



MARLBOROUGH PRIMARY SCHOOL AND NURSERY

HEALTH AND SAFETY POLICY

Introduction

According to Every Child Matters and the Children's Act of 2004 it is the duty of schools to support all children in securing the outcomes of being healthy, staying safe, enjoying and achieving, making a positive contribution and achieving economic well-being. In order to fulfill these responsibilities it is essential that we provide a learning environment which secures the safety and security of all its members and visitors. This policy is written within the framework of the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and with regard to the school's Emergency Plan and the Health and Safety policy for the London Borough of Hounslow.

Aims

- To ensure the health, safety and wellbeing of all those who attend or visit Marlborough Primary School and Nursery and Syon Children's Centre through compliance with all relevant health and safety legislation including: the Health and Safety at Work etc. Act 1974 and; the Management of Health and Safety at Work Regulations 1999
- To provide a safe and secure learning environment which enhances the capacity of all its all members to thrive and reach their potential

Objectives

- To implement rigorous systems and processes which are best place to identify issues pertaining to health and safety, ensure necessary actions, provide relevant reports and facilitate opportunities for analysis, evaluation and review
- To ensure that all staff are aware of the policy, procedures and their responsibilities
- To provide sufficient information, direction, training and supervision in order to minimise the risk to members and visitors to enable them to contribute positively to their own safety and the safety of others

Main Responsibilities

Governors

- Ensuring that the school complies with relevant legislation and conducts regular policy review
- Monitoring the full implementation of the policy including the regular evaluation of all risks including: accidents; security of the premises; fire safety; ill health and medicines; food and water supply; the safe operation, maintenance and storage of equipment and machinery and; off site visits and journeys
- Undertaking and evaluating termly risk assessments of the school's internal and external environments in liaison with the school's site manager
- Ensuring that the policy is taken into account within other areas of responsibility e.g. staff and governor recruitment, allocation of funding, the development of the school's strategic improvement and asset management plan and the safeguarding of children
- Overseeing and monitoring the development and implementation of all aspect of school security including safe entrances/exits and procedures for visitors
- Scrutinise the risk assessments and controls presented prior to school journeys and consider their validation accordingly
- Monitoring the wellbeing of pupils and staff

Main Responsibilities – Continued

Headteacher and the School's Leadership Team

- Leading and supporting the development of policy and procedure and managing its implementation in accordance with relevant legislation and codes of practice including the usage of planned budgets
- Ensuring that the policy is readily available and brought to the attention of all stakeholders
- Monitoring and evaluating the implementation of procedures and processes linked to the policy e.g. school security and reporting back to governors
- Ensuring all staff members and learners are fully aware of and discharge their responsibilities accordingly
- Taking appropriate prompt action in response to any issue with regard to health and safety
- Ensuring that any off site activity has been subject to agreed risk assessment procedures, scrutiny and validation
- Providing ongoing opportunities for the continuing professional development of staff
- Ensuring cooperation and coordination between the school and any contractors who may be required to work on school premises and/or agencies undertaking a letting, in order to: provide safe systems and environment for all employees of the school, pupils, and/or other visitors and; support their compliance with health and safety regulations
- Arranging for regular health and safety checks and the emergency evacuation practice in liaison with the site manager
- Seeking advice and support for the Local Authority's Health and Safety officers where necessary

Site Manager & School Business Manager

- Arranging for and supporting the systematic and regular security and health and safety checks throughout the school premises e.g. testing and maintaining fire security equipment and alarms, intruder alarms, water supply checks, kitchen equipment, PE equipment, plant room including boilers, security gates and CCTV cameras, electrical equipment, school grounds including safety of pathways
- Advising the school's Leadership Team and the Governing Body in terms of necessary action, repairs, renewal and/or purchase of new equipment and resources to ensure health and safety requirements are met
- Dealing appropriately and promptly with any issue in respect to health and safety
- Supporting the monitoring and evaluation of the policy
- Liaising with contractors to ensure the implementation of safe working practices and in maintaining a professional and positive relationship

