

HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

It is the firm policy of West House School to take all reasonable steps to ensure the safety, health and welfare of all pupils at the School, its employees and any others who may be affected by its undertaking, in accordance with current legislation.

The School will provide such information, instruction and training as is necessary to ensure that all its employees are aware of their own duties and responsibilities under relevant legislation and to ensure implementation of this policy.

Risks assessments will be undertaken on a regular basis to ensure a safe learning environment for pupils and safe place of work for staff.

Our general intentions are:-

- To provide adequate control of the Health and Safety risks to our pupils, employees and others arising from our work activities;
- To consult with our employees on matters affecting their Health & Safety;
- To provide and maintain safe premises, plant and work equipment;
- To ensure safe handling and use of substances;
- To provide adequate information, instruction and training supervision for employees;
- To maintain safe, healthy learning and working conditions; and
- To review and revise this policy at regular intervals.

Signed: Headmaster

Date:.....

Reviewed August 2019

ORGANISATION

INDIVIDUAL RESPONSIBILITIES

Responsibilities of the Board of Governors

The Board of Governors has overall responsibility for maintaining the highest standards of health, safety and welfare at the school.

Responsibilities of the Headmaster and School Bursar

The Headmaster and the Bursar are responsible for day-to-day implementation of the School policies:

- To ensure the health, safety and welfare of staff and pupils on a day-to-day basis through supervision.
- To regularly review the safety and security of the School buildings during health and safety committee meetings.
- To act upon any safety concerns raised by employees.
- To actively engage in the assessment of risk in the work activities being undertaken and ensure staff implement the control measures identified by risk assessments.
- To make health and safety information within the health and safety file available to staff and any information of risks to which they or pupils are exposed.
- To investigate accidents and near misses and implement appropriate and timely control measures and to report accidents to the relevant enforcing authority as required.
- To ensure the provision of suitable safety equipment and PPE.
- To ensure that line managers and contractors are aware of their roles and responsibilities.

Employees Duties

The main responsibilities are to:

- Take care of their own health and safety and that of their pupils.
- Observe fully any safety rules and abide by the safety policy at all times.
- Supervise pupils and ensure that they know about fire / emergency procedures and safety measures.
- Set a good example to the pupils.
- Make parents / volunteers aware of safety procedures in the classroom / work area.
- Not interfere with anything provided to safeguard health and safety.
- Use the correct tools and work equipment for the task in hand and use any safety equipment and protective clothing provided.
- Report to the Headmaster, Bursar or appropriate line manager any defects in plant or work equipment, or any obvious health risks.
- Avoid any improvising that may lead to unnecessary risks.
- Report all accidents, incidents or assaults to the School Office

- whether injury sustained or not.
- Engage in any training required by the school.

Non – compliance with health and safety procedures can and will result in appropriate disciplinary action.

Competent Person

To assist with the ongoing health and safety of employees and to ensure compliance with Regulation 7 of The Management of Health and Safety at Work Regulations 1999 the School engages the services of Southall Associates Ltd.

Southall Associates provide the following:

1. Assist the School in formulating the policy and procedures required to comply with the Act.
2. Assist the School to identify the risks and hazards which are associated the Companies work activities.
3. Assist the School to produce the appropriate risk assessments and safe systems of work required as a result of School work activities.
4. Monitor the effectiveness of the School health and safety management systems by:
 - a) Site audits.
 - b) Monitoring accident and incident statistics.
 - c) Investigating accidents and incidents.

Southall Associates can provide the following upon request:

