



Acton Gardens Primary School

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Health and Safety Policy

Date of last review: October 2020

Date of next review: October 2021

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Health & Safety Policy

To comply with the Health and Safety at Work etc. Act 1974, Section 3:

...it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.

Part 1: Statement of General Policy on Health, Safety and Welfare

Part 2: Organisation and Responsibilities for Health, Safety and Welfare

Part 3: Arrangements and Procedures for Health, Safety and Welfare

Part 1:

Statement of General Policy on Health, Safety and Welfare

1. The Governing Body & Headteacher of Acton Gardens Primary School:

- Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors,
- Act in accordance with the general health and safety policy of Ealing County Council.
- Require all managers, in the school community, to act in accordance with School H&S policy and procedures, and require same of persons that they supervise and take responsibility for.

2. The Governing Body & Headteacher will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:

- A school/workplace in a safe condition.
- A safe working environment.
- Safe systems of work.
- Safe plant and equipment.
- Safe access and egress to all areas of the school.
- The safety of articles and substances for use at work and in school.
- Sufficient Instruction and Training Supervision

3. In support of the above, the Governing Body & Headteacher will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for the significant finding to be properly incorporated into the school's H&S procedures.

Part 2:

Organisation and Responsibilities for Health, Safety and Welfare

The following H&S organisational structure, and roles and responsibilities are approved by the Governing Body & Headteacher of Acton Gardens Primary School.

1. The Governing Body

The Governing Body approves the H&S Policy of the school and monitors its successful implementation. The Governing Body further ensures, as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policies. The Governing Body will specifically:

- 1.1 Include Health and Safety targets in the School Development Plan. Targets may include,
 - Provision of facility for health and safety purposes.
 - Reductions in accidents/incidents.
 - Training for Governors/staff, and
 - Revision of policy/procedure
- 1.2 Nominate a Governor (H&S) as an H&S link between the Governing Body and the wider school community, who will stay up to date with school H&S initiatives and inform the Governing Body accordingly.
- 1.3 Be informed and updated of Ealing County Council's H&S Policy, and receive advice and support from relevant Officers of ECC or Advisers acting on ECC behalf.
- 1.4 Ensure that H&S is an agenda item on full Governing Body termly meetings, and receive a termly H&S report from the Headteacher at this time. This report should include information on,
 - Progress of the H&S targets in the SDP.
 - Accident/incident analysis
 - Relevant H&S information received from ECC or its Advisers.
 - Suggestion on future H&S initiatives.
- 1.5 Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.

2. Headteacher

As Senior Manager for the premises, and of all on & off site school related activities, the Headteacher is responsible for the day to day management of H&S. The Headteacher will advise Governors of any H&S issue where their support or intervention, either via system or finance, is necessary & appropriate in order to effect the requirements of this policy. In particular the Headteacher will ensure that:

- 2.1 The contents of this policy are brought to the attention of all relevant persons.
- 2.2 A process for risk assessments is applied within the school, and that:
 - All appropriate areas/activities are covered, (*as per separate risk management policy and procedure document*).
 - Appropriate control measures are implemented, and that
 - Assessment are monitored and reviewed as necessary.
- 2.3 There is a management system for monitoring the effectiveness of health and safety

arrangements, which form part of this policy.

- 2.4 Appropriate staffing levels for safe supervision are in place.
- 2.5 An adequate schedule of inspection & maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
- The fabric of the building.
 - Play equipment.
 - Fire appliances.
 - Boiler/heating systems.
 - Portable electrical appliances.
 - Water systems.
 - First Aid/medical facility and equipment.
 - Premises staff equipment.
 - Curriculum specific e.g. gymnasia and fume cupboards
- 2.6 An adequate needs analysis of H&S training is undertaken for schools staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
- Headteacher H&S awareness
 - H&S Induction training (all new and temporary staff)
 - Emergency/Fire Training for the whole school community.
 - First Aid
 - Risk Assessment
 - H&S Coordinator
 - Lifting and Handling- training to be provided for relevant premises staff
 - Working at heights, to be avoided
 - Ladder and stepladder checks
- and any further specific H&S training identified by the training needs analysis as being necessary and appropriate.
- 2.7 Adequate and easily retrievable health and safety training records are available and up to date.
- 2.8 The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- 2.9 A termly H&S report is provided to Governors.
- 2.10 The school has in place H&S monitoring arrangements.
- 2.11 A school's Educational Visits Co-ordinator is appointed and trained accordingly.
- 2.12 Contractors (including catering and cleaners) and other authorised visitors to the school are appropriately managed and monitored.
- 2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.14 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- 2.15 The fire risk assessment is updated every two years and/or whenever significant changes or building works might affect the mean of escape.

