

Ambassadors High School

Health & Safety Policy

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Introduction

This document is designed by the Proprietor and Head Teacher of Ambassadors High School in pursuance of the Wandsworth Council Policy and the Health and Safety at Work etc. Act 1974 and subordinate legislation.

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.

The document is issued to all school staff who are to read, understand and comply with its requirements.

Statement of Intent

The Head Teacher of Ambassadors High School accepts responsibility for all safety and environmental matters within the School including health and safety at work, environmental protection and fire safety. The Head Teacher 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.

The Head Teacher 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.

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.

Head Teacher will make regular reviews of safety and environmental standards within their areas of responsibility to ensure compliance with all the standards as laid down.

The health and Safety lead will carry out safety checklist on a weekly base making sure the school building is suitable for children and everyone in it.

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.

Organisation

The Head Teacher

The Head Teacher has overall responsibility for ensuring compliance with this Health and Safety Policy document. In particular, the Proprietor is responsible for:

- ensuring that the Health and Safety Policy is prepared and, together with the Proprietor, is regularly reviewed;
- 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 meeting agenda;
- producing an annual report on health and safety;
- ratifying the local health and safety policy.

The Health and Safety officer

The Health and Safety Officer 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, she will be responsible for:

- 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;
- liaising with Head Teacher 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.
- carrying out accident and other health and safety investigations and ensuring that accidents are reported under arrangements established by Wandsworth Council;
- ensuring regular inspections are carried out;
- submitting inspection reports to the Head Teacher 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;
- identifying staff safety training needs;
- inspecting the buildings and site access daily 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 Proprietor;
- recording all defects noted and, if minor, effecting immediate repair on the faults and damages log.
- ensuring that the fire alarm system is kept in a serviceable condition and for testing the system each week on **Monday at 10am** 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;
- the correct storage of all equipment, tools, etc.;
- annually undertaking a risk assessment relevant to the work environment;
- annually checking all stock with the stock book; adding new items on receipt and ensuring all electrical appliances are Portable Appliance Tested as required and a record of testing is kept.

First aiders

First aiders are responsible for:

- the first aid equipment found in boxes in the reception, medical room;
- recording when medicines on the medicine form are given to any person;
- recording any accident and subsequent treatment in the appropriate accident and incident book kept in the **Reception area in the shelf. Filled in copies to be filed in the filing cabinet. No filled in forms to be left unlocked.**
- immediately informing the Head teacher 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.

Employees

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 filling in the health and safety checklist 2 weekly.
- 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 meetings
- bringing problems to the attention of the head teacher;
- reporting any accident involving children in classroom and outdoor for which they have responsibility. Recording them in the accident and incident book.

Health and Safety representatives

The Proprietor and Head teacher 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 Head teacher or Proprietor.

Risk Assessments:

The Head teacher and teachers organising trips or outdoor activities 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.

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

Training

Safety induction training must be given to all staff on commencement of work at the school.

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 Head Teachers are among those staff requiring specific training.

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

First Aid

The Head teacher 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. First aid boxes are situated in the reception in the lock cupboard 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.

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.

Administration of medication:

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

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

Medicine must only be administered by a first aider or their nominate representative. All medicine given must be noted in the medicine book in *filing cabinets*.

Children who suffer from asthma need to have access to their medication always. For this reason, their medication is kept with them *or* in their classrooms where the child has been trained to administer the medication themselves.

Accident and incident reporting

All accidents, no matter how minor, that occur to members of staff, are to be reported using the accident and incident reporting form. These are kept in the school office. A copy of the completed form is to be sent to the parent and original filed away in the filing cabinet.

Accidents to pupils and visitors must be reported in the same way as those to employees. 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.) also need to be recorded in the Accident Log Book.

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.

Fire precautions

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.

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.

In the event of a fire, children will be escorted from the buildings by the nearest exit, in silence, and line up at the ***Streatham Park***.

Alarm sounding points (manual call points) are as follows:

- Reception entrance by the inside door
- Back door (other areas to be inserted once identified by the Fire Safety)

Fire extinguishers can be found at:

- *Reception*
- *Back door*
- *Passage Upstairs*
- *Downstairs*

(W) = water; (F) = foam; (C) = CO₂; (P) = powder

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 Monday morning at approximately 10am by the Health and Safety officer. She then tours all rooms in the school and checks that occupants have heard the bell. Fire drills take place Termly.

