



Nancy Reuben Primary School

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HEALTH AND SAFETY POLICY

JUNE 2017

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1) PURPOSE OF THE POLICY

1.1 Overview:

The objective is to minimise accident and sickness absence rates and to promote the well being of staff and pupils by developing a positive attitude to Health and Safety. In doing so the school will also comply with the Health & Safety at Work Act (1974) and all other relevant legislation. The school accepts that involvement, co-operation and effective communication of all employees on both an individual and collective basis is crucial to the accomplishment of the schools' Health and Safety aims.

Health and Safety objectives need to be specific, measurable and agreed with those who deliver them and realistically set against a suitable timescale.

The school will seek to achieve its aim by:

- Preventing injury and ill health in classrooms, playground, hall and all other areas of the school.
- Providing and maintaining an adequate workplace, preventing harm to people at the point of risk and minimising hazards within the school.
- Promoting the well being of all staff and students and developing a positive attitude to Health and Safety throughout the school.
- Meeting Health and Safety responsibilities in respect of those who are not employees and the environment in which they operate.
- Creating and maintaining a positive Health and Safety culture which secures the commitment and participation of all staff and students.
- Regularly monitor and reviewing progress.
- Allocating resources to meet requirements.
- Establishing realistic short and long term objectives.

It is the responsibility of members of the management team to ensure that teachers and staff in their charge are given health and safety information and instructions specific to their area of work. Only by full and wholehearted co-operation and joint action to identify and eliminate accidents and ill-health potential, can the objectives of this Policy be achieved.

1.2 Applies to:

- The whole school along with the out of school care including extra-curricular activities.
- All staff (teaching and support staff), the Governors and volunteers working in the school.

1.3 Availability:

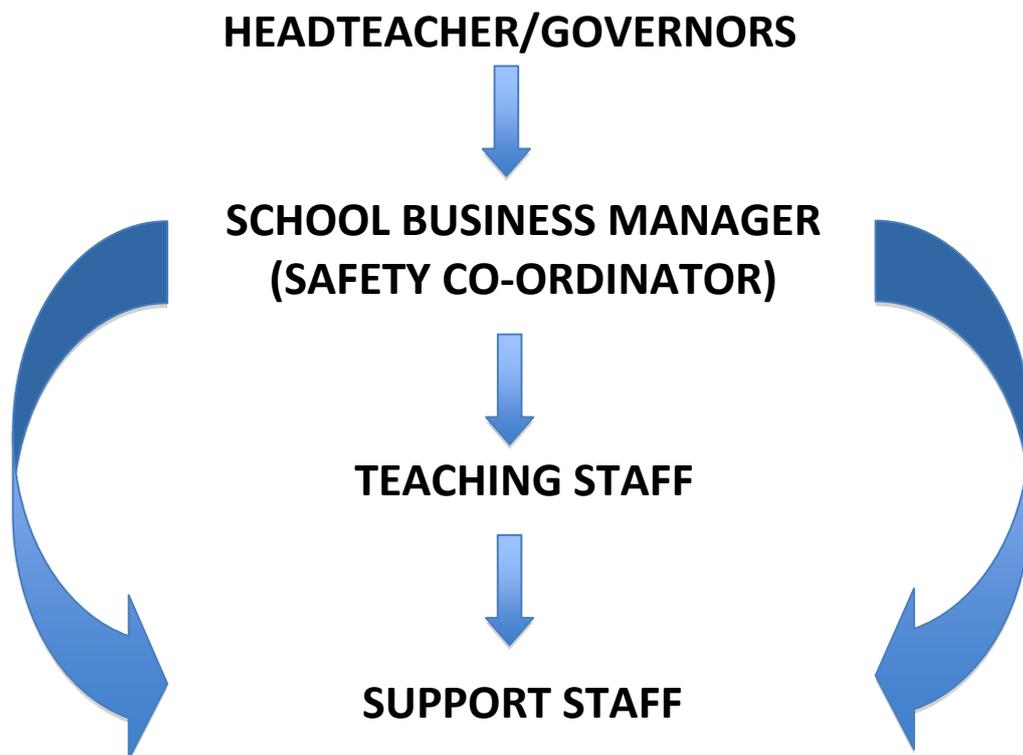
- This policy is available to parents on request from the School Office.
- This policy is available to staff on the school intranet

2) ORGANISATION

2.1 Responsibility:

It is important that every member of staff should be involved and their participation sustained by effective communication and training to promote competence and allow all staff to make an informed contribution to the schools health and safety effort.

