



## Health and Safety Policy

### Part 1. The Policy Statement

1. In recognition of its statutory duties in accordance with the provisions of the Health and Safety at Work etc. Act 1974, (also referred to as HSWA, the HSW Act, the 1974 Act of HASAWA) the Governing Body of the school will take all reasonably practicable steps to ensure the health, safety and welfare of staff, pupils and others whilst engaged in school activities.
2. In particular, the Governing Body will ensure, so far as it is reasonably practicable:-
  - (a) That all places under its control, where staff, pupils and others are required to work, are maintained in a condition that is safe and without risk to health and safety;
  - (b) That hazards arising from the use, handling, storage and transportation of articles and substances used in the School are adequately controlled; and,
  - (c) That equipment and systems of work are safe and without risk to health and safety.
3. Furthermore, the school undertakes to provide adequate information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively towards their own health and safety and that of others.
4. In addition, the school will ensure, so far as is reasonably practicable, that the health and safety of others is not adversely affected by its activities. This would include, for example, visitors, contractors etc., and may involve providing appropriate information, suitable safety arrangements and monitoring these against agreed safety standards.
5. The Executive Principal with the assistance of the Senior Leaders and all their staff will endeavour to implement this policy.
6. The school believes that no policy is likely to be successful unless it actively involves staff themselves. For this reason the policy will include appropriate arrangements for consultation with staff on health and safety matters and will encourage them to identify hazards and suggest measures for improving safety performance.
7. The school undertakes to monitor and review its systems and control measures to ensure they are effective.
8. This policy statement supersedes any previously issued.

### Part 2. Responsibilities for implementing the policy

#### 1. The Governing Body

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the Governing Body. The Governors, with assistance from the Executive Principal and staff, will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular they will:-

1. Make arrangements to ensure the school has a written, up to date, health and safety policy.
2. Have in place clear procedures to evaluate risk, identify hazards and put in place risk control measures (including safe systems of work).
3. Delegate health and safety responsibility to specific staff and ensure that these persons are formally informed of their responsibilities and carry them out.
4. Ensure that persons have sufficient knowledge, experience and training to perform the tasks required of them.
5. Ensure a governor attends appropriate health and safety briefings provided by the school or appropriate outside agencies.
6. Have health and safety on the agenda at Governing Body meetings as appropriate.
7. Ensure that health and safety performance is measured,
8. Ensure that the school's Health and Safety Policy is reviewed annually,
9. Ensure the Executive Principal, as the Manager responsible for health and safety, is supported to carry out the appropriate responsibilities as detailed below,

The Governing Body will provide

1. A safe environment for pupils, staff, visitors and other users of the premises.
2. Equipment and systems that are safe.
3. Safe arrangements for transportation, storage and use of articles and substances.
4. Safe and healthy conditions that take account of
  - statutory requirements
  - Approved Codes of Practice
  - DfE or LA guidance (where appropriate)
5. Adequate information, instruction, training and supervision.
6. Provision of all necessary safety and protective equipment.

## **2. Responsibilities of the Executive Principal**

The Executive Principal acts as the officer in charge of the day to day management of the school will carry out the duties detailed below. In his absence the Head of School will carry out these functions. The Executive Principal will:

1. Pursue the objectives of the Governing Body with respect to health and safety.
2. Ensure this Policy is communicated adequately to all relevant persons.
3. Ensure health and safety is an agenda item in staff meetings.
4. Ensure risk assessments of the premises and activities carried out on the premises are undertaken and recorded and appropriate actions are taken to remove potential hazards or reduce the level of risk.