Welfare Assistants

- Providing care, support and initial medical attention to children who are either unwell and/or injured
- Supporting the development, implementation, monitoring and evaluation of medical plans pertaining to children with temporary or ongoing conditions
- Undertaking necessary training to ensure a high quality of welfare support for the children and staff e.g. First Aid
- Ensuring the safe storage and administration of medicines
- Offering welfare advice and support for parents and carers
- Liaising with medical agencies to ensure the best possible care for the learners including the planning and implementation of medical plans for children with exceptional medical needs
- Generating and maintaining appropriate records in relation to accidents and/or illness

Main Responsibilities – Continued

All Staff

- Dealing appropriately and promptly with any issue in respect to health and safety
- Supporting the monitoring and evaluation of the policy and others related to it
- Ensuring the completion of required risk assessments with regard to the delivery of curricular and extra curricular activities within and beyond the school site
- Helping all the learners to understand the importance of issues pertaining to health, safety and security
- Using the school premises including the school's car park in a safe and responsible manner and all equipment in accordance with the instructions for safe operation
- Warning others of any imminent danger and reporting any health and safety and/or security concerns to a member of the school's leadership team
- Challenging any behaviours which compromises the health, safety and/or security of all members and visitors

Learners

- Understanding and respecting the expectations and values of the policy for example, following the direction and guidance given by staff, ensuring they are mindful of and avoid actions which may put themselves and/or others at risk
- Conducting themselves in ways which support the expectations of the policy and the school's Behaviour Management policy

Parents and Carers, visitors and contractors

- Understanding and respecting the principles and values of the policy
- Conforming to the required safety procedures on and around the school premises including the safe use and parking of vehicles

Emergency Evacuation Plans

In accordance with the schools Emergency Evacuation Plan the Head Teacher will ensure that adequate and sufficient emergency plans are in place to cover any foreseeable major incident which may affect the safety of staff, pupils and visitors to the school. The emergency plans will ensure that all possible steps are taken to:

- save life
- prevent injury
- minimise loss

The adequacy of arrangements, such as evacuation of the school, made under the emergency plans will be evaluated through fire drills, emergency exercises etc. These will be organised at such intervals as necessary and at a minimum of once a term. The results of such drills and exercises will be used for the purposes of evaluating and refining practice when necessary.

Accident Reporting and Recording

Accidents to pupils, staff and/or visitors involving significant injury are to be recorded. This will initially be completed by our Welfare Assistants using the standard sheets issued by the Local Authority and located in the Welfare Office. In addition any reportable incident will immediately be logged on to the management information system (SIMs) as appropriate. Reportable incidents include, fatalities, injuries involving a break/fracture of any bone, head injuries, eye injuries and those involving significant ligament and or muscle damage.

Near Miss Incidents

For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, an accident/incident form is to be completed. The form should be passed to a member of the school's leadership team who will then decide on any actions to be taken.

Behaviour Incidents

Where a significant behavioural incident occurs which poses a threat to health and safety the incident should be recorded and reported in accordance to the school's Behaviour Management Policy.

Contractors on Site

There are two distinct types of contractors who will have access to site. These include service contractors who regularly work on the site e.g. cleaning and catering staff, contractors conducting safety and equipment checks and building contractors who work on temporary basis and/or who are responding to an isolated issue e.g. a broken window. Such personnel will be responsible for following their own safe systems and ensuring that their own working methods do take into account how they will impact upon staff, pupils and other visitors on site. The school will provide details of its safe systems of work to the contractors where relevant and in the case of the cleaning/catering contractors they have been consulted over emergency arrangements. A copy of this policy will also be provided to them. Building contractors will also provide agree strict protocols in regard to risk assessments and liaise with the school's leadership team and site manager to ensure that development is monitored and evaluated in the interests of the health and safety of everyone on the school premises. This will include arrangements to ensure all employees on the school site hold current Criminal Records Bureau Certificate (CRB) and are subject to appropriate supervision. In the case of large scale works coming under the requirements of the Construction Design and Management Regulations and the contractor and school must exercise the duties of the Client as contained therein.

