

Health & Safety Policy

September 2018/2019



HEALTH AND SAFETY POLICY

This is a whole school policy and applicable to EYFS pupils

1. Introduction

1.1 This is a Statement of Organisation and Arrangements for Raphael School and is for the benefit of teaching and non-teaching staff, pupils, contractors, parents and all other users of the School. It explains in clear and simple language the policies and procedures that are in place in School relating to Health and Safety issues that could affect employees and pupils.

1.2 This statement deals with those aspects over which the Directors of the School and the Head Teacher have control and covers safety associated with the building structure, plant, fixed equipment and services. It describes how the Head is discharging their delegated responsibilities in respect of pupils, visitors and other employees who are present on School premises in the internal organisation, management and discipline of the school and how this is monitored by the Directors of the School.

1.3 The aim of the statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the premises to:

- (a) establish and maintain a safe and healthy environment throughout the School through the adequate training of staff including competence in risk assessment
- (b) establish and maintain safe working procedures among staff and pupils
- (c) make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- (d) ensure the provision of sufficient information, training and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided
- (e) maintain a safe and healthy place of work and safe access and exit from it
- (f) formulate effective procedures for use in case of fire and other emergencies and for evacuating the School premises
- (g) lay down procedures to be followed in case of accidents including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- (h) provide and maintain adequate welfare facilities for pupils and staff (in the context of work related stress).
- (i) provide an effective First Aid & Administration of Medicines policy
- (j) The school's health and safety policy is updated and reviewed annually.

Fire and individual risk assessments are checked and updated annually or as individual changes occur.

The maintenance to the alarm and the fire extinguishers are checked annually and records of checks are kept.

Weekly walk arounds are conducted by the Chair of Directors to ensure fire escapes are not blocked, Gates are locked, hazardous chemical's are locked away and any other risks are identified.

HEAD WILL ENSURE:

- The promotion of a health and safety culture within the school and on off-site visits in order to prevent accidents, work-related ill health and damage to property.
- That a clear written health and safety policy is developed, implemented and communicated in accordance with legal obligations, relevant HSE and DfE and other appropriate guidance
- The effective management of health, safety and welfare of staff, pupils, contractors, visitors and others so far as is reasonably practicable.
- Adequate control of health and safety risks arising out of the school's activities.
- The provision and maintenance of safe premises, plant and equipment.
- Responsibilities for health, safety and welfare are allocated to specific people and those persons are formally informed of these responsibilities.
- Persons to whom health and safety responsibilities are delegated are competent to do their tasks i.e. that they have sufficient experience, knowledge and training to perform the tasks required of them and have sufficient time and resources to undertake the role.
- The provision of adequate information, instruction, supervision and training for staff and pupils and others such as contractors, where appropriate.
- Maintain contact with outside agencies able to offer expert advice.
- Ensure that risk assessments are carried out regularly.
- Record, results of fire drill and any actions resulting from any problems experienced during fire drill.
- Clear procedures are created for risk assessment, the development of safe working practices and reporting of accidents, incidents, dangerous occurrences and near misses.
- The formulation of effective procedures for use in case of fire and/or the need for emergency evacuation of the school.
- Sufficient funds are set aside for health and safety management in accordance with the Statement of Intent.
- The school complies with its reporting and record keeping obligations.
- Application of the school's Health and Safety Policy to their own department or area of specialism.

- All staff under their control (to include supply teachers and work experience students) receive adequate information, supervision and training (both induction training and ongoing training) in health and safety matters relevant to their specialist area.
- All statutory notices and appropriate safety signs are displayed in their specialist area.
- Adequacy of first aid provisions, protective clothing and equipment, registers and log books are available for use in their specialist area.
- Machinery, equipment and substances are accompanied by adequate information on use and that use is restricted to named individuals where necessary for reasons of health and safety.
- Prompt evaluation and where appropriate take action on health, safety and welfare concerns and issues which are reported to them, or refer them to the Head.
- So far as is reasonably practicable, that the provision of sufficient information, instruction, training and supervision to enable other staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Investigation of any accidents, which occur within their sphere of responsibility.

