

Carlton Primary School

Health and Safety Policy & Appendix A



If you believe, you CAN achieve

Adopted/ last reviewed by Governing Body on:	Date / Term / Year ____/____/____
Next revision	Annual / Bi-annual / Tri-annual / Termly _____
To be reviewed on:	Date / Term / Year ____/____/____

Signed: _____

Health and Safety Policy

Statement of General Policy for Health and Safety

- The Governing Body has adopted all relevant parts of Camden LA's Health and Safety policy.
- The safety, health and welfare of staff, pupils and visitors at Carlton are of paramount importance.
- The Governing Body acknowledges and fully accepts the duties and responsibilities for the management of health and safety at the school, placed upon them by the Education reform Act 1988, and has overall responsibility for the policy formulation, implementation and development.
- The Governing Body is fully committed to achieving and maintaining the highest standards of health and safety, by proactively pursuing improvements in health and safety performance. All aspects of Health and Safety will be reported via the Resources Committee.
- In order to ensure the highest standards of health and safety, the Governing Body will take steps within its power to meet all relevant statutory health and safety legislation and common law requirements.
- The Governing body had adopted and maintains a comprehensive local health and safety management system based on the model provided by the LA.
- The Head teacher has been delegated with the day – to – day responsibility for health, and safety and welfare at the school, and will meet this by ensuring that there are procedures to identify hazards and control risks which could lead to injury, occupational ill health, or other loss.
- This policy will contribute to the overall efficiency of the school by reducing injuries, occupational ill health, unnecessary losses and liabilities, and by protecting the environment.
- This policy will be supported by adequate resources, including the provision of training and instruction to ensure the competence of all staff.
- All members of staff have a duty to act responsibly and to co-operate fully with management to prevent injury or occupational ill health, either to themselves or others.

- All members of staff have a duty to report immediately and clearly any potential health and safety risk they have identified.
- The Governing Body will establish and maintain an effective system for the communication of health, safety and welfare information. It will also ensure that all persons have access to expert advice on how they can work safely and participate in a safe and healthy manner.
- This general statement is signed by the Chair of Resources and the Head teacher, policies and procedures are reviewed annually.

Signed: Date:

(Chair of Resources and Finance Committee)

Signed: Date:

(Head Teacher)

Section 1: Organisation and Responsibilities for Health and Safety

- 1.1** The Governing Body has overall responsibility for Health and Safety (H&S) at Carlton, but delegates that responsibility to the Head teacher (HT). On a day- to-day basis the HT collaborates on these issues with the Site Service Officer (SSO) and the First Aiders. *See Appendix A for list of key staff.*
- 1.2** The Health and Safety aspect of the school is reported through the Resources Committee.
- 1.3** The H&S responsibilities of the SSO are laid out in Appendix A.
- 1.4** The head teacher has overall responsibility for off-site education. The day to day organization of off-site education is managed by the trip leader. They complete the necessary paperwork which is then passed on to the Office Manager who checks it and final authorization is given by the head. The school has adopted EVOLVE system. Please refer to the Educational Visits Policy for more details.
 - 1.4.1** The head also ensures that new teachers and supply teachers are given their Guidance Leaflets. All other temporary visitors to the school (readers, etc) are given the H&S information sheet on entering the school.
- 1.5** Arrangements have been made so that there is always First Aider (FA) on each floor of the building.
 - 1.5.1** It is the responsibility of the Resources Officer to ensure that the First Aid Room on the ground floor is clean and well equipped, and that there are sufficient medical supplies available.
 - 1.5.2** The HT ensures that the First Aiders training is regularly reviewed and updated.

Section 2: Criminal Record Bureau (CRB) Checks / Disclosure & Barring System (DBS) Checks

2.1 Criminal Record Bureau Checks

- 2.1.1** Enhanced CRB checks are carried out on all staff, including supply teachers and volunteers. The school maintains a record of these of these checks, including a date for renewal. The HT has delegated this task to the Office Manager.

2.2 Educational Visits

- 2.2.1** When their children join the school, parents/carers sign an agreement, allowing their child(ren) to be taken to visit local amenities. This agreement is valid as long as the children attend the school.

E.g.: the City Farm, the Swimming Baths, Queen's Crescent, Parliament Hill.

- 2.2.2** For visits to local amenities, staff must register the visit destination, and the number of children taken, in the log book by the office window. On return they must initial that entry.

- 2.2.3** For visits further afield, i.e. those that usually involve public transport. Carlton follows the Local Authority's guidelines which includes the Evolve electronic programme to book trips.

Please refer to the Educational Visits Policy for more details.

2.3 Fire Drills

- 2.3.1** All members of staff are expected to familiarise themselves with the school fire drill procedure, which is posted in every classroom and public space in the school. Fire drills are held once every half term. Escape routes must be kept clear at all times and an effective fire alarm system maintained. A fire log book is kept up to date to log details of drills by the SSO. Following each drill, the head and SSO meet to review practices and action any areas of concern.

