

Health and Safety Policy

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Newnham Junior School

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FOREWORD

Newnham Junior School recognizes that making appropriate provisions for the health and safety of all persons using the school facilities and those participating in off-site educational activities is fundamental to the well being of the school.

This Safety Policy, its supporting documentation and arrangements for implementation will meet our legal obligations and contribute to our objectives relating to continuous improvement on health and safety performance.

We are committed to high standards of health and safety and expect all staff to be familiar with the contents of this policy.

Signed

Chair of the Governing Body

Signed

Head Teacher

HEALTH & SAFETY POLICY

PART 1

STATEMENT OF POLICY

1 STATEMENT OF POLICY

1.1 Scope

This policy is specific to Newnham Junior School and off-site educational visits. It is supported by policies of other relevant organisations such as the Local Authority, Direct Service Organisations and Contractors working on site.

The Health and Safety system will be integrated with the daily management of the school and will be continuously developed, maintained and implemented via a comprehensive series of documents, which will include: -

- I. The Statement of Policy
- II. Organisation
- III. Arrangements for Implementation
- IV. Working Policy Documents
- V. Subject specific Guidance periodically issued by the Department for Education (DFE) and the Health & Safety Executive (HSE).

The policy recognises the legal duties and responsibilities owed to all users of the site and seeks to develop standards, which are required by law as a means of contributing to the overall performance of the school by reducing accidents, injuries and ill health.

1.2 Aim

To provide the highest possible standard of Health and Safety, commensurate with the operation of an educational establishment.

1.3 Objectives

It is the responsibility of the Employer [London Borough of Hillingdon (LBH) in the case of a Community School and the Governing Body, in the cases of Academies, Voluntary Aided, Religious or Foundation Schools] via the Head teacher and managerial staff to ensure that systems are in place, which will deliver a safe place of work for employees, pupils and visitors. Equally it is the duty of all employees to co-operate with the employer on health and safety matters. The employer expects each employee to take reasonable care of their own safety and that of others either under their supervision or who may be affected by their actions. The main objectives of this policy will apply as far as reasonably practicable and are as follows:

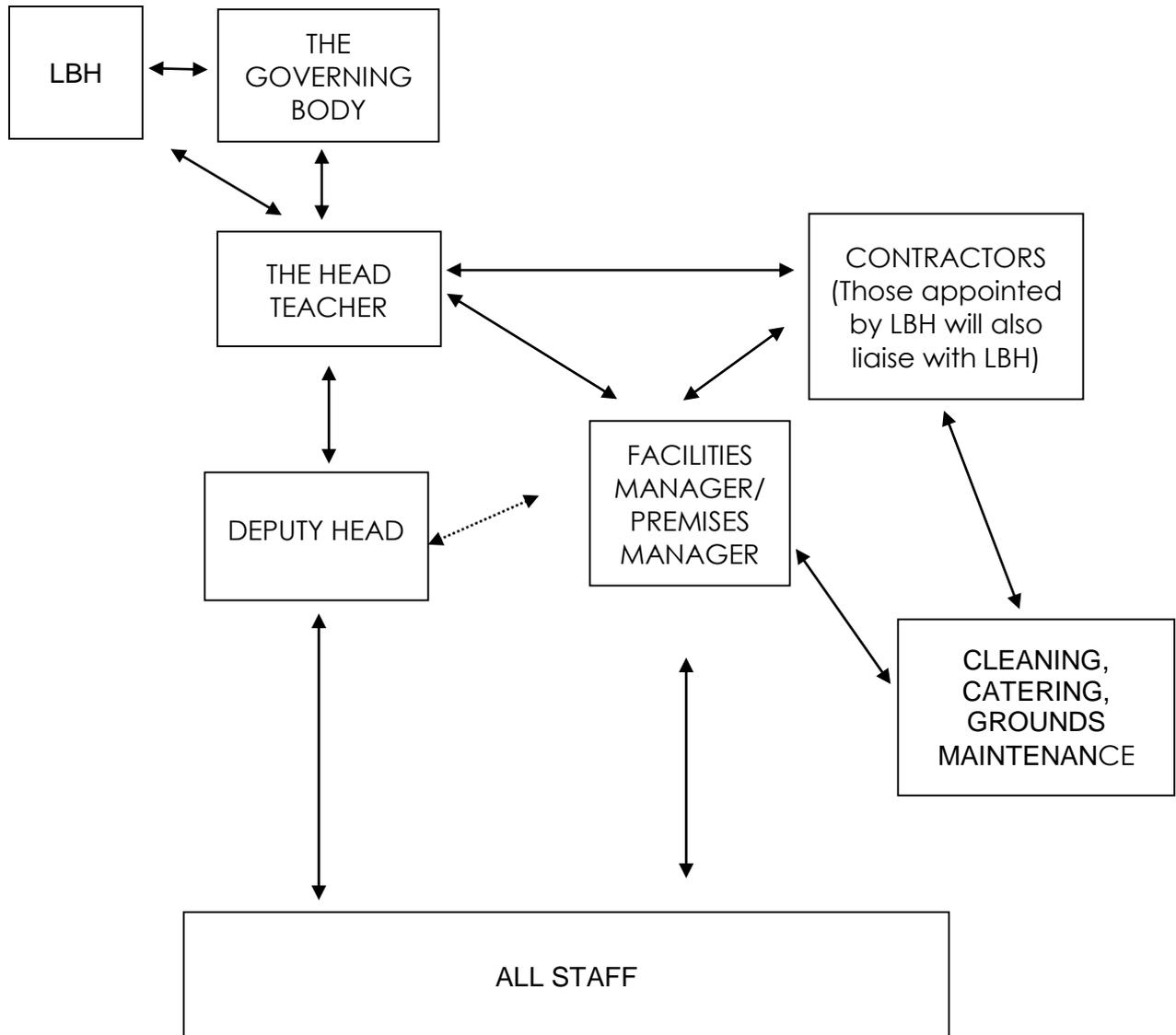
- I. To establish and maintain a safe and healthy environment throughout the school.
- II. To establish and maintain safe working procedures among staff and pupils
- III. To make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of equipment, articles and substances.
- IV. To ensure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety at work.

