



## **Health and Safety Policy**

**2017-2018**

**Signature of Chair of Governors**

**Date:** \_\_\_\_\_

**Signature of Headteacher**

**Date:** \_\_\_\_\_

## **Rationale**

Our school is the working environment for many groups of individuals and plays host to many others. It is important, therefore, that a safe environment is established in which children and adults can work together with confidence. It is the responsibility of the senior management team and governing body to ensure this is the case.

In order to promote this we must all take responsibility for being vigilant and be aware of possible risks. Children and adults should be encouraged to look out for themselves and one another and share any concerns they may have swiftly and appropriately.

We must also, however, be aware of the need to keep a balance between security and safety and the maintenance of a comfortable, welcoming learning environment. This policy aims to address and provide guidance on this balance, identifying individual and group responsibilities.

## ***Aims***

- To provide a safe, secure and healthy working environment for staff and children by so as reasonably practicable.
- Ensuring assessments are undertaken and control measures are adequate to prevent realisation of risks
- Allocating adequate resources for the management of health and safety risks.
- Identifying the training needs of employees and ensuring relevant training is provided
- Investigating incidents and identifying appropriate remedial action
- Ensuring health and safety audit reports and action plans are implemented within the timescales required.

## ***Informing people of this policy***

This health and safety policy is kept in the administration ring binder in the school office and a copy is also available in the staff room. All members of staff are issued with the policy and required to sign the register to acknowledge that they have read and understood the policy.

Visitors have their attention drawn to basic health and safety information on entry to the school and those likely to visit school on a regular basis are requested to read the policy.

New members of staff receive health and safety information as part of the induction policy.

It is the responsibility of teachers to ensure that significant health and safety risks are identified during lesson planning and preparation to ensure adequate

controls are implemented where necessary and that lessons are supervised accordingly.

### ***Responsibilities of the Governing Body***

- Ensure the high profile of health and safety in relation to financial planning, personnel decisions and in-service training.
- Ensure that policies relating to health and safety are in place and updated regularly
- Enable a member of the governing body to have a key monitoring role in relation to health and safety including a termly walk around the school building with the site supervisor, Premises Manager and the Headteacher.
- Ensure that safety standards for purchased goods and equipment are met and that items offered for sale by the school are safe.

### ***Responsibilities of the Headteacher***

- To ensure the Council, Directorate and school's Health and Safety policies are fully implemented and for day to day management of health and safety in Sunningdale School
- To undertake risk assessments as and when required and review regularly
- To investigate accidents and incidents and implement remedial action to prevent reoccurrence
- To ensure policies and employees are updated as to new legislation and guidance
- To provide employees with adequate training instruction information and supervision
- To ensure that temporary/supply staff are informed of health and safety policies and procedures
- To meet with health and safety representative of the GB termly to discuss health and safety issues and 'walk the school'
- To report on any audits/inspections to the GB and implement recommendations
- To ensure that procedures are in place to ensure the safety of contractors and hirers.

### ***Responsibilities of individual class teachers***

The following list is a guide to the particular responsibilities that individuals have

- a) Know the safety measures and arrangements to be adopted in their own working areas and ensure that they are applied
- b) Know and apply the procedures in respect of emergencies
- c) Co-operate with other HT and the safety representative in promoting health and safety measures
- d) Follow health and safety instructions and use appropriate safety equipment and protective clothing

- e) Maintain safely tools and equipment
- f) Report any accidents and incidents (including violence at work) incidents and 'near misses'
- g) Include all relevant aspects of safety in the curriculum according to relevant advisory bodies (such as AfPE and CLEAPPS)
- h) Make parents/ volunteers aware of safety procedures in the classroom/ work area
- i) Ensure that relevant risk assessments are completed and followed

