



**MICHAEL  
FARADAY  
SCHOOL**



**HEALTH AND SAFETY POLICY**  
**MARCH 2023**

## STATEMENT OF INTENT

Through the way we work and behave, all our people (staff, pupils, parents, visitors and external contractors) will be protected from risks of occupational injury or ill health.

This is our policy statement on intent:

Our Health and Safety Policy is to:

- Prevent accidents and cases of work-related ill health
- Manage health and safety risks in our workplace
- Provide clear instructions, information and training to ensure employees are competent to do their work
- Consult with our employees on matters affecting their health and safety
- Provide and maintain a safe environment with safe plant and equipment
- Ensure safe handling and use of substances that may be hazardous to health
- Maintain safe and healthy working conditions
- Provide relevant personal protective equipment and ensure staff have been trained in its use
- Implement emergency procedures, including evacuation in case of fire or other significant incident
- Review and revise this statement and the detailed Health and Safety Policy regularly.

We will implement this policy by:

**AWARENESS:** Ensuring that all our people have an awareness and understanding of health and safety hazards and risks that affect our school.

**COMPETENCE:** Ensuring that all our people and stakeholders have the competence to undertake their work with minimal risks to health and safety.

**COMPLIANCE:** Ensuring that our work activities achieve compliance with legislation and our people are empowered to take action to minimise health and safety risks.

**EXCELLENCE:** Ensuring that Michael Faraday is recognised for excellence in the way it manages health and safety.

## Introduction

The Governors and Headteacher have a responsibility to provide a safe and secure environment for children, employees and visitors to Michael Faraday School.

At Michael Faraday, we want to achieve and maintain a high standard of health, safety and welfare throughout the school and its activities. They will ensure that the school complies with the requirements of the Health and Safety at Work Act 1974 and associated legislation.

The objectives of Michael Faraday health and safety policy are to:

- Promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act (1974), other statutory instruments and approved codes of practice.
- Ensure that places and methods of work are safe and healthy through the arrangements set out in part 3 and others that are adopted from time to time as appropriate to changing circumstances.
- Protect personnel, whether they be employees, pupils, members of the general public visiting the school, or contractors and their employees, from any foreseeable hazards.
- Ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety insofar as is reasonable and practicable.
- Ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare.
- Ensure that awareness with regard to all aspects of safety is fostered by all personnel.
- Ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to safety.
- Ensure that full and effective consultation on all matters is encouraged.

Every employee is responsible for his/her own health and safety, as well as that of colleagues, pupils and others. Employees should co-operate with the school's management to achieve these aims. The important contribution that employees and their representatives can make in improving health and safety is recognised and encouraged. This policy will be brought to the attention of, and/or issued to, all members of staff.

This statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

## **Organisational Responsibilities for Health and Safety**

As the employer, Southwark has overall responsibility for Health and Safety in Community Schools.

### Management Responsibilities

NB: for the purposes of this document, a manager is any person who exercises a supervisory function over employees.

All levels of management must appreciate that their responsibilities for health and safety are no less than any other function. They have a duty to do everything reasonably practicable to provide and maintain buildings and equipment, systems of work, a workplace and a working environment which are safe and without risk to health.

To this end, the governors and staff in positions of responsibility have the responsibility to ensure that information, instruction, training and supervision necessary to ensure the health and safety at work of all employees are provided and that these arrangements are monitored and reviewed.

### Staff Responsibilities

All personnel employed within the school have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety. All employees within the school have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions
- reporting to the headteacher any incident which has led, or could have led to damage or injury
- assisting in any investigation with regards to accidents, dangerous occurrences or near misses

It is the responsibility of all line managers to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures, which are to be followed within the school.

### **Role and responsibilities of individual within the school**

The following health and safety responsibilities are in addition to the normal day-to-day duties associated with individual jobs:

#### **Governing Board**

The Governing Board, together with the Headteacher, have responsibility for keeping under review standards of health and safety within the school. Where deficiencies are identified, the Governing Board and Headteacher have responsibility for ensuring that corrective action is taken. The Headteacher ensures that policy is communicated to all stakeholders, that there is

constant monitoring of all risks and for reporting health and safety matters to the Governing Board.

The Governors have particular responsibility for:

- Ensuring that there is an adequate, signed and up-to-date Health and Safety Policy for the school, detailing responsibilities for health and safety.
- Ensuring that sufficient resources are allocated to meeting the mandatory minimum standards of the Health and Safety Policy.
- Ensuring that there is a Health and Safety Review for each year and prioritising actions where resources are required.
- Monitoring achievement of plans and the extent of compliance with standards.
- Monitoring trends in accidents and incidents.
- Receiving and, where appropriate, actioning the recommendations of inspection reports.
- Including health and safety on Governing Board meeting agendas.
- Periodically reviewing the adequacy of health and safety arrangements.

