



West Byfleet Junior School

Health & Safety Policy

Introduction

At West Byfleet Junior School a Health and Safety Policy is produced in accordance with the Health and Safety at Work Act (1974) and in accordance with the SCC Health and Safety Policy.

Our Health and Safety policy sets out our approach, organisation and arrangements for identifying and controlling hazards faced by staff, pupils and other person present on school premises including visitors.

Responsibilities

Everybody within the school has some responsibility for health and safety.

Management Responsibilities

The Governing Body approves the H&S Policy of the school and monitors its successful implementation.

The Headteacher is responsible for the day-to-day management of H&S. The Headteacher will advise SCC/Governors of any H&S issue where their support or intervention, either via system or finance, is necessary & appropriate in order to effect the requirements of this policy. In particular the Headteacher will ensure that:

1. The contents of this policy are brought to the attention of all relevant persons.
2. A process for risk assessments is applied within the school, appropriate control measures are implemented, and assessments are monitored and reviewed as necessary.
3. There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
4. Appropriate staffing levels for safe supervision are in place.
5. An adequate schedule of inspection & maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
 - The fabric of the building.
 - Play equipment.

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- Fire appliances.
 - Boiler/heating systems.
 - Portable electrical appliances.
 - Water systems.
 - First Aid/medical facility and equipment.
 - Premises staff equipment.
 - Curriculum specific e.g. gymnasia and fume cupboards
6. An adequate needs analysis of H&S training is undertaken for schools staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
- Headteacher H&S awareness
 - H&S Induction training (all new and temporary staff)
 - Emergency/Fire Training for the whole school community
 - First Aid
 - Risk Assessment
 - H&S Coordinator
 - Lifting and Handling
 - Working at heights
 - Food Hygiene
- and any further specific H&S training identified by the training needs analysis as being necessary and appropriate.
7. Adequate and easily retrievable health and safety training records are available and up to date.
 8. The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
 9. A termly H&S report is provided to Governors.
 10. The school cooperates and participates in the County's H&S monitoring arrangements.
 11. A school's Educational Visits Co-ordinator is appointed and trained accordingly.
 12. Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
 13. Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
 14. Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
 15. The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the mean of escape.
 16. An appropriate Deputy is suitably instructed to take day to day responsibility for H&S in the absence of the Headteacher.

The Headteacher may delegate functions to other or single members of staff (e.g. an H&S Coordinator) who may be tasked with the H&S administrative arrangements for ensuring the

above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

Deputy Headteacher

The Deputy Headteacher will take on the above responsibilities in the absence of the Headteacher.

Caretaker

The Caretaker is responsible to the Headteacher/School Business Manager, and in particular will ensure:

1. The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
2. That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
3. That periodic H&S inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. (These may be carried out with others such as governors, H & S Co-ordinator etc)

Responsibilities of employees

All employees must co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities.

1. Take reasonable care for their own health and safety while at school or during school activities as well as caring for colleagues and pupils.
2. To know the emergency procedures.
3. Co-operate with the school as far as is necessary to enable the school to comply with its legal obligations regarding health and safety.
4. Effective and appropriate supervision of the pupils that they are supervising, and ensure that appropriate safety instructions is given to all pupils prior to commencing practical sessions.
5. Inform a line manager of any unsafe equipment, substances, and system of work or other situation.
6. Inform a line manager about any injury or suspected ill health or violence which arises through work at school.
7. Not deliberately interfere with or misuse anything provided for the purposes of health, safety and welfare.
8. Lone Working – staff should always consider their safety if they are working on site alone. They should always ensure that someone knows when this is ever the case, whether that be a family member or another member of staff.

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Responsibilities of pupils

All pupils are expected, within their expertise and ability to:

1. Exercise personal safety for themselves and their fellow pupils.
2. Observe standards of dress consistent with safety and hygiene e.g. no jewellery is allowed to be worn
3. Observe all the safety rules of the school.
4. Use and not misuse things provided for safety purposes.

The Headteacher will make pupils aware of these responsibilities through direct instruction, notices and will at times write to parents.

Staff Safety Representatives

Health and safety at Work law provides for the appointment of a health and safety representative from amongst the employees.

