



Partnership Achievement Community Excellence

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## Health and Safety Policy

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Agreed by Directors:

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Review Date: April 2018

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## Introduction

PACE Academy Trust (consisting of Chipstead Valley Primary School, New Valley Primary School and Beecholme Primary School) is committed to ensuring a safe and healthy learning environment for pupils, employees and others affected by the schools' undertaking.

We identify complying with the legislation as the minimum level of achievement, but will strive for better than minimum where reasonably practicable. We are committed, so far as reasonably practicable to ensure the health, safety and welfare of staff, pupils and others. We are committed, so far as is reasonably practicable, to ensuring the safety and health of our contractors and any visitor whether at our premises or affected by our work activities.

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

## Statement of Intent

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

1. provide and keep plant and equipment and systems of work that are safe and suitable;
2. provide such information, instruction, training and supervision as is necessary to promote the health and safety of its employees, pupils and visitors;
3. provide and keep our workplaces in conditions that are safe and with minimal risks to health, including means of safe access and exit from workplaces, as well as adequate facilities and arrangements for employees' and pupils' welfare at work;
4. ensure that significant workplace hazards have been assessed for risk and suitable controls and safe systems of work have been put in place;
5. provide forums for active employee involvement in the continuous improvement of health and safety throughout the schools' activities, as staff make an invaluable contribution to reducing risks.

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

This policy statement and the accompanying procedures will be reviewed regularly and updated as necessary by the Strategic Board and at least every two years.

Signed: ..... Dated .....

Chair of Directors

..... Dated .....

Executive Headteacher

# Health and Safety Organisational Arrangements

## Strategic Board

The Trust directors are responsible for setting the standards and direction of Health and Safety throughout the organisation and for reviewing the Health and Safety policy at least every two years, ensuring it is integral to the Trusts' values and standards of performance. The directors ensure it is communicated to the local governing bodies and is implemented effectively across Trust schools.

## Executive Headteacher

The Executive Headteacher is responsible for ensuring that the Head Teacher/heads of school carry out their duties in accordance with the policy

## Head Teacher/Head of School and local governing bodies

The health and safety culture of the organisation is determined by the Head Teacher/Head of School and the local governing bodies. They will help ensure the school remains a safe and healthy environment by carrying out the following:

1. agree the strategy to ensure health and safety remains a priority across the school that allows all to take part and all to take pride;
2. ensure senior leaders have systems in place to minimise the risk to themselves, staff, pupils, contractors, members of the public and anyone else affected by the activities of the school;
3. receive and act upon information from staff, Corporate Health and Safety Unit (London Borough of Sutton/Kingston, who act as the school's competent health and safety advisor, as noted in the requirement of regulation 7 of the Management of Health and Safety at Work regulations 1999) and Trade Unions about the continuous progress being made in creating a safer and healthier school;
4. ensure suitable child safeguarding procedures and controls are in place;
5. ensure adequate resources are made available for new and emerging risks;
6. integrate health and safety into the communications strategy so that staff can see the school takes its' health and safety responsibilities seriously;
7. include health and safety performance in the Head Teacher/Head of School reports
8. set a personal example.

## Health and Safety Governor

The elected Health and Safety governors have the responsibility to liaise with the Head Teacher/Head of School and others on health and safety issues. Their duties are to:

1. take an active part in school inspections and monitor the follow up actions;
2. review health and safety data including accidents and report to the local governing bodies on the continuous progress being made into creating a safer and healthier school;
3. Commend staff where health and safety improvements have been made.

## Head Teacher/Senior Leadership Team (and School Business Manager (SBM))

The role of the Senior Leadership Teams (SLT) in setting the agenda for improving health and safety performance is key to effective progress. Duties include:

1. ensure there are suitable risk assessments and accompanying procedures developed to meet the needs of the school;
2. ensure there is a comprehensive training programme for site staff, teaching and support staff to provide them with the competence required to carry out their duties efficiently, minimising the risks to themselves, pupils and others who may be affected by the work they carry out so all can take part and all can take pride;
3. ensure there are comprehensive communications with staff, parents, carers and pupils about health and safety issues and how they are being addressed;
4. actively monitor health and safety performance and promote a positive culture by carrying out periodic health and safety tours of the workplace;

5. ensure the effective implementation and compliance with school policy and relevant legislation impacting school; create a positive health and safety culture so all can take part and can take pride;
6. receive regular reports from line managers on how risks have been assessed, what management action has been taken and any outstanding issues;
7. ensure all inspections, maintenance of plant and equipment is carried out in line with statutory requirements and guidance and that adequate records are kept;
8. work with leaders to identify suitable health and safety training that is available for all staff and pupils;
9. ensure there are adequate arrangements for the selection, supervision and monitoring of contractors for work carried out on the behalf of the school;
10. liaise with the Corporate Health and Safety Unit as the school's competent advisor on relevant matters and share good practice with other schools;
11. actively monitor health and safety performance to improve the culture by carrying out periodic health and safety tours of the workplace;
12. ensure adequate investigation of accidents and incidents and report to the Trust's/school SBM who will report to the Corporate Health and Safety Unit within seven days;
13. set a personal example.

