



# Health and Safety Policy

Version	
Review Date	



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## Policy Overview

Hillel Park School is an inclusive school based on Christian ethos and values. At Hillel Park School we have a strong commitment towards working in positive partnership with the whole school community. A school is a busy place where there are many interactions between pupils, parents, carers, and staff as part of the everyday life of the school. We have an ethos of respecting the rights of all members of the school community.

### **Our Values - Faith. Love. Service. Resilience.**

We understand the impact these qualities have on inspiring our students to become faith-filled, kind young men and women, who can thrive and adapt to our ever-changing world, despite the challenges.

### Objectives and Compliance

Should any interested party be unclear on the policy and how it impacts their role, they should contact the Head Teacher.

### Order of Precedence

This document upon approval supersedes all previously drafted documents.



## Policy Statements

### 1. Governance

- 1.1 The aim of the governing body and the headteacher is to provide a safe and healthy working and learning environment for staff, pupils and visitors. This will be achieved by implementing the health and safety objectives detailed in this policy.
- 1.2 This establishment attaches great importance to the health, safety and welfare at work of all its employees and other users, particularly children, parents and visitors. This establishment aims to provide, so far as it is reasonably practicable, for its employees when working on the premises or elsewhere:
  - a) Instruction, training and supervision to enable its employees to work safely without risk to their health.
  - b) Premises and places of work that are well maintained, have safe access and egress for all and are without risk to health.
  - c) Where vehicles are used, to ensure that they are well maintained, safe and without risk to health.
  - d) Safe systems and methods of work that are without risk to health.
  - e) Machinery and equipment that is safe and without risk to health.
  - f) Articles and substances for use at work that are safe when properly used, stored, handled and transported.
  - g) Suitable safety clothing and equipment when required by regulation, approved code of practice, departmental instruction or when considered necessary.
  - h) Any other suitable protection, where appropriate, where staff might be at risk.
  - i) For the safety of visiting contractors, members of the public and authorised visitors.
  - j) For arrangements to involve all members of the school community including pupils in developing this health and safety policy.
  - k) For our responsibility towards the environment and ensuring that our activities do not adversely affect it.

### 2. Roles and responsibilities

- 2.1 It is the responsibility of **everyone** to make these arrangements work. By achieving this collective responsibility there is much greater likelihood of achieving an accident free environment and progressively improving the management of safety and so the staff's, pupils' and the school's general wellbeing.
- 2.2 The **Headteacher** has primary responsibility for Health and Safety matters within the establishment.
- 2.3 In the Headteachers absence the Deputy or whoever is nominated, will assume this responsibility.



2.4 The Assistant Head Teacher has delegated responsibility for managing the arrangements for health and safety in the school and for liaising with the Health and Safety Manager coordinator from Local Authority for advice and information on health and safety matters.

#### 2.5 Responsibilities:

- a) Setting up arrangements to cover all health and safety legal requirements; statutory basis being the Health and Safety at Work Act 1974;
- b) Monitoring the effectiveness of the arrangements
- c) Producing a written Health and Safety policy to be approved by the Governing Body and bringing this document to the attention of all staff, including new staff on taking up post, and to revise and reissue the document as may be necessary from time to time
- d) Resolving health and safety problems
- e) Bringing to the attention of the Local Authority Health and Safety coordinator those instances where delegated local executive has proved to be inadequate to reduce the identified hazard and to take action to avoid danger pending rectification
- f) Noting all the guidance produced by the Local Authority, in line with legislation, and bringing any issues to the attention of relevant staff
- g) Keeping a file or record of such guidance, including that issued by other competent authorities, to which all staff can have access
- h) Maintaining a list of Safety Representatives appointed to represent staff on site
- i) Being readily available to Safety Representatives and co-operating with them as far as is reasonable in their efforts to carry out their duties
- j) Receiving written reports from Safety Representatives and responding to them within a reasonable time
- k) Establishing a school Health and Safety Committee in accordance with Council policies
- l) Ensuring that all areas of the site are inspected termly by the Safety Representatives with the Senior Management on site
- m) Ensuring that a system is established and maintained for reporting, recording or investigating accidents, and that all reasonable steps are taken to prevent recurrences
- n) Ensuring that all visitors, including contractors, are made aware of any hazards on site of which they may be unaware
- o) Ensuring the use of any personal protective equipment as may be necessary and ensuring that it is maintained and renewed as necessary
- p) Ensuring that a suitable fire risk assessment is prepared and maintained to comply with the Regulatory Reform (Fire Safety) Order 2005
- q) Ensuring that effective arrangements are in place to evacuate the buildings in case of fire or other emergencies, that evacuation drills are undertaken regularly, and that firefighting equipment is available and maintained



