

Emmbrook Junior School



Health and Safety Policy (Statutory)

Responsibility of: Finance, Community and Premises (FCP) Committee
Date of Policy: November 2016
Date of Review: September 2017

2014 Mission Statement

The Emmbrook Junior School community works together to further develop each child's abilities by creating a nurturing and motivating environment for learning. Each child's self-confidence will be strengthened so they make good academic progress whilst gaining increasing resilience and respect for the community.

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1. POLICY STATEMENT

The Governors and Head Teacher of the School will take all reasonable steps to ensure that the school and its premises are a safe place for all children, staff, contractors, parents and visitors and ensure that the school complies with all relevant Health and Safety Legislation and Regulations and in particular:

- Health and Safety Act 1974,
- Management of Health and Safety Regulations, 1999 and
- School Premises Regulations 2012

The school will follow procedures and advice given by the Wokingham Borough Council (WBC) in the Health and Safety Manual for Schools

<http://wsh.wokingham.gov.uk/leadership/health-and-safety/manual/>

The school is committed to identifying, then eliminating or controlling, any hazards encountered in the school or on the site.

The school is committed to the safety of others, not employed by the school, but who may be affected by the activities of the school including pupils, parents and carers, people visiting whilst working (inspectors, delivery persons etc.) and all other visitors.

This statement, together with the following Health and Safety Policy, will be communicated to all members of staff via regular training sessions and through induction training for new staff.

The policy is to be available for all staff to read (it is currently on the 'Staff' drive in 'Policies' on the schools computer system).

The Head Teacher and Governor responsible for Health and Safety will review this Health and Safety Policy annually and revise it if necessary.

Approved by:

Chair of Governors

Date 01.11.2016

Head Teacher

Date 01.11.2016

2. ORGANISATION

2.1 Head Teacher's responsibilities

The Head Teacher will ensure full compliance with all duties and responsibilities in the WBC Health and Safety Manual referenced above. This will include the application of all relevant procedures as listed within the guidance sections of the manual.

The Head Teacher, together with the Governing Body, shall have responsibility for ensuring effective management, 'so far as is reasonably practicable', of all health and safety matters affecting the operations and activities of the school. These include those organised on behalf of the school but being undertaken away from the school site. To do this effectively the Head Teacher will work with the Governing Body and keep them fully informed of the WBC policies affecting the health, safety and welfare of staff, pupils and other persons in their responsibility. The following points summarise the main responsibilities and duties of the Head Teacher:

- To ensure that adequate resources are made available for the effective implementation of WBC's Health and Safety Policy with regard to the staff, pupils and activities and premises of the school;
- To ensure preparation and regular review of a statement of safety policy (this document) and safe working practices appropriate to the school;
- To ensure preparation and regular review of an emergency evacuation procedure and arrange for periodic fire drills;
- To ensure that the contents of this Health and Safety policy, procedures, manual and all the relevant safety guidelines issued by WBC are brought to the attention of all staff employed at the school;
- To ensure arrangements are in place for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe;
- To report to the Corporate Head of Property any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe. The Head Teacher should also make such interim arrangements as are reasonable in the circumstances to limit the risk entailed;
- To report to the Governing Body or the Corporate Head of Children's Services, as appropriate, any other situation identified as being unsafe or hazardous and which cannot be remedied from available resources;

