

KING'S HOUSE PREPARATORY SCHOOL AND NURSERY

HEALTH AND SAFETY POLICY



Policy date	September 2017
Policy review	Every year as part of the School's policy cycle
Date ratified	5 September 2017
Ratified by	Dr A Cook
Review date	September 2018
Related policies	Fire Safety/Health and Safety Procedures

Section A

Introduction

This is a statement of Organisation and Arrangements (Code of Practice) for King's House School. This is for the benefit of teaching and non-teaching staff and pupils, parents, visitors, contractors and all those on school sites.

This statement deals with those aspects delegated by the Trustees over which the Headmaster has control and covers safety associated with the building structure, plant, fixed equipment and services. It describes how the Headmaster is discharging his responsibilities in respect of pupils, visitors and other employees who are present on school premises in the internal organisation, management and discipline of the school in accordance with the Articles of Government.

The promotion of the safety, health and welfare of staff and pupils is considered to be a mutual objective for the Headmaster, Trustees and staff. It is therefore the school's policy so far as reasonably practicable to take the necessary steps to ensure the safety, health and welfare of its staff and pupils and also the public and visitors.

The aim of the statement is to ensure that all reasonably practicable steps are taken to secure the safety, health and welfare of all persons using the premises:

- (a) to establish and maintain a safe and healthy environment throughout the school
- (b) to establish and maintain safe working procedures among staff and pupils
- (c) to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage, and transport of articles and substances
- (d) to ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work, and to ensure that they have access to health and safety training as and when provided
- (e) to maintain a safe and healthy place of work and safe access and egress from it
- (f) to formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises
- (g) to lay down procedures to be followed in case of accident
- (h) to provide and maintain adequate welfare facilities
- (i) to make special arrangements to ensure the health and safety of any disabled person using the school site.

The Headmaster has the overall responsibility for the application of the school Safety Policy. However, staff within the school are responsible for implementing and maintaining compliance with the school safety policy in the areas for which they are responsible.

The responsibilities of teaching and non-teaching staff are set out in the following section.

Section B

Responsibilities

Introduction

All staff have a duty to ensure their own safety and the safety of those around them including colleagues, visitors and pupils. This means your actions should not place you, or others, at risk and that you should report immediately any defect in buildings, equipment or procedures. Report any defects to the Headmaster and ensure you are following procedures for written reporting (Site Agent / Cleaners reporting book)

Obligation of all Employees

The Health and Safety at Work. Act 1974 states:

"It shall be the duty of every employee while at work to take reasonable care for the health and safety of him or herself and of any other persons who may be affected by his or her acts or omissions at work and as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him or her so far as it is necessary to enable that duty or requirement to be performed or complied with."

The Act also states:

"No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions."

In order that the laws be observed and responsibilities to pupils and other visitors to the school are carried out **all** employees are expected:

- (a) to know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied
- (b) to observe standards of dress consistent with safety and/or hygiene
- (c) to exercise good standards of housekeeping and cleanliness
- (d) to know and apply the emergency procedures in respect of fire and first aid
- (e) to use and not wilfully misuse, neglect or interfere with things provided for their own safety and/or the safety of others
- (f) to co-operate with other employees in promoting improved safety measures in their school

General Responsibilities

The Governing Body has a monitoring role on health and safety issues and responsibility under the Health and Safety at Work Act for delegated functions. A Health and Safety poster is situated in the Staff Room.

The Headmaster's Responsibilities

The Headmaster also has responsibility for health and safety in the school and in particular he should:

- (a) be the focal point for day to day references on safety and give advice or indicate sources of advice
- (b) co-ordinate the implementation of the safety procedures in the school
- (c) maintain contact with outside agencies able to offer specialist advice
- (d) report all known hazards immediately to the Governing Body and stop any practices or the use of any plant, tools, equipment, machinery, etc. he considers to be unsafe until satisfied as to their safety
- (e) make or arrange for investigation of premises, places of work and working practices on a regular basis and ensure that he is kept informed of accidents and hazardous situations
- (f) review from time to time:
 - (i) The provision of first aid in the school.
 - (ii) The emergency regulations
- (g) review regularly the dissemination of safety information concerning the school;
- (h) recommend necessary changes and improvements in welfare facilities;
- (i) inform the Governors from time to time of the safety procedures of the school, and provide them with up to date reports on safety issues;
- (j) monitor the school policy on health and safety procedures and update them as new information is supplied or changed by law.

