

Health & Safety Policy



Welley Road
Wraysbury, Staines
TW19 5DJ

Headteacher: Mrs A Fox

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Approved by **Finance, Buildings & Lettings Committee. March 2018**

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The School Health & safety Policy should be read in conjunction with:

- The Health & Safety at Work etc. Act 1974 and other Statutory Regulations
- The Royal Borough of Windsor & Maidenhead's Health & safety Policy
- LA Codes of Practice/HSE/CLEAPSS/COSHH/DSE/RIDDOR

Wraysbury Primary School Health and Safety Policy

The policy statement

1. In recognition of its statutory duties in accordance with the provisions of the Health and Safety at Work etc. Act 1974, the Local Education Authority of Windsor & Maidenhead Borough Council will take all reasonably practicable steps to ensure the health, safety and welfare of all staff and pupils whilst engaged in school activities. This school's policy forms the local arrangements and should be read in conjunction with the Royal Borough Windsor and Maidenhead Corporate Health and Safety Policy
2. In particular, the LEA in conjunction with the Governing Body will ensure, so far as it is reasonably practicable:-
 - (a) That all places under its control, where staff and pupils are required to work, are maintained in a condition that is safe and without risk to health and safety;
 - (b) That hazards arising from the use, handling, storage and transportation of articles and substances used in the School are adequately controlled; and,
 - (c) That equipment and systems of work are safe and without risk to health and safety.
3. Furthermore, the school undertakes to provide adequate information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively towards their own health and safety and that of others.
4. In addition, the school will ensure, so far as is reasonably practicable, that the health and safety of non-employees is not adversely affected by its activities.
5. The Head Teacher with the assistance of other staff members will endeavour to implement this policy.
6. The school believes that no policy is likely to be successful unless it actively involves staff themselves. For this reason the policy will include appropriate arrangements for consultation with staff and will encourage them to identify hazards and suggest measures for improving safety performance.
9. This policy is complementary to the LEA's Directorate Health and Safety Policy and it is the school's local arrangements for implementing the Council's Corporate H & S Policy and Codes of Practice.
11. This policy statement supersedes any previously issued.

Chair of Governors

Signature

Date

SAFETY ORGANISATION

Objectives

The objectives of Wraysbury Primary School's health and safety policy are:

- To promote high standards of safety, health and welfare in compliance with the Health and Safety at Work etc. Act 1974, other statutory instruments and approved codes of practice.
- To ensure that places and methods of work are safe and healthy through the arrangements set out and others which are adopted from time to time as appropriate to changing circumstances
- To protect personnel, whether they be employees, pupils, members of the general public visiting the school or their contractors and their employees from any foreseeable hazards
- To ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety in so far as is reasonable and practicable
- To ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare
- To ensure that awareness with regards to all aspects of safety is fostered by all personnel
- To ensure that personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded and to co-operate in all aspects with regard to safety
- To ensure that full and effective consultation on all matters is encouraged

Responsibilities for implementing the policy

Governing Body

The responsibility for ensuring that health & safety procedures within the school are adequate rests with the Governing Body. The Governors, with assistance from the Headteacher and staff, will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate.

In particular they will:-

- Make arrangements to ensure the school has an up-to-date health & safety policy
- Have in place procedures to identify hazards and evaluate risk control measures
- Delegate health & safety responsibility to staff and ensure that they are followed
- Ensure a governor attends appropriate health & safety briefing provided by the LA or the school and carries out termly inspections
- Have health & safety on the agenda at Governing Body meetings as appropriate
- Ensure the Headteacher, as the key manager for health & safety, is supported to carry out the appropriate responsibilities as detailed below.

The Governing Body will provide in co-operation with the LA, where responsibilities for premises and equipment are shared:-

- A safe environment for pupils, staff, visitors and other users of the premises
- Plant, equipment and systems that are safe
- Safe arrangements for transportation, storage and use of articles and substances
- Safe and healthy conditions that take account of
 - Statutory requirements
 - Approved Codes of Practice
 - DFE or LA guidance
 - RBWM Corporate Health a& Safety Policy and Codes of Practice
- Adequate information, instruction, training and supervision

- Provision of all necessary safety and protective equipment.