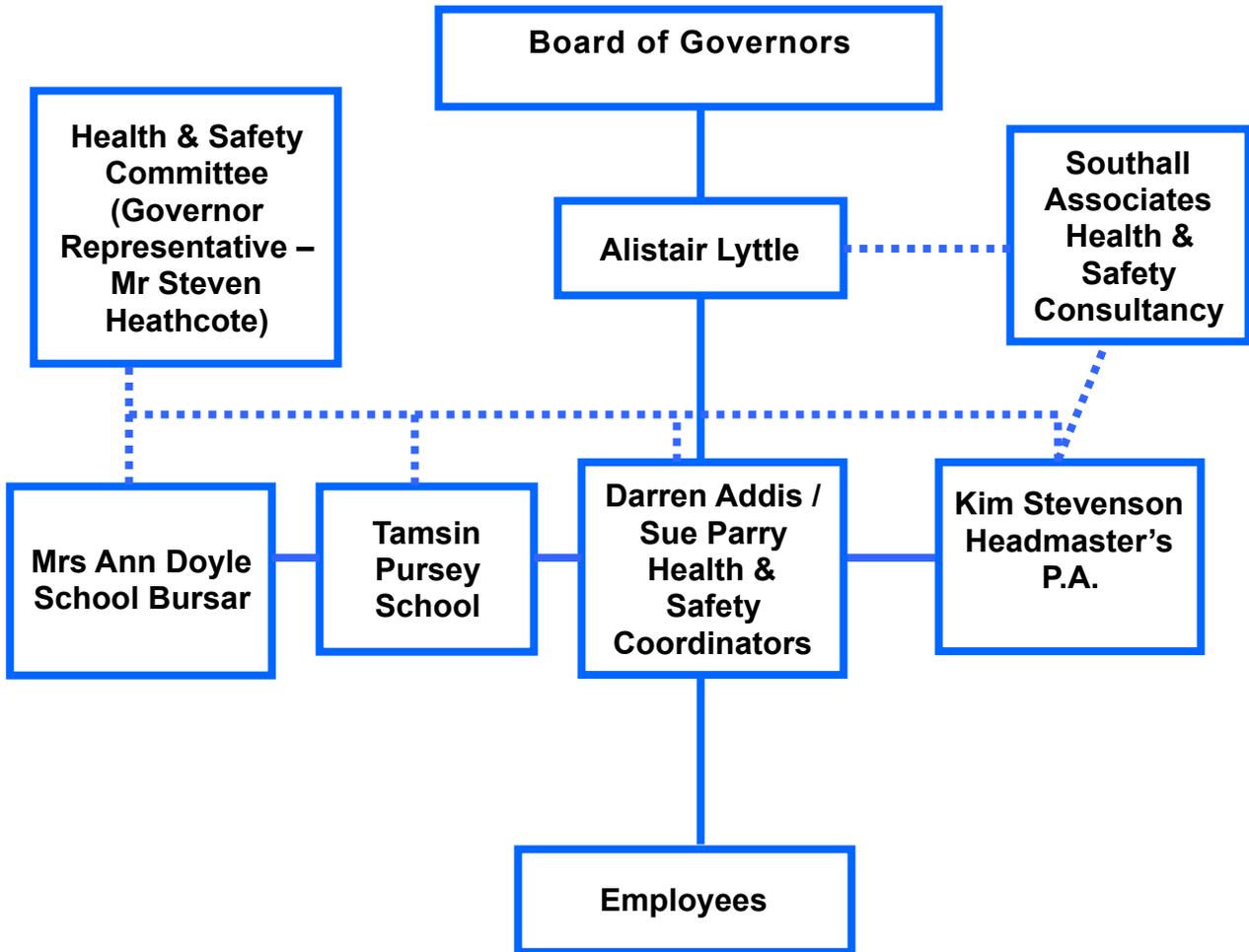
5. Assist the School in the provision of training of employees.

This policy has been drawn up with regard to the DCSF guidance *Health and Safety: Responsibilities and Powers*. Both this policy and associated policies also have regard to the DCSF guidance *Health and Safety of Pupils on Educational Visits* and DFE non statutory advice *Health and Safety Advice on Legal Duties and Powers (2014)*

A full review of the policy was carried out in light of DfE Guidance *Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2013)*. The next review will take place in December 2019.

Health and Safety Management Structure

The following management structure exists within the School to manage health and safety:



ARRANGEMENTS FOR IMPLEMENTATION

- 1.Risk Assessment
- 2.Consultation with Employees
- 3.Monitoring and Inspection
- 4.Information, Instruction, Training and Supervision
- 5.Young Workers
- 6.New and Expectant Mothers
- 7.Security
- 8.Trespassers
- 9.Violence / Aggression
- 10.Lone Working
- 11.Accident Reporting, Ill health and First Aid
- 12.Head Lice
- 13.Workplace Facilities and Welfare
- 14.Play and Sports Equipment
- 15.Smoking
- 16.Alcohol and Illegal Drugs
- 17.Stress and Bullying
- 18.Housekeeping
- 19.Display Screen Equipment
- 20.Manual Handling
- 21.Hazardous Substances
- 22.Legionella
- 23.Personal Protective Equipment
- 24.Electrical Safety
- 25.Fire
- 26.Asbestos
- 27.Ladders
- 28.Machinery / Powered Tools
- 29.Noise
- 30.Vibration
- 31.Driving
- 32.Managing Contractors

1.RISK ASSESSMENT

In line with the duty placed upon them by the Management of Health and Safety at Work Regulations 1999, the School will ensure risk assessments are carried out for all activities which pose a risk to employees, pupils and others affected by their undertaking. The principle 5 steps to risk assessment will be followed. This will include the completion of risk assessments prior to pupil activities off site e.g. educational trips etc.

