



Falconbrook Primary School Health & Safety Policy September 2018 – August 2019

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1. Introduction

- 1.1. This document is provided by the Governing Body of Falconbrook Primary School in pursuance of the Wandsworth Council Policy and the Health and Safety at Work etc. Act 1974 and subordinate legislation.
- 1.2. The document acknowledges the School's legal responsibilities and outlines the objectives of the School for the health and safety of its staff, pupils and visitors.
- 1.3. The document is issued to all school staff who are to read, understand and comply with its requirements.

2. Statement of Intent

- 2.1 The Governing Body of Falconbrook Primary School accepts responsibility for all safety and environmental matters within the School including health and safety at work, environmental protection and fire safety. The Governing Body is aware of the requirements of the Health and Safety at Work etc. Act 1974, the Environment Protection Act 1990, the Environment Act 1995, the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation. In keeping with the spirit and intentions of the Acts, and in accordance with Wandsworth Council's policy statement and guidance on safety and environmental matters, an Organisation (paragraph 3) and Arrangements (paragraph 4), to ensure that the School meets its legal and moral obligations and complies with legislation, has been set up.
- 2.2 The Governing Body is committed to achieving the highest standards in all aspects of safety and environmental protection within the School. To achieve these high standards Codes of Safe Working Practice have been produced to provide a practical guide for staff on current legislation.
- 2.3 All employees have a duty to themselves, to their colleagues and to visitors and contractors to work safely and in a manner which prevents pollution and minimises the use of resources. All staff should read and co-operate with the requirements contained within this document.
- 2.4 Line Managers will make regular reviews of safety and environmental standards within their areas of responsibility to ensure compliance with all the standards as laid down.
- 2.5 Contractor and sub-contract staff and visitors have a similar duty of care and a right to a safe working environment. Like School staff, they must ensure that they comply with the requirements of this statement and the School Codes of Safe Working Practice.

3. Organisation

3.1 The Governing Body

3.1.1 The Governing Body has overall responsibility for ensuring compliance with this Health and Safety Policy document. In particular the Governing Body is responsible for:

- ensuring a health and safety policy is in place;
- monitoring the application of the health and safety policy including consideration of inspection reports;
- prioritising actions where resources are required;
- ensuring actions are taken;
- including health and safety on governor's Finance & Premises meeting agenda;
- producing an annual report on health and safety;
 - ratifying the local health and safety policy.

3.2 The Head Teacher

3.2.1 The Head Teacher has day to day responsibility for ensuring compliance with the policy statement and that all staff endeavour to ensure the safety of others; be they staff, pupils, parents, visitors or contractors. Specifically he/she will be responsible for:

- ensuring that the Health and Safety Policy is prepared and, together with the Governing Body, is regularly reviewed;
- ensuring that an emergency evacuation procedure is in place and is regularly tested;
- day-to-day management of all health and safety matters in the school in accordance with the health and safety policy;
- passing on information received on health and safety matters to appropriate people;
- chairing the school health and safety committee;
- liaising with governors and Wandsworth Council Health and Safety Team on policy issues and any problems in implementing the health and safety policy;
- co-operating with and providing necessary facilities for trades union safety representatives.

3.3 School Business Manager

3.3.1 The School Business Manager is responsible for:

- carrying out accident and other health and safety investigations and ensuring that accidents are reported following Wandsworth Council guidelines (section 3 of the Wandsworth H&S Manual);
- ensuring regular inspections are carried out;
- identifying staff safety training needs;
- submitting inspection reports to the Governing Body and Wandsworth Council Health and Safety Team;
- ensuring remedial action is taken where appropriate;
- arranging for any unsafe item of furniture, fitting or equipment to be withdrawn, repaired or replaced;
- ensuring regular inspections are carried out and making reports to the Headteacher;
- ensuring remedial action is taken where appropriate;

3.4 Senior Leadership Team

3.4.1 The Senior Leadership Team is responsible for:

- day-to-day management of health and safety in accordance with the health and safety policy and the direction of the Headteacher;
- exercising effective supervision over those for whom they are responsible;
- being aware of safe working practices and setting a good example personally;
- passing on information received on health and safety matters to appropriate people;
- acting on reports from the Headteacher or subordinate staff.