5. Ensure their duties as the Responsible Person (Pauline Reid) for Building Health and Safety (RPBS) for local management of premises related issues, including asbestos, fire safety, legionella and glazing are carried out to the best of their ability in accordance with current standards and regulations, including in terms of nominating their Deputy RPBS, attending any specific training provided and putting in place the arrangements required.
6. Ensure appropriate information on significant risks is given to visitors and contractors or any other relevant third parties.
7. Ensure suitable co-operation and co-ordination between the school / contractors (or service providers/ others) to ensure that relevant information is shared, risks associated with both parties' activities are taken into account and adequate control measures put in place to ensure the safety of anyone who may be affected by the work.
8. Co-operate with accredited Safety Representatives, offer them assistance to carry out their prescribed functions including in terms of consultation and receiving written reports on possible hazards, responding to these in writing within the required timeframe,
9. Ensure appropriate consultation arrangements are in place with staff / Safety Representatives and if a safety committee/group is requested by two or more Safety Representatives work with them to set one up and maintain it.
10. Ensure the school carries out its own termly health and safety inspections of work areas and general areas and records of the inspections are kept.
11. Ensure that all accidents, near misses and dangerous occurrences are reported and recorded and the causes are investigated by nominated persons and that reasonable steps are taken to prevent a recurrence. All accidents/ incidents must be reported to the Executive Principal. Where specifically required i.e. under the RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations) ensure appropriate reports are made to the Health and Safety Executive (HSE).
12. Ensure emergency procedures, including the Emergency Evacuation Plan, are in place and adequately communicated.
13. Ensure that all machinery and equipment is inspected, tested (as appropriate) and maintained so that it remains in a safe condition (this includes PATCO for electrical equipment, SMS Limited for local exhaust ventilation, gas appliances and lifting equipment). Also to ensure that materials and equipment purchased are safe and without risk when properly used.
14. Ensure the training needs of both new and existing staff are assessed, that all staff (whether permanent or temporary) are provided with adequate information/instruction/ training on health and safety issues, including as part of the induction process for all those who are new or have changed their role, and that relevant training records are kept.
15. Include health and safety performance of the school (and, as appropriate, any specific health and safety items) in the annual report of the Governing Body.
16. Ensure arrangements are in place to monitor premises and activities health and safety performance.

17. Keep abreast of the changes in the Departmental and Government's Health and Safety policies and procedures e.g. as advised and included within relevant Schools Bulletins and pass on the information to the staff concerned.

### **3. Responsibilities of the H&S Co-ordinator**

The Academy H&S Co-ordinator is:	Dave Rooney
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He is responsible for:

1. Co-ordinating and managing the risk assessment process for the school.
2. Co-ordinating the termly general workplace health, safety and fire safety inspections.
3. Making provision for the inspection and monitoring of work equipment and, as appropriate fire safety equipment, throughout the school.
4. Keeping records of all health and safety activities.
5. Advising the Governors of situations/activities which are potentially hazardous to the health and safety of staff, pupils or others.
6. Ensuring staff are adequately instructed in health, safety and welfare matters in connection with the school and its activities.
7. Ensuring unsafe conditions that have been reported are dealt with to agreed timescales.

### **4. Responsibilities of Deputy Responsible Person(s) For Building Health & Safety**

The role of Deputy RPBS, will be nominated by the Executive Principal (as the RPBS) to deputise for and support them in the local management of premises related issues i.e. asbestos, fire safety, legionella and glazing. The Executive Principal may nominate just one person for this role, or different members of staff for the various topic areas and those nominated could include, e.g. Assistant Heads or Health and Safety Co-ordinator, Site Controller or other appropriate staff. Nominated Deputy RPBS's must be competent to carry out their role and attend any specific training provided.

Pauline Reid School Business Manager, is the nominated deputy RPBS.

### **5. Teaching/Non-Teaching Staff Holding Posts/Positions of Special Responsibility**

This includes: All Teachers/Office Staff/Lunch Supervisors, /Teaching Assistants/ Cleaners/Breakfast and After School Club Workers.

