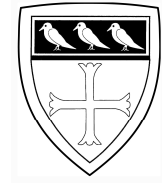


# King's Court First School

## Health and Safety Policy



### The policy statement

1. In recognition of its statutory duties in accordance with the provisions of the Health and Safety at Work etc. Act 1974, the Royal Borough of Windsor & Maidenhead Borough Council will take all reasonably practicable steps to ensure the health, safety and welfare of all staff, pupils, visitors and contractors whilst engaged in school activities. This school's policy forms the local arrangements and should be read in conjunction with the Royal Borough Windsor and Maidenhead Health and Safety Policy.
2. In particular, the RBWM in conjunction with the Governing Body will ensure, so far as it is reasonably practicable: -
  - (a) That all places under its control, where staff and pupils are required to work, are maintained in a condition that is safe and without risk to health and safety;
  - (b) That hazards arising from the use, handling, storage and transportation of articles and substances used in the School are adequately controlled; and,
  - (c) That equipment and systems of work are safe and without risk to health and safety.
3. Furthermore, the school undertakes to provide adequate information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively towards their own health and safety and that of others.
4. In addition, the school will ensure, so far as is reasonably practicable, that the health and safety of non-employees is not adversely affected by its activities.
5. The School Business Manager with the assistance of the Headteacher and other staff members will endeavour to implement this policy.
6. The school believes that no policy is likely to be successful unless it actively involves staff themselves. For this reason, the policy will include appropriate arrangements for consultation with staff and will encourage them to identify hazards and suggest measures for improving safety performance.
7. This policy is complementary to the RBWM Directorate Health and Safety Policy and it is the school's local arrangements for implementing the Council's H & S Policy and Codes of Practice.
8. This policy statement supersedes any previously issued.

### Responsibilities for implementing the policy

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### 1. The Governing Body

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the Governing Body. The Governors, with assistance from the School Business Manager, Head Teacher and staff will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular they will: -

1. ensure the school has an up to date health and safety policy
2. have in place procedures to identify hazards and evaluate risk control measures
3. delegate health and safety responsibility to some staff and ensure they are followed
4. ensure a governor attends appropriate health and safety briefing provided by the RBWM or the School
5. have health and safety on the agenda at Governing Body meetings as appropriate.
6. ensure the SBM, as the Key Manager for health and safety, is supported to carry out the appropriate responsibilities as detailed below.

The Governing Body will provide, in co-operation with the Borough where responsibilities for premises and plant are shared: -

1. a safe environment for pupils, staff, visitors and other users of the premises
2. plant, equipment and systems that are safe
3. safe arrangements for transportation, storage and use of articles and substances
4. safe and healthy conditions that take account of
  - Statutory requirements
  - Approved Codes of Practice
  - Department for Education or RBWM guidance
  - RBWM Health & Safety Policy and Codes of Practice
5. adequate information, instruction, training and supervision
6. provision of all necessary safety and protective equipment.

### 2. Responsibilities of the School Business Manager, overseen by the Headteacher

The School Business Manager as the officer in charge of the day-to-day management of the school will carry out the duties of **Key Manager** detailed below. In his/her absence the Headteacher/Assistant Head will carry out these functions.

1. To pursue the objectives of the Governing Body and the RBWM with respect to health and safety.
2. To ensure health and safety is an agenda item in staff meetings.
3. To ensure risk assessments are carried out and appropriate actions are taken to remove potential hazards or reduce the level of risk.
4. To co-operate with accredited Safety Representatives Dan Huston H&S advisor from brough, and offer them assistance to carry out their prescribed functions.
5. To receive written reports from Safety Representatives and Safety Advisers concerning possible hazards and to respond in writing within a reasonable period of time to the points made.

