

Health & Safety Policy



Normand Croft Community School

An International Family of Learners

Ageed and adopted by:	Finance & Resources Governing Committee
Date:	July 2023
Next review:	July 2024
Policy revisions :	

Statement of general policy on Health, Safety & Welfare

The school's Governing Body and Senior Leadership Team recognise and accept their responsibilities for health and safety both under civil and criminal law and also under Children's Services scheme of delegation for local management of schools.

As responsible employers and/or persons in control of premises, the requirement to provide, so far as is reasonably practicable, a safe and healthy working environment for all employees, visitors and pupils is acknowledged.

In doing so the school will expect all staff, parents, pupils and visitors to abide by the requirements of this policy.

In compliance with the Health and Safety at Work Act 1974, this school's Governing Board will ensure so far as is reasonably practicable that:

- a. The premises are maintained in a safe condition.
- b. Safe access to and egress from the premises is maintained.
- c. All plant and equipment is safe to use.
- d. Appropriate safe systems of work exist and are maintained.
- e. Sufficient information, instruction, training and supervision is available and provided.

The Governing Body will ensure, through the Senior Leadership Team, that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

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

This policy statement together with the organisational structure and the following arrangements and procedures will be reviewed annually.

1. Organisation & Responsibilities for Health, Safety & Welfare

- a. **The Governing Body** has oversight for the management of health and safety within the establishment.
 - i. The nominated Governor responsible for the oversight of health & safety is: Sian Richards.
 - ii. Health & Safety is a standing agenda item on the Finance & Resources Committee of the Governing Board.

- b. **The Head Teacher** has overall responsibility for the day-to-day management of health and safety. The Head Teacher is required to:
 - i. Develop with the Governing Board a clear statement of policy for health and safety
 - ii. Ensure that all staff are aware of their specific roles and responsibilities
 - iii. Ensure that appropriate measures to enable staff consultation and communication take place are instigated
 - iv. Ensure that adequate arrangements are in place to ensure suitable and sufficient information, instruction and training takes place
 - v. Ensure that adequate risk assessments are completed
 - vi. Plan and implement risk control measures based upon the findings of the risk assessments
 - vii. Measure performance by regularly inspecting premises and reviewing accident report forms
 - viii. Report regularly to the Governing Body on health and safety performance
 - c. The Head Teacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. However, it should be understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher from the overall day to day responsibilities for health and safety within the establishment.
2. **Members of Staff:** All staff will make themselves familiar with this policy and codes of practice which are relevant to their work. They should take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.
3. **Duties of Hirers, Contractors and Others:**
- a. When the premises are used for purposes not under the direction of the Head Teacher then the principal person in charge of the activities for which the premises are in use will have responsibility for ensuring safe practices.
 - b. The Head Teacher will employ contractors in line with the Local Authority guidance and will seek to ensure that hirers, contractors and others who use the school premises, conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
 - c. When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purpose of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
 - d. Should the premises be hired to persons outside the employ of the Governing Board, it will be a condition for all hirers, contractors and others using the school

premises or facilities that they are familiar with this policy, that they comply with all safety directives of the governing body and that they will not, without prior consent of the governing body:

- i. alter fixed installations
 - ii. remove fire and safety notices or equipment
 - iii. take any action that may create hazards for persons using the premises or the staff or children of the school
- e. All contractors who work on the premises are required to ensure safe working practices by their own employees under the provision of the legislation and must pay due regard to the safety of all persons using the premises. Where construction work is being carried out special consideration must be made for the behaviour of pupils and adequate controls put in place.

4. Health and Safety Consultation and Communication

- a. We believe that regular and effective consultation and communication is an essential element of developing a good health and safety culture. We will work to ensure adequate consultation with staff. Health and safety issues will be discussed at regular team meetings and there will be an annual update on health and safety issues in the first In-service training day in the Autumn Term.
- b. Policies, guidance and information will be made available to staff at all levels, any new information will be displayed on the staff noticeboard, and all other information will be held on the staff section of the school website.