They are responsible for:

1. Applying the school's Health and Safety Policy to their own department or area of work and are directly responsible to the Executive Principal for the application of health and safety procedures and arrangements. Heads of Domains are specifically responsible for:-

- drawing up safety procedures for their subjects, where necessary,
  - reviewing these and the health and safety arrangements they put in place to ensure they remain relevant and take account of experience,
  - ensuring, so far as reasonably practical, that staff and pupils follow safe practices and that equipment is regularly checked and used as is appropriate,
2. Carrying out regular health and safety risk assessments of the activities for which they are responsible and submitting reports to the Executive Principal or the School's RPBS, as appropriate.
  3. Ensure that all staff (both permanent and temporary, including new starters) under their management are given instruction in the health and safety procedures for their area of work.
  4. Resolve health and safety matters that members of staff refer to them, or refer any problems to which they cannot achieve a satisfactory solution to the Executive Principal.
  5. Carry out regular inspections of their areas of responsibility to ensure that all plant, machinery and equipment is appropriately guarded where necessary and is in good and safe working order. Also to ensure that furniture and activities are safe and record these inspections where required.
  6. Ensure that any toxic, hazardous or highly flammable substances in their area of responsibility are risk assessed, correctly used, stored and labelled (COSHH).
  7. Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to ensure the health and safety of other staff, pupils and any others who may be affected, in areas under their control.
  8. Assess the training needs of themselves / their staff and raise any requirements with the Executive Principal.
  9. Ensure all accidents/ incidents occurring in areas under their control are reported and investigated appropriately.

## **7. Responsibilities of Class Teachers**

### **Class teachers have responsibility to:**

1. Ensure effective supervision of their pupils and to be familiar with the school's emergency procedures (fire, first aid, etc.) and to carry them out when the need arises.
2. Follow health and safety procedures applicable to their area of work.
3. Give clear health and safety instructions and warnings to pupils as often as necessary.
4. Ensure the use of personal protective equipment and guards where necessary.
5. Integrate all relevant aspects of safety into the teaching process.

6. Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation and, where necessary, assessing any potential risks.
7. Report all accidents / incidents / dangerous occurrences and defects to the Executive Principal

## **6. Responsibilities of all staff**

Apart from any specific responsibilities that may have been delegated to them, all employees must:

1. Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
2. Follow all instructions on health and safety issued by the DfE, School or any other person designated as having responsibility for a relevant aspect of health and safety
3. Act in accordance with any specific health and safety training received.
4. Report all accidents/ incidents and near misses in accordance with current procedure.
5. Co-operate with other persons to enable them to carry out their health and safety responsibilities.
6. Inform their Line Manager of all potential hazards to health and safety and report any defects they observe in the premises, plant, equipment or facilities.
7. Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
8. Exercise good standards of housekeeping.
9. Know (and where necessary follow) the emergency procedures e.g. for fire, first aid, School Emergency Plan etc.

All employees who authorise work to be undertaken or authorise the purchase of equipment must ensure that the health and safety implications of such work or purchases are considered.

All staff given responsibilities for specific aspects of health and safety must satisfy themselves that those responsibilities, as appropriate, are re-assigned in their absence (with the approval of the relevant Line Manager).

## **7. Hirers, contractors and others**

When the premises are used for purposes not under the direction of the Executive Principal, the Executive Principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Executive Principal will take all reasonable steps to ensure that hirers, contractors and others who use the school premises, conduct themselves and carry out their operations taking all health and safety requirements into account. This will include appropriate communication, co-operation and co-ordination as identified in items 2.6 and 2.7 above.

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity, the organiser of that activity must still ensure that all the requirements of this policy and specifically this section are complied with.

When the premises are hired to third parties, they must be made familiar with this Policy and any relevant standards in connection with their proposed activities. They must also comply with all safety directions given to them by the School/ Governing Body (including emergency procedures) and, will not, without prior consent of the Governing Body:

- Introduce equipment for use on the school premises
- Alter fixed installations
- Take any action which may physically affect the fabric of the building
- Remove fire and safety notices or equipment.
- Take any action that may create hazards for any person using the premises or staff/ pupils at the school.