### ***Responsibilities of post-holders***

**Mrs. VIV INGLETON: CHAIR OF GB**

**Mrs. CELIA. WRIGHT: HEAD TEACHER**

**Mrs. GLENIS WALLACE: PREMISES MANAGER**

**Mr. PETER BANKS: SITE SUPERVISOR**

**Mr. JOHN ROBSON: GB REPRESENTATIVE**

**Miss MICHELLE SIMPSON: WHOLE SCHOOL 'BE ACTIVE' LEAD**

Those responsible for others should ensure that:

- 🌐 Members of their team are complying with health and safety regulations
- 🌐 Draw the attention of the headteacher to any breach of procedure amongst their team which cannot be dealt with
- 🌐 Supply teachers, temporary staff and new members of permanent staff are made familiar with health and safety procedures
- 🌐 The Head teacher or Premises Manager are informed of any premises related accidents or near misses.
- 🌐 Ensure accidents and incidents are reported using the IR1 reporting procedure.
- 🌐 Report any defects in premises or equipment the HT and or Premise Manager and to notify HT of any other H&S related issues
- 🌐 They keep an overview of the parts of the premises for which they are responsible
- 🌐 All donated equipment is safe for use, if necessary seeking specialist advice
- 🌐 They implement existing policies and procedures and follow advice and instructions

### ***Responsibilities of visitors***

Regular visitors and other users of the school will be required to observe the safety rules of the school. The headteacher will ensure that visitors are informed of health and safety matters which may affect them during their visit.

Parents helping out in school will be made aware of the health and safety arrangements by the teacher who they are working with.

Groups of people who regularly hire the premises will be made aware of safety arrangements through our hiring leaflet and H&S responsibilities e.g. first aid and fire warden provision will be detailed in the lettings agreement in discussion with the school bursar.

**The Governing Body and Headteacher have agreed that the following procedures/ codes of practice shall be followed within the school:**

### ***Accident reporting***

All accidents should be recorded on an accident form and the details forwarded to the HT for action. In the absence of the HT an Deputy HT must be informed. Premise related accidents should be reported to the Premise Manager.

Where necessary parents/guardians or other persons should be notified of the accident and action taken to ensure the location of the accident is still safe to use.

### ***COSHH (Control of Substances Hazardous to Health)***

Our school is aware of the requirement eliminate the use of any hazardous substance or where this is not possible use alternative less hazardous substances. All staff procuring hazardous substances must ensure a Material Safety Data Sheet is obtained from the manufacturer and a COSHH assessment undertaken before the substance is used.

### ***Work at Height***

A generic Work at Height risk assessment has been undertaken. Individual work at height activities will be risk assessed before work commences.

### ***Risk assessments***

Risk assessments must be completed whenever there is the possibility that a hazard or danger might be encountered as part of a school activity. A list of risk assessments and HSRA2 forms are kept in the administration file in the school office. These are reviewed at least annually.

Staff should inform senior management of any H&S issues or concerns they become aware of.

## ***Educational visits***

Further details are included in our 'educational (external) visits policy'.

## ***Work experience***

We welcome work experience students to Sunningdale. In order to ensure the safety and health of placement students an individual RA will be undertaken before the commencement of work.

Work experience students are co-ordinated by the **Office Administrator Mrs. Helen Stavers**. The Office Administrator is responsible for ensuring their induction and mentoring of students whilst on site.

## ***Contractors and visitors***

The GB and HT will ensure that the Corporate Control of Construction/Maintenance Code of Practice is adhered to at all times. Contractors are made aware of the location of asbestos and asked to sign to acknowledge that they have received this information. All contractor and visitors are provided with relevant H&S and fire evacuation information. All contractors and visitors entering the premises are required to sign in and wear a visitors' badge.

## ***Display Screen Equipment***

All work stations will be subject to a DSE assessment. Staff should undertake the DSE Elearning module as part of their H&S induction and periodically thereafter. This will be organised by **Mrs. Glenis Wallace (Premises Manager)**

## ***Asbestos***

An asbestos register is available and contractors made aware of any asbestos in their work area prior to work beginning. The site Asbestos Monitoring Officers are **Mrs Glenis Wallace (Premises Manager) Mr. Peter Banks (SS) Mrs. Celia Wright (HT)** who are responsible for updating the asbestos register

## ***Fire***

A Fire Risk Assessment was undertaken on 22.01.2008 by the Corporate Fire Safety Officer and is reviewed at least annually by the Responsible Person named in the assessment.