Responsibilities of the Headteacher

The Headteacher as the officer in charge of the day-to-day management of the school will carry out the duties of key manager detailed below. In his/her absence the Deputy Head will carry out these functions.

- Pursue the objectives of the Governing Body and the LA with respect to health & safety.
- Ensure health & safety is an agenda item in staff meetings.
- Ensure risk assessments are carried out where appropriate and suitable actions are taken to remove potential hazards or reduce the level of risk.
- Co-operate with accredited Safety Representatives and Safety Advisers and offer them assistance to carry out their prescribed functions.
- To receive written reports from Safety Representatives and Safety Advisors concerning possible hazards and to respond in writing within a reasonable period of time to the points made.
- Ensure the cause of all accidents, near misses and dangerous occurrences are investigated and reasonable steps taken to prevent a recurrence and reported to the RBWM in accordance with the LA's procedures.
- Ensure that materials and equipment purchased are safe and without risk when properly used and are adequately maintained.
- To include health & safety issues in reports to the Governing Body.
- To keep abreast of the changes in the Council's health & safety policies and procedures and pass on the information to the staff concerned.

Responsibilities of the Caretaker/Premises Manager

The caretaker has the responsibility for implementing the policy in the common parts of the building. In particular, he/she will liaise with contractors and will provide them with information on any hazards, such as asbestos, electrical services etc. that they may come across whilst working on school premises.

The caretaker will also ensure that contractors do not place the health & safety of staff and pupils at risk whilst on school premises.

Staff and pupils are required to report all accidents to the caretaker/Headteacher so that they are properly investigated, recorded and reported in accordance with the guidance issued by RBWM.

Phase Co-ordinators

Phase co-ordinators must ensure their staff and pupils follow safe working practices at all times. They will ensure the equipment within their area of work is subjected to termly inspections and report defects to the caretaker.

They will ensure staff are made aware of their responsibilities. Phase co-ordinators will discuss Health & Safety issues at Team Meetings and report findings to the Headteacher.

Class Teachers

Teaching staff timetabled to be in charge of classes are responsible:

- For ensuring the safety of pupils in their charge.
- Being aware of and adopting safety measures within their own teaching areas.
- Following safe working practices.
- Being aware of school emergency procedures and carrying them out when necessary

All Staff

All employees have a general duty under the Health & safety at Work Act to:-

- Co-operate with the Headteacher to ensure that this policy is implemented
- Take reasonable care of their own safety and that of other persons.

- Use equipment in a safe manner and in accordance with the instructions issued
- Take all reasonable steps to ensure health & safety of those affected by their activities.
- Check equipment and classroom or work area regularly and report any issues to their supervisor or appropriate person.
- Report accidents or dangerous occurrences at the earliest opportunity.

Pupils

Pupils have a responsibility to act with all reasonable care with regard to the health & safety of themselves, other members of the school, contractors and members of the public. They are required to co-operate and act upon instructions given by members of staff and adhere to safety guidance given, in helping to maintain standards of health & safety within the school.

SPECIFIC ARRANGEMENTS FOR HEALTH & SAFETY

1. Accident Reporting

Any accident or injury is to be reported by the person or persons involved in the accident to the school welfare assistant. The welfare assistant is responsible for recording accidents in the accident report book held in the first aid room, and reporting to the Headteacher any serious accidents or near misses. For more serious accidents there are special forms to complete. These are to be signed by the Headteacher and a copy sent to the Health & Safety team at RBWM. Certain work-related injuries must be reported to the HSE. Full details for reporting accidents are contained separately in the Code of Practice on First Class.

