff training needs and arrange for appropriate training;
- k) ensure staff are competent to undertake tasks delegated to them; (*)
- l) ensure risk assessments are undertaken; (*)
- m) ensure appropriate action is taken on identified significant risks; (*)
- n) ensure that there are procedures for serious and imminent danger;
- o) manager maintenance contracts e.g. for gym equipment;
- p) ensure safe hiring of school premises to third parties;
- q) Assist school's Premises Committee on Health and Safety issues
- r) to participate in LA Safety Audits.

(* Training needs: Management of Health & Safety, Management of Contractors, Principles of Risk Assessment, Accident Investigation)

11.00 The Head Teacher delegates the day-to day administration of health and safety procedures to the Deputy Head Teacher. The Head Teacher delegates to the Site Manager, the Secretary, Subject Co-ordinators and the School Cook, the day to day management of health and safety within their areas. In particular they will:

- a) draw up departmental policies and procedures and review them annually;
- b) carry out regular inspections of their areas and report the result to the Head Teacher;
- c) notify the CPD Coordinator of staff needs in relation to training and information;
- d) pass on health and safety information received to appropriate people;
- e) act on reports received from staff.

11.01 Deputy Head Teacher (or nominated person) will:

- a) deputise for the Head Teacher in her absence; (*)
- b) undertake risk assessments in conjunction with Heads of Department; (*)
- c) ensure that risk assessments have been undertaken for all activities of school, including those off site;
- d) undertake risk assessments for the activities of school support staff e.g. caretaker, secretary, etc.; (*)
- e) report to the Head Teacher with the results of the risk assessments.

(* Training needs: As for Head Teachers, but in addition Risk Assessment and Workplace Inspections)

11.02 Site Manager (or nominated person) will:

- a) monitor condition of any asbestos in the school & report problems;
- b) test the fire alarm each week and record outcome;
- c) ensure all signage (e.g. fire escape routes, trip hazards, etc) is appropriate & maintained;
- d) monitor the school's cleaners to ensure they work safely; (*)
- e) organise or undertake annual portable electrical appliance testing; (*)
- f) arrange & manage for contractors to undertake small repair works; (*)
- g) ensure that action is taken to remove or restrict access to all hazards
- h) maintain health & safety records e.g. records on fire alarm servicing, etc

(* Training needs: Asbestos Awareness, Safe Use of Chemicals, PAT testing, Managing Contractors)

11.03 School Secretary (or nominated person) will:

- a) manage the front door and security system;
- b) dispatch completed accident investigation forms;
- c) administer first aid, if appropriate; (*)
- d) ensure first aid equipment is up-to-date & available;
- e) monitor unwell children;

(* Training needs: First Aid)

11.04 Members of Senior Management Team will:

- a) assist the Deputy Head Teacher to undertake risk assessments of activities both within departments and off site; (*)

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- b) draw up departmental procedures to manage significant risks; (*)
- c) arrange for staff training and information; (*)
- d) Induct new, transferring and volunteer staff; (*)
- e) undertake workplace inspections with the Deputy Head Teacher; (*)
- f) pass on health and safety information received to appropriate people;
- g) act on reports from above or below the hierarchy.

(* Training Needs: Health and Safety Management, Risk Assessments and Workplace Inspections)

11.05 The Head teacher delegates to all other staff the day-to-day management of health and safety in accordance with the policy. In particular they will:

- a) check that classrooms and work areas are safe;
- b) check that equipment is safe before use;
- c) ensure that safety procedures are followed;
- d) ensure that appropriate protective equipment is available & used, when needed;
- e) participate in risk assessments, inspections, audits and the health and safety committee, if appropriate;
- f) bring problems to the relevant manager's attention;
- g) report all accidents and incidents.

12.0 ARRANGEMENTS

The School has its own policies for Health and safety issues which are supplemented by the LA's advice as published in their Health and Safety Manual on the Croydon section of the London Grid for Learning. Hard copies of each policy and the relevant supplementary guidance are available from the school office.