**Responsibilities during fire drill and implementing the fire evacuation procedure:**

Headteacher/ Assistant HT's	Supervision of evacuation Evaluation of procedures Training and guidance
Administration assistant/ member of office staff	Calling the fire brigade
Teachers (teaching assistant/ mid-day supervisor)	Roll call
Office staff	Collect registers & signing in books Checking visitors Pick up key for entry into front playground
Fire Wardens	To check where possible the building is empty

### **Fire Wardens**

**Peter Banks (Site Supervisor)**

**Glenis Wallace (Premises Manager)**

**Leigh Calder (Teacher)**

**Gill Parker (Teacher)**

All staff are reminded termly of the fire exit procedure and more frequently if any changes are implemented.

### **Occupation density figures**

Large hall	Close seating – 370 people Seated at tables – 220 people Dancing, no tables or chairs – 200 people Dancing with tables and chairs – 110 people
Small hall	Close seating – 200 people Seated at tables – 140 people Dancing, no tables or chairs – 200 people Dancing with tables and chairs – 110 people

### **Reporting Incidents**

Use an incident form to report all incidents, including violence at work incidents (physical assault and or verbal intimidation) and report to the HT so that action can be taken to prevent a re-occurrence

### ***First Aid***

### **RESPONSIBILITIES**

The following people currently hold a first aid qualification:

<p>Mrs. Glenis Wallace Miss. Serena Alderson Miss Rachel Ferris Miss. Diane Lawton (P) Ms Jacquie Catchside (P) Mrs Rachel Robson (P) Miss Joanne Kennedy (P) Miss Nicola Waldron (P) Mrs Leigh Calder (P) Mrs Z Richards (P)</p>
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## ***FIRST AID EQUIPMENT***

First aid boxes are kept in the school office, nurses room, technology room, corridor 3 bathroom, Pre-school and in the school mini buses. They contain only approved equipment, together with guidance on the treatment of injured people. They also contain latex gloves, which must be used for first aid treatment, particularly if blood is present. This is to eliminate the risk of HIV virus infection.

For the supervising of an out-of-school visit there is a first aid satchel available – staff must ensure that this is taken on a trip and specific medical conditions taken into account. Paediatric first aid will be provided on all EYFS external visits. A member of class staff will have first aid training when on any class external visits.

The following staff are responsible for replenishing first aid boxes

Mrs. Glenis Wallace

Miss. Serena Alderson

Miss Rachel Ferris

## ***Near misses reporting***

Near misses should be reported to the headteacher or assistant HT in her absence using the IR1 accident reporting form so that remedial action can be taken to prevent an accident occurring. Any near misses are then recorded in the 'near miss' book (located in the school office).

## ***Smoking***

To help ensure that we offer pupils, staff and visitors a safe, secure and healthy environment our school has adopted a no smoking policy, which covers the school, playgrounds and playing fields.

## ***New and Expectant Mothers***

Where staff become aware that they are pregnant they should inform the HT in writing so that if necessary additional controls can be put in place. Appropriate rest and nursing facilities will be made available for expectant and nursing mothers and flexible time management should allow nursing to continue according to need.

## **Monitoring arrangements**

The governors will call for annual reports on:

- accidents/ incidents
- results of internal or external health and safety inspections
- complaints
- summary of 'walk about' information from health and safety link Governors



## **Policy review**

This policy will be reviewed and amended at least annually or sooner of significant changes occur.

## **Additional policies**

Please also refer to:

The Security Policy  
The Headlice Policy  
Emergency Action document  
Fire Policy  
Internet use policy  
Equal Opportunities Policy  
Health and well-being Policy