### **Headteacher**

The Headteacher has the following responsibilities:

- To ensure staff are competent to undertake tasks delegated to them.
- To ensure that health and safety monitoring and inspection arrangements are implemented.
- To ensure risk assessments are undertaken, in particular to ensure that adequate arrangements are made for the supervision of pupils and the safety of the staff and pupils for any off-site event or trip, organised by, or on behalf of the school.
- To ensure appropriate action is taken on identified significant risks.
- To ensure that there are procedures in place for serious and imminent danger.
- To investigate accidents and complete the appropriate paperwork.
- To consult staff and safety representatives on health and safety matters.
- To co-operate with and provide necessary facilities for trades' union safety representatives.
- To ensure the induction of new and transferring staff and volunteers.
- To ensure regular inspections of the school's premises and submit inspection reports to governors.
- To pass on health and safety information received to the appropriate people.
- To ensure that school staff receive adequate health and safety training appropriate for their responsibilities and implemented for relevant staff.
- To participate in Council safety audits.
- To ensure there are adequate arrangements for first aid, both on school premises and on school outings, or activities, in accordance with DfE guidelines.
- Ensuring the safety of staff, pupils and visitors to the school.

### **Deputy Headteachers**

- Will deputise for the Headteacher in her absence.

### **Educational Visits Co-ordinator (EVC)**

The EVC has the following responsibilities:

- Undertaking risk assessments in conjunction with subject leaders.
- Undertaking risk assessments for all activities of the school, including those off site, and report to the Headteacher with the results of the risk assessments.

## **School Business Manager**

The School Business Manager is responsible for:

- Ensuring that standards of health and safety are formally monitored and that a health and safety report covering the minimum items is presented to the Governing Board at least every term.
- Managing the contract for catering contractors and reporting concerns to the Client Officer, as appropriate.
- Confirming the competency and management of visiting contractors by ensuring that where contractors are engaged to undertake work on school premises or buildings, an adequate assessment of the prospective contractors involved is undertaken, using the school's Pre-Engagement Contractor Vetting Questionnaire, in order to ensure that any contractor selected has adequate resources and competence to undertake the work safely and without putting the contractor's employees, or school staff, or pupils at risk.
- Ensuring that fire equipment and systems are adequately maintained and tested in accordance with the standards specified in the HSE and that records are kept. (outside companies)
- Maintaining a list of staff trained to undertake risk assessments required for manual handling, display screen equipment, the use and storage of hazardous substances and general risk assessments.
- Ensuring that a record of practice fire evacuation drills is kept, showing the date of the fire evacuation and the time taken to evacuate the premises.
- Undertaking a Health and Safety Review each year and reporting the findings to the Governing Board.
- To manage maintenance contracts e.g. for gym equipment.
- Arranging for accident reports to be submitted online to the Health and Safety Consultancy, in line with Southwark Council guidance.

## **Premises Manager**

The Premises Manager is responsible to the Headteacher for:

- Ensuring that health and safety standards, as detailed by the Health and Safety Executive (HSE), are implemented and maintained by the school.
- Ensuring that the school premises, buildings and equipment are adequately maintained and inspected so as to ensure the health and safety of staff, pupils, visitors and contractors who may visit, use or work on the premises.
- Ensuring that the day-to-day maintenance of the school premises is undertaken and that serious deficiencies which cannot be quickly corrected are notified to the Headteacher/Deputy Headteacher.
- Undertaking risk assessments for the activities of school ancillary and support staff e.g. caretaking staff, cleaners, administrative staff etc. and report to the Headteacher with the results of the risk assessments.
- Ensuring that risk assessments are undertaken of display screen equipment workstations used in the school by staff and that records of assessments are kept.
- Undertaking workplace inspections with the Headteacher, Deputy Headteacher or School Business Manager, as required.
- Maintaining comprehensive and easily accessible health and safety records e.g. records on fire alarm servicing, etc.
- Ensuring that statutory inspections of school plant, equipment (e.g. playground and gym equipment) and systems are undertaken using competent staff or contractors and that any corrective action identified is promptly implemented and the required records are kept.
- Acting as the school's representative in any dealings with contractors who are to work at the school.
- Monitoring the condition of any asbestos in the school and reporting any identified problems.

- Ensuring that inspections of portable electrical equipment, the fixed electrical installation, ladders, stepladders, playground equipment, and gas equipment are undertaken in accordance with current standards and that records are kept.
- Maintaining a register of dangerous and hazardous substances used or stored at the school and ensuring that this register contains copies of up-to-date material safety data sheets.
- Ensuring that COSHH (Control of Substances Hazardous to Health) assessments are available for materials used or generated in the maintenance and cleaning of the school and for the control of legionella in school water systems.
- Ensuring that relevant work is undertaken and controls are maintained in accordance with the appropriate COSHH assessments.
- Ensuring safe hiring of school premises to third parties.
- Testing the fire alarm each week.
- Ensuring all signage (e.g. fire escape routes, trip hazards, etc.) is appropriate and maintained.
- Monitoring the school's cleaners to ensure they work safely.
- Arranging, vetting and managing for contractors to undertake small repair works.
- Reporting of any hazards to the Headteacher/Deputy Headteacher.

### **Teaching Staff and Support Staff**

Teachers and classroom-based support staff within the school have a responsibility for the health and safety of themselves and pupils under their control. In particular, teachers and support staff are responsible for:

- Checking that classrooms and work areas are safe, maintaining good standards of housekeeping and cleanliness in the activities under their control.
- Checking that equipment is safe before use and maintained in a safe condition and is suitable for the purpose for which it is used.
- Ensuring that safety procedures are followed.
- Ensuring that they are familiar with the school fire procedures and their role within the procedures.
- Ensuring that appropriate protective equipment is available and used, when needed.
- Drawing up procedures to manage significant risks.
- Assisting the Educational Visits Coordinator and SBM with undertaking risk assessments for activities taking place both within school and off site.
- Ensuring that any offsite outing or activity for which they are responsible only takes place following written authorisation of the Headteacher/Deputy Headteacher and in accordance with agreed levels of supervision and health and safety arrangements to ensure that pupils are not put at risk.
- Participating in risk assessments, inspections and audits, as required.
- Bringing problems to the relevant manager's attention.
- Reporting all accidents and incidents to the Headteacher/Deputy Headteacher or the SBM as appropriate.
- Acting on reports and instructions relating to health and safety matters from above or below the hierarchy.

