

Friars Primary (Foundation) School

Health and Safety Policy



Introduction

Friars is committed to ensuring a safe and healthy learning environment for children and others affected by the school's undertaking.

We identify complying with the legislation as the minimum level of achievement, but will strive for better than minimum in certain areas.

We are committed, so far as is reasonably practicable, to ensuring the safety and health of our contractors and any visitor whether at our premises or affected by our work activities.

We believe that it is an important part of everyone's job to try to prevent injury or ill-health to employees, children and visitors and that managers have a key role in the prevention of accidents and ill-health occurring.

Statement of Policy

In accepting this responsibility, Friars will, so far as reasonably practicable:

- provide and keep plant and equipment and systems of work that are safe and without risk to health to everyone involved with the school;
- provide such information, instruction, training and supervision as is necessary to promote the health and safety of its employees, children and visitors;
- provide and keep our workplace in a condition that is safe and with minimal risks to health, including means of safe access and exit from workplace, as well as adequate facilities and arrangements for employees' and children's' welfare at work;
- ensure that significant workplace hazards have been assessed for risk and suitable controls and safe systems of work have been put in place;
- provide forums for active employee involvement in the continuous improvement of health and safety throughout the schools activities, as staff make an invaluable contribution to reducing risks.

Friars can only achieve the above with the co-operation and involvement of all employees, children, governors, parents and visitors in fulfilling these policies.

This policy statement and the accompanying procedures will be reviewed regularly and updated annually by Friars Governing body.

Signed: _____ (Headteacher)

date:

Signed: _____ (Governing body representative)

date:

Review date: Nov 2022

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Health and Safety Organisational Arrangements

Head Teacher and Governing Body

The health and safety culture of the organisation is determined by the Head Teacher and Governing Body and for the school to remain a safe and healthy environment their duties are to:

- agree the strategy to ensure health and safety remains a priority across the school that allows all to take part and all to take ownership;
- ensure senior managers have systems in place to minimise the risk to themselves, staff, children, contractors, members of the public and anyone else affected by the activities of the school;
- receive and act upon information from managers and Trade Unions about the continuous progress being made in creating a safer and healthier school;
- ensure suitable child safeguarding procedures and controls are in place;
- ensure adequate resources are made available for new and emerging risks;
- integrate health and safety into the communications strategy so that staff can see the school takes health and safety responsibilities seriously;
- include health and safety performance in the Head Teacher's annual report
- set a personal example.

Health and Safety Governor

The elected Health and Safety Governor has the responsibility to liaise with the Head Teacher and others on health and safety issues. Their duties are to:

- monitor the action plans developed from Local Authority Audits and ensure adequate resources are identified by the Governing Body to make improvements;
- take an active part in school inspections and monitor the follow up actions
- review health and safety data including accidents and report to the Governing Body on the continuous progress being made into creating a safer and healthier school;
- Commend staff and children where health and safety improvements have been made.
- set a personal example

Senior Leadership Team

The role of the Senior Leadership Team (SLT) in setting the agenda for improving health and safety performance is key to enable cost savings, through directing and monitoring of employee health and safety performance. The SLT member's duties are to:

- ensure there are suitable risk assessments and accompanying procedures developed to meet the needs of Friars;
- ensure there is a comprehensive training programme for managers and staff to provide them with the competence required to carry out their duties efficiently, minimising the risks to themselves, children and others who may be affected by the work they carry out so all can take part and all can take pride;
- review regular reports from Health and Safety Lead and the school Health and Safety Governor to ensure continuous progress is being made to make this a safer and healthier school and provide an annual report to the Governing Body on progress;
- ensure there are comprehensive communications with staff and children about health and safety issues and how they are being addressed;
- actively monitor health and safety performance and promote a positive culture by carrying out periodic health and safety tours of the workplace;
- set a personal example.