- To ensure arrangements are made for the implementation of the Council's procedure for reporting accidents, contagious / industrial diseases and dangerous occurrences and draw these to attention of all staff at the school;
- To remain aware of the level of compliance with health and safety requirements and the standards of health and safety management with regard to the staff, pupils, activities and premises by monitoring health and safety performance in a systematic manner;
- To ensure effective communication on health and safety matters exists between the school and WBC's Health and Safety Adviser;
- To ensure procedures are in place for managing fire safety and adequate precautions are implemented and complied with;
- To ensure nomination of Fire Officers, First Aiders and Display Screen Assessors and provide adequate resources and training to establish an appropriate level of competence for these persons with regard to the staff, pupils, activities and premises;
- To ensure the correct assignment and communication of responsibility down through the Senior Leadership Team with regard to the staff, pupils, activities and premises;
- To ensure adequate provision of health and safety training for all staff, including appropriate training for temporary and agency staff, to ensure that they work safely, protecting themselves, colleagues, pupils, members of the public and the premises;
- To ensure appropriate training is provided in health and safety management for those staff in management roles so that they can fulfil their functions effectively, including induction training;
- To ensure that adequate health and safety policies, risk assessments and procedures are prepared and put into effect in respect of the staff, pupils, activities and premises and that they are reviewed systematically and revised as necessary;
- To establish and maintain effective means of communication and consultation on health and safety for all the staff, pupils, activities and premises;
- To ensure that all decisions taken on health and safety matters are based on competent assessment of any significant risks to health and safety;
- To ensure health and safety inspections and audits are carried out at appropriate frequencies;
- To liaise with contractors working on site to ensure the safety of all persons exposed and that they understand the school policy, sign to agree to keep to the health and safety procedures and that the Head Teacher has the right to ask them to leave the premises if they do not comply with health and safety rules.

2.2 Governors

The Governing Body has overall responsibility for ensuring that the WBC's health and safety policy is effectively implemented, insofar as it is reasonably practicable to do so, with regard to the staff, pupils, activities and premises for which they are responsible. This will be achieved by:

- Ensuring health and safety is considered regularly, at least termly, (and more frequently should circumstances require), is on the agenda of full governing body meetings, and responsibility for monitoring the schools health and safety matters is included in the terms of reference of the School Finance, Community and Premises (FCP) Committee with a duty to report at least termly to the full governing body;
- Consideration of school safety issues in the School Improvement Plan (SIP);
- Ensuring adequate resources are available for compliance with health and safety legislation and to meet the standards set by WBC;
- Ensuring a full safety inspection of the site is carried out each year with the full involvement of at least one member of the governing body;
- Periodical review of accident statistics by the governing body;
- Ensuring regular fire alarm checks and evacuation drills are carried out by the school;
- Ensuring that any contractors appointed directly by the school are competent, have good safety arrangements in place and are aware of any inherent risks present in the building or arising from any specific activities likely to take place, and that appropriate public liability insurance is in place;
- Ensuring that any other users of the local school buildings (excluding staff) e.g. hirers have adequate health and safety training and appropriate public liability insurance.
- Appointing a Governor to be responsible for Health and Safety.

2.3 Deputy Head and Subject Leader Responsibilities

The Deputy Head Teacher is responsible to the Head Teacher for:-

- All health and safety matters of the school in the absence of the Head Teacher;
- Reporting to the Head Teacher any problems or imminent dangers.

Subject Leaders of Science, Art, Design and Technology, ICT and Physical Education are responsible for health and safety procedures within their subjects. (These are contained within each subject policy). In particular they need to ensure:

- The health and safety procedures and risk assessments within each policy are periodically reviewed and brought to the attention of the staff;
- Risk assessments are carried out for all hazardous activities and records are kept;
- Regular safety inspections are carried out;
- Any problems that cannot be addressed by the Subject Leader for any reason should be reported to the Head Teacher.

2.4 The Site Controller

The Site Controller is responsible to the Head Teacher for:-

- Ensuring, so far as it is reasonably practicable, the safety and health provisions and procedures affecting cleaning, catering or grounds maintenance contractors, are adhered to;
- Ensuring that cleaning materials and equipment liable to be a danger to pupils or staff are correctly used and properly stored when not in use;
- Ensuring that COSHH (Control of Substances Hazardous to Health) assessments have been carried out, are up to date and filed in the COSHH file in the School Office;
- Ensuring that all waste materials from the school are disposed of correctly;
- Maintaining a clean and effective boiler area;
- Maintaining a high standard of housekeeping;
- Monitoring water temperatures for mains water, hot water and stored cold water;
- Testing the fire alarm and logging all tests and practices;
- Reporting to the Head Teacher any problem or imminent danger associated with his/her responsibilities, as soon as it is practicable to do so.