General Responsibilities - Staff

- (a) No class of children should be left for any reason except in an emergency and even then a colleague or the Headmaster should be made aware of the situation and be asked to oversee them.
- (b) Sharp craft tools must be stored out of reach of children and when in use constant supervision must be exercised. Scissors may only be used when a member of the school staff (teachers, classroom assistants) are present. They must not be used during the lunchtime period when pupils are in the care of midday supervisors.
- (c) A particularly high level of supervision must be exercised when children are assisting in the movement of equipment.
- (d) No child must be allowed out of school during school hours unless there is clear evidence of a request from the parent or guardian. The Headmaster must be notified and any letter making such a request should be kept until after the pupil's return. They must be collected by an adult, ie: someone over 16, from the school office and signed out by a member of staff.

In the absence of the Headmaster, the Deputy Head will discharge the above responsibilities.

In addition to the overall responsibility of the Headmaster the following roles have been delegated responsibility in the areas shown:

	Area	Any special responsibility
All teachers	Own classroom/area	Day to day safety
Kitchen staff	Kitchen	
Site agent	Outside surrounding areas	
Middy supervisors	Playground activities lunch time	

All staff have the responsibility to co-operate with the Headmaster to achieve a healthy and safe workplace and to take reasonable care of themselves and children.

Whenever a teacher or supervisor notices a health or safety problem which they are not able to put right they must straight away tell the Headmaster/Deputy Head. A defect report should be completed and put in the Site Agents book.

Teaching and Non-Teaching Staff

Have a general responsibility for the application of the School's Safety Policy to their own department or area of work and are directly responsible to the Headmaster for the application of existing safety measures and procedures within that department/area of work. Advice or instructions given by the Headmaster, including the relevant parts of this statement, shall be observed.

They will where necessary

Establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, (e.g. chemicals, boiling water, duplicating fluid, guillotines).

Make every effort to resolve any health and safety problem any member of staff may refer to them and refer to the Headmaster any of these problems for which they cannot achieve a satisfactory solution within the resources available to them.

Carry out a regular safety inspection of the activities for which they are responsible and, where necessary, update their risk assessment to inform the Headmaster and all staff.

Ensure, as far as is practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work.

Where appropriate, seek advice and guidance.

Report to the Headmaster requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

Ensure that all cleaning materials are locked away in special stores when not in use. Washing-up liquid may be used by pupils under close adult supervision, e.g. in food lessons. No other cleaning materials e.g. sterilising solution are permitted to be used when pupils are present.

Supervision at Playtimes

The mid-session breaks are legally deemed as part of the teaching day. The procedure and rota of supervision is designated on the staff notice board, as is absence cover. These arrangements are the responsibility of the Headmaster/Deputy Head.

During wet play, when children are kept in their classrooms they are supervised by the teachers and classroom assistants. A teacher may cover more than one classroom, but arrangements will be so that these rooms are adjoining or children all placed in one room.

Special Obligations of Class Teachers

The safety of pupils is the responsibility of class teachers, teachers have traditionally in law carried responsibility for the safety of pupils when they are in charge.

If for any reason, e.g. the condition or location of equipment, the physical state of the room, or the splitting of a class for practical work, a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the Headmaster before allowing practical work to take place.

Class teachers are expected to

To exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare and first aid, and to carry them out.

Know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied.

Give clear instructions and warning as often as necessary.

Follow safe working procedures personally.

Ask for any special procedures where necessary.

Make recommendations to the Headmaster, eg on safe equipment and on additions or improvements to plant, tools, equipment or machinery which they consider dangerous or potentially so.

Supervision Before and After School

Parents are expected to ensure their child is brought to school and collected by an adult. Children will not be allowed to go home unless they are collected by an adult who is known to staff, unless permission has been given for an unknown but named person to collect the child. Full-time teaching staff are expected in school no later 8.30am and are expected to leave no earlier than 4.00pm. Parents are requested to ensure that children arrive at school no earlier than 8.30am unless going to the Before School Club. Pupils who arrive late must do so through the main school office, where the time of arrival will be noted by a member of the office staff.

Teachers should bring any children who have not been collected at the end of the school day to the Wrap Around Care by 4pm.

The Headmaster or Deputy Head (or their nominated member of staff) will be on duty to deal with any emergency, and will attempt to contact parents if children are not collected.

No child must be kept in detention after school.

At no time within the prescribed hours should children be unsupervised whether in the playground, dining hall or anywhere else in the school.