2. Accident Investigation

All significant accidents or incidents that are considered to be dangerous ‘near miss’ situations, are to be reported to the Health & Safety team at RBWM and the Governing Body. Any practice or condition that is likely to have an adverse effect on the health & safety of personnel or damage to equipment or property is to be reported to the Headteacher. Such reports are to be recorded.

3. After School Club (Gap Club and outside agencies)

It is the responsibility of the ASC to ensure attendee lists are kept up-to-date and follow up missing children.

4. Arrangements before School

Gates will be opened to allow access onto school grounds at 8:40am. **There is no supervision until this time.**

5. Arrangements After School

Parents are asked to collect their children and leave school promptly, not allowing children to use the school field or areas where after school clubs are operating. Dogs are not permitted on school grounds. A member of staff is on duty at all gates from 3.10. The Infant parents are responsible for their child as soon as they leave the classroom. Year 6 pupils with a gate pass can travel home unaccompanied. The class teacher or teacher on the gate brings any uncollected pupils to the office if they have not been collected by 10 minutes after the end of their school day and telephones the names on the contact sheet. Any children not collected by 3.30 will be placed in After School Club at the parents’ expense. The school will continue to try and contact one of the named contacts until 5.00 when Social Services will be contacted.

6. Asbestos

The school has been surveyed for asbestos (type 2 inspection). The school office and the Borough’s Building Services Unit hold the asbestos register.

This register will be referred to prior to any maintenance work being carried out by school staff or contractors and a permit to work completed. Furthermore, any damage to asbestos, or substances suspected to be asbestos, is to be reported immediately to the Borough’s Building Services Unit on **01628 796476** and the area cordoned off until it is made safe.

7. Car Parking

Due to restricted space, parking on school grounds is reserved for staff and visitors only. Parking is available adjacent to the Waylands’ entrance to school. Parents are requested to park safely and with consideration for our neighbours in regular forms of communications. Please refer to the Cars on School Site Policy.

8. Consultation arrangements with employees

Consultation with staff will take place during regular staff meetings.

9. Contractors on Site

The Borough's Building Services Unit can oversee large projects. They can ensure competent contractors are employed and work carried out safely. They can monitor contractors' activity. The school may also directly employ contractors. In these circumstances the Headteacher will ensure competent contractors are employed and health & safety matters are given top priority. The Premises Manager will discuss with the Headteacher measures needed to ensure safety.

All contractors are to enter school via the main entrance, complete the visitors' book and wear a badge. The contractors are then accompanied to the location of work. Staff will be given advance notice of contractors if at all possible.

10. Electrical Safety

Portable electrical equipment is tested annually as part of the Borough's contract. In addition to the tests, which are every 18 months, staff must visually inspect the equipment for physical damage to cables and plugs prior to use. The Headteacher must be alerted if any electrical equipment is felt to be faulty. It is the responsibility of each staff member to ensure that they use all electrical appliances correctly and safely. (Training to be requested if thought necessary). Class teachers are responsible for ensuring the safe supervision of pupils when using electrical items.

11. Emergency Procedures (see appendix A)

Fire

- The Headteacher is the Fire Warden and co-ordinates fire prevention activities. A range of fire fighting equipment is available in the school for use by trained personnel. These are maintained under contract through the LA.
- The Headteacher will ensure regular fire drills (once a term) are carried out and these evacuations timed and recorded. Fire procedures are displayed in all classrooms and areas in school.
- The Caretaker and/or Premises Manager will carry out weekly tests on fire alarm call points and emergency lighting and keep a log of the tests.
- He/she will also ensure all escape routes are kept clear at all times. All staff are required to report blocked escape routes to the caretaker.
- Dustbins and skips are placed as far from the school building as is practicable. Rubbish must not be permitted to accumulate in or around the building.
- The access route for emergency vehicles (yellow hatched area in staff car park and Waylands gate) must always be kept clear.

Bomb Alert

- Any bomb alert will be treated as a code red.
- The Headteacher or person in charge will be alerted immediately and the fire alarm sounded.
- Normal fire drill procedures will be followed but everyone will be moved to the top of the field or as far away from the school building as deemed necessary.