### Site Manager/Caretaker

The role of the Site Manager/Caretaker is important for ensuring the building, plant and fabric is in good condition and safe for use. The duties of Site Manager/Caretaker are to:

1. liaise with the Head Teacher/Head of School to ensure all maintenance and minor work arrangements are suitable and minimise the risk of accidents or ill-health;
2. ensure the school is kept clean and tidy to reduce the risk of slip and trip accidents;
3. maintain adequate records for works carried out by the Site Manager/Caretaker such as the inspection of play equipment etc., weekly fire alarm tests and water testing;
4. ensure contractors are suitably monitored and have access to relevant information, such as the school's Asbestos Register.

### Staff

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

1. work safely for themselves, pupils and others, helping to create a positive health and safety culture in their work area / activities;
2. follow safe working practices identified from risk assessments and keep the Head Teacher/Head of School/SLT/School Business manager up to date with any problems arising from the work;
3. take an active part in carrying out risk assessments and giving practicable suggestions to improve safety and health. Staff experience is an important resource for developing suitable health and safety controls;
4. attend health and safety training as identified and agreed with the Head Teacher/Head of School, including induction training;
5. give all necessary help to pupils, contractors and members of the public to ensure their safety;
6. make themselves familiar with all emergency procedures and safety equipment on the premises and not intentionally or recklessly interfere or misuse anything provided for health and safety;
7. use equipment and materials in the way they are designed to be used;
8. immediately report to line manager all illnesses, accidents, unsafe conditions, acts of violence, hazards and any situation that may compromise health and safety;
9. immediately, if safe to do so and within their level of competence, remove serious hazards where there is imminent danger. Where they are not able to remove serious hazards then they must immediately inform a manager as to the existence of the hazards so that the necessary action can be taken;
10. where required, contact Corporate Health and Safety directly if they have serious H&S concerns;
11. set a personal example for colleagues and pupils.

### Pupils

The Schools provide excellent learning environments. To help maintain these, pupils are actively encouraged to improve their risk awareness and are supported by the schools to learn key life skills on managing risks to themselves. The duties of pupils are to:

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

### Volunteers

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

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

### Visitors

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

### Accident, Incident, Violence, Near Miss Reporting

The schools will investigate and record all accidents, incidents and near misses as appropriate, following Corporate Health and Safety guidance.

Where a serious accident or incident happens, the Corporate Health and Safety Unit must be informed immediately by telephone on **020 8770 5023/5018 or 5026**

The Head Teacher/Head of School will ensure the Corporate Health and Safety Unit receive the report within seven days of the incident.

The Schools will keep an electronic record of all incidents. Serious incidents/Riddor will be reported to Corporate H&S, Sutton and Kingston.

Accidents/incidents involving children must be kept until the young person reaches the age of 21. Records may be kept for longer in line with other legislation (e.g. child protection and SEN pupils). Report forms will be destroyed after these time scales.

### Asbestos

The Site Manager/Caretakers have been trained as the Asbestos Duty Holders and are responsible for ensuring the School's Asbestos Register is read and signed by all contractors and staff prior to starting any work on the premises that may damage or disturb asbestos and suspected asbestos conditioning materials.

Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the Site Manager/Caretaker.

Staff must report any damage to asbestos materials immediately to the Site Manager/Caretaker.

Where damage to asbestos (or suspected asbestos) material has occurred the area must be evacuated and secured. The Head Teacher/Head of School will immediately notify the Corporate Health and Safety Unit telephone (0208 770 5023//5018).

The schools will carry out annual Asbestos Duty Holder checks of asbestos containing materials that are safely accessible. The school will also ensure the Asbestos register is kept up to date and Asbestos Surveys carried out where required, such as before major renovations.

### Contractors

The schools are aware that they can delegate their responsibilities to contractors but cannot remove their accountability therefore, only competent contractors will be used. *Guidance on the selection and monitoring of contractors can be obtained through LB of Sutton.*

Where required the Construction (Design and Management) Regulations 2015 will be followed.

