ROKESLY INFANTS SCHOOL

# Health and Safety Policy

**Ratified: July 2025**

**Review Date: July 2026**

**Health and Safety Policy**
**Health & Safety Procedure**

## 1. Health and Safety Policy Statement

1.1 This policy statement complements (and should be read in conjunction with) the Haringey Council, Health, Safety and Wellbeing Policy. It records the school's local organisation and arrangements for implementing Haringey Council's Policy.

1.2 The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.

1.3 In compliance with the Health and Safety at Work etc. Act, Rokesly Junior School Governing Body will ensure so far as is reasonably practicable that:

- all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere e.g. work experience and off-site visits);
- all plant and equipment are safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work;
- appropriate safe systems of work exist and are maintained;
- sufficient information, instruction, training and supervision is available and provided to ensure that staff are competent to do their tasks and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others;
- a healthy working environment is maintained including adequate welfare facilities.

1.4 In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its activities.

1.5 Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.

1.6 To review and revise this policy as necessary at regular intervals (at least annually). This policy statement and the schooling organisational arrangements supersede any previously issued.

Kate Barry **Chair of Governors** Bola Soneye-Thomas **Headteacher**

## 2. Health and Safety Responsibilities

2.1 The Governing Body will ensure:

- Those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given;
- Sufficient competent persons are in place to advise the school on H&S issues;
- H&S targets are set to improve H&S performance;
- Effective monitoring that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis;
  (*Some annual KPIs are required by the LA, the GB can also identify other indicators they wish to monitor. - A person appointed by the Headteacher may be delegated the responsibility to collate these KPI's on the Headteachers' behalf)*
- Advice is sought from and reports received from the Haringey Council Health and Safety Advisers as appropriate and actions taken as necessary;
- Auditing of H&S takes place at least annually and that action plans are developed as a result of audit;
- All their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.

The GB will inform Haringey Council of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

2.2 The Headteacher will;

- Be familiar with the overall responsibilities laid down in Haringey Council's Health and Safety Policy;
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises;
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety:

    - appoint a competent person to advise the school on H&S issues;
    - appoint a person with responsibility for the Premises;

- (if required) identify a member of staff who can co-ordinate health and safety management and
- ensure that these staff receive appropriate H&S training e.g. IOSH Managing Safely.

- Ensure that all staff within the school are aware of their responsibilities with regard to health and safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises;
- Keep up to date with changes or updates in health and safety management by using the Council and other resources and communications;
- Ensure that suitable and sufficient training, instruction and information is provided when required;
- Set health and safety objectives as part of the school planning process;
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly;
- Advise governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors;
- Develop management arrangements for the identification of hazards and control of risks.
- Develop management arrangements for the recording and investigation of accidents / incidents.
- Attend H&S training courses as dictated by the LA.
- Ensure school educational visits are logged and approved via Evolve and category 3 visits (overseas, overnight, adventurous activities) are submitted at least 6 weeks in advance of the trip.
- Chair the school health and safety committee.
- Liaise with governors and Haringey Council Health and Safety Team on policy issues and any problems in implementing the health and safety policy.
- Co-operate with and provide necessary facilities for trades union safety representatives.

2.3 The School Business Manager will:

- Carry out accident and other health and safety investigations and ensure that accidents are reported under arrangements established by Haringey Council.
- Ensure regular inspections are carried out.
- Submit inspection reports to the Governing Body and Haringey Council Health and Safety Team.
- Ensure remedial action is taken where appropriate.
- Arrange for any unsafe item of furniture, fitting or equipment to be withdrawn, repaired or replaced.
- Identify staff safety training needs.

2.4 The Senior Leadership Team will:

- Assist the Headteacher in the development of health and safety management arrangements;
- Periodically meet to assess and report on health and safety performance;
- Ensure that staff receive appropriate H&S training;

- Ensure that staff within the school are aware of their responsibilities with regard to health and safety issues;
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly;
- Communicate any health and safety actions outlined in the school planning process to relevant staff.
- Consult with staff as necessary on matters of health and safety which may affect them at work.
- Manage day-to-day health and safety requirements in accordance with the health and safety policy and the direction of the Headteacher;
- Exercise effective supervision over those for whom they are responsible;
- Be aware of safe working practices and set a good example personally;
- Carry out regular inspections and make reports to the Headteacher;
- Ensure remedial action is taken where appropriate;
- Pass on information received on health and safety matters to appropriate people;
- Act on reports from the Headteacher or other staff.