E-Safety

The school has a separate policy for E-safety and can be found within the school's policy for Information and Communication technology policy. The policy indicates there is a whole school approach to E-safety and details the ways in which ICT facilities must be used. In addition staff will be encouraged to monitor their own and the pupils' usage of computers where prolonged sessions could present issues with regard to the risk of damage to eyesight.

First Aid

Arrangements will be made for first aid provisions which meet the requirements of the Health and Safety (First Aid) Regulations 1981, including:

- First Aid equipment will be kept, and maintained at various locations within the School and prominently marked as required by current legislation
- Members of staff agreeing to become first-aiders will be trained to the standard required by the Health and Safety Executive, in accordance with the Health and Safety (First Aid) Regulations 1981
- Suitable first aid arrangements will be made for relevant activities

The school will try to exceed the basic recommendation for first aiders but will ensure that a minimum of two persons who hold the appointed persons first aid certificate are on site during school hours and that a list of staff who hold a first aid at work certificate is available from the office.

Where an accident involving a significant injury occurs a trained first aider be called to attend and advise on the action to be taken. This may include immediate medical attention by calling 999 and asking for an ambulance. In such cases the parent/carer of the injured child will be contacted as soon as possible, but this should not result in a delay obtaining medical attention.

For cases involving injuries that are less serious but still of concern, e.g. sprains, strains, cuts etc. the parents/guardians will be contacted and advised of the situation and asked if they would like to collect their child or if happy for them to remain in school.

First Aid - Continued

In other cases, e.g. where no injury is visible, the pupil will be kept under observation. If concerns increase medical attention may be obtained but in all cases the parents will be advised of the incident. In the event of an injury to the head it is essential that persons be monitored and not left alone or unsupervised as appropriate.

First aid boxes are kept on site and these only contain approved materials. A list of approved materials is in the H&S Manual for Schools, pages 1.230/1. The boxes are available for use by all staff/adult visitors on site and are located in the Welfare Office.

Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and disposable aprons are provided for this purpose and are kept with the first aid boxes.

Infectious Diseases

The school follows the national guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and other Child Care Settings'. This and the associated booklet are available from the Welfare Office.

Medical Needs

The school will try to accommodate pupils with medical needs wherever practicable in line with our Welfare Policy

General maintenance

All equipment on site will be maintained in efficient working order to ensure that it is safe to use. Without detracting from the generality of the above the following maintenance arrangements have been made.

- **Fire extinguishers**

Fire extinguishers are subject to an annual check by contractor and on a weekly basis the extinguishers are checked, by the site manager

- **Fixed electrical installations**

Fixed electrical installations are tested by maintenance contractors every 5 years as required by the electricity at work legislation. Following this check a certificate is issued to confirm the electrical installation is safe.

- **Portable electrical equipment**

Portable electrical equipment is to be visually checked by staff before use and if any defects are noted the item is to be put out of use. In addition the portable electrical equipment is subject to an annual regular check in line with guidance on the checking of electrical equipment and where deemed safe identified by a PAT safety sticker.

- **PE equipment**

All PE equipment is subject to regular visual inspection, carried out by staff prior to use. If defects are noted, the PE coordinator and/or the Site manager will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

An inspection by an independent service contractor will also be undertaken and defects identified and necessary repairs commissioned

- **Play equipment**

All play equipment, which includes moveable play items as well as fixed external play structures, is subject to regular visual inspection by staff, prior to use. If defects are noted, the PE coordinator and/or the Site Manager will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair. The fixed playground equipment is also subject to a termly review of its condition and an annual check by an independent contractor.

Safeguarding

The school has a separate policy dealing with the safeguarding of children and young people and a designated officer has been appointed. All staff need to be aware of the policy, a copy of which is kept in the School Office and also the leaflet 'Safeguarding Guidance for Staff Working with Children and Young People'.