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

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

Contractors who are carrying out invasive work will read the Asbestos Register before starting.

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

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

There will be regular meetings held between contractors and the Site Manager/Caretaker to review the standard of health and safety onsite.

### **Electrical Hazards**

The onsite staff have been suitably trained to carry out Portable Appliance Testing (PAT). Plugs of all appliances, except computers are checked, labelled and signed.

If site staff do not carry out PAT, then a competent contractor is used.

PAT testing is carried out as appropriate for the equipment and its usage.

Electrical appliances from staff homes should not be used in school unless they have been PAT tested and approved by the Site Manager/Caretaker.

The school's electrical installations are tested every five years.

### **First Aid - General**

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

A list of trained First Aiders (for the relevant school) can be found in school offices.

### **First Aid – Automated External Defibrillators (AED) (Chipstead Valley only)**

Cardiac Arrest is a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart's electrical rhythm. This can be fatal. To help ensure the safety of staff, pupils and others, the school has AED.

These have been located at the following location(s):

- Medical Room
- Lavender Building

For every minute that a person in cardiac arrest is not successfully treated, the chance of survival decreases by 7% per minute in the first 3 minutes, and decreases by 10% per minute as time advances beyond that time.



Site staff will carry out regular checks (and after use) to ensure the AED is in place and usable.

Although the device does not require specific training, the school does have staff trained in its use.

The Trust's approach to children with medical conditions is detailed in a separate policy.

### **Medical Emergency – Offsite (member of the public)**

The school's Governors and management understands the local community has strong links to the school and wishes to help and keep them safe where possible. The school has added their name to the Paramedics' central AED list. If there is a cardiac arrest incident nearby, the Paramedics will contact the school if we have the nearest AED and can offer aid before the ambulance service can respond.

If suitable (taking into account time of day and holidays etc), the school will take the AED out and use it on the member of the public, until the Paramedics arrive.

Our staff are insured to carry out this activity.

## **Medication**

### **Fire Safety & Evacuation of Premises**

An up to date fire risk assessment will be kept in the fire safety emergency procedures box. The fire risk assessment will be reviewed every 2 years or if the school has major building works/changes to premises and action plans for improvement will be completed in a timely fashion.

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

The Head Teacher/Head of School is responsible for ensuring as part of staff training that everyone knows what to do if there should be a fire threat or other need to evacuate the premises.

Fire drills are carried out at least termly.

Fire wardens are in place and will sweep the buildings in times of fire, reporting to the Head Teacher/head of School.

The Head Teacher/Head of School (or deputies in their absence) will act as the Fire Marshal to collect information from the Fire Wardens and keep the Fire Brigade up to date with the evacuation of the buildings.

Competent contractors are used to inspect and maintain fire related equipment and systems.

Self-closing fire doors are provided in the schools to delay the spread of fire and smoke and must not be wedged or left open. Such doors are labelled "fire door keep closed". Automatic fire doors (where provided) which will shut in the event of the fire alarm being actuated. Such doors are labelled "automatic fire door keep clear".

There are fire procedures displayed on notice boards and next to fire alarm call points. Fire extinguishers and the fire alarm system are subject to regular inspection and maintenance, which is organised by the Site Manager/Caretaker.

## **Risk Assessment**

Risk assessments are undertaken for three purposes:

1. To assess the risks to individuals' health, safety and wellbeing.
2. To comply with current legislation.
3. To assess the risks of a particular event or outing e.g. a theatre visit.

Risk assessments are undertaken by the appropriate staff member and discussed with relevant staff. These are reviewed annually, when there is a change in activity or a major incident relating to the risk assessment. The Head Teacher/Head of School is responsible for approving control measures and is ensuring the action required is implemented.

Where required, staff will receive risk assessment training from Corporate Health and Safety.

### Chemicals, Radioactive Materials and Harmful Substances

All chemicals and harmful substances will be suitably risk assessed by the Site manager/Caretaker and stored to minimise the risk.

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

Where required the school will follow CLEAPSS guidance in relation to the use and storage of chemicals.

CLEAPSS is an organisation that provides guidance and advice relating to science, art and D&T.

### Safety Rules

The Head Teacher/Head of School will be responsible to ensure that all staff are aware of their responsibilities with regards to the supervision and behaviour of the children.

Staff have a responsibility to ensure they work in a safe and responsible manner ensure their own and others safety. They should report all health and safety related concerns they have.

### Equipment

All equipment and apparatus will be suitably installed, inspected and maintained. Staff members will check equipment before use, and any faults will be reported to the Head teacher/Head of School.