2.5 The Premises Manager will:

- Maintain an understanding of Haringey Council Health and Safety Policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operate within these requirements;
- Control contractors working on the premises and ensure that hazard information has been exchanged and suitable risk control measures implemented;
- Ensure adequate security arrangements are maintained;
- Ensure the general cleanliness of the premises and that adequate welfare facilities are provided;
- Arrange for regular inspections of the areas of the premises for which they are responsible to monitor, so that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
- Ensure that adequate fire safety arrangements and emergency procedures are implemented and maintained;
- Ensure that plant and equipment is adequately maintained;
- Arrange or ensure the regular testing and maintenance of electrical equipment;
- Maintain records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
- Ensure that all premises related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
- Undertake thorough investigations of all premises related accidents/incidents. Ensure the availability of an accident book at each premise, and that up to date Incident Reporting forms are available;
- Ensure the adequate provision of health and safety notices and that warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
- Ensure that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
- Maintain a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Management) Regulations and make this available to contractors upon requests;

- Ensure that adequate systems are in place for the management of asbestos through the 'Asbestos Management Plan' and control of legionella and excessive water temperatures;
- Respond promptly to defect notification, i.e. notification of a defect that could affect the health and safety of building occupants/visitors.

2.6 Employees will:

- Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- Co-operate to enable the school to carry out any duties or requirements.
- Observe all safety rules and carry out safe working practices at all times.
- Wear appropriate safety equipment and use appropriate safety devices at all times.
- Report any defects in plant or equipment immediately.
- Report all accidents/incidents to their Line Manager.
- Co-operate in the investigation of accidents/incidents with the objective of introducing methods to prevent a recurrence.
- Not intentionally or recklessly interfere with, or misuse anything provided in the interest of health, safety or welfare in pursuance of the relevant statutory provisions and not take part in any horseplay type activities.
- Check classrooms and work areas are safe and that fire exits are unlocked and unobstructed.
- Check equipment is safe before use.
- Ensure protective equipment is used when needed.
- Participate in inspections and the health and safety committee as appropriate.
- Bring problems to the attention of the relevant manager.

2.7 Competent Person

The school's Competent Person is appointed under the Regulation 7 of the "Management of Health and Safety at Work" Regulations 1999 to assist in health and safety matters. They will:

- Ensure that they understand and assist in the implementation of the school Safety Policy.
- Act as the school's liaison nominee on all matters relating to health and safety.
- Carry out yearly formal safety audits on the documentation, provisions and safety standards at the school.
- Assist in identifying hazards and assessing risks and advise the Headteacher and Business Manager of the appropriate course of action.
- Provide telephone support to senior management on matters relating to Health and Safety.
- Ensure that the Headteacher and Business Manager are made aware of all relevant new Health and Safety Regulations, Approved Codes of Practice and HSE Notes of Guidance
- Assist in the investigation into the causes of any major RIDDOR incidents and report accidents to the HSE.

Failure to appoint a competent person to provide H&S Advice will result in the school automatically joining the Councils Health and Safety for School's SLA, incurring the cost for the service.

2.8 First Aiders are responsible for:

- Recording when medicines are given to any person.
- Recording any accident and subsequent treatment in the appropriate accident book (located in the school office).
- Immediately informing the Headteacher and/or the Deputy Headteacher of accidents involving bumps to the head and face, fainting fits, severe cuts, bruises, broken teeth and bones, etc.
- Completing an Accident Form for all accidents which involve hospital treatment and passing this form to the Headteacher. Completion must be within one day of the accident.
- Notifying parents of any case recorded in the accident book.

2.9 Health and Safety Representatives

The Governing Body and Headteacher recognise the role of Health and Safety Representatives who may be appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable. Trade Union Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However, representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

## 3. Arrangements

3.1 Safety Review

The Headteacher will carry out a general safety review of the school's safety performance in conjunction with the Senior Leadership Team and Safety Representatives on a six- monthly basis. This will include a review of the school's Health and Safety Policy, its accident trends and its performance in meeting the objectives set out in the annual review.