2.2 Hierarchy of Responsibility:



2.3 Head Teacher:

The Head Teacher is responsible for the implementation of the Health and Safety Policy as it applies to their school. In particular he/she will:

- Ensure that there is a written Health and Safety Policy for the school, which takes into account any statutory requirements therein, which is regularly reviewed.
- Set up appropriate procedures to ensure that all staff, teaching and non-teaching are informed of their responsibilities.
- Ensure that all those regularly working within schools including cleaning and school meal staff are aware of and understand the policy statements.
- Monitor the effectiveness of the organisation and arrangements made for implementing the School's Health and Safety Policy and revise, update or modify to meet changing conditions.
- Set up procedures, with the Department's guidance, to monitor the effectiveness of the school's Health and Safety Policy.
- Support Staff
- Appoint a Safety Co-ordinator
- Attend Health and Safety training identified as necessary to ensure, as far as reasonably practicable, that staff undertake all necessary training,
- Advise the Directorate of any unmet training needs for themselves or their staff.
- As far as reasonably practicable, ensure that resources are made available to meet the demands of health and safety.

- Ensure staff are aware and adhere to safe working arrangements.
- Ensure suitable and sufficient risk assessments are available.
- Comply with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)*.
- Hold regular meetings that include Health and Safety as a fixed agenda item;
- Ensure duty rotas take into consideration both regulatory and best practice-staffing ratios for the age range of the school community.
- Ensure specific controls and procedures are in place for the safety of the pupils in our care from the point of arrival to the point at which they depart.

2.4 School Business Manager (Safety Co-ordinator):

The Safety Co-ordinator will:

- Assisting the Head Teacher in the implementation, monitoring and development of this policy.;
- Maintain contact with Insurers, the Fire Risk Assessors, Site staff, Security contractors and (all teaching and non teaching) staff concerning health, safety and welfare at work.
- Ensure that the training needs of all school staff are identified to the Head Teacher.
- Establish procedures for reporting of incidents, risks etc within the school.
- Monitor the schools' Health and Safety Policy and Programmes.
- Institute and monitor safe operating procedures. It is important to ensure that staff know and understand the relevant instructions.
- Check to ensure that all tools and equipment are safe to use; check that there is a safe means of access to and egress from every place of work and that they are maintained.
- Ensure that all persons under their control are conversant with and accept their responsibilities under the school's Health and Safety Policy and those they are trained and equipped to carry out these responsibilities.
- Following the twice-yearly inspection a copy of the inspection checklist is attached in classroom Health & Safety checklist in Appendix 1.
- Ensure systems are in place for communication of Health & Safety information.
- Monitoring general advice given by appropriate authorities on safety matters and advises on its implementation at NRPS along with co-ordinating arrangements for the design and implementation of safe working practices.
- Investigating any specific Health and Safety problem identified within NRPS and taking or recommending remedial action as appropriate such as a method of working ceasing on Health and Safety grounds on a temporary basis subject to further consideration by the Governors and the Head Teacher;
- Ensuring that staff control of resources, both financial and other, giving due regard to safety Co-ordination arrangements for the dissemination of information and instruction of employees, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained;
- Monitoring the Health and Safety policy, ensuring that the Governors employees and other persons involved with the school have knowledge of it and are carrying out their duties in accordance with it;
- Keeping up to date with current legislation and informing other staff and volunteers as appropriate;
- Making the arrangements and ensuring implementation of the annual regulatory and best practice health and safety inspections;
- Producing, implementing and monitoring health and safety procedures, including a risk assessment strategy, emergency plans and the collating of accident and incident information;
- Liaising with the Head Teacher in organising regular fire drills, recording them formally in the Fire Drill File along with ensuring that the fire drill instructions are in all rooms;

- Ensuring that all Fire Safety policies and procedures are implemented including the external and internal fire safety audits and inspections;
- Ensuring that regular visitors observe the school's safety rules;

2.5 Members of the Management Team:

Members of the Management Team will:

