

Red Gates School Health & Safety Policy, Practices and Procedures

1.0 Policy and Intent

- 1.1** The Governors of Red Gates School recognise and accept their corporate responsibility under the Health and Safety at Work Act, to provide a safe and healthy environment for staff, pupils and other people who may come onto the school premises. The Governors consider the achievement and maintenance of a high standard of health, safety and welfare throughout the school to be a primary objective.
- 1.2** The Governors will take all reasonably practical steps within their power to fulfil this responsibility.
- 1.3** Red Gates School promotes race equality in accordance with the Race Relations Act 1976 (as amended by the Race Relations (Amendment) Act 2000). Our practice will actively reflect the Statutory Code of Practice on the Duty to Promote Race Equality, and equality of opportunity and good race relations across all areas of school activity.
- 1.4** The Governors intend that, for health and safety purposes, the school will operate within the structure and framework laid down by Croydon and in particular the Education Department Health and Safety Policy. It will also apply all health and safety instructions, Codes of Practice and other advice issued by Croydon Children Families and Learning.
- 1.5** The Headteacher is required to draw up the necessary arrangements to secure compliance with all health and safety requirements, to ensure such arrangements are recorded in writing and to further ensure that such information is circulated to all staff and to the Governing Body, and subsequently to monitor the implementation of these arrangements.
- 1.6** The Governing Body shall consult with representatives of staff on health and safety matters and with individual members of staff before allocating to them particular health and safety functions.
- 1.7** Where appropriate, the Governing Body will seek any necessary expert advice to determine the risks to health and safety within the school and the precautions required to deal with them.
- 1.8** The Governing Body will provide staff with sufficient information necessary to carry out their duties in a safe and healthy manner and will provide such training for staff in respect of risks to health and safety as is necessary.
- 1.9** The Governing Body calls the attention of all members of staff to their duty under Section 7 (A) of the health and Safety at work act 1974 to co-operate with management in health and safety matters by carrying out their duties in a safe and healthy manner, following safe working procedures, using adequate equipment kept in good order and reporting all hazards at the earliest opportunity.

1.10 The Governing Body has responsibility for the Behaviour Management and Pupil Discipline Policy of the school, which sets out the principles for managing difficult behaviour of pupils, aiming to provide a safe environment for pupils and staff.

2.0 Organisation

The Governing Body and those working within the school are committed to maintaining a high standard of health and safety. The Headteacher is responsible for the day to day management of health and safety issues and will ensure that there is:

2.1 Good communication with and involvement of staff

2.2 Control of risk through staff co-operation and understanding of the school's health and safety ethos

2.3 Provision of information, guidance and training for staff in all matters relating to health and safety.

3.0 Headteacher Responsibilities

The Head will:

3.1 Produce health and safety arrangements, which will be monitored and revised as necessary.

3.2 Keep staff informed of LA, DfE advice as it becomes available.

3.3 Eliminate or reduce to a satisfactory level any hazards and where this is not possible report it to the LA as a matter of urgency.

3.4 Liaise with the school's Health and Safety Co-ordinators.

3.5 Arrange for termly health and safety inspections to take place and inform Governors of the results, including a legionella risk assessment for identified high risk areas.

3.6 Carry out required risk assessments and review annually.

3.7 Ensure the school's system for recording and reporting accidents and incidents is followed.

3.8 Promote a positive view of health and safety issues and be vigilant in the identification and reporting of potential hazards to control risks.

3.9 Ensure any routine maintenance does not affect pupils or staff.

3.10 Ensure all employees are aware of and adhere to the school's health and safety arrangements.

3.11 Ensure fire extinguishers are available, maintained and the Caretaker, Deputy Head and Teaching Assistant are trained in the operation of them.

- 3.12 Maintain contact with outside agencies able to offer expert advice.
- 3.13 Report major hazards immediately to the LA and stop any practices considered to be unsafe until satisfactory improvements have been made.
- 3.14 Report to Governors termly on health and safety matters.
- 3.15 Identify staff training needs.

4.0 Staff Responsibilities

The Headteacher delegates the day to day administration of health and safety procedures to the school's Health and Safety Co-ordinators, the Deputy Head and Teaching Assistant (TA).

- 4.1 The Caretaker is responsible for checking the play areas daily to ensure they are safe. He will complete COSHH assessments and maintains an inventory of substances hazardous to health. He carries out a fire risk assessment annually. Electrical testing is carried out annually by an external contractor.

