

# Ascot Heath Infant School

## Health and Safety Policy

*"Confident learners in a happy, safe and secure environment"*



### **Policy Statement**

In recognition of its statutory duties in accordance with the provisions of the Health and Safety at Work etc. Act 1974, the Governing Body of the school will take all reasonably practicable steps to ensure the health, safety and welfare of staff, pupils and others whilst engaged in school activities.

In particular, the Governing Body in conjunction with the LEA will ensure, so far as it is reasonably practicable:

- that all places under its control, where staff, pupils and others are required to work, are maintained in a condition that is safe and without risk to health and safety
- that hazards arising from the use, handling, storage and transportation of articles and substances used in the School are adequately controlled
- that equipment and systems of work are safe and without risk to health and safety

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- Providing a safe and healthy working and learning environment
- Preventing accidents and work related ill health
- Assessing and controlling risks from curriculum and non-curriculum work activities
- Complying with statutory requirements as a minimum.
- Ensuring safe working methods and providing safe equipment
- Providing effective information, instruction and training
- Monitoring and reviewing systems to make sure they are effective
- Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters

All **Governors**, staff and pupils will play their part in its implementation.

This Health and Safety Policy Statement and related arrangements for implementation are not a substitute for the above mentioned legislation, Bracknell Forest Borough Council and Education Department policy safety guidelines (<http://schools.bracknell-forest.gov.uk/policies-guidance/health-safety/hs-manual-schools>), but are complementary and have been formulated to reflect our schools own needs. This statement supplements the Health and Safety Policy Statements written by Bracknell Forest Borough Council and by the Education Department. Copies of these statements, policies and the Bracknell Forest Borough Council Health, Safety and Welfare Manual of Guidance are available in the main office.

### **Roles / Responsibilities**

#### **Governing Body**

The Governing Body has the following responsibilities to ensure:

- A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
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- All staff have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are set aside with which to operate safe systems of work.
- Health and safety performance is monitored by the F&S Committee.
- The school's health and safety policy and performance is reviewed annually.

#### **Headteacher**

The Headteacher as the person in charge of the day to day management of the school has the following responsibilities:

- To be fully committed to the Governing Body's Statement of Intent for Health and Safety.

- be familiar with the Council's and the Education Departments Health and Safety Policy Statements, Bracknell Forest Borough Council's Health, Safety and Welfare Manual of Guidance and the requirements of the Health and Safety at Work etc Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the school.
- Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- Ensure that the Policy is communicated adequately to all relevant persons.
- Ensure appropriate information on significant risk activities is given to visitors and contractors.
- Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- Designate and monitor the staff with responsibility for ensuring this safety policy is implemented.
- Report termly to the Governing Body on the health and safety performance of the school.
- Plan fire evacuation drills

### **School Business Manager**

The School Business Manager has responsibility for the day-to-day maintenance of the premises to ensure a safe working environment and in conjunction with the Headteacher will ensure the following duties are carried out by relevant staff:

- ensure risk assessments of the premises and activities carried out on the premises are undertaken and recorded and appropriate actions are taken to remove potential hazards or reduce the level of risk.
- ensure appropriate information on significant risks is given to visitors and contractors or any other relevant third parties
- ensure suitable co-operation and co-ordination between the school / contractors (or service providers/ others) to ensure that relevant information is shared, risks associated with both parties activities are taken into account and adequate control measures put in place to ensure the safety of anyone who may be affected by the work
- ensure that all accidents, near misses and dangerous occurrences are reported and recorded and the causes are investigated by nominated persons and that reasonable steps are taken to prevent a recurrence. All accidents/ incidents must be reported to the Headteacher. Copies of all reports must be sent to the Borough Health and Safety Team in accordance with the LEA's procedures. Where specifically required i.e. under the RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations)
- ensure that all machinery and equipment is inspected , tested as appropriate and maintained so that it remains in a safe condition; (this includes for electrical equipment, local exhaust ventilation, gas appliances and lifting equipment).
- Making provision for the inspection and monitoring of work equipment and, as appropriate fire safety equipment, throughout the school

### **Teachers**

Class teachers are expected to:

- Carry out regular inspections of their areas of responsibility and activities to ensure that equipment, furniture and activities are safe. Report anything that is unsafe to the School Business Manager.
- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- Investigate any accidents that occur within their area of responsibility.
- Give clear oral and written instructions and warnings to pupils when necessary
- Follow safe working procedures.
- Make recommendations to the Headteacher or the School Health and Safety coordinator on health and safety matters.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.

- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- Report all accidents, defects and dangerous occurrences to the School Health and Safety coordinator.

### **All Staff**

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.
- ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
- Co-operate with school management in complying with relevant health and safety law.
- Use all work equipment and substances in accordance with instruction, training and information received.
- Report to their immediate line manager any hazardous situations and defects in equipment found in their work places.
- Report all incidents in line with current incident reporting procedure.
- Act in accordance with any specific health and safety training received.
- Inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.

### **Pupils**

Pupils, allowing for their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## **Procedures & Arrangement**

### **Introduction**

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent, with the intent of eliminating / reducing health and safety risks and to comply with legal requirements.

### **Risk Assessments**

The head teacher will ensure that a risk assessment survey of the premises, methods of work and all school-sponsored activities is conducted annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Governing Body's Finance & Premises Committee.

An interactive template may be found at <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>.

### **First Aid Arrangement**

See "Accident and Illness Policy"

The arrangements for first-aid provision will be adequate to cope with all foreseeable major incidents. The number of certificated first-aiders will not, at any time, be less than the number required by law. At the discretion of the governing body other staff will be given such training in first-aid techniques as is required to give them a basic, minimum level of competence. This level will be agreed by the governing body after seeking appropriate advice. The number of such trained but uncertificated first-aiders will be determined by the governing body as that being sufficient to meet the needs of all foreseeable circumstances. Supplies of first-aid material will be held at various locations throughout the school. The head teacher will determine these locations. They will be prominently marked and all staff will be advised of their position. The materials will be

checked regularly and any deficiencies made good without delay. Adequate and appropriate first-aid provision will form part of the arrangements for all out of school activities.

A record will be made of each occasion any member of staff; pupil or other person receives first-aid treatment either on the school premises or as part of a school-related activity.

### **Administration of Medicines**

See "Medicines in School Policy"

Parents may request the school to administer medication to pupils during school time. A form must be completed by parents. Epi-pen training is provided so that staff can administer adrenalin through the use of an epi-pen in an emergency. It is the responsibility of parents to ensure that all medication is in date and is taken home when required. Families complete a medical form at the beginning of each academic year and are responsible for informing the Office staff of any changes. A copy of all medical needs is available for staff.

### **Fire**

See "Fire Policy". A fire risk assessment will be carried out by Bracknell Forest and reported to the FGB annually. Reports are kept in the Buildings Log.

### **Incident Reporting**

See "Accident and Illness Policy"

### **Emergency Plans**

The head teacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- save life
- prevent injury
- minimise loss

The above sequence will determine the priorities of the emergency plan. The plan will be agreed by the governing body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the governing body.

### **Manual Handling**

All staff should take common sense precautions when lifting. The School Business Manager, will manage delivery of bulk items. Staff should bend knees when lifting an object from the floor or lowdown. Trolleys can be provided to minimise the need to lift heavy objects.

### **Repairs and Maintenance**

A person encountering any damage or wear and tear of the premises, fitting and fixture or curriculum equipment which may constitute a hazard should report it to School Business Manager. Defective furniture and equipment should be taken out of use immediately, labelled and reported to the School Business Manager. The person responsible for ordering repairs which are the school's responsibility is the Headteacher.

### **Water Management**

The school recognises the need to have robust procedures in place to ensure that water systems are appropriately managed to prevent legionella. The person responsible for completing checks as identified in the Legionella Risk Assessment and associated written scheme is the School Business Manager.