No child is to leave the premises unless collected from school by a parent or known adult.

Parents are asked to make sure that children do not bring items to school which are hazardous or dangerous. If such items are found by any member of staff they will be confiscated and the parents asked to come to school to collect them.

If any member of the public refuses to leave the premises or is constituting a nuisance, dial the Police (999) and request immediate assistance.

The Pupil

The pupils are expected:

- (a) To exercise personal responsibility for the safety of self and class-mates.
- (b) To observe standards of dress consistent with the school policy on uniform/hair and consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous).
- (c) To observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- (d) To use and not wilfully misuse, neglect or interfere with things provided for their safety.

NB All pupils and parents should be made aware of the contents of this section, as appropriate to their age.

Persons with Disabilities

e.g. visually impaired, hearing impaired, etc.

Where it is identified that a pupil/pupils are in requirement of special needs, it is a duty that these requirements are met through 'reasonable adjustments', eg

- Teacher/support staff training
- Specialist equipment
- Means of access

Visitors

The school office staff are responsible for arranging that the arrival/departure of all visitors to the school site (other than parents collecting/delivering children) is entered into the Visitors Book in reception. All visitors will be required to wear a relevant badge whilst they are on the premises.

Regular visitors and other users of the premises, (eg delivery personnel from specific companies), should be required to observe the safety rules of the school. In particular parents helping out in school should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned. Such notice should be drawn to their attention.

Defects in Equipment

Any teacher or adult, or child, discovering a defect in the building should report the matter to the Headmaster. The Class teachers are expected to do a daily visual check of their room and area. The Site Agent should take immediate steps to render the area safe or out of bounds if a defect is found and should arrange repair. He should inform the Headmaster of his action.

Any defective equipment should be taken out of use immediately and the Headmaster informed. The Headmaster will then take the appropriate action to repair or replace the item.

Repaired equipment should be checked before being brought back into service.

Electrical Safety

Safety testing of electrical equipment is carried out annually.

SECTION C

General Arrangements

First Aid (refer to the First Aid Policy)

First Aid will be overseen by the Headmaster. The First Aid Policy details the correct procedures to be followed and details those members of staff currently holding a valid First Aid Certificate. A list of First Aiders is also located in the Staff Room and Office. A First Aid Box as required by the First Aid at Work Regulations 1981 will be kept in the Staff Room. The responsible person for first aid will arrange that the contents of the box are replenished as necessary.

Administration of Medicines in schools is guided by the document : "Managing Medicines in Schools & Early Years Settings" DCSF 1448-2005 (March 2005)

- (a) Only prescribed medication is to be administered with written consent of parent/carer.
- (b) Medicines must be stored in their original container clearly labelled with the child's name and administration instructions.
- (c) A record is kept of all medication administered.

In case of Accident

- (a) If of a minor nature, deal as a first aid case and follow the procedures in First Aid Policy.
- (b) In serious or doubtful cases, attempt to contact parent/emergency contact, and/or call an ambulance (999). A child must be accompanied to hospital by a parent or senior member of staff. If the latter, parents must be informed as soon as possible.

An Incident Form must be completed which is to be filed in the child's or Teacher's file.

- (c) All accidents to members of staff must be reported and noted in staff accident book.

An ambulance should be called if there is any doubt about the seriousness of injury to children or adults.

ALL TELEPHONE/EMERGENCY CONTACTS, SPECIAL MEDICAL DETAILS, ETC., ARE IN THE CONTACT FILES WITHIN THE CLASSROOMS

Fire (refer to Emergency Management Plan)

General Fire Safety

Ensuring fire safety rests with the	Headmaster
Escape routes	All doors to be unlocked when the premises are in use.
Fire doors	Must never be fastened open. Must never be obstructed by desks, etc. to impede exit.
Fire extinguishers/ alarms to be serviced by	Approved contractors.
Fire drills	Period of drills will be at least one every term for all zones at varied times and are recorded in the Fire Record Record Book

Alarm

- (a) Sound the alarm by breaking the glass of the alarm system. Report sources of fire to the Headmaster.
- (b) **The Headmaster or his nominated deputy will dial 999 and call the Fire Brigade or will delegate a member of staff to do this immediately.**
- (c) Fire Drill Procedures for the school day, including Lunchtime Drill, are displayed in all rooms in the school. In cases of Fire Drill or in a real emergency, the office staff have allocated duties. These are known to the staff. If the fire appears to be a minor one, attempt to deal with it using apparatus available, if trained to do so. Never put yourself in danger.