3.5 Premises Officer

3.5.1 The Premises Officer is responsible for:

- inspecting the buildings and site access on a daily basis ensuring that all fire escape doors are unlocked, escape routes are clear of obstruction and that access to the site is safe (for example by removing snow and ice in the Winter);
- inspecting the buildings and equipment on a termly basis (during the last week of every term) and submitting a report to Wandsworth Borough Council and to the School Business Manager;
- recording all defects noted and, if minor, effecting immediate repair;
- reporting major defects to be repaired by outside contractors/authorities to the Headteacher or Deputy Headteacher;
- ensuring that the fire alarm system is kept in a serviceable condition and for testing the system each week at 5:15pm on Friday by operating a manual call point;
- assisting with the termly fire drill and recording the date of the drill, the evacuation time and the number of persons evacuated in the Fire Log Book;
- ensuring fire appliances are properly maintained, checked and kept in designated positions and that fire signage is correctly displayed;
- all external contractors working within the school, reminding them of their obligations under this Policy and notifying them of any existing hazards;
- notifying the Headteacher or Deputy Headteacher of any hazards introduced by contractors on site;
- the correct storage of all equipment, tools, etc.;
- annually undertaking a risk assessment relevant to his/her work environment; and
- annually checking all assets with the Asset Register; adding new items on receipt and ensuring all electrical appliances are Portable Appliance Tested as required and a record of testing is kept.

3.6 First aiders

3.6.1 First aiders are responsible for:

- the first aid equipment found in boxes in the main office, nursery and in rooms where first aiders work;
- recording any accident and subsequent treatment in the appropriate accident book (located in the main office);

- immediately informing the Headteacher and/or the Deputy Headteacher of accidents involving bumps to the head and face, fainting fits, severe cuts, bruises, broken teeth and bones, etc.;
- completing an Accident Form for all accidents which involve hospital treatment and passing this form to the Headteacher. Completion must be within one day of the accident; and
- notifying parents of any case recorded in the accident book.

3.7 Employees

3.7.1 All staff are responsible for:

- taking care of themselves and others who may be affected by their acts or omissions;
- co-operating with the Headteacher and Wandsworth Council to ensure that statutory requirements are met;
- not interfering with or misusing anything provided in the interest of health, safety or welfare;
- checking classrooms and work areas are safe and that fire exits are unlocked and unobstructed;
- checking equipment is safe before use;
- ensuring they are aware of safe procedures and that these are followed;
- ensuring protective equipment is used when needed;
- participating in inspections and the health and safety committee as appropriate;
- bringing problems to the attention of the relevant manager;
- reporting any accident involving children in classroom areas for which they have responsibility.

3.8 Health and Safety representatives

3.8.1 The Governing Body and Headteacher recognise the role of Health and Safety Representatives who may be appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable. Trade Union Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However, representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

4. Arrangements

4.1 Risk assessments

4.1.1 The Headteacher will ensure that suitable and sufficient risk assessments are carried out where appropriate. Risk assessment will follow the following steps:

- Identify hazards;
- Evaluate the risk that these hazards present and to whom;
- Identify suitable measures to reduce and control the risks;
- Record the significant findings;
- Monitor the effectiveness of the control measures;

- Review the risk assessment on a regular basis.

4.1.2 Specific risk assessments are required for violence, lone working, etc. where such a risk exists.

4.1.3 Full information, including the agreed proforma, is contained within the Health and Safety Manual, Chapter 5. Which can be found on public.

4.2 Training

4.2.1 Safety induction training must be given to all staff on commencement of work at the school. The proforma in Annex A to Chapter 11 of the Health and Safety Manual may be used for this.

4.2.2 All staff must be competent to perform their duties thus specific training is required where, for example, additional hazards exist or if specialist duties are required. Fire Wardens, those working swimming pools and Premises Officers are among those staff requiring specific training.

4.2.3 A record of all training courses attended by staff should be maintained, preferably in their Personnel File.

4.3 First Aid

4.3.1 The Headteacher will ensure that a suitable number of staff are qualified to administer first aid in an emergency. Whilst a first aider is a voluntary position staff should be encouraged to undertake relevant training.

4.3.2 First aid boxes are situated throughout the school and are clearly identified. The contents will be checked on no less than a monthly basis by a nominated first aider and all deficiencies made good.

4.3.3 A record will be kept of every occasion when any member of staff, pupil or other person receives first aid treatment whether on school premises or as part of a school-related activity.

4.4 Administration of medicine

4.4.1 Medicine can only be given to children when their parents complete a Medicine Consent Form, when the medicine has been prescribed by a doctor or other medical professional and has to be administered four times a day or more and when this has been agreed by a member of the Senior Leadership Team. Children with special needs will be accommodated in accordance with written medical recommendations.

4.4.2 Medicines must not be in the possession of children, they must be handed to the office and kept securely (see para 4.3.4 for exceptions). Throat sweets are medicine and should be treated like other medication.

