



Elmwood Infant School & Nursery

Health and Safety Policy

DATE POLICY REVIEWED: September 2017

DATE OF NEXT REVIEW: September 2018

STATEMENT OF INTENT

The Governors and Head Teacher of Elmwood Infant and Nursery School recognise and accept their responsibility for ensuring, so far as is reasonably practicable, the health, safety and welfare at work of all employees, and pupils and other persons who may be affected by any of the school's activities.

The Governors' and Head Teacher's prime objective is to achieve and maintain a high standard of health, safety and welfare throughout the school and its activities, including the Early Years. They will ensure that the school complies with the requirements of the Health and Safety at Work etc Act 1974 and associated legislation.

In particular, the Governors and Head Teacher aim:

- To operate within the structure & framework laid down by the Croydon Council.
- To ensure senior staff develop & maintain a culture within the school supportive of health, safety & welfare
- To establish an effective safety management structure & arrangements to implement requirements
- To ensure a systematic approach to the assessment & control of risks
- To ensure that employees are competent in the work that they are doing
- To ensure that employees actively participate in identifying hazards
- To minimise hazards throughout the school premises
- To ensure the competence & management of contractors on school premises
- To monitor work practices & regularly review safety management systems

The Governors and Head Teacher will commit suitable resources (human, time and financial) to the achievement of these aims. They will seek competent advice from the Council's safety advisers and external advisers - as required/appropriate.

Every employee is responsible for his / her own health and safety, as well as that of colleagues, pupils and others. Employees should co-operate with the school's management to achieve these aims.

The important contribution that employees and their representatives can make in improving health and safety is recognised and encouraged. The Governors and Head Teacher will ensure that health and safety matters are discussed, actions agreed and then reviewed on a termly basis through the Headteacher's Report to Governors and through 'Health and Safety' meetings between governors, the site manager and Headteacher which are reported at Resource meetings. Matters that require further discussion will be forwarded to the full governing board.

ORGANISATIONAL RESPONSIBILITIES FOR HEALTH AND SAFETY

Overall Approach

The main responsibilities for ensuring the day-to-day management of all health and safety matters in the school rest with the Head Teacher, and Chair of Governors. To fulfil these responsibilities, the Head Teacher has delegated some of the tasks, with training, to the appropriate staff. Staff report back to the Head Teacher once tasks have been completed. The Head Teacher overviews the tasks to ensure that they have been undertaken to a suitable standard, and, where appropriate, liaises with the Chair of Governors/Chair of the Premises Committee or Local Education Authority (LEA) on matters that need taking forward or which need expenditure.

The arrangements, i.e. policies on key topics, are contained within the Education Department's Health and Safety Manual. A copy of this is available on Fronter. Health, Safety and Welfare is an integral part of school life and this policy should be read in conjunction with the following:

- Emergency Policy
- School Prospectus and Staff Handbook
- Safeguarding Policy
- Child Protection Policy
- Behaviour and Anti Bullying Policy
- Medical Needs Policy
- Lock Down Policy

Roles & Responsibilities

The following health and safety responsibilities are in addition to the normal day-to-day duties associated with individual jobs:

Governors & Head Teacher

- To ensure there is an adequate, signed & up-to-date Health and Safety Policy
- To commit resources to fulfil the Health and Safety Policy
- To ensure that there is a Health and Safety Plan for each year
- To prioritise actions where resources are required
- To ensure actions are undertaken
- To monitor achievement of plans & extent of compliance with standards
- To monitor trends in accidents & incidents
- To receive & where appropriate action inspection reports
- To include health and safety on governors' meeting agenda
- To receive & where appropriate action the minutes of the school's Premises Committee
- To produce an annual report on health and safety
- To periodically review the adequacy of health & safety arrangements

Head Teacher

- To ensure staff are competent to undertake tasks delegated to them
- To identify staff training needs & to arrange for appropriate training
- To ensure risk assessments are undertaken
- To ensure appropriate action is taken on identified significant risks
- To ensure that there are procedures for serious & imminent danger
- To investigate accidents & complete the appropriate paper-work
- To consult staff and safety representatives on health and safety matters
- To co-operate with & provide necessary facilities for trades' union safety representatives
- To ensure the induction of new and transferring staff and volunteers
- To manage the contracts for catering and cleaning contractors & report concerns to the LA's Client Officer
- To manage maintenance contracts e.g. for gym equipment
- To ensure safe hiring of school premises to third parties
- To ensure the competency & management of visiting contractors

- To ensure the safety of visitors to the school
- To ensure regular inspections of the school's premises
- To submit inspection reports to governors and / or the LA
- To pass on health and safety information received to the appropriate people
- To participate in LA safety audits
- To organise portable electrical appliance testing
- To maintain health & safety records e.g. records on fire alarm servicing, etc

Staff

- To check that classrooms and work areas are safe
- To check that equipment is safe before use
- To ensure that safety procedures are followed
- To ensure that appropriate protective equipment is available & used, when needed
- To participate in risk assessments, inspections, audits and the health and safety committee, if appropriate
- To bring problems to the relevant Year Group Leader's attention
- To report all accidents and incidents
- To read the staff handbook each year and be familiar with health and safety procedures.
- Complete risk assessments for all trips and activities not covered in general class risk assessments.

