Health and Safety Policy

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This policy is issued in accordance with the Health and Safety at Work Act (1974) (see Appendix 1). The general aims of the Act are accepted and the arrangements set out below are designed to implement these aims at West Acton Primary School.

General Guidelines
It is the policy of the Governing Body, so far as is reasonably practicable, to:

- establish and maintain a safe and healthy environment throughout the school;
- establish and maintain safe procedures among staff, pupils and visitors;
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- ensure the provision of sufficient information, instruction and supervision to enable all staff and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
- maintain all areas under the control of the Governors and Head Teacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from the school that are safe and without risk;
- formulate effective procedures for use in case of fire and for evacuating the school premises;
- lay down procedures to be followed in case of accident;
- teach safety as part of pupils' duties where appropriate;
- provide and maintain adequate welfare facilities and to make recommendations to the council as appropriate.

Responsibility of the Governors and Head Teacher

The Governors and Head Teacher are responsible for implementing this policy within the school.

In particular they will:

- monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on an annual basis;
- prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally once every term) to take place and for the results of these to be recorded;
- make arrangements to draw the attention of all staff to the school and departmental safety policies and procedures and of any relevant safety guidelines and information issued by the council;
- make arrangements for the implementation of the council's accident reporting procedure and draw this to the attention of all staff at the school as necessary;
- check that the school completes the LA’s online accident and incident report together with the investigation report when required;
- make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed;
- ensure that no member of staff is employed in the school without a current DBS certificate on file;
- ensure that all volunteer helpers who have regular regulated activity with the children and all governors are DBS checked and that an up to date register of volunteer helpers and governors is maintained;
• ensure that a health and safety inspection is conducted annually, or as appropriate, by the H&S Governor;
• arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Site Manager, School Business Manager or Head Teacher;
• report to the Governing Body Resources Committee any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed. N.B. The Resources Committee will deal with all aspects of maintenance which are under their control and report to the local authority any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them;
• ensure, as far as is reasonably practical, that all contractors carry out their work without risk to themselves or anyone using the school;
• identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Head Teacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate;
• monitor general advice on safety matters given by the council and other relevant bodies and implement in the school as appropriate;
• ensure that staff with control of resources (both financial and other) give due regard for safety;
• ensure the dissemination of information on health and safety to staff, pupils and visitors and arrange such training as necessary.

Duties of the Person Delegated to Assist in the Management of Health and Safety
The delegated person, the Site Manager shall:
• assist the School Business Manager in the implementation, monitoring and development of the safety policy within the school;
• assist and co-ordinate arrangements for the design and implementation of safe practices within the school;
• investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
• monitor, within the limits of his expertise and experience, and as far as is reasonably practical, the work of contractors. He must order or stop any work that is being carried out unsafely. Any such stoppage to be reported to the School Business Manager/Head Teacher immediately;
• assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
• ensure that all portable electrical appliances are tested as prescribed in current legislation. Maintain a record of all test results;
• ensure that all chemicals, such as cleaning materials, are stored and used as prescribed in the current COSHH regulations;
• be fully conversant with the school’s fire and emergency evacuation procedures and assist with fire drills as directed;
• keep up-to-date with national and local developments in safety practices in schools and attend such training as is necessary.

N. B. The above role must not be confused with that of the Health and Safety Representative which is a trade union appointment to enable the representation of staff interests in health and safety matters.
Responsibilities of Staff towards Pupils and Others in their Care

All staff are responsible for their own health and safety and for that of the staff, students, pupils, visitors and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- exercise effective supervision over all those for whom they are responsible, including pupils;
- be aware of and implement safe practices and to set a good example personally;
- identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- provide written job instructions, warning notices and signs as appropriate;
- provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
- minimize the occasions when an individual is required to work in isolation, but ensure that an individual never works alone in a hazardous situation or on a hazardous process;
- evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
- provide the opportunity for discussion of health and safety arrangements;
- investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action. Report all such accidents and incidents to the School Business Manager;
- provide for adequate instruction, information and training in safe working methods and recommend suitable training;
- private vehicles are not to be used to transport children to and from school functions.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the School Business Manager / Head Teacher.

Off-site visits

Staff should be aware of the school’s guidelines for adult/pupil ratios for off-site visits, as set out in the School Trip policy.

No trip may take place without the correct ratio of adults to pupils.