All staff will be expected to:

- 4.2 Familiarise themselves with the health and safety aspects of their work: avoid situations which would put at risk the health and safety of themselves and others and know the emergency procedures with respect to fire, bomb scare and first aid.
- 4.3 Contribute positively to their own health and safety at work.
- 4.4 Be responsible for the day to day management of health and safety issues in the classroom.
- 4.5 Attempt to identify likely problems and assess the risks involved in order to work out appropriate preventative health and safety arrangements.
- 4.6 Regularly inspect their areas and ensure they are safe.
- 4.7 Check that all equipment is safe.
- 4.8 Ensure safe procedures are followed.
- 4.9 Class teachers and TAs will take child information sheets with them for offsite activities (also refer to educational visits policy).
- 4.10 Make use of any personal and protective equipment provided.
- 4.11 Bring problems or hazards to the attention of staff Health and Safety Co-ordinators, the Caretaker or Head if a satisfactory solution to the problem cannot be achieved within the immediate resources available.
- 4.12 Ensure escape routes are kept clear.

4.13 Ensure fire exits are kept clear and unlocked during the working day and keys to exits are kept in place, clearly marked. However in exceptional cases, where the risk of a child absconding and potential harm is a higher risk than a fire, following a risk assessment, a fire exit may be locked and keys clearly labelled above the door.

5.0 Procedures

Evacuation procedures

5.1 Fire drills will take place half termly, timed and reported to Governors.

5.2 Each teacher will be responsible for their group of pupils, TAs, students and volunteers.

5.3 When the siren sounds staff, pupils, students, volunteers and visitors to the class will vacate the premises via the nearest fire exit.

5.4 The Admin. Officer or Assistant will conduct roll call for staff, pupils, students, volunteers and visitors. Everyone will remain out of the building until released by the Head or Deputy.

5.5 Named co coordinators will check all rooms, stock rooms, toilets before vacating the building. (See emergency plan P.2 for detail.)

6.0 Fire Precautions

6.1 All fire exit doors must be kept clear.

6.2 All corridors should allow free access to people on foot or in wheelchairs.

6.3 The Administration Officer or Head or Deputy will summon the Fire Brigade.

6.4 All firefighting equipment and the fire alarm system are checked every 6 months by London Fire Services to ensure everything is in good working order. The Caretaker tests the fire alarm system from different call points weekly.

7.0 Administering Medication

7.1 The School Nurse will administer any prescribed regular medication at lunch time which will be logged when administered and kept locked away in a medical cupboard in the medical room. All medication is taken to and collected from the medical room by Admin. Staff. Emergency medication will be administered by trained staff for specific children. Regular medication will be administered by trained staff when children are off site.

7.2 Any epileptic attack shall be attended to as per staff training, the School Nurse alerted if on site and ambulance called for as necessary. Parents to be informed.

- 7.3** Parents to inform the school of changes in medical information and pupil 'Personal Information' sheets kept in the Admin. Office to be up dated accordingly.
- 8.0 Accidents**
- 8.1** Minor and more major accidents to a child will be treated by school staff in the medical room if bleeding has occurred. When there is a major accident e.g. serious bump to the head, serious cut, it will be reported to a member of the SLT and a member of the Admin. Staff will call an ambulance as necessary. Any necessary first aid to be carried out by school staff and first aiders where necessary and parents informed accordingly.
- 8.2** Off site, school staff will carry out any necessary simple first aid and will report the accident on return to school.
- 8.3** The member of staff witnessing the accident/incident shall record it on the child's yellow incident sheet and SIMS on the day it happens, yellow forms are kept in the child's office file. The Head, Deputy or assistant head to countersign the incident sheet. Reporting procedures – refer to Appendix 1.
- 8.4** All accidents/incidents will be reported to parents in the home school book, by phone if necessary, that day. How parents have been informed will be recorded on the incident sheet. The Head or Deputy shall be informed of any accident or incident so that they are able to discuss it with parents.
- 8.5** Minor incident forms specifically related to an accident/incident will be sent to parents/carers and a copy will be kept in class file.
- 8.6** Any accident involving a member of staff shall be recorded on the appropriate Croydon official forms where necessary, available from the Admin Office as soon as possible after the accident. The Head or Deputy will investigate the accident and then complete the relevant Croydon accident form. This documentation is then sent to Croydon LA.
- 8.7** Should a child need to go to hospital, the child will be accompanied by a member of staff who will remain with the child until relieved by the parent/guardian/carer for the child.
- 8.8** If a child is on the child protection register any accident/incident either at home or at school must be reported to the Head or Deputy, who will then report the accident/incident to social services.
- 8.9** Under the reporting of injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), the Head will report all accidents by their employees and non-employees within 2 days of the incident. Major injuries e.g. fracture to bone, dislocation, will be reported immediately by telephone to the Corporate Safety Section
- 9.0 Site/Furniture/Equipment**