3.2 Safety Information

An informal safety meeting will be held periodically. The purpose of this meeting is to provide a venue for the workforce to raise and discuss health and safety problems, to communicate problems on important safety related matters such as risk assessments and to discuss accidents / incidents.

3.3 Safety Inspection System

The Health and Safety Competent Person will carry out a formal audit of the statutory school documentation provisions and safety standards at the school on an annual basis. The findings of this audit will be brought to the attention of the Headteacher and Business Manager.

## 3.4 Accident Reporting

Employees are required to report to their Line Manager all accidents / incidents and near misses whether injuries are sustained or not. Any injury must be assessed / treated by a trained first aider / appointed person.

Where necessary the Line Manager will then carry out an investigation and complete the investigation report form.

Where necessary the school will undertake detailed accident investigations, including the taking of witness statements.

## 3.5 Asbestos

The school must complete the asbestos management plan template provided by the Local Authority following an asbestos survey. Periodic re-assessment is organised through the Local Authority and the school monitors the condition of asbestos containing materials in line with the asbestos management plan.

All contractors working on site are required to see the Asbestos management plan, located in the school office and to sign to confirm they have read it in relation to their work.

All school staff are aware that they must not drill or affix anything to walls as indicated on the asbestos plan. A request for work must be made via the Premises Manager.

## 3.6 Educational Visits

The school will ensure that all educational visits and journeys, including adventurous activities, residential visits and trips overseas are organized effectively. The Local authority system for approval (Evolve) will be followed in order to manage any risks to staff and pupils.

The Educational Visits Co-ordinator (EVC), Fadie Georgiou will assist in the collation of information and assessments and, where necessary, liaise between the school and the Local Authority. Trip organisers will ensure that all planned trips follow this process and relevant information is provided to the EVC in a timely manner.

## 3.7 Electrical maintenance

Fixed electrical systems will be maintained in line with statutory requirements and statutory examinations will be conducted every 5 years.

Portable appliances will be periodically tested for electrical safety.

### 3.8 Fire / Emergencies Evacuation Process

A Fire Evacuation Procedure is in place. Information, instruction and training are included in the induction training given to new employees before they commence work on site. This includes the importance of good housekeeping.

A Fire Evacuation Procedure has been implemented. Line Managers are responsible for ensuring that all persons under their control know what to do in the event of a fire, know their evacuation routes and assembly points. Procedures to deal with fire, bomb, gas leaks, electricity supply failure and natural disasters (for example flooding) should be included in the plan.

A full emergency / evacuation drill is undertaken every term.

Maintenance of fire systems is carried out by competent contractors and nominated persons, dependent upon their British Standard requirement. A full testing and maintenance schedule of periodical records is kept by the Premises Manager, available for audit.

### 3.9 First Aid

First Aid equipment has been provided in the medical room. First Aid treatment is provided through trained First Aiders.

All new employees complete a pre-employment screening questionnaire and a separate preemployment medical form.

The Headteacher will ensure that a suitable number of staff are qualified to administer first aid in an emergency. The need for first aiders, their level of training required and for first aid equipment will be ascertained through a first aid assessment.

The contents of the first aid bags will be checked on no less than a monthly basis by a nominated first aider and all deficiencies made good.

A record will be kept of every occasion when any member of staff, pupil or other person receives first aid treatment whether on school premises or as part of a school-related activity.

### 3.10 Administration of medicine

Medicine can only be given to children when their parents complete a Medicine Consent Form and when the medicine has been prescribed by a doctor or other medical professional and has to be

administered four times a day or more. Children with special needs will be accommodated in accordance with written medical recommendations.

Children must not be in the possession of medicines (except children who suffer from asthma). They must be handed to the secretary or a first aider and kept securely. Throat sweets are medicine and should be treated like other medication.

Medicine must only be administered by a first aider or their nominated representative. All medicine given must be noted in the medicine book in the medical room.

Children who suffer from asthma need to have access to their medication at all times. For this reason, their medication is kept either in the medical room or in their classrooms where the child has been trained to administer the medication themselves.

### 3.11 Gas

All gas appliances, including boilers and kitchen equipment, will be examined in line with statutory requirements.

### 3.12 Grounds Safety & play equipment

Grounds, including trees, will be maintained in good order and periodically examined formally to ensure safe conditions.

