

# *Richard Cloudesley School*

## **Health & Safety Policy**

**Approved by L&R Committee: 25.02.2019**

**Date for review: Feb 2020**

## Introduction

The Governing Body recognises that making appropriate provisions for the health and safety of all persons using the school facilities and those participating in off-site activities is fundamental to the wellbeing of the school.

This Safety Policy, its supporting documentation and arrangements and monitoring will meet our legal obligations and contribute to our objectives relating to continuous improvement on Health and Safety performance.

We are committed to high standards of Health and Safety and expect all staff to be familiar with the contents of this Policy.

## Part 1 – Statement of Policy

### 1.1 Scope

This Policy is specific to Richard Cloudesley School, it is supported by policies and guidance from other relevant organisations such as the Local Authority, Health and Safety Executive (HSE), DfE and other agencies.

The Health and Safety system will be integrated within the daily management of the school and will be continuously developed, maintained and implemented and monitored via a comprehensive series of documents which will include:-

- I. The Policy Aim, Objectives and Statement
- II. Organisation
- III. Arrangements for Implementation
- IV. Working Policy Documents
- V. Subject specific Guidance periodically issued by DfE, and HSE

The policy recognises the legal duties and responsibilities owed to all users of the site and seek to develop standards which are significantly higher than those required by law as a means of contributing to the overall performance of the school by reducing accidents, injuries and ill health.

### 1.2 Aim

To provide the highest possible standard of Health and Safety, commensurate with the operation of an educational establishment.

### 1.3 Objectives

It is the responsibility of the Governing Body via the Head teacher together with the school's Senior Leadership Team (SLT) to ensure that systems are in place which will deliver a safe place of work for employees, pupils and visitors. Equally it is the duty of all employees to co-operate with management on health and safety matters. The Governing Body expects each employee to take reasonable care of their own safety and that of others either under their supervision or who may be affected by their actions. The main objectives of this policy will apply as far as reasonably practicable and are as follows:-

- I. To establish and maintain a safe and healthy environment throughout the school
- II. To establish and maintain safe working procedures among staff and pupils
- III. To make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of equipment, articles and substances
- IV. To ensure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety at work
- V. To maintain safe access and egress and separate movement of vehicles and people on site as far as is practicable.

- VI. To ensure, as far as reasonably practicable, that education visits are undertaken as safely as possible
- VII. To formulate procedures for use in case of fire and other emergencies including plans for the safe and effective evacuation of the school premises
- VIII. To lay down procedures to be followed in case of accident
- IX. To provide and maintain suitable and sufficient welfare facilities
- X. To develop a training plan to ensure that employees are trained to the appropriate level to fulfil their health and safety responsibilities
- XI. To ensure that staff are aware of the importance attached to Health and Safety and that management may invoke the School Disciplinary Policy in the event of non-compliance with the requirements of this Policy.

**1.4 Statement of Intent (to be signed and displayed in a prominent position)**

Richard Cloudesley School recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environments for all staff, pupils and such other persons as may be affected by its activities.

Richard Cloudesley School will adopt health and safety arrangements in line with Islington Borough Council’s Health and Safety Policy and adhere to all relevant health and safety legislation.

Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of education activities.