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Health and Safety Lead (HSL)

The Head Teacher has appointed the School Business Manager, as the Health and Safety Lead. The role of the Health and Safety Lead (HSL) in improving health and safety performance is a pivotal one, through liaising with managers on health and safety performance and informing SLT of the progress being made. The duties of HSL are to:

- ensure the effective implementation and compliance with school policy and relevant legislation impacting school; creating a positive health and safety culture so all can take part and can take pride;
- arrange or conduct risk and COSHH assessments and allocate control measures to managers
- work with managers to identify suitable health and safety training is available for all managers, staff and children ;
- ensure there are adequate arrangements for the selection, supervision and monitoring of contractors for work carried out on the behalf of the school; e.g. using CHAS accredited contractors
- liaise with the Southwark's Health and Safety Unit on relevant matters and share good practice across the Local Authority schools;
- actively monitor health and safety performance to improve the culture by carrying out periodic health and safety tours of the workplace;
- ensure adequate investigation of accidents and incidents and report to the Corporate Health and Safety Unit;
- set a personal example.

Premises Officer

The role of the Premises Officer is important for ensuring the building, plant and fabric is in good condition and safe for use. The duties of the PO are to:

- liaise with the HSL to ensure all maintenance and minor work arrangements are suitable and minimise the risk of accidents or ill-health;
- ensure the school is kept clean and tidy to reduce the risk of slip and trip accidents;
- ensure all inspections, maintenance of plant and equipment is carried out in line with guidance and that adequate records are kept;
- maintain adequate records for works carried out by the premises officer such as the inspection of play equipment etc and weekly fire alarm tests.
- set a personal example

Staff

The staff's actions are the foundation of our health and safety culture. The duties of staff are to:

- work safely for themselves, students and others, helping to create a positive health and safety culture in their work area / activities;
- follow safe working practices identified from risk assessments and keeping their line manager up to date with any problems arising from the work;
- take an active part in carrying out risk assessments and giving practicable suggestions to improve safety and health. Staff experience is an important resource for developing suitable health and safety controls;
- attend health and safety training as identified and agreed with their line manager and Health and Safety Lead, including induction training;
- give all necessary help to children, contractors and members of the public to ensure their safety;

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- make themselves familiar with all emergency procedures and safety equipment on the premises and not intentionally or recklessly interfering or misusing anything provided for health and safety;
- use equipment and materials in the way they are designed to be used;
- immediately report to line manager all illnesses, accidents, unsafe conditions, acts of violence, hazards and any situation that may compromise health and safety;
- immediately, if safe to do so and within their level of competence, remove serious hazards where there is imminent danger. Where they are not able to remove serious hazards then they must immediately inform a manager as to the existence of the hazards so that the necessary action can be taken;
- set a personal example for colleagues and children

Children

Friars provides an excellent learning environment. To help maintain this, children are actively encouraged to improve their risk awareness and are supported by the school to learn key life skills on managing risks to themselves. The duties of children are to:

- follow the guidance and procedures, such as fire evacuation procedures, explained to them by staff;
- encouraged to raise any health and safety concern with staff and to report all accidents;

Volunteers

Volunteers are a valued and key part of Friars. They will be given the same protection as staff identified in the risk assessment and school procedures. Their duties are to:

- follow the guidance and procedures, such as fire evacuation procedures, explained to them by staff;
- encouraged to raise any health and safety concern with staff and to report all accidents;
- set a personal example

Visitors

The school welcomes visitors and they are provided with health and safety guidance when signing in at reception. Visitors will not be left unsupervised, especially when children are on site, without suitable safeguards in place.

Accident, Incident, Violence, Near Miss Reporting

The accident/incident forms contain guidance about investigating and reporting of accidents, incidents, violence and near misses.

Where a serious accident or incident happens, Southwark's Health and Safety Unit must be informed immediately by telephone on 020 7525 5034 or 5035.

The Head Teacher and HSL will ensure Southwark's Health and Safety Unit receive a copy of non serious accident/incident report forms within 48 hours of the incident.

Friars will keep copies of forms where there have been personal injuries to adults for three years as evidence for possible civil claims for compensation. Accidents/incidents involving children must be kept until the young person reaches the age of 21. Records may be kept

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for longer in line with other legislation (e.g. child protection and SEN students). Report forms will be destroyed after these time scales.

Asbestos

The HSL and premises officer are the Asbestos Duty Holders and are responsible for ensuring that Friars Asbestos Register is read and signed by all contractors and staff prior to starting any work on the premises that may damage or disturb asbestos and suspected asbestos conditioning materials.