All contractors/others working on the school premises must ensure the safe working practices of their own employees and anyone who may be affected by the activities they are carrying out. They must also communicate, co-operate and co-ordinate with the school in order to ensure the safety of all persons who may be using the premises or may be affected by their activities.

## **8. Pupils**

Pupils (as appropriate to their age and aptitude) are expected to:

- Take personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Follow the health and safety rules of the school and in particular instructions given by staff in an emergency.

They must not misuse, neglect or interfere with things provided for their health and safety.

## **9. Monitoring the Effectiveness of the Policy/Health and Safety Advice**

This is to be monitored by the Governing Body and appropriate external agencies at their request.

### **Part 3.**

#### **Procedures and Arrangements**

The following procedures and arrangements have been established within the school in compliance with the school's Health and Safety Policy and to eliminate/reduce health and safety risks and to comply with legal requirements.

##### **1. Accident/Incident Reporting**

All staff are required to ensure that all accidents/incidents and near misses are reported. The Executive Principal, Mr Rooney is responsible for ensuring accurate recording of accidents and ensuring the Lowbrook Accident/incident report form is fully completed. The Executive Principal will also ensure the reporting of more serious accidents/ incidents to the Health and Safety Executive (HSE) where required.

##### **2. Asbestos (Management of)**

An asbestos survey of the school has been undertaken and the school and Building Services both hold copies of the asbestos register (either in hard copy or via the MICAD asbestos database). The Academies asbestos register/survey is located in the School Office.

The person responsible for ensuring that the asbestos register is regularly reviewed and updated in the event of any changes is the Executive Principal, Mr. Rooney.

The Executive Principal (RPBS), Mr Rooney, supported by the Business Manager Pauline Reid who is responsible for ensuring that arrangements are in place to ensure prior to any work being carried out by School staff/contractors/others, which might affect the fabric of the building (including drilling holes in walls/ ceilings etc), the asbestos register must be referred to and an asbestos Permit to Work must be in place and being operated. Where asbestos has been identified within the asbestos survey they must also carry out regular checks to ensure no damage has occurred. All staff must be made aware of the relevant arrangements, how to report any damage to asbestos materials and what the emergency procedures are.

Any damage to asbestos, or substances suspected to be asbestos, must be reported immediately to the RPBS and the area must be cordoned/locked off immediately and until it is made, or verified as being safe by a competent person.

##### **3. Contractors**

All method statements and risk assessments are obtained in advance of contractors starting work and all CDM requirements are adhered to. Reporting of incidents is through the Executive Principal, Mr Rooney, the school's RPBS for CDM and in his absence the Head of School, Miss Iasi or the School Business Manager, Mrs Reid.

##### **4. Display Screen Equipment**

At Lowbrook we adhere to the DSE Guide on First Class. Appropriate assessment is in place and reporting of concerns is directly to the Health and Safety Officer, Mr Rooney and in his absence Miss Iasi.



## **5. Electrical Equipment**

Annual PAT testing is carried out and actions arising are followed up immediately. A five yearly comprehensive inspection of the main electrical system needs to be scheduled. Staff are encouraged to report any faults directly to the School's Business Manager, Mrs Reid or Executive Principal, Mr Rooney. We have a no risk policy and do not use electrical equipment that looks damaged and has not been certified for use. Visual inspections are carried out weekly by the School Business Manager, Mrs Reid and the Head of School, Miss Iasi.

## **6. Fire Procedure**

Mr Rooney, the RPBS, & Business Manager Pauline Reid are responsible for the Fire Risk Assessment and have carried out a full Fire Risk Assessment. Fire tests are carried for the fire alarm weekly, emergency lighting monthly and drills termly. A full fire risk assessment is carried out annually.

Full procedures are as outlined in the Fire Safety Logbook.