Risk assessments will be periodically reviewed to ensure that they remain effective and relevant to our work activities.

2.CONULTATION WITH EMPLOYEES

In accordance with the Safety Representative and Safety Committee Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 it is the intention of the School to promote a culture whereby employees are encouraged to bring to the attention of the Head of Grounds and Maintenance or Headmaster any issues relating to safety.

The School acknowledges that employee involvement is a vital element in ensuring that all hazards are identified and concerns addressed.

3.MONITORING AND INSPECTION

Southall Associates will undertake regular inspections and checks to monitor health and safety standards and ensure a healthy and safe working and learning environment. This is undertaken every 6 months. In addition the school undertakes its own routine checks.

4.INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION

The School will provide employees with adequate information, instruction, training and/or supervision to enable them to undertake their duties safely. Information provided will highlight any hazards (identified from risk assessments) employees may be exposed to and the control measures in place for their specific work activities.

Written records of training will be maintained, with all new employees given induction training relevant to their duties.

5. YOUNG WORKERS

Persons under the age of 18 years may be employed but only after a risk assessment has been carried out to identify any potential risk to the young person in the place of work.

At all times a young person will be adequately supervised and will be given the appropriate training before being asked to undertake any given task.

6. NEW AND EXPECTANT MOTHERS

Once the School have been informed in writing that a worker is pregnant, a risk assessment will be carried out. The risk assessment will take into account the type of work normally undertaken and also the working environment. Pregnant workers / nursing mothers will not be allowed to come into contact with hazardous substances or undertake any activity that could affect the health of the child. Job roles will be adjusted where the risk to the pregnant worker / nursing mother is considered unacceptable.

7. SECURITY

All reasonable steps are taken to ensure that pupils, staff, parents and visitors are safe and secure. The school's Grounds and Maintenance employee (Steven Taylor) shares responsibility with the Headmaster for day-to-day security. All visitors are required to follow a strict signing-in procedure. All persons working on site are appropriately vetted in accordance with the requirements of the school's Child Protection Safeguarding Policy, a copy of which is available via the school's website.

The grounds are secured around the perimeter and morning perimeter walks ensure gates are locked. A number of buildings have push-button combination locks and are covered by CCTV. The reception is locked with a buzzer access system.

Contractors are required to provide written notification that staff attending the site have undertaken appropriate vetting procedures.

8. TRESPASSERS

Where a person is not immediately recognised as having legitimate reason to be on the School grounds, they will be politely asked if they need any help. Assuming the person seems to have a valid reason, they will be accompanied towards the office where they will be asked to sign in and out and be given a visitor's badge.

If it emerges that the person has no right to be on School premises, they will be asked to leave by the nearest exit and observed until they do so, and the most senior member of staff available informed.

If an intruder refuses to leave, becomes abusive or seems to present a threat to the safety of others, the police will be called without delay and the School informed of this action.

If staff feel in any way threatened, they should make their point, withdraw and not approach the person but call the police. They should not try to physically remove the person or engage in arguments.

In the event of a break in on site, staff should ensure their safety and that of their pupils, and alert colleagues to call the police.

9. VIOLENCE / AGGRESSION

In the event of meeting with an adult / parent whom staff suspect may turn abusive, the meeting will be conducted in a room that can be easily monitored with other staff members within easy reach. Depending on the circumstances, the employee may request an additional staff member to be present.

Should an adult / parent become aggressive, they will be asked to leave the School in a calm and non-threatening way. If the person refuses to leave the police would be called.

10. LONE WORKING

If staff are working alone in the building they must:

- Inform someone where they are and what time they intend to leave.
- Ensure that entrances are securely shut and ensure that they can get out of another door in case of an emergency without using a key.
- Ensure that the door through which they leave is securely locked behind them.
- Phone the police if they are suspicious about someone attempting to enter the building.
- Always be alert when leaving the building.