- Contribute to the development and implementation of the Health and Safety policy.
- Have knowledge of and operate within all statutory requirements applicable to the work of the department with continual and regular checks of these requirements against actual practices.
- Ensure that they undertake adequate training and that suitable training programmes are provided for all the staff within their Department.
- Ensure that any relevant work instructions, Codes of Practice, Risk Assessments etc are known, understood and observed. Such instructions and Codes are to be continually reviewed, examined and discussed with teachers, and other members of staff who must be required to conduct themselves in accordance with such procedures.
- Maintain good housekeeping standards.
- Be familiar with the accident reporting procedure. Investigate and report accidents, injuries or any dangerous occurrence without delay.
- Ensure that persons under their control who are placed on non-routine work are adequately supervised and instructed on safe working.
- Ensure that safety equipment and protective clothing is supplied and used where specified. On new work routines check with the Safety Co-ordinator for advice on safe operating practices, suitable safety equipment and protective clothing.

2.6 Teachers:

Every teacher will:-

- Carry out those parts of the school's Health and Safety Policy that is relevant to their particular areas of operating/control.
- Conform to the rules and regulations operative within their field of responsibility.
- Be fully aware of risk assessments, safe operating procedures and specified job instructions for any work that they may undertake.
- Use only the correct equipment and method of work at all times.
- Report all defective plant, tools, equipment or other materials.
- Report any hazard that they may encounter in the course of their duties.
- Assist in maintaining good housekeeping standards.
- Co-operate fully with all senior staff in the promotion of health and safety at work.
- Where possible identify their own training needs and undertake job instruction and safety training as required.

2.6 School Support Staff:

All school support staff (Administrative staff, Caretaker, Early Years Practitioners, Teaching Assistants, Learning Support Assistants) will:-

- Ensure that all persons under their control know and accept their responsibilities under the Health and Safety Policy and are trained and equipped to carry out those responsibilities.
- Conform to the rules and regulations operative within their field of responsibility.
- Be fully aware of risk assessments, safe operating procedures and specified job instructions for any work that they may undertake.
- Assist the management team to carry out effectively the part or parts of the Health and Safety Policy applicable to their areas of control.
- Use only the correct equipment and method of work at all times.

- Report all defective plant, tools, equipment or other materials.
- Report any hazard that they may encounter in the course of their duties.
- Assist in maintaining good housekeeping standards.
- Co-operate full with all senior staff in the promotion of health and safety at work.
- Where possible identify their own training needs and undertake job instruction and safety training as required.
- Caretakers should pay particular attention to the maintenance of safe means to and egress from the school.
- Caretakers should ensure that safety equipment and protective clothing is supplied and used where specified. On new work routines check with the Safety Co-ordinator for advice on suitable safety equipment and protective clothing.

Our standard working practices also include:

- Ensuring all staff are trained in the particular health and safety issues that affect pupils;
- Ensuring all employees and volunteers are in receipt of the Health and Safety Policy prior to commencing their employment or voluntary support for the school;
- Arranging and encourage audits, fire risk and safety inspections from external authorities in order to check that what we are doing and the way we are doing it is right;
- Overseeing our own system of regular checks and monitoring procedures to ensure that our health and safety arrangements are maintained in an effective manner;
- Ensuring the school has direct access to sources of competent people and up to date guidance in all matters of health and safety;
- Making arrangements, where appropriate, for the training of various persons to assist in carrying out the requirements of the School's Health and Safety Policy and Procedures;
- Ensuring specific controls and procedures are in place for any external visits or outings anywhere, including an emergency contact/medical form for each pupil;
- Ensuring specific controls and procedures are in place for ensuring that pupils do not have access to any medicines, foods or drinks to which they are allergic. Details of these and any formal registration forms are provided in a separate document and are given to all staff and

As well as having the general responsibilities/duties of all members of staff also has responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times and for the day to day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils/pupils, visitors and any other person using the premises or engaged in activities sponsored by the school. The Safety Co-Ordinator will take reasonable, practicable steps to achieve this and assign clear safety functions to other members of staff as appropriate.

3) MONITORING AND REVIEW

Monitoring and Review:

- The School Business Manager, Head Teacher and Governors undertake a formal annual review of the Health and Safety Policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

4) PLANNING

The arrangements outlined in this policy statement and the various other safety provisions made by the Governors cannot in themselves prevent accidents or ensure safe and healthy working

conditions. This can only be achieved through the adoption of safe methods of work, and good practice by every individual. The Governors will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or while taking part in school sponsored activities.