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- V. To maintain safe access and egress and separate movement of vehicles and people on site as far as is practicable.
- VI. To ensure, as far as reasonably practicable, that educational visits are undertaken as safely as possible.
- VII. To formulate procedures for application in case of fire and other emergencies including plans for the safe and effective evacuation of the school premises.
- VIII. To lay down procedures to be followed in case of accident.
- IX. To provide and maintain suitable and sufficient welfare facilities.
- X. To develop a training plan to ensure that employees are trained to the appropriate level to fulfill their health and safety responsibilities.
- XI. To monitor and review the effectiveness of health and safety systems with a view to continuous improvement.
- XII. To ensure that staffs are aware of the importance attached to Health and Safety and that management may invoke the School Disciplinary Policy in the event of non-compliance with the requirements of this Policy.

2 ORGANISATION

COMMUNICATION CHART FOR HEALTH AND SAFETY



The Management of Health and Safety in Schools requires the school staff, Governing Body and the LBH to work together to achieve the required objectives.

2.1 The Governing Body

The Education Reform Act 1988 (ERA) gives governing bodies important powers and duties in controlling school premises and managing schools including health, safety and welfare responsibilities towards employees, pupils and visitors.

2.1.1 In particular the Governing Body is responsible for:

- I. Ensuring that the Health and Safety Policy is implemented and monitored within the school;

- II. Ensuring that the school has considered its health and safety obligations and has made provision for meeting these obligations. The LBH recommend that this is best achieved by making health and safety an integral part of the schools development plan;
- III. Ensuring that the school has a clear written and signed policy statement. The policy will ensure that the school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements of Health and Safety. From time to time Governors will satisfy themselves that the policy is appropriate and being implemented as agreed;
- IV. Receiving health and safety information distributed by the Education Services (ES) of LBH, HSE and DFE and ensuring that proper arrangements are made within the school for complying with any requirements;
- V. Ensuring that regular reports of accidents and dangerous occurrences are prepared by the Head and sent to the ES and in some cases HSE as well and that any resulting alterations to working practices and procedures are implemented;
- VI. Ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties;
- VII. Ensuring that health and safety issues concerning the school are identified, decisions are taken and that effective action is carried through.
- VIII. Ensuring that all reasonable inspection facilities and information are provided on request to officers of The 'Office for Standards in Education, Children's Services and Skills' (OFSTED), Health & Safety Officers of the LBH's Corporate Health & Safety Services Team, Inspectors of the Health and Safety Executive (HSE) and Health & Safety Adviser for ES.
- IX. Ensuring that conformity to safety standards for goods purchased and equipment installed form part of the school's purchasing policy;
- X. Ensuring that procedures exist for checking that any items offered and parts of premises for use are safe;
- XI. Ensuring that school journeys are arranged and properly supervised in accordance with LBH Guidance;
- XII. Ensuring that suitable health and safety provision is made for pupils with special needs in discussion with the staff involved;

2.1.2 Planning and setting standards, which include:

- I. Ensuring hazards are identified, risk assessments are undertaken and standards are set to achieve health and safety objectives.
- II. Ensuring clear plans for coping with sudden emergencies are developed and maintained.
- III. Developing a positive health and safety culture.
- IV. Ensuring that a training plan is developed which: -
 - Enables appropriate training to be provided to employees so that they can fulfil their health and safety responsibilities.

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- Provides induction training for new employees including temporary, part time and supply staff.
- Health and Safety policy to be applied via a safety committee type forum (could be a premises, governor or staff meeting) where Trades Union representation is requested.
- Staff is consulted by the management on Health and Safety matters.

2.2 Head Teacher's Responsibilities

- I. The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Head Teacher, who will:
- II. Work in conjunction with the governing body to revise and update on a continuing basis the Health and Safety Policy.
- III. Co-ordinate the implementation of the ES's and governors' health and safety and welfare procedures in the school.
- IV. Make clear any duties in respect of health and safety, which are delegated, to members of staff.
- V. Ensure that problems in implementing health and safety policy are reported to the Health and Safety Adviser of ES.
- VI. Ensure arrangements are in place for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and also ensure that the Head is kept informed of accidents and hazardous situations.
- VII. Arrange annual review of the working documents and systems, which support the policy, such as: -
 - Emergency procedures
 - Provision of first-aid in the school
 - The risk assessments, Health and Safety Monitoring
 - Educational visitsand make appropriate recommendations to the Governing Body.
- VIII. Put in place procedures to monitor the health and safety performance of the school.
- IX. Ensure that all known hazards are reported immediately to the ES and stop any practices or the use of any plant, tools, equipment etc. considered to be unsafe, until satisfied as to their safety.
- X. Seeks advice from the ES on additions or improvements to plant, tools, equipment, machinery, etc. which presents hazards.
- XI. Review regularly the dissemination of health and safety information in the school staff, paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises.
- XII. Develop a health and safety training plan or matrix for all employees.
- XIII. Maintain and keep up to date the master copy of the health and safety policy together with all accompanying documentation.

