



ST MICHAEL'S  
C of E PRIMARY  
HIGHGATE

# Health & Safety Policy

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Responsible for this policy	Premises Committee

*To nurture and inspire our children to develop a love of learning in a supportive  
Christian community and become the best they can be*

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## **Roles and responsibilities**

### **Governors**

Whilst Governors do not have to actually implement the health and safety of the school, they do have a role in ensuring that the school has a suitable health and safety policy in school and that it is acted upon.

By ensuring that the health and safety policy is developed and implemented the Governors will be discharging their legal requirement of ensuring the health, safety and welfare of the school's employees and the health and safety of those not in their employment i.e. pupils, visitors and contractors.

The Governors must also ensure that the senior school management operates safe school premises with safe equipment, materials and substances.

The Governors should also ensure that the policies and standards laid down by the LEA are adhered to.

To ensure that the above are in place it will be necessary for the Governors to periodically inspect the school and ask specific questions of senior school management to ensure compliance.

### **Headteacher**

In a primary school the Headteacher retains overall responsibility for ensuring the health, safety and welfare of all employees and the health and safety of pupils, visitors and contractors. The following duties relate to the Headteacher but any of them may be delegated to suitable staff. Note that even if duties are delegated, overall responsibility rests with the Headteacher to ensure they are carried out.

Headteacher duties include activities organised on behalf of the school but being undertaken away from the school site.

The Headteacher will:

- Take day to day responsibility for all health and safety matters affecting the school;
- Ensure effective communications on health and safety matters exist between the school and the Education's Department Safety Advisers;
- Ensure compliance with health and safety law

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- Together with school staff, assess and control the risks to persons, from hazards within the school, and any of its activities, wherever they are undertaken;
- Provide equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained;
- Ensure hazardous substances, i.e. cleaning substances, are properly used, stored and disposed of;
- Maintain first aid and accident reporting systems that are suitable for the school;
- Evaluate the need for health and safety training for school staff and arrange for its delivery;
- Bring to the attention of the Governing body or the LEA, any matter of health and safety that cannot be resolved or is of substantial or imminent danger to any person;
- Liaise with contractors, or their representative undertaking work on the school site, to ensure the safety of any persons exposed;
- Ensure arrangements for fire prevention within the school are adequate and that suitable arrangements are in place for testing the fire alarm systems, firefighting equipment, emergency lighting etc. and that records are maintained;
- Ensure adequate fire drills are carried out and their results recorded;
- Keep the school's health and safety policy under review and bring any amendments to the notice of all staff;
- Ensure that adequate emergency procedures exist in relation to fire, gas leak, intruder etc.
- Ensure that the school has access to competent health and safety advice.

### **Assistant Headteacher**

An Assistant Headteacher (AHT) may be delegated any of the duties of the Headteacher so long as the AHT is aware that they have been delegated to him or her and is competent to carry them out. If any may have been delegated permanently they should be removed from the Headteacher section and shown here.

In addition to the duties listed for the Assistant Headteacher, the AHT will assume the duties of the HT when deputising for the HT. It is therefore important that the AHT is fully familiar with all aspects of the school safety policy.

### **All employees**

All employees are to be familiar with the school safety policy and:

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Ensure that they work in ways that are safe and without risk to themselves, the pupils, other staff or visitors;

Co-operate with those who have a duty to ensure health and safety by adhering to advice, instructions and procedure for health and safety;

Report any unsafe practices which come to your notice either directly to the Site Manager or Health and Safety Coordinator if urgent or by logging your concern on the Smartlog by logging in at [www.safesmart.co.uk](http://www.safesmart.co.uk);

Participate with the school to improve the standard of health and safety.

### **Site Manager**

The Site Manager has very specific and important roles to play in the implementation of the health and safety policy for the school.

The Site Manager will ensure;

Staff within their control are adequately trained or instructed to perform the duties for which they are employed.