### **School Office Staff**

The Office Staff are responsible for:

- Managing the school gates and access to the school via the main entrance.
- Ensuring the school's safeguarding procedures are adhered with regards to school visitors.

### **First Aiders**

Trained First Aiders are responsible for:

- Administering first aid and monitoring unwell children.

- Recording accident details and first aid administered in line with the school's First Aid Policy.

### **The First Aid Co-ordinator**

The school's named First Aid Co-ordinator is responsible for:

- Ensuring that first aid equipment is up-to-date and available.
- Overseeing the school's Incident/Illness reporting books.
- Ensuring that a list of First Aiders is maintained, together with dates for refresher training.
- Arranging necessary refresher training for First Aiders and ensuring that the school is compliant with current requirements.
- Maintaining records of health and safety training undertaken by school staff.
- Ensuring that notices displaying the name and location of First Aiders is kept up-to-date.

### **The Fire Safety Manager (Headteacher)**

The Fire Safety Manager (Headteacher) will have responsibility for overall planning and organisation of fire safety matters within the school. In particular, they will:

- Ensure that fire precautions in the school are maintained and that practice fire evacuation drills are undertaken at least every term.
- Ensure that all staff are aware of their particular responsibilities in the event of a fire.
- Ensure a check is made that the inspection and maintenance arrangements for fire alarm and detection systems, emergency lighting and fire extinguishers are being undertaken correctly, at least every term.
- Delegate duties of fire safety to the Business Manager, as required.

### **Monitoring**

Consideration of health, safety and welfare matters will form an item on the agenda of Governing Board meetings at least termly. In addition, the Governing Board will monitor and evaluate the effective working of the system within the school by the following means:

- a) Monitoring accident/incident reports. The Headteacher will report all accidents to the Governing Board which indicate that an alteration to equipment, premises, routines or procedures is required.
- b) Checking reports of inspections by the management and ensuring that these are of high quality and are carried out on time.
- c) Receiving reports from the Headteacher on:
  - Complaints and hazard reports from staff and visitors
  - Visits from HSE Inspectors
  - New Council guidance and Codes of Practice and methods of implementation
  - Any Safety Audit arranged by the Council or commissioned from consultants
  - Any guidance or advice from the Department for Education (DfE), HSE or other organisations concerned with health and safety in educational establishments
  - Staff training
- d) Where deficiencies are identified or action is necessary seeing that action is allocated to individuals and that time limits have been set for both immediate and long-term remedial actions to be completed.



## Safety Arrangements

### Introduction

The safety arrangements set out below are for the information, guidance and compliance of all personnel in Michael Faraday Primary School.

Health and safety are integral parts of management. They are key considerations which should under-pin and facilitate educational and financial activity. Under the Health & Safety at Work Act 1974 and common law, employers and employees must look after children in their care.

In carrying out their normal functions, it is the duty of all heads of faculty/area to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk. These can be summarised as:

- providing and maintaining safe equipment and safe systems of work
- making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles
- providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety
- providing safe places of work with safe access to and egress from them
- providing a safe and healthy working environment
- providing a system for rapidly identifying and remedying hazards
- where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment

More specific arrangements are set out below and which will be supplemented from time to time as necessary to address new risks in the form of appendices.

All personnel have a statutory duty to co-operate in fulfilling the objectives of the board of governors and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.

Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to their head of faculty/area.

person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

## Accident Reporting

Details of the school's accident and reporting procedures are detailed in the First Aid and Accident Policy.

### ***Pupil Injury/Illness***

All pupil injuries/incidents of illness that require attention are recorded on an Incident/Illness Report Slip as shown in the example below:

Incident/Illness Report Pads can be found in the medical room and the first aid boxes.

Under no circumstances must the names of other children be recorded on a child's Incident/Illness Report Slip for data protection reasons. If an incident requires further investigation and follow-up this should be recorded in CPOMS. Information recorded on an Incident/Illness slip is copied onto the carbon copy below.

The bottom (blue) copy must be retained in the Incident/Illness Report Pad.

The top (white) copy of the Incident/Illness Report Slip should be carefully removed along the perforated edge and given to the child's Class Teacher for handing over to the Parent or After School Club Manager at the end of the school day or to the person collecting the child (in the event that they need to be collected from school early).

The office collects the incident/illness books after lunch and records the incidents on scholarpack.

All head injuries must be reported to staff and also parents/carers. Any injury above the neck is considered to be a head injury, this includes eye and mouth injuries.

All incidents of choking should be reported to parents.

All incidents of a child biting another child, where a mark is left or the skin broken, should be reported to the Head Teacher or a member of the Senior Leadership Team and the parents of the child who has been hurt. The child bitten and the one who did the biting should be advised to seek medical attention/advice.