2.5 Other Employees

All employees should familiarise themselves with the school's health and safety policy and;

- Ensure they observe all safety rules, work procedures and codes of practice at all times;
- Ensure they wear any protective clothing or equipment that is provided for any specific job;
- Ensure they correctly use any safety devices at all times;
- Report all accidents, 'near miss' incidents and damage to the Head Teacher;
- Ensure that details of any accident, which caused bodily injury to them, is recorded in the accident book held in the School Office;

- Assist in the investigation of accidents and incidents by completing the appropriate forms etc;
- Report any defects in premises, plant, equipment, safety devices, protective clothing etc. to the Head Teacher or Site Controller;
- Set a good example to, and help in the training of, colleagues, especially young and inexperienced staff;
- Avoid taking unnecessary risks;
- Ensure neither their actions nor their negligence result in other staff, pupils or the general public being exposed to unnecessary hazards or risks.

3. RISK ASSESSMENT

The management of Health and Safety at Work Regulations requires every employer to make a fully recorded, suitable and sufficient assessment of risks to health and safety of employees. Detailed guidance on risk assessment may be found in the safety manual.

Head Teacher and Governors are responsible for ensuring that suitable and sufficient risk assessments and safety audits are carried out in relation to all school activities. These should be reviewed at least annually but more frequently if there are significant changes in buildings, machinery, equipment, work practices, or personnel.

The assessment team in each area will consist of at least one member of staff who is competent to undertake the assessment. They should be knowledgeable of the processes or procedures that the assessment is concerned with.

In our school each risk assessment will be led by a member of staff with some expertise or experience in the area. Thus the PE Subject Leader will lead the PE risk assessments and other staff will contribute by discussion, feedback etc.

The risk assessment will look at the hazards encountered, who may be harmed by them, and the control measures that are in place or need to be put in place. The findings of the risk assessment will be communicated to the staff and the assessment reviewed and revised as necessary. The review should take place at least annually.

A copy of the completed Risk Assessment records shall be filed in the Health and Safety Manual and in 'Staff' drive in 'Risk Assessments' on the schools computer system for the information of all staff.

4. ARRANGEMENT AND PROCEDURES IN SCHOOL

4.1 Fire Safety

Because of the danger of fire a separate Fire Safety Policy has been produced by the School. This must be followed by all staff, pupils and people on the school site.

4.2 Accident and First Aid Procedures

All staff must report all injuries to their line manager immediately after treatment. The Accident Book located in the medical room must be fully completed for all injuries incurred, however minor.

All staff are first aid trained. It is recognized that when new staff join there may be time delay until they are first aid trained.

Anyone requiring an ambulance should contact the emergency services by calling 999 using the phone in the reception office.

Anyone requiring first aid treatment should contact the school office who will arrange for a first aider to attend to the injured or sick person.

In the event of serious injury or ill health to a pupil, the parent (or emergency contact should the parent be unavailable) should be contacted immediately using the contact numbers held in the main office and requested to collect their child to take home or to hospital, as appropriate. **Medical treatment or advice should not be delayed if parents or emergency contacts are not available.**

In circumstances where a pupil needs to be taken to hospital immediately by ambulance and a parent is not available to accompany him/her, a member of the school staff should go to the hospital to await the arrival of the parent. On occasion it may be necessary to take an injured pupil to hospital in a vehicle belonging to a member of staff. Before this occurs, staff should ensure that their insurance covers this eventuality. Staff should be aware that hospital staff will stabilise the casualty's condition until the parents arrive and give consent to further treatment.