- XIV. Report to the Governing Body
- annually on the Health and Safety performance of the school
 - To secure funding for any identified Health & Safety costs
 - On any Health & safety issues of concern
- XV. Cooperate with Health and Safety Adviser of ES to implement the Safety management system and to carry out audits to check compliance.

2.3 Responsibilities of the dedicated Facilities Manager

The responsibility for all school health, safety and welfare organisation and activity rests with the Facilities Manager (FM). Otherwise the responsibility lies with the Premises Manager and the Head. The FM will:

- I. Be the focal point for reference on health safety and welfare matters and to give advice or indicate source of advice.
- II. Liaise with and report directly to the Head on all matters relating to Health and Safety
- III. Ensure the day-to-day implementation of this policy including the maintenance of appropriate Risk Assessments for School and off-site activities and seeking the approval of the Head for meeting the financial implications of identified control measures.
- IV. Ensure that all certification and monitoring inspections are kept up to date.
- V. To investigate accidents, dangerous occurrences and near misses. Where necessary, assist the Head to complete electronic form on Safety Net where applicable, be aware of which incident and accidents to be reported to the HSE under RIDDOR (☐ 0845 300 99 23). Reporting such in the cases of Academies, VA and Foundation schools.
- VI. Issue updates as required to all holders of health and safety policy documents.
- VII. Communicate with the Health and Safety Adviser of ES on all relevant matters.

2.4 Major Risk Areas

1. Catering Operations
 - The Catering manager (i.e. Chef/Cook) is responsible for ensuring that the health and Safety requirements are implemented on a daily basis and will ensure that all catering staff follows the relevant parts of the school policy, especially those relating to emergency procedures.
 - The Head Cook/Chef will advise the Premises Manager and/or the Head Teacher of any health and safety concerns.
2. Maintenance
 - All Maintenance will have its own health and safety aspects relating to their activities, which must be considered whilst working on site and in addition those who are working will familiarize themselves with the relevant policies of the school.

- The persons carrying out in-house gardening, grass cutting and litter picking will be the responsibility of the competent person named in Appendix 1.
3. Contractors
- Contractors will have their own health and safety procedures, and risk assessments relating to their activities, which must be followed on site, and in addition they must make themselves and their employees aware of relevant school rules, site hazards, Emergency Procedures and welfare facilities. They must let the school have their competence details; risk assessments and sort out with school the supervision arrangements.
4. Sports Activities
- The sporting activities are carried out after completing risk assessments. The teacher will be involved in the preparation and review of such documentation and the results are communicated to the students.

2.5 Classroom Teacher's Obligations

The health and safety of pupils in classrooms is the responsibility of class teachers.

Class teachers are expected to:

- I. check classroom area is safe
- II. check equipment used is safe before use and after use
- III. ensure safe procedures are followed
- IV. give clear instructions and warnings to pupils, based on a risk assessment(s) for the activities, as often as necessary
- V. report defects to the Premises Manager
- VI. avoid introducing personal items of equipment (electrical, mechanical) into school.
- VII. follow safe-working procedures and carry out the relevant risk assessments.
- VIII. carry out any special tasks as assigned in Appendix 1 (this will identify any particular duties that teachers are responsible for if any).
- IX. Ensure the room is left in a safe state at the end of lesson
- X. Ensure any relevant risk assessments are carried out and students/pupils are briefed and mitigations are applied. [NB: in secondary schools, where applicable, any other relevant documentation such as Permits to work may also need to be raised prior to starting certain activities (e.g. hot work in metal work lessons) with the FM/PM/The Head. Ensure Correct Personal Protection Equipment (PPE) are worn (e.g. in science lessons).]

2.6 Obligations of all Employees under the Health and Safety at Work Act 1974.

All employees are expected

- I. to know the health and safety organisation and arrangements to be adopted in their own working areas and to ensure they are applied. (e.g. Co-operate

- with employer, carry out/assist with risk assessments for activities and implement findings.)
- II. to observe standards of dress consistent and appropriate with safety and/or hygiene.
 - III. to exercise good standards of housekeeping and cleanliness
 - IV. to know and to apply procedures in respect of fire, first aid and other emergencies.
 - V. to use and not wilfully misuse, neglect or interfere with things provided for his/her own health and safety and/or the health and safety of others.
 - VI. to co-operate with other employees in promoting improved health and safety arrangements in the school.
 - VII. to co-operate with the Trade Unions Health and Safety Representatives and the officers of the Health and Safety Executive or the LBH/ES.
 - VIII. to report all accidents, defects, dangerous occurrences and near misses and safety concerns to the Premises Manager/ The Head.

2.7 Premises Manager Responsibilities

- I. Have general responsibility for the application of the school's health and safety policy to their own area of work (e.g. Fire, water, asbestos, work equipment, risk assessments etc.) and is directly responsible to the Head.
- II. Put in place emergency plan in consultation with the Head.
- III. Forward planning – actions from inspections, audits etc. tabulated and addressed. Also calls in maintainers, engineers to attend to maintenance and statutory inspections.
- IV. will ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, supervision, to enable themselves and any other employees and pupils to avoid hazards and contribute positively to their own health and safety, as part of the schools health and safety training requirements.
- V. will, where appropriate, ensure relevant advice and guidance on health and safety matters is sought.
- VI. Obtains and maintains Statutory inspection records. Maintains all relevant Health and Safety records.
- VII. Carry out daily (recorded weekly) and monthly inspections. Assist the Head to complete the annual Documentation check and termly inspections.
- VIII. Manages contractors and understands the basics of Construction and Design and Management (CDM) regulations.