It is the responsibility of the class teacher to inform the parent/carer collecting the child or the After School Club Leaders of injuries sustained during the school day, when it is deemed necessary by the First Aider.

### **Staff Accidents/Injuries**

If a member of staff is injured whilst at work they must record the accident on an Accident Record Form which can be found in the Staff and Visitor Accident Book, located in the medical cupboard in the school office. Once completed the Accident Book must be handed to a member of the Office Team and the Accident Record Form will be kept on file in the Staff and Visitor Accident Folder at the school.

### **Reporting Pupil and Staff Accidents/Injuries to the Local Authority**

Serious pupil injuries that require the attendance of an ambulance or medical treatment from a GP, A & E or a dentist must be reported to the Local Authority using the Southwark's Council's online form which can be found at: Assure to comply with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995). This online form must be completed by the Site Manager and electronically signed-off by the Head Teacher. A printed copy of the submission is retained by the school.

In accordance with Southwark's Council's Accident/Incident Reporting Procedure (and to comply with the RIDDOR of 1995 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations), employees must report accidents and dangerous occurrences resulting in a referral to A & E, a GP or a dentist to the Local Authority, using Southwark's Council's online portal: Assure. The form will be reviewed and signed-off by the Headteacher and a printed copy of the submission is retained by the school.

The Headteacher or their nominee will investigate accidents and take remedial steps to avoid similar instances recurring, using the school's Accident Investigation Form. Faulty equipment, systems of work, plant, equipment, fittings etc. must be reported and attended to, as soon as possible. The accident investigation will include:

- Details of the immediate, underlying and root causes of the accident.
- Pictures, diagrams and details of any witness statements.
- Recommendations for corrective actions and how they should be prioritised.
- Record of any follow-up required to implement corrective actions and dates of when actions have been completed.

The findings of the investigation will be recorded in CPOMS.

School accident reports will be monitored for trends and a report made to the Governors, as necessary.

In the event of a fatality, major injury or an incident resulting in these incidents listed below will be reported immediately, or as soon as possible, to the Southwark's Health and Safety Consultancy.

- Pupils or other non-employees being taken to hospital
- Employee absence, as the result of a work related accident, for periods of more than 3 days (including weekends and holidays)

Specified injuries include:

- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10% of the whole body's total surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalding requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space

### **Breakfast Club and After School Club**

Michael Faraday breakfast club and after school club are run by school staff. A register is taken of all the children attending. Staff are aware of any children with allergies or medical conditions. A member of staff is always present in the school office if they need to obtain an emergency contact number.

#### ***Breakfast club***

The staff are responsible for the safe evacuation of any children attending the facility. First aid provision will always be available and one of the club staff will be a trained First Aider.

The club supervisor and his/her deputy will also undertake appropriate Food Safety Training at recommended intervals.

### ***After School Clubs***

The school is keen to facilitate wrap-around care for children and any independently operated After School Clubs will need to ensure that the health and safety of their staff and children attending the club is suitably addressed. The school will require evidence-based assurance that any after school club has the relevant policies and procedures in place. The school will therefore require to see (and retain a copy of) the following documentation:

- Ofsted registration/approval
- Relevant insurance certificates i.e. Employers' Liability, Public Liability and contents insurance
- Copy of club's H&S Policy, Safeguarding policy and First Aid Risk Assessment.

The club will need to provide their own trained first aiders as informed by their risk assessment and any relevant legislation. All accidents occurring on the school premises involving club attendees, club staff and/or visitors are to be recorded by the club. Anonymised details of all accidents and incidents are to be advised to the school at the end of each half-term. Any accidents or incidents that require reporting under RIDDOR, must be advised to the school before 10.00am on the next working day.

The club should arrange its own fire training for staff and carry out a fire evacuation drill at least once each term. In the event of an evacuation the club must have the means of recording/knowing who was present at the club, a register check for safe evacuation and emergency contact details for parents/carers in the event of not being allowed access back into the school building. Any activation, evacuation or concern about fire safety, equipment or safe exit routes must be immediately advised to the school's premises officer.

## **Contractors**

Contractors working within the school are required to comply with the working rules as issued by this school. Any breach of these rules is to be reported to the head of faculty/area and/or safety advisor. On signing in on InVentry, the welcome page provides details for H&S, Fire Evacuation, Safeguarding and GDPR.

All contractors must produce their DBS details beforehand and provide photo ID on the day of attendance. Wherever possible, contractors are asked to attend before/after the school day. Any works that require access to/through the playground are stopped during pupil break times.

Contractors are shadowed by the Premises Manager. Those who have attended site regularly and are known to the staff, may be left unattended for short periods of time.

Risk assessments will be completed by contractors for any job where there is a risk involved.

## Consumption of food

Food is only to be consumed in recognised rest rooms and dining areas.

## Display Screen Equipment (DSE)

All staff that use a computer for a significant part of their working day or are designated as a computer user must complete a workstation (DSE) self-assessment if competent to do so. Where necessary, the schools DSE trained assessor will complete an assessment for a designated user i.e. if staff not competent to do so.