## **7. Emergency Procedures**

Lowbrook follows the RBWM emergency procedures guidance. If the site needs to be evacuated then we will muster at Cox Green School or the Community Centre depending on the circumstances of the emergency. Parents can be contacted by the school's website and texting system. If parents are unable to pick their children up Mr Rooney will act in Loci Parentis and all other staff will be encouraged to assist where necessary but it is the school's policy that their own family circumstances will take priority. If Mr Rooney is not present the Head of School, Bianca Iasi will resume this role.

## **8. First Aid**

All teachers and support staff are trained in the St. Johns Emergency First Aid course every three years and three members of staff have undertaken the two day Paediatric First Aid course which is the requirement for Foundation Stage. First aid 'bum bags' are located in each classroom with a full first aid kit available in the medical room. Staff in each class are responsible for regular checking and restocking of the first aid boxes and should advise any shortcomings to Mrs Bailey in the School Office. The School Office will summon the ambulance if required and if parents are unavailable or cannot be contacted, then a member of staff will accompany a child to hospital. Procedures during a major incident are overseen by the Executive Principal, Mr Rooney, or a member of the SLT in his absence. All appropriate paperwork as mentioned in the above sections is to be carried out and reported upon. This is the responsibility of the Health and Safety Officer, Mr. Rooney.

## **9. Control of substances hazardous to health**

The COSHH register is updated annually and when new substances are purchased. All dangerous substances are kept to a minimum within the school and those that are used are locked in the caretaker's storage cupboard situated behind the bin compound.

#### **10. Lettings/shared use of premises/use of premises outside school hours**

All lettings are covered by a lettings contract between the hirer and the school. The hirer must possess public liability insurance to a value of at least £5 million and sign into and out of the premises for each hire. The lettings officer remains on site during the duration of the letting. Emergency procedures are displayed throughout the school and visitors are inducted in these procedures prior to hiring the school's facilities. Several fundraising events are licensed during the year. Mr Rooney is the licensee and attends all licensed events.

#### **11. Lone Working/work outside of normal school hours**

Lowbrook adheres to its Lone Working Risk Assessment. In précis members of staff are permitted to work on the premises by themselves but it is their responsibility to inform a suitable adult regarding their presence.

#### **12. Managing Medicines/Drugs**

Lowbrook has a detailed policy outlining procedures which staff follow. In précis this is voluntary within the school; it seeks detailed information from parents and additionally seeks written permissions. Please refer to policy for detail.

#### **13. Maintenance and Inspection of Equipment**

The School Business Manager, Mrs Reid has an updated premises register in the school office which includes a list of all the current service contracts in place with RBWM and other contractors for the periodic inspection, examination and testing of plant and equipment. All records are kept updated for easy verification.

#### **14. Manual Handling and Lifting**

Lowbrook has a current and up to date manual handling policy. All staff are aware of this policy and have had training into how to effectively assess the risk when lifting and the correct technique for lifting.

#### **15. Outdoor Play Equipment**

The playground and outdoor play equipment is checked visually each day before use. The pirate ship and climbing frame are always supervised. Hazards are reported to the Executive Principal, Mr Rooney or School Business Manager, Mrs Reid. The large play equipment and fun run are checked annually by Universal Services and any faults are rectified immediately.

#### **16. PE Equipment**

The PE equipment is checked visually before each lesson and the gymnastics frame and mats are always supervised. Hazards are reported to the Executive Principal, Mr Rooney or Bursar, School Business Manager Mrs Reid. The equipment is checked annually by Universal Services and any faults are rectified immediately. The football posts are secured appropriately and weighted down before all games.

## **17. Risk Assessments**

Mr Rooney, the Executive Principal and in his absence Miss Iasi, Head of School are responsible for ensuring these are undertaken. They are also responsible for special arrangements for undertaking specific risk assessments (e.g staff who are pregnant, young people where appropriate e.g for work experience). The school uses the guidance on Risk Assessment procedure on First Class.

## **18. Safety Committee**

The sites and buildings committee oversee the Health and safety policies and procedures within the school.