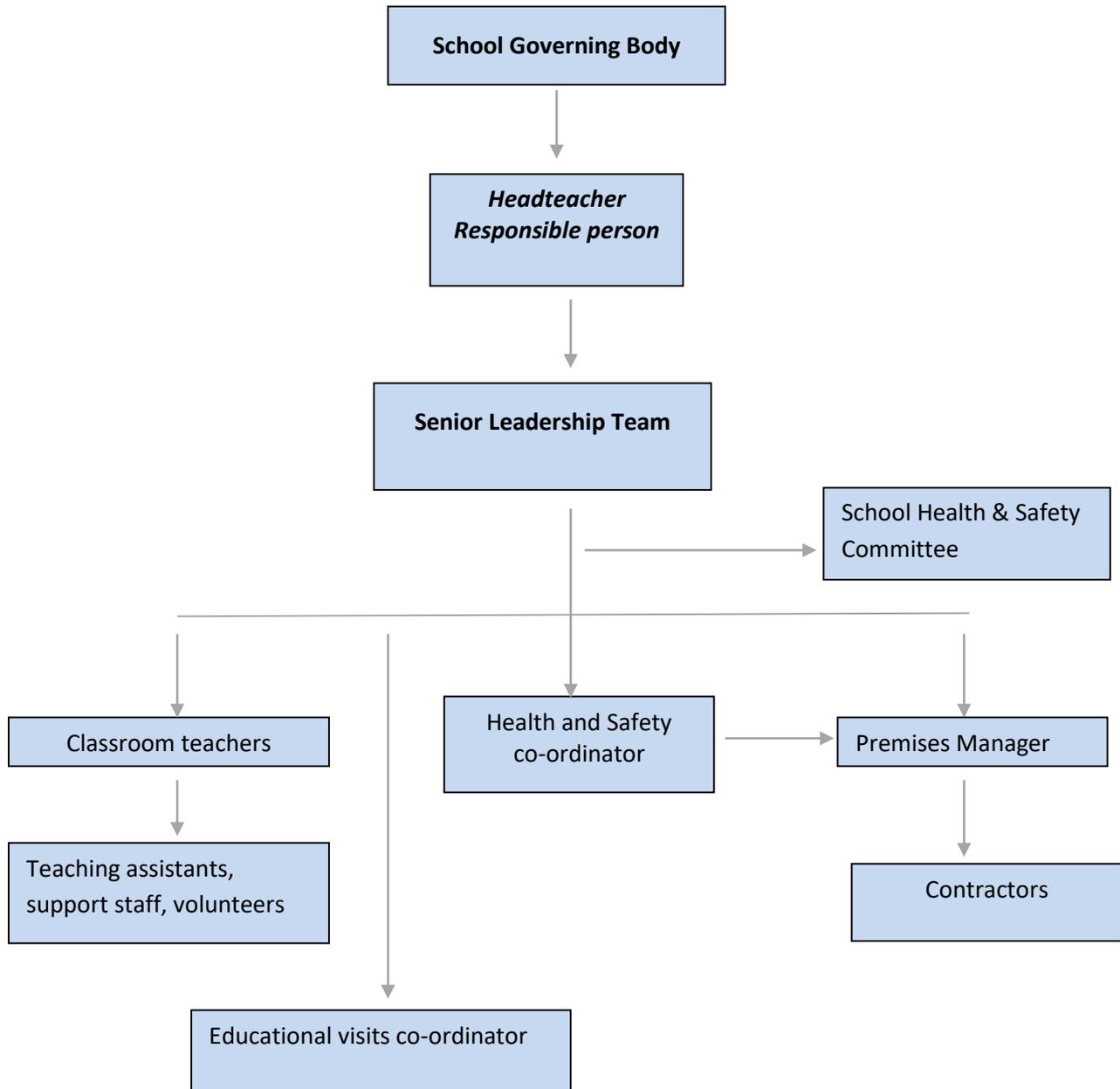
(Insert name of school) will ensure that we have access to competent technical health and safety advice to assist us in meeting our objectives.

Signed: \_\_\_\_\_  
Chair of the Governing body

Signed: \_\_\_\_\_  
Headteacher

Date of Policy: \_\_\_\_\_

## Part 2 - Organisation



The School Health and Safety Committee consists of representatives of key management, trades unions and employees.