5. Health & Safety Information, Instruction and Training

- a. Basic health and safety training will be available to all staff. When needed a training programme will be developed for staff at all levels based upon a training needs analysis.

6. Arrangements & Procedures for Health, Safety & Welfare (A-Z)

- a. **Accident Reporting, Recording & Investigation:** The school has a Universal Reporting Form. This should be used to record all accidents, incidents and near misses. Reporting Forms are located in class folders in every classroom across school and at the school's main reception. On completion of a Universal Reporting Form it is the responsibility of the author to ensure that the form gets to the right person, as identified on the flow chart on the back of the form, as soon as possible. The decision as to whether a Local Authority form needs to be completed lies with Senior Leadership Team.
- b. **Asbestos:** The latest asbestos survey with recommendations for action was completed in November 2015 with additional reports added on the asbestos Management Plan when needed. A copy of the report is kept in: the Contractors File in the Administration Office.
- c. **Bicycles & Scooters:** When on the premises bikes should be locked securely in the bike rack provided. Scooters in Early Years Foundation Stage should be stored in the shed provided for the purpose and placed in the 'Pod' racks in the Primary playground next to the chicken coop. Bicycles and scooters must not be used in the school grounds. The school will accept no liability whatsoever for theft or damage to bikes or scooters left on the premises, nor for injury sustained by children using them without permission on the school site.
- d. **Children:** Are taught, and encouraged to be, individually responsible for their own behaviour and actions at all times, whilst on the school site, on organised school activities outside school and on the journey to and from school. Children must follow the school's rules and demonstrate behaviours and attitudes towards others that are respectful, calm and safe.
- e. **Classroom Health & Safety** – basic expectations:
 - i. the use of equipment and apparatus with sharp or pointed edges is restricted
 - a) Staple guns should not be used near children and on no account should they be handled by the children or left unattended.
 - b) Hand staplers may be used by the children if adequately supervised.
 - c) Knives, scissors and other cutting implements may be used by the children under supervision.

- ii. The use of spirit-based equipment (e.g. markers) should be minimised and restricted to staff only, where practicable it is school policy to use less hazardous equipment, normally water based.
 - iii. No child should be left unsupervised for long periods in any part of the school building at play times or lunch time, before or after school.
 - iv. No child is permitted to leave the premises during the school day without prior notice from parent/carers.
 - v. Children will be registered at the commencement of each am/pm school session.
- f. **Contractors:** when the premises are used for purposes not under the direction of the Head Teacher then the principal person in charge of the activities for which the premises are in use will have responsibility for ensuring safe practices.
- i. The Head Teacher will ensure engagement/employment of contractors in line with the Local Authority guidance and will seek to ensure that hirers, contractors and others who use the school premises, conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
 - ii. When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purpose of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
 - iii. All contractors who work on the premises are required to ensure safe working practices by their own employees under the provision of the legislation and must pay due regard to the safety of all persons using the premises. Where construction work is being carried out special consideration must be made for the behaviour of pupils and adequate controls put in place.
 - iv. Prior to contractors starting work on site, a site meeting will be held with the Head Tteacher at which all issues relating to Health & safety will be discussed.

For further information please refer to Local Authority website:

http://www.lbhf.gov.uk/Directory/Education_and_Learning/Schools_and_Colleges/School_Staff_Zone/141759_School_health_and_safety_guidance_documents.asp

- g. **Displays:** the staff team should use their professional discretion to ensure that displays do not constitute a hazard, using the following guidance when creating new displays:

- i. Plastic materials should not be used extensively for display purposes
- ii. Display items should be securely attached to pin board as close to surface as possible
- iii. Great care should be taken when using paper and flimsy material for display
- iv. Nothing should be hung from or near a light fitting
- v. Tiles in a 'hanging ceiling' are not a stable surface and should not be generally used for display
- vi. Displays must not obstruct emergency signs or fire appliances
- vii. NB. There should be **no** display material:
 - a) overlapping exit doors
 - b) hiding or masking fire alarm call points, central heating, air vents, radiators, electric sockets etc
 - c) AT ALL above high risk equipment (eg. cookers)

h. Display Screen Equipment:

For further information please refer to Local Authority website:

http://www.lbhf.gov.uk/Directory/Education_and_Learning/Schools_and_Colleges/School_Staff_Zone/141759_School_health_and_safety_guidance_documents.asp

- i. **Drugs, Alcohol & Medications:** Please refer to ***Managing Medical Conditions & Medicine*** policy and ***Drugs Education*** policy on school website www.normandcroftschool.co.uk
- j. **Educational Visits:** Please refer to ***Off-site Activities & Visits*** policy on school website www.normandcroftschool.co.uk
- k. **Fire Precautions & Emergency Procedures:** Please refer to ***Fire Risk Assessment*** and ***Fire Emergency Plans*** on school website www.normandcroftschool.co.uk
- l. **First Aid – in brief:**
 - i. An up-to-date list of trained first aiders for the school will be maintained and displayed in the staff room and on the school website.
 - ii. In dealing with accidents/incidents there are procedures that must be followed:
 - a) Disposable rubber gloves are available and must be worn by any person administering first aid for whatever reason, to whosoever.
 - b) All medical waste should be bagged (in yellow bio-hazard plastic bags) and disposed of responsibly in sanitary waste bins
 - c) Usually, the cleaning team will hygienically tackle body fluid spillages using generally available cleaning products. They will wear rubber gloves. There is no statutory requirement to use Spilpac kits to absorb liquid, though these remain available in school
 - iii. First aid boxes are found in classrooms, the staffroom and main school reception, they are regularly checked and refilled by the Cleaning

Chargehand.

- iv. First Aid may be given by suitably qualified staff, but only as far as knowledge and skill limit.
 - v. Details of any treatment given, the child's name, class and date etc. must be entered on a Universal Reporting Form. This form must be signed by those involved and counter-signed by the parent/carer.
 - vi. Serious injury and any injury to the head, neck or back must be referred immediately to the Head Teacher, Deputy or designated senior person acting in the absence of the Head Teacher or Deputy.
 - vii. The Head Teacher, Deputy or designated senior person will evaluate the situation, direct staff to call an ambulance if necessary and then check that parents have been contacted and finally that a Universal Reporting Form has been completed. All serious head injuries or cuts should prompt a call for an ambulance. As a general rule an ambulance will be called if the senior person is in any doubt about the well-being of the child.
 - viii. If a child is taken to hospital for treatment following an accident then this will be reported to the Local Authority via the electronic reporting system as it may be reportable to the HSE under the RIDDOR regulations 1995.
- m. **Hazardous Substances:** Rules on selection and use of substances, hazard data sheets, risk assessments, staff training in safe use, selection & use of protective equipment, storage arrangements, staff health surveillance etc. can be found on the Local Authority website:
- http://www.lbhf.gov.uk/Directory/Education_and_Learning/Schools_and_Colleges/School_Staff_Zone/141759_School_health_and_safety_guidance_documents.asp
- n. **Health and Safety Advice:** The school works in partnership with a range of organisations to ensure it has access to competent health and safety advice, these include:
- i. School Nursing Team – located on school premises
 - ii. Local Authority Health & Safety Manager
 - iii. Local Authority Human Resource Department
 - iv. Local Authority Occupational Health Unit etc.
- o. **Housekeeping, cleaning & waste disposal:**
- i. The school employs a small team of cleaners under the direction of a Cleaning Chargehand and line managed by the School Business Manager.
 - ii. Premises are kept clean, within an agreed rota, to minimise accumulation of rubbish.
 - iii. Cleaning materials such as mops and cloths are colour coded eg. red/pink for bathrooms and toilets, blue for kitchens and classrooms to help minimise cross-contamination.
 - iv. 'Wet' floor cleaning tends to take place outside the main school day to minimise risks of slips. Wet floor signs are deployed.