## Equipment

### ❖ *Electrical equipment*

- The school will ensure that an inspection, test and electrical condition survey of the fixed wiring is undertaken at five yearly intervals by a suitably qualified electrician.
- All portable appliances must be tested annually by a suitably qualified contractor/person.
- All electrical installations must be undertaken by a suitably qualified electrician and certified as appropriate and compliant with the current wiring regulations applicable at the time of installation.
- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- Where 13-amp sockets are in use, only one plug per socket is permitted.
- The protective outer sleeve of electrical cables is to be firmly secured within the electric plugs. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to rewire the plug correctly.
- Electrical equipment that is known to be or suspected of being faulty must not be used.
- Electrical equipment that is known to be, or suspected of being faulty, must not be used.
- If electrical equipment becomes faulty whilst in use it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected.

### ❖ *PE Equipment*

PE equipment is checked annually by an approved contractor as part of the statutory checks. If staff have concerns about the safety of PE equipment between these times, this concern must be raised with the Health and Safety Representative or SBM and the item taken out of use immediately and clearly labelled.

Equipment must be carefully stored at the end of the lessons to ensure children do not make use of the equipment without suitable supervision and the items do not represent an H&S or tripping hazard.

PE mats must always be placed on the stand and stored away from fire escape routes as they can give off toxic fumes.

### ❖ *External Play Equipment*

- Playground equipment and its use is supervised during all breaks during the school day.
- If the equipment is used during lesson time, supervision is maintained.

- Appropriate levels of supervision will be maintained in the playground.
- Playground equipment will be inspected on a daily basis by the Premises Manager and serviced on an annual basis by a competent contractor.
- A decision will be made and enforced if inclement weather (ice, wet etc) makes playing in the playground and on the equipment unsafe.
- The Premises Manager is responsible for checking the playground in the mornings for rubbish and hazardous items or materials

❖ *Curriculum*

All working at height activities will be risk assessed. Staff should not use classroom furniture to access high areas.

❖ ***Defective equipment***

All defects found in hand tools, power tools or any other equipment must be reported immediately to the Headteacher.

The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be re-issued for further use until repair has been effected.

## Accident Reporting

- Fire, police or ambulance services can be contacted by dialling 9/999 and asking for the service required.
- There is a nurse/first-aider on call within the school administration during working hours.

## First Aid

The SBM is responsible for ensuring that there are adequate numbers of trained first aiders on site and that there are suitable provisions available.

First Aid boxes are located in every classroom and rooms used by children. There is also a First Aid box for the playground kept in the medical room.

The First Aid Co-ordinator is responsible for regularly checking that the contents of first aid boxes are complete and replenished, as necessary. A check should be made at least termly.

The names of First Aiders and Paediatric First Aiders are on display in the Medical Room, Staff Room. The First Aid Coordinator will ensure that First Aiders have a current certificate and that new persons are trained should First Aiders leave. The Educational Visits Co-ordinator will ensure that any vehicles are properly equipped with first aid boxes before they are used.

### ***Transport to Hospital:***

If the First Aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents/carers will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted.

King's College is the local Hospital and Accident and Emergency Department.

**Records:**

All first aid treatments are recorded and kept in the appropriate Incident/Illness book for the year group concerned.

**Administration of Medicines:**

All medication will be administered to pupils in accordance with the DfE document: 'Supporting pupils at school with medical conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England' (DfE December 2015) [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf)

See First Aid & Accidents Policy

## Flammable and Hazardous Substances

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the Control of Substances Hazardous to Health Regulations 2004 (the COSHH Regulations).

The establishment's nominated person responsible for substances hazardous to health is the Premises Manager. They shall ensure:

- An inventory of all hazardous substances used on the school site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- Risk assessments are conducted for the use of hazardous substances.
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- Suitable personal protective equipment (PPE) has been identified and available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

## Fire and Emergency Evacuation

The Fire and Emergency Evacuation Procedures are reviewed termly and the Fire Risk Assessment is reviewed annually and both documents are kept in the School Office. These documents included in the establishment's induction process. An outline of the school's evacuation procedures is made available to all contractors, visitors and staff.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices. All escape routes and stair cases must be kept clear to ensure a safe passage in an emergency situation. All fire exits are unlocked at the start of the day and



inspected on unlocking to ensure they are unblocked. The fire alarm is monitored by Siemens Company so that the Fire Brigade is automatically summoned in the event of the fire alarm sounding.

## **EMERGENCY PROCEDURES**

### **❖ Fire and Evacuation**

A summary of the school's Fire and Emergency Evacuation Procedures is displayed in each classroom and throughout the school site. These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by Southwark Council

### **❖ Fire Drills**

Fire drills will be undertaken termly and a record kept in the Fire Log Book.

### **❖ Fire Fighting**

- The safe evacuation of persons is an absolute priority. The school's trained fire wardens may only attempt to deal with small fires if it is safe to do so, without putting themselves at risk, using portable firefighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire. Trained fire wardens should be made aware of the type and location of portable firefighting equipment and receive basic instruction in its correct use.
- Self-closing doors labelled 'fire door keep shut' are provided in the school to delay the spread of fire and smoke and must not be wedged or left open.
- Material safety data sheets for chemicals and flammable substances are kept in SBM office attached to the COSHH risk assessments.

## **Gas**

All gas appliances (boilers, kitchen equipment etc.) will be annually maintained and serviced by Gas Safe Registered Engineers. The Premises Officer will be responsible for ensuring regular servicing and any maintenance issues are adequately addressed. The Premises Manager should bring to the attention of the SBM any issues.