4.4.3 Medicine must only be administered by a suitably qualified member of staff or their nominated representative. All medicine given must be noted in the medicine file in the main office

4.4.4 Children who suffer from asthma need to have access to their medication at all times. For this reason their medication is kept in a locked cupboard in their classroom where the child has been trained to administer the medication themselves or in the main office..

4.5 Accident reporting

4.5.1 The Procedures in Chapter 2 of Wandsworth Council Health and Safety Manual are to be followed. In summary these are:

- 4.5.2 All accidents, no matter how minor, that occur to members of staff, are to be reported using the Wandsworth Council accident reporting proforma, TC1297A. These are kept in the school office. A copy of the completed form is to be sent to the Council Health and Safety Team.
- 4.5.3 Accidents to pupils and visitors must be reported in the same way as those to employees. However, only those accidents which are as a result of the school's undertaking (i.e. as a result of the conditions of the premises, equipment or plant or lack of supervision) and require the injured person to be taken directly from the school to hospital by whatever means (car, taxi, ambulance) need to be recorded and reported using Council proforma, TC1297B. Those accidents to pupils arising out of activities not connected with the school's undertaking (e.g. activities in the playground such as collisions, slips and trips, etc.) still need to be recorded in the Accident Log Book.
- 4.5.4 Major accidents, i.e. any fatality, major injury, reportable disease or dangerous occurrence, must be reported immediately by telephone to the Council Health and Safety Team to enable a report to be submitted to the Health and Safety Executive in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

4.6 Fire precautions

4.6.1 Every employee must ensure that:

- they know what to do in the case of fire;
- they are familiar with the sound of the alarm;
- all classrooms and other areas are vacated immediately on hearing the fire alarm;
- hazardous electrical appliances are disconnected and all doors shut when vacating the premises; and
- they always check for any potential fire hazard at the end of the day.

4.6.2 Further, every employee must:

- NEVER ignore a fire alarm or disregard any notice on fire prevention.
- NEVER smoke in the school buildings.
- NEVER be untidy and leave waste materials laying around.
- NEVER leave obstructions in passages or stairways.
- NEVER leave any temporary heating appliances burning when unattended.
- NEVER move or interfere with fire fighting appliances.
- NEVER leave electrical appliances plugged in when not in use.
- NEVER leave furniture etc. by fire exits or placed directly in front of electrical heaters.

4.6.3 In the event of a fire, children will be escorted from the buildings by the nearest exit, in silence, and line up in KS1 or KS2 playground. Those in the KS1 playground will be escorted via the fire gates to the KS2 playground.

4.6.4 Alarm sounding points (manual call points) can be found at each staircase access point and every external door way on the ground floor. (Please refer to the map at the end of this document.)

4.6.5 Fire extinguishers can be found at each staircase access point and in every corridor. (Please refer to the map at the end of this document.)

4.6.6 All staff should know where the nearest fire fighting appliances are and the alarm sounding points around the school. The fire alarm is tested weekly every Friday

evening at approximately 5:15 pm by the Premises Officer. Fire drills take place Termly.

4.7 Smoking and fire hazards

- 4.7.1 Smoking is not allowed in school buildings.
- 4.7.2 Smoking is not allowed in the school grounds at any time.
- 4.7.3 Cigarettes and matches should not be left where the children can have access to them. If teachers light candles for any reason (e.g. religious services, scientific experiments, etc.) they should not be left unattended.

4.8 Use of machinery

- 4.8.1 Care should be taken when using all machines. If anyone does not know how to use a particular machine they should ask for help and advice before attempting to use it.
- 4.8.2 If there is a fault with any electrical equipment, the staff member who notices the defect should write in the "repair book" which is in the main office. If the appliance is dangerous then the Premises Officer should be contacted immediately. The appliance should be marked so that other staff do not attempt to use it.
- 4.8.3 All staff members must visually check all appliances prior to each use. If staff members are in any doubt as to whether the appliance is faulty or not, they should not use it.
- 4.8.4 Staff should not use their own electrical appliances unless they have been checked by the Premises Officer. All electrical appliances are checked periodically by the Premises Officer.
- 4.8.5 Computers - No adult or child should work with a computer for more than 20 minutes without a short break. The school office has appropriate lighting for employees to work with computers.
- 4.8.6 Photocopying machine - Instructions as to how toner is to be replaced in the machine are to be followed exactly. The machine should be switched off each evening.
- 4.8.7 Solvent abuse - Children should not be allowed to use corrections fluids, Copydex and other solvent based products. They must be used only by an adult and stored with care.