- 9.1 All electric points within a child's reach shall have safety covers in place when not in use.
- 9.2 All toys, equipment and furniture with sharp or unsafe parts shall be removed from use. The Caretaker shall be notified and asked to make the necessary repair or to discard if this is not possible. Admin staff to be informed prior to discarding equipment over the value of £100 in order to update the school inventory.
- 9.3 All electrical appliances used by pupils shall be under close adult supervision.
- 9.4 All electrical equipment is to be inspected in accordance with Croydon regulations.
- 9.5 The Caretaker and Head shall carry out a visual health and safety inspection prior to the start of the new academic year. The school's Health and Safety Co-ordinators and Caretaker shall carry out a visual health and safety inspection of the building and site each term and produce a written report which will be discussed with the Head who will ensure appropriate action is taken.

10.0 Playground Safety/Supervision of Pupils

- 10.1 Pupils will be supervised at all times during the school day but supervision will be especially vigilant during playtimes. Supervision during outside play is always to be given a high profile as this period is one of potential risk and danger to children.
- 10.2 A member of staff shall be beside any apparatus when in use.
- 10.3 Staff to be alert to the vulnerability of some children who may be unaware of their more active peers.
- 10.4 Staff should endeavour to anticipate potential accidents and hazards by keeping alert and on the move during playtimes so as to be at hand in a preventative capacity.
- 10.5 Should a member of staff on playground duty need to attend to a child inside, they should first ensure that other staff on duty are aware of this and able to supervise effectively with that member of staff missing. If this is problematic, the Head or Deputy Head should be called to assist.

11.0 Health and Safety Training

- 11.1 There is a systematic method of identifying health and safety training needs. The Headteacher will ensure that all school staff receive training, as part of the induction process, on good working practices for their personal health and wellbeing.
- 11.2 Such working practices are standard procedure for staff, rigorously enforced, in the interests of their personal health and safety.
- 11.3 The health and safety policy and practices will be reviewed and up dated annually and future training needs identified.

- 11.4 All new staff will be informed about good hygiene practices. The Head will ensure there is an adequate supply of relevant protective materials available for use.
- 11.5 In the event of children with Aids or Hepatitis being admitted to the school, it is the policy of the LA that this should not be disclosed to staff without parental permission. Therefore staff should at all times follow the guidance given. Thus emphasising the need to be vigilant about good working practices regarding health and safety.
- 11.6 The school's Health and Safety co-ordinators should attend LA training as necessary.
- 11.7 The school has some staff trained in first aid and names are displayed in classrooms and the staffroom.

12.0 Risk Assessments

12.01 Moving and handling, swimming, and other off-site activities.

As these activities are potentially high risk activities, separate policies and Codes of Safe Practice have been produced where necessary and must be followed. Risk assessments have been carried out for high risk activities. The school has adopted the generic risk assessments devised by the LA Corporate Safety Section.

12.1 Monitoring

Health and safety is carefully monitored. Health and safety improvements will be funded from the school budget. Co-ordination of health and safety matters will form an item on the agenda for every Governing Body meeting. The Governing Body will be kept informed of all health, safety and welfare matters and will monitor and evaluate the effective working of this policy by:

- 12.1.1 Monitoring accident reports and the need for any alteration to equipment, premises and procedures.
- 12.1.2 Receiving and checking health and safety inspection reports.
- 12.1.3 Receiving reports from the Headteacher on all health and safety procedures as outlined.
- 12.1.4 Taking action to remedy problems in the case of identified hazards.
- 12.1.5 Ensuring that they and the Headteacher are communicating effectively with each other, LA Officers staff and parents.
- 12.1.6 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.

Chairman of Governors

Date

Headteacher

Date