- 2.16 An appropriate Deputy is suitably instructed to take day to day responsibility for H&S in the absence of the Headteacher.

The Headteacher may delegate functions to other or single members of staff (e.g. an H&S Coordinator) who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

3. Deputy Headteacher

The Deputy Headteacher will take on the above responsibilities in the absence of the Headteacher.

4. Line Managers

Managers in charge of Curriculum Areas/Staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

- 4.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
- 4.2 All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the school's procedure.
- 4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- 4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.
- 4.5 H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report to the Headteacher is provided where necessary.
- 4.6 The H&S training needs of staff are identified and the Headteacher informed accordingly.
- 4.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- 4.8 New transferred and temporary staff receive appropriate H&S induction training.
- 4.9 First aid provision is adequate.
- 4.10 Pupils are given relevant H&S information and instruction.

5. Teaching Staff [Including supply]

Teaching staff are responsible for the H&S of all pupils under their control and in particular must ensure:

- 5.1 Effective and appropriate supervision of the pupils that they are supervising.
- 5.2 That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- 5.3 That they are conversant with the school's H&S policy and any arrangements specific to their own department.

- 5.4 They know the emergency procedures.
- 5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- 5.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.
- 5.7 That they report any defective equipment to the relevant person.
- 5.8 All accidents and incidents are reported and reviewed or investigated.

6. Caretakers

The Caretaker is responsible to the Headteacher/Business Manager, and in particular will ensure:

- 6.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- 6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- 6.3 That periodic H&S inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. (These may be carried out with others such as governors, H and S co-ordinator etc)
- 6.4 That persons they supervise only undertake work for which they are competent.
- 6.5 That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.6 That all staff work in accordance with safe working practices issued by the school, the County Council etc.

7. Health and Safety Co-ordinator

The Headteacher may appoint or nominate a Health & Safety Coordinator to carry out H&S functions and maintain an overview of the H&S organisation & management of the school, and report to the Headteacher accordingly. Specific functions of the H&S Coordinator may include:

- 7.1 Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary.
- 7.2 Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies.
- 7.3 Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- 7.4 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 7.5 Advising the Headteacher of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.

- 7.6 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- 7.7 Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- 7.8 Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- 7.9 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- 7.10 Ensuring that all Senior Managers (including Heads of Years) are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

8. All Employees [including temporary & volunteers]

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

- 8.1 Participate in the school's risk assessment process and comply with findings.
- 8.2 Report any defects in the condition of the premises or equipment of which they become aware.
- 8.3 Report all accidents/Incidents in accordance with the school's procedure.
- 8.4 Be familiar with the procedure to be followed in the event of a fire/emergency.
- 8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- 8.6 To follow all relevant codes of safe working practice and local rules.
- 8.7 To report any unsafe working practices to their Line Manager.