4.9 Personal safety

- 4.9.1 All staff are to be aware of the contents of Chapter 25 of the Council Health and Safety Manual, which can be found on public.
- 4.9.2 Two way radios are available from the office. They should use them to alert help if required. They should be used in the playground to send for help if required.

4.10 Pupil safety

- 4.10.1 No child is to be left unattended anywhere in the school buildings, and should be escorted in an orderly fashion around the grounds – no running.
- 4.10.2 All children should be escorted when moving around the school, for example, to assembly, a P.E. lesson, etc. The teacher should remain with their class at all times unless they hand that responsibility over to another adult i.e. when the teacher has non-contact time or when the midday supervisors or LSAs are in charge.
- 4.10.3 No child is to carry glass or crockery and are to be reminded to take care when using scissors, compasses, etc.

4.11 General safety

- 4.11.1 All staff should ensure that working areas are sufficiently ventilated.

- 4.11.2 No hot drinks are to be walked around the school or taken onto the playground.
- 4.11.3 All staff should be aware of the procedure for moving and assembling P.E. apparatus as listed in the P.E. policy. The apparatus should be stored safely in the cupboard after use.
- 4.11.4 Health and Safety notices will be sent to appropriate staff on arrival in school and then stored in the Health and Safety box in the staff room.
- 4.11.5 All staff will be given a copy of the Staff Handbook and the Health and Safety policy at the commencement of their contract.
- 4.11.6 There is no parking within the school grounds.

4.12 Lone working

- 4.12.1 A specific risk assessment will need to be carried out in order to establish specific hazards and control measures required to reduce the risk.
- 4.12.2 Lone working may occur in the case of a member of staff working late in the evening or where the Premises Officer is required to work during a weekend or school holiday.
- 4.12.3 Locking and unlocking the school should also be considered and, wherever possible, suitable communications systems put in place to minimise the risk.

4.13 Safeguarding – Access to school

- 4.13.1 Parents and guardians are requested to deliver their children to the main playground. Nursery children are taken to the nursery entrance. Parents should collect their children from the nursery or the main playground.
- 4.13.2 Parents must not take late children into the classroom but deliver them to the school office. If the children are young or new to the school a settling-in period should be allowed. However, all staff should frequently remind adults of the correct procedures. Any persistent problems should be reported to the Headteacher who will speak to the individuals concerned.
- 4.13.3 In order to make this easier for parents, all teachers must be available to speak to parents before and after school – on the playground from 8.50 am to 8.55 am and in the assembly area from 3.30 pm to 3.35 pm, thus giving all parents the opportunity to pass on brief messages.
- 4.13.4 The pedestrian gates are opened before school and closed at 8:55 am. From that time onwards visitors must access the school through the main entrance. The pedestrian gates are opened at 3:30 pm and locked again at 3:45 pm. Any children left will be escorted to emergency after school care – there is a charge for this service.
- 4.13.5 All visitors and contactors should report to the main office and will be given a badge to wear whilst on the premises. Therefore, anyone without a badge has not conformed with this request and should be approached and asked to do so.
- 4.13.6 All staff, both teaching and support, have their police record checked before they begin work in the school, and then again at random intervals. The agencies that are used for supply staff vet their own staff. The school only uses agency staff who have been vetted in this way.

4.14 Safeguarding – Collection of children

- 4.14.1 Parents who wish to collect their children during the school day are requested to come to the school office where a member of the office staff will contact the teacher to send the child to the office. No child will be allowed to leave school during the day unaccompanied unless a written request has been authorised by the Head Teacher.
- 4.14.2 If any teacher is unsure as to whether an adult has the legal right to collect a child, they should check with the Headteacher, Deputy Headteacher or member of the office staff.

4.15 Safety on school visits

- 4.15.1 The Deputy Head is the trained Educational Visits Co-ordinator
- 4.15.2 The Teacher-in-charge of an outing is responsible for all aspects of health and safety when off the school premises. A specific risk assessment must be completed for each outing. (A generic risk assessment may be used provided all aspects are the same).
- 4.15.3 When taking children out of school, mobile telephones should be taken so that in an emergency the school can be contacted and contact maintained between groups when travelling.

4.16 Cash handling

- 4.16.1 The amount of cash entering and being handled on the premises should be kept to a minimum. Cash must be kept in the school safe and should be banked on a regular basis, as a minimum either weekly or when a certain amount has accumulated.
- 4.16.2 Cash should be counted out of sight, for example in an inner room. Where staff necessarily need to take money to the bank this should be carried out at random times and, in the instance of a member of staff being subjected to a robbery, should hand over the cash and report the incident immediately to the Police.