Office Manager

- To manage the front door and security system
- To dispatch completed accident investigation forms
- To ensure first aid is administered, if appropriate
- To ensure first aid equipment is up-to-date & available

Site Manager

- To test the fire alarm each week
- To ensure all signage (e.g. fire escape routes, trip hazards, etc) is appropriate & maintained
- To monitor the school's cleaners to ensure they work safely
- To arrange & manage for contractors to undertake small repair works
- To report hazards
- To help maintain health & safety records e.g. records on fire alarm servicing, etc

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in the Headteacher's office and reviewed on an annual basis.

Fire Instructions

These documents are made available to all staff and included in the Staff Handbook and induction processes. An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

EMERGENCY PROCEDURES

Fire and emergency evacuation procedures are detailed in the Staff Handbook and around the school. These procedures are reviewed at least annually.

Emergency contact and key holder details are held by the Business Manager

Fire Drills

- Fire drills will be undertaken at least termly, and a record kept by the Caretaker in the Fire log book;

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.
Staff should be made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use. Regular training is arranged for all staff.
- **Details of service isolation points** (i.e. gas, water, electricity) should be made known to nominated members of staff. They are located at:
Gas – Outside shed in the carpark
Electricity – Store cupboard by Macaw class
Water – Store cupboard (photocopier room)
- Procedures for dealing with other emergency circumstances are set out in the school's Emergency Policy. This policy provides guidance on dealing with critical incidents.

Material Safety Data Sheets for Chemicals and flammable substances. These will be kept by the Caretaker when applicable for consultation.

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by the Caretaker and a record kept in the Fire log book. Regular testing of fire alarms will occur once a week.

Any defects on the system will be reported immediately to the Headteacher

A fire alarm maintenance contract is in place with Chubb and the system tested annually by them.

INSPECTION OF FIRE FIGHTING EQUIPMENT

Chubb undertakes an annual maintenance service of all fire-fighting equipment

The Caretaker/Site Manager carries out weekly checks that all fire-fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the Headteacher/Caretaker.

MEANS OF ESCAPE

All staff carry out daily checks for any obstructions on exit routes and ensure all final exit doors are operational.

FIRST AID AND MEDICATION

- First aid boxes are located in activity areas and include basic first aid equipment. Small medical bags are also available and are for use when on playground duty.
- These boxes/bags are monitored by the office and a member of non-teaching staff (Debbie Gentle).
- If a child is injured, the office staff will inform the child's parents as soon as possible.
- Elmwood has a least 10 qualified First Aiders, many of whom are paediatric first aiders

Transport to hospital: If the First Aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or carers will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

- Mayday University Hospital 020 8401 3000
- School Nurse 020 8714 2501
- NHS Direct 0845 4647

Administration of medicines

- All medication will be administered to pupils in accordance with the DfE document “Managing Medicines in Schools and Early Years Settings” and Council guidance.

ACCIDENT REPORTING PROCEDURES

Accidents: All minor lunchtime accidents are recorded by lunch time supervisors. All head bumps are reported to parents in a written note and/or by telephone. Any injuries to the face/head result in parents being contacted to inform them, however minor. All contact details are kept on file and on the computer in the school office. More serious accidents are investigated by a member of the Senior Leadership Team and written statements made. Accidents resulting in a hospital visit are reported to the LA using the appropriate forms.

In accordance with the Council Accident/Incident Reporting Procedure employees must report:

- Accidents, dangerous occurrences, and near misses on the standard Council Incident and Dangerous Occurrence Report form.
- Violent incidents and verbal abuse on the standard Council Violent Incident Report Form. Copies of these forms are available from the school office.
- The Headteacher will countersign the Council report form before the original copy is sent to the Health and Safety Consultancy. A copy should also be kept at the establishment.
- Accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Headteacher or their nominee will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.

In the event of a fatality, major injury or an incident resulting in:

- Pupils or other non-employees being taken to hospital;
- Employee absence, as the result of a work related accident, for periods of more than 3 days (including weekends and holidays).