The COSHH assessments have been carried out, up to date and the assessment sheets available to staff who need them;

All staff using chemicals have been informed of the dangers from the chemicals they use and the control measures that are in place to prevent them from being harmed;

All staff using chemicals have been informed of the first aid treatment required in the event of them coming into contact with the chemicals;

Risk assessments have been carried out on all hazardous activities undertaken by the department i.e. using ladders, entering boiler rooms etc.

### **Arrangements or procedures for ensuring the policy are met.**

#### **Procedures**

1. Accessibility
2. Administration of medication
3. Animals in school
4. Asthma
5. Accident reporting
6. Blood, avoiding contamination
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9. Electrical safety
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## **1. Accessibility**

### **Physical environment**

Due to the nature of the listed building it is not possible to provide full access to the school. The School has ensured that all member of the school community have access to the ground floor spaces. There are sufficient washroom facilities within its teaching areas designed specifically for disabled users. As has been best practice in the past, the School will continue to take account of the needs of its students, staff and visitors with physical difficulties and other impairments when planning and undertaking future improvements and refurbishments of the site and premises, such as improved access, lighting and acoustic treatment.

## **2. Administration of medication**

It is recognised that staff do not have any obligation under their contract to administer medication to pupils and that such administration is on a voluntary basis.

Administering medication in school:

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The school accepts the need for some pupils to receive medication during school hours. The medication will only be accepted in its original packaging with written authorisation from the parent or guardian in the form of a Health Care Plan for long term medication or Administering Medication Form for short term medication.

Written authorisation must contain clear instructions from the parents about the dosage and the time of the administration.

The medication will be stored securely in the medical room fridge if refrigeration is necessary or in clearly labelled individual medical boxes in first aid cabinets if long term.

If any medication is ever administered a note of this must be made either in the child's Health Care Plan or on the Administering Medication Form in the school office by the staff member administering.

On school trips, the First Aider will accept responsibility for the administration of medication and will need to take all children's medication with them on the trip, plus the emergency inhaler and a first aid kit.

The medical policy should be brought to the attention of all parents, normally in the school prospectus.

### **3. Asthma**

Some children in the school are likely to have an asthmatic condition.

Guidelines for dealing with an asthmatic attack should be made known to all staff and are written in the Asthma Policy

Details of all the children in the school who have an asthmatic condition are contained in the classrooms, in the first aid cabinets in each key area and the medical room which all staff have access to.

All teachers should be aware of the location of each child's inhaler and where spare ones are stored. These are stored in clearly labelled individual medical boxes in the first aid cabinets in each key stage area along with the child's Health Care Plan with details of how/when/how much to administer. The school's emergency inhaler is stored in the medical bay.

When any inhaler is administered it must be noted in a child's Health Care Plan.

Individual children's asthma pumps must be taken on any school trips along with the school trip emergency inhaler (found in a bum bag in the medical bay).

### **4. Accident reporting**

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All accidents to staff should be recorded in the school accident book in the front office and must be reported to staff.

All accidents involving children should be recorded in the first aid record book (found in the first aid cabinets in each key area). Children involved in an accident should be given the white slip from the first aid record book which should be filled in by the staff member who was first on scene and the staff member who assisted with first aid. If a child has a bumped head they need a white slip and their parents must also be called to let them know.

More serious accidents to pupils and any accidents to staff, visitors or contractors should be notified to the LEA.

Notifiable injuries, as shown by the LEA, should be declared to the Health and Safety Executive local office and the LEA.

Where a child is taken directly to hospital from school, the Health and Safety Executive should be notified.

The first aid record book contains the following information:

Date:
Time:
Name of the injured child:
Description of injury:
Where & what happened:
Name of First Aider and details of treatment:
Result:

More serious accidents should be investigated to try to prevent it happening again. This investigation should be documented.

## **5. Animals in school**

The school has a policy of no animals in school. This includes no dogs in the playground at drop off or collection time.