- r) Ensuring that a suitable plan is in place to deal with emergencies, which could occur both during and out of school hours. This will include arrangements to deal with the immediate emergency and for contacting the Local Authority, school staff, service providers and parents
- s) Ensuring that suitable health and safety induction training is provided to every new employee and that every assistance is given to perform their duties in a safe manner. In particular to ensure that they are given a copy of this statement of local arrangements, and the opportunity to read it, before starting work
- t) Ensuring that arrangements are made for suitable training for all aspects of their work
- u) Ensuring that suitable records are kept of:
  - employee health and safety training
  - accidents
  - Resources committee
  - premises safety inspections – including by the governing body or fire equipment tests
  - machinery and equipment safety tests and inspections
  - A full record is kept of statutory testing linked to health and safety requirement

2.6 **All staff** are responsible for:

- a) Taking care of the health and safety of themselves and their colleagues and for any child under their charge
- b) Keeping up to date with current safety procedures
- c) Attending training as directed
- d) Following instructions issued by the employer on matters of Health and Safety
- e) Reporting any accidents, dangerous occurrences or safety concerns to Senior Management
- f) Not misusing any equipment provided for their safety

2.7 **Senior Leadership Team** are responsible for:

- a) The safety of their staff and pupils within their work area by ensuring staff receive necessary training and supervision
- b) The safety of equipment, materials and systems of work by setting up arrangements for regular inspection
- c) Making arrangements for cover of staff with key safety responsibilities
- d) Coordinating the school science policy
- e) Monitoring health and safety practice in science throughout the school

2.8 **Teachers / Technicians** are responsible for:



- a) The safety of all children under their charge by effectively supervising their activities
- b) Being able to carry out emergency procedures in respect of fire, emergency evacuation, security, first aid
- c) Observing all safety procedures and instruction
- d) The safety of the preparation rooms, workshops and all other areas in which they work

2.9 The **Premises Manager** is responsible for:

- a) The safety and physical condition of all areas of the school including playgrounds and outbuildings
- b) Arranging for the maintenance and servicing of fire fighting equipment and fire alarm systems, premises security systems
- c) Ensuring that all contractors on site are aware of the emergency evacuation procedures and have sight of the school health and safety policy as appropriate to their work
- d) Informing all contractors of any known hazards, which might affect them whilst at work

2.10 **Contractors** are responsible for:

- a) Notifying of any hazards arising from their activities, which may affect the occupants of the school. All contractors should report to the school office on arrival.
- b) The premises manager will be responsible for controlling the work of contractors to ensure the safety of pupil's staff and visitors. In the interests of safety, major work should take place out of school hours and during school holidays.
- c) Where work carries significant hazards, permits to work should be raised for contractors before they start work. Examples of work which requires a permit to work are:
  - Work on mains electrical wiring, mains incomers and distribution boards.
  - Removal of asbestos or work where asbestos materials are known or suspected to be in place.
  - Major excavations
  - Access to roofs and roof voids
  - Sterilising of water systems with chemicals
  - Access by anyone to confined spaces such as voids sumps and drains

**2.11 Catering**

2.12 Kitchen and cooking facilities carry significant risks to school premises and high standards of organisation and control are required to minimise them.

2.13 The **appropriate catering personnel** is responsible for:



- a) The safety of the kitchen areas and of keeping the school informed of any hazards which could affect the safety of people or premises.
- b) Ensuring that its employees are competent in working safely in the kitchens with regard to the following:
  - Hygiene – to maintain suitable standards of hygiene in the kitchen areas including storage areas
  - Fire – to be aware of the arrangements for fire prevention and evacuation and for extinguishing fires in the kitchen
  - Training – providing suitable practical training to ensure that staff are able to deal with kitchen fires by using available kitchen firefighting equipment

### 3. Asbestos

- 3.1 The **Headteacher** is responsible for ensuring that arrangements are in place for managing asbestos in accordance with the procedures and guidance, which are found in the Local Authority manual, Asbestos Management Policy and Procedures.
- 3.2 Staff should be briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.
- 3.3 Arrangements will be in place to ensure that any asbestos in the premises is not disturbed by the work of contactors.
- 3.4 The premises manager will identify the location of any intended work to ensure that there is no asbestos in the location of the work by examining the asbestos register.
- 3.5 Contractors will be briefed in the action they should take if they discover material which they suspect could be asbestos.
- 3.6 They should immediately stop work, evacuate the area and request advice from the Premises Manager.

#### 3.7 Contractors and Suppliers

All contractors are expected to report their arrival and departure to the reception office staff and sign in before commencing work. If they are working in an unsafe manner, they will be requested to stop work by the Headteacher.

- 3.8 Accident reporting - All staff are responsible for reporting hazards. It is then the Operations Managers responsibility to follow up reports. The School Board monitors the action taken to remedy hazards.

#### 3.9 Fire and emergency arrangements

- a) The building has all necessary professionally conducted fire safety checks completed.
- b) The building has recently upgraded fire doors to conform to latest fire safety legislation.