Class teachers will ensure that:

- Taking reasonable care for their own health and safety and for that of staff, pupils, volunteer helpers and visitors under their supervision.
- Familiarity with this Policy and the procedures in respect of fire, first aid and other emergencies, and to carry them out as required.
- Exercising effective supervision of pupils and give clear oral and written instructions and warnings to pupils as often as necessary.
- Provision and request for the use of appropriate protective equipment, clothing and guards where necessary and ensure they are used as required.
- Making recommendations to their Head on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integration of all relevant aspects of safety into the teaching process and, where necessary, provide special lessons on health and safety in line with Curriculum requirements for safety education.
- Avoidance of introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- Reporting all accidents, defects and dangerous occurrences to their Head
- Exercise effective supervision of the pupils in line with school supervision of pupils policy.

Non teaching staff will ensure:

- Co-operation with the Head and their Line Manager on health and safety matters.
- Acting with due care for the health, safety and welfare of themselves, other staff and other persons at the School.
- Exercising effective supervision over those for whom they are responsible.
- Familiarity with the contents of this Policy and, in particular, the procedures in respect of fire, first aid and other emergencies.
- Implementation of safe working practices which comply with school policies and procedures and set a good example personally.
- Acting in accordance with any specific health and safety training received. • Exercising good standards of housekeeping and cleanliness
- Tools and equipment are in good condition (and not use them otherwise), ensure that they are appropriate to that use and that adequate instructions for their use are provided.
- Reporting of any defects in tools and equipment and actual or potential hazards to their Line Manager or the Head and ensure that defective equipment is immediately taken out of use until it has been made safe.
- Use of protective clothing and safety equipment provided (when appropriate) and ensure these are kept in good condition.
- Provision of instructions, warning notices and signs as appropriate.
- Reporting of all accidents in accordance with current procedure.
- Any accidents or incidents, dangerous occurrences or near misses are reported to the Head.
- Assistance in the investigation of any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
- Where authorizing work to be undertaken or authorizing the purchase of equipment, the health and safety implications of such work or purchase are considered.

Pupils (in accordance with their age and aptitude) will ensure:

- Co-operation with the Head and staff on health and safety matters and in particular must follow the instructions of staff in the event of an emergency.
- Taking reasonable care for their own health and safety and that of others at the school.

- Observation of the school rules, standards of dress consistent with safety and/or hygiene.
- Use and not wilfully misuse, neglect or interfere with anything provided to safeguard their health and safety.
- Reporting of all health and safety concerns to the Head.

Visitors and Contractors:-

All visitors and other users of the school premises (to include contractors, delivery people and visitors to the school) must:

- Co-operate with the with school on health and safety matters and in particular follow the instructions of staff in the event of an emergency.
- Observe the rules of the school.
- Ensure that they comply with the school's signing-in/out visitors' and/or contractors' procedures and the appropriate means of access to and egress from the school site and the host arrangements whilst on site.
- Ensure that they are familiar with the school's fire and emergency evacuation procedures.
- Ensure that they have adequate information about the premises, plant and equipment (if appropriate and including the location of asbestos containing materials where intrusive works are to be conducted).

2. Parents

Parents are required to:

- (a) Notify the School of all notifiable diseases.
- (b) Notify the School if their child has headlice. The School will then notify parents that a child (un-named) has headlice and that they should check their own children for headlice.
- (b) Keep their children at home if they have a temperature or have a contagious or gastric illness.
- (c) For Critical Incidents please see our separate Critical Incident Policy.

3. Visitors/Parents/Contractors

Regular visitors and other users of the premises, (e.g. delivery men from specific companies), are required to observe the safety rules of the school. In particular parents helping out in school should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned.

Visitors are required to sign the visitors book on entry and departure and are given a visitor badge and a copy of the fire procedures and must not be left alone with children. The identities of all visitors/delivery men should always be checked by office personnel and no person should be allowed access to the building if there is any suspicion.