Staff must not affix anything in to walls, ceilings etc. without first obtaining approval from the PM.

Staff must report any damage to asbestos materials immediately to the premises manager or HSL.

Where damage to asbestos (or suspected asbestos) material has occurred the area must be evacuated and secured. The Head Teacher will immediately notify Southwark's Health and Safety Unit telephone (020 7525 5034/5035). The school will also follow the Local Authority's Asbestos Policy.

Contractors

Only competent contractors will be used by Friars in line with the school's policy.

A pre-task meeting will be held to confirm how contractors will ensure their safety and that of staff, children and others. This may include the need for segregating parts of the school. In the event of this the fire procedures will be reviewed.

All contractors who work on the premises are required to identify and control any risk arising from their activities and inform Friars of any risks that may affect the school staff, children and visitors.

Contractors who are carrying out invasive work will read the asbestos register before starting. See below.

All contractors must be aware of the school health and safety policy and emergency procedures and comply with these at all times.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head Teacher, or their representative, will take such actions as are necessary to protect the safety of school staff, children and visitors.

There will be regular meetings held between contractors and School staff to review the standard of health and safety onsite.

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Electrical Hazards

- The PM/contractor will have been suitably trained to carry out Portable Appliance Testing. Plugs of all appliances, except computers are checked, labelled and signed. Equipment is checked every year.
- Electrical appliances from staff homes should not be used in school unless they have been PAT tested and approved by the site manager.
- The school's Electrical Installations are tested every five years.

First Aid

Friars will ensure there is a sufficient level of first aid coverage for the activities being carried out by staff and students. This will include suitably trained first aiders.

A list of trained First Aiders can be found in Appendix 1 of the policy

Fire Safety & Evacuation of Premises

An up to date fire risk assessment is kept in the administrative offices. The fire risk assessment will be reviewed yearly or as changes occur and action plans for improvement will be completed in a timely fashion.

All alarm tests, maintenance and fire drills are carried out and recorded.

The Head teacher is responsible for ensuring as part of staff training that everyone knows what to do if there should be a fire threat or other need to evacuate the premises. Practice for this occurs once a term, but usually twice a term

Medication

Friars follow the guidance provided by the Department for Education on "Managing Medication in Schools and Early Years Settings".

See '*Administration of medicine policy*'

Risk Assessment

Risk assessments are undertaken for three purposes:

1. To assess the risks to individuals' health, safety and wellbeing.
 2. To comply with current legislation.
 3. To assess the risks of a particular event or outing e.g. a theatre visits.
- General risk assessments and COSHH assessments are undertaken by the HSL, and discussed with relevant staff. These are reviewed every 2 years or when there is a change in activity or a major incident relating to the risk assessment. The Head Teacher is responsible for approving control measures and in ensuring the action required is implemented.
 - Staff that may need to complete a R.A. are to discuss the R.A. with the HSL and Head Teacher.

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Chemicals and Harmful Substances

All chemicals and harmful substances will be suitably risk assessed and stored to minimise the risk.

Contractors bringing harmful substances onsite will be reminded of the need for suitable controls.

Safety Rules

- The Head Teacher will be responsible to ensure that all staff are aware of their responsibilities with regards to the supervision and behaviour of the children.
- Staff have a responsibility to ensure that they work in a safe and responsible manner ensure their own and others safety. *See Behaviour Management Policy*

Equipment

- All equipment and apparatus will be suitably installed, inspected and maintained. Staff members will check equipment before use, and any faults will be reported to the Head teacher.
- Children will be instructed on the safe use of equipment and suitably supervised dependent on the task and the equipment being used.

Miscellaneous

- Parents/Carers will be given a list of suitable clothes for children to wear during PE and rules regarding earrings. Staff will also be aware of wearing appropriate clothing with regarding health and safety. e.g. outdoor shoes
- Children will be escorted into and out of school, following a specific procedure for their age group.
- Friars employ a contract cleaning company. The premises officer will ensure that the site is kept clean, reporting any faults to the cleaning supervisor, SBM or Head Teacher.
- Friars employ a contract catering company. Any faults are reported to the school and remedial work undertaken.
- Friars are aware of the importance of teaching children and staff to work in a clean and tidy manner, wearing appropriate clothing and washing hands etc.
- A Care Plan is completed for children with a health issue, and any medication administered to children is covered in that policy and procedure.

