



CAMERON HOUSE SCHOOL

4 THE VALE, LONDON SW3 6AH

POLICY FOR HEALTH & SAFETY

Status

This policy pays due regard to the non-statutory DfE advice (Health & Safety: Responsibilities and duties for schools, November 2018; Health Safety on Educational Visits, November 2018 and to the Health and Safety at Work Act 1974. It also reflects the requirements of the statutory framework for the Early Years Foundation Stage 2017.

Also see other related school policies:

- Risk Assessments (Policy Handbook Section 6)
- Fire Safety Policy
- Fire Risk Assessment
- School Visits (Policy Handbook Section 6)
- Maintenance Log (Policy Handbook Section 6)

Introduction

The Welfare, Health and Safety of all employees and all others (including all pupils and pupils in the EYFS) who use the School premises is a major priority for the School. The Principal and Head recognise that achieving and maintaining high standards of safety requires that the School's management, staff, pupils, visitors and contractors are aware of and discharge their respective responsibilities. The Health and Safety at Work Act 1974 requires all staff, including supply staff and contractors working on the School premises, to conduct themselves in a manner in which they pose no risk to their own or any other person's Health and Safety. 'Other persons' includes staff, pupils, and visitors to the School.

Aims

The School will:

- provide a safe and healthy working/teaching/learning environment in compliance with, or above statutory requirements
- maintain the cleanliness and good state of repair of the building
- provide safe systems of working to ensure, so far as is reasonably practicable, the health and safety at work of all staff/pupils
- provide safe equipment
- manage and maintain the use of personal protective equipment where applicable
- provide adequate information and training on Health and Safety at work and fire prevention and ensure that all employees, pupils, contractors, visitors and others follow the School safety procedures
- provide safe storage for any dangerous materials and substances.
- provide adequate statutory first aid facilities, regularly checked and replenished 1st aid kits and safe storage of medicines out of the reach of children.
- establish, practice and maintain effective emergency evacuation procedures. A sign for the position of the nearest working phone should be prominent. The fire warning signal is a continuous ringing of the bell. (See appendix 1 for Fire Arrangements)

- provide consultative measures to monitor and review the effectiveness of Health and Safety measures
- carry out detailed reporting and investigation of all accidents (including RIDDOR reporting when applicable) and dangerous occurrences to persons and/or property to prevent a recurrence
- liaise as necessary with RBKC's Health and Safety officer and other official bodies with the aim of improving all aspects of health and safety at work
- ensure visitors to the school sign in and out and are provided with a visitors pass.
- ensure fresh drinking water is available at all times and taps are labelled appropriately

Responsibilities

The Head has overall responsibility for the implementation of the School's health and safety policy but has appointed Hugh Freeland as the School's Health and Safety Coordinator. The Head is responsible for instigating an investigation and, where appropriate, authorising remedial work or action and reporting on a regular basis to the Principal. The Head will arrange for staff to receive information and training through in service training and regular updates in the weekly staff meeting.

The Health and Safety Co-ordinator is responsible for the day-to-day co-ordination of the School's Health and Safety Policy to include:

- training of staff in health and safety, (accurate records) and risk assessment
- consultation arrangements with employees
- recording and reporting accidents to staff, pupils, visitors – including those reportable under RIDDOR
- policy and procedures for off-site visits, including residential visits and any school-led adventure activities
- dealing with health and safety emergencies – procedures and contacts
- first aid and supporting medical needs (*Also see First Aid Policy*)
- occupational health services and managing work-related stress
- work place safety for staff, pupils and visitors
- school security
- violence to staff (*Also see Behaviour Policy*)
- manual handling
- slips and trips
- management of asbestos
- Legionnaires management
- control of hazardous substances
- selecting and managing contractors
- maintenance (and, where necessary examination and PAT testing) of plant and equipment (such as electrical equipment, ventilation, pressure systems, gas appliances, lifting equipment)
- fire safety, including testing of alarms and evacuation procedures (*Also see Fire Safety Policy*)
- Medical and First Aid (*Also see Medical & First Aid Policy*)
- Supervision and Duties (*Also see Supervision Policy*)