Secondary site H&S committee: Francis McDonald Gonzalez (Headteacher, Responsible Person)  
 Sarah Kelly (Business Manager, Health & Safety Co-ordinator)  
 Natalie Fry (Assistant Head)  
 Lesley Walsh (H&S administrator)  
 Christine Borthwick (UNISON representative)  
 Philipp Mitschke (NUT representative)  
 Kelly Holdsworth (Premises Manager)

Primary site H&S committee: Headteacher (Prior Weston School)  
 Head of Children's Centre (Prior Weston School)

Francis McDonald Gonzalez (Headteacher, Responsible Person - RC)  
Business Manager (Prior Weston School)  
Sarah Kelly (Business Manager, Health & Safety Co-Ordinator - RC)  
Gary Maker (Premises Manager)

Local Management of Schools requires the school staff and Governing Body to work together to ensure health, safety and welfare objectives are achieved.

## **2.1 General**

The Health and Safety at Work etc. Act 1974 and subordinate legislation states that all employees have health and safety responsibilities when at work. Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

Below outlines the responsibilities of key personnel within the school to ensure the health and safety and welfare of employees, pupils, visitors and other people affected by the establishment's activities.

## **2.2 Governors' responsibilities**

The governing body of the school is a corporate body. A corporate body has a legal identity separate from that of its members. Individual governors are generally protected from personal liability as a result of the governing body's decisions and actions. Governors should act at all times with honesty and integrity and be ready to explain their actions and decisions to staff, pupils, parents and anyone with a legitimate interest in the school.

School Governors have responsibility for and are expected to:

Consider the nomination of a named health and safety governor;

- a. Ensure they are aware of their duties and responsibilities under safety legislation and ensure that the head teacher is aware of and implements the council's Health and Safety policy;
- b. Give due consideration to Health and Safety when developing, amending and delivering school policies and when allocating associated responsibilities and resources;
- c. Ensure, so far as it is within their power, that school specific Health and Safety arrangements are developed and effectively implemented to deliver the council's Health and Safety policy;
- d. Ensure that adequate resources are provided for the provision of appropriate information, instruction and training of key personnel on site;
- e. Include sensible health and safety as a regular item on the governing body meeting agenda;
- f. Co-operate with advice and directions issued by the council relating matters concerning Health and Safety or establish and adopt other equally effective measures; and
- g. Ensure that in respect of any project that they initiate, consider and appropriately consult, on issues affecting the Health and Safety of all persons at the planning stage and include any necessary measures to control risks

## **2.3 Headteacher's responsibilities**

The headteacher will liaise with the governing body to ensure the health, safety and welfare of employees, pupils and others who may be affected by the school premises or activities. The headteacher is responsible for the day to day management of the school and therefore has responsibility for and is expected to ensure:

- a. An appropriate school-specific Health and Safety Policy is developed and effectively implemented and its requirements are communicated to all relevant persons;
- b. Put in place effective arrangements for managing real health and safety risks at the school;
- c. Staff and visitors are aware of procedures and the precautions to follow;

- d. That where health and safety functions are delegated, staff have the capacity to take on the responsibilities and have appropriate training and competencies, and clear lines of accountability are established;
- e. Consider nominating a person to act as a focal point for health and safety within the school;
- f. School premises are maintained in a safe state of repair, in accordance with the requirements and arrangements of the council, including those associated with the assessment and appointment of contractors;
- g. To co-operation with the requirements, guidance or directions issued by the council relating to matters concerning Health and Safety;
- h. Suitable and sufficient assessments are conducted for significant risks arising from the school premises and activities;
- i. All staff receive adequate training, instruction and supervision to enable them to carry out their responsibilities and work safely;
- j. That they keep themselves informed of the general requirements of health, safety and welfare legislation and standards relevant to premises and activities;
- k. That Health and Safety is a core element at all scheduled meetings, such as monthly staff meetings that regularly include such matters; consider incorporating Health and Safety as a permanent agenda item and where necessary, establish a local Health and Safety committee;
- l. All hazards associated with workplaces and activities for which they are responsible are identified and suitable and sufficient risk assessments are in place;
- m. Employees have access to the Health and Safety Executive “Health and Safety Law – What you should know” poster or the associated leaflet.
- n. Consult and work with recognised TU safety representatives/ employee representatives.