Pupils will be instructed on the safe use of equipment and suitably supervised dependent on the task and the equipment being used.

Known faulty equipment will **NOT** be used, even for short durations.

### Misc.

- Parents/Carers will be given a list of suitable clothes for children to wear during PE and rules regarding earrings. Staff will also be aware of wearing appropriate clothing with regarding health and safety. E.g. Outdoor shoes
- Children will be escorted into and out of school, following a specific procedure for their age group.
- The Schools employ contract cleaning companies. The Site Manager/Caretakers will ensure that the site is kept clean, reporting any faults to the cleaning supervisor or Head Teacher/Head of School.
- The Schools are aware of the importance staff/student hygiene and will provide suitable cleaning materials.

### School Trips and Visits

The schools have educational visit coordinators who will provide guidance on school visits and trips.

Off-site visits and trips will only be undertaken where a written plan for the trip, the health and safety arrangements and the level of supervision has been produced and approved by the Head Teacher/Head of school. Risk Assessments must be made by the teacher responsible for the trip, agreed and signed by the Head Teacher/Head of School, Deputy or Assistant Head. Adventure holidays organised by the school will only be undertaken at centres holding a current licence under the Adventure Activities Licensing Regulations (for activities within scope). Further requirements for off site visits are contained in the Health and Safety guidelines (HSE) and in the DfE Guidance.

### Critical Incidents

The school has a set of procedures for Critical Incidents; a copy is kept in the 'grab bags' in the reception offices.

### Security

We try to achieve a balance between making our schools welcoming and accessible and keeping children and equipment safe. The Site Manager/Caretakers are responsible for the opening and closing of the site. Visitors are to sign in, read the Health and Safety notes, and wear a badge.

Children are made aware of the dangers of talking to strangers and are asked to report any strangers onsite, not

suitably 'tagged.'

## Violence Against Staff

The Trust will not tolerate violence towards staff.

The Trust also has a legal duty to protect staff from violence and aggression, as they have the right to have a safe workplace and be free from the aggression of others.

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

- Verbal abuse
- Threatening behaviour
- Anti-social behaviour
- Damage to property
- Physical violence
- Online or social media bullying

The above incidents will be reported to the Head Teacher/Head of School and recorded using the Sutton/Kingston Accident Management System.

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

The School will follow the guidance on dealing with aggression including that relating to banning parents from site.

Staff affected by violence will be supported by the schools' leadership teams.

## Lone Working

Lone working relates to staff working on the school premises, in a location where they cannot get immediate assistance from other staff. Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height) should not be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Headteachers/Head of School's/senior member of staff's permission and notify him/her on each occasion when lone working will occur
- Ensure they do not put themselves or others at risk (e.g. staff will not accost any trespassers/burglars unless their own, colleagues or students are in danger);
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc;
- A buddy system should be in place for lone workers;
- When working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and if the premises are unfamiliar take a colleague.);
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague or the police. They should not enter the premises unless they are sure it is safe to do so;
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

### Smoking & E- Cigarettes

Smoking (including E-cigarettes) anywhere on the school premises and grounds is not allowed. Staff are requested not to smoke in the immediate vicinity of the school gates.

### Mental Health and Resilience

The Trust is aware that stress can be an issue in all professions.

The Trust and Strategic Board are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE standards.

Where an individual member of staff has been identified as suffering from stress, an individual stress risk assessment will be carried out with them.

### Working at Height

The Site Manager/Caretaker is responsible for the purchase and maintenance of all ladders in the school.

All ladders conform to BS/EN standards as appropriate.

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

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

Work at height when you are alone is **not** allowed.

### Legionella

The Trust complies with advice on the potential risks from Legionella. The Site Manager/Caretaker will be responsible for following the controls as set out by the school's competent contractor, Panama Blue, who will complete a thorough risk assessment. Where necessary water temperature checks will be undertaken on a monthly basis.

The Site Manager/Caretaker will ensure that any showers or other areas where water droplets are formed are disinfected and descaled on a quarterly basis.

A contract is held with competent contractor to monitor water hygiene and complete legionella risk assessments.

### Moving and Handling

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by the Site Manager/ caretaker.

Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable.

The written risk assessment and training will be provided to employees who must follow the instruction given when carrying out the task.

Staff should ensure they are not lifting heavy items and equipment.

### Display Screen Equipment (DSE)

All staff who use habitually use computers as a significant part of their normal work. (Significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, school business managers etc shall have a DSE assessment carried out. Those staff identified as DSE users shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician (and corrective glasses provided if required specifically for DSE use).