First aid supplies are available from the school office and their contents should be checked and replenished as necessary by a first aider. In addition travel first aid kits are available and should be taken on all school education visits.

Staff arranging educational visits will be responsible for ensuring that a suitable number of competent first aiders are involved. The minimum training for a member of staff providing this support is attendance on an emergency first aid course.

4.3 Medication

Because of the importance of providing any necessary medication in a safe and timely manner, the school has developed a separate Policy for the Support of Children with Medical needs. That Policy is to be followed by all staff.

4.4 Electrical Safety

The Electricity at Work regulations imposes duties on organisations to ensure the safety of staff and pupils. It is important to adhere to the following procedures:

All portable electrical appliances must be tested annually (PAT test).

If a member of staff wishes to use their own portable electrical appliance in school, they must arrange for this to be tested before they can use it in school. (Generally, we discourage the use of staff's own equipment).

Staff should visually check each item of electrical equipment before use, looking for signs of burning, damaged cables, loose covers etc. Any faults must be reported to the Site Controller immediately and the equipment taken out of use until it is satisfactorily repaired.

Staff should be aware of the dangers of trailing cables e.g. tripping hazards across walkways and damage to equipment.

The fixed electrical installations should be tested at regular intervals by an authorized person.

Any damaged, unsafe or no longer wanted electrical equipment must be disposed of safely and in accordance with the Waste Electrical and Electronic Equipment Regulations (WIEEE).

4.5 Safe Use of Chemicals

In accordance with The Control of Substances Hazardous to Health Regulations 1994, our policy is to avoid the use of harmful substances by looking for suitable and less hazardous substances wherever possible.

Where hazardous substances cannot be avoided, COSHH assessments will be carried out before using the substances and the users informed of the dangers and control measures in place.

The most hazardous chemicals used in schools are likely to be cleaning chemicals which should be kept locked away at all times when they are not being used. These should always be stored in their own container with the original label and warnings clearly on the container.

Any spillages should be cleaned up immediately.

All paint, glues, sprays etc. used for Art and Craft should be purchased through the school suppliers. Staff should not bring in their own supplies. Any supplies that have an orange warning symbol should have a COSHH assessment and should be stored away securely by the Site Controller.

4.6 Manual Handling

All staff are to be made aware of the risks associated with manual handling. Staff are advised to avoid manual handling as much as possible. Manual handling includes lifting, pulling, pushing, moving and carrying. Where there are manual handling tasks, then a suitable risk assessment should be carried out to determine if the risk can be reduced and

consideration given to using trolleys. This is particularly important where there are disabled pupils who may need assistance for certain tasks.

Where a pupil requires to be moved manually, the WBC procedure for Moving and Lifting of Children is to be followed.

Appropriate training should be given to staff who carry out manual handling tasks.

Seeking assistance with a manual handling task can often reduce the risks for simple tasks.

4.7 Security

All visitors are to report to reception immediately on arrival. They are required to sign the visitors register. The visitors are then issued with a visitor's badge which details the 'Fire Alarm Procedures' which clearly gives instructions on what to do if the fire alarm sounds. Any person (other than a member of staff) on the school site not in possession of a visitor's badge should be challenged and if necessary, asked to leave, except for parents at the start and end of the school day.

All school equipment with a value of £100 (or attractive and portable items) should be security marked and recorded on the School Inventory. The Inventory is subject to annual review.

Staff are responsible for the security of their own personal items when on the school premises.

Pupils are discouraged from bringing valuables into school. A separate procedure covers mobile telephones owned by children should they be brought onto the school premises.

Parents are encouraged to identify pupils' clothing by securing nametags to them.

All cash and cheque books should be stored in the school safe.

4.8 Office Safety

Staff who are using computer workstations regularly and for a significant part of their working day should be provided with a suitable workstation, ergonomically designed to minimise the stresses and strains of this type of work. In practice this requires the provision of adjustable furniture to provide optimum support and comfort for the user and a clear screen display which is set up to avoid unwanted reflections.