2.8 School Health and Safety Representatives

The Governing Body and The Head recognize the role of Health and Safety representatives appointed by a recognised Trade Union. They work in conjunction with the Head, the Premises and Facilities managers. Health and Safety representatives must be allowed:

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- I. to assist in the investigation of accidents and potential hazards.
- II. to assist in the investigation of complaints by anyone about matters relating to health, safety and welfare.
- III. to make representation to the employer about such matters arising from such complaint, and such investigation and on general issues affecting health, safety and welfare in the workplace.
- IV. to assist with school's Health and Safety inspections.
- V. To assist in the representation of the school if/when enforcement agencies are involved.
- VI. to receive copies of the information that inspectors provide.

NB: The term, Site Manager is also used in schools to describe the role of Premises Manager.

3 ARRANGEMENTS FOR IMPLEMENTATION

3.1 Distribution of Health and Safety Information

- I. The risks are managed using risk assessments and then discussing and communicating the contents with those involved in the activities. The school is required to fill in the risk assessment planner to manage the risk assessment and review process.
- II. The master copy of the Safety Policy, Risk Assessments, COSHH Assessments, Working Documents, Codes of Practice and guidance will be kept in the Main Health and safety files. Staff are encouraged to refer to these documents and seek advice whenever they are considering health and safety issues.
- III. All permanent staff will receive copies of the Safety Policy and will be expected to familiarise themselves with the contents. Any temporary staff will have access to the Health and Safety policy and the related documentation. All are briefed on joining the establishment as to their responsibilities.
- IV. The Head and the Facilities Manager will issue updates, new guidance and approved revisions as soon as they become available.
- V. All new staff including part time, temporary and supply staff will be provided with a copy of the policy and will receive induction training, which will include relevant health and safety issues.

3.2 Accidents, Dangerous Occurrences and Near Misses

- I. Immediate first aid

Accidents involving injury or ill health effects will be notified immediately to Dawn Duncan or the nearest first aider (see appendix 1) to facilitate first aid treatment. Where injuries are serious enough to warrant hospital treatment staff must telephone 999 for an ambulance to transport the patient to hospital, inform the next of kin and the Head.

- II. Completion of Accident Book – Minor Incidents

Staff should ensure that all accidents involving minor incidents such as cuts and bruises are notified to the internal nominated person with sufficient information to allow that person to complete the Accident Book.

- III. Internal Reporting and Investigation – Major incidents

Accidents are unplanned and uncontrolled events that have led to some harm or loss. Incidents are unplanned and unwanted events that could have led to some harm or loss. Both are collectively referred to as incidents in this procedure.

Incidents are to be reported on the London Borough of Hillingdon (LBH) electronic system for reporting incidents. This is called 'Safety Net'. <https://hillingdon-safety.net/> All incidents pertaining to staff, pupils and visitors must be recorded on Safety Net.

All minor incidents pertaining to pupils, such as all minor cuts and bruises due to play activities during break times or before or after school, are to be recorded in the minor accident book.

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Where a pupil is involved schools should make a judgement on what they report to the parents.

Reporting

Anyone may record the incidents on Safety Net but it is good practice to get one person such as the welfare officer to put the incidents on the Safety Net.

It is recommended that a member of the leadership team check the report before it is submitted.

If you witness an incident Information gathering is very important to insure correct details are submitted. Make notes to hand in to welfare.

The following list may help but is by no means exhaustive.

- Sequence of events
- How Equipment involved contributed
- Activities undertaken
- Details of working conditions and lay out
- Safety procedures and risk assessments followed
- Injuries and losses and how they occurred
- Organisational factors relationships and arrangements for supervision
- Competence of operators
- Use of personal protective equipment
- Cleanliness of area

IV. Compliance with RIDDOR regulations

The Head will determine which accidents and dangerous occurrences are required to be notified to the Health and Safety executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 in the case of non-community schools. More details are on the website stated below.

The relevant incident has to be reported to the enforcing authority within 10 days of the incident. In the event of a major injury or fatality the notification must be immediate. By telephone (☐ 0845 300 99 23), with written confirmation using the form F2508 or via website <http://www.hse.gov.uk/riddor/> can be reported.

The Health and Safety Advisor of ES will decide which ones shall be reported in the case of all community schools.

3.3 Asbestos

- I. It is the policy of the employer that any staff employed at the school on any material, which contains or may contain asbestos, shall undertake no intrusive work of any kind as the release of fibre in to the atmosphere should be avoided.
- II. The Control of Asbestos at Work Regulations 2002 require that all materials containing or having the potential to contain asbestos will be identified and

their location marked. The survey to comply with these requirements, which may be a desktop survey, will be carried out by LBH. A copy of the results of that survey will be kept by the responsible person i.e. The Premises Manager or the Head. All contractors must check available information and sign the asbestos log to say they are aware of the location of asbestos containing material before commencing work on site.

3.4 Contractors

All Contractors will:-

- I. adhere to their own health and safety policies, risk assessments and procedures and will give a set to the school.
- II. report to the Premises Manager and sign in at Reception on arrival
- III. comply with the general requirements of the school health and safety policy particularly in relation to emergency procedures
- IV. examine asbestos information and sign the Asbestos Log prior to commencing any work on site
- V. comply with the requirements of the Construction (Design & Management) Regulations 2007 where required.
- VI. report to the Premises Manager and sign out at reception when leaving
- VII. seek advice and assistance as needed.
- VIII. cooperate with the school on all Health and Safety matters.