### 3.13 Hazardous substances

COSHH Assessments are conducted in accordance with the "Control of Substances Hazardous to Health" Regulations; the results will be acted on accordingly.

A Health and Safety Data Manual is kept by the Premises Manager who is the nominated person responsible for COSHH. This manual should contain the COSHH assessments and material safety data sheets and be available to all employees.

Before any new substance is introduced the health and safety information will be obtained from the supplier. An assessment will be carried out and the information issued to employees and entered into the manual. Where chemicals are used for teaching purposes, an assessment must be performed, with reference to CLEAPSS, where necessary.

### 3.14 Lettings

Any lettings by the school will be in line with the school Lettings Policy and will consider risk assessments, fire arrangements and maximum capacities.

When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities will ensure that measures are taken to ensure the health and safety of those taking part in that activity. These measures must be of an equal or better provision to those stated within this Health and Safety Policy. When the activity is a school sponsored event the organiser, even if an employee, will be treated as a hirer and will comply with the requirements of this Policy.

When the premises are hired to persons outside the employ of the Governing Body it is a condition that all such hirers, contractors, and others using the school facilities or premises, are familiar with the requirements of this Policy. They will comply with all safety directives of the Governing Body and will not, without the 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.

Immediately prior to use the Premises Manager should meet and greet the user, ensure welfare facilities and emergency procedures are understood and ask if they would like any alterations made. This would include any alterations to the environment (e.g. alterations to the heating, ventilation including opening/closing of windows etc.), manual handling tasks (e.g. rearranging classroom furniture etc.) and any other task which may pose a risk to the user. These alterations should be carried out by the Premises Manager and it should be made clear to the user that if any further changes are required during the hire, they must let him know.

3.15 Maintenance / Inspection of Premises

The premises will be periodically and formally inspected by members of staff including the premises manager and a member of the senior leadership team. Findings will be reviewed by the Senior Leadership team.

3.16 Maintenance / Inspection of Work equipment

All work equipment is inspected and maintained in line with statutory requirements. This will include:

- P.E equipment – annually
- Food Technology – annually
- Fire alarm - quarterly
- Emergency lighting – annually
- Security systems – annually
- Fire doors – annually
- Glazing – rolling period of review.

N.B. this list is not exhaustive. Other systems may be added as required.

### 3.17 Manual Handling

Manual Handling is considered in the school's risk assessments. Where necessary, staff are trained on person manual handling if the need arises for specific children.

### 3.18 New & Expectant Mothers

Risk assessments will be conducted for staff who are new or expectant mothers and suitable measures to manage any risk implemented.

### 3.19 Noise

Areas where noise exceeds the statutory thresholds will be managed in line with the current regulations.

### 3.20 Permit to work

A permit to work procedure will be used to ensure the safety of any person working on potentially dangerous jobs on school premises. Some of the areas included will be.

- Work at height
- Specified work on electrical equipment
- Excavations
- Hot work
- Work on Pressure systems
- Work in Confined spaces

### 3.21 Personal Protective equipment.

The need for personal protective equipment will be determined by risk assessment. Line Managers will ensure the provision, storage and use of this equipment in their areas. Where the requirements to use personal protective equipment has been identified for an activity, staff must comply and wear this equipment.

### 3.22 Reporting Defects

Staff must report any defects to the Premises Manager. The arrangement for reporting defects is by making a note in the maintenance book that is kept in the school foyer.

3.23 Remote & Lone working

Where there is a requirement to work off-site, or alone on site, a lone working risk assessment will be completed with the Line Manager. Controls will be agreed between the staff member and the line manager.

3.24 Safeguarding – Access to school

Parents and guardians are requested to deliver their children to the main playgrounds. Parents should collect their children from the assembly area.

Parents must not take late children into the classroom but deliver them to the school office. If the children are young or new to the school a settling-in period should be allowed. However, all staff should frequently remind adults of the correct procedures. Any persistent problems should be reported to the Headteacher who will speak to the individuals concerned.

In order to make this easier for parents, all teachers must be available to speak to parents before and after school – on the playground from 8.40 am to 8.45 am and in the assembly area from 3.15 pm to 3.30 pm, thus giving all parents the opportunity to pass on brief messages.

The pedestrian gate is opened before school and closed at 9.05am. From that time onwards it is only unlocked by a visitor pressing a button and alerting a member of the office staff. The gate is opened at 3.05pm and locked again when all the children have left.