#### **2.4 Health and Safety Co-ordinator responsibilities**

The day to day responsibility for all school health, safety and welfare matters and activity rests with the Health and Safety Co-ordinator who will:

- a. Be the focal point for reference on health, safety and welfare matters and to give advice or indicate source of advice
- b. Liaise with and report directly to the headteacher on all matters of health and safety
- c. Ensure the day to day implementation of this Policy including the maintenance of appropriate risk assessments for school and seeking approval of the headteacher for meeting the financial implications of identified control measures.
- d. Ensure that all certification and statutory inspections are kept up to date
- e. To investigate accidents, dangerous occurrences and near misses, ensure correct completion of the IRIS online accident reporting system
- f. Issue updates as required to all holders of health and safety policy documents.
- g. To liaise with Corporate health and safety in regard to health and safety matters

#### **2.5 Premises Manager’s responsibilities**

The Premises Manager (or equivalent) has particular responsibility to ensure:

- a. Required premises related risk assessments are undertaken and regularly reviewed, including specific hazards such as Asbestos, Legionella and electric supply/appliance risk assessments;
- b. Where alterations are proposed to site activities or to the layout of the premises, the fire risk assessment for the premises is up-dated with the assistance of Corporate Health & Safety;

- c. Risk assessments of harmful substances used in the maintenance of the premises, are implemented and available to staff working in the premises and first aiders;
- d. Procedures and necessary resources are available to make safe any spillage or breakage that could lead to exposure to persons of hazardous substances or materials;
- e. Premises related safety systems and procedures are effectively established and regularly reviewed, appliances and plant are serviced within the required timeframes and required records are maintained and available for inspection;
- f. Emergency procedures are established and maintained to the council standard;
- g. An emergency team is appointed that includes trained responsible person, fire marshals and first aiders, and that sufficient information on a buildings emergency arrangements is given to staff to ensure they know how to respond in an emergency;
- h. Emergency fire alarm, detection and lighting systems are regularly serviced and tested and safety signage is appropriate and in place;
- i. Termly emergency building evacuation exercises (fire drills) are carried out;
- j. Escape routes and passageways are without obstruction and free from trip or slip hazards, especially cabling and other service supply lines;
- k. All building and service contractors are employed in accordance with the council's Procurement Code;
- l. Asset management are consulted before any arrangements are initiated involving contractors undertaking work regarding:
  - alteration to a buildings structure or its grounds;
  - substantial change to a buildings use (whether partially or wholly);
  - significant change to a buildings water or energy supply or environmental control systems; or
  - alteration or removal from service (whether partially, wholly or temporary), a buildings fire alarm, detection or sprinkler system;
- m. Contractor Authorisation Forms are in place and are subject to periodic monitoring to confirm they function correctly;
- n. An Education Asbestos Management Plan is compiled, comprising details of location and condition of any asbestos that may be present, and is always available for inspection;
- o. Common areas are safety inspected at least once per quarter;
- p. High standards of housekeeping and tidiness are maintained and cleaning staff are properly informed about local fire procedures and the required health and safety standards; and
- q. Systems for environmental control are regularly serviced and are without risk to health.

## **2.6 Employees' (including temporary & volunteers) responsibilities**

Richard Cloudesley School reminds its employees of their duties under Section 7 and 8 of the Health and Safety at Work etc. Act 1974 and regulation 14 of the Management of Health and Safety at Work Regulations 1999.