- v. Glass and other sharp objects are disposed of swiftly and responsibly to prevent accidents.
 - vi. External waste bins are located in the staff car park adjacent to Lillie Road, and as far away from the school building as is practicable. Each 'wheelie bin' has a lockable brake.
 - vii. Paediatric First Aiders are identified in the table referred to above.
- p. **Handling & Lifting:** Please refer to *Lifting & Manual Handling Guidance* on school website www.normandcroftschoo.co.uk
- q. **Infectious and Communicable Diseases:** For arrangements for notifying the Health Protection Unit and the Local Authority procedures for preventing the spread of infectious diseases and for dealing with children with vomiting etc. please refer to Local Authority website:

http://www.lbhf.gov.uk/Directory/Education_and_Learning/Schools_and_Colleges/School_Staff_Zone/141759_School_health_and_safety_guidance_documents.asp
- r. **Lone Working:** Please refer to **Lone Worker Guidance** on school website www.normandcroftschoo.co.uk
- s. **Maintenance / Inspection of Plant and Equipment:** Details of all main equipment which requires periodic maintenance, inspection, examination and testing are held in the school office.
- t. **Reporting Defects:** Folders are available in the staffroom for reporting ICT/Computer issues, general maintenance and cleaning issues/concerns. All other concerns should be recorded on a Reporting Form or in an emergency reported verbally to the School Business manager or any member of the Senior Leadership Team.
- u. **Risk Assessments:** For the *who, what, when* of arrangements for undertaking Risk Assessment's please refer to **Risk Assessment & Risk Assessment Forms** on school website
- v. **School Trips/Educational Visits/Off-Site Activities:** For requirements when planning an (overnight) school trip, who to obtain approval from, when to notify the Local Authority, emergency arrangements, parental authorisation, supervision requirements, first aid provision, name of school visits co-ordinator etc. please refer to **Off-site Visits** policy on school website www.normandcroftschoo.co.uk and Local Authority website:
http://www.lbhf.gov.uk/Directory/Education_and_Learning/Schools_and_Colleges/School_Staff_Zone/141759_School_health_and_safety_guidance_documents.asp
- w. **School Transport and Driving:** The school does not have a minibus and there is currently no requirement for any member of staff to transport children or hold a minibus driver's license.
- x. **Smoking:** Smoking or vaping is not permitted in any part of the school building or on any part of school grounds.
- y. **Occupational Health and Stress:** Please refer to Local Authority website:

http://www.lbhf.gov.uk/Directory/Education_and_Learning/Schools_and_Colleges/School_Staff_Zone/141759_School_health_and_safety_guidance_documents.asp

z. **Vehicles on Site:**

- i. The school has a dedicated staff/visitor car park adjacent to Lillie Road. Car parking is limited. Disabled parking and space for deliveries are identified.
- ii. There is a pedestrian access route around the periphery of the car park, which is separated from the car park by a substantial barrier. The pedestrian route is clear and paved. The route is only used by members of the school staff team, with visitors being directed around to the main school entrance in Bramber Road.
- iii. There is also a small lay-by type parking space adjacent to the main school entrance however parking here is limited and managed by the school. It is not generally available to anyone other than planned visitors.

aa. **Violence to Staff / School Security:** Please refer to **Site Security policy** on school website www.normandcroftschoo.co.uk

bb. **Working at Height:** For restrictions on staff using steps and ladders, training required, rules on using access equipment, arrangements for inspecting and recording checks on access equipment, restrictions on use by pupils, contractors etc. see Local Authority website:
http://www.lbhf.gov.uk/Directory/Education_and_Learning/Schools_and_Colleges/School_Staff_Zone/141759_School_health_and_safety_guidance_documents.asp