Part 3:

Arrangements and Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

- 1. **Access Control/Security**
Visitors at both sites are required to enter through the main entrance via a buzzer system. They must report to reception, sign in and collect a visitors badge before entering the school.
- 2. **Accident Reporting, Recording & Investigation**
All accidents that occur on school premises must be officially recorded in the Accident Book that is kept in the Main Office. This applies to all pupils, staff and others. It is the responsibility of the adult in charge of the pupil at the time of the accident to complete the entry in the Accident Book. In the case of more serious accidents the office staff will also access the ECC on-line accident/ Incident reporting system and report the incident. In extreme cases additional reports forms are required to be sent to the Health & Safety Executive. In order that the office staff are provided with all relevant facts following any accident on either site, staff are requested to write up what happened in an email and send it to the office staff/SLT.
- 3. **Asbestos**

The Asbestos Survey Record is kept in the Head's Office. Any contractors need to have sight of the survey prior to starting work on the premises. Staff should not drill into walls without obtaining prior approval from the Headteacher and checking the survey. Staff should report any damage to asbestos materials to the Headteacher. In the case of asbestos disturbance, staff should follow the emergency plan.

4. Contractors

All contractors should be made aware of the Health & Safety arrangements in school. All work should be done in a safe environment for both the contractors and the staff and pupils in the school. These arrangements should be agreed before work commences and should include Risk Assessments as necessary eg: Working at Height etc

5. Curriculum Safety [including out of school learning activity/study support]

Staff should undertake suitable (written) risk assessments prior to commencing hazardous activities. Staff should be suitably qualified to teach certain activities eg. the BAALPE document "Safe Practice in Physical Education and School Sport" for PE

6. Drugs & Medications

Medicines can only be administered if accompanied by written authorisation and instructions from a child's parents. They will be kept in the Medicine Cabinet in the School Office (or if appropriate in the fridge in the office kitchen) and must be clearly named with instructions on the dosage. Medicines can only be taken under adult supervision and the administering adult must record the date, name of child, dose and then sign in the medicine record book held in the School Office.

7. Electrical Equipment [fixed & portable]

Inspection of all school portable electrical equipment is carried out regularly by a competent person. (Previously annually and now with a change in advice from D of E April 2012 this will be every two years) A record of this can be found in the School Office. No personal electrical equipment should be brought in and used in school unless they have been tested and have a valid report from a competent person. Fixed electrical wiring is tested by a competent person every five years. This report can be found in the School Office. Any defective appliances or wiring should not be used and should be reported to the Headteacher.

8. Fire Precautions & Procedures (and other emergencies)

The Headteacher is responsible for ensuring that the fire risk assessment is undertaken and reviewed. Fire drills take place termly. See Fire Drill procedures for exit route.

9. First Aid

First aid kits are located in the First Aid room, TA rooms and the Main Office.. The first aid cupboard and kits are regularly checked and restocked. Glass & Glazing
All glass in doors, side panels should be safety glass, all replacement glass should be of safety standard, assessment of premises to establish compliance.

10. Hazardous Substances

COSHH - Risk assessments should be in place for hazardous substances kept in school. The substances should be locked away with restricted access. Data sheets should be kept for each substance and CLEAPSS guidelines should be followed. Training will be made available in safe use, selection and use of protective equipment and storage arrangements.

11. Housekeeping, cleaning & waste disposal

The caretaker is to ensure premises are kept clean and to minimise accumulation of rubbish. Wet floor areas (spillages or cleaning) are to be clearly signed to minimise the risk of slipping. Glass and other sharp objects must be disposed of safely. External waste bins are held in a separate fenced area. Medical waste is stored in a special bin in the First Aid room and emptied by a competent person on a regular basis. In bad weather areas will be prioritised and will be gritted or cleared of snow.

12. Handling & Lifting

Handling and lifting activities should be avoided wherever possible, as these can be the cause of

many injuries. Where manual handling cannot be avoided, risk assessments should identify potential hazards and control measures implemented to minimise the risk of injury to staff. Where applicable, training will be provided.

13. Lettings/shared use of premises

Health and safety information will be given to all users of the premises. There will be restrictions on use of equipment and areas accessible. Staff will be on site either opening/closing duty or in some instances for the duration of the letting. Details of first aid provision, telephone provision, fire and emergency arrangements and emergency lighting will be provided.

14. Lone Working

Staff working on their own should notify a second person who will seek to contact them if they do not 'check-in'. Lone workers should avoid hazardous activities.