All visitors and contactors will be instructed to report to the school office and will be given a badge to wear whilst on the premises. Therefore, anyone without a badge has not conformed with this request and should be approached and asked to do so.

All staff, both teaching and support, have their police record checked before they begin work in the school, and then every three years. The agencies that are used for supply staff vet their own staff. The school only uses agency staff who have been vetted in this way.

3.25 Safeguarding – Collection of children

Parents who wish to collect their children during the school day are requested to come to the school office where a member of the office staff will contact the teacher to send the child to the office. No child will be allowed to leave school during the day unaccompanied unless a request has been made in writing to the class teacher or a telephone message given to a member of the office staff.

If any teacher is unsure as to whether an adult has the legal right to collect a child, they should check with the Headteacher, Deputy Headteacher or member of the office staff.

3.26 Risk Assessments

Risk assessments will be carried out and all significant risks will be recorded using the Council's risk assessment process. The risk assessments will then be used to prioritise the risk reduction measures required and allocate the resources required to implement them. All risk assessments will be reviewed on an annual basis or following an incident or a significant change.

Where specific risk assessments are required, e.g. lone working, new and expectant mothers, the relevant Line Manager will complete the assessment and consider guidance from the competent person, where required.

3.27 Cash handling

The amount of cash entering and being handled on the premises should be kept to a minimum. Cash must be kept in the school safe and should be banked on a regular basis, as a minimum either weekly or when a certain amount has accumulated.

Cash should be counted out of sight, for example in an inner room. Where staff necessarily need to take money to the bank this should be carried out at random times and, in the instance of a member of staff being subjected to a robbery, should hand over the cash and report the incident immediately to the Police.

3.28 Statutory Inspections

The Premises Manager is responsible for ensuring that records and statutory registers are maintained.

The Premises Manager duties are to monitor and advise the headteacher and school business manager where there are breaches of compliance with the specified periods.

3.29 Training

All new employees undergo 'in house' induction training in health and safety. The training will have as its first objective, an understanding of emergency arrangements and personal responsibilities.

Health and Safety Training for all employees will be an essential part of specific job training within the school. Line Managers will ensure that employees in their area are competent and are fully trained regarding health and safety.

Training will depend upon risk assessments, the needs of the individual and the specific job concerned. Such training may include:

- PPE

- Manual Handling
- COSHH information and data
- First aid
- Fire awareness
- Health and safety awareness
- Safe use of ladders

Records of training will be retained and monitored by the Business Manager.

3.30 Welfare

Staff also have access to an Employee Assistance programme through the Education Support partnership which offers independent support on a wide range of issues.

## 4. School Safety rules

4.0 General Safety when conducting an activity

No employee should conduct an activity unless they have been trained and are competent in the activity or they are adequately supervised. If in doubt, the employee should consult their Line Manager.

4.1 Housekeeping and Cleanliness

A clean and tidy workplace is a fundamental of safe working conditions. Accumulations of material and waste can result in fire and trip hazards. Do not obstruct marked gangways or fire exits. All employees are asked to co-operate with maintaining a high level of good housekeeping.

4.2 Pupil Safety

No child is to be left unattended anywhere in the school buildings, and should be escorted in an orderly fashion around the grounds (i.e. no running).

The teacher should remain with their class at all times unless they hand that responsibility over to another adult i.e. when the teacher has non-contact time or when the midday supervisors or LSAs are in charge.

No child is to carry glass and children are to be reminded to take care when using scissors, compasses, etc.

4.3 General Safety

All staff should ensure that working areas are sufficiently ventilated.

No hot drinks are to be carried around the school or taken onto the playground.

All staff should be aware of the procedure for moving and assembling P.E. apparatus. The apparatus should be stored safely after use and equipment stored in the P. E. cupboard.

All staff will be given a copy of the Health and Safety policy at the commencement of their contract.

4.4 Waste Disposal

Wastepaper should be placed in the baskets provided. Staff must not litter the floor or work surfaces or contaminate segregated wastes containers.

Broken glass or empty bottles should not be put into wastepaper baskets but be wrapped carefully and placed in a dustbin.

4.5 Smoking

Smoking is not allowed on site.

Cigarettes and matches should not be left where the children can have access to them. If teachers light candles for any reason (e.g. religious services, scientific experiments, etc.) they should not be left unattended.