3.5 COSHH – Control of Substances Hazardous to Health Regulations 2002

- I. The school will carry out the Risk Assessments required under COSHH on all hazardous substances.
- II. In the vast majority of commercially available chemicals the presence of a warning label will indicate whether COSHH is relevant. These Regulations also require the supplier to provide a safety data sheet so that COSHH assessments may be easily carried out.
- III. COSHH also applies to biological agents connected to the workplace e.g. Legionella, dust in harmful concentrations and substances produced in chemical processes.
- IV. Copies of COSHH risk assessments including actions required will be kept in accordance with Section 1 of this Part detailing the distribution of Health and Safety Information.
- V. As a general principle, wherever possible, safer alternatives are considered when purchasing hazardous substances.

3.6 Display Screen Equipment

- I. The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to minimise the risks for staff who habitually use DSE as a significant part of their normal work

- II. Workstation risk assessments will be carried out by the user and those assessments will be analysed by a competent person who will offer the relevant advice.
- III. Eye tests should be paid for, by the school, those staff falling within the regulations in accordance with the DSE guidance issued by the HSE. (as a rule of thumb, those using DSE/screens etc. more than 5 or more hours per day on average.)
- IV. Staff using DSE must ensure that the adjustable elements of their workstation are set to promote ease of use and comfort e.g. screen, mouse and keyboard position, height of seat, avoidance of glare and reflections, etc.

3.7 Electricity at Work

The Electricity at Work Regulations 1989 requires that electrical installations be maintained to prevent danger.

- I. Fixed installations will be inspected and tested by the LBH at 5 yearly intervals and in the event of a fault developing.
- II. Portable equipment shall be checked in accordance with the guidance issued by the HSE and summarised in their leaflet "Maintaining portable equipment in offices and other low risk environments"
- III. In addition to the safety checks detailed above all staff using portable equipment should take notice of the condition of plugs and flexes each time a particular piece of equipment is used and should report any faults identified to the Premises Manager.

3.8 Emergency Procedures

1. Evacuation

- Buildings will be evacuated in emergency situations such as suspected fire, bomb threat, gas leak or any other situation, which may cause an imminent risk to personal safety.
- The emergency plan proforma to be completed to identify major incidents and state what actions to be taken.
- In the event of a suspected fire and other emergencies, the alarms will be operated but in other cases such as a gas leak emergency contact procedures will operate to evacuate all buildings without sounding the alarms or operating any electrical equipment.
- In all cases buildings will be evacuated by the nearest fire exit route that is safe to the approved assembly points identified in Appendix 1
- The Head and or Premises Manager will determine when it is safe to re-occupy the buildings.
- Major emergency incidents are stated below.

2. Fire

- All fire safety appliances (extinguishers, alarms, emergency lighting, call points) will be checked at the prescribed intervals by specialist maintenance personnel.

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- All fire stop doors must be free swinging at all times so that they are normally closed, unless they are fitted with automatic closers. Fire exit doors must be unlocked and easily accessible and openable from within the building.
- The fire alarms will be tested on a weekly basis using a different call point each time and the results should be recorded.
- Fire Drills will be held once per term, when the Fire Marshals will record the evacuation time and the general performance of the drill.
- Appropriate members of staff will be trained how to use relevant fire extinguishers. Premises Manager and the Head will identify fire-training needs and will incorporate that information into the Health & Safety Training Plan.
- Clear instructions must be issued to staff regarding the nearest fire call point, fire extinguisher, the means of escape and assembly points during fire drills. These instructions must be issued on the first day of employment as part of the induction process..
- The school is expected to carry out a risk assessment to manage fire risks on a daily basis.

3. Bomb Threat

- In the event of a warning the Head teacher and/or the Premises manager will institute emergency evacuation procedures. Personal belongings should be taken out at the same time if that can be achieved without causing undue delay. This will facilitate the search process.
- Any suspicious objects and packages should be reported to line managers or directly to the Premises Manager or The Head. Under no circumstances should the object be touched or moved. Do not use a mobile phone near the object/package.

4. Chemical or Biological Incident

- In the event of an incident involving chemicals or biological material, which may affect the school, procedures will be implemented to close all windows and doors and to keep all personnel within the building until the emergency has passed.
- Any chemical or biological incident within the school will be dealt with according to the scope and seriousness of the incident. Appropriate emergency measures will be applied by the Premises Manager in consultation with the Head teacher.

5. First Aid

- First Aid boxes will be maintained at the sites specified in Appendix 1 to this part.
- It is the policy of the School that there will be sufficient numbers of trained First Aiders on the site at all times. Those with current certificated training are listed in Appendix 1 to this part.
- What is recommended, as a minimum, is one first aider per 50 employees. Each school may also have one appointed person.

- Also, at least one First aider per 300 students is recommended. The numbers of any additional specialist first aiders to be determined with the aid of a risk assessment.
- Dawn Duncan is the “Appointed Person/First Aider” for the purposes of the First Aid at Work Regulations 1981 and they will ensure that first aid box contents are replenished and are in date.
- A record of treatment given must be maintained by the qualified first aider or appointed person and shall be used in conjunction with the accident reporting and investigation procedures as a means of accident prevention. In addition good records of initial treatment may be valuable if further medical attention is required, or if legal action is considered by those involved in an accident.
- The Contractors are expected to maintain their own first aid boxes and provide their own trained first aiders. They will be allowed to use the school first aid boxes either in an emergency or after negotiation with the school. If the first aid box is used, the appointed person must be notified so that replenishment can be organized.