Key holder responding to an alarm:

- Always assume an alarm is genuine.
- If possible speak to anyone who has drawn your attention to the alarm or incident to find out if they have any information about what may be happening.
- Take a torch and (if available) a personal attack alarm with you.
- Take a mobile phone.
- Look outside your own home before you leave in case someone is watching you leave.
- Tell someone where you are going and how long you are likely to be.

If the police are attending the incident, then wait for the police to arrive before entering the site.

If the police are not entering:

- Never confront an intruder or approach or enter a building if you think an intruder may be in there. Call the police and wait outside.

- Do not enter or approach a building on your own if you are concerned for your safety.
- Check from outside the School and at a distance to see whether there are any signs of intrusion.
- Check whether there are any unexpected vehicles in the area.
- Make sure you have a mobile phone to summon help if necessary.

11.ACCIDENT REPORTING, ILL HEALTH AND FIRST AID

The School, through the implementation of this policy, is committed to preventing accidents and incidents of ill health to all persons affected by its undertaking.

Incidents recognised as reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 will be duly reported to the correct authority. All incidents, regardless of the obligations of Regulations, must be recorded in the relevant School accident book. Parents are informed of accidents involving pupils when necessary depending on the nature of the accident / injury.

The School is committed to investigating all accidents and incidents, and believes that this forms a fundamental part of improving safe working practices and raising awareness.

First aid equipment maintained on site is in line with the Health and Safety (First Aid) Regulations 1981. First aid kits are also taken on out of School visits.

- **The first aid boxes are located at:** Duce Hall, Matron's room, kitchen areas, Field House, Woodbourne, the Centenary Building and Richmond Hill, as well as the school minibus.
- **The staff accident book is located at:** main office
- **The pupil accident book is located at:** Matron's room
- **The EYFS children accident book is located at:** Field House.
- **There are a number of qualified first aiders including:** Tamsin Pursey (School Matron), Aimee Joseph (EYFS), Paula Cusack (Head of EYFS), Sabrina Channer and Debbie Edgington (Admin) and Ellie Lette (Mid-Day Supervisor).

Latex gloves are provided for staff to wear when tending to cuts, grazes etc due to risk of blood bourn infection. Please refer to the First Aid Policy for further details.

West House School stores medicines and administers them to pupils when necessary and only upon written parental consent. Forms are completed upon administration of medicine. Any medicines held for pupils will be clearly labelled with the pupil's name on both the outer and inner containers where appropriate and the dose. All staff receive annual training in the use of epi-pens and all emergency medication is taken on school visits.

Further details are included in the following policies:

First Aid Policy

The Storage and Administration of Medicines Policy

The Off-Site Activities and Educational Visits Policy

The School Matron will advise parents of recommended exclusion periods following specific illnesses. A copy of the exclusion periods, as recommended by the school doctor is sent to parents and staff annually and is available to view in the School office.

In the event of a critical incident the policy and procedures are outlined in the School Management File.

12.HEAD LICE

If head lice are reported, parents of pupils in the class are sent a letter asking them to check their child's hair. Parents are routinely reminded through School correspondence for the need to be vigilant and about ways of dealing with head lice when they are identified.

13.WORKPLACE FACILITIES AND WELFARE

In line with the Workplace (Health, Safety and Welfare) Regulations 1992 the School is committed to providing a suitable workplace conducive to productivity and the wellbeing of employees. Toilets and washing facilities will be maintained in good repair, suitable for the number of employees on site, along with access to a rest room with a water supply.

The school ensures that at least one WC and hand basin is available for every 10 pupils aged over 2 and under 5, and for every 20 pupils aged 5 and upwards. The school ensures that all pupils have access to washbasins and showers as appropriate. Children within EYFS have access to a shower in the EYFS building (Field House) and three showers in Duce Hall, ensuring a ratio of at least one shower for every 40 children. The Assistant Head of EYFS (Aimee Joseph) has direct responsibility for the health, safety and welfare of pupils within the EYFS.

All Classrooms are appropriate in size and layout to allow the teacher to reach each pupil in order to provide help and guidance or to reach each pupil in case of an emergency. Upstairs windows are fitted with bars to prevent accidents.

Within EYFS floor space is calculated as follows:

3.5 sq m for under-twos

2.5 sq m for two year olds

2.3 sq m for those aged 3 to 5.