## **20. School Transport**

When parents are transporting children, this is a private arrangement and does not come under the school's liability. Parents who opt to drive are made aware of this. In addition the school uses the Cluster minibus and ensures all drivers are fully licensed and those who obtained licences after 1997 complete MIDAS minibus training or full D1 training as appropriate. All records are checked and held within the school office.

## **21. Security**

The school's cleaner, Sharon Agate, is responsible for opening up the school site in the morning and securing the site in the evening after any lettings. The school is part of the Arena Security Services Ltd key holding service and details of keyholders are kept up to date on the contractor's database.

## **22. Site Maintenance**

Upkeep of the school site is the responsibility of the Executive Principal, Mr Rooney. In emergencies the school engages Strictly Education for reactive maintenance. Contractors are used for minor jobbings and appropriate procedures prior to commencing work are in place. A central record is kept in the School Office for the recording of any minor defects that are brought to the attention of staff members.

## **23. Glazing**

All new windows and doors are installed to current safety standards. Broken windows are replaced immediately.

## **24. Legionella**

SMS Environmental currently handles the Legionella contract and verifies that regular monthly inspections are undertaken by the nominated contractor. The Executive Principal, Mr. Rooney is the RPBS with the deputy RPBS, Mrs Reid.

## **25. No Smoking**

No smoking is allowed in any school buildings or on the premises. Although UK law does not ban e-cigarettes in the workplace, the Academy exercises its right to ban their use on its premises.

## **26. Staff Training**

The school has a detailed induction policy where all Health and Safety issues are discussed and staff members are given a copy of this and other appropriate policies.

## **27. Swimming**

Lowbrook does not have its own swimming pool but procures the use of the Magnet Leisure centre and its staff. The Magnet Leisure Centre is managed by RBWM Leisure Services and has all the appropriate risk assessments and fully trained staff in place.

## **28. Visitors**

All visitors to the school are required to sign in upon arrival and display a visitor's badge. If the visitor is from RBWM and intends to work alone in the school, then a DBS check is required. Emergency arrangements are displayed by the signing in book along with a map of the school. All workers are required to sign a permit to work. Ofsted are required to show their Ofsted number for our safeguarding purpose. Visitors are all made aware of the Designated Safeguarding Lead(s) in school and are advised to read the leaflet provided.

## **29. Working at height**

The school has a risk assessment in place. No staff are to use ladders or access the roof, nor are staff permitted to stand on chairs. Mr. Rooney undertakes his own risk assessment of heights and if safe he attends to duties such as removing balls from the roof, changing air filters in projectors, etc.

## **30. Violence**

Lowbrook has a no tolerance approach to violence, threats of violence, verbal abuse or cyber abuse of its staff. Reporting of violence or verbal abuse is recorded in the behaviour log and in the child's file of the parent who is the offender. Any physical abuse is reported to police and the parent involved will be barred from the school site. In instances of verbal abuse a letter from the Executive Principal, Mr Rooney will be sent to parents outlining the inappropriateness of their behaviour and they will be only seen by appointment and with a senior member of staff present in the future. If this behaviour is repeated the parent will be similarly barred from the school using powers delegate through the 1996 Education Act and the police will be informed.

In the case of cyber abuse of staff the Executive Principal will address this issue with the parent involved, report to the appropriate service provider e.g. Facebook and if necessary invoke the above procedures.

If the Executive Principal is the victim of the violence or abuse the Chair of Governors will carry out the above procedures with the assistance of external advice where appropriate.



### **31. Monitoring**

This policy is updated annually and further record keeping is outlined above in the relevant sections. The Sites and Building Committee are reported to and have full access to all records.

### **32. Caretaking and Cleaning**

The school does not have a caretaker but employs CleanTEC, commercial cleaning Specialists. Their staff are fully inducted into the school with appropriate policies and procedures.

### **Related Policies**

Medicines in School

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The Governing Body approved this policy on date: **25<sup>th</sup> November 2016**

Signed:

Chair of Governors

Signed:

Executive Principal