These incidents will be reported immediately or as soon as possible to the Corporate Health and Safety Consultancy by telephone. (See Emergency Action Plan)

LONE WORKING

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Headteachers/senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site, (e.g. when visiting homes), notify the school office of their whereabouts and the estimated time of return. Home visits will must always be conducted in pairs. When a member of staff expects to return after the estimated return time, they must inform the school office of their revised time of return, usually by mobile. If the member of staff does not return by the estimated time given, the most senior member of staff on site will be notified by a member of the office team.
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

WORK EQUIPMENT

All staff are required to report to the Caretaker problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring. Any faulty ICT equipment should be reported to the ICT Leader.

Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal. Any ICT resources which are defective must be given to the ICT co-ordinator for secure storage pending disposal/repair.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) conducted annually.

Personal items of equipment (electrical or mechanical) must not be brought into the school without prior authorisation and subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years.

External play equipment

The external play equipment will only be used when supervised. Such equipment will be inspected by the Caretaker.

Curriculum

Curriculum Leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

The Headteacher and members of the Leadership Team ensure that risk assessments are carried out. The Caretaker identifies any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

FLAMMABLE AND HAZARDOUS SUBSTANCES

Within curriculum areas (in particular Science, DT and Art) the Curriculum Leaders are responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "**Control of Substances Hazardous to Health Regulations 2004**" (the "COSHH" Regulations).

In all other areas the establishment's nominated person responsible for substances hazardous to health is the Caretaker

He will ensure:

- A register of all hazardous substances used on site is compiled and regularly reviewed;
- All such items must be securely stored;
- Material safety data sheets are obtained from the relevant supplier for all such materials;
- Risk assessments are conducted for the use of hazardous substances;
- All chemicals are appropriately and securely stored out of the reach of children;
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers);
- Suitable personal protective equipment (PPE) has been identified and available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

MOVING AND HANDLING

MANUAL HANDLING OF LOADS

All manual handling activities which present a significant risk to the health and safety of staff - whether they involve the manual handling of people or objects - will be reported to / identified by Caretaker.

Where it is not reasonably practicable to eliminate these activities, a risk assessment should be made and the risk reduced as far as is reasonably practicable.

The written risk assessment and training will be provided to employees who must follow the instruction given when carrying out the task.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

ASBESTOS

The Council Asbestos Policy, available in the Health and Safety Manual will be followed.

The asbestos register is held in the School office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Headteacher.

Any damage to materials known or suspected to contain asbestos should be reported to the Caretaker who will contact the Councils Asbestos Manager.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Caretaker and the Headteacher.

RISK ASSESSMENTS

General Risk Assessments

The school risk assessments will be co-ordinated by the Headteacher following guidance contained in the CYPL Health and Safety Manual.

Generic risk assessments received from the Council, will be adapted to the specific circumstances of the school.

All workplace activities, teaching and non teaching (e.g. caretaking), premises and one-off activities have been assessed by members of the Leadership Team or the Caretaker and approved by the Headteacher.

These risk assessments are available for all staff to view and are held centrally in the Headteacher's Office.

Specific risk assessments relating to individual persons, e.g. staff member or young person/pupil are held on that person's file.

Risk assessments will be reviewed every two years or when the work activity changes, whichever is the soonest and staff are made aware of any changes to risk assessments relating to their work.

Pregnancy Risk Assessment

Assessments on new and expectant mothers will be undertaken by the individual's line manager.

It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.

The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by relevant Curriculum Leaders and subject teachers using relevant Health and Safety Codes of Practice for Design & Technology, Science, Art, PE etc.

OFFSITE VISITS

Offsite visits will be organised following guidance contained in the school's Offsite Visits Policy.

The school's Educational Visits Co-ordinator (EVC) is Zoe Harris – Headteacher (until the appointment of a substantive DHT).

All Offsite Visit activities must be risk assessed; these assessments are monitored and reviewed by the EVC.

The following visits must also be approved by the Governing Body:

- Visit countries abroad – including exchange visits
- Visit UK destinations for more than 24 hours
- Take part in a visit involving a special risk regardless of duration or destination

WORK AT HEIGHT

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable.

A copy of this assessment will be provided to employees authorised to work at height.

The Headteacher shall ensure:

- All work at height is properly planned and organised;
- The use of access equipment is restricted to authorised users;
- All those involved in work at height are trained and competent to do so;
- The risks from working at height are assessed and appropriate equipment selected;
- A register of access equipment is maintained and that ladders are checked termly;
- All access equipment is inspected and maintained;
- The risks from fragile surfaces are properly controlled.

DISPLAY SCREEN EQUIPMENT (DSE)

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time e.g. admin staff, bursars etc) shall have a DSE assessment carried out.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician (and corrective glasses provided if required specifically for DSE use).