All employees, whether permanent, part time or temporary, have a responsibility to:

- a. Take reasonable care for your own health and safety and that of others who may be affected by what you do, or fail to do;
- b. Co-operate with your employer, fellow members of staff, contractors and others to enable them to make and keep the workplace safe;

- c. Never interfere with, or misuse, anything provided in the interests of health, safety and welfare;
- d. Carry out activities in accordance with training and instructions; and
- e. Inform your employer or a member of senior management team of any serious risks.
- f. In order to carry out the above, all employees must:
  - make themselves familiar with and comply with, relevant safety instructions at all times;
  - use approved personal protective equipment for the purpose for which it was supplied;
  - report to their manager incidents that have led to or may lead to, injury or damage and assist in the investigation of such incidents if required;
  - use any machinery, equipment, safety devices, transport and substances in accordance with safety instructions and the training given and report any problems;
  - make full use of any system of work designed to reduce the risk of injury to themselves;
  - not work under the influence of alcohol or drugs; and
  - Discuss with their manager any work-related stress issues or health issues that could affect their ability to perform safely or to the required standard.

Therefore employees who willfully or intentionally interfere with or misuse anything provided for Health and Safety may be subject to disciplinary action according to the school's disciplinary procedures.

## **2.6 Pupils'/students' responsibilities**

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils will:

- a. Follow all instructions issued by any member of staff in the case of an emergency.
- b. Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- c. Inform any member of staff of any situation which may affect their safety.

## **2.7 Staff Safety Representative responsibilities**

Health and Safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment,

Richard Cloudesley School recognises and fully accepts the requirements of the Health and Safety (Consultation with Employees) Regulations 1996 and the Safety Representatives and Safety Committee Regulations 1977. It will co-operate with council recognised trade union appointed safety representatives and elected staff representatives for safety when introducing measures to ensure the health and safety at work of employees. Richard Cloudesley School will therefore incorporate employee representation into the health and safety consultative structure.

Safety representatives appointed by their trade union may represent non-trade union employees within the representatives agreed constituency but subject to the employees' agreement. Non-trade union representatives for safety may represent employees but only following agreement from the employees to be represented. All appointments and facilities will be subject to those rules and conditions as established for that purpose by the school.

Safety representatives will be provided with sufficient facility time to carry out their responsibilities and time-off with pay for relevant training. Their functions will include:

- a. To make representation to management in respect to health, safety and welfare issues affecting employees;
- b. To inspect the workplace each quarter year;
- c. To investigate accidents, hazards and dangerous occurrences;
- d. To attend safety committees; and
- e. To support the council in the promotion of a positive health, safety and welfare culture.

### **EVC coordinator**

To help fulfil its health and safety obligations for visits, establishments are encouraged to appoint an Educational Visits Coordinator (EVC) who will support the Head of Establishment. In small establishments the EVC may also be the Head teacher or manager. Should the establishment choose not to appoint an EVC, those functions will automatically fall to the Head of Establishment.

The EVC should be specifically competent, ideally with practical experience in leading and managing a range of visits similar to those typically run by the establishment. Commonly, but not exclusively, such competence will be identified in a person on the senior management of the establishment.

The EVC should attend initial EVC training as soon as possible after appointment. Subsequent update training or a repeat full course is particularly recommended for those who are involved in the role infrequently.

The EVC must ensure that a policy is in place for educational and off-site visits, and that this is updated as necessary. This should be readily available to staff via their establishment's own EVOLVE Resources section.

## **Part 3 – List of arrangements for Implementation**

- a. **Communication of health and safety procedures**
- b. **Accident, Incidents, Dangerous Occurrences and Near misses**
- c. **Asbestos**
- d. **Control of contractors**
- e. **Control of Substances Hazardous to health**
- f. **Display Screen Equipment**
- g. **Document Control**
- h. **Electricity at work**
- i. **Emergency procedures**
- j. **Fire Safety Management**
- k. **First Aid**
- l. **Legionella**
- m. **Lifting Operations and Lifting Equipment**
- n. **Management of health and safety**
- o. **Manual handling**
- p. **New and Expectant Mothers**
- q. **Noise at work**
- r. **Personal protective equipment**
- s. **Safety Representatives and consultation**

- t. **Site security**
- u. **Stress at work**
- v. **Training**
- w. **Violence and aggression**
- x. **Visitors**
- y. **Work Experience**

Richard Cloudesley School has the following procedures and control measures in place in order to promote good health & safety.