A Display Screen Assessment should be carried out at all workstations to ensure that office staff are not exposed to unnecessary risks from repetitive strain injury or work related upper limb disorder.

The offices should be checked to ensure that trailing cables from computers do not cause tripping hazards. There should be adequate storage provided for files etc. Space under the desks and open floor areas should be not used for storage.

Eye tests for users and the provision of corrective spectacles, where deemed necessary solely for DSE use, are to be funded by the school.

4.9 Pregnant Workers

The Management of Health and Safety at Work (Amendment) Regulations 1994 and the Maternity (Compulsory Leave) Regulations 1994 apply to any employee who is pregnant, breast feeding or who has given birth within the last six months.

Staff should inform their Head Teacher as soon as possible after the pregnancy has been confirmed. An appropriate risk assessment will be carried out to ensure that the duties performed do not cause her, or the unborn child, any harm.

4.10 Contractors

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992 impose duties to safeguard the health and safety of non-employees who may be affected by our activities. The school therefore has a responsibility to inform contractors of any risks that they may encounter while on the site. These duties also require contractors on the premises to safeguard pupils and employees in relation to risks arising from their work activities. Contractors need to provide risk assessments. Checks should also be carried out for the competence and insurance.

The school will only employ competent contractors, who will be selected according to the procedure set out in the Health and Safety Manual.

Before any work commences it is essential to hold a meeting with the contractor to agree how potential problems can be avoided.

All staff will be informed before work commences and will be notified of any steps that they may need to take. No contractor will be allowed on site without the permission of the Head Teacher. All contractors must sign in and out when visiting the site.

Where a new building works take place on the school site, separate arrangements will be in place.

4.11 Educational Visits

All visits must be arranged in accordance with the advice set out in the Off-Site and Hazardous Activities Manual and with the prior approval of the Head Teacher. Activities involving an overnight stay or overseas visit must have the prior approval of the Governing Body. Where external providers are used for activities, their competency must be checked.

The Head Teacher will be responsible for ensuring full compliance with WBC and DfE policy and guidelines.

Risk Assessments are required for any educational visit and must be authorized by the Head Teacher.

It will be necessary to ensure adequate provision of first aid trained staff and travel first aid kits.

Outdoor visits will require consideration in relation to clothing and sunscreens. All pupils involved must be suitably dressed bringing their own waterproof clothing, cap and sunscreen, depending on weather conditions. The sunscreen should be applied by the pupil under staff supervision.

It will be necessary to ensure that staff are aware of any allergies and/or medical conditions that pupils may have.

4.12 Stress

There are occasions where a member of staff may suffer from personal stress issues or stressful situations within the workplace.

Staff should be reassured that stress is not a sign of weakness and that it may be discussed openly. Staff should be encouraged to support one another during periods of stress or anxiety.

To ensure that the appropriate level of support is given, staff should be encouraged to make a member of the Senior Leadership Team (SLT) aware of any stress or anxiety that they feel.

Staff should be aware that there are various forms of support available to them. If required, counselling can be arranged via the Berkshire Counselling Service or through the ARC information and counselling service. Both of these can be arranged through the school. Further information can be found within the Learning & Development handbook located in the school or can be obtained from a member of the SLT.

When completing risk assessments in the workplace, potential stressful situations should be considered.

For further information see the school's Stress Management Policy.

4.13 Safety Training

The safety training needs of the school will be considered by the Head Teacher and appropriate training arranged for staff.

Basic safety information is provided in each classroom in the Class Register.

4.14 Working at height, Ladders and Stepladders

When extending ladders are used, normally by the Site Controller, then proper instructions or training should have been received. Roof work, even retrieving balls, should not be carried out during windy or severe weather.

To prevent unauthorised and use by untrained persons the ladders are secured either in a locked cupboard or by a suitable locking device.