## **Good Housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean.
- Do not obstruct emergency exits.

## Home Visits

Home visits are usually undertaken before a child starts in Reception class in order to help prepare the child for entry into school. Other visits may be (exceptionally) undertaken by school staff to help address attendance or child welfare concerns. In all cases, visits must be undertaken by a minimum of two staff members. The school must have a record of the persons being visited including addresses and telephone numbers. The staff members undertaking the visit(s) should keep to the planned schedule and regularly inform the school of progress. A mobile phone must be carried.

Any privately-owned vehicles used for the visits must be road-worthy, taxed and insured with suitable cover for business use.

Staff members undertaking home visits must not proceed with a visit if they have concerns for their own personal safety.

Risk assessments to be completed before the visits take place and be given to the SBM.

## Induction

New staff starting work at the school will be given an induction briefing on Health and Safety related matters (general Health and Safety instruction, fire training) and any relevant training particular to their role (e.g. COSHH, working at height, etc.) by the School Business Manager. This may include a presentation, walk-around training and identification of particular hazards (e.g. asbestos containing materials).

The new member of staff will also receive a copy of relevant policies and be asked to sign the acknowledgment sheet to confirm that they have read the policies.

## Inspections

### **TESTING OF THE FIRE ALARM SYSTEM**

Fire alarm call points are tested weekly in rotation by the Premises Manager and a record kept in the Fire Log Book. Regular testing of fire alarms will occur on a morning before school and any defects on the system will be reported immediately to Siemens. A fire alarm maintenance contract is in place with Siemens and the system is tested bi-annually by them. Smoke and heat detectors are tested on a bi-annual basis by Siemens.

### **INSPECTION OF FIRE FIGHTING EQUIPMENT**

Chubb undertakes an annual maintenance service of all firefighting equipment. The Premises Manager carry out weekly checks that all firefighting equipment is available for use and operational and for any evidence of tampering. Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the SBM and Headteacher.

## MEANS OF ESCAPE

The Premises Manager carry out daily checks for any obstructions on exit routes and ensure all final exit doors are operational.

- The Premises Manager inspects the whole site on a daily basis to ensure that the site is in a safe condition for the children to attend school. This includes: fire exits, heating, the grounds and the building.
- At the end of the day when all children have left the premises the site is again inspected ensuring all electrical equipment is turned off. Anything found to be defective is addressed as soon as possible either by the Premises Manager or by an approved contractor.
- The Premises Manager carries out a fully documented inspection of the site with the Headteacher and Health & Safety Governor (building and grounds) on a yearly basis, which includes identifying a defect/hazard, Attention will be given to all new and developing hazards. The hazards or issues will be logged, and an action plan developed. Once the hazards or issues are fixed the logged item is signed off.

## Infectious and communicable diseases

Any child who attends school with a suspected infectious disease must be immediately taken to the school office, where the parents must be called to come and collect them and advised to seek medical advice.

Any pregnant staff or staff that have just returned from maternity leave will be informed immediately if it is confirmed that a pupil has contracted an infectious or communicable disease and advised to obtain medical advice.

See HPA Guidance

## Legionellosis

The primary aim is to prevent the build-up of the Legionella Pneumophilla organisms in water systems and to prevent inhalation of infected water droplets. Control measures are as follows:

- All showers are to be cleaned monthly, or after more than one week's non-use, to prevent slime, corrosion and scale build-up. This will involve dismantling the showerheads to clean and disinfect inside the spray nozzle.
- Water storage tanks are to be covered.
- Records are to be maintained of any maintenance, water treatments or disinfection.
- Annual risk assessments will be undertaken and any necessary action taken.

## Lettings

The school has arrangements in place for the letting of the premises to persons or organisations in order to share its resources and increase involvement in the wider community. As part of these arrangements, the school exercises its obligations to ensure, as far as reasonably practicable, that the facilities and premises are safe and without risk to the

health of all users. Organisations and individuals who hire the school premises or any part of it are required to comply with the school's Health and Safety Policy and safe working arrangements. Hirers are required to report any defects or concerns to the school business manager or premises officer.

## Lone Working

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 (e.g. working at a height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Headteacher'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.
- Ensure they have means to summon help in an emergency e.g. access to a 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.

The Premises Manager should use his/her expertise, experience and common sense when undertaking maintenance tasks as a lone worker during school holidays/weekends and ensure high-risk & hazardous activities (such as working at height, climbing on the roof etc) should not be undertaken when there is no-one else on the premises.

## Machinery

All teachers and supervisors controlling the use of machinery must be familiar and comply with the following legislation.

- The Factories Act 1961: Safety (General Provisions)
- The Abrasive Wheels Regulations 1970
- Woodworking Machine Regulations 1974
- Operations at Unfenced Machinery Regulations 1938
- Lifting Plant and Equipment (Records of Test & Examination, Etc.) Regulations 1992
- Provision and Use of Work Equipment Regulations 1992
- Health and Safety (Safety Signs & Signals) Regulations 1996
- Electrical Equipment (Safety) Regulations 1994

## **Manual handling of tools**

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out. Health and safety information and advice is available on all aspects of health, safety and welfare from the safety advisor.

Outside contractors will be used whenever necessary.

## **Means of access**

When using access equipment such as ladders, crawling boards, etc., the correct equipment is to be used for the job to be undertaken. Stepladders should always be supported by an assistant.