- c) The building is on one level and has many evacuation points. All exits are marked and kept free of obstructions.
- d) There are (how many) extinguishers, (how many) electrical extinguisher and (how many) fire blanket in the school and (what) in the kitchen. Their location is marked with a red fire sticker.
- e) Fire safety equipment is checked regularly by external contractors and records of their visit are kept.
- f) The Operations Manager checks the fire alarm on a regular basis. Fire practices are held every term and are recorded in the fire practice book.
- g) In the event of a fire, all staff and children congregate in the designated area (where?).
- h) Named staff are responsible for checking toilets.
- i) It is the responsibility of the (who) to call the fire brigade.
- j) The (who) will take the registers out to teachers for roll call.

#### 4. Accidents

- 4.1 We have a first aid point in (where) room this area is clearly signed to identify this as the area to go if someone needs medical attention, the medical room features a medical point.
- 4.2 The school also has (what) located (where) that is used for (what scenarios).
- 4.3 All accidents are recorded and monitored in the accident book located (where).
- 4.4 Letters to parents informing them of accidents to their children are recorded. These forms are checked each half term for trends of accidents and this data is placed before the School Board at each of its meetings. Letters are always sent to parents when a child has a bump on the head.
- 4.5 Plastic, disposable gloves are available in each first aid box and staff are advised to use these when dealing with bleeding or other cases of body fluids. If there is an emergency situation, an ambulance should be called to transport a child to hospital. Wherever possible, the parent should accompany their child. If this is not possible, the child is accompanied by two members of staff. In a non-emergency situation, staff can transport a child if accompanied by another adult, but should ensure they have correct insurance cover, otherwise a taxi must be used.
- 4.6 All staff will hold a first aid certificate, some staff have additional Ofsted recognised pediatric training. (Newly-appointed staff who do not hold such a certificate will receive training within their first term at the school). Regular first aid courses are held for all staff.
- 4.7 Notifiable accidents and incidents are recorded and passed on as appropriate.

#### 5. Electrical equipment

- 5.1 Electrical equipment used within the school is numbered and logged.
- 5.2 All staff are expected to visually check equipment before use and report damage and remove from the area with a notice saying "Faulty: Do Not Use".



- 5.3 In addition, a risk assessment is carried out by an electrician who PAT tests equipment on an annual basis, appliances are tested in accordance with legislation by a contractor and a certificate held listing all tested and serviceable equipment.
- 5.4 Staff should note that particular care needs to be taken with extension leads, to avoid trailing wires.
- 5.5 No electrical equipment should be introduced into school from home without the prior agreement of the Headteacher.

## 6. Furniture and equipment

It is the responsibility of all staff to ensure that equipment is in good working order and is stored safely. Any faulty equipment should be withdrawn from use and reported to the Operations Manager with a note saying “Faulty: Do Not Use”. The following points about equipment should be noted:

- a) Staple guns are not to be used by children and must always be stored in a drawer when not in use.
- b) Step ladders are kept in school. The condition is checked during health and safety inspections. Teachers and helpers are advised to use ladders and not chairs when displaying work.
- c) P.E equipment will be inspected annually by the Operations Manager, certain specialist P.E equipment if obtained will be checked by an outside contractor. Records are kept of these inspections.

The school does not at present use the on-site kitchen. If for any reason the kitchen is used those operating the cooker will be given instruction in doing so safely. Children will not be permitted to enter the kitchen under any circumstances.

## 7. Outdoor Visits

Trips and visits are a vital part of school life and will take place regularly. Any outdoor visit is carefully researched, and preliminary visit made by the teacher.

- a) Appropriate risk assessments must be completed by relevant staff and be approved by the Operations Manager and Principal before any trip or outing takes place. The school uses a standard risk management template.
- b) It is the duty of the teacher to ensure all helpers are fully briefed about the visit and the expectations for behaviour.
- c) Parental consent for the visit is always sought.
- d) Risk assessment for outdoor visits are completed and checked by a member of the Health and Safety Committee.
- e) When residential visits are organised parents are invited into school to discuss the visit in detail.

## 8. Security and Visitors



All staff and pupils are encouraged to be aware of strangers on the premises. If a visitor is unknown identification should be requested. All visitors must check in at reception and be issued with a visitors' badge.

- a) Visitors may only enter the school by the school Reception door. Outside doors at the school are closed once children have left the premises.
- b) Pushpads, keypads, door fobs and intercom systems on doors prevent entry.
- c) Staff who remain in school late are advised to ensure that doors are locked and the door system is switched on.
- d) In the event of anything suspicious or if a child or a teacher is at risk of injury then a message for assistance code red will be sent via a student to the Headteacher and they will act appropriately (a code red denotes an emergency; a code green means assistance is required).
- e) Any act of violence or abuse towards a member of staff must be reported to the Headteacher, who will take the appropriate action.