



St HELEN'S COLLEGE

## Health & Safety Policy

**This is a whole-school policy which includes the Early Years Foundation Stage**

### Structure of the policy

This policy is divided into three sections:

1. A statement of the employer's general policy with regard to health & safety.
2. The organisation for implementing the policy, including the allocation of functions to individuals.
3. The arrangements for carrying out the functions allocated to individuals and monitoring the effect of the safety policy.

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## Section One

### Statement of general policy

1. The employers (the Principals and Heads of St Helen's College) are responsible for supervising the safety policy of the school, in respect of the health, safety and welfare of staff, pupils and visitors to the school premises and in respect of all activities carried out on or off the school premises, where these are arranged under the auspices of the school.
2. The aim of this statement is to ensure that all reasonably practical steps are taken to establish and maintain a safe and healthy working environment throughout the school.
3. The ultimate responsibility for all school safety organisation and activity rests with the employers, who must ensure that the safety policy is adequate, is effectively managed, its performance is monitored and that any necessary amendments are made. This responsibility cannot be delegated.
4. The employers recognise the need to consult with staff on health and safety matters and in allocating health and safety functions, are aware of the need to discuss specific duties and responsibilities with the individuals concerned, mindful of their competence in such areas.
5. The employers will, where necessary, seek expert advice on the risks to health and safety in the school and will cooperate fully with official agencies in such matters, acting promptly on recommendations and advice.
6. The employers will ensure the provision of sufficient information, instruction and supervision to enable all people working on site and the pupils to avoid hazards and contribute positively to their own safety and ensure that they have access to health and safety training.
7. The cooperation of all staff, pupils and visitors is essential if the arrangements for ensuring the health and safety of the school are to be successful.

## Section Two

### Organisation for implementing the policy

**2. 1 The employers (Heads)** retain ultimate responsibility for the safety policy and its supervision.

2.2 Some of the responsibilities for the implementation and maintenance of the policy have been delegated to the following:

a) **The school Safety Officer**, who will:

- Advise on matters of health, safety and welfare within the school and make recommendations for improving the procedures laid down
- Co-ordinate safety advice given by specialist advisors and those with executive authority
- Monitor the implementation of the policy in general

- Co-ordinate the implementation of the approved safety procedures in the school
- Conduct an annual general review of premises, plant and practices and advise the Heads on matters requiring attention
- Conduct/co-ordinate an annual specific risk assessment for all activities concerning the school and maintain records of the assessment, informing the Heads of the outcomes
- Ensure that risk assessments are conducted for all new equipment, practices, activities etc which are introduced into the school, informing the Heads of the outcomes
- Review from time to time
  - i. The provision of first aid in the school
  - ii. The emergency regulations
- Monitor the electrical testing programme and maintain records of the tests
- Liaise with contractors carrying out regular maintenance to safety equipment and maintain records of such maintenance
- Maintain records of all fire drills/practices, noting evacuation times and any problems encountered
- Co-ordinate staff training in safety matters and keep records of such training
- Ensure that fire alarms are tested on a weekly basis, and that a log of the tests is maintained by the Caretaker
- Monitor the accident books to identify patterns and risks and refer the findings to the Heads
- Investigate serious or recurring accidents, reporting the findings to the Heads and arrange for appropriate authorities to be informed as necessary

**b) Senior Management Team and Subject Leaders (Art, ICT, PE, Science)**

These staff shall:

- Have a general responsibility for implementing the school safety policy in their own departments or areas of work
- Where necessary, draw up departmental procedures to ensure a safe working environment, carrying out risk assessments as and when required and monitoring the effectiveness of such procedures and assessments
- Assist the safety officer in carrying out the annual risk assessment and safety review
- Pass on health and safety information received to the appropriate people, to enable other staff, pupils, visitors and guests to avoid hazards and contribute positively to their own safety
- Advise the Heads on safety matters within their areas, including the provision or maintenance of plant, tools, machinery and equipment
- Bring to the attention of the safety officer and Heads any health and safety issues requiring attention

**c) The duties of all members of staff**

1. All employees will make themselves familiar with the requirements of the **Health and Safety at Work, Act 1974** and other health and safety legislation and codes of practice, which are relevant to the work of the department in which they work. They should:

- Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work; and
  - Co-operate to enable any duty or requirement imposed on his or her employer or any other persons by or under any of the relevant statutory provisions to be met
2. All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.
3. In particular all members of staff will:
- Be familiar with the Safety Policy and any and all safety regulations as laid down by the school
  - Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
  - Observe standards of dress consistent with safety and hygiene
  - Check that all equipment is in good and safe working order
  - Not make unauthorised or improper use of machinery and equipment
  - Use the correct equipment and/or tools for the job and any protective equipment or safety devices, which may be required
  - Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
  - Report any defects in the premises, plant, equipment and facilities, which they observe
  - Take an active interest in promoting health and safety and suggest ways of reducing risks.

#### **d) Special obligations of class teachers**

Class teachers are responsible for the safety of pupils in the classroom and when participating in activities organised by the school, on or off site. They should:

- Exercise effective supervision
- Be familiar with emergency procedures as set out in the policy
- Be familiar with the special safety measures to be adopted in their own teaching areas and ensure that they are applied
- Follow safe working procedures, using protective clothing and guards where necessary
- Give clear instructions and warnings as often as is necessary
- Carry out risk assessments for any new activity proposed or new equipment introduced
- Make recommendations to their heads of department for promoting health and safety

#### **e) The caretaker**

The caretaker and his assistants will:

- Carry out routine repair and maintenance
- Advise on repair and maintenance requiring specialist contractors
- Ensure all signage (e.g. fire escape routes, trip hazards, etc) is appropriate & maintained
- Undertake portable electrical appliance and electrical socket testing
- Report hazards

- Make a weekly check on the adventure playgrounds, keeping a record of such checks and any resulting action
- Make a weekly check on the fire alarm system, keeping a record of such checks and any resulting action
- Make a weekly check on the minibus, keeping a record of such checks and any resulting action

#### **f) Administration staff/welfare assistants**

As appropriate they will:

- Be aware of health and safety regulations
- Actively monitor working practices in the office
- Assess any items in use with regard to COSHH regulations
- Advise the Heads and safety officer on matters of health and safety in the office
- Manage Cambria front door and security entry systems
- Log all visitors, issuing visitor badges where necessary
- Dispatch completed accident investigation forms
- Administer first aid, if appropriate
- Ensure first aid equipment is up-to-date & available
- Monitor unwell children
- Supervise the storage, administration and return of medicines brought to school
- Maintain up-to-date contact /medical details for all pupils
- Maintain up-to-date registers of pupils with specific medical problems (e.g. asthma, anaphylaxis) and ensure the appropriate dissemination of such information

#### **g) Pupils**

The pupils will:

- Exercise personal responsibility for their own safety and that of others
- Observe standards of dress consistent with safety and hygiene
- Observe all the safety rules of the school
- Respond to instructions given in an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for their safety

#### **h) Visitors**

Regular visitors and other users of the premises are required to be aware of and observe the safety rules of the school. In particular, parents helping out, on or off site, should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned.

## Section Three

### Arrangements for carrying out functions

#### 3. 1 Supervision of pupils

- Staff will be deployed on duty in the playground from 8.00 until school commences at 8.30.
- If they leave before 8:30, parents sign at the Lower School to indicate that they have left children in our care.
- The staff duty rota will provide details of supervision at break times.
- School patrol staff supervise the school entrances from 8:00 to 8:40 and 15:00 until 16:00.
- The duty teacher will be available to support the lunch assistants during the lunch break.
- Pupils are dismissed only to designated adults. Parents provide written instructions (e.g. in link books) when arrangements change. If non-parents are to collect, parents introduce those collecting to the school staff in advance.
- Staff in charge of after school activities will be responsible for the pupils involved.
- For further details please refer to:
  - a) Annex 1. St Helen's College Welfare Policy, section 6. Care in the playground.
  - b) Annex 2. St Helen's College Funtasia and Holiday Club Health & Safety arrangements.