12.01 **Fire Precautions**

See **Appendix 1** which details the Evacuation Procedure.

See **Appendix 2** which details the location of fire extinguishers, alarm call points etc. which are noted on the plan of the school. Staff must familiarise themselves with the locations.

Refer to LA Health & Safety Manual, Module 08a.

Fire extinguishers are maintained by FPPS and the Fire Alarm is maintained by the Council's appointed contractor.

12.02 **First Aid and Accident Procedures**

See **Appendix 3** and refer to LA Health & Safety Manual, Module 09a, First Aid Policy

Module 09b - Appointed Person,

Module 09c – First Aid at Work

Module 09d – Accident Reporting and Investigation Policy

Module 09e – Additional Guidance

12.03 **Health**

See **Appendix 7** and refer to LA Health & Safety Manual:

Module 11a - Giving Medicines in School

Module 11aa – Disclaimer Adverse Reaction

Module 11b - Using Medicines in School

Module 11c – HIV Policy

Module 11e - Sunshine and Skin Cancer

Module 11f – Visits to Farms

12.04 **Electrical Safety**

Refer to the LA Health and Safety Manual (Code of Practice)

Module 07a - Electrical Safety in Schools. All items of electrical equipment shall be tested annually, and privately owned electrical equipment should be checked before use in school. Staff are advised of the dangers of trailing wires. Multiple socket adaptors are not used. The use of extension leads should be avoided.

12.05 **Risk Assessment**

See **Appendix 13** Hazards and refer to LA Health & Safety Manual, Module 04a.

12.06 **Environmental Health**

See **Appendix 11**. Any defect in the lighting or heating must be reported to the Site Manager, who will take the appropriate action.

12.07 **COSHH**

Refer to the LA Code of Practice contained in the LA Health and Safety Manual.

All staff will be required to sign an acknowledgement that they have seen and understood the Education Department's Code of Practice and their role in implementing it for all work activities involving hazardous waste substances.

The school does not normally keep any hazardous materials on the premises. However, should there be a need to dispose of any such materials the school will obtain advice from the LA.

12.08 **Safety Representatives**

The Trade Unions have not appointed any safety representatives. Should this situation change at any time in the future the Head Teacher will act in accordance with Point 10.01 item d above.

12.09 **School Visits and Journeys**

See Appendix 4 and refer to LA Health & Safety Manual:

Module 11f – Visits to Farms

Module 16a - Use of Coach Transport

Module 16c - School Transport Safety (Code of Practice)

Module 16e - Transport of Pupils by Teachers in Private Cars

Module 17a - Insurance (Cars).

12.10 **Security**

See Appendix 15: Security. and refer to LA Health & Safety Manual:

Module 12a – Bomb Threats,

Module 12b - Violence to Staff

Module 12c - Department Procedure for Dealing with Potentially violent Customers

Module 12d – Security Advice (Code of Practice)

Module 12e - Safety Policy for Staff Working Alone or in Isolated Situations

Module 12f – Entrance and Exit security.

12.11 **Display Screen Equipment**

Refer to the LA Health & Safety Manual:

Module 06a – Display Screen Equipment (Code of Practice)

The Head Teacher will put in place procedures to assess regularly risks associated with such equipment and:

- i) deal with any problems found
- ii) establish appropriate training
- iii) monitor progress.

Module 06b – Projectors and Interactive White Boards

12.12 **Outdoor Learning Environment**

Refer to the LA Health & Safety Manual:

Module 13a – Free Standing Goal Frames

Module 13b – Goal Post Safety

Module 14a – School Playground Bench Seats (Code of Practice)

Module 14b – Inflatable Bouncing Devices

Module 14c – Poisonous and Dangerous Plants in the School Grounds

Module 14d – School Play Area Code of Practice

12.13 **Craft Design & Technology**

Refer to the LA Health & Safety Manual:

Module 15c – Mobile Cooker

Module 15d – Installation of School Ponds (Code of Practice)

Module 15f – Use of Musical Instruments in Schools (Code of Practice)

Module 15g – Science in Primary Schools in Croydon LA (Code of Practice)

12.14 **Smoking and Health**

The school building and the entire site is a no smoking area without exception.

