



HEALTH AND SAFETY POLICY

APPROVED BY GOVERNORS ON:	January 2020
DUE FOR REVIEW:	January 2021
RESPONSIBLE PERSON:	Miss J Abrahams

Introduction.

Members of staff must read and comply with all Health and Safety Instructions. Health and Safety Instructions will be read at the beginning of each school year. A reminder will be given by the Headteacher or Business Manager. All new members of staff will be issued with the Health and Safety Instructions during their induction by a member of the Senior Leadership team. A register will be maintained to ensure that each person is recorded as having read these Health and Safety Instructions

Statement of Intent.

Thames View Junior's statement of general policy is:

- To provide adequate control of the health and safety risks arising out of our work activities.
- To consult with our employees on matters affecting their health and safety.
- To provide and maintain safe plant and equipment.
- To ensure safe handling and use of substances.
- To provide information, instruction and supervision for employees.
- To ensure all employees are competent to do their tasks, and to give them adequate training.
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions.
- To review and revise this policy as necessary at regular intervals.

Responsibility.

The overall responsibility of Health and Safety is that of Partnership Learning. The Business Manager oversees the day to day running making sure that the policy is put into practice.

To ensure health and safety standards are maintained/improved, the following people have responsibilities in the following areas:

Name	Role	Responsibility
G.Bratley	Health and Safety School Governor.	<ul style="list-style-type: none">• Take reasonable steps to make sure that the school is following the employer's policy and procedures through regular discussion at governor meetings.• Promote a sensible approach to Health and Safety, making use of competent health and safety advice when required.• Work in close partnership with the Headteacher and the senior management

		<p>team to support sensible health and safety management and to challenge as appropriate</p> <ul style="list-style-type: none"> • Ensure adequate resources for health and safety are available.
R.Anthony	Headteacher	<ul style="list-style-type: none"> • To Inform employees about the real and significant risks in the school and the precautions they need to take to manage them, this can be done through staff briefings. • Ensure staff receive adequate training to enable them to carry out their responsibilities. • Ensure adequate resources for health and safety are available. • Promote a positive, open health and safety culture in school. • Report to Governors on key health and safety issues. • Ensure that all staff co-operate with the policy. • Develop and implement safety procedures. • Ensure that risk assessments are reviewed on an annual basis.
J.Abrahams	Business Manager	<ul style="list-style-type: none"> • Manage and monitor purchasing and contracting procedures to ensure risks are effectively managed. • Ensure any contractors on site are competent in health and safety matters. • Advise contractors/Visitors of site specific risks and oversee their activities on site. • Ensure all contractors are shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working. • Ensure staff and visitors are aware of the onsite procedures and the precautions to follow. • Ensure that accidents/incidents are reported correctly and if necessary carry out investigations into accidents. • Ensure risk assessments are accurate, suitable and reviewed annually or before if there is a change. • Deal with any hazardous practices, equipment or building issues and report to the Headteacher if they remain unresolved. • Provide a good example, guidance and support to staff on Health and Safety issues. • Carry out a Health and Safety induction for all staff and keep records of that induction.

		<ul style="list-style-type: none"> • Keep up to date with new developments in Health and Safety issues for schools.
L.Abrahams	Site Manager/Caretaker.	<ul style="list-style-type: none"> • Ensure that any work that has Health and Safety implications is prioritised • Report any concerns regarding unresolved hazards in school to the Senior Management Team immediately. • Ensure that all work under their control is undertaken in a safe manner following guidelines from any risk assessments carried out. • Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. • Carry out a weekly test of the fire alarm and other fire safety checks as required. • To monitor contractors on site, making sure they are competent in Health and Safety matters. • Ensure all contractors are shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working.
M.Auden and K.Sayers	Partnership Learning Trust.	<ul style="list-style-type: none"> • To make sure schools have robust approaches to Health and Safety, with clear policies that focus on the real risks, and encourage sensible risk management. • To make sure schools implement arrangements that manage the risks to staff, pupils and visitors who may be affected by the school's activities. • To monitor schools are providing employees with the relevant information and training to manage risks on a day to day basis, including access to competent Health and Safety advice. • To check that the control measures have been implemented and remain appropriate and effective.
Contractors	All Contractors	<ul style="list-style-type: none"> • Explain their work method, with special regard for safety, to the Headteacher or representative for permission to carry out the work required of them. • Apply current safety legislation, codes of practice and professional guidance to ensure the protection of children, parents, visitors and school employees for all their operations.