Requirements of Staff

ALL EMPLOYEES MUST:

- Read the school's Health and Safety Policy guidelines and any information deemed necessary by the Headteacher or Directors
- Close all windows and switch off all heaters and computers at the end of the school day: not wedge open fire doors; keep escape routes free from obstruction.
- Remember that Form Teachers are responsible for ensuring that all children know the correct way to leave their classroom and other rooms used during the day (including the toilets) if they hear the fire alarm.
- Be familiar with the location and operation of all fire-fighting equipment: report any concerns about its maintenance to the Health and Safety co-ordinator, as all fire-fighting equipment, smoke detectors and alarm systems are covered by annual maintenance contracts.
- Be familiar with the locations and contents of First Aid boxes, reporting to the Head if they are not maintained and replenished.
- Not use, repair or touch equipment or substances that they are not properly trained and qualified to use.
- Ensure that power points are switched off and plugs removed from sockets when not in use and that there are no trailing wires, computer leads etc.
- Ensure that all stairs, steps and passageways are kept free from obstruction and slippery surfaces: all spillages must be wiped up immediately.
- Ensure that pupils and adults do not run inside the buildings; accidents occur if people are coming round doorways or corners.
- Remember that they are responsible for the Health and Safety of visitors.
- Always inform the School Office if they are leaving the school premises at unscheduled times, and remember to sign in and out on the daily register kept in the School Office.
- Send any unwell child to the School Office where a qualified First Aid staff member will administer any treatment as may be deemed necessary. If the child needs to go home, a member of the office staff will contact the parent. The child's name should be entered in the book when leaving the school.
- Record any accidents in the Accident Book in the School Office. Any child requiring hospital treatment should be recorded on the RIDDOR form, which will be completed and sent off by the Head.

1. Supervision of Pupils

Pupils will be supervised in line with the requirements of our separate supervision policy.

2. Provision of First Aid

First aid and medicines will be administered in line with our separate policies.

3. Emergency Procedures

3.1 Illness or Accident

If anyone should become ill or suffer injury the procedures below should be followed.

(a) First aid should be rendered wherever possible by Nominated First Aiders. A nominated First Aider should be immediately summoned in the event that someone becomes ill or suffers and injury. The patient should be given all possible reassurances, and if absolutely necessary, removed from danger.

(b) With reference to all pupils, including EYFS pupils, if the injury is of a more serious nature, or if the pupils is in any considerable distress, then the parents will be contacted by telephone by the school office.

(c) First aid should be administered in the First Aid room. However it may be necessary to administer First Aid at the location of person requiring it.

(d) If an ambulance is required the emergency “999” service should be used. If the Appointed Person decides that calling an ambulance is not appropriate then he/she will make contact with the pupil’s parent to pick the pupil up from the school premises.

(e) As soon as possible after the incident every case of injury or accident must be fully and accurately reported in the Accident Book and, where possible, detailed statements should be obtained from witnesses. The Accident Book is kept in the school office. The Head will investigate all accidents that require an entry to made in the Accident book and will report periodically to the Directors. There is a separate accident book for EYFS pupils.

(f) An accident report must be completed for accidents or incidents requiring an Ambulance to be called (for employees, pupils, members of the public) in the Accident Book in the school office and where necessary the accident/incident should be reported in accordance with RIDDOR requirements. All records will be kept for three years after the date of an incident. In the case of EYFS, all accidents or incidents requiring a RIDDOR report should be also be reported to Ofsted.

(g) A central record will be kept of all instances where First Aid has being given to staff, pupils or visitors by either Nominated First Aiders or the Appointed person.

(h) All pupils with identified specific medical needs must have an Individual Health Plan. The School will be responsible for following the procedures set down in a pupil’s Individual Health Plan.

(i) Medical records shall be kept in the School office.

3.2 Fire and Emergency Procedure

In the event of a Fire or Emergency it is the duty of all members of staff to carry out

Procedures in line with our fire policy.

3.3 Outside Emergency

Should the pupils need to be evacuated from the playground in case of imminent danger, the teacher on duty shall sound three whistles and the pupils will return to their form rooms immediately. This procedure will be practiced every half term

Health and Safety guidelines for Activities outside school, to include EYFS pupils **(with reference to DFEE Guidance)**

The teacher in charge of a school visit and other accompanying staff have overall responsibility for the supervision and conduct and should make all pupils aware of acceptable behaviour.