**For ensuring involvement of all members of the school community and ensuring understanding of their personal H&S responsibilities:**

- Regular Health and Safety walks and reviews;
- Regular SLT meetings where issues can be discussed and resolved;
- Health & safety as a standing item on Governors' Finance & Premises committee.

**For providing pupils with the opportunities to discuss health and safety issues:**

- Personal & social curriculum opportunities to promote mutual respect, self-discipline and social responsibility;
- A program of health education;
- Encouraging a high standard of personal hygiene. Teaching the importance of washing hands after using the toilet and the provision and maintenance of suitable facilities for this.

**For ensuring staff are trained and equipped to support pupils at our school:**

- Training for all staff on safe handling of pupils;
- Training from speech & language therapists regarding eating and drinking difficulties. Staff trained will support pupils with their eating & drinking;
- Equipment supplied to ensure hygienic standards are of the highest during personal care – protecting both the pupil and the staff members;
- 2:1 staff to pupil ration during all personal care and manual lifting;
- Specific staff training regarding supporting pupils in hydrotherapy;
- Passenger Assistant Training (PAT) for required staff – thus enabling staff to clamp wheelchairs on school buses;
- Specific training for staff to lead 'Rebound Therapy';
- Ongoing training and competence reviews – regarding supporting pupils with gastrostomy feeds, suctioning and emergency medication;
- Specific staff trained to drive school minibuses.

**For accident prevention, reporting and investigation:**

- Risk assessment procedure in place and reviewed annually;
- Vigilance by all staff and children to recognize potential causes of accidents and to take action to prevent these where possible;
- Routine visual checks in place for over head hoist equipment;
- Promptness in reporting potential hazards to the Head Teacher or head of department and immediate response to such reports;
- Reporting all accidents to the headteacher and recorded on electronic accident reporting system in accordance with LA regulations;

- Prompt investigation of all accidents by the headteacher in order to establish cause and adopt remedial measures.

**For First Aid provision and medical support:**

- Individual care plans and emergency procedures;
- Individual medical cards – which are carried by the group leader on all off site visits;
- Recognized first aiders in school – names and certificates displayed;
- Parents notified by phone of any medical issues;
- Summoning of an ambulance where necessary by any responsible adult and arrangements for someone to meet and guide the ambulance. School will contact emergency contact and in the meantime a nominated member of staff will accompany the casualty to hospital and remain with them until a parent arrives.

**For specific medical conditions:**

- A healthcare assistant on site at all times;
- A requirement that all medicines brought to school are clearly labeled with the child's name and appropriate dosage, frequency of dosage and lodged with the school healthcare assistant in a locked cupboard;
- Emergency medical plans are drawn up with parents and signed;
- Information regarding specific medical conditions is shared on a need to know basis;
- Healthcare assistant will train other staff in how to carry out procedures such as gastrostomy feeds, suctioning and administering emergency medicine. This training is in place to support off site visits and outings.

**For fire precautions:**

- A set of regulations for emergency evacuations;
- A two way radio system to ensure the building is declared clear;
- A system that records if any wheelchair users are on the 1<sup>st</sup> floor and thus need to be brought down in one of the lifts (primary);
- A termly fire drill which is monitored in accordance with LA guidance;
- Regular checks on equipment, procedures and exits by the site manager(s) and equipment monitored annually in accordance with statutory guidance;
- All fire exits clearly signed.

**For the use and control of substances hazardous to health:**

- Storage of such substances are managed by the site manager and are stored so that they are not accessible to the pupils;
- Protection equipment is available where necessary;
- The site manager follows COSHH guidance and is responsible for ensuring that hazardous substances are logged; that the information is available about them and made available to employees; and that appropriate precautions are taken for use and storage.

