



Beddington Infants' School

Health and Safety Policy

The governing body regards the promotion of health and safety at work, to be of the utmost importance for all personnel that attend as pupils, work in and visit Beddington Infants' School.

It is school policy to ensure that every reasonable step be taken to prevent injury and ill health to personnel by protecting individuals from hazards at work. This also includes pupils and visitors to the school whether it is for the pursuance of their employment or other activities.

This is approached by:

- Assessing and controlling risk as part of the day-to-day management of school activity
- Providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently
- Ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out-of-school activities
- Periodic review of the safety policy as school activities and the associated risks change

All personnel employed within the school have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.

All employees within the school have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- Complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions
- Reporting any incident to the safety advisor (school business manager) which has led, or could have led to damage or injury
- Assisting in any investigation with regards to accidents, dangerous occurrences or near misses

In line with the Safety Organisation set out in part 2 of this policy, it is the responsibility of all line managers to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures, which are to be followed within the school.

Part Two: Safety Organisation

Objectives

2.1 The objectives of Beddington Infants' School Health & Safety Policy are:

- To promote high standards of safety, health and welfare in compliance with the Health and Safety at work Act 1974, other statutory instruments and approved codes of practice
- To ensure that places and methods of work are safe and healthy through the arrangements set out Part 3 and others which are adopted from time to time as appropriate to changing circumstances
- To protect personnel, whether they be employees, pupils, members of the general public visiting the school or contractors and their employees from any foreseeable hazards
- To ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety in so far as is reasonable and practicable
- To ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare
- To ensure that awareness with regards to all aspects of safety is fostered by all personnel
- To ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded and to co-operate in all aspects with regard to safety
- To ensure that full and effective consultation on all matters is encouraged

2.2 Lines of responsibility and accountability

Governing body

Headteacher

Safety Advisor

Resources committee

All employees and pupils

Contractors

Responsibilities of individuals within the school are as follows:

- **Governing body.** The ultimate responsibility for all aspects of health and safety at work within Beddington Infants' School rests with the Governing Body through the safety organisation.
- **Headteacher.** The Headteacher is responsible for the effective implementation of the safety policy and encouraging staff, through regular monitoring, to implement health and safety arrangements.

- **Safety Advisor- School Business Manager.** The School Business Manager is advisor to the headteacher on health, safety and welfare within Beddington Infants' School. The School Business Manager is also to advise all personnel in meeting their individual responsibilities with regard to health and safety at work.
- **Line manager.** All managers are responsible for ensuring that the day-to-day requirements regarding health and safety at work are met within their areas of concern. Where any new process or operation or substance is introduced into the area of their responsibility they are to liaise with the safety advisor so that the associated risks are assessed and any precautions deemed necessary are implemented.
- **Teachers and supervisors.** The responsibility of applying safety procedures on a day-to-day basis rests with all teachers and supervisors. All accidents will be investigated by them in accordance with current procedures in order that the cause of any accident can be identified and remedial action taken as appropriate. They are to ensure that all new members of staff and pupils under their control are instructed to their own individual responsibility with regard to the Health and Safety at Work Act 1974 and that they frequently make inspections of their area(s) of responsibility.
- **Employees and pupils.** Employees and pupils have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the school, contractors, and members of the public. They are required to co-operate with supervisors, line managers, safety representatives and the safety advisor and adhere to safety guidance given in helping to maintain standards of health and safety within the school.
- **Safety Representatives.** It is the responsibility of safety representatives to make such proposals as they see fit with regard to methods of achieving improvements in health and safety aspects in their area of responsibility. Line managers are to nominate safety representatives to represent their area of responsibility.
- **Resources committee.** The Resources Committee as a whole or through individual members is to monitor health and safety performance and recommend any action necessary should this performance appear to be unsatisfactory.
- **Contractors.** It is the responsibility of contractors and their employees to read and comply with the school health and safety policy.

Trained Principal First Aiders

Derek Forbes
Julie Appleton

Eileen Martin
Tina Wenham

Zona Willmont

Trained First Aiders

Tanja Butcher
Dillini Fernando
Chris Hawkins
Teresa Jones
Maria Lawrence
Claire Parks
Vinitha Thirukumar

Christina Dorward
Jenny Gale
Carly Hender
Pat Juett
Tracy Ludlam
Janice Rudling

Stella Elliott
Sue Green
Sam Hockley
Sherida Khan
Patricia Major
Prafulla Shah

Mental Health First Aiders

Adam Funnell

Janice Rudling

Patricia Major

Risk Assessments

Responsibility for assessing and controlling risks rests with all personnel within the school. However, risk assessment and training shall be performed in consultation with the safety advisor.