- Each visit requires planning and formal assessment of the risks that might be met on such visits with the aim of preventing and reducing risks.
- Day visits should meet with the approval of the Headteacher
- Residential visits should satisfy the board of directors.
- Wherever possible on day visits an exploratory visit should take place beforehand.
- In the case of residential visits an exploratory visit must be made so that staff are familiar with an area before taking children there.
- Group leaders should have a good working knowledge of first aid and ensure that an adequate first aid box is taken.
- It is important that in all visits there is a high enough ratio of adult supervision to pupils-this will be determined by the age of the pupils and the activities that they will undertake. Residential visits will also require a higher ratio per pupil. All trips require at least one member of staff to be first aid trained
- The pupils will be given background information about places to be visited.
- For some pupils an overnight visit will be their first experience away from home and will be guided by staff.
- For residential visits all pupils will carry the address and telephone number of the hotel in case they become separated.

- All teachers supervising visits will have a summary of each child's medical needs and permission for emergency medical treatment if the parents cannot be contacted.
- Parents will be informed in writing of any outside visit, giving details of the visit including means of transport and will be required to fill in a permission slip.

- In the case of residential visits parents will be encouraged to attend a meeting beforehand outlining all activities. All children will be given a booklet describing each days events and giving full explanations of dates and timings.

- Details of hotel and emergency contact numbers of parents will be included.

- Teachers and others who drive pupils in their own cars must ensure that the vehicle is roadworthy and that they have appropriate licence and insurance cover for carrying pupils.

- If transport is required the teacher in charge will ensure that all coaches and mini buses are hired from a reputable company.

- The teacher in charge must be aware that adequate insurance arrangements are in place

STAFF FIRE ACTION

In Raphael the fire warning is given by the sound of:

A BELL RINGING CONTINUOUSLY

ON DISCOVERING A FIRE

- a) Raise the alarm by operating the nearest Fire Alarm break call point.
- b) Tackle the outbreak with a fire extinguisher, but only if it is safe to do so. Otherwise leave the building and proceed to the assembly point at:
The Car Park in Malvern Road.

ON HEARING THE FIRE BELL WARNING OF FIRE

- a) Alert all persons under your charge – or make sure that they have been alerted.
- b) All persons should evacuate the premises quickly and calmly by the nearest exit and proceed to the assembly point at:
The Car Park in Malvern Road.

DO NOT DELAY the departure by collecting coats or personal belongings.

- a) Close the door of the room which you are leaving.
- b) Do not re-enter the building until the Fire Brigade Officer has stated that it is safe to do so.

The Deputy Manager (the Headteacher of the Deputy or Assistant Head on duty) should on hearing the warning of fire:

- a) Ensure that the Fire Brigade is called immediately you hear the fire warning:

- Dial 999
 - Ask for the Fire Service
 - Give the full postal address of the school when connected to the Fire Brigade Operator.
- b) Check cloakrooms and toilets to ensure that all persons have left the building.
 - c) Proceed to the assembly point at the Malvern Road Car Park and take a roll call, using the registers, staff signing in book and pupils' late book as provided by the Office.
 - d) Do not re-enter the building until a Fire Brigade Officer has stated that it is safe to do so.

Conclusion

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practicable, that working conditions are safe and that the working life of everyone is accident free.

Any member of staff noticing a failure to comply with this statement or organisation and arrangements or other advice/guidance issued by the Directors, Head Teacher in pursuance of the Health and Safety policy should immediately report the circumstances to the Head Teacher in writing. The Head Teacher will then initiate an appropriate review and where appropriate remedial action will be action. If it proves impossible for the Head Teacher to resolve the matter he/she should then report the matter in writing to the Chairman of Directors.

Hazardous situations should also be reported immediately and the same procedures followed.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Head Teacher, Deputy Head Teacher and the Directors.

Review

A review of the procedures, will take place each academic year or as circumstances dictate.

A Risk Assessment including a Fire Risk Assessment will be carried out regularly by the Head Teacher and Directors.

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