School Visits

- The school has an Educational Visit Coordinator (HT) who will provide guidance on school visits and trips. Local Authority guidance can be downloaded from the Southwark Council website. *See Educational Visits Policy*

Friars Business Continuity Management Plan

- The school has a set of procedures for Business Continuity; a copy is kept in the 'grab bags' in the reception office.

Related Policies

- Behaviour Management
- Educational Visits

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- Staff Handbook
- Lock-down Procedure
- Administration of Medicine
- Parents Handbook
- Safeguarding
- Well Being

Security Policy

- We try to achieve a balance between making our school welcoming and accessible and keeping children and equipment safe. The PO is responsible for the opening and closing of the site. Visitors are to sign in, read the Health and Safety notes, and wear a 'Visitors' badge.
- Children are made aware of the dangers of talking to strangers.
- Staff are also required to wear school badges to identify who they are. Adults not wear a badge are challenged and escorted to reception.

See Site Security Statement (kept in Safeguarding file)

Violence Against Staff

Friars have a legal duty to protect their staff from violence and aggression, as they have the right to have a safe workplace and be free from the aggression of others, so far as reasonably practicable.

Violence against staff will not be tolerated.

Violence is behaviour which produces damaging or hurtful effects, physically or emotionally, on people. This definition specifically includes:

- Verbal abuse
- Threatening behaviour
- Anti social behaviour
- Damage to property
- Physical violence

The above incidents will be reported using the Council's accident/incident forms.

Along with Friars security procedures, there are Lone Working and Home Visits risk assessments that will be followed by staff, to reduce the risk of aggression.

Friars will follow the Council's guidance on dealing with aggression including that relating to banning parents from site.

Staff affected by violence will be supported by the school.

Lone Working & Home Visits

Please refer to Friars lone working and home visit policies.

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Smoking at Work

Smoking is not allowed in any enclosed workplace or public building in the UK. At Friars the school grounds are a smoke free area.

Stress

There is a school wide stress risk assessment that is to be reviewed annually at a staff meeting. The assessment gives details of the controls put in place to help all staff manage stressful situations and where further help and guidance can be obtained.

Working at Height

The PO is responsible for the purchase and maintenance of all ladders in the school.

All ladders conform to BS/EN standards as appropriate.

Anyone working at height is responsible for completing risk assessments before starting the work. There is a working at height risk assessment that all staff can access.

Staff are reminded that `working at height` applies to all activities which cannot be undertaken whilst standing on the floor.

If you need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is not permitted.

Work at height when you are alone is not allowed.

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Appendix 1

Health and Safety at Work

Head Teacher	Justin Burt	
Governor responsible for Health and Safety	Joe O'Neill - interim	
SBM (HSL)	Diane Larkins	
Southwark Health and Safety Manager	Lee Tapping	7525 3808
Trained First Aiders – 1 st Aid at Work	Ann Mould Marcia Harris	
Paediatric 1 st Aiders	Shahina Akthar Lindsey Elliot Sharmin Nessa Marcia Harris	
Basic 1 st Aid training	All Teaching Assistants	

Training Record

First Aid

Ann Mould – First Aid at Work	April 2018 to April 2021
Marcia Harris - Paediatric	January 2019 to February 2022
Marcia Harris – First Aid at Work	July 2019 to July 2022
Lindsey Elliott - Paediatric	September 2020 to September 2023
Emergency First Aid at Work	Oct 2018 to Oct 2021
Gilly Carter, Marcia Harris, Carol Royes, Shahina Akthar, Jaheda Rahman, Katarzyna Nadasawska-Dosso, Rita Cranny, Kenny Clay	

Epi-pen Training

All staff have been offered basic training and more extensive training has been given to first aiders, class teacher and teaching assistant involved. April 2018

Fire Safety Training

Fire Safety training for all staff – May 2018

Basic 1st Aid training

All Teaching Assistants had basic training January 2019

School Evacuation

Termly school evacuation eg fire drill – 6th July 2020