- 2.3.2** There are fire extinguishers next to every call point which are checked on a regular basis.

- 2.3.3** In the event of an evacuation, no pupil or member of staff is allowed to re-enter the building without the permission of the senior member of staff present. When Police and/or Fire

Brigade are present, the senior member of staff present seeks their permission before re-entering.

2.4 Accidents on site / reporting accidents

2.4.1 Child: In the event of an accident to a child, a First Aider is called immediately. The FA assesses the seriousness of the injury and, in an increasing order of necessity, alerts (a) a member of the SLT, (b) a parent/carer, (c) the ambulance service.

The school policy is to call parent/carer if the child sustains a head injury or needs to attend hospital.

2.4.2 Member of staff or visitor: In the event of a member of staff or visitor sustaining an injury or accident on site, the policy is for a staff member/colleague to monitor the situation and alert a first aider. It may be necessary for an ambulance to be called. All accidents are RIDDOR reported. Following any incidents, it may be necessary to check the area (this is the job of the SSO) or reasonable adjustments to be made (this is the responsibility of the head). In the case of staff, an OHU referral may be made (this is again the responsibility of the head).

2.5 First Aid and administering medicine

2.5.1 First Aid supplies are located in a locked cupboard in the first Aid Room and one in the nursery. The keys are held by the Resources Officer and the Nursery FA respectively, a spare key is kept in the office.

2.5.2 Each class has a first aid file that is updated regularly. This file includes medication that children take. There are clear guidelines in place for administering medicine – please refer to the Administering Medicines Policy.

2.5.3 There are nominated first aiders on each floor and in the EYFS. Their training is updated on a regular basis.

2.6 Safety across the school and PE

- 2.6.1** Any Health and Safety concerns must be reported immediately to the SSO/HT. This can be done verbally or by writing on the SSO's board outside his room. The SSO checks the site each morning, inside and outside. All PE equipment is tested annually, but any issues that arise outside this timeframe must be reported to the SSO.

There are risk assessments in place that are renewed annually. Paper copies are held centrally in the office.

It is school policy that children are not left in the playground, outside or inside the classroom unsupervised at any time.

- 2.6.2 Playground climbing equipment:** All staff must familiarise themselves with the rules for using the climbing equipment, including the Nursery.

- 2.6.3** In inclement weather, the climbing frame areas must be cordoned off. The SSO conducts a thorough assessment of the area before school.

2.7 Intruders

- 2.7.1** All non-staff adults seen on the school site without a Visitors Badge (see 'Security arrangements 3.3) must be regarded as intruders and challenged. The incident must be immediately reported to the HT (in her absence the DH or AH) and SSO and a written report submitted to the LA.

2.8 School Swimming Pool

- 2.8.1** All staff must familiarise themselves with the rules posted on the wall in the Swimming Pool Room. There is a normal operating policy that is in place.
- 2.8.2** When a group of children are swimming, the door to the Swimming Pool Room must be left open and a First Aider in an adjacent room. All staff must adhere to the guidelines in the Normal Operating Policy.
- 2.8.3** All staff must check with the SSO before attempting to use the pool outside the time-table.

2.8.4 The door to the Swimming Pool Room is kept locked when the pool is not in use.

2.9 Computers/internet

2.9.1 Please refer to Carlton's Inclusion policies and policy for acceptable use of the internet. This is adhered to by staff and pupils alike.

2.10 Health and Safety information

2.10.1 All new permanent staff and long term supply staff must read the 'Carlton Primary School Health and Safety Policy. They should familiarise themselves with the document – available in the PPA room.

2.10.2 All supply teachers are given, and must read the Supply Teacher Guidance leaflet, in which is contained basic H&S information. They should then familiarise themselves with Carlton's H&S policy document.

2.10.3 All other temporary visitors to the school (e.g., readers, drama tutors, etc) must be given, and must read, the 'Health & Safety Information Sheet'.

2.10.4 All written H&S information in the school is available in the office.

2.11 Early Years Foundation Stage (EYFS)

2.11.1 One Nursery staff is appointed H&S representative and is also paediatric trained.

2.11.2 All Nursery staff check on a daily basis that all equipment – both inside and in the playground – is safe to use. Any issues are reported to the SSO.

2.12 Cleaning/Use of hazardous substances

2.12.1 Cleaners at the school are subject to the contractor's H&S policy as regards to materials, equipment and cleaning methods. The company uses permitted substances for cleaning and are happy to provide a list should any parents/carers enquire

2.13 Smoking and Management of asbestos

2.13.1 Smoking: In keeping with current law there is a complete ban on smoking throughout the school building and grounds – please refer to the policy.