4.6 Intoxicants

In the best interests of health and safety the consumption of alcohol on the premises during the school day and when carrying out any supervisory responsibility is not permitted.

Any person who is considered to be under the influence of alcohol or drugs will not be allowed on the premises. Where such a person is an employee, the matter will be thoroughly investigated by the Headteacher & Business Manager.

4.7 Fire Precautions (Please see Fire Procedures)

Every employee must ensure that:

- they know what to do in the case of fire;
- they are familiar with the sound of the alarm;
- all classrooms and other areas are vacated immediately on hearing the fire alarm;
- hazardous electrical appliances are disconnected and all doors shut when vacating the premises;
- they always check for any potential fire hazard at the end of the day.

Further, every employee must:

- NEVER ignore a fire alarm or disregard any notice on fire prevention.
- NEVER smoke in the school buildings.
- NEVER be untidy and leave waste materials laying around.
- NEVER leave obstructions in passages or stairways.
- NEVER leave any temporary heating appliances burning when unattended.
- NEVER move or interfere with firefighting appliances.
- NEVER leave electrical appliances plugged in when not in use.
- NEVER leave furniture etc. by fire exits or placed directly in front of electrical heaters.

Alarm sounding points (manual call points) are located at various locations around the school Fire extinguishers can be found at various locations around the school.

All staff should know where the nearest firefighting appliances are and the alarm sounding points around the school. The fire alarm is tested weekly every Friday at 3pm by the premises manager. He then tours all rooms in the school and checks that occupants have heard the bell. Fire drills take place termly.

It is the duty of every employee who discovers an outbreak of fire to:

1. Raise the alarm.
2. Tackle the outbreak only in circumstances where it is necessary to reach the exit.

UNDER NO CIRCUMSTANCES MUST ANY INDIVIDUAL TAKE PERSONAL RISK

3. In a confined area, and if practicable, close all doors and windows to reduce draughts.
4. If practicable, switch off all machines and electrical appliances.

On hearing the fire alarm all employees must:

1. Escort pupils / visitors and vacate the premises in an orderly manner by the nearest safe exit.
2. Proceed outside the building to the Assembly Point for a roll call and further instructions.
3. Be aware that on no account must you re-enter the building.

## 4.8 Emergency Exits & Fire Routes

These must be kept clear and unobstructed at all times. Fire doors must not be wedged open.

### 4.9 Hazard Reporting

If anyone thinks they have seen a hazard to safety in the building, they are expected to report it to the school office immediately.

### 4.10 Notification of Accidents and Dangerous Occurrences

All employees must report accidents, incidents, near-misses and dangerous occurrences to their line manager on the actual day of occurrence. It is a legal requirement that these events are recorded on the incident form. The local authority must be informed of all incidents except minor injuries to pupils such as playground incidents. These should be recorded in the accident book, ensuring the school protocol is followed (e.g. head injury protocol).

Major accidents, i.e. any fatality, major injury, reportable disease or dangerous occurrence, must be reported immediately by telephone to the Council Health and Safety Team to enable a report to be submitted to the Health and Safety Executive in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. The Council Health and Safety Team reports such incidents to the HSE.

### 4.11 Protective Clothing & Equipment

Suitable clothing and protective equipment are supplied by the school for use on jobs or processes when required. Where identified as required by risk assessment the equipment must be worn.

### 4.12 Eye Safety

Where there is a foreseeable risk of injury to the eyes from flying particles or splashes from chemicals, e.g. when handling chemicals or handling and using power tools, eye protection must be worn.

### 4.13 Manual Handling

Some work may involve lifting and carrying. Staff are advised to remember to lift safety and keep their back moderately straight. If the loads are awkward, to seek help. Further advice on safe lifting is given on safe working procedures for manual handling. People are advised: Make sure you know what mechanical handling assistance is available and if in doubt – ASK. Where person handling is required, suitable training will be provided.

### 4.14 Stacking/Storage

All materials must be stacked safely, without overhangs into walkways and without overloading shelves.

### 4.15 Electrical Equipment

Maintenance and repair of electrical equipment is a specialist's job and can have fatal results if undertaken by an untrained person. If equipment is faulty it must be reported at once to the Line manager.

