



Stag Lane Middle School Health and Safety Policy

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Prepared by EE

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Stag Lane Middle School

Statement of General Policy on Health, Safety and Welfare

The school's Governing Body and Senior Management Team recognise and accept their responsibilities both under civil and criminal law and also under Harrow's scheme of delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees is acknowledged.

The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are constantly monitored and reviewed.

In compliance with the Health and Safety at Work Act, Stag Lane Middle School's Governing Body will ensure so far as is reasonably practicable that:-

- The premises are maintained in a safe condition.
- Safe access to and egress from the premises is maintained.
- All plant and equipment is safe to use.
- Appropriate safe systems of work exist and are maintained.
- Sufficient information, instruction, training and supervision are available and provided.
- Arrangements exist for the safe use, handling and storage of articles and substances at work.
- A healthy working environment is maintained including adequate welfare facilities.

In addition to the above commitment, the Governing Body also recognises its obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public, contractors, etc., are or may be affected by the school activities being carried within the school boundary or otherwise, the Governing Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its pupils, this commitment is seen as especially important.

Within the financial restraints dictated by Harrow Council, the Governing Body will ensure, through the Senior Management Team, that adequate resources are

set aside from the total budget allocation for the policy statement to be properly implemented.

The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Governing Body's commitment to the continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises. Employees are reminded of their own duties:

1. To take care of their own safety and that of others;
2. To co-operate with the Governing Body and Senior Management Team so that they may carry out their own responsibilities successfully.
3. All relevant Regulations, Codes of Practice and Standards will be complied with as necessary.

Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

A copy of this statement has been provided to every member of staff. Copies are also available in the staff room. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.

This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the school's Governing Body.

signature

signature

Chair of Governors

Headteacher

Date-

Date-

Stag Lane Middle School

Organisation and Responsibilities for Health, Safety and Welfare

In order to ensure that health and safety issues are dealt with in accordance with our establishments' safety policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

1. **Governing Body** Mr Virendra Rathod

The Governing Body will comply with any directions issued by the Children's Services Directorate concerning the health and safety of persons on school premises or taking part in school activities elsewhere. The Governing Body is responsible for health and safety matters at a local level. They accept that the delegation of funds from the Local Authority carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which health and safety issues are addressed. However, the Local Authority will be informed of any issue which has significant health and safety implications and which cannot be resolved satisfactorily without their involvement.

The Governors appreciate that they can only work within their allocation of the total education budget determined by LEA members and that they will only be accountable for deciding how the budget within their control is to be spent. The Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

2. **Headteacher** Mrs Helen Evans

Overall responsibility for the day to day management of health and safety in the school rests with the Headteacher. As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Headteacher will include:

- 2.1 Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999,
- 2.2 Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy
- 2.3 Ensuring that there are adequate staffing levels for safe supervision,
- 2.4 Delegating the following to appropriate personnel:
 - maintenance of the premises,
 - purchase of equipment to meet appropriate safety standards,

- the repair, maintenance and testing of school equipment
provision of appropriate protective clothing where necessary;
purchase and maintenance of first aid materials and fire
fighting appliances;
- 2.5 The funding of necessary safety training for staff;
 - 2.6 The arrangements for securing health and safety assistance from a competent source;
 - 2.7 The appointment of a premises manager;
 - 2.8 The provision of appropriate health and safety information to governors.
 - 2.9 Review this policy statement as necessary and ensure that the appropriate for amendments are made as and when circumstances change;
 - 2.10 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
 - 2.11 Review the arrangements action to be taken in an emergency and ensure that all involved are informed of the arrangements;
 - 2.12 Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff;
 - 2.13 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
 - 2.14 Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;

The Headteacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.