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6. To ensure all the teams are subjected to termly health and safety inspections by the Team Leaders and records of the inspections are kept.
7. To ensure that the cause of all accidents, near misses and dangerous occurrences are investigated by Team Leaders or other responsible officers, reasonable steps are taken to prevent a recurrence and reported to the School Business Manager/Headteacher to support in accordance with the Borough's procedures.
8. To ensure that materials and equipment purchased are safe and without risk when properly used and are adequately maintained.
9. To ensure induction training to all new members of staff and all training needs of both new and existing staff are assessed, relevant training is provided and a record of these is kept.
10. To include health and safety items in the annual reports to the Governing Body.
11. To keep abreast of the changes in the Departmental and Borough's Health and Safety Policy and Codes of Practice and pass on the information to the staff concerned.

### 3. Responsibilities of the Caretaker

The Caretaker has the responsibility for implementing the policy in the common parts of the building. Caretaker will liaise with contractors and will provide them with information on any hazards such as asbestos, electrical services, fire safety etc. that they may come across whilst working on school premises.

The caretaker will also ensure that contractors do not place health and safety of staff and students at risk whilst on school premises.

Following an accident, the caretaker will undertake any repairs or remedial actions as required.

### School Security

The caretaker manages school security overseen by the School Business Manager. Duties include:

- Monitoring the alarm systems keeping regular checks and records
- Ensure all staff use the electronic signing in and out on Inventory system
- Caretaker responsibility to secure opening and closing of the school site
- Monitor contractors and visitors on site along with the school office
- Organise community warden visits with the office team.

School Security Includes:

- Codes on door in the front entrance hall
- Electric gates with codes
- School alarm
- Staff fobs
- Secure doors in front entrance x2 'press to exit'
- All fencing in place and regularly checked/maintained

### 4. Responsibilities of Team Leaders (EYFS, KS1, KS2)

Team leaders are responsible for drawing up safety procedures for their area. These procedures should be reviewed regularly to ensure they are relevant and take account of experience. They must ensure their staff and pupils follow safe working practices at all times. They will ensure the

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equipment within their area of work is subjected to termly inspections and report defects to the caretaker.

Team leaders will carry out a risk assessment of the activities within their teams in accordance with the guidance issued. They will ensure staff are made aware of their responsibilities. Team leaders will ensure their team areas are safe and report them to the School Business Manager.

Should an accident occur, the Team leaders will investigate the causes and will report the findings to the caretaker.

Team leaders will consider the training needs of their staff and raise their requirements with the School Business Manager or Head Teacher.

### **5. Responsibilities of all staff**

Staff have a duty under the Health and Safety at Work etc Act 1974 to co-operate with the Head Teacher to ensure this policy is implemented. They must use equipment in a safe manner and in accordance with the information, instruction and training given and take all reasonable steps to ensure health and safety of those affected by their activities. The Head Teacher welcomes suggestions from staff for improving health and safety within the school.

Staff are expected to check equipment and classroom regularly and report their findings to their Team leader.

### **6. Monitoring the Effectiveness of the Policy / Health and Safety Advice**

The implementation of this policy will be monitored by regular inspection by the School Business Manager, the Caretaker and the Head Teacher. In addition, Daniel Houston the Health and Safety Advisor from the Borough will carry out an audit of the school once every 2 years. The Health and Safety Advisor is also available for advice at any reasonable time. Daniel Houston can be contacted on 01628 796641 Mob: 07786190153

Email: [Daniel.houston@rbwm.gov.uk](mailto:Daniel.houston@rbwm.gov.uk) / [health.safety@rbwm.gov.uk](mailto:health.safety@rbwm.gov.uk)

### **7. Hazardous substances**

Hazardous substances are used in the school both for teaching and for cleaning and minor maintenance. Substances used will be assessed in line with the Council's Code of Practice on Control of Substances Hazardous to Health (COSHH).

### **8. Asbestos**

The school has been surveyed for asbestos. The School Business Manager and the Borough's Building Services Unit hold the asbestos register. The register must be referred to prior to any maintenance work being carried out by School staff or contractors. Furthermore, any damage to asbestos, or substances suspected to be asbestos, is reported immediately to Building Services on 01628 796476 and the area cordoned off until it is made safe.