3.9 Glass and Glazing

- I. Doors, which can be pushed open from either side, should have a viewing panel appropriate to users so that a clear view of the area close to both sides is allowed.
- II. Where windows and transparent or translucent surfaces in walls, partitions, doors, etc. pose a risk of injury they should be made of safety material or otherwise protected against breakage.

3.10 Monitoring and Audit and Review of Performance

1. Monitoring

- Daily (recorded Weekly) and Monthly – Such inspections are carried out by the Premises Manager.
- Termly – These are carried out by the Premises Manager in conjunction with the Head and any dedicated Facilities Manager.
- Records Schedule (Documentation Check) – Carried out annually by the Head, Premises Manager and any dedicated FM.

2. Audit and Review of Performance

- The Head, the governors, the Premises Manager and any dedicated FM will meet at least once per term and usually following the termly inspection so that any issues found can be addressed.
- The Head Teacher will monitor the school's performance on Health and Safety issues.
- Health and Safety is a regular item on the agenda of staff meetings. This slot is allocated for Tool Box talks, briefings and airing staff concerns.
- There will be an audit of all aspects of Health and Safety every 12-18 months by the Health and Safety Adviser of ES. The Governors and any

other Safety representative will be invited to participate in the audit process. Findings will be reported to the Governing Body.

3.11 Lifting Operations and Lifting Equipment

- I. Passenger or goods lifts on site together with any lifting equipment is covered by the Lifting Operations and Lifting Equipment Regulations 1995 (LOLER) and the Approved Code of Practice issued by the HSE, which will be complied with.
- II. The Premises Manager will ensure that the statutory inspections take place when due (6 monthly).
- III. All staff using the equipment must be familiar with the Health and Safety requirements regarding its use. The activities are backed by risk assessments.

3.12 Management of Health and Safety

- I. The Management of Health and Safety at Work Regulations 1999 and the Approved Code of Practice will form the basis of the School health and safety system. In addition the principles contained in HSG65 Successful Health and Safety Management will be given high priority and implemented wherever practical.
- II. Risk assessments and safe systems of work will be developed and implemented in each section by competent persons with the assistance of the Premises Manager. These will be available to all employees in the locations set out in section 3.1 Distribution of health and safety information. Training will be given where necessary in accordance with the Health and Safety Training Plan/matrix, which will be revised annually.
- III. The Head ensures that health and safety becomes an integral part of the daily operation of the School and to that end it is essential that all employees comply with Section 7 and 8 of the Health and Safety at Work Act 1974.

This section imposes duties on employees to take care of their own health, safety and Welfare and that of others who may be affected by their actions or omissions. In demonstrating that care staff will be expected to follow advice and training given and to report to their immediate line manager any hazards, incidents or near misses.

3.13 Manual Handling

- I. Manual Handling causes over one third of all reported injuries. It is the policy of the Governing Body that management and staff will comply with the requirements of the Manual Handling Operations Regulations 1992 and the guidance issued by the HSE.
- II. The general principles are to avoid manual handling wherever possible, to assess the risks where manual handling is necessary and to reduce those risks to the lowest level which is reasonably practicable.
- III. Training will be a key part of reducing the risks for those staff involved in manual handling.

3.14 New Plant, Machinery and Equipment

- I. The relevant requirements are contained in the Provision and Use of Work Equipment Regulations 1998 (PUWER). It is the responsibility of manufacturers and suppliers to ensure that any article is designed and constructed to be safe and without risk to health when properly used. They must give instructions to purchasers as to the way in which the article may be used safely. This information will then be given to employees during instruction on safe use.
- II. Second hand articles or those belonging to staff are not allowed to be used on site.

3.15 Noise at Work

- I. The Noise at Work Regulations 2005 requires employers to assess and minimise the risks associated with exposure to high levels of noise.
- II. In the School environment the circumstances where these regulations may apply are very limited. Assessments will be made on the noisiest activities to determine whether it is likely that they will apply e.g. woodworking and metalworking equipment and ride on grounds maintenance equipment.
- III. As a general rule the regulations will not apply where noise levels are below 80 dB. Where trigger levels are exceeded an external competent person will be commissioned to carry out the required measurements and assessment.

3.16 Occupational Health

1. Access to Occupational Health services

- The LBH has an Occupational Health Service, which can provide confidential assistance on a wide range of matters affecting personal health
- Staff wishing to access this service should initially discuss the issues with their line manager. However, if they feel unable to do this and would prefer the matter to be handled confidentially an approach can be made to the personnel section of ES who will respect the privacy of the individual concerned.
- Where the health of an individual is causing concerns for the health and safety of others, management reserve the right to refer that person to the occupational health service following consultation with the LBH.

2. Bullying

- Bullying of any employee will not be tolerated and will be regarded by the employer as a disciplinary issue.

3. Drugs and Alcohol Policy

- Where it is apparent that the behaviour and performance of an individual is impaired by drugs, substance misuse or alcohol to the extent that there is a potential risk to the health and safety of themselves and/or of others the matter will be dealt with in accordance with the human resources' guidance.

- Managers have the option of involving occupational health services following discussion with the individual concerned in an attempt to provide constructive assistance. In serious cases managers may involve disciplinary procedures.

4. Health Surveillance

- It is not considered that any employees on site are subjected to continued exposure to any substances, which are so hazardous as to require their health to be monitored.