Notification for off-site visits should be made to the Head Teacher at least 10 days before the event takes place. Staff must read, understand and follow the School Trip policy which includes the completion of a Risk Assessment.

A register of all pupils and adults taking part in off-site activities must be maintained.

Responsibilities of all Staff

All staff have a responsibility under the Act to:

- take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
- observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- co-operate with the School Business Manager, Head Teacher, Governors, Health & Safety Officers and others in meeting statutory requirements;
- not interfere with or misuse anything provided in the interests of health, safety and welfare;
• make themselves aware of all safety rules, procedures and safe practices applicable to their posts; where in doubt they must seek immediate clarification from the Head Teacher;
• ensure that tools and equipment are in good condition and report any defects to the site team using the Premises Fault Log on the Staff Shared network folder (T:\Main Staff Area\ICT FAULTS\Premises fault log.xls);
• use protective clothing and safety equipment provided and ensure that these are kept in good condition;
• ensure that offices, classrooms, the hall and all other rooms, the playground and field are kept tidy;
• ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the School Business Manager/Head Teacher and that the online incident form (https://ealing.info-exchange.com/SchoolIncidents) is completed without delay.

WHENEVER A MEMBER OF STAFF IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE SITE MANAGER/SCHOOL BUSINESS MANAGER/HEAD TEACHER.

Please note the following
Newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention during induction and where necessary confirmed in writing. Whilst it is a management responsibility to instruct all staff in safe working procedures in relation to their posts and work places, staff may from time to time find themselves in unfamiliar environments. In such cases, they should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards. All volunteer helpers will be expected to meet the same standards required of the staff employees.

Responsibilities of Pupils
All pupils are expected, within their expertise and ability, to:
• exercise personal responsibility for the safety of themselves and their fellow pupils;
• observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
• observe all the safety rules of the school and in particular listen to and follow the instructions of the teaching staff in the event of an emergency;
• use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

N.B. The Governors and Head Teacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction and notices.

School Security
• All staff, governors, other visitors and contractors are required to sign in and out of the school premises using the school’s electronic signing-in system VisitEd, and to display their ID/visitor badge at all times;
• All visitors and other users of the premises (e.g. contractors and delivery men) are expected to observe the safety rules of the school.
Lettings
The Governors and Head Teacher must ensure that:

• the means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirer is safe. If the hirer brings plant or equipment into the school to use it is his or her responsibility to ensure it is safe to use;

• fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;

• hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and firefighting equipment. Notices regarding emergency procedures should be prominently displayed;

• hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;

• arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

Fire Safety and Emergency Evacuation Procedures
The school has a remote linked fire alarm system that will automatically call out the fire brigade on activation; it is tested weekly and maintained regularly. We also deploy portable fire appliances which are also inspected monthly and annually inspected by a qualified contractor. Fire doors where deployed are clearly labelled and checked monthly. All fire routes and exits are clearly labelled and kept clear of all obstructions. Fire action notices are deployed at all call points. Each room has an evacuation map and action notice. A formal Fire Risk Assessment is conducted annually by a suitably qualified contractor and their finding promptly acted upon.

The school’s procedures for fire and emergency evacuation are found in a separate termly updated document. This lists fire wardens and marshalls: T:\Main Staff Area\POLICIES\Health & Safety & Safeguarding\Evacuation Procedures – TERM YEAR.pdf

Fire drill/practice should normally take place once every term and be recorded in the log book: O:\SBM\site\fire risk\Fire Drill Record.xls.

The log book for the recording and evaluation of practice and evacuation drills is maintained and held by the School Business Manager and can be made available to the Resources Committee for inspection.

Fire Prevention Equipment
Arrangements are made to regularly monitor the condition of all fire prevention equipment. This includes monthly visual inspection of fire extinguishers and weekly testing of the fire alarm system.

First Aid and Accident Reporting Procedures
First aid is available in the Welfare Rooms during school hours.

The Welfare Officer is the first aider/appointed person.