The Health and Safety Executive (HSE) enforces health and safety law relating to the activities of independent schools and would normally take action against the Governors if circumstances necessitated. However, in some circumstances, for example where an employee failed to take notice of the Head Teachers' policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.

- The reporting lines for health and safety may on occasions differ in some ways from those reporting lines that are applicable for any other issues and concerns, an example of which are the Safeguarding - Pupil Protection policy and procedures.
- Arrangements are made for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- All areas are maintained 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 place of work that are safe and without risk
- Procedures are formulated for use in case of fire and evacuation of the school premises
- Procedures are Identified and followed in case of accident
- Safety is considered within the curriculum and is taught as part of pupils' duties as appropriate
- Provision is ensured so that there is sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety whilst ensuring that they have access to health and safety training as appropriate or as and when provided
- We have policies and audit procedures relevant to our responsibilities, duties and arrangements for health and safety along with have a system for assessing risks on all the tasks and activities we do and the areas and locations we do them in. Where appropriate, controls and procedures are put into place to ensure these risks are as low as reasonably practicable. We have a risk assessment file documenting this.

5) RISK ASSESSMENT

- Health and Safety law often refers to risk assessment and risk management. These are the terms used to describe the process of thinking about the risks of any activity and taking steps to counter them.
- An assessment of risk is a careful examination of what, in your work or activity could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The aim is to make sure that no one gets injured or becomes ill.
- The School Business Manager will ensure that regular written risk assessments are undertaken of premises, methods of work and all school sponsored activities. These must be reviewed following changes in circumstances or personnel or in accordance with agreed timetables. A regular programme of planned assessments is to be completed. In high-risk areas, risk assessments should be reviewed termly. In other activity areas, establishments should review risk assessments on a bi-annual basis.
- Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures.
- The results of all risk assessments will be reported through Governing Body Meetings to the Governors who will prioritise issues and assign resources to undertake remedial/control measures where required.

6) STAFF TRAINING

This includes both generic and specific training with reference to risk assessment, first aid (including paediatric first aid), fire safety, educational visits, curriculum specific activities and COSHH. It must be realised that 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 at an early stage. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards and wherever possible, ensuring they are accompanied by a person familiar with the environment or that they are advised of specific hazards. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of all employees. All new and existing employees to have read and signed a **Health and Safety Induction Information Sheet – appendix 2.**

7) ARRANGEMENTS

Arrangements for the Comfort and Well-Being of Pupils and Staff

The following arrangements are specifically put in place to try to ensure that pupils are as happy and comfortable as possible whilst on our premises. We also like to make sure that our staff have the right environment in which to teach and supervise.

- Our premises are kept warm during cold weather through the use of easily adjustable, safe heating systems.
- Our windows are designed to be safe and to allow sufficient light through to provide a bright and cheerful environment.
- Our doors have safe vision panels fitted so that small pupils can be seen before opening the door from the other side.
- Our floors are designed to minimize the likelihood of slips and trips and are regularly checked to make sure they are free from obstacles along walkways and are not damaged.
- Our hot water supply is maintained at a temperature to prevent accidental scalding.
- We have a separate lockable room for the storage of any items we consider to be potentially harmful if accessed by pupils. Likewise, lockable cabinets for smaller items.
- We have safe and sufficient ventilation to maintain a fresh atmosphere in the building.
- All pupils are encouraged to drink water and fresh water is available at all times. Drinking water taps are identified.
- We have a disabled toilet designed for disabled people.

Arrangements for the Safety and Security of Pupils

The following arrangements are specifically put in place to look after all the pupils in our care at all times.

- All teachers and support staff including volunteers ensure that all curriculum activities are safe.
- A pupil is never taken off-site without the prior permission of the parent.
- Only those who hold a current 'enhanced disclosure' from the Criminal Records Bureau are allowed unsupervised access to the pupils in our care. If there is a discrepancy between appointment of staff and the enhanced disclosure coming through, a risk assessment is put in place, a previous CRB and List 99 is sought, with supervision arrangements and a mentor put in place.
- A minimum of two staff are always present whenever any pupils are on our premises.
- All pupils in our care are regularly reminded of what is safe and what is not safe to do when on our premises. They are encouraged to report anything that they notice that might be unsafe.