Personnel who use portable electrical appliances should pay regard to the condition of the cable and plug and rectify where necessary. Damage must be reported to the Line Manager.

### 4.16 Hazardous Substances

This school has made an assessment of substances that are brought in for use on the premises, including appropriate pre and post use storage/segregation. The school ensures that it understands and follows any precautions that must be taken.

### 4.17 Display Screen Equipment

A completed workstation DSE assessment is required for ALL employees who use DSE screens for more than one hour per working day

### 4.18 Contractor's Control Procedure

The school has a duty to consider the Health and Safety of contractors invited or brought onto site.

Any employee responsible for a contractor being brought onto site must ensure.

- That safety information is included in the invitation to tender documents to all those being considered for any major work on the premises and consideration is given to the requirements of the Construction (Design and Management) Regulations 2015.
- Any major work to be done by contractors must be risk assessed prior to attendance for work and a method statement provided to the premises manager, one week in advance for planned maintenance / repairs, or on the day for breakdowns. If the premises manager is not present on site, then a senior manager should review the risk assessment provided.
- Contractors must sign in when attending the site, sign to confirm they have seen the asbestos register and the fire evacuation procedure and not commence work until permission has been given from the school.
- The Contractors work should be monitored frequently for compliance with the requirements of Health and Safety Policy Rules. Handovers should be made at the end of any contractor work period to ensure that everything has been safely completed and work is to a safe and satisfactory level.
- All contractors working on the site are required to ensure safe working practices by their employees and must pay due regard to the safety of all persons using the premises. In instances where, in the opinion of the Headteacher, a dangerous situation or hazardous condition arises that a contractor fails to eliminate or make safe, the headteacher must take such actions as are necessary to prevent persons in his/her care from risk of injury. In extreme circumstances this may be by instructing the contractor to cease work until the condition is remedied.

4.19. Use of machinery

Care should be taken when using all machines. If anyone does not know how to use a particular machine, they should ask for help and advice before attempting to use it.

If there is a fault with any electrical equipment, the staff member who notices the defect should write in the maintenance book which is in the main foyer. If the appliance is dangerous then the premises manager should be contacted immediately. The appliance should be marked so that other staff do not attempt to use it.

All staff members must visually check all appliances prior to each use. If staff members are in any doubt as to whether the appliance is faulty or not, they should not use it.

Staff should not use their own electrical appliances unless they have been PATested (except plugged via USB to a computer. All electrical appliances are checked periodically by the Premises Officer.

Computers - No adult or child should work with a computer for more than 20 minutes without a short break. The school office has appropriate lighting for employees to work with computers.

Photocopying machine - Instructions as to how toner is to be replaced in the machine are to be followed exactly.

Solvent abuse - Children should not be allowed to use corrections fluids or other solvent based products. They must be used only by an adult and stored with care.

4.20 Staff consultative arrangements

The Governing Body, through the Headteacher, will make arrangements for the establishment of a safety premises committee.

4.21 Monitoring

The Policy is put into practice and monitored and reviewed regularly. Termly Health & Safety monitoring inspections will be carried out, by means of a walk around by the Headteacher, Premises Manager, School Business Manager. A a member of the Governing Body will accompany them at least once in an academic year.

A report will be drafted and actions allocated. Any items not rectified by the next inspection will be carried forward, items rectified will remain on the report for everyone to note.

## 5. Codes of Safe Working Practice

5.1 Aims

The aim of these Codes of Practice is to establish and maintain a safe and healthy environment throughout the school.

## 5.2 Classroom safety

Class teachers have a duty to assist in maintaining order and cleanliness within their teaching area and should ensure the avoidance of injury to users of that area. Periodic checks should be made of the contents and fabric of the area and any defective equipment, fittings and furniture reported immediately to the headteacher.

Examples of items to be checked include:

- doors unlocked and free from obstruction
- floors kept clear of obstructions
- sinks to be kept clear to enable effective cleaning
- electrical equipment unplugged when not in use (frayed or damaged flex reported)
- edged or pointed tools (scissors, compasses) should be regularly checked for damage and safely stored when not in use
- orderly sensible movement within the teaching area should be maintained
- ensuring children are not left unsupervised

## 5.3 Playground safety (including lunch and breaks)

Duty staff and school meals supervisory assistants (SMSAs) should check that playground equipment and climbing apparatus is safe for use and that in general the play areas are free from any obstruction likely to cause injury.