5. Health Promotion

- The Governing Body recognises that, whilst it will make every effort to provide a healthy workplace, it is the behaviour and personal choices of the employee that have the greatest impact on individual health. The 3 most important factors affecting health are smoking, diet and lack of regular exercise.
- Assistance will be given wherever practical in relation to;
 - Smoking cessation courses. (Smoking is not allowed on LBH property.)
 - Encouraging healthy diet (healthy options available in school dining facilities)
 - encourage staff to use the sporting and exercise facilities on site

6. Legionnaires Disease

- Legionnaires disease is caused by ubiquitous bacteria which are present in water systems and when allowed to colonise and proliferate can cause serious outbreaks of disease. A procedure and a Log Book to assist with the management of water, which is based on the Approved Code of Practice (L8) has been issued by the HSE. (Found on HGFL.)
- Whilst it has frequently been associated with cooling towers it is also common in showers, whirlpool baths, spray taps and virtually any water system capable of generating airborne droplets, which can be inhaled.
- The advice in the procedure will be followed on site. Specific actions will include removal of all shower heads and sterilising them prior to the commencement of each school term. Hot and cold water systems will be flushed through to remove any stagnant water from the system and storage tanks will be checked for any growth of algae. They will be flushed and chlorinated annually. This will be undertaken by the Premises Manager in conjunction with a specialist contractor.

7. New and Expectant Mothers

- The guidance issued by the ES, will be followed.

8. Smoking Policy

- No smoking will be allowed on school premises.

9. Stress at Work

- Overall risk assessment followed by, where necessary, an individual risk assessment will be carried out. Then any relevant actions will be carried out in conjunction with the management.
- Management standards for dealing with stress are contained in the ES stress policy.

10. Violence at Work

- Violence to any employee will be treated very seriously. The Security procedure details what to do against violence and security related incidents.

3.17 Off site Educational Visits/Activities

- I. In the last few years there have been a number of fatalities associated with educational holidays, visits or activities, some of which have led to high profile litigation. It is therefore imperative that the guidance manual issued by the LBH is strictly adhered to.
- II. The policy is found in the Handbook, 'There and Back Again' This is produced by an organization called, Wide Horizons.
- III. All visits to sites, which involve activities of hazardous nature and those with overnight stays, must be assessed and approved by the ES.
- IV. Any teacher wishing to participate in an off-site visit must follow the school policy and must submit a request for permission together with a risk assessment carried out by a competent person to the Head at least 10 working days before the visit is due to take place. To assess a trip, the teacher must have taken the training offered by Wide Horizons (arranged via ES).

3.18 Personal Protective Equipment

- I. The requirements of the Personal Protective equipment at Work Regulations 2002 will be followed.
- II. The circumstances where these regulations apply are fairly limited within school premises e.g. Science & Technology, but where risk assessment has identified that any personal protective equipment is necessary it will be supplied by the school. Employees must then ensure that it is worn at appropriate times
- III. Abuse of any PPE supplied is a direct offence under Section 8 of the Health and Safety at Work Act 1974.

3.19 Safety Representatives/Safety Committee/Consultation

- I. Under the Safety Representatives and Safety Committees Regulations 1977 employers must put in place arrangements to enable Safety Representatives to be consulted on appropriate health and safety issues.
- II. The Health and Safety (Consultation with Employees) Regulations 1996 require employers to consult with representatives or directly with non-union employees
- III. Employers also have obligations under the Health and Safety (Information for Employees) Regulations 1989

- IV. The employer will fulfill these obligations through the Head who will involve all staff including representatives in the development of health and safety. This policy details the methods of involvement including accompanied inspections, safety committee meetings, development of risk assessments, disseminating information and assisting in developing training needs.

3.20 Site, Building and Staff Security and Safety

I. Site

The site should be securely fenced but where it is not possible to secure the whole site. Where reasonably practicable, strategically placed CCTV cameras will provide a deterrent to unauthorised access

II. Separation of Vehicular and Pedestrian movement

- The Premises Manager will ensure that car parking arrangements including those for disabled persons do not compromise the safety of pedestrians
- The Premises Manager will ensure that when contractors are on site that their activities and vehicular movements do not compromise the safety of pedestrians.
- The Premises Manager will ensure that deliveries are not made during break or lunch times or for 15 minutes prior to the opening and after the close of school in order to avoid peak pupil movement times.
- Separate access will be delineated for pedestrian access which removes as far as reasonably practicable the risk of contact with moving vehicles.

III. Buildings

Where reasonably practicable, each building is provided with keypad access locks in order to reduce unauthorised access. It is important that entry doors are closed and not wedged open.

IV. Staff

- Where reasonably practicable, all staff should wear personal badge identification, which includes a photograph.
- Staff working either in isolated parts of the building and/or out of normal hours should follow the procedure on "Lone Working"
- The cleaning staffs have been issued with two-way radios and they should sign in with the caretaker on commencement of work and sign out at the end of their shift.

V. Visitors

Visitors must sign in at reception and will be issued with a visitor's badge, which must be returned on leaving the site

3.21 Statutory Inspections and Examinations

Statutory inspections and examinations (e.g. boilers, Play Equipment, Fire Equipment, Lifting equipment etc.) should be carried out by competent persons. The register of these will be held by the Premises Manager, who will keep records. Also he/she will invite those persons to carry out those inspections and examination by the due dates.

