



HEATHSIDE SCHOOL

HAMPSTEAD

Health & Safety Policy

Reviewed By: ZH,DS

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Last reviewed:

Sept 2024

Next Review:

Sept 2025

Statement of Intent

The Governors of Heathside School accept their legal responsibilities in relation to the care, safety and well-being of the children in their charge. Whilst the Governors have overall responsibility for Health & Safety, locally they have appointed the Head Teacher as having day to day leadership of all health & safety oversight. Health and Safety is an intrinsic responsibility of all members of the Heathside community and is an integral part of its activities.

The Governing body recognises their legal duty under the Health and Safety at Work Act (1974) and is also committed to the promotion of a safe and healthy environment for staff and for other users of the school and to the provision of adequate and appropriate safety training for staff. New staff are carefully inducted to ensure they pay due attention to all H&S procedures.

This Policy has been written with reference to Health & Safety at Work Act and DfE advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies in February 2014.

Policy Created	February 2014
Policy Updated	September 2024 by D Simon
Next review	September 2025
Review of policy to be conducted by	Facilities Manager, SLT
Policy approved by Governors on	

This policy also refers to Heathside School's:

• Educational Visits Policy	• Health & Safety Audits and Risk Assessments
• First Aid Policy	• Fire Risk Policy and Plan
• Administration of Medicine Policy	• Safeguarding and Child Protection Policy

The Governing body has full responsibility for all Health and Safety matters. Health and Safety matters on a day to day basis are led and managed through the following members of staff:

- Head Teacher (Responsible to the Governors for the Schools H&S Leadership) and H&S Budget holder
- Deputy Headteacher/DSL,
- Line manager of the Facilities Manager
- Facilities Manager (nominated persons for Health & Safety matters)
- Dukes Education Group Compliance Director

Health & Safety Committee:

The Health & Safety committee is made up by the following staff and will meet every half term to discuss issues raised by staff, pupils and visitors, on-going works and planning that feeds into the school Improvement Plan.

- Facilities Manager, Chair of the Committee
- Deputy Headteacher
- Head of EYFS
- Operations Lead
- Bursar

ROLES AND RESPONSIBILITIES - Governors

The Health & Safety at Work Act 1974 places overall responsibility for health and safety with the employer, the Governing body, Head Teacher. They are responsible for ensuring:

- That appropriate documentation is in place
- The implementation and monitoring of the policy
- The policy is reviewed on an annual basis
- Health and safety is managed on a day to day basis
- That staff are aware of the information and procedures laid down in this document, and of their own responsibilities to comply with them
- Regular checks of the fire safety equipment in the school are carried out
- Annual checks of the electrical equipment (PAT Testing) in the school are carried out

Facilities Manager (Health and Safety Officer)

The Facilities Manager will carry out the responsibilities delegated by the SLT for the effective implementation of the Heathside School Health and Safety Policy. Their functions include:

- monitoring the school's performance against the annual safety action plan
- coordinating the preparation and use of statutorily required risk assessments
- providing generic risk assessments, risk assessment templates and checklists
- fire safety
- evacuation procedures
- in conjunction with other managers, the supervision of contractors on school premises

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- coordination of classroom health and safety audits advising on the appointment of, and liaising with the external risk management company
- obtaining, interpreting and disseminating information on Health and Safety to promote a positive and proactive safety culture facilitating training on Health and Safety matters
- serving as a contact point for staff who require advice on Health and Safety issues and the balance between practicable safety precautions and reasonable levels of risk that may be retained in support of the Heathside ethos and education
- ensuring that there is a proper system for reporting accidents, incidents and near misses, investigating where required
- liaison with and reporting to the SLT as required
- facilitating provision of external specialist advice where required
- coordinating the work of the Health and Safety Committee and alerting it and management to issues that may raise Health and Safety concerns

The Health & Safety Officer is responsible for liaising with contractors to ensure an effective exchange of health and safety information, this will include requiring copies of contractors' safety policies and review of risk assessment at the tender stage, where appropriate

Facilities Team

- Reporting to the Facilities Manager, any H&S concerns.
- Ensuring that all defects in the buildings and grounds are logged on the compliance tracker. Once rectified, these matters will be rectified and checked off in the log by the Facilities manager.
- Carrying out informal safety checks of the school building and the school grounds, including the outdoor play equipment.
- Carrying out thorough safety checks at the beginning of each term.