Examples of items to check include:

- climbing equipment should not become overcrowded and children should be wearing suitable clothing, in particular footwear.
- at the end of the lunch break duty staff should ensure an orderly return into the school and teaching staff should be ready to receive their pupils

### 5.3.1 Large playground equipment

Duty staff should check that playground equipment and climbing apparatus is safe for use and that in general the play areas are free from any obstruction likely to cause injury.

The following rules relate to all play equipment:

- Numbers of pupils at any time must be limited such that overcrowding is avoided

### 5.3.2 Staff and pupil safety

Teaching and support staff should exercise effective supervision of the pupils and should integrate all relevant health and safety aspects into the teaching process and, if necessary, give special lessons in safety. Staff should always follow safe working procedures personally, giving clear instruction and warnings as often as necessary.

Aspects to be considered include:

- children should observe standards of dress consistent with safety and/or hygiene and the reasons should be made clear to the pupils, examples include:

- suitable footwear for PE;
- wearing of earrings not permitted for PE;
- children should be taught to exercise personal responsibility for safety of self and classmates
- children should be taught to observe all school safety rules and in particular those relating to evacuation and procedures to be observed in the case of fire or other major emergencies.

Specific guidance, which is to be followed by all staff, is given in DfE and CLEAPPS documents on safe working in:

- art and craft activities
- physical education
- electrical equipment
- science activities
- swimming
- work at height

5.4 Manual Handling

Movement of heavy materials and equipment should only be undertaken by trained staff and, wherever possible, should be undertaken using some mechanical assistance e.g. a trolley. Procedures should be developed and recorded for the movement of items that frequently require such movement:

- PE equipment - erection and dismantling of such apparatus must only be undertaken by children under the close supervision of staff. Each piece of equipment should be reduced to its basic parts for ease of carriage using at least two children to transport each part. Staff should check that apparatus has been correctly assembled before use.
- Piano - this must only be moved by staff.

5.5 Work at height

The Work at Height Regulations 2005 extend to work at any height where there is a risk of a fall liable to cause personal injury. The mounting of displays and reaching for items from a high shelf are thus covered. Staff must ensure that:

- Only the correct equipment is used to work at height, e.g. step ladders. The use of chairs, desks etc. to gain height is expressly forbidden. Staff must not stand or kneel on desks to open or close windows.
- Step ladders must be placed at right angles to the task to be carried out and must themselves be in a place of safety. If on a circulation route, work must not be carried out if pupils are passing by.

- Step ladders must be fully open and locked into position and the top step is not to be used unless the supports extend higher. They should only be used on a firm, level surface.
- Step ladders must be examined prior to use to ensure that they are safe to use. If there is any doubt the step ladders are not to be used. Step ladders must be inspected by the Site Manager on a 6-monthly basis. Step ladders are to be marked with a unique identifier and a record kept of inspections.
- Staff using step ladders should be trained in their safe use.

### 5.6 Staff training and information

It is expected that the Headteacher will act in a focal point role and as such obtain such information as is required to successfully discharge the requirements of this policy. Information and training should be available to all staff, in particular those with specific duties which involve a higher than normal risk e.g. the Site Manager.

Where information and/or advice is not locally available the Headteacher should seek such information from the Council Health and Safety Team.

### 5.7 Staff and workplace safety

In order that the school can be maintained in a safe condition it is essential that all staff are fully aware of their responsibilities under health and safety legislation. In particular, the following should be borne in mind:

- staff should know and apply any special safety measures and arrangements that exist in their working environment e.g., use of ICT equipment, etc.
- staff should observe standards of dress consistent with their duties e.g. maintaining hygiene when teaching cooking by wearing apron and tying back hair.
- staff should exercise good standards of hygiene and housekeeping.
- staff should know and be able to apply the emergency procedures which relate to evacuation, e.g. in a fire, and to first aid.
- staff must use and not interfere with any measures provided to ensure their continued health and safety e.g. staff should not remove protective covers on powered plant or electrical equipment.
- staff must co-operate with each other, teaching, non-teaching and support as well as contractors (cleaners, school meals service, etc.) in promoting improved safety measures.
- staff must report any perceived health and safety failings and any defective equipment to the Headteacher immediately such defect is discovered.