Resources committee

- 2.2 The committee will meet as deemed necessary but not less than three times annually.**

Terms of reference of the Resources committee

- 2.3 Under Section 2 (7) of the Health and Safety at Work Act 1974, the Resources committee have the function, in consultation with the staff and pupils they represent, of keeping under review the measures taken to ensure the health and safety at work of the employees and pupils.**

Specific functions will include:

- The study of accident and notifiable disease statistics and trends, so that reports can be made to the governing body on unsafe and unhealthy conditions and practices, together with recommendations for corrective action
- Examination of safety audit reports on a similar basis
- Consideration of safety audit reports and factual information provided by inspectors of the enforcing authority
- Consideration of reports which safety representatives may wish to submit
- Assistance in risk assessment and the development of school safety procedures and safe systems of work
- Monitoring the effectiveness of safety procedures and safe systems of work
- Monitoring the effectiveness of the safety content of employee training
- Monitoring the adequacy of safety and health communication and publicity in the school

Part Three: Safety Arrangements

Introduction

- 3.1 The safety arrangements set out below are for the information, guidance and compliance of all personnel in Beddington Infants' School.**

- 3.2 Health and safety are integral parts of management**

They are key considerations which should under-pin and facilitate educational and financial activity. Under the Health & Safety at work Act 1974 and common law, employers and employees must look after children in their care.

3.3 In carrying out their normal functions, it is the duty of all line managers to do everything possible to prevent injury to individuals. This will be achieved so far as it reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk. These can be summarised as:

- Providing and maintaining safe equipment and safe systems of work
- Making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles
- Providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety
- Providing safe places of work with safe access to and access from them
- Providing a safe and healthy working environment
- Providing a system for rapidly identifying and remedying hazards
- Where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment

More specific arrangements are set out below and which will be supplemented from time to time as necessary to address new risks in the form of appendices.

3.4 All personnel have a statutory duty to co-operate in fulfilling the objectives of the governing body and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves or others.

3.5 Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to their line manager.

3.6 No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

Specific arrangements for health and safety

3.7 Accident reporting

Any accident or injury is to be reported to the safety advisor by the person or persons involved in the accident, or by the line manager and entered in the accident report book (either the student accident book or the staff accident book). The Accident books are held in each area of the school. The safety advisor is to ensure that the governing body are informed of all accidents of a serious nature and any dangerous occurrences and where applicable follow the requirements of current legislation (RIDDOR 1999).

3.8 Accident investigation

- All significant accidents or incidents that are considered to be dangerous 'near miss' situations are to be reported to your line manager, they in turn are to report the incident to the safety advisor.
- The safety advisor is to carry out an immediate investigation into the incident in order that the cause of the accident can be identified and measures taken to prevent a recurrence.
- Investigations such as these are essential in order that accidents damage to equipment and property and losses are kept to a minimum.

- The chair of the Resources committee is responsible for the co-ordination of such investigations.
- All contractors must ensure that accidents involving their personnel are reported to the safety advisor of the school as well as their own reporting chain.

3.9 Reporting procedures

Any practice or condition that is likely to have an adverse effect on health and safety of personnel, or damage to equipment or property, is to be reported to line managers. Such reports are to be recorded.

3.10 Out of school visits and activities

All personnel that arrange or actively participate in school visits or out of school activities must follow the procedures outlined in the separate document held by the line manager entitled "Procedure for School Visits and Out of School Activities."

3.11 Safe working procedures

Line managers must ensure that safe working procedures detailed below are developed through:

- Assessing the tasks
- Identifying the hazard
- Defining a safe method
- Implementing the system
- Monitoring the system

Once developed, safe-working procedures must be made widely known to protect all personnel working within their area of responsibility from dangers to their health and safety. They are also to familiarise themselves with laid down procedures and ensure that personnel under their control are fully conversant with these procedures.

3.12 Defective tools and equipment

- All defects found in hand tools, power tools or any other equipment must be reported immediately to the line manager who in turn will appraise the safety advisor of the details.
- The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be re-issued for further use until repair has been affected.

3.13 Means of access

- When using access equipment such as ladders, crawling boards, etc., the correct equipment is to be used for the job to be undertaken. Stepladders should always be supported by an assistant.
- Always use correct routes of access. Do not use short cuts, they can result in serious accidents.

3.14 Good housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed
- Ensure shelves in storerooms are stacked neatly and not overloaded
- Keep floors clean
- Do not obstruct emergency exits

3.15 Electrical equipment

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- Where 13 amp sockets are in use, only one plug per socket is permitted.
- The protective outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to re-wire the plug correctly.
- Electrical equipment that is known to be, or suspected of being faulty, must not be used.
- If electrical equipment becomes faulty whilst in use it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected.

3.16 Use of harmful substances

- When using harmful substances, whether they be material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.
- No new materials or chemical substances are to be brought into use unless a COSHH (Control of Substances Hazardous to Health Regulations 1994) Assessment has been carried out and clearance given for use by the Safety Advisor. The user department is to be in possession of a Safety Data Sheet.
- Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the safety advisor.

3.17 Smoking

This school is a designated non-smoking site. Smoking is not permitted at any time.