Security

Entry to the school during school day will be through the main front entrance for staff, parents and visitors. Children will enter and leave school by the rear and side doors, which will be closed at 3.40pm. A member of staff will wait in the playground until 3.40pm then accompany any child not collected to the office. Any further entry after this time will be through the front entrance to ensure maximum security in school.

Visitors must wear a visitors badge and any adult not wearing a visitors badge must report to the office.

During lesson times, the rear and side doors must be closed after classes have exited for P.E. These doors can be kept open during the lunchtimes.

At the end of the day, it is the responsibility of either the caretaker or member of the SMT to ensure that the building is locked and the alarm set.

All gates must be locked at the end of the day.

A CCTV Camera is in operation on a continual basis to ensure that the site maintains security.

Lettings

The Headteacher and Governors must ensure that:

1. Hirers have safe access into and out of the premises.
2. Fire escape routes and exits are clearly marked.
3. Hirers of the building are briefed about the fire escape routes, alarms and emergency contact numbers.

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- Hirers using any equipment or facility provided by the school are familiar with its safe use and if necessary briefed accordingly.

Fire and Emergency Evacuation Procedures

The school's procedures for fire and emergency evacuation are in place. There should be instructions in all main areas of the building giving details about evacuation.

A termly fire drill should take place and the result recorded in the fire log book.

Fire Prevention Equipment and procedures

Both the fire system and the fire extinguishers will be checked on an annual basis by contractors recommended by Surrey County Council (SCC).

Everyone in school should follow measures in order to prevent possible fires and maintain safety routes including:

Ensuring all emergency exit doors and routes are kept free from obstruction at all times; rubbish is placed in the rubbish bins provided; keeping equipment and material away from heat sources.

First Aid and Accident Reporting Procedures

First aid is available in the First Aid Room adjacent to the school office. The names of the first aiders are displayed on the wall within the first aid room. First aiders are responsible for administering the accident reporting procedure.

Children requiring first aid during break times should be accompanied to the first aid room by a child and a first aider should be informed.

Staff should use disposable gloves provided when dealing with any spillage.

A standard letter or text should be sent home informing parents if the child has sustained a head bump during the day.

In the case of serious injury or life threatening conditions the Headteacher, Deputy or member of the SLT should be informed immediately so that parents may be informed and an ambulance summoned. These accidents are required to be reported and reviewed on the SCC on line accident/incident reporting system.

Medicines

Parents of children requiring medicine, as part of a course of treatment should sign a medical form, available from the school office. All medicines must be handed into the school office for safe keeping and should be clearly labelled. Medicines will be administered by the office staff following instructions provided on a medical form.

There is a lockable medicine cabinet located in the first aid room for storage of all medicines.

Asthma

Pupil inhalers are to be kept in the classroom clearly marked with the child's name and class. Inhalers must be taken out during PE lessons in case the child requires its use. The school maintains an Asthma list which is kept in the first aid room.

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Risk Assessment

The school will apply the risk assessment process to all of its activities and situations and take appropriate action. All risk assessments carried out will be recorded and copies kept in school.

Hazardous substances

The control of substances hazardous to Health Regulations 1999, often known as COSHH Regulations, requires the school to ensure that substances which can harm staff and others are stored, moved and used or handled in a manner which is safe and without risk to anyone's health.

Contractors

Contract work can create temporary hazards in areas where hazards are not normally present. Thus, contractors can pose a risk for School staff and pupils. Therefore, before any contract work begins, the proposed work, including times and locations need to be taken into consideration. Except when working within a segregated site within the school premises, all contract staff will be required to visibly wear some form of identity issued by the school. Where the contractor/s have no DBS, they will be accompanied by school staff until the completion of the work. Depending on the level of risk, the school may require a 3rd party risk assessment.

Use of pupils to carry equipment around school

If pupils are asked to carry items of equipment or furniture around school the following guidelines should be followed:

- Items to be carried must be within the pupil's capability
- When lifting or moving furniture pupils must be under constant supervision.
- Pupils should not be allowed to stand on tables, step ladders or chairs, or get items that are out of reach.

Monitoring of Health and Safety

The Governors and Headteacher will be responsible for monitoring Health and Safety in school and it links to:

- Child Protection and Safeguarding Policy
- Premises Management Policy
- Administration of medicine Policy
- Supporting Medical needs Policy
- Protocol for First Aid & Healing Bay Procedures
- Educational Visits Policy
- Snow Policy
- Lockdown Policy

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