They are responsible for administering the accident reporting procedure, the notification of serious accidents and incidents causing death or major injury and dangerous occurrences. The accident book for pupils is held in the Welfare Room. Any accident or incident should be recorded in this book. The duplicate medical book should be used for incidents that require notification to parents (e.g. bumps to head etc.) The online incident reporting system is accessible from any PC, following the link: https://ealing.info-exchange.com/SchoolIncidents . Anyone unable to complete the form can be assisted by the Welfare Officer. This must be completed in all cases where outside medical care is sought or required and for any incidents involved staff members. The SBM is the lead investigating officer for incident reported online.
The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff. N. B. Any employee rendering first aid to the best of their ability is indemnified by the London Borough of Ealing. For further details please see the Supporting Pupils with Medical Conditions Policy, found here: T:\Main Staff Area\POLICIES\Health & Safety & Safeguarding

**Management of contractors**
The school adopts the guidelines for contractors as laid down by Ealing LA.

**Monitoring and Evaluation**
In order to monitor and evaluate the effectiveness of our Health and Safety management we shall undertake the following monitoring processes:

- The Governing Body will review termly a Health and Safety report from the school which will report on the number of reportable incidents, the updating of risk assessments as detailed below, and any findings from the review of the Head teacher of the accident books.
- The Headteacher shall review monthly the contents of the accident book, looking for any systematic issues in terms of injuries, locations or timings, and similarly the reported incidents.
- The SBM will review with the Welfare Officer weekly the contents of the accident book, looking for systematic issues in terms of injuries, locations or timings.
- In the event of any systematic patterns being found investigations will be launched and management procedures, and relevant risk assessments reviewed and improved.
- Site inspections are carried out weekly by the Site management team, half-termly by the Head teacher and termly by the H&S link Governor. Findings are reported to the GB, and acted upon by the school.
- The Annual Audit Assist Survey will be reviewed by the Resources Committee to ensure that satisfactory maintenance procedures are in place to ensure the fundamental health and safety of the site is secured.
- Additional audits of Health and Safety will be procured by the school as and when deemed necessary to ensure that Health and Safety management is in line with legislative requirements.

**Other linked Policies**
Other policies that support Health and Safety provision are:

- Evacuation Procedures
- School Trips Policy
- Home visits policy (TBD)
- Supporting Pupils with Medical Conditions Policy
- Safeguarding and Child Protection Policy
- Intimate and Personal Care of Children Policy
- Management of Contractors (adopt Ealing LA practice)
- Management of Waste (TBD – was in previous H&S policy)
**Health and Safety Risk Assessments**

The school has carried out various Health and Safety risk assessments (RAs) which are reviewed annually. All staff are assessed for which RAs they need be made aware of, and are advised accordingly. The written documents are found here: T:\Main Staff Area\POLICIES\Health & Safety & Safeguarding\Risk Assessments. These cover the following areas:

1. Administration and Storage of medicines
2. After school collections and clubs
3. Animals on site
4. Asbestos Risk Assessment and Management Plan
5. Building and rooms in all blocks – Windsor, Victoria, Jubilee and Hall/ Kitchen, Pavilion
6. COSHH
7. Contract Management (Ealing LA documents): Managing Contractors Arrangements, site rules appendix 1, booklet appendix 5, information sheet appendix 6, performance review appendix 7. Code of Practice and guidance notes on health and safety for contractors working on school sites; Safety code for contractors working in education sites
8. Display screen equipment
9. Electrical Safety
10. Equipment (cleaning and maintenance)
11. Extreme weather
12. Fire Risk Assessment and associated monitoring and maintenance regimes
13. Fire Warden/ Marshalls
14. First Aid
15. Food safety
16. Gas Safety
17. Infection Control – Bodily Fluids (covers Communicable diseases and HIV & AIDS)
18. Legionella Risk Assessment and Management Plan
19. Lone working
20. Manual handling (children) (TBC)
21. Manual handling (staff)
22. New and Expectant mothers
23. PE lessons (TBC)
24. Personal Emergency Evacuation Plans
25. Physical restraint – DfE Guidance on Use of Reasonable Force
26. Playgrounds (Main (including playtime), Nursery, Reception and Woodlands)
27. Road Safety and vehicle movements on site
28. Science & Design Technology lessons (TBC)
29. Site Security inc. CCTV
30. Swimming
31. Vibration (electric tools)
32. Violence at work
33. Working at heights
34. Work-related stress
35. Young Persons at Work (under 18)
Appendix 1: EALING MANAGERS HEALTH AND SAFETY HANDBOOK THE MAIN HEALTH AND SAFETY LAWS - A SUMMARY

INTRODUCTION

Before 1974, health and safety laws in the UK had developed in a piecemeal fashion. There were many different pieces of legislation, enforced by a number of inspectorates. Only certain industries were covered, and certain hazards. Large numbers of employees (many of whom worked for local authorities) were not covered by any legislation. In 1974 the Health, Safety and Welfare at Work Act changed all that. It was overarching, comprehensive and tidied up a lot of the mess.

