

**Church Hill School  
Burlington Rise  
East Barnet  
Herts EN4 8NN**

**Telephone No: 020 8368 3431  
Fax: 020 8368 1602  
e-mail: office@churchhill.barnetmail.net**



**Name of policy: Health and Safety Policy.**

**REVISION HISTORY**

<b>Date</b>	<b>Version</b>	<b>Description</b>

Head Teacher \_\_\_\_\_ Date \_\_\_\_\_

Chair of Governors \_\_\_\_\_ Date \_\_\_\_\_

## **Part A: Statement of General Policy by the Governing Body**

This policy expresses the intention of the Governing Body to meet its obligations under the Health and Safety at Work etc. Act 1974 (HSW Act) in relation to conditions and activities which fall within the Governing Body's control.

The HSW Act section of particular relevance is 4(3) which requires the Governing Body to take all reasonable measures to ensure;

The buildings, exits and entrances are properly maintained and are in a safe condition for use by staff, other occupants and visitors; and machines, appliances, articles and substances are kept, used and maintained safely and properly with records kept.

The Governing Body is committed to provide and maintain safe and healthy working conditions, equipment and systems of working for school staff and to provide or arrange for such information, training and supervision as they need for the purpose.

The Governors also accept a similar level of responsibility for health and safety of pupils and other visitors including contractors on site. They will do all that is reasonably practicable to discharge this responsibility.

The Governors will monitor and assist the Premises Controller by taking an active interest in health and safety matters and providing the resources and facilities necessary for the Premises Controller to effect this policy.

The policy will be kept up to date and revised to accommodate changes to the premises, new equipment, the way they are used and developments in the curriculum as they arise.

The Governing Body will review the policy and the way it is operated each year, at the beginning of the autumn term, and minute their comments at the first meeting of governors thereafter.

The policy and all revisions will be drawn up and agreed in consultation with appointed safety representatives as set out in the LEA local code of practice No 1 'Safety Representatives and Safety Committees'.

The Governing Body holds the health and safety of staff, pupils and other persons as their primary concern and consequently regard this policy as central to the school's success.

Priority will always be given to securing the safety and freedom from risk to the health of people engaging in activities within the control of the Governing Body.

The allocation of duties for safety matters and any particular arrangements are set out in Sections B and C of the school policy for Health and Safety.

Chair of Governing Body

Signed:

Name:

Date:

## **Part B          Organisation Within the School**

### **Responsibilities**

#### The Governing Body

The Governing Body is responsible for this policy being carried out in school.

The Governors are aware of the LEA's Policy for Health and Safety section 3.4 and will take all reasonable steps to put that policy into effect.

The Governors will review their policy and make revisions and additions as they consider appropriate. All such revisions will be made in consultation with appointed union safety representatives and brought to the attention of staff.

The Governors will appoint and assist the Premises Controller to implement and maintain the policy and arrangements.

#### Premises Controller

The Head Teacher is the Premises Controller.

The Premises Controller is the key executive manager with responsibility for maintaining the organisation and arrangements for health and safety within the school.

The primary task is to manage daily conditions and activities in order to ensure:

the premises, the means of access and egress, machinery and equipment are maintained in a safe condition, and defects or unsafe conditions are rectified and take interim action to prevent or allay danger.

#### Other Functions

Plant and Equipment;

maintain a programme for systematic test and maintenance of safety devices and exhaust ventilation. Ensure this work is carried out by contractors approved by the LEA. Records of all such maintenance and tests are to be kept for inspection by Safety Officers, LEA Inspectors and union safety representatives.

Safe Systems of Work;

ensure practical work, physical activities, field trips etc. are conducted in accordance with local codes of practice or other guidelines approved by the LEA.

Articles and Substances;

arrange and maintain safe systems for handling, storing, transport and use of equipment, materials and substances.

Information, Instruction, Training and Supervision;

provide or facilitate as necessary to achieve safety awareness on the part of staff, pupils and other persons. Monitor their training needs.

Work Place Environment;

maintain in a safe and healthy condition with adequate provision for welfare, first-aid and emergencies.

Consultation with Safety Representatives where applicable;

The Premises Controller is the person responsible for reporting in accordance with LA Local Code of Practice No.4 Reporting Accidents Injuries and Dangerous Occurrences. More information can be found at <https://www.barnet.gov.uk/wwc-home/information-for-schools/health-and-safety-in-schools/local-codes-of-practise.html>

Fire Precautions;

check fire doors, alarms and extinguishers for damage at regular intervals, but not less than once per term. Evacuation times and any shortfalls to be reported at the following meeting of the Governing Body (see Part C).

The Premises Controller is to draw the attention of the Governing Body, department heads and safety representatives to local codes of practice and safety bulletins produced by the LEA. Evaluate their implications for the school and advise the Governing Body of any difficulties encountered in implementation.