All Staff

- It is a requirement of the Health & Safety, DfE advice on legal duties and powers for local authorities, headteachers, staff and governing bodies that all staff should be familiar with the health and safety arrangements in place and should comply with them.
- All staff will therefore be informed about and directed to this document and will be expected to comply with the procedures it contains, at all times.
- <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>
- All staff have a responsibility towards themselves and others for health and safety and should report any problems using the procedure outlined in the next section. If necessary, they must be prepared to take appropriate action themselves to remove hazards.
- Staff should ensure that pupils in their care behave in a safe and proper manner, adhering to proper safety precautions, particularly in the handling of equipment or materials. (See Behaviour Management Policy)
- Staff should report any damage to equipment and avoid using it until it is repaired or replaced. Staff are responsible for the equipment that the children may make use of.
- Staff may not drive pupils in their own vehicles – this is for child protection reasons, but also, unless a member of staff has a commercial car insurance for their vehicle, their insurance is void if they use their car for any work-related matter (including giving children lifts) so they are effectively driving without insurance.

Teachers

- Each teacher is responsible for ensuring that the storage of resources in their classroom

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complies with health and safety guidelines. This will be monitored by the Facilities Manager of the site.

- The Art classroom, Church Hall and Staff Only designated areas should be locked when not in use.
- The teacher of Art/DT and Photography is responsible for ensuring that all toxic and flammable materials are stored securely when not in use and ensuring the adequate testing, examination, maintenance, servicing and repair of specialist equipment. They should inform all additional staff who use the room of any potential hazards in the use of equipment or materials.
- The science teacher is responsible for isolating the gas supply to the science lab at the end of each teaching day, the constant security of toxic and highly flammable substances following CLEAPSS Guidance at all times, locking them away during breaks or when the lab is not in use for teaching, ensuring there are enough suitable fire extinguishers and fire blankets and ensuring the adequate testing, examination, maintenance, servicing and repair of specialist equipment.
- Teachers should monitor the floor surfaces and rugs and report any defects to the Facilities Manager.
- Teachers are responsible for ensuring that children's coats, PE equipment and shoes etc are stored neatly and do not cause a tripping hazard.
- Teachers must report any light bulbs that need replacing to the Facilities Manager
- Teachers must not remove the window restrictors in the classrooms as this presents a hazard with the possibility of a child falling from the window or an item falling out of the window and injuring a member of the public on the pavement below.

Other School Users

The following people are responsible for making users aware of relevant sections of the school's Health and Safety Policy:

- Facilities Manager: Health and Safety, Contractors
- Deputy Head: Voluntary workers
- Deputy Head: Parents
- Deputy Head and Teachers: Pupils

Visitors

Visitors must sign in and out of the school using the Inventory system. In doing so they acknowledge that they have read and are aware of our Safeguarding information, which includes who to contact if they have any Health & Safety concerns.

- **The Receptionist on Duty** is responsible for visitors signing in and out and wearing the appropriate lanyard
 - Blue Lanyard - Heathside Staff
 - Green Lanyard - Regular visitors to the school, e.g. visiting professionals, who have been fully vetted and appear on our SCR
 - Red Lanyard - Visitors who have not been vetted and need to be escorted at all times by a Heathside member of staff
 - Orange Lanyard - Governors

REQUIRED AND ASSOCIATED TRAINING

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All staff will receive health and safety information and training shortly after commencing their employment with the school. This training will cover the basic health and safety requirements for their work area, including but not limited to:

- Manual Handling
- Working at Heights
- Health and Safety

PRACTICAL ARRANGEMENTS First Aid

See First Aid Policy

Accident Recording, Reporting and Investigation

See First Aid Policy

Issuing Medicines

See Administration of Medicine Policy

Asbestos

- All staff and contractors will be informed about the presence of any asbestos in the area/s that they are working in. This information is kept in the Asbestos Register in the School Office.

Control of Hazardous Substances

- The use of hazardous substances in school will be kept to a minimum
- The Facilities Manager (with appropriate support from senior managers) will complete a COSHH assessment for all hazardous substances used on site (liaising with external contractors who use COSHH materials)
- The associated procedures and control measures will be funded and enforced

Display Screen Equipment

- For members of staff with 'desk-based jobs' the Facilities Manager will support them in carrying out workstation self-assessments on an annual basis. The outcomes of these assessments will be followed

Educational Visits

- All off site trips will be subject to risk assessment, see the School Educational Visits policy for details

Electrical Testing

- Fixed installation tests are carried out by external contractors every 5 years in line with current guidance
- Portable electrical equipment in school is inspected and checked every 2 years by an external contractor.

Fire Safety & Evacuation of the Building

- See Fire Risk Policy and Plan

First Aid Provision

- The school aims to train as many staff as possible in First Aid and has determined appropriate locations for first aid kits throughout the school.
- Portable first aid kits are taken on educational visits
- If the risk assessment dictates that it is necessary, a qualified first aider will be present on the trip

Hazard and Defect Reporting

All defects and hazards relating to the building or grounds should be reported immediately to a member of the schools' senior leadership team, who will be responsible for monitoring the progress on remedying the problems.