14.PLAY AND SPORTS EQUIPMENT

Play and sports equipment is routinely visually checked for damage, wear and tear. These checks are recorded on a termly basis. Staff are responsible for informing the Head of Grounds and Maintenance if equipment requires replacement. Damaged equipment is removed from use until repair or replacement.

The depth of bark and safety surfaces around playground equipment is checked in addition to visual checks for sign of sharps or animal faeces in the vicinity.

15.SMOKING

Smoking is not allowed anywhere in School buildings or School vehicles.

16.ALCOHOL AND ILLEGAL DRUGS

Consumption of alcohol or non-medically prescribed drugs is not permitted on the premises nor must employees be under their influence because of the adverse effects that they can have on conduct and equipment operation (further details are available in the Staff Handbook).

17.STRESS AND BULLYING

The Health and Safety Executive define stress as ***the adverse reaction people have to excessive pressure or other types of demand placed on them***. West House School recognises that workplace stress may at times be a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

The school ensures all managers and supervisory staff are trained in good management practices and staff are sufficiently trained to discharge their duties. Workloads and work hours are monitored to ensure that staff are not overloaded. Bullying and harassment is not tolerated in the school and 'Worry Boxes' and a 'Communication Station' are provided for pupils to report bullying and other matters of concern. The school can also, where necessary, provide confidential counselling for staff affected by stress caused by either work or external factors.

18.HOUSEKEEPING

The School will ensure that standards of cleanliness are maintained and all areas kept free from slip or trip hazards.

Traffic routes and emergency escape routes will be kept clear of obstructions.

19.DISPLAY SCREEN EQUIPMENT

The School will assess and control health risks from exposure to display screen equipment in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

A suitable and sufficient analysis of workstations and environment will be undertaken for all employees defined as users, with provision of training / instruction regarding ergonomics and safe working practices.

Employees classified as habitual display screen equipment users are entitled to free eye tests and vision correction appliances where these are needed for work with display screen equipment.

20.MANUAL HANDLING

The School will take all reasonable steps to reduce and avoid hazardous manual handling activities where this is practical and reasonable. If this is not possible the School is committed to undertaking a suitable risk assessment to identify practical controls which will reduce the risk of injury.

Where staff are required to undertake hazardous manual handling duties, training will be provided to cover:

- The Principles of good lifting and handling
- Understanding of how to assess the risks posed by manual handling.

21.HAZARDOUS SUBSTANCES

Hazardous substances on site include cleaning chemicals e.g. bleach and oven cleaner and grounds maintenance chemicals e.g. pesticides.

The School will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

All staff exposed to such substances will be instructed in their appropriate use and advised to follow safe usage instructions.

22.LEGIONELLA

Legionnaires disease is a potentially fatal form of pneumonia. Infection is caused by breathing in small droplets of water contaminated by the bacteria, produced, for example, by showers. West House School has put in place a system to manage the risk from legionella. This includes water temperature

checks, flushing of shower heads, cleaning of shower heads and water tanks. Records of checks are held in the School Office.

23. PERSONAL PROTECTIVE EQUIPMENT

The school acknowledges that PPE forms the last level of protection within the hierarchy of controls, and will ensure all other practicable controls are in place. It is however recognised that PPE is often required to bolster other controls. As such, the School will do all within its power to ensure such equipment is fit for purpose and maintained in good condition. Employees will be consulted at the selection stage to ensure equipment is suitable for their needs and to encourage usage.

24. ELECTRICAL SAFETY

The School aims to comply with the Electricity at Work Regulations 1989.

Any portable appliances which are not double insulated shall be maintained and tested on a regular basis and a sticker affixed.

The fixed electrical installation will be checked at a 5 yearly interval.

Only trained or qualified staff are permitted to work with electrical equipment. Work on electrical equipment will not be allowed before the equipment has been properly isolated and disconnected from the source of supply.

25. FIRE

The school will assess and control the risks from fire in accordance with the Regulatory Reform (Fire Safety) Order 2005. Fire extinguishers are located throughout the premises and serviced annually. The school has an emergency plan to follow in the event of fire or sounding of the alarm. A fire drill is conducted twice a year and each teacher is responsible for the safe evacuation of their class and conducting the roll call for the class.

Responsibilities of class teachers:

During the first day of term, all class teachers should explain to pupils what the procedure is should the fire bell sound. This should include information about:

- Fire exits to be used.
- Assembly point
- Action on discovering a fire
- Keeping gangways clear.

- Information about testing of the system/bells.

Fire exit to be used – is the nearest available safe exit.