Great care must be taken when working above head height. This includes affixing display materials to classroom walls. One of the commonest causes of injury to staff in educational establishments is falling from a chair or table that is being used to gain height for such an

activity. Staff should be made aware of the danger and should avoid such actions. There should be sufficient stepladders or kick stools provided around the school to prevent staff from using chairs for putting up displays or accessing high shelves. Staff should receive basic instruction in the use of stepladders.

All extending ladders, stepladders and kick stools are recorded on a database and checked at the start of each term. Any damaged item must be reported and removed from use.

There should not be any chairs in storerooms.

When not in use, ladders and step ladders should be secured to prevent any pupil or other unauthorised person from mounting them and to prevent them falling over and causing an accident or obstruction.

4.15 Curriculum

Health and Safety guidelines for particular curriculum subjects will be found in the appropriate subject policies. These can be viewed on the 'Staff' drive in 'Policies' on the schools computer system.

4.16 Asbestos

Before any structural work is carried out that may involve exposing material that may contain asbestos, an asbestos survey and risk assessment must be completed.

4.16 Thermal Comfort

The school will take reasonable steps to ensure that temperature of all rooms in which work is conducted are maintained at a temperature that meets Thermal Regulations. In the event of a complete failure of the heating system during very cold weather the school may consider a temporary closure.

4.17 Violent / Abusive Visitors

The school will not tolerate violent or abusive visitors to the site. In such an event the visitor may be requested to leave the site, taking care not to expose any other person to risk. In repeated cases the Governors may exclude the offender from entering the school premises. In extreme urgent cases, where the threat of physical violence exists, the Police should be contacted by telephoning 999.

Serious incidents must be reported to WBC in accordance with RIDDOR 1995 Regulations

The School has a separate Habitual and Vexatious Complainants Policy

4.18 Safety Signs

Where any hazard is identified appropriate signage should be used. It should be clearly visible and easy to read identifying the hazard and any special actions needed to mitigate any threat. These signs may be temporary for instance if there has been a spill of slippery material on a floor.

Signage should indicate the nearest emergency exit from each room and corridor.

4.19 Incident Reporting

It is a requirement of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) that any serious incident must be reported to WBC as the employer of our staff.

This should be done using the standard forms provided in the WBC H&S manual.

4.20 Lone Working

The school discourages Lone Working and has taken steps to enable staff to be able to access electronic records from home using secure electronic communications.

The School has a separate Lone Worker Policy which must be followed by all staff.

4.21 Infection Control

From time to time infectious diseases may develop into epidemics and threaten the health of staff and children at the school. This is most likely to be in the winter from an infectious influenza.

Where the school is notified of an epidemic or likelihood of an epidemic the school will develop plan in line with the WBC H&S Infection Control procedure and notify staff and parents or any actions to be taken.

This does not apply to seasonal colds or flu in normal years.

HEALTH AND SAFETY DOCUMENTATION

Health and Safety information is contained in a range of documents including the following documents and is reviewed and updated regularly.

Governors' documents	Behaviour policy
	Committee Terms of Reference (Finance, Community and Premises Committee)
	Cycling and Scooting to School Policy
	E-safety Policy
	Fire Safety Policy
	Habitual and Vexatious Complainants Policy
	Health & Safety Manual (file available in the Head Teacher's Office)
	Health and Safety Policy
	Letting of School Premises Policy
	Lone Worker Policy
	Offsite Activities Policy
	Safeguarding Policy
	Stress Management Policy
	Support to Pupils with Medical Needs Policy
	Uniform Policy (shoes, jewellery)
School Procedures	Accident reporting procedures (forms held in the School Office)
	Attendance at school after illness Procedure
	Behaviour management procedure
	Broadmoor Alarm procedure
	First Aid and Accident Reporting procedure
	General school procedures including mobile phones
	Head lice procedure
	Off-site and Hazardous Activities
	Playground rules