3.22 Supervision of Pupils

- I. The Head teacher shall take all reasonable steps to ensure that appropriate staff supervision is provided for pupils during lessons and off-site activities.
- II. The Head shall take all reasonable steps to ensure appropriate supervision by duty staff at break time and lunchtime.
- III. All staff will share the responsibility for ensuring that pupils adhere to the school code of conduct in terms of their behaviour when moving between different parts of the building.
- IV. Staff supervising pupils in and around practical rooms i.e. in science laboratories, gyms and sports hall, technology rooms, etc will be responsible for ensuring that pupils behaviour is safe and in accordance with the school code of conduct

3.23 Training

- I. All employees shall be instructed as to possible hazards which may occur at their place of work and shall receive such information, instruction and training as may be deemed necessary to enable them to do their work in a safe and efficient manner. Safety training will be incorporated into an annual plan.
- II. The Training Plan will cover:-
 - Induction Training

Every effort must be made to ensure that all new staff receive appropriate induction training which should include making them aware of their statutory duties, emergency procedures, relevant risk assessments and an explanation of this policy. On the first day of employment the Safety Induction checklist must be completed and a copy of Parts I to III of this policy will be issued.
 - Management Training

The school's management recognizes that all sectors of management must receive the training necessary to enable them to effectively carry out their duties in the areas for which they are responsible.
 - Specialist Training

The Head will arrange specialised courses of training as appropriate for employees in the safety requirements of their duties. The need for such courses will have been identified in the Training Plan/matrix.
 - Fire Training

All members of staff shall receive training on actions to be taken in the event of fire, advice on fire precautions and where necessary, practical training on the use of fire fighting equipment and alarms.

3.24 Visitors

- I. Employees will ensure that all reasonable steps are taken to safeguard visitors and that they are made aware of emergency procedures. Visitors are normally supervised or escorted whilst on site.

- II. In the event of an evacuation, visitors should accompany the employee they have come to see to the approved assembly point.

3.25 Work Experience/Placements

- I. The Head teacher will ensure that all young persons under the age of 18 who are either employed by the school or placed on work experience are not subjected to any risk of injury or harm. Employees will be covered by this policy.
- II. All places of employment utilized for placements or experience will be assessed and approved by the ES. Parents should be provided with relevant information including Health and Safety prior to the person commencing work.
- III. Where Parents or Pupils arrange their own work experience the Employer should be reminded of his responsibilities under the Management of Health and Safety at Work Regulations 1999 and should take into account the following matters:-
 - The inexperience, lack of awareness of risks and immaturity of young persons.
 - The fitting and layout of the workplace or workstation.
 - The nature, degree and duration of exposure to physical, biological and chemical agents.
 - The form, range and use of work equipment and the way it is handled
 - The extent of the health and safety training provided to young persons.
 - The risks from agents or other processes carried out at the workplace.
 - The risk to the young person's health and safety must be assessed.
 - The risks from agents or other processes carried out at the workplace.e protection measures to be taken.
 - Any risk notified to him/her by any other employer sharing the same workplace.
 - Any work beyond the young person's physical or psychological capacity.
 - Any work involving harmful exposure to agents, which are toxic, carcinogenic, mutagenic or have chronic effects.
 - Involving harmful exposure to radiation
 - Extreme heat or cold
 - Noise or vibration
 - The appropriate procedures to be followed in the event of serious and imminent danger and the names of the competent persons who implement the procedures.
 - The above are just some of the matters that employers should consider before allowing young persons to work in their establishments.

Newnham Junior School

4 APPENDIX 1: Competent Persons and Relevant Locations

RESPONSIBILITY	COMPETENT PERSON	LOCATION
First Aid Appointed Person	Dawn Duncan	
First Aid Box Locations	In each classroom and by the main doors to playground.	
First Aiders	See list of staff in the welfare room who hold first aid certificates	
List of all first aiders in Welfare office		
Accidents Notified to	LBH	Civic Centre 01895277697
Accident Book Kept by	Dawn Duncan	Welfare Office
RIDDOR Notifications by	Dawn Duncan	Welfare Office
Fire Marshals or Evacuation Officers	Eddie Mansi	
Assembly Points	Eddie Mansi	Junior Playground
Emergency Procedures	Phil Jones	H&S Files, outside Head teacher's Office
Asbestos Survey	Eddie Mansi	H&S Files, outside Head teacher's Office
Asbestos Plan Kept by	Eddie Mansi	H&S Files, outside Head teacher's Office
Statutory Inspections i)Boilers ii)Hoists & Lifts iii)Fire Safety	Eddie Mansi	H&S Files, outside Head teacher's Office
Out of School Visits	Teachers	H&S Files, outside Head teacher's Office
Risk Assessments	Phil Jones	H&S Files, outside Head teacher's Office
COSHH Assessments	Phil Jones	H&S Files, outside Head teacher's Office
Noise Assessments	Phil Jones	H&S Files, outside Head teacher's Office
Manual Handling Assessments	Phil Jones	H&S Files, outside Head teacher's Office
Work Station & DSE Assessments	Phil Jones	H&S Files, outside Head teacher's Office
Electrical Safety	Phil Jones	H&S Files, outside Head teacher's Office
Caretaking & Cleaning	Eddie Mansi	H&S Files, outside Head teacher's Office
Grounds Maintenance (grass cutting, litter picking)	Eddie Mansi	H&S Files, outside Head teacher's Office

Newnham Junior School

RESPONSIBILITY	COMPETENT PERSON	LOCATION
and gardening equipment) Window cleaning, tree cutting		
Catering	Caterlink	Junior School
Premises Manager	Eddie Mansi	
Occupational Health	Senior Nurse	Civic Centre 01895250598
Safety Representative	LBH	Civic Centre 01895250866
Dedicated FM	Phil Jones	07707664597

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<u>Date</u>	<u>Status</u>	<u>Comments</u>
23 rd January 2018	No changes	
24 th January 2019	Updated	Reviewed by the committee and 'list of first aiders' added to appendix 1

This document was approved and adopted by the governing body

Date

6th February 2019

Name of the Chair of Governors

Tanya Huehns

Signature of the Chair of Governors