Staff should report other defects and hazards to the Facilities Manager, via email and it will be recorded on the Compliance log and prioritised in accordance with our risk management strategy. These will be checked off once the work has been carried out. Matters beyond the facilities teams scope, will be managed by external contractors under the supervision of the Facilities Manager.

Health and Safety Risk Assessments

The Facilities Manager will arrange a risk assessment of the school to be carried out every two years by an external expert. The outcome of the audit will be reported to the Governors via the Head Teacher.

The results of the audit will help to determine the areas and/or activities for which a formal Risk Assessment needs to be carried out.

Control of Substances Hazardous to Health (COSHH)

As a general rule, hazardous substances will not be brought onto school premises. However, such items as cleaning fluids will be stored in a secure environment which gives no access to pupils or unauthorised persons. The Facilities Manager will liaise with cleaning providers to ensure compliance. Facilities Manager will also ensure risk assessments are in place for these and other areas where COSHH materials may be stored on site, such as for Art.

Legionella

Evolution Water Testing provides advice and has assisted with the preparation of the school's

Legionella risk assessments and sample water as per the risk assessment.

Kitchens and Hot Drinks

Children do not use the kitchen area. Kettles may only be used in the designated kitchen areas to prevent the risk of scalding a child.

Cups with lids must be used throughout the school for hot drinks apart from inside the designated staff rooms.

Playgrounds at 84a Heath Street

There should be two staff in the playground. Staff members should position themselves at either side of the playground so that all areas of play can be seen.

Playground equipment is inspected on a weekly basis and annually by an external inspector, when a risk assessment is also carried out. Non-emergency general maintenance will be carried out in the school holidays.

See also Health & Safety Audit/Risk Assessment

PE Equipment

The Head of PE (whilst liaising with the Facilities Manager) will arrange an annual safety check of all sports equipment.

Risk Assessments and school visits - SAFETY ARRANGEMENTS

Risk Assessments will be prepared to identify and manage risks on the school premises and during the course of its activities. Guidance on the preparation and content of Risk Assessments is available from the Facilities Manager.

When planning visits, the school uses the following non-statutory guidance: 'Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (updated 2022)'

1. No trip will be allowed to depart if there is not an appropriate risk assessment signed off by the Educational Visits Officer
2. The Safeguarding and Child Protection Policy applies to all visits
3. All adults involved in overnight stays will have had an enhanced disclosure and barred list check.
4. Pupils will be prepared for trips, particularly regarding the behaviour expected, the relevant school policies, and about SEN and arrangements for any medical needs;
5. Prior to going on trips parents will be expected to give written permission for emergency medical treatment to be given 'in the event they cannot be contacted' – this is a precaution as in every circumstance if time allows, the parent will be contacted first.
6. Group leaders organising visits must be given enough time to ensure the visit is well planned.
7. All school trips must be approved by the EVC or Deputy Head Teacher in accordance with the Educational Visits Policy.
8. All residential, international travel and trips involving adventurous activities must be approved by the Governing body.

Supervision of Children

The school accepts no responsibility for children who arrive on the premises before the published start of a day.

Parents are asked to make arrangements to collect their children promptly at the end of the session or school day. Teachers must ensure that each child is collected by a known adult.

It is the responsibility of parents or guardians to ensure that the children are supervised before and after school to prevent any risk to their health and safety.

Electrical Safety

Any faults must be reported immediately. All electrical items are visually inspected regularly, and higher risk items are tested on an annual basis by an approved contractor and a record of this check is filed in the school office.

Displays or decorations must not be suspended from light fittings.

All staff must take care to minimise the risk from trailing electric cables.

Electrical equipment must be located away from water sources – sinks/water trays.

Although electrical equipment is visually inspected regularly as per HSE guidelines. All items are PAT tested every two years. This includes, leads, plugs and sockets. Any wear or damage should be

reported in the usual way and the item taken out of use until it has been rectified.

Staff may not bring electrical items into school unless they have been inspected. This includes mobile phone chargers, PC laptop chargers and music playing devices. Staff are invited to bring these items into school on PAT testing days, so they can be tested and labelled.

Only oil filled electric radiators may be used in the school. The use of convection heaters must be kept to a minimum and only used with constant supervision.

Working at heights

Working at height includes any work activity where a person could fall from a place of work and could suffer an injury or be killed. This does not include staircases in buildings. It also includes getting to and from a place of work at a height.