3. Site Supervisor Mr Stephen Pollard

The Headteacher will delegate to the Site Supervisor, some of the duties that are linked with the overall responsibilities of the Head. More specifically the Site Supervisor will:

- 3.1 Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and those assessments are monitored and reviewed.
- 3.2 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 3.3 Advise the LEA (or other appropriate body) of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 3.4 Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe;
- 3.5 Co-ordinate the bi-annual health and safety checklist, ensuring all areas of the establishment and all activities are covered;
- 3.6 Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 3.7 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others

- on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- 3.8 Ensure that the Headteacher or School Manager are kept informed of the names and details of those persons appointed to provide competent health and safety assistance;
 - 3.9 Arrange for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
 - 3.10 Take appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.
 - 3.11 Participate in the bi-annual health and safety checklist paying particular attention to the building structure, services, access to/egress from the school, main circulation areas etc.;
 - 3.12 Ensure that other site supervisory staff are adequately supervised;
 - 3.13 Identify any particular health and safety training needs of other staff;
 - 3.14 Ensure that staff within the group are not involved in activities outside their limitations;
 - 3.15 Ensure that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
 - 3.16 Ensure that all staff work in accordance with safe working practices issued by the school, the LEA etc.;
 - 3.17 Maintain or have access to an up to date library of relevant published health and safety guidance from sources including the LEA , CLEAPSS, DfES, BAALPE etc., and ensure that all subordinate staff are aware of and make use of such guidance including that available in electronic format;

4. Senior Members of Staff- The Deputy Headteacher – Mrs Pauline Jamieson

- 4.1 The Deputy Headteacher is responsible to the Headteacher for overseeing all arrangements for educational visits and school journeys and ensuring that teachers complete risk assessments for any trips.
- 4.2 In addition, she will have the same responsibilities as the Senior Members of Staff listed below.

5. Senior Members of Staff- Year Group Leaders/Inclusion Officer

- 5.1 Senior members of staff are responsible for the application of this policy to all activities undertaken by their year group. In particular, all staff will:
- 5.2 Ensure that risks assessments are undertaken within their year group or team and that control measures are implemented, and that assessments are monitored and reviewed.
- 5.3 Ensure that appropriate safe working rules and procedures exist within the year group, team and that these are brought to the attention of everyone concerned;
- 5.4 Ensure that all accidents, (including near misses), fights etc. occurring within the year group or in their presence are promptly reported and recorded using the

- appropriate forms etc;
- 5.5 Ensure that all accidents are investigated with a view to preventing a recurrence;
 - 5.6 Ensure that all staff within the school are aware of their specific roles in case of fire and/or emergency;
 - 5.7 Remove from use and inform the Headteacher, Deputy Headteacher or Site Supervisor of any equipment/appliance which has been identified as being unsafe and which is in need of repair;
 - 5.8 Ensure that adequate levels of class supervision are available at all times;
 - 5.9 Carry out (in conjunction with other members of staff) the bi-annual health and safety checklist within their areas of responsibility and provide a report to the Headteacher;
 - 5.10 Identify specific staff health and safety training needs and inform the Headteacher accordingly;
 - 5.11 Consult with all staff on any matters which may affect their health or safety whilst at work;
 - 5.12 Carry out induction training including any specific information and training that may be necessary because of activities which are peculiar to the school;
 - 5.13 Ensure that levels of first aid provision remain adequate for the activities being undertaken;
 - 5.14 Resolve health and safety problems referred by members of staff within their year group. Any problems that cannot be satisfactorily solved within the year group must be referred to the Headteacher;
 - 5.15 Ensure (through other staff as well) that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk;
 - 5.16 Ensure that good standards of housekeeping are maintained;
 - 5.17 Consult the Authority's Health and Safety Adviser or other appropriate officer when additional assistance becomes necessary.

6. Teaching Staff [Including supply]

- 6.1 Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, hall, workshops etc., and off site e.g. school trips.

Class teachers shall:

- 6.2 Ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;
- 6.3 Be aware of the schools health and safety policy and any local rules and arrangements which may apply specifically to the situation concerned (hall, playground);
- 6.4 Ensure that safety instruction is given to all pupils prior to commencing practical sessions;
- 6.5 Know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
- 6.6 Ensure that pupils follow school safety rules and that protective equipment is

- worn where appropriate;
- 6.7 Ensure that all personal protective equipment is suitable and in good condition prior to issue;
 - 6.8 Ensure safety devices e.g. science glasses are in good condition and are used;
 - 6.9 Report any defective equipment to the Year Group Leader;
 - 6.10 Investigate all accidents (in conjunction with Headteacher or Site Supervisor) which occur through activities organised/supervised by the school;
 - 6.11 Propose for consideration by their Year Group Leader any improvements which they consider would improve health or safety standards within the school;
 - 6.12 Ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

7. All Employees [including temporary & volunteers]

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the Governing Body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

- 7.1 To participate in the risk assessment process and comply with findings;
- 7.2 To report all defects in the condition of the premises or equipment to which they become aware;
- 7.3 To report all accidents/fights according to the procedures included in Part 3 of this document;
- 7.4 Be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 3);
- 7.5 To make use of all necessary personal protective equipment provided for safety or health reasons;
- 7.6 To, where necessary, make use of all control measures made available to them;
- 7.7 Follow all relevant codes of safe working practice and local rules;
- 7.8 Report any unsafe working practices to the Headteacher or Site Supervisor.