In the absence of the Premises Controller the Deputy Head or Site Manager will deputise.

The Deputy may be appointed to carry out any of the above on behalf of the Premises Controller. They are to be notified in writing of the extent and duration of deputed authority.

### School Staff

All employees have a general duty while at work:

to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and to co-operate with their employers and others, i.e. the Governing Body, so far as is necessary to enable them to meet their statutory obligations.

This general duty extends to complying with local codes of practice and safe working procedures including;

- (a) working to relevant safety criteria (eg COSHH assessment);
- (b) using protective devices;
- (c) reporting defects and shortfalls in the safety arrangements;
- (d) attending briefings and training courses as required

### Safety Devices (HSW Act Section 8)

It is an offence under the HSW Act, section 8, for any person to intentionally, or recklessly, interfere or misuse anything provided in the interest of safety or welfare and in pursuance of any statutory provision.

Safety devices may include machinery guards, electrical fuses or insulation and protective clothing etc.

Section 8 applies to both employees and other persons.

## Pupil Supervision

Teaching Staff have responsibility to ensure that rules for working safely and the reasons for those rules are communicated to pupils and students before commencing any activity.

Teaching staff have a duty to provide information, instruction, and training in the safe use of substances and equipment used in practical activities.

Due to the inexperience of pupils, an appropriate level of supervision and safety rule reinforcement is essential. It is not sufficient to simply post a notice and leave compliance to the discretion of the young or inexperienced.

## Visitors

Visitors to the premises are directed to the reception office. Contractors and others remaining on the site should be advised of pertinent rules and emergency precautions.

Lettings: terms and conditions and emergency procedures are to be included in agreements of let or hire.

## **Part C: Arrangements within the School**

(Also see appropriate risk assessments)

- All staff have a responsibility for the health and safety of themselves, the children in their care and others who may be affected by their actions. All staff are responsible for complying with the safety instructions and directions as detailed in this policy.
- An appropriate child/adult ratio should be maintained at all times including on school trips.
- Staff should ensure good order and behaviour as described in our behaviour policy which should be followed at all times.
- Children may not leave the School for any reason during the School Day without permission from the Head Teacher.
- Any unknown persons must be challenged and directed to the main School office.
- No child or teacher's name, address or telephone number may be given to anyone unless prior permission has been given.

## **Classrooms**

- Spilt liquid should be mopped up at once.
- Spilt sand should be swept away and either cleaned and returned to the tray or thrown away.
- Clay is to be kept in suitable containers and returned to them after use. Children with cuts or other skin problems should not use clay.
- Only School supplied adhesives should be used; not Polycell which may contain fungicides.
- Scissors should be stored safely and only used when a teacher is in the room. Children should be taught and regularly reminded how to carry scissors safely.
- Instructions should be given before tools are used. Tools should be cleaned and stored in a safe place after use.

- Protective aprons should be worn and sleeves rolled up when children are using paint, water, clay and glue etc.
- Children should be shown how to carry furniture and equipment safely.
- P.E. and games equipment should be checked before use and used sensibly. Damaged equipment should be immediately removed from use and reported to the School Office.
- Children must not plug in or switch on or off electrical equipment but may operate appropriate electrical equipment.
- All electrical equipment should be put away when not in use. When equipment is in use it must be placed safely with no trailing flexes.
- Only qualified persons are to replace plugs, fuses etc.
- Classroom tap water is not drinking water so no child should drink from the tap.
- Glass containers should not be used by children who may not carry anything breakable in school.
- Damaged or broken furniture should be removed to a safe place and reported to the caretaker.
- Exits from classrooms should be kept clear of furniture.

### **Outside and Playtime**

- Class teachers should take their classes into the playground at playtime and ensure that either the welfare assistant or duty teacher is present before leaving classes.
- Duty staff should ensure that games are used sensibly.
- Walls, benches and trees should not be climbed on or jumped off.

### **Corridors and Toilets**

- Children must not run indoors at any time.
- Coats, bags etc should be hung on pegs and not left on the floor.
- Corridors should be kept clear to ensure that no exit is blocked.

### **Storage Areas**

- Cleaners' cupboards should be kept locked.
- All storage and stationary cupboards should be clearly marked and remain closed when not in use.
- All substances subject to COSHH regulations should be stored out of children's reach or in locked cupboards.

### **Medicines**

- Prescribed medicines shall only be administered if a permission form has been completed by the parent.
- Information regarding any medical conditions should be kept in the record file.
- Children's inhalers will be labelled with the child's name and kept in an accessible place at all times
- Should a child require to use an inhaler the named first aider will assist as required.
- In the event of a child becoming unwell the Head Teacher/First Aider should be informed. The Head Teacher/First Aider will contact the parent/carer and make arrangements for collection.