- We have installed smoke detectors in all fire risk areas for early warning of any problems that may arise. These are checked on a weekly basis to make sure they work effectively.
- We have installed a fire alarm to enable any member of staff to raise an alarm that everyone else can hear.
- Fire marshals have been appointed.
- We practice, on a termly, what to do in the event of a fire and make sure all the pupils in our care know what to do if they hear our fire alarm.
- Most staff have been trained in emergency first aid and at least one member of staff who has a current full first aid training certificate is present at all times whilst pupils are on our premises.
- We record accidents, incidents and near misses.
- We only use safety-approved substances for use by pupils, such as non-toxic glues and paints. We only use water-based products and not solvent-based ones that can give off fumes and vapours.
- We only use coaches and minibuses where seat belts are provided. We instruct the pupils to use seat belts at all times when the bus is moving.
- We log all incidents involving injury in the school and we inform parents in all cases.
- Head injuries will always be reported to parents and carefully monitored.
- Should any incident involving injury to a pupil take place, one of the above-mentioned members of staff will be called to assist. If necessary, the school secretary will telephone for emergency assistance.

8) 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, clothing and articles considered dangerous
- Observe all the safety rules of NRPS and in particular, the instructions of teaching staff in the event of an emergency
- The Governors and Head Teacher will make pupils and parents aware of these responsibilities through direct instruction, notices and the pupil planner

The Curriculum

We teach the pupils about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate pupils in this regard in the normal school curriculum. We teach pupils respect for their bodies, and how to look after themselves. We discuss these issues with the pupils in Personal, Social, Health and Citizenship Education (PSHCE) along with Citizenship lessons; reinforcing these points in science, where pupils also learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons. Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Our school promotes the spiritual growth and welfare of the pupils through the Religious Education curriculum, through special events such as Jewish festivals and through daily prayers. Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help pupils discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

Pupil protection

If any teacher suspects that a pupil in their class may be the victim of abuse, they should immediately inform the Head Teacher and/or the school's designated safeguarding/pupil protection officer about their concerns.

Supervision of pupils

In addition to this being built in to the day to day working practices at NRPS we also have a separate policy that clearly states the schools approach. We make a professional judgements taking into the consideration the age of the pupils and activities in which they are engaged.

9) VISITORS

Behaviour of any person (including a parent) on the school premises

Our School expects a certain level of good behaviour of parents on the premises and the school may wish to restrict a parent's access to school premises because a person is causing a nuisance or disturbance. A parent who has been banned from entering school premises is trespassing if he or she does so without permission.

Theft or other criminal acts

The Head Teacher will investigate any incidents of theft involving pupils. If there are serious incidents of theft from the school site, the Head Teacher will inform the police and record the incident in the incident book. Should any incident involving physical violence against a teacher occur, this must be reported to the Head Teacher immediately.

Recording and Reporting accidents to staff, pupils and visitors

The Head Master Ensures that NRPS Complies with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)* under which Nancy Reuben Primary School is required to report to the Health and Safety Executive (telephone: 0845 300 99 23):

- Deaths;
- Major injuries;
- Over-three-day injuries;
- An accident causing injury to pupils, members of the public or other people not at work;
- A specified dangerous occurrence, where something happened which did not result in an injury, but could have done - a 'near miss'.

Off-site Visits, Including Residential Visits and School-Led Adventure Activities

- We always ensure adequate staffing ratios at all times.
- Adults accompanying residential trips have a DBS enhanced certificate.
- We ensure parents are always informed of all forthcoming plans for events on our premises.
- We always insist that parents sign consent forms whenever we plan to take the pupils away from the premises for an outing somewhere, no matter where.
- We ensure that our staff have access to all the equipment needed when we go on outings and that they use a checklist each time to ensure nothing is forgotten.
- All staff undertaking school trips make the appropriate risk assessment prior to the visit.
- We always ensure we have means of communication with us during outings and a list of appropriate telephone numbers for contacting the right people whenever required. School mobile phone to be taken.
- Whenever we require vehicles to transport pupils anywhere, we only use approved and licensed contractors that operate vehicles that conform to all the safety standards.
- We ensure that any drivers of coaches etc that are required to transport the pupils on any outings are competent and trustworthy drivers and that the vehicles are properly equipped with safety seatbelts. We instruct the pupils to use seat belts at all times when the bus is moving.