Always use correct routes of access. Do not use short cuts; they can result in serious accidents.

## **Medical conditions & administration of medication**

The school has a specific policy relating to the administration of prescription-only medicines and the management of pupils and others with chronic medical conditions such as asthma, epilepsy, diabetes or severe allergic reactions (anaphylactic shock) which should be read alongside this policy.

## **Noise**

Where noise cannot be controlled at source all personnel are to wear ear protection in areas where high noise factors exist. These areas are to be designated with the approved warning signs.

## **Personal Protective Equipment**

The need for any PPE should be identified by the risk assessment. It is the Head Teacher's responsibility to ensure that suitable PPE is provided and there are adequate supplies available. No charge will be made to staff for any PPE provided, including agency staff. Where PPE has been identified as a control measure, it must be worn by any employees or pupils who may be at risk of injury or harm. PPE must be kept clean and stored in any designated areas. Staff must report any lost or damaged PPE. PPE must be worn as per the manufactures instructions.

An inventory will be retained of any protective equipment purchased.

## **Positive Handling (Restraint)**

The school has a separate policy detailing arrangements in which suitably trained and nominated staff may have to intervene physically to protect a child or others from harm – see the Physical Intervention Policy.

## **Pregnant and New Mothers**

Once a woman has disclosed to her line manager that she is pregnant a risk assessment will be undertaken. The risk assessment may need to be re-visited during the pregnancy. When a woman returns from maternity leave it may be necessary to undertake another risk assessment to ensure all the foreseeable risks have been identified.

## **Risk Assessment**

The school has risk assessment procedures in place to ensure that all tasks, activities, equipment, areas of the premises and welfare issues that require risk assessment are identified using a written risk assessment. The purpose of the risk assessment is to correctly identify any significant risk that is reasonably foreseeable to enable the assessor to decide what action needs to be taken and what the priorities should be. The assessor will consider the severity and likelihood of potential risks and provide details of any mitigating actions which must be put into place to eliminate or minimise the risks identified.

Risk Assessments undertaken by the school fall into three categories: general risk assessments, statutory risk assessments and task specific risk assessments.

### ***General Risk Assessments***

General risk assessments are co-ordinated by the Premises Manager. Where generic risk assessments have been received from the Council these will be adapted to the school's specific circumstances.

- All workplace activities, teaching and non-teaching (e.g. caretaking, lone working) will be assessed by the Premises Manager and approved by the School Business Manager or the Headteacher.
- These risk assessments are available for all staff to view and are saved on the school computer network and hard copies are held in the School Business Manager Office.

### ***Statutory Risk Assessments***

The Business Manager is responsible for overseeing any statutory assessments relating to the school premises. A number of risk assessments requiring specialist equipment or accreditation are outsourced and completed by external providers, e.g. legionella testing. Details of the statutory risk assessments which are outsourced are provided in the school's Risk Assessment Register, together with any identified actions and the date upon which any required actions have been carried to completion.

The Business Manager is also responsible for ensuring that risk assessments relating to the health and safety of employees are undertaken. For example, the Business Manager undertakes a written risk assessment for all new and expectant mothers, once the employee has advised their line manager she is either pregnant or a new mother, and for ensuring preventative measures are undertaken where significant risks are identified. This is a statutory requirement under the Management of Health and Safety at Work Regulations (MHSWR) 1999. Assessments on new and expectant mothers will be undertaken using the generic risk assessment provided by the Council. It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant. The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

The Business Manager also undertakes Display Screen Equipment assessments for relevant staff in line with the Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002).

### ***Task Specific Risk Assessments***

Task specific risk assessments are completed for a number of reasons and the assessor will be dependent upon the reason for the assessment, for example:

- Those relating to an individual pupil may be completed by the class teacher or inclusion leader and are held on the child's educational record. fil
- Those relating to a particular event e.g. an off-site educational visit will be completed by the visit lead and will be kept on file for a reasonable time after the duration of that event.

Any actions identified as being required as a result of a risk assessment are noted by the assessor on the risk assessment document, with a note of any subsequent actions taken. Where a risk assessment includes actions identified by an outsourced company, any follow-up actions subsequently undertaken are noted by the Business Manager on the school's Risk Assessments Register.

Generic risk assessments will be reviewed every two years or when the work activity changes, whichever is the soonest, and staff are made aware of any changes to risk assessments relating to their work.

### ***Curriculum Risk Assessments***

Risk assessments for Curriculum (on and off-site) activities will be carried out by the relevant subject leader or teacher leading the activity, using the relevant Health and Safety Codes of Practice for Design and Technology, Science, Art, P.E. etc., and approved by the Educational Visits Coordinator. The risk assessments are saved on the school computer network.

## **Security**

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Michael Faraday Primary School. The school's security procedures will operate within the framework described in the school's Security Policy.

The Security Policy details the arrangements in place to ensure the security of pupils and staff whilst in school, by identifying the likelihood of a security related incident occurring, assessing the likely level of impact and ensuring that there are appropriate plans and procedures in place to manage and respond to any such threats. The Security Policy also details the security systems in place for controlling access to the school site and buildings.

The following groups and/or individuals have responsibilities for ensuring the security of the school.