**For electrical safety:**

- Careful positioning of equipment to avoid trailing leads;
- Annual PAT testing on all portable electrical equipment;
- Guidance regarding pupils using electrical equipment;
- Electric wheelchairs that remain in school over night are charged in an agreed appropriate space with timer switch and/or RCD as appropriate.

#### **For ensuring safety during arrival and departure at school:**

- Systems in place to observe the pupils being brought to school and picked up on LA transport;
- Staff on the school door will challenge LA staff who are not wearing ID;
- Pupils to be collected one at a time by LA bus escort;
- ID is checked periodically by the headteacher, senior manager or admin staff to ensure details are up to date;
- Senior management team will challenge and report any unsafe practice that might be observed;
- Any concerns are reported immediately to the LA concerned.

#### **For ensuring safe play and socializing opportunities over lunchtime:**

- Specific staff have the responsibility to organize and run lunchtime activities;
- A lunchtime risk assessment is completed annually and reviewed termly;
- Pupils are aware of rules regarding behavior at lunchtime and these are shared in individual behavior plans;
- All equipment used is checked regularly and if deemed unsafe will be thrown away and replaced.

#### **For ensuring safety during physical education:**

- Only trained staff lead hydrotherapy sessions and these staff follow the safety guidance;
- All PE equipment is checked yearly and a certificate is supplied to show it is in good working order;
- Only trained staff lead 'Rebound Therapy' sessions, with clear goals agreed and parental permission.

#### **For safety on school trips, and outings**

- Outing and visits procedure in place;
- Risk assessments completed for each school outing;
- Risk assessment online completed for any residential school trip;
- Trained school minibus drivers only drive school buses;
- Drivers are D1 drivers with MIDAS qualification;
- Minibuses maintained by LA and checked four times throughout the year in accordance with statutory Section 19 guidance;
- Drivers' licences are checked every three months;
- All staff are PAT trained to support loading and unloading of wheelchairs and safe loading on the vehicle lift.

#### **For safeguarding of pupils at school**

- All visitors to the school are asked to sign in and out;
- All visitors are required to wear a visitors' lanyard or sticker;
- All volunteers and students working in the school have ID checks and have a current DBS checks as appropriate;
- Any supply teachers have their ID and DBS certificate checked;
- Staff have ID cards that allow access to the buildings, they are vigilant and do not allow tail-gating.

## **Part 4 – Inspections, monitoring, audit and review of performance**

### **4.1 Inspection**

- a) General inspections take place once per term by the Health and Safety Co-ordinator and/or premises manager with the assistance of other managers as necessary and in consultation with the Safety Representatives.
- b) In addition Curriculum Leaders or staff in supervisory roles will carry out monthly checks on their area of operation and report any problems to the Health and Safety Co-ordinator and/or Premises Manager.

#### **4.2 Monitoring Systems**

- a) The School Health and Safety Committee will meet at least once per term and usually following termly inspection so that any issues can be addressed.
- b) The Head teacher will monitor the school's performance on health and safety issues.
- c) The Governing Body will receive a report on the review and audit of Health and Safety at least annually and will have a standard item on the agenda of each meeting for the health and Safety issues arising.

#### **4.3 Audit and Review of Performance**

- a) There will be an annual audit of all aspects of Health and Safety and the Safety Representatives will be invited to participate in the audit process. Findings will be reported to the Governing Body.
- b) There will be a bi annual self assessment audit carried out in the years that a formal audit is not being carried out.

#### **4.4 Third Party Monitoring/Inspections**

- a) The school will be subject to third party inspection and monitoring as follows:
  - As part of Ofsted requirements
  - Provided by Corporate Health and Safety
- b) Actions arising from third party audit/inspection will be incorporated within the school action plan with appropriate target dates for completion.