Staff having curriculum responsibilities and those representing non-teaching staff manage safety in those areas on a day-to-day basis. (See Health and Safety in each subject policy.) All staff have a responsibility to:

- check that areas and equipment are safe before commencing activity
- ensure safe procedures are followed and use protective equipment as required
- children must not be able to reach or touch any medication
- report hazards to the Health and Safety Rep as described above
- encourage pupils and visitors to comply with the Health and Safety policy

Risk Assessment (also see Risk Assessment Policy for further detail)

There are several aspects to risk assessment (including in the EYFS):

- an annual Health and Safety Audit is undertaken by the Head teacher and Health and Safety Officer

- a termly Health and Safety Inspection of school premises is undertaken by the Health and Safety Officer
- there is continuous identification of hazards and risks on a daily basis
- assessment of any substance or material introduced into the School and school site to ensure compliance with COSHH regulations (control of substances hazardous to health)
- risk assessment of any new activity or procedure introduced into the School.
- testing of electrical equipment is undertaken on an annual basis by a qualified body
- risk assessments consider any specific risks posed in relation to staff members or pupils with disabilities

Specific health & safety considerations

Accidents & First Aid

For details of those staff qualified in first aid and for first aid arrangements see the school's Medical and First Aid Policy. Some accidents are reportable to the health and safety executive under RIDDOR. Further details and advice about reportable accidents can be found at <http://www.hse.gov.uk/riddor/do-i-need-to-report.htm>

Procedures following an accident

1. Staff witnessing an accident should write a report in the school accident book, giving full details of the incident.
2. If a pupil is injured the class teacher must be informed.

The head, or the deputy head, will contact the parents and inform them that an accident has occurred. In the event of serious accident an ambulance will be called, parents contacted and asked to meet their child at the hospital if they cannot get to the school in time.

3. If a member of staff is injured, the head will contact the closest relative.
4. The head will also conduct an investigation to establish the cause of the accident and to determine any further preventative measures which need to be implemented.

Pupils taking medicines (please also see Medical and First Aid Policy and Parent Handbook)

1. Regular **prescribed** medication a child may need, e.g. piriton, epi-pens, inhalers etc. will be kept with the child or in their classroom for access. Other **prescribed** medicine will be kept in the school office (or staffroom refrigerator if required).
2. If prescribed medicine / topical cream needs to be administered at school, parents must complete a permission form, which can be found in the Parent Handbook or is available in the School Office. All medicines will be kept in the staff room / staff refrigerator and may only be administered in the presence of a First Aid Trained member of staff.
3. Medicine* and topical creams will only be administered if they have been prescribed. The label on the medicine must state the amount and frequency of the required dosage. (*This includes Nurofen / ibuprofen which will not be administered without a prescription.)
4. The school keeps a supply of Calpol and Piriton, which will be administered in extreme circumstances. This will only be done with written parental consent and by a First Aid Trained member of staff, with **written parental permission**.

Illness

In the case of pupils, parents provide emergency contact numbers and are requested to alert the School of any known health problems, e.g. diabetes, allergies, asthma, epilepsy, nut allergy etc. This confidential

record is kept centrally in the office, although all staff are advised if appropriate. In the event of serious illness an ambulance will be called, parents contacted and asked to meet their child at the Hospital if they cannot get to the school in time.

Pupil Supervision (also see the *EYFS Supervision (appendix) in the EYFS Policy Handbook Section and the Supervision Policy*)

Duty Supervision

- one member of staff will be on duty after-school from 3.40pm (2.40pm Fridays)
- at break times a member of staff will be on duty in the playground and other members of staff are available as necessary
- lunchtime supervision is managed by the two lunchtime assistants.
- EYFS Supervision – Manager: Annie Worledge, Deputy Manager: Suzanne Haigh. EYFS staff can meet with the Manager and/or Deputy Manager at any time to discuss concerns about Supervision, Welfare, Health and Safety. Weekly staff meetings also provide an opportunity to raise and discuss any concerns.
- For security and safety, the school has 4 CCTV cameras at the main entry points. These record and display on 8 TV screens (in the 3 school offices and in the Reception Classroom).