Risk Assessments

The Head teacher will ensure that a suitable and sufficient risk assessment has been carried out for all work activity, and ensure that risk assessments are reviewed and updated as necessary. Risk assessments and reviews will be made available to the Governing Body.

Regular risk assessments will be carried out in the following areas:

- **Fire safety**

An annual fire risk assessment will be undertaken in line with the requirements of the Regulatory Reform (Fire Safety) Order. Measures to prevent fires starting and to ensure everyone can escape from the building in the event of a fire will be considered. A fire drill will be carried out each term.

- **Hazardous substances**

The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc. and biological hazards. The school COSHH assessment is kept in the School Office. If staff have any questions on hazardous substances they should initially speak to their line manager.

- **Manual Handling**

Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All staff will undertake an element of manual handling but any frequent operations and any involving even occasional movement of awkward or heavy items i.e. those over 10 kgs, must be covered by manual handling assessment. All staff must consider the question when considering undertaking any manual handling operation can I move the objects where I need to safely and without risks to health? Where staff feel the answer is no, or they are unsure, they must not attempt the operation until they have obtained assistance.

- **Physical Restraint**

Restraint occurs whenever a member of staff, uses intentional force, physically restricts a child's movement against their will. All staff will only use such force as a final resort in order to deal with an unsafe and/or crisis situation. Staff should receive appropriate training and guidance in order to minimise the risk that such actions may pose to the child and/or themselves. The school will abide by the guidance contained with the Local Authority's guidelines for the use of physical restraint in schools.

- **Security**

Daily checks to the schools security gates and CCTV cameras will be undertaken by the schools site manager who will also ensure that the gates are either locked or functioning correctly and report any defects to a member of the school's leadership team.

- **Water Assessment**

Regular risk assessment on the hot and cold water will be completed by an independent contractor and measures to manage the risk of legionnaires disease fully implemented accordingly. The school water assessment is kept in the School Office.

- **Internal and External Inspection**

Termly inspections of the internal and external parts of the premises will be undertaken by the Site Manager and a member of the governing body and/or the school's Leadership Team. The outcomes and any related actions will be reported to the Governing Body.

Risk Assessments - Continued

- **Working at a height**

Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach when stood on the floor and any work where access equipment is needed, e.g. step ladder, ladders, scaffolds. In such situations a risk assessment should be undertaken.

School Trips and Journeys

A separate school trips policy has been produced based on the council guidance and is available from the School Office.

Transport

The school has adopted the council guidelines for the transport of pupils. Any hired transport and/or driver will be hired in from a reputable source. This is the usual practice for school trips and journeys. The parents/carers of the pupils are advised of the venue and time of activity and the mode of transport.

Staff transporting by school minibus or hired minibus must hold a current MIDAS Certificate for the minibus. Staff who wish to use their own cars for transporting children must obtain permission from the Head Teacher and confirm that their insurance policy covers them for this purpose.

Wellbeing

The wellbeing of pupils and staff is seen as an integral part of the schools H&S responsibilities. The Governing Body and Head Teacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole. All staff have the right to a reasonable work/leisure balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the Head Teacher and/or line manager. Sickness absence or health concerns will be dealt with under the schools absence policy.

Dietary and Food Allergies

In accordance with our Welfare Policy, measures to minimise the risk posed to pupils, staff and visitors who have specific dietary needs as a result of a medical condition e.g. a confirmed food allergy will be taken. These include:

- Providing appropriate dietary alternatives for children having school meals and/or on school trips and/or residential visits
- Ensuring that appropriate staff are trained to manage the identified conditions e.g. administering emergency epipen treatment
- Insisting that pupils, staff and parents/carers avoid bringing in foods containing nut products

Learning Activities

All staff should be aware of the hazards associated in undertaking certain learning activities and take necessary action to minimise the risks.