THE HEALTH, SAFETY AND WELFARE AT WORK ACT 1974 (HASAWA)

For the first time there was an Act which covered all workplaces, all employees, the self-employed, other people affected by the employer's enterprise including the public, controllers of premises and manufacturers, suppliers and importers of articles and substances used in work.

The HASAWA can be seen as an umbrella, or a framework, under which are a number of regulations (such as the Noise at Work and Electricity at Work Regulations). It places general duties on employers to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees.

In particular the employer must provide, as far as is reasonably practicable,

- safe plant and systems of work
- safety in the use, handling, storage and transport of articles and substances used at work
- information, instruction, training and supervision of employees
- safe workplace: safe means of access and egress
- safe working environment; facilities and arrangements for welfare at work

Further duties of employers

- Provision of a written safety policy (where there are 5 or more employees)
- Duties to persons other than employees (e.g. clients, children, the public)

Duties of employees

- to take reasonable care of self and others
- to co-operate with employer's arrangements for health and safety
- no person to interfere or misuse anything provided for safety
The HASAWA also gave trade unions legal rights to:

- Appoint safety representatives
- Investigate hazards
- Inspect the workplace
- Time off for training
- Information
- Facilities

The Management of Health and Safety at Work Regulations. TEN MAIN REQUIREMENTS
1. To establish formal written risk assessments.
2. Provide formal management control systems.
3. Provide health surveillance.
4. Appoint competent persons.
5. Establish procedures and controls for serious and imminent danger.
6. Provide information for workers.
7. Ensure inter-employer co-operation.
8. Provide job specific training.
10 Detailed employee duties.

The Workplace (Health, Safety and Welfare) Regulations FOURTEEN MAIN REQUIREMENTS
1. Maintain the workplace, and equipment.
2. Ensure adequate ventilation, temperature and lighting.
3. Ensure the workplace is kept clean.
4. Provision of adequate workspace.
5. Workstation design and arrangements.
6. Suitability of traffic routes and floors.
7. Provision of fall protection.
10 Travelators and Escalators.
11 Provision of sanitary and washing facilities.
12 Provision of drinking water.
13 Provision of accommodation for clothing.
14 Facilities for changing, rest and meals.

The Manual Handling Operations Regulations. FIVE MAIN REQUIREMENTS
1. Avoidance of manual handling.
2. Mechanise or automate process.
4. Risk reduction.
5. Provision of information.

Display Screen Equipment Regulations. FIVE MAIN REQUIREMENTS
1. Undertaking of risk assessments.
2. Schedule compliance.
3. Taking of work breaks -- activity changes.
5. Provision of training and Information.
**Personal Protective Equipment Regulations, (PPE). EIGHT MAIN REQUIREMENTS:**
1. Provision of PPE as the 'last resort'
2. Suitability assessment of equipment provided.
3. Ensure compatibility between items.
4. Undertake maintenance and replacement of equipment.
5. Provision of accommodation for PPE.
6. Provision of information, instruction and training of personnel.
7. Ensure proper use of equipment provided.
8. Report of loss or defects of equipment.

**The Provision and Use of Work Equipment Regulations. TEN MAIN REQUIREMENTS:**
1. Ensure equipment is suitable.
2. Ensure equipment is maintained.
3. Use by persons given the task.
5. Provision of training.
6. Ensure equipment has CE Conformity.
7. Establish principles of risk reduction.
8. Improvement of controls.
9. Arrangements for the isolation of equipment.

**The Lifting Operations and Lifting Equipment Regulations FIVE MAIN REQUIREMENTS:**
1. Lifting equipment to be suitable, strong and stable. Marked with the safe working load.
2. Load and lifting attachments to be suitable and strong.
3. Lifting operations to be supervised and safely conducted.
4. Inspection, test, and thorough examination of lifting equipment by a competent person.
5. Document records - keeping of evidence

**Control Of Substances Hazardous to Health Regulations (COSHH) FIVE MAIN REQUIREMENTS**
1. Assessment of health risks and selection of suitable control measures.
2. Maintenance of control measures.
5. Provision of information, instruction and training of the workforce.