#### 3. 2 Security

i. We are duty-bound to devise adequate measures against vandalism, theft, arson and assaults on both pupils and staff. To this end the school will do all in its power to ensure the:

- Personal security of pupils, staff and visitors
- Security of buildings and grounds
- Forging of optimum relationships with pupils, parents, neighbours and the local community
- Vigilance of everyone connected with the school to safeguard security

ii Access:

- a) The gates will be open at the following times: 8.00 - 8.40; 15:00 – 15:30 (Lower School); 15:20 – 16:00 (Upper School)
- b) Entry at other times will be controlled by the office staff or Funtasia staff through the front doors

iii. Visitors:

- a) All visitors will report to, or be directed to, the Upper or Lower School office.
- b) All visitors must be clearly identifiable and their presence on the premises known and recorded
- c) Any visitor not identified as such should be challenged politely by staff
- d) Any unauthorised visitors should be reported immediately
- e) Pupils should not challenge any unidentified visitor, but should report their concerns to an adult immediately
- f) For further guidance refer to the following DfES publication:  
*School Security and Dealing with Troublemakers (1997)*

### **3. 3 Evacuation Procedures**

**It is the duty of all members of staff to carry out the procedures as outlined:**

- a) Fire drills will be held once each term conducted by the Heads
- b) The Safety Officer will keep a record of all drills
- c) A Fire practice will be held early in each term
- d) Regular fire appliance training is provided for all staff and staff must be able to use fire extinguishers
- e) Fire extinguishers
  - i. all fire appliances will be checked and serviced annually by the supplier Morgan Fire Protection
  - ii. Regular visual checks will be made by the caretaker
- f) The fire alarm will be tested weekly by the caretaker and twice yearly by Morgan Fire protection
- g) Fire alarm call points will be tested weekly by the caretaker and records kept
- h) The school is a no-smoking zone
- i) Risk assessments relating to fire prevention are reviewed annually, or immediately should new risks be identified

### **3. 4 Illness or Accident**

See St Helen's College Welfare Policy

### **3. 5 First Aid**

It is the school's policy that a qualified First Aider will be on site, and that all staff and support staff will be trained to Appointed Person level. All such qualifications will be maintained by regular re-training as necessary.

At Lower School four members of staff are qualified with Paediatric First Aid; our welfare officer, a Nursery Assistant, Reception Assistant and a member of the After School Club, so that there is always a Paediatric First-Aider on site while children are present.

See St Helen's College Welfare Policy

### **3. 6 Storage and Administration of Medicines**

See St Helen's College Welfare Policy and St. Helen's College Medicines Policy

### **3. 7 Hygiene, Personal Cleanliness & Food Handling**

See St Helen's College Welfare Policy, section 7

### 3. 8 Hygiene & Cleanliness of School

See St Helen's College Welfare Policy, section 8

### 3. 9 Electrical Safety

The school will comply with the Electricity at work Regulations (1989) and the advice contained in the HSE's Electrical Safety in Schools guidance documents

- a) All electrical appliances, plugs, sockets and wiring will be checked regularly by the caretaker
- b) Records of such tests will be maintained and held by the caretaker
- c) All appliances brought into school by staff or pupils must be tested before use
- d) The testing meters and appliances will be recalibrated annually by the suppliers
- e) All staff will make visual inspections of wiring, plugs and appliances before use, reporting defects for immediate repair/assessment by the caretaker
- f) Appliances found/suspected to be faulty should not be used
- g) The use of trailing wires should be avoided or kept to an absolute minimum and wires should never be hidden under carpets as the risks of fire and damage are considerable
- h) Extension leads for playground use should be unwound completely and their positions indicated clearly to alert other users of the playground

### 3. 10. Hazards and the school environment

- a) All staff are required to identify possible safety hazards and should report their findings to the safety officer
- b) Minor repair requests should be noted in the caretaker's running maintenance log on the server
- c) Defects in heating, lighting, ventilation etc are to be reported to the safety officer who will consult the heads should urgent remedial action be required

#### **d) Control of substances hazardous to health (COSHH)**

- i. Only substances or materials, which have been assessed in accordance with the COSHH Regulations, may be used in school.
- ii. All substances or materials must be used in accordance with the hazard data sheets obtained from approved educational suppliers.
- iii. The cleaning contractors are responsible for:
  - making assessments of all the cleaning materials used
  - ensuring that the cleaners are made aware of any hazards
  - ensuring that all reasonable safety precautions are taken by the cleaners
- iv. The caretaker is responsible for the assessment of all gardening and workshop substances and for making recommendations as to their safe use and storage