Access equipment is the collective term for equipment that is selected for work at height. It typically includes step stools, stepladders and ladders, although this list is not exhaustive.

Within the school and its grounds, work at height should always be avoided whenever possible. Sometimes, this may not be practical and for particularly low risk light work at height of short duration (i.e. work that lasts for minutes not hours) a step stool, stepladder or ladder may be considered as the most appropriate method of access. When a stepladder or ladder needs to be used, one person should hold the ladder/stepladder steady whilst the other person climbs up it.

Standing on tables, chairs or other furniture for any reason is strictly prohibited. Working at

height training is given to staff during Health & Safety training.

All ladders and step ladders are checked on a termly basis by the Facilities Manager.

Security/Visitors to the Site

The School and its grounds are private property and only persons with permission either expressed or implied are entitled to be on the premises (e.g. persons making deliveries or parents collecting or depositing children). All other persons with no need to be on the premises are trespassers and may be asked to leave immediately. Legally, it is permissible to use 'reasonable force' to remove trespassers, but realistically the police will be informed of all trespassers who refuse to leave. The Facilities team also provides a security function at New End and Heath Street.

The front doors to both sites are always kept closed and are monitored by security cameras. The school has named key holders in the event of fire or burglary occurring when the school is closed.

During the school day, visitors must report to the school office, sign in to the building and wear a visitors badge and lanyard. Any unknown visitors will be asked to show ID. Safeguarding leaflets are available in reception with advice on who to contact to discuss any concerns. Visitors sign in and confirm they have read this information.

Staff are encouraged to show curiosity and challenge anyone, politely, in school they do not recognise. Members of staff should not place themselves in danger when dealing with trespassers.

While it is hoped that staff will not be faced with aggressive and potentially violent incidents, the risk is always present. Guidance on how to deal with such incidents will be covered in occasional training sessions at staff meetings and in the induction information.

Contractors on Site

The school will vet contractors and where appropriate, will ensure they have a CDM (Construction

Design and Management) folder and a hot work policy.

Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school.

All contractors must wear PPE, report to the school office and sign in .

Contractors will work under the supervision of the Facilities Manager or delegated person so as not to endanger the health and safety of children or adults in the school. Contractors must be instructed to store equipment they bring into school in a safe place, away from corridors, classrooms or any areas used by adults or children.

Most work is carried out in the evenings, weekends or school holidays and no repairs or maintenance can be carried out in areas which children or adults are occupying, including cloakroom and toilet areas. If contractors are carrying out emergency work the children must be kept away from the area. Contractors who have not had a DBS clearance from the School must always be supervised when children are present on the site. Contractors to be reminded that the school has a no smoking policy. (Please also refer to 'Supervision of ancillary, contract and unchecked staff policy')

Accident Reporting and Investigation

All incidents (and near misses) which require first aid treatment will be logged in the School Accident book maintained by the Receptionist. The Operations Team should be informed. The Facilities Manager will ensure that serious incidents are investigated as soon as reasonably possible - and in any event within 72 hours.

A written accident report will be produced and retained for all incidents except those which require only minor first aid treatment.

The Reporting of Injury, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 require that, in the case of serious accidents and injuries, the Health and Safety Executive (HSE) is notified immediately. The Head teacher will ensure that arrangements are in place for this. The Head teacher will review major accidents immediately and review all accident report forms on a half termly basis. The Health and Safety Committee will review a summary of them on a termly basis.

The Head Teacher reports to the Governing body every term and Health & Safety matters are included in this report. Any RIDDOR reports must also be reported to the Governing body via the Dukes Compliance Director.

Money in transit

To minimise the risk from theft, the banking of school monies does not follow any set routine or pattern.

Children and Manual Handling Equipment

In the normal day to day running of the school, there are certain situations where children will need to move equipment or items of furniture. For example:

- Chairs and tables
- Physical education equipment
- Small items of equipment

Children must always be supervised when moving any equipment or item of furniture. Some items may be heavy or awkward to handle. Children need to be shown how to lift and carry safely and this needs to be reinforced regularly.

Emergency and Contingency Plans

Emergency and contingency plans are determined by the Critical Incident Management Team. HoDs and Managers will ensure that all staff are made aware of necessary arrangements and are provided with the appropriate information and training as part of their induction.

Stray Dogs

Children will be discouraged from approaching stray dogs due to the risks stated above. See also Health policy.

Monitoring and Review

1. Heathside School's Operations Team monitors the implementation of this policy at least once each term.
2. Safety will be a regular agenda item at management team meetings and the Headteacher will address specific incidents and concerns.
3. The Head and Operations Team will produce a report at least annually on the effectiveness of the school's Health and Safety policy and procedures.