8. Pupils/students [This section will be drawn to attention of all pupils]

All pupils must be encouraged to follow all safe working practices and observe all school safety rules. All pupils will:

- 8.1 Follow all instructions issued by any member of staff in the case of an emergency;
- 8.2 Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- 8.3 Inform any member of staff of any situation which may affect their safety.

Stag Lane Middle School

Arrangements & Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Accident Reporting, Recording & Investigation

Accidents or serious incidents such as fights should be reported to the Headteacher, who will report it to the LEA. The reporting will be conducted by the member of staff who first noted the accident and it will be followed up by the Headteacher, who will investigate the accident or incident and take appropriate action. An accident form must be completed and sent to those listed on the form. Copies must also be kept in school (Headteacher's file), school office and in child's or member of staff's file. **Appendix 1**

2. Asbestos

The Site Supervisor is responsible for Asbestos Record System Manual, location of manual, arrangements to ensure contractors and others such as contractors etc. have sight of manual prior to starting any work on the premises, instruction to staff not to drill or affix anything to walls without first obtaining approval from the School Manager. The Site Supervisor will also check the manual on how staff should report damage to asbestos materials.

3. Contractors

Contractors are mainly selected through the LEA, using best value, so know the correct procedures for working in schools. However, when this is not the case then meetings must take place to discuss health and safety matters with the workers. Children's safety is paramount when contractors are on the premises, especially if they have not been CRB checked. Refer to **Appendix 2** for checklist.

4. Curriculum Safety [including out of school learning activity/study support]

All staff must undertake a written risk assessment for any school trip they organise. Please follow the procedures found in the Educational Visits Policy. Only teaching staff should teach PE and must make considerations of the pupils' safety.

5. Drugs & Medications

All requests for medicines to be administered must be done in writing by the parent. Medicines are kept in a safe place by Welfare Staff who have received appropriate training.

6. Electrical Equipment [fixed & portable]

Inspections are carried out regularly by LA appointed staff. All electrical equipment checked has a label attached to indicate the date it was last checked.

7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

The Headteacher and the Site Supervisor are responsible for the fire procedures. **See Appendix 3.** There are seven fire marshals who review the fire risks. Fire drills take place once each half term.

8. First Aid

There are several staff who have been trained to administer First Aid. Their names are:

Helen Burris, Cathy Cook- Welfare

Manju Valji- SMSA

Jo Kercher- Class teacher

Michelle Deckett, Recka Solanki- Teaching Assistants

There are First Aid boxes available in the YGLs classrooms and in the welfare office.

9. Glass & Glazing

The school is double glazed throughout. All glass in doors is safety glass.

10. Hazardous Substances

There are hazardous chemicals kept in the science cupboard. These can only be collected by staff and never children. Each teacher ensures that he/she goes over the rules on the use of these substances and ensures that pupils are supervised when using them. Staff should seek the advice of the science coordinator if they are unsure about using some substances.

11. Health and Safety Advice

The Site Supervisor attends regular meetings of the Health and Safety Forum and is kept updated on relevant and current information which he then shares with the school.

12. Housekeeping, cleaning & waste disposal

The Site Supervisor, School Manager and Headteacher keep a close eye on the cleanliness of the school- there are regular checks made by the LA on the company who clean the school. Additionally, the cleaners are monitored by the Site Supervisor. The school ensures that the accumulation of rubbish is minimised and as soon as there is a build up, the School Manager arranges for a special collection or a skip. Wet floor cleaning usually takes place at times when

staff or children have left the building.

External bins are kept in the car park and are emptied over the weekend. Sharp objects, such as needles for epi-pens are disposed of in a special bin.