12.15 **Welfare Facilities**

Staff who have significant welfare problems that cannot be resolved by consultation with the Head Teacher may contact the Occupational Health Service for advice. The Occupational Health Service will assess the problem and in appropriate circumstances refer the staff member concerned to a suitable agency. Staff may make appointments via the Head Teacher.

12.16 **Manual Handling**

Refer to Appendix 14 and Manual Module 10a: Code of Practice on 'Manual Handling' Code of Practice contained in the LA Health and Safety file.

All staff are reminded that they should make full use of any system of work, clothing or equipment that has been provided to ensure his/her safety. Additionally, they should inform the Head Teacher of any physical condition that might affect their ability to safely undertake manual handling work.

Also refer to LA Health & Safety Manual - Use of Access Equipment:

Module 18a – Ladder Standards (Codes of Practice)

Module 18b – Head Protection (Code of Practice Croydon Council)

Module 18c – Safety with Ladders (Code of Practice)

12.17 **Signs**

Refer to Module 19a in the LA Health & Safety Manual.

The Governors will comply with the Code of Practice outlined in the LA Health & Safety Manual.

12.18 **Working Practices**

Refer to the LA Health & Safety Handbook, Module 20:

Module 20a - Asbestos Policy

Module 20b - Autoclaves, Pressure Cookers and Steam Engines

Module 20c – Guidance to Safe Working Practices - Contractors

Module 20d – Policy for Working in Confined Places

Module 20e – Temporary Use of Liquefied Petroleum Gas Heaters in school

12.19 **Safety In PE and Games**

Refer to Appendix 6

12.20 **Child Protection**

St John's School takes Child Protection very seriously and the whole school community understands the importance of Child Protection and the need to comply with this policy

Refer to Appendix 8

12.21 **Permissible Forms Of Contact**

Refer to Appendix 9

12.22 **Visitors**

Refer to Appendix 10 and also see appendix 15 Security

12.23 **Use of Force to Constrain and Control Children**

See Appendix 11

12.24 **Critical Incident**

See Appendix 12

12.25 **Supervision**

See Appendix 5

12.26 **Dissemination of Information**

Points of reference for new changes in provision of advice on Health & Safety Issues posted in staff room, office, site manager's office, kitchen: Secretary, School Association.

12.27 **Identification of Training Needs**

Training Needs will be identified by the person responsible for Continuing Professional Development (CPD), currently the Head Teacher.

MONITORING

13.00 **Consideration of Health, Safety and Welfare** matters will form an item on the agenda of each meeting of the Governing Body. In addition, the Governing Body will monitor and evaluate the effective working of the system within the school by the following means:

- a) monitoring accident/incident reports. The Headteacher will report all accidents to pupils and staff to the Governing Body and call attention to any which indicate that any alteration to equipment, premises, routines or procedures are needed;
- b) checking safety committee minutes and follow-up procedures;

- c) checking reports of Inspections by the Management and ensuring that these are of high quality and carried out on time. Receiving reports from Safety Representatives concerning inspections carried out by them;
- d) receiving reports from the Headteacher on:
 - i. complaints and hazard reports from staff and visitors
 - ii. visits from HSE Inspectors
 - iii. new LA Codes of Practice and methods of implementation
 - iv. any Safety Audit arranged by the LA or commissioned from consultants
 - v. any DfES guidance or advice
 - vi. any new guidance from HSE or ESAC staff training
- e) where deficiencies are identified or action is necessary seeing that:
 - i. action is allocated to individuals
 - ii. time limits have been set
 - iii. both immediate and long-term remedial action are identified in the case of hazards