2.13.2 Management of asbestos: The school works with the local authority and maintains an asbestos register that is checked regularly and shown to all contractors who come on site.

Section 3: School Security

3.1 Carlton School's security equipment consists of:

- Buzzer by front pedestrian gate, by office entrance.
- Keypads at two main doors (codes are changed regularly).
- Internal and external CCTV monitoring.
- ADT night-time listening alarm system.

3.2 All admin staff have been trained in the correct procedure when admitting visitors to the school. Admission may be denied if the visitor has no ID. All visitors are expected to wear a badge.

3.3 All contractors/site managers undergo a CRB prior to working at the school and usually use contractors chosen by the local authority.

3.4 All entrance gates and doors must be kept locked at all times, with the following exceptions:

- *Vehicle gate, open at 7.30am*

Fixed panel closed at 8.45am (no vehicles allowed in)

Main panel locked at 9.00am

Open at 3.30pm

Closed (not locked) at 3.45pm.

Note staff with cars must close vehicle gate behind them after driving out.

- *Pedestrian gate*

Open 7.30am

Close 9.00am

Open 3.15pm

Closed subject to children leaving after-school clubs

- *Main doors*

Open 8.45am

Close 9.00am.

Open 3.30pm

Close 3.40pm

Note: Parents/carers are not allowed to collect children from after-school clubs, but must wait for the children to be escorted to the playground.

Section 4: External Emergencies

External emergencies include large-scale accidents, bomb or terror threats, etc. as they affect staff and pupils whether they are on-site or off-site. The school has adopted the local authority's policies and practices in events like these. They are included in 'Emergency Response Plans' (Appendix b). These plans are annually checked and updated if necessary, and all staff have a duty to familiarise themselves with them. A paper copy is held in the front office and an electronic copy is saved on the admin system in statutory policies.

Section 5: Risk Assessment

5.1 Overall Risk assessment inspections are carried out three times per year, i.e. once each term, according to the following system:

- **Autumn term:** minuted inspection by HT and SSO with special emphasis in any completed summer works.
- **Spring term:** minuted inspection by HT and SSO
- **Summer term:** minuted inspection by HT and SSO, with special emphasis on upcoming summer works.
- Risk assessments are reviewed on a rolling programme and new assessments written as and when circumstances change.

5.2 The findings from the autumn term risk assessment inspection are brought to the Resources Committee meeting, and then make any necessary changes in the H&S policy. Any notes taken or records of actions are stored in the risk assessment file that is kept in the main office

There are risk assessments for both inside the building (e.g.slips and trips) and outside the building (on-site vehicle movement).

5.3 Manual handling: The SSO/Resources Officer and nursery staff are all trained in moving and handling. The SSO is available should any staff require support in moving furniture.

Section 6: Referrals

The school at times makes referrals to Occupational Health. The referral is made by the head teacher following a meeting, and is made in order to support staff who may be experiencing physical or emotional issues that impact on their general well-being.

Site Service Officer (SSO) health and Safety responsibilities

General

The SSO will accompany the Head Teacher, the Camden LA Health and Safety officer (if applicable) and any member of the Resources Committee on a termly risk assessment inspection of the site to identify any health and safety hazards which need attention.

In the normal course of his duties, the SSO will be vigilant to H&S hazards that may arise and report these to the Head teacher.

The SSO should ensure that the school site provides a safe environment for children, staff and visitors, and should raise any concerns with the SLT as soon as is practical.

Fire safety

The SSO will:

- Arrange with the Head teacher a half termly fire drill.
- Facilitate the local authority's regular maintenance checks on fire alarm.
- Ensure fire extinguishers are in correct working order
- Notify the Head teacher of any faulty, damaged or missing fire safety equipment.
- Daily ensure that fire exits are not obstructed and that equipment is in place.
- Ensure that all fire equipment is tested by qualified engineers annually.

Storage

Tools must not be left unattended where children can reach them. All materials must be safely and securely stored during the period of work (ideally in a locked cupboard or toolbox) in accordance with H&S regulations.

All chemicals and substances must be stored in accordance with COSHH regulations and data sheets for all products should be kept in a clearly marked file.

The boiler house is to be kept free of combustible materials and locked at all times.

Equipment

Ladders, steps and lightweight staging to be used and stored in a safe and responsible manner

Tools and equipment must be used in a safe manner, observing manufacture's recommendations for PPE where appropriate.

Manual handling

Training will be available and there should be reference to the Code of Practice.

Site

Playgrounds are to be kept clear of fallen leaves, snow and ice when necessary.

The playground gates are to be locked and unlocked as directed by the Head teacher and in line with the Supervision and Playground Safety Code of Practice. It should be unlocked when children are returning from an outing, after school hours so that parents/carers may wait for them safely.

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