For further information please see Health & Safety Guidance Cards HSGC 7/8/37

<http://www.hse.gov.uk/legionnaires/>

### **Housekeeping and Disposal of Waste**

The school recognises the need to have adequate systems to ensure good housekeeping and safe storage and disposal of waste. Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke. All staff are responsible for ensuring the good housekeeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related

storage areas. Accumulation of rubbish and waste should be reported to the School Business Manager who is responsible for the arrangement of disposal.

### **School security**

While it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here. Security measures are reviewed regularly by the Headteacher and discussed in Governing Body Finance & Staffing meetings, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants). The school site is difficult to secure, with a low level fence between the school playground and vehicle access routes. The front pedestrian and vehicle access gates shall be closed throughout the school day, as shall the playground gate to the vehicle access area. The school field and access to the rear of the building is restricted via a separate gate entrance, which shall be open during school drop off and collection times only. All on site need to be vigilant to ensure that access gates as detailed remain closed during the school day. Children are never left alone unattended outside which reduces the risk.

We require all adult visitors who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.

Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them. If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher immediately. The Headteacher will warn any intruder that they must leave the school site straight away. If the Headteacher has any concerns that an intruder may cause harm to anyone on the school site, the Headteacher will contact the police.

### **Seat Belts**

We use coaches and mini-buses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving. Also see our "Off Site Activity Policy".

### **E / Internet Safety**

See "E-safety Policy" and "Computing Policy". We regularly use the internet in school, because it has many educational benefits and supports pupils' learning. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. Parents and carers are asked to sign authorisation for their child to use the internet. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

### **The health and welfare of staff**

The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their entitlement to professional development, which we address in our "CPD policy".

The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the LAs protocols and guidance from the police.

### **Display Screen Equipment (DSE)**

The school recognises the need to have appropriate procedures in place to provide display screen equipment that is compliant to the regulations and safe for staff and pupils to use.

Any member of staff who is a 'user' as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers and equipment that requires good ergonomics such as chairs and desks must complete a DSE Assessment. A 'user' is someone who is employed to work on a computer for a significant part of their working day. [www.hse.gov.uk/msd/dse/guidance.htm](http://www.hse.gov.uk/msd/dse/guidance.htm)

### **Stress**

See "Stress at Work Policy".

The school recognises that schools can sometimes be a challenging place to work and are aware of the need to manage stress appropriately. For further information please see Health and Safety Guidance Card 23, the model Stress Policy for Schools or <http://www.hse.gov.uk/stress/index.htm>. The persons responsible for monitoring absence owing to stress related illness is the Headteacher

## **Lone Working**

Potentially dangerous activities must not be undertaken when working alone. Personal safety is of paramount importance. If there are any doubts about the task to be performed then the task should be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member must know where the member of staff is and when they are likely to return. Arrangements must be made for regular contact to be made.

## **Hirers, Contractors and Others**

When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices, see our "Lettings Policy".

The Headteacher or the School Business Manager will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times. When the school premises or facilities are being used out of normal school hours for a school sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee will be treated as a hirer and will comply with the requirements of this section. When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy and our Lettings Policy. That they comply with all safety directives of the governing body and will not without prior consent of the governing body:

- 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 persons using the premises or the staff or pupils of the school.

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the Health and Safety at Work etc Act 1974.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk of injury.

The Governing body draws the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work etc Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

All hirers and contractors will be responsible for making their own first aid arrangements including access to trained personnel and first aid materials.

## **Review**

The governing body will review this policy statement annually and update, modify or amend it, as it considers necessary to ensure the health, safety and welfare of staff and pupils.

Ref: <http://www.bracknell-forest.gov.uk/your-council/yc-health-and-safety-guidance-for-schools.htm>

## **Document Management and Control**

Initial Issue Date:	September 2017 (new policy)
Last reviewed / Revised:	-
Date of Next Review:	September 2018
Reviewed By:	John Leitch
Agreed & Adopted By:	FGB 25 September 2017
Amendments Made at Last Review:	