Chalton Lower School
Health and Safety Policy

Document Control		
Edition	**Issued**	**Changes from previous**
1	01/01/22	Asbestos - sentence included on reporting
2	02/11/22	New front page, personnel changes p.3
3	01/11/23	Changed review period
4	01/11/26	Reviewed - no changes made

Policies/Documents referred to in this policy	Postholders/Persons named in this policy
Education Visits and Journeys Policy Document, Legislation and guidance 2014, Updated September 2017	The Headteacher - Natalie Bill
Administration of Medicines Part 5 Section 100 of the Children and Families Act 2014	First Aiders
Health and Safety at Work Act 1974	Imperial Cleaning Company

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Approved By: Governing Body
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General Statement of Policy

The governors and headteacher of Chalton Lower School are committed to ensuring a safe and healthy environment and for providing safe equipment and procedures for all staff, pupils and visitors involved in school activities. They also recognise their responsibility to consider the health and safety of contractors and any other person whose health and safety may be affected by school activities.

The effective management of health and safety ranks equally with any other managerial or supervisory responsibility. There is also a legal and moral responsibility on all employees to safeguard their own health and safety and to co-operate with their employer by following established procedures and bringing to the attention of school management any health and safety problems of which they are aware.

It is the intention of the governors and the headteacher that the established policies and procedures issued by the local authority shall be followed and developed locally to meet the needs of the school, as set down in this policy statement. The aim is to ensure that health and safety becomes an integral part of school activities.

The governors wish to encourage the recognised trade unions to exercise their legal rights to appoint safety representatives at the school, as provided for in the Health and Safety at Work Act 1974. The governors also wish to work in a constructive and co-operative way with such safety representatives in order to promote high standards of health and safety.

This policy will be reviewed regularly by the headteacher and the governing board.

Organisation and Responsibilities

General

Overall responsibility for health and safety rests with the school governors. Day to day executive responsibility rests with the headteacher or in their absence with the office manager.

The headteacher will:

- Every month undertake a health and safety check around the school and draw together an action plan detailing items that need to be addressed.
- Ensure that this policy is complied with at all times.
- Ensure that all accidents, dangerous occurrences, diseases, near misses and property damage are reported and that their cause is investigated and that all reasonably practicable steps have been taken to prevent its recurrence.
- Ensure the maintenance and repair of machinery, plant and equipment is carried out as appropriate, by a competent person, in accordance with local authority procedures.
- Ensure that adequate first aid provisions are made in accordance with the first aid arrangements
- Ensure that all employees, including new employees, receive adequate health and safety information, instruction and training to enable them to work without undue risk.
- Be available to any member of staff to discuss and attempt to resolve the health and safety issues not resolved through established arrangements.

- Ensure that staff are provided with and use protective clothing and safety equipment, which must be properly maintained and reviewed when required.
- Ensure effective arrangements are in force to facilitate the evacuation of buildings in case of fire or other emergencies and that firefighting equipment is readily available and properly maintained.

The governor with responsibility for health and safety liaison will:
- Ensure that the health and safety policy is complied with and shall report deficiencies.
- Undertake an annual health and safety inspection of the workplace and shall submit a written report to the headteacher.
- Following training, undertake risk assessments in accordance with the management guidelines.
- Liaise with and consult local trade unions on health and safety procedures and ensure their effective implementation.

Teachers will:
- Ensure that their areas of responsibility are checked frequently to ensure that no health and safety hazards are present. Should a teacher identify hazards then they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level. If the teacher cannot resolve the issue because it is beyond their remit, affects other areas of the school, or requires financial support, then the headteacher or the governor with responsibility for health and safety should be advised of the hazard/issue.

All Staff:
- Have a health and safety responsibility to ensure that they are safe in what they are doing and their actions/activities do not cause harm/injury to others.
- Shall ensure that they comply with the schools health and safety policy, training or instructions.
- Should report hazards to the office or headteacher who shall address the issue in accordance with the policy.