Examples of precautions in different areas are included in appendix 1

Visitors and Staff on the Premises

All visitors other than parents/carers who are either attending a planned meeting and/or school activity/event such as consultation evening or class assembly, will need to sign in at the School Office or Children's Centre reception where they will be issued with an identification badge. Staff will be responsible for challenging anyone who they cannot identify and report anyone suspicious a member of the schools leadership team. Staff are required to log in and out of the premises using the appropriate device located in the school's entrance hall.

Conclusion

In order to provide positive outcomes for all the learners in our school it is vital that all stakeholders support our shared values and make positive contributions towards the continued health, safety and security of themselves and others. This policy provides a framework through which this can be achieved. However it is also essential that the school remains proactive in terms of identifying any potential risk and has the capacity to take the necessary action to ensure it is minimised.

Appendix 1 – Examples of precautions to be taken during learning activities

- **Art**

Reducing amounts of dust by ensuring only small quantities of powder paint are mixed, covering tables and surfaces, using aprons, washing equipment after use

- **Food Technology**

Minimising the risks of burns and scalds by the use of kitchen gloves and positioning ovens away from walkways. Avoiding cross contamination of food by washing hands and maintaining clean preparation surfaces, reducing risk of physical harm and damage to clothing raising awareness of the safe use and checks to the condition of utensils such as knives, keeping floors clean and clear from obstructions, wiping up any spillages promptly and wearing aprons.

- **Science**

The school follows the guidance for safe practice in science as given in 'Be Safe' produced by the ASE as endorsed as a standard by the Local Authority. The hazards associated with Science are controlled by following the guidance contained therein.

- **Physical Education**

The school follows the guidelines contained in 'Safe Practice in Physical Education' produced by BALPE and endorsed as a standard by Local Authority. The main risks associated with this activity relate to personal injury as a result of falls, collisions and being hit by objects. These risks are controlled by following the practices indicated in the above standard. The general requirements are as follows: Pupils and staff will change into appropriate clothing/footwear and remove any jewellery; pupils assisting in setting out apparatus will be shown correct methods for lifting/moving equipment and the teacher in charge will check equipment prior to its use to ensure correct position/fitment; mats are only to be positioned to identify landing areas or routes to be taken and not to soften impacts from falls; staff are only to use equipment they are familiar with.

- **Design Technology**

The school follows the guidance for safe practice in technology contained in 'Make it Safe' produced by the NAAIDT and endorsed as a standard by the Local Authority. The hazards associated with this activity include: exposure to hazardous substances, e.g. glues/dusts; damage to clothing; personal injury, e.g. eye injury due to flying particles when materials being worked and cuts relating to use of equipment. These can be controlled by teaching safe practices to the children, thoroughly checking the equipment and its safe storage ensuring the use of relevant protective clothing and equipment such as goggles.

Appendix 2 – Related Documents

Availability of Policies/Guidance Documents:

Name of Policy/Guidance

Health and Safety at Work Act 1974
Management of Health and Safety at Work Regulations 1999
School Emergency Plan
Health Safety Policy for the London Borough of Hounslow
Welfare Policy including Management of Medicines
Procedures for Visitors
School Journey Local Authority Guidance and Risk Assessment
Behaviour Management Policy
Home School Agreement
ICT and Safe Internet Access Policy
Health and Safety First Aid Regulations 1981
Health Protection Agency Guidance on dealing with Infectious Diseases
Child Protection Policy
Safeguarding Guidance for Staff working with Children and Young people
Control of Hazardous Substances to Health regulations
School Attendance Policy
Safe Practices in Physical Education by BALPE
Be Safe Guidance by ASE
Make it Safe Guidance by NAAIDT

Location

School Office
School Office
School Office
School Office
Welfare Office
School Office
Deputy's Office
Staff Room
School Office
School Office
School Office
Welfare Office
CP Designated Teacher's Office
CP Designated Teacher's Office
School Office
Welfare Office
Staff Room
Staff Room
Staff Room

Version 1

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