		<ul style="list-style-type: none"> • Apply reasonable safety standards for the protection of their employees. • Ensure that equipment and substances provided for use at the school are safe and maintained.
Employees	All employees	<ul style="list-style-type: none"> • To read the Health and Safety Policy. • Comply with the School's Health and Safety arrangements. • Cooperate with managers and co-ordinators on Health and Safety matters. • Take reasonable care of their own and other people's Health and Safety. • Leave the classroom/playground/office in a safe condition. • Follow safety instructions when using equipment i.e. Computers. • Supervise pupils and advise them on how to use equipment safely and also be good role models in using the equipment safely. • Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff; The Business Manager. • Follow the accident/incident reporting procedure. • Contribute to and highlight any gaps in the school's risk assessments.
Pupils	All pupils	<ul style="list-style-type: none"> • Follow safety and hygiene rules intended to protect the Health and Safety of themselves and others. • Follow safety instructions of teaching and support staff, especially in an emergency.
B & D H & S service.	Health and Safety Advice	<ul style="list-style-type: none"> • Provide advice and guidance to help schools fulfil their Health and Safety responsibilities. • To carry out Health and safety audit visit's when necessary to give advice on all aspects of new and existing Health and Safety policies and procedures.

Evacuation of Premises.

In the event of a fire please follow the instructions listed below:

1. Activate the nearest fire alarm and see that the doors immediately surrounding the fire are closed.
2. Line your class up in a single file line.

- Children working outside of their classrooms will be directed by supervising staff.
 - Appointed staff members will assist with the evacuation of children/staff with disabilities. It may be necessary to wait until the majority of children have passed so that any undue congestion is avoided.
3. Escort your class through the nearest fire exit. **The location of the fire may restrict the use of an exit and then an alternative exit must be used.**
 4. Escort your class to safety carefully watching the whole class as you go. **Everybody should walk.**
 5. On reaching the assembly point, quickly establish that all your children are accounted for by calling out your class register which will be handed to you by the Social Inclusion Officer.
 6. Alert the Headteacher, a member of the Senior Leadership Team or a fire warden of any children that are missing. **Do not re-enter the building.**

The Fire Brigade will be called by the School Receptionist who will then go outside the front of the school to ensure that no visitors enter the building during this time. The Site Manager will meet the fire brigade at the front of the school with a fire warden and inform them of the location of the fire. The Business Manager will take the signing in/out book as well as the visitor's book to the assembly point and account for all staff. Support staff working outside of the classroom, will take their group of children outside and ensure that they reunite with their class. The fire wardens will check that the school premises have been fully evacuated.

Evacuation of Hall (at dinner time).

In the event of a fire please follow the instructions listed below:

1. As space is confined, quickly direct children from a row of tables one at a time to leave the hall.
2. One Midday Assistant should remain and check that all the children have been evacuated. Assemble children in the Playground.
3. On reaching the assembly point, Teachers will meet their class at their assembly point and take their class registers which will be given to them by the Social Inclusion Officer. Alert the Headteacher, a member of the Senior Leadership Team or a fire warden of any children that are missing.

The Fire Brigade will be called by the School Receptionist who will then go outside the front of the school to ensure that no visitors enter the building during this time. The Site Manager will meet the fire brigade at the front of the school with a fire warden and inform them of the location of the fire. The Business Manager will take the signing in/out book as well as the visitor's book to the assembly point and account for all staff. The fire wardens will check that the school premises have been fully evacuated.

Fire Safety and Emergency Evacuation.

The Fire Alarm will be checked each week, by the Site Manager. The check will be recorded and any defects reported to the Business Manager and Headteacher. These checks are stored in site folders that are audited by the Director of Assets at Partnership Learning- M. Auden.

Practice will take place at least once a term. It is the responsibility of the Business Manager to keep a record of drills, with details of the time taken to vacate the premises and any difficulties experienced. These reports are presented to the Director of Assets at Partnership Learning and they are presented to the School Governors.

Fire extinguishers are available in readily accessible places throughout the premises. Staff should ensure that they know how to use them. **Staff should not put themselves or children at risk in attempting to fight a fire.** Staff should only use a fire extinguisher if a fire exit is blocked by a fire. These fire extinguishers are maintained by Firemark; a registered company.

Fire Precautions:

- Fire exits must always be kept clear.
- Classroom doorways must be kept free of equipment or objects that might fall and prevent the door from opening.
- Keep all areas free of rubbish and waste; flammable materials must be stored away from heat sources.
- The boiler room must be kept clear of flammable and waste material.
- Children must be taught to hang up coats, bags etc.
- No laminators or cookers should be left switched on and unattended.
- All electrical equipment with the exception of computers must be switched off at the end of the day.

Accident and Incident reporting.