3.18 Emergency Services

- Contact the school office to phone the emergency services if required

- There is a first-aider present on the premises during the school day

3.19 Fire prevention

- 'Action to be taken in the Event of a Fire' is posted in all buildings and each room has a printed notice clearly identifying the evacuation route and assembly area to be used.
- Personnel are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire.
- The most important part of fire control is prevention. It is with this in mind that all personnel are to be conversant with the fire potential of materials and substances that they use and should exercise maximum care in their use, especially those marked flammable.
- Fire evacuation procedures, fire prevention training and fire alarm testing is to be carried out in accordance with current legislation.

3.20 Visitors

- It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school.
- Visitors should not be allowed to enter work areas unaccompanied and, where protective clothing is issued for a specific area or task, the same level of protection is to be afforded to any visitor proceeding to that area.

3.20 Contractors

Contractors working within the school are required to comply with the working rules as issued by this school. Any breach of these rules is to be reported to the safety advisor.

3.21 Manual handling of loads

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.

Health and safety information and advice. Health and safety information and advice is available on all aspects of health, safety and welfare from the safety advisor.

Additional arrangements will be appended as they are developed out of risk assessments carried out in accordance with this policy.

The Governing Body approved this policy on 22 November 2017

APPENDIX A – FIRE PREVENTION AND EVACUATION PROCEDURES

The fire alarm is a continuous bell and in the event of it being activated all buildings must be evacuated. Everyone present on the site is required to report to the assembly area which is located in the main playground at the rear of the main school building. The evacuation process is required to be achieved in under three minutes and children should vacate the building in silence. Personnel are required to ensure that all children in their care vacate the building. Once you have left the building you should not return until informed that it is safe to do so.

Children with special needs will have a Personal Emergency Evacuation Plan. Should you have responsibility for such a child a copy of this plan should be brought to your attention. You should ensure that you are aware of any such plans.

Notices detailing the “Action to be taken in the Event of a Fire” are displayed in all rooms. These identify the primary and secondary route to be taken in the event of the fire alarm sounding. You should ensure that you are familiar with all evacuation routes from the areas of the building used by yourself. The assembly point is located in the playground at the rear of the school.

Whilst automatic detection is provided there are also fire alarm break glass points located throughout the school. You should ensure that you are aware of the location of these call points and in the event of you discovering a fire, the alarm should be raised by activating the nearest call point.

The fire alarm is connected to London Borough of Sutton security who will, unless notified otherwise, alert the fire brigade in the event of the alarm being activated. Firefighting equipment is provided at various locations throughout the school. This is provided for use in the event that your exit route is blocked. It should only be used in the event of your path out of the building being blocked. In the event of you being required to utilise this equipment you should be aware of the different types of equipment provided.

Colour of extinguisher	Contents	Use
Red with white	Water or water with special additive	Paper, wood, fabrics
Red with black	Carbon dioxide	Electrical fires, flammable liquids, flammable gases
Red with blue	Powder	General use
Red with cream	Foam	Flammable liquids, paper, wood, fabrics

In addition fire blankets are provided where mobile cooking equipment is used. When using these appliances you should ensure that the fire blanket is present and placed clear of the appliance but close to hand whilst the equipment is in use. When you have finished with the appliance, the fire blanket should be returned to the trolley holding the equipment, ready for the next person.

You should ensure that you are familiar with the location of firefighting equipment. See attached plan

The most important part of fire control is prevention. All personnel should be conversant with the fire potential of materials and substances that they use and should exercise maximum care in their use, especially those marked flammable.

As you move around the building you are asked to be vigilant ensuring that fire exits are not blocked and fire doors remain closed.

Fire drills will take place randomly at least once a term.

Should you have any queries in respect of this matter or feel that further training or guidance is required please raise the matter immediately with the appropriate member of staff.

You are asked to sign and return the attached slip acknowledging you have read this document.

APPENDIX B – Bird Watch

Admin staff should have a card /code to warn each other of possible threat without interrupting the phone call so that the other person can **Phone 999**. Emergency services will advise.

The person who takes the phone call should not hang up. Please record as much information as possible.

Admin staff: One person to:

- 1) Phone Liz/Nicola
- 2) Phone Reception
- 3) Phone Nursery
- 4) Phone Derek
- 5) Phone kitchen
- 6) **Evacuation** - Everyone to evacuate to the grass by the Belltower.

The fire alarm will not sound.

Classes in Nursery and Reception will be notified by phone and classes in the main building will be notified by the nearest adult who will be asked to pass the message on calmly and quietly.

The nearest member of school staff will be asked to walk calmly to all classes in main building, saying 'Code Red'(with no further discussion), but moving quickly on to the next class.

Each class adult will show the children an A4 picture of the bell tower (on red card). This will be kept on the Red Class Register clip board.

The first classes to the blue and wooden gates will open them and leave them open. All classes will have a key for the gate padlock which will have a red cap on the key and hang on a hook near the external door of each classroom.

Then the admin staff will evacuate to the front of the school with

- a list of who is absent in each class,
- the children's late book
- the Visitors' Book
- the key for the gates.
- Mobile phone
- lock front road gates.