If children have been collecting mini-beasts during Science lessons, they must wash hands after handling.

## **6. Blood, avoiding contamination**

All staff should be familiar with the procedure before having to handle blood.

Wash hands first

Put on disposable gloves

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Clean any wound if necessary

Dispose of the gloves and wipe contaminated material in a plastic bag, seal if possible, and dispose of in the yellow bin in the medical room.

Wash hands thoroughly again.

Record incident in the first aid book or accident book.

## **7. Chemical safety**

The most hazardous chemicals used in a school are likely to be the cleaning chemical used by the cleaners and the caretaker. These should be kept locked at all times when they are not being used. Teachers should not keep their own small stock, or spray, for their own cleaning jobs.

Chemicals and cleaning chemicals should always be stored in their own container with the original label and warnings showing clearly on the container.

Never use food or drink containers to store chemicals

Any spillages should be cleaned up at once.

Teach children as part of drugs education to recognise the orange warning symbols, which they may come across on household containers such as bleach, disinfectants, lavatory, cleaners, oven cleaners, paint stripper, etc. and warn of the dangers

Ensure protective clothing is available when using chemicals.

COSHH assessments must have been carried out before using chemicals and the user informed of the dangers and control measures to be in place for that chemical. There should also be suitable first aid arrangements available for treating chemical splashes.

*Reference: The Control of Substances Hazardous to Health Regulations*

## **8. Contractors on site**

Contractors on site need to be supervised by the Site Manager, relief caretaker or member of staff who should be aware of the school's responsibilities regarding contractors. Checks do need to be made for competence and insurance

Ask the contractor for risk assessments

The following guidelines should be followed;

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

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When using local contractors it is advisable to set up the school's own "approved list".

Contractors are appointed in consultation with the Diocesan's site services. This will ensure that only suitable contractors are brought into the school to perform tasks.

For a contractor to get onto the approved list they should satisfy the following:

Be capable of carrying out the work in a competent manner, either by qualification or experience;

Can supply the resources satisfactorily to complete the job without the front payment;

Able to supply several satisfactory references; which should be checked;

Is a member of the relevant trade association;

Has sufficient and up to date Public Liability Insurance, ask for a copy of the certificate and keep it on file, diary date the expiry to check for renewal;

Has an up to date and meaningful safety policy and rules, in writing;

Clearly state what work will be done, at what cost and by when, in writing before the work commences so that understanding and agreement can be reached.

## **9. Electrical safety**

Most people will be well aware of the dangers associated with electricity and electrical equipment. Electricity is potentially the most dangerous thing in the school and must be treated with respect. The Electricity at Work Regulations imposes certain duties on organisations to ensure the safety of those who may be affected by it. The following procedure should be adhered to in the use of electricity:

All portable electrical appliances should be tested as necessary. The frequency of the tests varies according to the equipment and where/how it is used.

Staff should be instructed to visually check each item of electricity equipment before it is used. Look for signs of burning, damaged cables, loose covers etc.

Any faults must be reported to the Headteacher immediately and the equipment taken out of use until it is suitably repaired.

No one is allowed to work on any electrical circuitry or equipment unless competent to do so.

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Be aware of the dangers of trailing cables across walkways

The fixed electrical installations should be tested at about five yearly intervals.

## **10. Fire Safety**

Fire drills to be carried out at least once per term. The time taken to evacuate the school to be recorded if it takes longer than the recognised time, investigate and consider carrying out the drill again. In most primary schools, the time should normally be less than two minutes.