All accidents which occur on the school premises either by staff or students must be reported via the accident/incident form, the form should then be sent to the Business Manager.

All accidents or incidents that have occurred must be reported within the first 24 hours. After the form is sent to the Business Manager it is then reported to the Director of Operation's at Partnership Learning- K. Sayers who reports any major accidents/incidents to the Health and Safety Executive (HSE) as defined in ***Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985***. Please see Appendix 1 for a list of accidents/incidents that would be reported to the HSE.

The Trust will ensure that where RIDDOR applies. Please follow the links below for information on RIDDOR reporting requirements:

- <http://www.hse.gov.uk/riddor/>
- <http://www.hse.gov.uk/pubns/edis1.pdf>

Accidents to Children:

The majority of accidents which occur will be of a minor nature, caused by falling, or playground rough and tumble. These will usually result in minor injury, such as a grazed knee, or bruising. If after treatment and comforting, the child recovers the accident should be carefully recorded in the accident book, with the relevant details by a qualified first aider.

During lunch breaks the qualified first aider from within the Lunchtime Team will treat and record accidents to children.

- Children will be issued with a note to inform their parents of the accident.
- Major Accidents should be reported immediately to the Senior Leadership Team and the Social inclusion officer. These include:

Any head injury

Suspected fractures

Cuts needing medical attention

Excessive bleeding

Injuries to eyes

Drowsiness

Convulsions

Illness needing medical treatment

Child needing to go home

Accidents to Contractors:

Accidents to contractors or visitors on the premises should be recorded via the same process as for staff. All contractors/visitors must report to the school office before beginning any work or attending any meetings on school site.

Staff who are aware that an accident involving a visitor/contractor has occurred should report this to the school Business Manager, who will ensure that a record is made of the incident.

Accident Investigation:

Investigations will be carried out following major incidents to try to establish the cause and so that consideration can be given to helpful measures. The investigation will be carried out by the Headteacher and the Staff Safety Representative - Business Manager. The following provides a prompt sheet to ensure that all relevant information is collected.

1. Where did the accident happen?
2. When did the accident happen?
3. Who was injured?
4. Who else was involved?
5. Who witnessed the accident?

6. What was the injured person doing at the time of the accident? Was the person's action habitual/occasional/rare? If not usual, why was the person doing it?
7. Was the person working under pressure or to a deadline?
8. Where there any relevant environmental factors?
9. Were protective measures available and appropriate? Were they used? If not, why not?
10. Was the person adequately trained to do the activity that resulted in injury?
11. Was there supervision in force? If not, should there have been? Was it adequate?
12. Was a defect or design fault in the premises involved? If so, are similar situations to be found elsewhere in the building?

All the points above will not be relevant in every case.

Manual Handling.

Some muscular strains are caused through attempting to lift objects that are far too heavy, but considerably more are the result of incorrect lifting and handling of objects within the capacity of the individual.

The main injuries which can result through incorrect lifting and handling of objects are:

- Dropping on feet.
- Cutting hands on rough sharp objects.
- Trapping fingers when stacking
- Backache, torn muscle, torn tendon and rupture.

The injuries listed above are often brought about by work involving use of certain muscles in a strained unnatural position. To avoid these injuries from happen only staff members with Manual handling can lift heavy objects. Staff must only lift equipment and furniture within their own individual capability.

Risk assessments and safe systems of work are in place

Working at Height.

Working at height can be very dangerous which is why a working at height risk assessment is carried out by the school, these are recorded appropriately and kept on file which can be found in the School Business Manager's Office.

If a member of staff is to work at height, then they will need to attend appropriate training courses.

Teaching and other staff who assist in putting up displays in school will be given appropriate in-house training and advised that they must:

- Use appropriate access equipment - step ladders, kick stools etc.
- Wear flat shoes whilst putting up displays.
- Not climb on furniture to put up displays.

First Aid.

The school has carried out a first aid risk assessment to determine the required number of first aiders and the location/number of first aid kits. A first aider and first aid kits are taken on educational visits.

Note: The following links supported the school in making their assessment:

- (Page 22) EYFS Guidance
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596629/EYFS_STATUTORY_FRAMEWORK_2017.pdf
- Table 2 <http://www.hse.gov.uk/pubns/indg214.pdf>

Administration of Medicines:

- Medication is only administered to pupils when the parental consent form has been completed.
- The medicine will be administered by a first aider and appropriate records kept.
- Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional.
- Medicines are kept in a locked cupboard/fridge in the school's first aid room.
- The only exceptions to this are asthma medication and 'eppens' (following discussion with parents) which may be kept in appropriate locations, out of the reach of other pupils, as appropriate.