#### **e) Manual Handling**

- There is no requirement for any member of staff to handle unduly heavy loads
- Staff should exercise caution and make personal assessments of the likelihood of injury before lifting or moving objects
- When lifting a load the knees, as opposed to the back, should be bent and the feet kept wide apart to provide stability
- Objects should be carried close to the body
- The knees should be bent again when the load is being put down
- Large/heavy loads should be broken into smaller and lighter units where possible

- Objects should be stored in accessible places, ideally off the floor and not at a high level
- If pupils are involved in moving or carrying objects, they should be closely supervised and an on the spot assessment carried out in view of the pupils' ages and abilities to carry out the task safely
- Any injury resulting from lifting or carrying objects must be reported to the Heads immediately

### **3. 11. Risk Assessment**

a) It is not only a legal requirement, but also this School's firm belief, that risks to health and safety should be controlled wherever possible through risk assessments. These are therefore conducted in this school on a regular basis and cover all identified risks to our pupils, our staff, our buildings, our grounds, in our daily routines and at all school events.

b) The Headmaster, the safety officer and any other members of staff so delegated, will carry out the assessments according to their competence, experience and agreement

c) Training needs will be identified

d) Specialists will be consulted on matters which are beyond the school's competence to assess

For details refer to St Helen's College Risk Assessment Policy and associated detailed assessments

### **3. 12. Out of School Activities**

a) All out of school activities will be in accordance with the Safety Policy, DfE Guidance on "Health and Safety of Pupils on Educational Visits" and Health and Safety Executive Guidance Notes.

b) For details refer to St Helen's College Educational Visits Policy

### **3. 13. Consultation with Employees**

The School is aware of its obligations under The Health and Safety (Consultation with Employees) Regulations 1996 and consults its employees on the following areas as covered by the regulations:

- a) Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.
- b) Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
- c) Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
- d) The planning of Health and Safety training.
- e) The Health and Safety consequences of introducing new technology.

The School adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation but the School may consult by way of the Health and Safety Committee or regular Staff Meetings if deemed appropriate.

### **3. 14. Dissemination of information**

- a) The Heads will ensure that new employees are briefed about safety arrangements, in particular to ensure that they are given a copy of the school's Health and Safety

policy and the opportunity to read it before starting work. This will be a routine part of the induction process for new staff. For further details refer to the St Helen's Induction Policy.

- b) Health and safety will be discussed at the staff meeting at the beginning of each academic year, and thereafter as and when the need arises
- c) The Senior management Team will discuss health and safety on a regular basis, passing on information/instructions through heads of department/departmental meetings
- d) Urgent matters will be communicated to staff by memo or notices in the staff room

### 3. 15. Monitoring

Consideration of Health, Safety and Welfare matters will form an item on the agenda of the Senior Management Team meetings, to discuss the implications of the annual risk assessment and health and safety review. Further:

- a) Monitoring accident/incident reports.  
The safety officer will report all accidents to pupils and staff to the Heads and call attention to any, which indicate that any alterations to equipment, premises, routines or procedures are needed.
- b) The Heads will receive reports from the safety officer on:
  - Complaints and hazard reports from staff and visitors
  - Visits from HSE/ Fire Service Inspectors
  - DfES guidance or advice
  - Guidance from HSE
  - Staff training
- c) Where deficiencies are identified or action is necessary the Heads will ensure that:
  - Action is allocated to individuals
  - Time limits have been set
  - Both immediate and long-term remedial action are identified in the case of hazards

Author(s)	DAC
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## Annex 3

### Fire and Emergency Evacuation procedures

1. On hearing the alarm
  - The secretary will call the fire brigade immediately and bring registers/signing in-out book/visitors' log to playground
  - Evacuate the building in a calm and orderly manner
  - Check room empty and close the door
  - Upstairs classes to use both sides of the staircase
  - Check adjacent rooms for clearance
  - Maintain silence at all times and be alert to instructions given
  - Assemble class in playground
  - Check register and report to Headmaster/deputy
  - Do not stop to collect personal belongings
  - Do not re-enter building
2. If you discover a fire
  - Immediately operate the nearest fire alarm call point
  - Attack the fire, if possible, with appliances provided but without taking personal risks