#### ***Governors***

- Governors will monitor the performance of the school's security measures. This will be achieved by the Health and Safety Governor monitoring performance during their special interest visits (e.g. health and safety walks) and via the Headteacher's termly report to Governors.
- Governors will review the security policy at regular intervals being not more than three years since the last review.

- Governors will delegate overall management of the policy to the Headteacher.

#### **Headteacher**

- Ensure that all staff within the school receive information, instruction/training and equipment, as necessary, in order to comply with the Security Policy and procedures.
- Establish a system for the reporting, recording and investigation of breaches of the Security Policy/procedures and take reasonable steps to prevent re-occurrence.
- Monitor the implementation of the Security Policy and relevant procedures.

#### **Staff**

- All staff will comply with the school's Security Policy and procedures to ensure the safety of children, colleagues and visitors to the school.

The school undertakes an annual Security Survey and Risk Assessment to identify internal and external security risks in order to put appropriate measures in place either to eliminate or reduce the risk of such incidences occurring.

### **Skin infections and hand care**

- To reduce the risk of dermatitis, oil acne or skin cancer, always avoid unnecessary skin contact with oils and chemicals. Always wear gloves and protective clothing where necessary.
- Use barrier creams before commencing work. These provide a barrier between the skin and harmful chemicals, oils and dirt.
- Do not put oily or chemically soiled rags in pockets.
- Always change clothing if it has become contaminated with chemicals, flammable liquids or oils.

### **Smoking**

Smoking is not permitted in the school or on the school grounds including at the perimeter fencing.

### **Stress Management**

Michael Faraday School recognises the importance of caring for employees' mental well-being as well as their physical safety and has arrangements in place to manage stressful situations, reduce stress and help care for employees' mental health.

All staff have access to the Worklife Support Employee Assistance Programme. Staff members can speak to colleagues, their line manager or the headteacher if they are feeling stressed or anxious about work or personal issues.

### **Training**

Competence is assured at three levels:

- Recruitment and placement



- Identification of training needs
- Training and instruction

At interview health and safety is tested as well as other criteria and job descriptions include health and safety related duties.

Once staff are in post, an induction programme is prepared that includes health and safety issues. In addition, their longer-term training needs are identified which feeds into their personal training plan.

Temporary and agency staff are given induction training that is proportionate to the work carried out and experience of the member of staff.

Work experience students are also given an induction and careful consideration given to their supervision needs.

Training may take the form of courses, or more informal small groups, one line, mentoring and awareness sessions.

Refresher training will be organised as required.

### **Use of harmful substances**

- When using harmful substances, whether they be material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.
- No new materials or chemical substances are to be brought into use unless a COSHH (Control of Substances Hazardous to Health Regulations 1994) Assessment has been carried out and clearance given for use by the safety advisor. The user department is to be in possession of a Safety Data Sheet.
- Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the safety advisor.

### **Use of vehicles**

Only those persons authorised, and in possession of the appropriate licence, are to drive vehicles on school business.

### **Visitors to the school**

- It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school.
- Visitors should not be allowed to enter work areas unaccompanied and, where protective clothing is issued for a specific area or task, the same level of protection is to be afforded to any visitor proceeding to that area.
- All visitors (including parents who assist in the school) must observe the health and safety arrangements applicable to them. The member of staff they are assisting must make this information available to them
- All visitors must report to the school office on arrival and sign their names in. They will be issued with an identification badge which also contains health and safety

information. The visitor's badge must be clearly visible whilst on school premises and hand back in to the office when they sign themselves out.

- Unless otherwise agreed all visitors must be supervised while on site.
- If a visitor needs assistance to evacuate in an emergency – they must let a staff member know.

## Visits and Trips

Offsite visits will be organised following guidance contained in the Council's Guidance Procedures for Educational Visits.

The school's Educational Visits Co-ordinator (EVC) is responsible for ensuring that records are kept of pupils undertaking school trips and outings, together with the names and responsibilities of the supervising staff accompanying the pupils.

All offsite activities must be risk assessed by the teacher responsible for the trip using the Risk Assessment Form and reviewed and signed by the EVC or Headteacher.

## Waste

Each classroom is provided with two bins – one of which is for recycling. The recycling bin is clearly labelled with the items which can be put in it and the children are taught about the importance of recycling their waste materials.

The school currently has bins for normal waste and lunchtime kitchen waste. There are also recycling bins provided under contract by the Refuse Department. These bins are emptied once a week all year round (except for the summer holidays). In the event of non-collection, the Premises Manager is responsible for chasing up the council to request immediate removal.

Hazardous waste (such as computer equipment, fluorescent light bulbs, old fridges etc) has to be registered in the Hazardous Waste log which is maintained by the Premises Manager and collection organized by approved contractors. The collection certificates are also kept in this file and must tie in with the log. It is responsibility of the Premises Manager to keep the log and paperwork up to date for inspection when required.

Medical waste (such as wipes used to clean up body fluids and needles) need to be disposed of in an appropriately labelled/identified bag and placed in the clinical waste bin (kept in the junior site disabled toilet). First aiders should ensure waste from the playground is bought in and disposed of appropriately.

**Additional arrangements will be appended as they are developed out of risk assessments carried out in accordance with this policy.**

Agreed by the Governing Body on	March 2023
Signed (Headteacher)	<i>Riana Gouws</i>
Signed (Chair of Governors)	<i>SM Vinn</i>
Review Date	Spring 2025