Continence.

Schools and all other settings registered to provide education will already have Hygiene or Infection Control policies as part of their Health and Safety policy.

This is a necessary statement of the procedures the school will follow in case a child accidentally wets or soils him/herself, or is sick while on the premises.

- Only Teaching Assistants and Teachers may change soiled children. In the first instance, the most immediately available Teaching Assistant would normally be expected to initially support a soiled child. Teachers may help with this process, as circumstances dictate.

- Supply Staff and Students should not be involved within this process.
- Staff are to gather the child's PE kit from their classroom. If the child has not got one, then other clothing will be issued to them.
- Staff should take them to the nearest disabled toilet as changing will take place in the nearest disabled toilet.
- Staff should run the shower in the disabled toilet making sure the temperature is right.
- They should instruct the child to change out of their clothes and told to use the shower to clean themselves, they should also be instructed to dry themselves off with a towel provided and change into some clean clothes.
- The staff member will inform them that will wait outside the door and that the child must pass the soiled clothes to them in which the staff member must double wrapped. **Staff should wear disposable gloves while dealing with the incident.**
- Afterwards, the changing area should be cleaned after use with the provided antibacterial sprays/wipes.
- Staff should use hot water and liquid soap available to wash hands and the paper towels for drying them as soon as the task is completed.

Staff should wear disposable gloves while dealing with the incident

Parents will be informed of the incident and the soiled clothing returned to the parents, they will also be reminded to return the spare clothes provided.

If the child is unduly distressed by the experience or if the staff member notices marks or injuries, then the Headteacher (or the Deputy Headteacher / Assistant Headteacher in her absence) should be summoned. In the instance of noticing marks or injuries, then staff should refer to the school's Child Protection Policy.

Educational Visits.

All off-site trips will be subject to risk assessment carried out by a member of staff and the advice of the council's outdoor education adviser.

The Outdoor Education Advisers' Panel offers more specific advice and the website, 'Outdoor Education Advisers' Panel - advice, support and monitoring of visits and outdoor learning' provides the school with details of local authority outdoor education advisers.

Electrical Testing.

Electricity can **KILL**; it is therefore essential that we teach our children, in a sensible manner, of the dangers and correct precautions to avoid a fatal accident. The lessons should prepare them for their home and school life.

All members of staff must set a good example and comply with this policy.

All Electrical equipment has a hard wiring test by a competent contractor, all electrical appliances are PAT tested every year and tagged to show when tested. If it has not been tagged, then please remove it from site and inform the Business Manager. **Staff should not bring in their own electrical appliances.** Electrical equipment is visually checked on a regular basis to ensure that plugs, leads and covers are not damaged. Children's small fingers can pry into small cracks. Any damaged equipment must be removed and not used until repaired or replaced.

Please follow these guidelines:

- Children must not be allowed to plug or unplug mains electrical equipment.
- Children must be taught and prevented from sticking metallic objects into mains electricity points.
- Children must be prevented from cutting into batteries.
- Electric leads must not trail across potential walking or playing areas.

Display Screen Equipment.

For employees with 'desk based jobs' the procedure for carrying out workstation self-assessments on an annual basis will be followed.

Please click the link to see the HSE guidelines: <https://www.hse.gov.uk/msd/dse/>

Food Technology.

- Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place.
- Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned.
- Close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens.
- There must always be at least two members of staff when cooking with pupils.

Playground Equipment and Supervision.

Playground equipment and its use is supervised by staff members during all breaks during the school day. If the equipment is used during lesson time supervision is again maintained.

A decision is made by the Headteacher with the support of SLT, recorded and enforced if extreme weather (damp/icy) means that equipment becomes unsafe to use on a particular day. Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment.

Staff members should not be on their phone when supervising children at play times. They must remain vigilant at all times.

Slips, Trips and Falls.

The potential for slips, trips and falls in school has been risk assessed and appropriate controls have been put in place. This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections.

Snow and Ice.

A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions

If it becomes impossible to keep these routes clear the Headteacher should be informed immediately and this information contributes to any decision to be made in whether the school should be closed.

Stress at Work.

The school has a duty of care to the well-being of all staff. To ensure that staff are not overly stressed these steps are followed:

- Proactive – Stress Risk Assessments are used to identify how levels of stress (caused by work) amongst employees can be reduced.
- Reactive – individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with the school's health and wellbeing procedures and, if necessary, by accessing the Occupational Health.

The School offers counselling service via Gateway Academy to any staff member who they feel may need this extra support.

Training.

- Health and Safety Training needs are assessed as part of individual's annual review.
- Training needs are also being identified as part of a risk assessment process.
- Staff received a health and safety briefing annually to remind them of the importance of Health and Safety.