Assembly points – are on the Field House and main playgrounds, and in the cricket nets / cage - standing in registration groups.

Action on discovering a fire – inform someone immediately and never try to put out a fire yourself.

Keeping gangways clear – pupils should be reminded about hanging coats and bags out of the way.

Testing – the system is tested on Monday mornings between 9.4am and 10.00am

Responsibilities of Head of Grounds and Maintenance

The Grounds and Maintenance employee is responsible for checking:

Daily:

- Exits and routes remain unobstructed.
- Exit doors are unlocked.
- Main fire panel working.
- Fire doors closed.
- Building secure out of hours.

Weekly:

- Test fire alarm system.

Monthly

- Check extinguishers are in the correct place.

6 monthly

- Fire drill.
- Emergency lighting.

Annually

- External fire alarm system test.
- External service of fire extinguishers.

Further details are included in the **Fire Risk (Prevention) Policy**.

26. ASBESTOS

An asbestos survey has been conducted and a register of asbestos locations maintained. Where asbestos is identified, routine termly visual checks are conducted to ensure this remains in good repair and therefore poses no risk.

Before any contractors or maintenance staff are employed to work on the fabric of the building, the asbestos register will be consulted accordingly. Work will not be permitted on any materials containing asbestos unless HSE guidelines are followed and work conducted whilst the school is closed to pupils.

27.LADDERS

Work at height must be avoided as far as practicable. Where it is identified as necessary for an employee to work at height from a ladder, a safe system of work is followed.

All ladders are maintained in good repair. Each ladder is individually identified, visually checked before use by staff and examined on a routine basis by management. Defective ladders are labelled and removed from use.

28.MACHINERY / POWERED TOOLS

Machinery / powered tools used on site by grounds and site maintenance staff include mowers, strimmers, hedge trimmers, etc.

Use of machinery and powered tools is included in risk assessments.

It is School policy that all relevant employees will be trained in the safe operation of the equipment and employees are required to use all work equipment correctly / in accordance with their training / manufacturers recommendations.

Appropriate guards on machines are provided in order to make all operations as safe as possible.

Employees must **NEVER**:

- a) Remove, make inoperative or reduce the effectiveness of any equipment or machinery guard.
- b) Attempt to operate any machinery or equipment without the guards or other required safety devices in place.
- c) Operate any equipment when it is functioning improperly or at any time when it would be hazardous. Such equipment will be repaired at once or removed from the premises.

Only authorised personnel may remove a machine guard during maintenance or cleaning operations. During such operations all precautions must be taken to ensure that the equipment is de-energised by disconnecting the power source.

All machinery / powered tools are to be stored in a locked shed, inaccessible to pupils or trespassers.

29.NOISE

Grounds and maintenance staff may be exposed to high noise levels during operation of machinery / powered tools. However when noise levels are averaged over the course of the working day or week, it is unlikely that the lower or higher action value levels (80dBA or 85dBA as stipulated in the Control of Noise at Work Regulations 2005) will be exceeded. Even so, the School provides hearing protection to be worn by staff during times of use of noisy machinery / equipment.

30.VIBRATION

Certain hand held tools used by grounds maintenance staff pose a risk of hand-arm vibration (HAV) related diseases. The risk is reduced by use of vibrating tools for only limited periods of time, wearing warm clothing to increase circulation and completing annual health surveillance questionnaires to detect early signs of vibration related diseases (e.g. vibration white finger).

31.DRIVING

The School minibus is used for transporting pupils and therefore is subject to regular servicing, MOT'd and is fully insured. Drivers licences are checked prior to being authorised to drive the minibus.

A work-related driving policy is in place and held in the minibus glove box in the form of a Drivers Handbook. Drivers are required to adhere to the driving policy.

32. MANAGING CONTRACTORS

The competency of contractors is checked before services engaged. This includes qualifications, insurance, membership of professional bodies and previous experience.

Prior to appointment, contractors undertaking long duration high risk works will be requested to provide a risk assessment or safe system of work for any work they intend to undertake at the premises and to agree to comply with site safety rules laid down by the School.

Contractors working on site will be required to report to the School office where they will be met by the Head of Grounds and Maintenance.

The Head of Grounds and Maintenance will undertake regular checks on the contractors mode of operation and stop any work suspected to pose a risk to our staff, pupils or the contractor.

For long term projects, routine meetings will be held between the School and contractor and health and safety matters discussed at committee meetings.