10) WORKPLACE SAFETY

Dealing with Health and Safety Emergencies Procedures and Contacts

The procedures for Fire and Emergency evacuation are in prominent positions around NRPS. These procedures are updated on a regular basis and dated to indicate the latest update. The log book for recording and evaluation of practice and evacuation drills will be held securely in the School Business Managers office. The Head Teacher has overall responsibility for implementing the evacuation procedure if an emergency were to occur

First Aid, Medication and Supporting Medical Needs

NRPS has in place:

- Practical arrangements at the point of need;
- The names of those qualified in first aid and the requirement for updated training every three years;
- Having at least one qualified person on site when pupils are present;
- Showing how accidents are to be recorded and parents informed;
- Access to first aid kits;
- Arrangements for pupils with particular medical conditions (for example, asthma, epilepsy, diabetes);
- Hygiene procedures for dealing with spillage of body fluids and
- Guidance on when to call an ambulance;
- A written record will be kept of all first-aid administered either on the school premises or as a part of a school related activity and

If a pupil requires medication whilst in the care of the school, the parent should notify the school and ask permission for the medication to be brought in.

Workplace Safety for Teachers, Pupils and Visitors

The duties and responsibilities of the key people are identified in this policy; detailed documentation is in place in support of this statement. Regular visitors and other users of NRPS e.g. contractors and delivery people, are expected, as far as is reasonably possible, to observe the safety procedures of the school and information on this is given on the Visitor badges.

Violence towards Staff

If there are any concerns about the behaviours of visitors they are required to leave the premises. With reference to pupils, there is a well-established behaviour management policy and procedures including the use of reasonable force and physical restraint. All adults, including staff, parents and visitors, are expected to behave in a manner which is in line with and supportive of our school ethos.

Manual Handling

The School has in place comprehensive procedures for manual handling. An action plan has been established to make sure that loads are managed safely and appropriately. Those staff involved in manual handling have been trained.

Management of Asbestos

An Asbestos survey has been undertaken with recommendations implemented; the school has in place both policy and a specialist checklist for the management of asbestos. The school complies with the regulatory requirements for the management of asbestos. (IN PROGRESS JUNE 2017)

Control of Hazardous Substances

The implications to COSHH applied at NRPS where both records and working practices reflect the seriousness in which NRPS implements its policy and procedures in the care and maintenance of premises, the delivery of the curriculum and administrative functions. Integral to our COSHH Policy are both the inventory and risk assessments.

Selecting and Managing Contractors

All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises in the accordance with this Act. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Governors or their representative will take such actions as are necessary to prevent persons in their care from a risk or injury. The Governors will draw the attention of all users of the premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

When the premises or facilities are being used out of normal school hours for an activity then, for the purposes of this policy, the organiser of that activity, even if an employee will be treated as a hirer and comply with the requirements of this section. When the premises are hired to persons outside the 'employ' of the Governors, it will be a condition for all hirers and others using the premises or facilities, that they are familiar with this policy, that they comply with all safety directives of the Governors and that they do not, without the prior consent of the Governors:

- Introduce equipment for use on the school premises
- Alter fixed installations
- Remove fire and safety notices or equipment
- Take any action that may create hazards for any persons using the premises

The procedures for the selection, appointment and monitoring of contractors working within the school premises are defined in the Building Procedures. These have taken into account:

- The Construction (Design and Management) Regulations 1994 – Assessment of Competence and Provision for Health and Safety along with building Contracts undertaken on Educational Premises (from the Education Service Advisory Committee)

For Health and Safety purposes the school must be notified by the person arranging the Works, at least two weeks in advance, of the following:

- The designated area of the Works – including the associated adjacent area which, for Health and Safety reasons, forms the operating area of the contractor – hereafter and for the purposes of the contract termed 'the site';
- The scope of the Works
- The name of the Contractor undertaking the Works;
- The dates and times of operations at the school.

For the duration of the Works the cleanliness of the site and the Health and Safety of all persons affected by the operations on the site are the responsibility of the Contractor undertaking the Works who must ensure that the school is indemnified against the Works. Access to and from the site is the responsibility of the Contractor undertaking the Works.