Bomb Alert

In case of a bomb alert all pupils and staff must vacate the building as in a fire alert. The emergency services must be informed (999) and no-one should re-enter the building until it is declared safe.

On no account should anyone use mobile phones.

Evacuation procedures

In the event of the fire alarm sounding, follow the evacuation procedures set down and practised in drills. The designated fire exit routes and assembly point are listed in Health and Safety Appendices, Appendix 1.

Registers and visitors book must be taken by the School Administrator to the playground meeting point. Staff should take some other form of checklist (Nursery signing in/out books) where possible in case the Receptionist has not been at the desk when the alarm was sounded. Visitors will have been briefed, by the staff member who has ensured they have signed in, on the procedure in the event of an alarm.

Should the alarm sound before registers have been sent to Reception, class teachers should bring their registers with them.

****The first priority is to ensure that all children are accounted for****

All adults should also be accounted for, including visitors. Assist any disabled persons with their evacuation as necessary.

A member of the senior management team should check that all registered children are present. In the absence of a member of the senior management team, this should be carried out by a member of the Fire Response Team.

School building to be swept by the Deputy Head and Assistant Head who will then proceed to playground.

Communication with Fire Brigade/Alarm Company to be made by a member of the Fire Response Team.

Fire Response Team

Andrew Cook
Jade Pawaar
Donna Comfort

SECTION D

General Information

Other Equipment

Kitchen

The Kitchen Manager is responsible for contacting the Site Agent if any defects are found in the Kitchen. The Headmaster must be informed.

An approved contractor will be appointed for the maintenance of appliances, audio visual equipment, etc.

Electrical Equipment

An approved contractor will be appointed for routine inspections of plugs and cables for loose connections and faults.

COSHH - Control of Substances Hazardous Health Regulations 1988

Under the COSHH Regulations (1988/94) all staff have a duty to prevent or control exposure of employees or pupils and visitors to the premises to substances hazardous to health.

All hazardous materials required, for example, deep cleaning, will be purchased through County Supplies or other recognised scientific suppliers who provide hazard data sheets and/or appropriate labels with each substance purchased.

GHS SUBSTANCE PROPERTIES								
								
Oxidizing	Explosive	(Extremely) Flammable	Toxic	Irritant	Corrosive	Harmful to Aquatic Life	Dangerous for the Environment	Gas under pressure

Flammables (eg aerosols) should be stored in a locked flammables cupboard which is suitably marked. All hazardous substances and containers will be labelled and have tops on.

Educational Visits

Refer to the procedure for Educational Visits. The person organising any external visits away from the school is responsible for carrying out necessary pre-visit arrangements and obtaining authorisation from the Headmaster or Deputy Head before the visit takes place. This must be done in line with the policy on school visits.

Repair, Maintenance and Upkeep of Buildings

The Site Agent is responsible for general and daily maintenance of the building. The Headmaster will approve work to be completed.

Contractors must comply with any appropriate legislation. To this end contractors will agree with the Site Agent and/or Headmaster what working arrangements will be applied before starting work.

Where possible, prior to the contractor's staff starting on site, designated routes for the movement of vehicles should be planned to reduce the risks to other persons.

They will also be required to report to the person in charge of the premises all accidents and injuries which occur on the premises whether such accidents involve injury to their own staff or to other persons on the premises.

Notification of dangers when work is in progress

The following procedures should be followed:

In the event of danger, the operator in charge of the building should take any steps deemed necessary to exclude persons from the danger until such times it is rectified.

The contractor should be told what the person in charge has identified as dangerous and what has to be done to ensure that persons are not endangered.

In cases of a less urgent nature, the person in charge of the building should discuss the problem with the contractor's representative on site and if possible agree a solution.

Community Use

There is some use of areas of the school by external community groups. Such groups' attention will be drawn to the detail of this safety policy with which they will be required to comply with so far as it affects their operation. Safety provisions over and above those contained in this safety policy may be appropriate for particular common use activities and each group will be responsible for producing their own safety procedures which compliment those in existence within the school.

Infectious Diseases

The school will take all reasonably practicable precautions in accordance with the requirements of the Health and Safety at Work, etc. Act 1974 to protect all persons on the premises.

The school policy and hygiene guidelines will be adhered to and are available on request from the Headmaster.

Pupils and staff should be familiar with these arrangements.