- During the fire drill, notionally block off one of the escape routes to more closely simulate a fire situation.
- The electric fire alarm system must be tested by an approved contractor on a regular basis
- Any faults to the system to be reported to the contractor immediately.
- If there are any break glass points they should be tested weekly from a different point each time
- Emergency lighting should be regularly tested
- All records of the fire alarm system tests and fire drills are to be kept
- Fire assembly points should be known by all. Ideally they should be marked.
- Fire evacuation packs (registers, walkie talkie's, evacuation procedures and emergency contact lists) must be taken to the assembly points to carry out a roll call.
- Fire extinguishers to be serviced regularly
- Fire exits to be checked to ensure that they are not blocked
- Fire exit doors to be checked regularly to ensure that they are in good condition and can be opened.
- Fire signs to be adequate and updated to comply with recent changes to regulations.
- Fire Marshals to "sweep" the building in the event of a fire or alarm to ensure it is empty and that all door are closed.
- Staff have fire training
- All staff, and particularly supply teachers, are made aware of the fire arrangements

## **11. First aid**

The school will endeavour to have at least one paediatric first aider in each key stage area. Where possible the remaining staff will have received the basic one day first aid training- See list in medical room and next to each first aid medical cabinet.

All staff, including supply teachers, are made aware of the first aiders and their locations.

First aid kits are available in the school and their contents checked and replenished as necessary by the nominated first aider. Only first aid items may

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be held in the first aid kit. There must be no creams, lotions, tablets, etc. in the kit.

Portable first aid kits must be available, suitably stocked and taken on all visits away from the school.

In the event of a more serious injury such as:

- Unconsciousness;
- Severe bleeding;
- object stuck in throat;
- deep cut that may require stitching
- suspected fracture
- severe asthma attack
- severe reaction to bites or stings;
- swallowing or suspected swallowing of toxic substance;

Dial 999 and ask for an ambulance.

CALL PARENTS IMMEDIATELY

## **12. Flammables**

It is unlikely that a primary school should have any quantities of flammables, particularly flammable liquids. Some cleaning items however are flammable. Where those items are used, no large quantities will be stored. Deliveries and orders will be kept to a minimum. Where such items are required in the school, they will be locked in a suitable, locked metal cabinet, the cleaners or Site Manager's store.

## **13. Health and safety assistance**

To satisfy its legislative requirements, of having access to a competent person, the school seeks the assistance of the health and safety department of the Local Education Authority. This department will provide advice and guidance on health and safety laws and what the school needs to do to comply with that law.

## **14. Health, safety and wellbeing strategy**

Our aim is to enhance the wellbeing of our staff with a measured and targeted programme that assesses need, provides support and leaves staff more resilient.

We pride ourselves on providing a 'supportive Christian community' for the children so they can become the best they can be. And one of our values as a school is *endurance* – the ability to endure and the capacity to keep going with strength of spirit. This ethos extends to our staff.

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We have high ambitions for our school, and we acknowledge that we ask a lot of our staff. As a voluntary-aided school we are the employer of the staff and we owe them a duty of care.

We want to provide our staff with support in building their resilience and skills to cope with the heavy demands of working in a school in London.

Our two year programme:

Step 1 -Assessment through an audit of need > baseline report and action plan

Step 2 - Consultancy sessions based on the needs assessment from the audit. Staff access to an employee assistance programme which provides support in managing personal and working lives

Step 3 – Assessment of progress made and where to focus next

Our mission statement is: 'To nurture and inspire our children to develop a love of learning in a supportive Christian community and become the best they can be.' Our children can only become the best they can be with the support of talented staff who can be at their best for the children every day. That demands they have the resilience to perform consistently at a high level

## **15. Inspections of the school**

The school is inspected regularly by the Headteacher and the Site manager for any defects that could lead to an accident or ill health of any occupant. These inspections are carried out normally once per term and the results briefly recorded in the school log or inspection book. The health and safety representative for the school is invited to accompany these inspections.

Additionally, the site manager carries out inspections of the school on a weekly basis and annually with the chair of the Premises committee.

## **16. Ladders and Stepladders**

- Extending ladders- Where extending ladders are used, normally by the site manager, then proper instruction or training should be received.
- Roof work, even retrieving balls, should not be undertaken during windy or severe weather.