Areas of Special Risk

The School will follow any guidance issued by the LEA in relation to the use of equipment or substances or the performance of activities recognised as being of special risk. The need for training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance is acknowledged. Certain curriculum areas - Science, Art and Design Technology and PE - have been identified as potentially requiring additional attention in relation to management of health and safety all have their own safety codes which can be found in the relevant policy documents.

School visits and 'off site' activities (See separate School Visits – Section 6 - Premises and Accommodation)

- The Principal will comply with the guidance the LEA has issued on:
- Conduct of Outdoor Pursuits
- The use of mini-buses and coaches
- Residential visits and visits abroad

Risk assessments will be undertaken by the member of staff making the preliminary visit prior to the class visit to the venue. Risk assessments are also usually available in advance from the venue. The Head will ensure the management of health and safety and welfare of pupils on all or certain types of off-site activities prior to the activities taking place. Reports will detail:

- the transport arrangements
- the arrangements for supervision of pupils (including the staff/adult : pupil ratio)
- the arrangement for first aid cover
- the level of qualified instruction and supervision available for activities of special risk

Occupational health services and managing work-related stress

Helpline numbers are visible in staffroom. Line managers keep open dialogue with colleagues. Open door policy with Headmistress. In extreme circumstances offer coaching or counseling services.

School security

For security and safety, the school has 8 CCTV cameras at the main entry points. These record and display on 4 TV screens (in the 3 school offices and in the Reception Classroom).

There is an entry door system and secretaries approve who to accept into the building, anyone they are unsure of

they walk to the door and check. If in doubt, the door is not opened.

Lockdown procedure for intruder in the building (see separate policy)

All visitors sign in and sign out in the book in the office

Abusive behavior, including violence, towards staff

There are clear guidelines to parents in the Parent Handbook and this is also mentioned in curriculum evening. Abusive behavior towards staff, whether physical or verbal, will not be tolerated. Formal written notification will be followed and the child may be asked to leave the school (as is specified in their signed terms and conditions when joining Cameron House)

Management of asbestos

Any asbestos which has been identified is clearly labeled. The only known asbestos (size of a thumb nail) is outside the staffroom in the stairwell leading up to the street. Any contractors are briefed on areas of asbestos before starting work.

Maintenance and cleaning staff

(See separate Maintenance log – Section 6 - Premises and Accommodation)

PAT testing is carried out regularly – a record is kept and can be found in the Maintenance Log Policy Handbook Section 6

Every staff meeting, maintenance is an item on the agenda – it is actioned by the Maintenance officer

The maintenance officer is responsible for ensuring that repairs or maintenance work is completed safely and that the use or access is prevented until work is complete.

The cleaning staff are responsible for ensuring that: Floor areas are clean and not slippery and that wet floor signs are used when necessary.

All cleaning materials are kept in locked cupboards.

The school is cleaned adequately and hygiene standards are maintained.

Smoking

Under the Health Act 2006 smoking is not permitted anywhere on the school premises or within the school grounds.

Fire Safety (See separate Fire Safety policy – Section 6 - Premises and Accommodation)

Training

The school currently follows advice from the RBKC Health and Safety Officer regarding Health training for all members of staff, and will continue to implement a training programme as appropriate.

Reporting, Monitoring and Reviewing Safety

The school regularly monitors and reviews health and safety procedures to ensure it is reducing and minimising risks. As part of this monitoring, if there is a health and safety incident at the school, the competent person and others with health and safety responsibilities, will assess the effectiveness of the school's procedures and make any necessary changes to policies and procedures.

The Proprietor and Head Teacher meets each term. Any person on the premises has a duty to report, in the agreed manner, to the Head Teacher or the appointed representative any item of concern relating to Health and Safety.

This policy will also be reviewed on an annual basis or more frequently should the need arise, e.g. on the publication of new regulations or on the receipt of new documentation from the LEA.

Reviewed by: Hugh Freeland

Date Reviewed: September 2018

Approved by: Dina Mallett and Josie Cameron Ashcroft September 2018

Next Review: September 2019