4.17 Manual handling

- 4.17.1 All staff involved in the lifting, pushing, pulling or carrying of equipment or pupils must receive training prior to being asked to carry out such duties.
- 4.17.2 A specific risk assessment must be carried out for all manual handling operations (see H&S Manual Chapter 15 available on public).

4.18 Tree safety

- 4.18.1 All trees in school playgrounds of a particular age and height must be checked for disease and checked to guard against falling branches.
- 4.18.2 Similarly all low level bushes etc. should be checked to ensure that they do not present a risk to pupils, either of scratches or skin or eye penetration by sharp twigs.

4.19 Asbestos

- 4.19.1 A copy of the Asbestos Register is to be kept in the school office. All staff must be made aware of the dangers of disturbing asbestos, for example they must be instructed not to use drawing pins in asbestos board.
- 4.19.2 The Premises Officer should be familiar with the location of asbestos within the premises and must ensure that contractors access the Asbestos Register prior to commencing work in school.
- 4.19.3 An Asbestos Management Plan is to be produced detailing how any asbestos containing material on the premises is to be protected.

4.20 Hirers, contractors and others

- 4.20.1 When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities will ensure that measures are taken to ensure the health and safety of those taking part in that activity. These measures must be of an equal or better provision to those stated within this Health and Safety Policy. When the activity is a school sponsored event the organiser, even if an employee, will be treated as a hirer and will comply with the requirements of this Policy.
- 4.20.2 When the premises are hired to persons outside the employ of the Governing Body it is a condition that all such hirers, contractors, and others using the school facilities or

premises, are familiar with the requirements of this Policy. They will comply with all safety directives of the Governing Body and will not, without the prior consent of the Governing Body:

- introduce equipment for use on the school premises;
- alter fixed installations;
- remove fire and safety notices or equipment;
- take any action that may create hazards for persons using the premises or the staff or pupils of the school.

4.20.3 Immediately prior to use the Premises Officer should meet and greet the user, ensure welfare facilities and emergency procedures are understood and ask if they would like any alterations made. This would include any alterations to the environment (e.g. alterations to the heating, ventilation including opening/closing of windows etc.), manual handling tasks (e.g. rearranging classroom furniture etc.) and any other task which may pose a risk to the user. These alterations should be carried out by the Premises Officer and it should be made clear to the user that if any further changes are required during the hire they must summon the Premises Officer. As proof of due diligence the arrangements should be signed off by the user.

4.20.4 All contractors working on the site are required to ensure safe working practices by their employees and must pay due regard to the safety of all persons using the premises. In instances where, in the opinion of the Headteacher, a dangerous situation or hazardous condition arises that a contractor fails to eliminate or make safe, the Headteacher must take such actions as are necessary to prevent persons in his/her care from risk of injury. In extreme circumstances this may be by instructing the contractor to cease work until the condition is remedied.

4.21 Staff consultative arrangements

4.21.1 The Governing Body, through the Headteacher, will make arrangements for the establishment of a safety committee. Representatives of each accredited trade union and staff association will be offered places on the committee which will comprise staff across representative areas of work across the school.

4.22 Emergency Planning

4.22.1 The Headteacher will ensure that a suitable and satisfactory Emergency Plan is prepared to cover all foreseeable situations which may place staff or pupils at risk. The Plan will be agreed by the Governing Body and regularly reviewed.

4.22.2 Procedures to deal with fire, bomb, gas leaks, electricity supply failure and natural disasters, for example, flooding should be included in the Plan.

4.22.3 Evacuation points need to be established as far from the building as possible and consideration must be given to an off-site assembly point in the event of the school not being immediately re-accessible following an emergency evacuation, for example in the case of major fire damage. This will provide shelter whilst parents are contacted to collect children.

4.23 Monitoring

4.23.1 The Policy is put into practice and monitored on a daily basis and the results of any monitoring carried out will be reported to the Governors. Termly Health & Safety monitoring inspections will be carried out, by means of a walk around by the Business Manager and Premises Officer.

4.23.2 A report will be drafted and actions allocated with deadlines. Any items not rectified by the next inspection will be carried forward, items rectified will remain on the report for everyone to note.

4.24 Codes of safe working practice

4.24.1 This Policy will be supplemented by codes of safe working practice. These codes will be followed by all staff and will assist in the application of this Policy.

4.25 Review

4.25.1 This policy will be reviewed annually or when a significant change has occurred.

Signature.....
Chair of Governors

Signature.....
Head Teacher

Date
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Date