Smoking and fire hazards

Smoking is not allowed in school building.

Cigarettes and matches should not be left where the children can have access to them. If teacher's light candles for any reason (e.g. religious services, scientific experiments, etc.) they should not be left unattended.

Use of machinery

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.

If there is a fault with any electrical equipment, the staff member who notices the defect should write in the "faults and repair" which is in **Reception**. If the appliance is dangerous then the Head Teacher should be contacted immediately. The appliance should be marked so that other staff do not attempt to use it.

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.

Staff should not use their own electrical appliances unless they have been checked by the Head Teacher. All electrical appliances are checked periodically by the Head Teacher.

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.

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.

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.

Personal Safety

All staff are to be aware of the contents of Chapter 25 of the Council Health and Safety Manual.

Pupil safety

No child is to be left unattended anywhere in the school building – no running.

Children are to be reminded to take care when using scissors, compasses and when carrying glass or crockery.

General safety

All staff should ensure that working areas are sufficiently ventilated.

No hot drinks are to be walked around the school.

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.

All staff will be given a copy of the Staff Handbook and the Health and Safety policy at the commencement of their contract.

Parking within the school car park is for staff and official visitor only. To ensure the safety of children extreme care must be taken always. Parents are to park on the side roads.

Lone working

A specific risk assessment will need to be carried out in order to establish specific hazards and control measures required to reduce the risk.

Lone working may occur in the case of a member of staff working late in the evening or where the Head Teacher is required to work during a weekend or school holiday.

Locking and unlocking the school should also be considered and, wherever possible, suitable communications systems put in place to minimise the risk. Refer to the lone working policy.

Safeguarding – Access to school

The School door is opened before school begins at *7:45am- 4pm*.

School access can only be gained by the visitor ringing the intercom and a member of staff opening the door.

All visitors and contractors will be instructed to report to the reception and will be given a badge to wear whilst on the premises. As well as asked to sign in. Therefore, anyone without a badge has not conformed with this request and should be approached and asked to do so.

All staff, both teaching and support, have their police record checked before they begin work in the school, and then every three years. 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.

Safeguarding – Collection of children

The ks3 children are allowed to leave the premises at 4:00, but school does request parents to inform us in advance about the pick-up method of their child. Reception and Primary children are to inform the office of the person picking up the children. Children are picked up at different times therefore parents are requested to come to the main reception .

Safety on school visits

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).

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. First aider and a first aid kit should accompany a trip.

Cash handling

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.

Cash should be counted out of sight, for example in an inner room. Where staff necessarily need to take staff 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.

Manual handling

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.

A specific risk assessment must be carried out for all manual handling operations (see H&S Manual Chapter 15).

Asbestos

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.

The Head Teacher 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.

An Asbestos Management Plan is to be produced detailing how any asbestos containing material on the premises is to be protected.

Hirers, contractors and others

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.

When the premises are hired to persons outside the employment of the Proprietor 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 Head Teacher and will not, without the prior consent of the Head Teacher:

- 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.

Immediately prior to use the Head Teacher 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 Head Teacher and it should be made clear to the user that if any further changes are required during the hire they must summon the Head Teacher. As proof of due diligence, the arrangements should be signed off by the user.

All contractors working on the school 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.

Emergency Planning

The Head teacher 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 Proprietor and regularly reviewed.

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

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.

Monitoring

The Policy is put into practice and monitored daily and the results of any monitoring carried out will be reported to the Proprietor. Termly Health & Safety monitoring inspections will be carried out, by means of a walk around by the Head teacher. 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.

Codes of safe working practice

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.

Codes of safe working practice

Aims

The aim of these Codes of Practice is to establish and maintain a safe and healthy environment throughout the school.

Classroom safety

Class teachers have a duty to assist in maintaining order and cleanliness within their teaching area and should ensure the avoidance of injury to users of that area. Weekly checks should be made of the contents and fabric of the area and any defective equipment, fittings and furniture reported immediately to the Head teacher by filling in the log and defects and repair form.