Risk Assessments.

- The school maintains a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and grounds.
- They are all available on the school central server for staff to inspect and refer to as necessary and hard copies are available in a folder kept in the staff room.
- The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments.
- All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place)
- Procedures for new and expecting members of staff will be followed, including carrying out a Risk Assessment if not already considered in existing risk assessments.

Control of Hazardous Substances- COSHH.

As a school the use of hazardous substances in school will be kept to a minimum, but if they are used then the school will follow **COSHH** Regulations which require the following principles to be applied in the work place.

- An assessment of the risk to Health of any substances used; the Site Manager to support the senior managers in completing this.
- Introduction of measures to control the risk.
- Monitor to ensure the measures are effective.
- Health surveillance and maintenance of records.
- Education of employees.

Manufacturers must label their products to ensure that the risks, precautions, remedial activity associated with the substance are immediately available to persons using the substance. (Standard symbols are used to denote the hazardous nature of substances).

To ensure the **COSHH** regulations are applied within the school no one is allowed to introduce a new substance without the agreement of the Headteacher and the Site Manager will check the toxicity of the substance with the support of the Headteacher.

Protective clothing and equipment will be provided by the Headteacher, to ensure compliance with the regulations.

Hazardous substances used will be disposed of in accordance with the manufacturers' recommendations or in accordance with professional advice provided to the Headteacher.

Hazardous substances **must** be stored so that children **cannot** gain access to them.

Please see Maintenance and Service matrix table below.

Maintenance and Service Matrix.

Plant/Equipment/ Service:	Maintenance/ Inspection type:	Frequency:	Scheduled for next inspection:	Current Contractor/ in-house:	Responsible person: (task performance or contract management)
Air Conditioning	Inspection	Annual	10/10/2020	Contractor-AM Air Conditioning	Luke/Jade
Asbestos Monitoring	Inspection	Annual	14/02/2020	Contractor-Lucion Environment	Luke/Jade/Trust-Marc.
Gas Boilers-	Inspection	Annual	12/01/2020	Contractor- J Scott's	Luke/Jade
D&T plant room/equipment	Inspection	Annual			
Electrical- Fixed Wiring testing (100%)	Inspection	5 Years	03/02/2023	Contractor	Luke/Jade
Electrical (PAT)	Inspection	Annual	14/06/2020	Contractor-Adsparks	Luke/Jade
Legionella Risk Assessment	Inspection	Every 2 years	1/05/2021	Contractor-Aquavent LTD	Luke/Jade/Trust-Marc
Water Hygiene check	Inspection	Monthly	27/01/2020	Contractor-IWS	Luke/Jade
Emergency Lighting	Inspection	Annual	January 2020	Contractor-Adsparks	Luke/Jade.- Already spoke to Adsparks to get them in
Emergency lighting flash test	Maintenance	Monthly	30/01/2020	Contractor-Adsparks	Luke/Jade
Fire Alarm testing	Maintenance	Weekly	22/01/2020	In house	Luke
Fire door/gates check	Maintenance	Weekly	7/01/2020	In house	Luke
Fire Extinguishers maintenance	Maintenance	Monthly	08/02/2020	In house	Luke
Fire Extinguishers check	Inspection	Annual	10/06/2020	Contractor-Firemark.	Luke/Jade
Fire Alarm Service	Inspection	Annual	16/04/2020	Contractor-Ultimate fire & Security	Luke/Jade
Intruder Alarm	Inspection	Annual	16/04/2020	Contractor-Ultimate fire & Security	Luke/Jade
Access Control	Inspection	Annual	30/05/2020	Contractor-Ultimate fire & Security	Luke/Jade
Play Equipment	Inspection	Annual	31/10/2020	Contractor-Rospa play safety.	Luke/Jade
Shutter Check	Maintenance	Weekly	21/01/2020	In house	Luke

CCTV System	Maintenance	Monthly	30/01/2020	In house	Luke
Kitchen Deep clean	Inspection	Annual	20/4/2020	Contractor- Ultimate fire and security systems	Luke/Jade
BMS Service	Inspection	Annual	06/08/2020	Contractor- Two cleaning & maintenance	Luke/Jade
Cold water tank clean	Inspection	Annual	18/01/2020	Contractor- Colin Peacock LTD	Luke/Jade
Thermostatic mixing valves (TMVs)	Inspection	Annual	14/09/2020	Contractor- J Scott's	Luke/Jade
Kitchen equipment service	Inspection	Annual	14/09/2020	Contractor- J Scott's	Luke/Jade