### **9. Electrical Safety**

Electrical equipment is tested annually as part of Borough's contract. In addition to the annual tests, visual inspection of the equipment for physical damages to the cables and plugs must be carried out every term. Equipment should also be checked for these faults prior to use.

### **10. First Aid**

The school has a number of first aiders to ensure there is adequate cover. The first point of contact for first aid will be the school office. All first aid boxes must be regularly checked to ensure they are

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adequately stocked. Teacher's responsible for school trips will assess whether a travelling first aid kit should be taken.

### **11. Accidents**

All accidents must be reported to the school office. The Administration Officer is responsible for recording accidents and notifying serious accidents to the Head Teacher. Full details of the procedures for reporting accidents are given in the Code of Practice on First Class.

### **12. Contractors**

The Borough Building Services Unit oversee large projects. They will ensure competent contractors are employed and work is carried out safely. They will monitor contractor's activity. School may also employ contractors. In these circumstances the Caretaker will ensure competent contractors are employed and health and safety matters are given top priority. Contractors are required to carry out a risk assessment prior to commencement. The caretaker will notify the Head Teachers of measures needed to be taken to ensure safety.

### **13. Violence against staff**

The RBWM, Governors and the Head Teacher will not tolerate acts of aggression against staff from any person. Should members of staff be subjected to violence they will receive all the support needed from the RBWM and the School.

### **13. Fire**

A range of firefighting equipment is available in the school. These are maintained by the Borough. The caretaker must carry out weekly tests on Fire Alarm Call points and keeps a log of the tests and monthly tests of the emergency lighting. They must also ensure all escape routes are always kept clear. All staff are requested to report blocked escape routes to the Caretaker immediately they are identified.

The School Business Manager and Headteacher and the caretaker will ensure regular emergency evacuation drills are carried out and recorded. A Personal Emergency Evacuation Plan will be completed for any individuals with short or long term impairment.

### **14. Work outside normal Hours**

When a member of staff is working outside normal working hours, the caretaker will be informed so that appropriate security measures can be implemented. The caretaker has been provided with means of communications and is able to call for assistance if needed.

### **15. Manual Handling**

The caretaker and some support staff may carry out manual handling from time to time. All these activities will be assessed in accordance with the guidelines issued by the HSE and the Council. These staff will be provided with training on safe lifting techniques.

**Detailed arrangements for the implementation of the above areas of safety management are provided in the Corporate Codes of Practice on Leadership Website (Afl).**

### **16. Security**

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Security is of great importance to the school. The caretaker is responsible for ensuring all the security measures that have been put in place are working effectively and are regularly monitored. All breaches of security must be reported to the Head Teacher who will take the appropriate action

### **17. Administration of Medication**

Parents may request the school to administer medication to pupils during school time. Due to the importance of this task a separate procedure can be provided by the Health and Safety Advisors if there is an issue within the school.

### **18. Off-site trips & activities**

Teachers organising activities away from the school site must carry out risk assessments to include travel to and from the site area, risk assess the activity and ensure that all activities are safe before taking the children off site. This can be checked with the RBWM Outdoor Education Visits Advisor [Paul.bowen@achievingforchildren.org.uk](mailto:Paul.bowen@achievingforchildren.org.uk). All risk assessments are uploaded on EVOLVE and checked by the EVC (Educational Visits Co-ordinator) The RBWM has issued separate guidance on off-site activities. Teachers organising such activities must familiarise themselves with the guidelines.

### **19. Seatbelts**

Teachers organising school trips must ensure minibuses and coaches used to transport children are fitted with seatbelts and the drivers are competent and experienced.

### **20. Display Screen Equipment**

The school has adopted the RBWM Display Screen Equipment (DSE) Corporate Code of Practice document no. COP 009

Chair of Governors

Head Teacher

Signed:

(Neil Dodds)

Signed:

(Sue Pye-Beraet)