15. Maintenance / Inspection of Equipment

All equipment should be appropriately inspected and maintained. Records should be kept for inspection as necessary.

16. Monitoring the Policy

The Headteacher & Caretaker or designated others will carry out workplace inspections and monitor the implementation of this policy by staff, monitor accident reports/trends and complaints.

17. Personal Protective Equipment (PPE)

PPE to be provided free of charge where risk assessment determines it to be necessary. Such equipment should be fit for purpose and should be periodically checked and maintained. Equipment should be used for its proper purpose and under supervision if appropriate.

18. Playground Safety

Regular inspections of play equipment and the grounds are undertaken by the caretaker. There are always sufficient staff on duty at break time and lunch time to provide an adequate pupil/staff ratio. All outdoor PE and play equipment is checked via an annual inspection by the relevant body.

19. Reporting Defects

Defects should be reported to the caretaker/SLT.

20. Risk Assessments

The Business Manager will make arrangements for risk assessments relating to the school premises and for staff who are pregnant or have health problems. Risk assessments will be reviewed as appropriate.

21. School Trips/ Off-Site Activities

The Educational Visits Co-ordinator is responsible for ensuring all school trips conform to Local Authority regulations. Please refer to the Educational Visits Policy and the Emergency Plan for information on planning school visits, who to obtain approval from, when to seek approval from the County Council via the online risk assessment service, emergency arrangements, parental authorisation, supervision requirements and first aid provision.

22. School Transport

The school owns a minibus and has protocols in place for use of the vehicle. See minibus Safety Code of Practice and checklist. Parents/Staff offering to transport pupils to sporting events in their car are required to have appropriate insurance and an enhanced DBS check. Car seats must be provided if the height of the child requires it.

23. Smoking

Smoking is not permitted anywhere on school premises or in the grounds.

24. Staff Consultation

Buildings, Health & Safety committee meetings take place once a Year towards the beginning of

the year.

25. Staff Health & Safety Training and Development

New staff are briefed about H & S arrangements by their HOY/SLT, establishing minimum health and safety competencies for certain activities (eg use of hazardous substances, work at height, use of DSE) and certain roles (eg Business Manager – H & S Co-ordinator, Caretaker, Head of Year etc). Relevant training courses will be made available as required.

26. Staff Well-being / Stress

The school seeks to ensure that all maintain a good work life balance and offers courses and services to support staff through ECC.

27. Supervision [including out of school learning activity/study support]

Pupils are to be supervised at all times. There are rotas for break time supervision. School trips should have the agreed ratio of staff to pupils as per the Guidelines for Educational Visits and Outdoor Educational Activities. All staff, governors and other volunteers are required to have enhanced DBS clearance.

28. Swimming Pool Operating Procedures

Swimming Pool procedures are agreed with Acton swimming pool and follow the Education visits guidelines.

29. Vehicles on Site

Only authorised vehicles should be on the school site. All cars should park in the car park and not in the school playground. If vehicles need to enter the play areas or other pedestrian areas for any reason, this should be done in lesson time. All deliveries should be reported to reception.

30. Violence to Staff / School Security

External doors are kept shut at all times to maintain site security. Visitors should only gain entry through the main entrance. All visitors are required to sign in at Reception and must display their visitor's badge at all times. They should leave their car registration number when they sign in. Visitors should be collected or taken to their appointment and should sign out on leaving. Verbal and physical violence are not tolerated and any incidents should be reported to the Headteacher.

31. Working at Height

Staff should not use steps or ladders unless they have had the appropriate training and a risk assessment has taken place to check if it is safe to do so. The caretaker may need to work at height in the course of his duties. Ladders should be visually checked before each use. Pupils should not use steps or ladders at any time. Contractors should not use school equipment

32. Work Experience

Arrangements are in place for allowing certain work placements. All visitors over the age of 18 are required to have enhanced DBS clearance. Students on work placement are given induction training and are fully supervised. Placements tend to be PGCE students and Year 10 students