- Training should be provided for staff to manage specific medical conditions as appropriate, e.g. diabetes.

## **First Aid**

- At least two qualified first aiders should be on site at all times during the school day.
- A first aid box should be stored in the Medical room and all classrooms and must contain first aid materials only.
- Plastic gloves will be provided and must be worn when dealing with the body fluids of another person.
- In the event of a minor accident or injury the child or adult should be sent to the named first aider for treatment.
- Accidents should be recorded in the accident book and the child's parent/carer informed on collecting the child.
- If a child sustains a bump to the head they should be given a "bump note" and sticker to inform a parents/carers of the incident.
- In case of a major accident one adult should stay with the injured person. The emergency services should be telephoned immediately and contact made with a parent/carer. The accident should be recorded in the accident book and form completed to be sent to the Borough.
- All staff to be trained to deal with anaphylactic shock, this training should be updated annually.

## **Fire**

- Fire instructions should be displayed in appropriate locations.
- Should the fire bell ring staff and children should leave the building in single file by the nearest fire exit.
- One supervising adult should close interior doors and leave last.
- Children should line up in the main playground or field and the class teacher should check all names against the attendance register.
- Extinguishers and other fire appliances should be kept free of obstruction and staff should be aware of when and how to use the various types of equipment.
- Fire evacuation drills will be held at frequent intervals (approx once a term) in order that they will become, by practice, an established routine. Fire drill will not be announced in advance and should always be treated seriously.

## **Food Hygiene**

- All foods purchased for the purpose of cooking activities should be stored appropriately.
- All cupboards, the refrigerator, storage and cooking utensils should be kept clean at all times.
- Staff and children handling food should wash their hands with soap and warm water prior to commencing the activity.
- Children should not place or remove food into or from hot ovens or hobs.

## **Beginning and End of Sessions**

- Children should be taken directly to the classroom at the start of the morning sessions. The register must be taken promptly. The total number of children present must be

recorded in the appropriate space. The register should then be taken immediately to the School Office.

- Late children should report immediately to the Office where they can be entered as present in the register.
- The register must be taken at the beginning of the afternoon session and the total number of children recorded.
- Children should be collected by their parent/carer at the end of the afternoon session. Children should not be released to an unknown adult.
- Any child not collected at the end of the school day should be taken to the soft seats outside the office.

### **Educational Day and Residential Visits**

- Before taking children off School premises consent forms must be signed and returned by the parent/guardian
- When walking as a group the adults should be spread out ensuring cover at the front and back of the group.
- A first aid kit should always be taken. In the event of an accident an adult should go for help.
- A mobile phone should always be taken.
- Children should always walk and where ever possible appropriate crossing points should be used. An adult should stand in the road until the party has fully crossed.
- Companies providing coaches for travel must be reputable. All drivers must have appropriate qualifications and insurance cover. All coaches and mini buses must have seat belts. Drivers must only drive within the recognised number of hours.
- School visits must be well researched beforehand.
- Parents accompanying should be aware of specific medical conditions of any pupils in their care.
- A thorough check must be made beforehand of the venue of the journey and any possible problems alleviated.

The following criteria must be met:

1. All accommodation should be clean and in good repair, well lit and well ventilated. There should be adequate space for the number of pupils.
  2. Facilities should be sufficient to allow pupils a high standard of hygiene.
  3. The kitchen and dining areas should be clean and well organised.
  4. Food should be wholesome and well prepared. Any specific diets should be catered for. Food should be freshly cooked.
  5. Girls and boys accommodation should be separate.
  6. Staff accommodation should be adjacent to pupils' accommodation.
  7. The centre/hostel/hotel should have up-to-date certificates for fire safety, food and hygiene etc
  8. The accommodation must have appropriate insurance cover.
- Arrangements should be made to accommodate any child who is taken ill and thought given as to how to return a child home should it become necessary.
  - Parents/guardians of any child going on school residential visits must fill in medical forms beforehand, giving details of any specific medical condition and consent for staff to sign forms on 'loco parentis' at hospitals if necessary.

- During residential visits a named governor will hold copies of the children's details and act as a point of contact for parents out of school hours.

#### Management of Stress at Work

- Staff should not be subjected to excessive workloads, onerous working practices or a detrimental working environment that might cause an individual stress.
- Stress can manifest itself in a variety of symptoms. These may include: sickness/absenteeism, punctuality, performance, attitude and behaviour, relationships at work.
- The school provides access to a telephone support and counselling service for all members of staff.

Actions to be taken where stress is observed include:

1. Meet with the Head teacher or other delegated individual to offer help and support.
2. Referral to the Occupational Health Unit where appropriate.
3. Help and support in finding out the reason for the change in behaviour.
4. Seek professional advice.
5. Instigate appropriate help.
6. Review duties.