## **17. Manual Handling**

All staff are made aware of the risks associated with manual handling. Staff are advised to avoid manual handling as much as possible. Manual handling includes lifting, pulling, pushing, moving and carrying. Where there are manual handling

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tasks being carried out then a suitable risk assessment will be carried out to determine if the risks can be reduced. This is particularly important where the school has disabled pupils who may need assistance for certain tasks.

Where a manual handling assessment for a pupil is needed, it is likely that specialist assistance will be required.

Where staff have to carry out manual handling operations then the appropriate level of training will be provided.

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

### **18. Office safety**

The office is checked to ensure that trailing cables from computers do not cause tripping hazards.

There should be adequate storage provided for files etc.

Space under the desk and open floor areas are not used for storage.

### **19. Off site visits**

- An offsite visit is any visit where the children are taken away from the school site.
- Risk assessments will be completed and documented for all off site visits. Where the visits are regular visits, such as to the church or swimming pool, the risk assessment will be completed then reviewed each term or year as necessary.
- All LEA or DfEE guidelines are to be followed before any offsite visits take place. All necessary documentation is to be completed before the visit takes place.
- Where activity providers are used then their competency is to be checked.
- The risk assessment process determines the level of first aid cover needed on the visit.
- All arrangements for offsite visits must be checked by the Headteacher before the visit commences.
- For school journeys the EVOLVE system is used.

### **20. Pregnant workers**

When a member of staff has become pregnant the school should be notified and an appropriate assessment carried out to ensure that the duties performed do not cause her, or her unborn child, any harm.

### **21. Risk assessments**

Risk assessments will be carried out by the school to comply with legislative requirements. The risk assessment will be led by senior staff management, but

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will include as many staff as possible. Risk assessment is better carried out by several people together rather than as an individual exercise. The risk assessment will look at the hazards encountered, who may be harmed by them, how they may be harmed, the control measures that are in place or need to be put in place. The findings of the risk assessment reviewed and revised as necessary. The review will take place at least annually but will also take place if there are changes that require it, such as building work being carried out at the school.

## **22. Safety training**

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

Safety training will be given to new or supply teachers as soon as they join the school. As an absolute minimum, this basic training should include the procedures of fire and first aid. They should also be made aware of this health and safety policy and the procedures for implementing it.

The Headteacher will arrange refresher training as needed.

## **23. Security**

Ideally, the school should have a dedicated policy on security. As a minimum, the following can be used. It should be possible to make the school secure during the day. Doors should not be left open where this would allow access to people

### **Visitors**

Visitors to the school should be directed to the main reception by signs outside.

Visitors, even regular visitors, contractors etc. should sign the visitor's book at the office reception. They need to complete and wear a visitor's badge.

If unknown visitors are encountered in the school, or not wearing a valid badge, refer to the intruder section below.

Visitors should sign out at the end of the visit.

### **Valuable equipment**

All valuable equipment (over £100) should be security marked and an inventory compiled and maintained by the school secretary.

### **Personal property**

- Staff are responsible for the security of their own personal items. These can be deposited in the office or school safe as necessary.
- Pupils are discouraged from bringing valuables into school

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- Pupils hand in mobile phones to their class teacher who will store them in secure cupboards in the classroom.
- Pupils can ask the office to look after small quantities of money they may bring in to school.
- Parents are constantly reminded to identify pupils' clothing by securing nametags to them.

### **Intruders**

All visitors need to report to the school office to sign in and receive a visitor's badge, therefore any unfamiliar persons seen on school premises should be questioned e.g. "Can I help you?" "Are you looking for the school office?"

School office to be informed via internal phones if an intruder is suspected. Any security breaches should be recorded in the log book in the office.

### **24. Waste**

The arrangements for removing waste from the school are reviewed annually to ensure they remain satisfactory. Consideration is given to the need for removing clinical waste in yellow bins.

All classes have green recycling bins which are regularly emptied by Site Manager.