Maintenance and testing

The following arrangements are specifically put in place to look after all the equipment we have on our premises and any equipment that we may wish to hire or purchase.

- Maintenance (and, where necessary examination and testing) of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety)
- All our electrical equipment and installations are checked by competent persons or organizations to ensure their intrinsic safety.
- Our gas heating boiler and gas supply lines are regularly checked by competent persons or organizations to ensure their intrinsic safety. Access to these is strictly controlled to prevent any accidental access by pupils.
- Regular visible checks are made on the integrity of all sports/games equipment used externally to ensure connections and fixings are not loosened and the externally exposed parts are not damaged. Suspect equipment is taken out of service until repaired by a competent person or organization.

Fire Safety

In Accordance with the 'Fire Safety Order' (2005) NRPS undertakes a fire risk assessment (formally recorded and regularly reviewed so as to keep it up to date) and our Governors comply with the additional duties to:

- Develop fire procedures and provide staff training (repeated periodically where appropriate);
- Ensure the safety of staff or anyone else legally on the premises;
- Carry out fire drills and contact emergency services when necessary;
- Appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including fire fighting and evacuation);
- Have a suitable system for the maintenance of: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers (with the maintenance being a 'competent person' (such as, ISO 9001 certified or BAFE approved); and
- Provide staff and any others working on the school site with fire safety information also requiring staff to take reasonable care.

The School Business Manager keeps records of the following: (i) the fire risk assessment and its review; (ii) fire procedures and arrangements; (iii) training records (iv) fire practice drills; (v) certificates for the installation and maintenance of fire-fighting systems and equipment.

Non-Smoking

Our school in compliance with the law is a non-smoking establishment. We do not allow smoking on the school premises, as we do not want to present smoking as acceptable. Nor do we wish to present adult smokers as role models. Any member of staff wishing to smoke must leave the school site, out of view from the pupils, in their own time and not in the employer's time. Should we find any member of staff smoking at school, we would consider this a serious breach of the terms of employment. We aim to help pupils know and understand the dangers of smoking and the harmful effects that smoking can have on their bodies. We provide pupils with the knowledge and information necessary for them to make responsible choices in relation to smoking. We equip pupils with the social skills that help them to resist the pressure to smoke, either from their peer group, or from society in general.

Arrangements for Hygiene

The following arrangements are specifically put in place to minimize the likelihood of any staff or pupils picking up undesirable diseases, ailments or other health problems. We teach our pupils about the importance of hygiene and keeping their hands clean. We have a daily cleaning schedule to cover all areas accessible by pupils. Only safety-approved cleaning materials are used.

- Our toilet facilities have a particularly high standard of hygiene arrangements in the way they are cleaned on a daily basis and in the facilities provided for washing and drying
- We provide all protective clothing and equipment as necessary when dealing with any issues of hygiene or cross-contamination, including suitable disposal facilities where appropriate.
- All food and drink kept on the premises is stored safely and appropriately. Our refrigerators are kept clean and at a temperature recommended for safe storage. It is checked on a daily basis.
- All pets and animals are strictly forbidden inside the premises. Dogs, for example, must remain with their owner outside the school gates at all times and under full control by means of a suitable lead or restraint.

11) LETTINGS AND HIRERS

Lettings and Hirers:

The Governors, Head Teacher and Finance Director 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 Head Master or School Business Manager knows of any hazard associated with the above, immediate action must be taken to make the hirer aware of it;
- 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 fire fighting equipment. Notices regarding emergency procedures should be prominently and clearly displayed;
- Hirers using any equipment or facility provided by NRPS 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 their staff;
- Hirers comply with all school policies as described in the letting agreement (e.g. in relation to smoking, substance abuse, alcohol, and so on) and
- Hirers adhere to the capacity figures detailed on any lettings documentation.

Accompanying policies:

- Health & Safety Policy
- Fire Evacuation and Invacuation Procedures
- First Aid Policy

Appendix:

- 1) Classroom Health & Safety Checklist
- 2) Staff Health & Safety Checklist

Updated on 14th June 2017 by Katrina Bradley

To be reviewed September 2019 unless a review is due sooner to respond to changes in law / circumstances