<u>Specific Responsibilities</u>

The following staff have been nominated to be responsible for the following areas of health and safety:

Fire Safety	-	Natalie Bill
First Aid	-	Helen Chapman as nominated first aider
Administration of Medicine	-	Only administered on advice of doctors by a qualified first aider
COSHH (Control of Substances Hazardous to Health)	-	Green Machine Cleaning Contractor
Electrical Safety	-	Natalie Bill
Asbestos	-	Natalie Bill

Playground Equipment - Natalie Bill

Display Screen Equipment - Natalie Bill

The above named people shall ensure that the local authority management guidance, contained within the health and safety manual, and the requirements outlined in this policy, are complied with at all times.

Training

All new employees, teaching and non-teaching shall be provided with induction training appropriate to their health and safety needs.
In the case of volunteer helpers it will be the responsibility of the relevant teacher or supervisor to ensure that appropriate information is passed on to them.
All employees and volunteers shall on their first day of employment be informed of what to do in the event of a fire and what first aid arrangements are in place.
Refresher training and training in new areas of responsibility will be arranged for members of staff, either at their own request or at the direction of the headteacher.
Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a safety representative in order that they can play an effective role, any problems that need further action or a review of procedures.

Emergency Procedures (Fire)

All staff are required to ensure that they are familiar with the emergency procedures and the evacuation drill. The fire alarms shall be tested weekly and those staff not hearing the alarm shall report the fact to the nominated fire safety officer. The fire alarm shall be tested once a week as follows:

- The fire alarms are tested weekly and recorded in the log.
- The fire evacuation drill shall be carried out once a term as instructed by the headteacher.

Staff are required to report defects or missing firefighting equipment to the fire safety officer immediately. Fire exits, routes and firefighting equipment shall not be obstructed at any time.

First Aid

A list of trained first aiders and the location of first aid boxes will be posted up in the main office. The staff member responsible for first aid shall ensure that the contents of the first aid boxes are replenished as necessary and comply with the contents laid down within the regulations. All first aiders and staff shall ensure that accidents are reported as outlined below and that the staff member responsible for first aid is informed if items from the first aid box are used.

Administration of Medicines

Guidance on the administration of medicines to pupils is set out in Part 5 Section 100 of the Children and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions. The governing body has agreed that prescription medicines may be administered to children, at the specific request of the parent or guardian and in accordance with the procedures laid down in the guidance. Medicines will be administered by a qualified first aider who

will undergo training in order to carry out the task. Medicines will be stored in the school office not accessible to children and in accordance with the guidance.

Accident and Health Reporting

All staff are required to ensure that all accidents, incidents and near misses are reported to the schools office, who will then ensure that serious incidents are reported to the headteacher and that the appropriate management guidelines, contained within the health and safety manual, are followed.

Equipment and Electrical Testing

The headteacher will ensure that testing, inspection and maintenance of equipment as outlined in the property log book and the management guidelines within the health and safety manual are undertaken as required.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher. Equipment found to be unserviceable, or of doubtful serviceability shall be taken out of service, adequately labeled, locked away and the defect reported to the headteacher or office manager who will arrange for repair or replacement.

The headteacher will ensure that all electrical equipment brought into the school from other sources, e.g. on loan, or during a letting, has the appropriate test certificate and is formally visually inspected in accordance with the electrical safety management guidelines.

Asbestos

A copy of the asbestos log book is kept in the school hall. The school will record annually on the status of the asbestos in the school. This will be recorded in the asbestos log book and online for the local authority. The nominated member of staff responsible for asbestos shall ensure that all staff are aware of the dangers of asbestos and that they are familiar with the procedures within the log book. All contractors shall be referred to the asbestos log book before commencing work. Any member of staff who may disturb the fabric of the building shall refer to the log book before commencing work.

Contractors

The headteacher shall ensure that the management guidelines regarding contractors are adhered to at all times.

Educational Visits and Journeys

All educational visits and journeys are required to be approved by the headteacher, who shall ensure compliance with the educational visits policy. They are all recorded on Evolve. (Education Visits and Journeys Policy Document, Legislation and guidance)

Risk Assessments

Risk assessments will be undertaken for activities both in and out of school. These will be reviewed regularly, updated as appropriate and following any breach of procedures.

Monitoring and Review

This policy will be monitored and reviewed on a regular basis by the headteacher and governing body.