12. First Aid and Supporting Pupils' Medical Needs

The first point of contact for first aid will be the teacher/teaching assistant. First aid boxes are located in the classrooms as well as the Welfare room and are regularly checked to ensure they are adequately stocked. During lunchtime when the welfare assistant may not be available, the Lunchtime Controllers are responsible for the wellbeing of the children and have been trained to deal with minor injuries.

Administration of Medication

In certain circumstances, parents may request the school to administer medication to pupils during school time. (e.g. prescription medicines or antibiotics – where the child is better but needs to complete the course, or where the taking of a medicine will ensure improved attendance.) Medicines will be given only after the parent has completed the relevant permission form in the school office (see Supporting Children with Medical Needs Policy)

Asthma/Nut Allergy Register

An asthma/allergy register is kept and updated regularly. Each child has a named inhaler/epipen kept in the medical room. This is sent home at the end of the academic year so that parents can replace the medication if necessary. IT IS THE PARENTS' RESPONSIBILITY TO ENSURE THAT INHALERS AND EPIPENS ARE KEPT UP TO DATE.

Severe Allergies and Medical needs

Children with severe allergies (e.g. diabetes, nut allergy) will have their photo and emergency procedures on display in the medical room and staff room.

13. Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of health & safety. Accidents can be prevented by following the subsequent guidelines, as far as it is reasonable and practicable.

- Corridors and passageways to be kept clear and unobstructed.
- Shelves to be stacked neatly and not overloaded.
- Floors to be kept clean and any spillages to be mopped up immediately by whoever notices it
- Emergency exits to be kept clear.

14. Hazardous Substances

Hazardous substances are used in the school for teaching, cleaning and minor maintenance. Substances used will be assessed in line with RBWM's guidance on Control of Substances Hazardous to Health (COSHH). See COSHH sheets in the office

15. Legionellosis

The primary aim is to prevent the build-up of the Legionella Pneumophilla organisms in water systems and to prevent inhalation of infected water droplets. A LA contractor carries out termly checks and the Caretaker is required to run off the taps at the beginning of term.

16. Manual Handling

The caretaker/Premises Manager may carry out manual handling from time to time. All these activities will be assessed in accordance with the guidelines issued from the HSE and the Borough. These staff will be provided with training on safe lifting techniques.

17. Occupational Health & Counselling

There is a referral service available for staff through HR (Care First). The number is displayed in the staff room.

18. Offsite Trips & Activities

The LA has issued separate guidance on offsite activities and these procedures must be strictly adhered to. Teachers organising such activities must familiarise themselves with these guidelines.

Permission slips are obtained before a child is taken off the premises. If a child has not returned their slip, personal contact with a parent may be used.

Teachers responsible for school trips will take a travelling first aid kit.

In case of accident/incident, the person in charge will contact the school immediately. The school will then alert parents etc. if necessary.

19. On site vehicle movements

When necessary for any vehicle to be driven through a pupil area on the school grounds, it must be accompanied by a staff member on foot, to ensure that pupils are in no way endangered.

20. Physical Education

All PE equipment is tested annually under local authority arrangements. Pupils are supervised by the class teacher at all times when using equipment. No jewellery is to be worn.

21. Playground Safety

A class is supervised by at least one adult in the playground and normal school rules apply.

22. PTFA Events

In the case of PTFA events being held in school, normal school rules apply and some staff members will be present.

23. Security

Security is of crucial importance to the school and it is the responsibility of the caretaker to ensure the premises are locked and the alarm set at the end of the day. If the school is open for extended hours, a nominated keyholder must be responsible for locking up. The caretaker is responsible for ensuring all the security measures that have been put in place are working effectively and are regularly monitored. All breaches of security must be reported to the Headteacher who will take the appropriate action. The Keyholders are: Caretaker, Premises Manager, Headteacher, Deputy, Phase Leaders.