Examples of items to be checked include:

- doors unlocked and free from obstruction
- floors kept clear of obstructions
- sinks will be kept clear to enable effective cleaning
- electrical equipment unplugged when not in use (report frayed or damaged flex)
- edged or pointed tools (scissors, compasses) should be regularly checked for damage and safely stored when not in use
- orderly sensible movement within the teaching area should be maintained
- always ensure children are not left unsupervised

Streatham Park Safety (including lunch and breaks)

Duty staff and lunch time controllers should check that playground and the basketball court if it is safe for use and that in general the play areas are free from any obstruction likely to cause injury.

Examples of items to check include:

- no child should leave the play areas without the permission of the staff on duty (teacher or controller)
- the field should only be used if the conditions are suitable
- at the end of the lunch break controllers should ensure an orderly return into the school and teaching staff should be ready to receive their pupils

Staff and pupil safety

Teaching and support staff should exercise effective supervision of the pupils and should integrate all relevant health and safety aspects into the teaching process and, if necessary, give special lessons in safety. Staff should always follow safe working procedures personally, giving clear instruction and warnings as often as necessary.

Aspects to be considered include:

- children should observe standards of dress consistent with safety and/or hygiene and the reasons should be made clear to the pupils, examples include:
- suitable footwear for PE;
- wearing of ear-rings not permitted for PE;
- knives and other dangerous items should be removed from pupils and held by the Headteacher.
- children should be taught to exercise personal responsibility for safety of self and classmates
- children should be taught to observe all school safety rules and in particular those relating to evacuation and procedures to be observed in the case of fire or other major emergency

Specific guidance, which is to be followed by all staff, is given in DfE and CLEAPPS documents on safe working in:

- art and craft activities
- physical education
- electrical equipment
- science activities
- animals in schools
- swimming
- work at height

Manual Handling

Movement of heavy materials and equipment should only be undertaken by trained staff and, wherever possible, should be undertaken using some mechanical assistance e.g. a trolley. Procedures should be developed and recorded for the movement of items that frequently require such movement:

PE equipment - erection and dismantling of such apparatus must only be undertaken by children under the close supervision of staff. Each piece of equipment should be reduced to its basic parts for ease of carriage using at least two children to transport each part. Staff should check that apparatus has been correctly assembled before use.

Work at height

The Work at Height Regulations 2005 extend to work at any height where there is a risk of a fall liable to cause personal injury. The mounting of displays and reaching for items from a high shelf are thus covered. Staff must ensure that:

Only the correct equipment is used to work at height, e.g. step ladders. The use of chairs, desks etc. to gain height is expressly forbidden. Staff must not stand or kneel on desks to open or close windows.

Step ladders must be placed at right angles to the task to be carried out and must themselves be in a place of safety. If on a circulation route work must not be carried out if pupils are passing by.

- Step ladders must be fully open and locked into position and the top step is not to be used unless the supports extend higher. They should only be used on a firm, level surface.
- Step ladders must be examined prior to use to ensure that they are safe to use. If there is any doubt the step ladders are not to be used.
- Step ladders must be inspected by the Head Teacher on a 6-monthly basis. Step ladders are to be marked with a unique identifier and a record kept of inspections.

Staff training and information

It is expected that the Headteacher will act in a focal point role and as such obtain such information as is required to successfully discharge the requirements of this policy. Information and training should be available to all staff, those with specific duties which involve a higher than normal risk e.g. the Site Manager.

Where information and/or advice is not locally available the Headteacher should seek such information from the Council Health and Safety Team.

Staff and workplace safety

In order that the school can be maintained in a safe condition it is essential that all staff are fully aware of their responsibilities under health and safety legislation. In particular, the following should be borne in mind:

- staff should know and apply any special safety measures and arrangements that exist in their working environment e.g. in the kiln area, use of ICT equipment, etc.
- staff should observe standards of dress consistent with their duties e.g. maintaining hygiene when teaching cooking by wearing apron and tying back hair
- staff should exercise good standards of hygiene and housekeeping
- staff should know and be able to apply the emergency procedures which relate to evacuation, e.g. in a fire, and to first aid
- staff must use and not interfere with any measures provided to ensure their continued health and safety e.g. staff should not remove protective covers on powered plant or electrical equipment
- staff must co-operate with each other, teaching, non-teaching and support as well as contractors (cleaners, school meals service, etc.) in promoting improved safety measures
- staff must report any perceived health and safety failings and any defective equipment to the Head teacher immediately such defect is discovered

Review

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

Date :August 18