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and authorised visitors only and is not for general use by parents / guardians when bringing children to school or collecting them. Gates are kept shut during term time.

CONTRACTORS

Contractors are selected according to bids submitted, previous work history and / or quality of product. Work is monitored by the Caretaker.

All contractors must report to the school office where they will be asked to sign the Visitors' Book and wear an identification badge. Contractors will be issued with a Contractors Code of Conduct. This sets out important health and safety information necessary for contractors working on site.

The Caretaker is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

STRESS

The Governing Body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and the Council's management standards.

There are systems in place within the school for responding to individual concerns e.g. Performance Management, mentoring. All staff are encouraged to share concerns with their line manager, a member of the Senior Leadership Team or the Headteacher. The school has agreed a Whistleblowing Policy and this is made available to staff.

LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the Council policy and Health and Safety Manual.

The Caretaker will be responsible for identifying and flushing rarely used outlets on a weekly basis and after school holiday periods. Where necessary, water temperature checks will be undertaken on a monthly basis by a contractor.

The Caretaker will ensure that any showers or other areas where water droplets are formed are disinfected and descaled on a quarterly basis.

A contract is held to monitor water hygiene and complete legionella risk assessments.

DISPOSAL OF HAZARDOUS WASTE

Take the following steps to minimise possible health risks:-

- Assess what substances are present and what possible harmful effects they may have.
- For example special care should be taken with the following items:- certain fixatives, Tipex, gummed paper, fungicidal wallpaper paste, clay hardener, luminous paints.
- Ensure that they are stored safely in secure, correctly labelled containers. If necessary in a locked store and away from any heat source.
- Check that they are handled safely and any necessary protective clothing is worn, i.e. gloves, face protector, breathing mask etc.
- When working with hazardous substances be aware of the following. Adequate ventilation. Avoid contamination of other items. Wipe up spillage at once. Wash hands after use. Teach those concerned how to handle them safely. Plan ahead for safe use.
- In short, assess each substance for any possible health dangers and plan how to eliminate or at least minimise them. There may be an alternative method of use or a different, less dangerous substance. Treat all substances with respect as new research often finds items once thought to be safe to in fact be a health hazard.

THE EARLY YEARS FOUNDATION STAGE

Our Health and Safety policy and procedures extend to all aspects of the Early Years Foundation Stage

HEALTH AND SAFETY INFORMATION & TRAINING

CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation

The School will support members of staff who, through their unions and associations, wish to serve as Health and Safety Representatives.

The school will support the H&S representative in carrying out her/his duties, including site inspections, during school time. The school will facilitate the H&S representatives training and deal quickly and appropriately with any concerns the representative may raise.

The Local Governing Body's Resources Committee meets to discuss health, safety and welfare issues affecting staff, pupils or visitors. This Committee reports to the full Local Governing Body. Action points from meetings are brought forward for review by the school's Leadership Team.

The Trade Unions' appointed safety representative(s) on the staff is/are X.

Communication of Information

Detailed information on how to comply with the Council's Health and Safety Policy is given in the CYPL Health and Safety Manual.

The Health and Safety Law poster is displayed in the staffroom.

The Corporate Health and Safety Consultancy provide competent health and safety advice for schools.

HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided and documented for all new employees by members of the Senior Leadership Team.

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

Employees will be provided with:

- Induction training in the requirements of this policy;
- Update training in response to any significant change;
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.);
- Refresher training where required.

Training records are held by the Headteacher who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan.

This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

MONITORING

Health, Safety and Welfare matters will be reported to the Governing Body through the termly Headteacher's Report. In addition, the Governing Body will monitor and evaluate the effective working of the system within the school by the following means:

- Monitoring accident/incident reports. The Headteacher will report all serious accidents to the Governing Body and call attention to any which indicate that any alteration to equipment, premises, routines or procedures are needed.
- Checking safety committee minutes and follow-up procedures
- Termly health and safety meetings between the Headteacher, site manager and governors responsible for safeguarding.
- Checking reports of Inspections by the Management and ensuring that these are of high quality and carried out on time.

- Receiving reports from the Headteacher on:
 - complaints and hazard reports from staff and visitors
 - visits from HSE Inspectors
 - new LEA Codes of Practice and methods of implementation
 - any Safety Audit arranged by the LEA or commissioned from consultants
 - any DCSF or council guidance or advice
 - staff training

- Where deficiencies are identified or action is necessary seeing that:
 - action is allocated to individuals
 - time limits have been set
 - both immediate and long-term remedial action are identified in the case of hazards

Safety Representatives.

Safety Manager: The Headteacher
 Safety Governor: Chair of the Premises Committee
 Safety Representative: Caretaker

Signed.....Dated.....Chair of Governing Body

Signed.....Dated.....Head Teacher