24. Smoking Policy

Smoking is not permitted within the school or on the playgrounds or fields (see separate policy)

25. Swimming Pool

During the summer term, teachers will be involved in swimming sessions with their class. A fully qualified lifeguard will teach these sessions and will hold up-to-date life saving qualifications. The teacher or teaching assistant will stay at the poolside with the class. No children will wear any jewellery whilst swimming and all children will wear swimming caps.

If there is an emergency, the phone by the pool will be used to request help/phone an ambulance and as a backup two children will be sent with an appropriate warning sign to inform the main school office (see Swimming Pool Policy).

26. Violence Against Staff

The LA, Governors and the Headteacher will not tolerate acts of aggression against staff from any person, either verbal or physical. Such incidents will be dealt with in accordance with the LA's policy on violence against staff. Should members of staff be subjected to violence they will receive all the support needed from the LA and the school.

27. Visitors

Entrance to school is via the main entrance only. The side gates are locked at approximately 9.00am and reopened at 2.50pm for the end of school. There may be exceptional occasions when the Waylands' gate is opened for access during the school day.

All visitors must sign in and be issued with a visitor's badge. (Except for class assemblies or productions, where numbers prohibit this practice.) Any visitor not wearing a badge should be challenged and directed to the school office. Pupils must notify staff should they see a stranger in school.

28. Wearing of Jewellery

Following local authority guidelines, pupils may not wear jewellery for school except:

- watches
- small stud earrings that can be removed by the pupil for PE or swimming.

29. Work Outside Normal Hours

When a member of staff is working outside normal working hours, the caretaker will be informed so that appropriate security measures can be implemented.

Monitoring the Effectiveness of the Policy / Health & Safety Advice

The Governing Body has primary responsibility in respect of the Health & Safety at Work Act 1974 and will seek to implement health & safety instructions and advice issued by the Local Authority.

In order to assist the Headteacher manage his/her responsibilities, health & safety monitoring must take place on a regular basis and a monitoring report submitted to the Governing Body. A termly inspection will be conducted by the nominated H & S governor, Headteacher and caretaker.

Safety audits may also be initiated and undertaken by the LA Health & safety Officer. The Headteacher will be notified in advance of the audit. Safety Advisers are also available for advice and can be contacted on 01628 796994.

Part of the monitoring process will be the inspections by contractors to ensure the safety of goods or equipment. (E.g.the annual inspection of all portable electrical equipment or checks on the air handling units.)

The implementation of this policy will be monitored by the regular inspections of Phase Co-ordinators, Caretaker, Headteacher and Governors.

Health & Safety Policy – Appendix A

Fire Evacuation Procedures

- When the continuous bell sounds, all children and adults must stop what they are doing and exit the building.
- If working with a small group, the adult with them is responsible for their evacuation.
- The fire assembly point is the field.
- The register will be brought to each class by the administrative staff and the Headteacher or Office Staff will inform the fire brigade.
- Children are to walk out of school sensibly and line up quickly and quietly.
- If the normal exit is blocked, use the nearest available exit.

Lunchtime Fire Procedure

- On hearing the fire alarm, all staff members on duty in the playground will line the children up in their register groups in the junior playground. The adults will ensure that no child re-enters the building.
- Staff members on duty in the dining area will evacuate all children from the building and check the toilets are vacated.
- The Headteacher and Deputy Head will ensure that, as far as practicable, the rest of the building is evacuated.
- Registers will be brought to the evacuation point by the administrative staff who will also inform the fire brigade.

NO MEMBER OF STAFF SHOULD ATTEMPT TO FIGHT THE FIRE

Fire and Bomb Alerts

In the event of a fire or bomb alert, the Headteacher or person designated must:

- Ring the fire alarm to activate the evacuation of the premises
- Phone 999 for the fire brigade
- Check the evacuation procedure has been followed
- Remain at the front of school to meet the emergency services to direct them to the incident
- All children and adults to remain outside until the 'all clear' has been given.