13. Handling & Lifting

The Site Supervisor has attended a course on manual handling. Handling and lifting of heavy items should only take place after a risk assessment has been carried out. Where possible lifting aids should be used. It is very important that if staff are faced with the problem of lifting or handling a heavy item, that they inform the Headteacher or Site Supervisor for advice.

14. Jewellery [This is repeated in school prospectus]

Please refer to the Jewellery Policy.

15. Lettings/shared use of premises

This policy has been shared with the First School and all users of the school, including Caterhouse, our hot meals provider.

16. Lone Working

The Site Supervisor should always be informed if any member of staff is working after hours on their own. The security system should ensure that no unauthorised person is able to enter the building.

17. Maintenance / Inspection of Equipment

The School Manager and the Site Supervisor keep records of when equipment requires checking. The following equipment is checked annually-

- PE equipment
- All playground equipment
- Fire extinguishers

18. Monitoring the Policy

The Site Supervisor together with the Health and Safety Manager and Headteacher carry out half termly Health and Safety checks and keep records of the building, both internal and external. All staff have a responsibility to report any defects they come across as soon as possible to the School Manager or Site Supervisor.

19. Personal Protective Equipment (PPE)

The Site Supervisor has a budget to enable him to purchase any protective equipment he deems necessary. All pupils and staff should use safety goggles when undertaking any activity that could cause harm to the eyes, e.g. science experiments.

20. Reporting Defects

All defects must be reported as soon as possible to the Site Supervisor or the School Manager. If the defect constitutes a danger then it should be isolated where possible.

21. Risk Assessments

Risk assessments can be written by any member of staff who is carrying out the activity which requires the assessment. Where staff require a risk assessment, then it is the duty of the Headteacher to undertake this and review the risk assessment regularly. Pupil risk assessments can be undertaken by a member of staff but must be shared with the Inclusion Officer and the parents.

22. School Trips/ Off-Site Activities

Please refer to the School Trips Policy.

23. School Transport

The minibus is regularly checked for safety. Anyone who uses it must report any defects to the School Manager. Pupils must be informed of the rules of using the minibus prior to its usage, e.g. seat belts kept on at all times, the driver must not be distracted. No member of staff should be alone when driving pupils in the minibus.

24. Smoking

The staff car park is the only place staff can smoke (until July 2007).

25. Staff Consultation

This policy has been shared with all staff. All comments have been considered. If any issues arise following the consultation then the Headteacher should be informed.

26. Staff Health & Safety Training and Development

All staff have been trained on conflict management and their own Health and Safety. The Staff Handbook has information on Health and Safety and YGLs or appropriate staff will inform others of the Health and Safety Policy.

27. Staff Well-being / Stress

Teaching staff can access well being through the insurance cover. Non teaching staff can use the well being support bought in by the school.

28. Supervision [including out of school learning activity/study support]

No child should be left unsupervised. Class teachers should never leave a class or groups of children unattended and do so at their own risk. Moreover, no child should be left with volunteers or visitors to the school, e.g. staff who run workshops, unless they have been CRB checked. All staff have been CRB checked (information kept in the school office.)

When undertaking a school trip it is important that the ratio is 1-15 and 1-12 when using public transport.

29. Use of VDU's / Display Screens

Staff who use VDUs regularly are entitled to annual eye checks at the Civic Centre. They have also received training for their usage. All staff using the IWBs have been informed that they should not stand so that the light from the projector is directly in their eyes.

30. Vehicles on Site

Vehicles are kept separate from the pupils, although there are times when a vehicle needs to use the playground. At these times no pupil should be permitted onto the playground until the vehicle has left.

The staff car park does have much vehicle movement and therefore pupils are not allowed to use it. Where there is movement into the mobiles or on to the field pupils should be reminded that they gain access by using the lower school corridor and exiting through the back door to the mobiles. They must keep to the side of the field side of the fencing and at no time come into the car park..

31. Violence to Staff / School Security

To ensure the safety of staff the school has a number of security procedures in place. There is restricted access and 24 hour CCTV. All doors must be kept shut, especially the security doors and children should be regularly reminded about closing doors and not opening them to strangers.

32. Working at Height

All staff should be aware of the dangers of working at height. Please refer to **Appendix 4**.

33. Work Experience

All pupils on work experience should be made aware of the Health and Safety Policy. They should never be allowed to supervise pupils on their own.

