HEALTH AND SAFETY AT WORK ACT 1974

HEALTH AND SAFETY POLICY incl EYFS

1. General Statement of Policy

Essendene Lodge School is aware of the importance of the safety and welfare of its employees and pupils. The school will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations including those implementing EC Directives. The School Proprietor bears ultimate responsibility and day to day responsibilities are delegated to Health and Safety officer.

The School will take steps so far as is reasonably practicable to ensure that the workplace is safe and healthy environment in which its employees, pupils and other people in school can operate and work safely.

The school will make necessary assessments, identify safety training and provide information and supervision for employees at all levels. We will consult with staff with regards to health and safety issues through staff inset training, staff briefings and provide protective clothing where necessary.

2 Focus

The school's programmes will, so far as is reasonably practicable, adopt good safety practices. These will include:

- The safe use, storage, handling and transport of articles of substances.
- The provision adequate information, instruction, training, and supervision for employees including temporary employees and contractors.
- The provision of safety machinery and equipment regularly maintained.
- The provision of a safe and healthy place of work, including access to and from premises and adequate facilities and arrangement for all employees
- Consider the safety of pupils, parents and any others accessing the premises including those who are peripatetic staff or persons who undertake provision during our holiday scheme.

3 Organisation and Responsibilities

The proprietor Mrs S Haydock together with the Health and Safety Officer ensure standards are maintained and improved.

The proprietor and Health Safety Officer with the Senior Management Team responsible for implementing this policy within the school. They will:

- monitor the effectiveness of the Health and Safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
- prepare an emergency evacuation procedure and arrange for termly practice evacuation drills to take place and for the results of these to be recorded;
- make arrangements to draw the attention of all staff employed at the school to the school safety policies and procedures and of any relevant safety guidelines and information issued by relevant authorities;
- make arrangements for the implementation of accident reporting procedures and draw this to the attention of all staff at the school as necessary;
• make arrangements for informing staff and pupils of relevant safety procedures. Other users of the school will be appropriately informed;
• ensure that classroom health and safety inspections are undertaken once every term and that the result of any issues are recorded and dealt with as appropriate;
• arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe.
• report to the insurers any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
• monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
• identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist Health and Safety Officer in the management of health and safety at the school.
• arrange annual or termly maintenance and safety checks on all electrical, gas, water and plant equipment appropriate to meet or exceed industry standards

4. **School Health and Safety Officer**

This school Health and Safety Officer will:

• assist the Head in the implementation, monitoring and development of the Health and Safety policy within the school;
• monitor general advice on safety matters given by relevant bodies and advise on its application to the school;
• co-ordinate arrangements for the design and implementation of safe working practices within the school;
• investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
• order that a method of working ceases on health and safety grounds if deemed unsafe
• assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified
• ensure that staff with control of resources give due regard to safety;
• co-ordinate arrangements for the dissemination of information and for the instruction of employees, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.
• Co-ordinate fire alarm test and termly evacuation drills.

5. **Staff towards pupils and others**

• exercise effective supervision over all those for whom they are responsible;
• be aware of and implement safe working practices and to set a good example personally;
• identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
• ensure that any equipment or tools used are appropriate for that use and meet accepted safety standards and that they are stored properly
• provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
• evaluate promptly and, where appropriate, take action on criticism of health and safety
arrangements;
• investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
• entry/exit to classrooms, hall, playgrounds and corridors are kept clear;
• ensure pupils are supervised by adults (break duties);
• complete risk assessments, where necessary, for any activity and for classroom environment on a daily basis.

6. **All employees**

• take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
• co-operate with the Senior Management, Headteacher and others in meeting statutory requirements;
• not interfere with or misuse anything provided in the interests of health, safety and welfare;
• make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Headteacher or Health and Safety Officer;
• ensure that tools and equipment are in good condition and report any defects to the senior management team; use protective clothing and safety equipment provided and ensure that these are kept in good condition;
• ensure that classes/workspaces/corridors and general accommodation are kept tidy;
• ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Headteacher or the delegated person responsible for health and safety.
• All new members of staff will be trained in health and safety as soon as possible within their scheduled new starter induction training.

7. **Health and Safety Procedures**

**Code of Safe Conduct for all**

• Conform to the health and safety at work policy, all health and safety rules and signs, fire precautions and emergency procedures;
• Ensure that you understand and follow the safe operation of your duties; ask if you do not understand any aspect of these;
• Report all accidents, near misses, potential hazards and damage immediately;
• In the event that personal protective equipment or clothing is provided, it must be used and properly looked after;
• Do not interfere with or misuse anything provided for the health and safety of employees;
• Do not act in a way that could endanger yourself or others;
• Do not run, especially on stairs or steps. Use handrails and never read while walking;
• Keep your work area tidy and clear of obstructions; do not leave things lying around;
• Clean up any spill liquids, tracked in rain etc. immediately;
8. **Training**

All members of staff are given training in health and safety and the preparation and monitoring of risk assessments in their induction. On joining the school, all employees will be informed of the general health and safety aspects of their employment and of any specific information appropriate to them. Health and Safety are both regarded as being of paramount importance and all staff will be required to read the school's Health and Safety Policy.

Additional training and guidance as to specific requirements will be given either by reference to this Health and Safety Policy or by other means as deemed appropriate. The kitchen staff will attend training provided by the school. In all cases the training will be adequate such that, following training; staff will be competent to carry out the tasks for which they have been engaged.

All pupils will be trained in the fire evacuation procedures through their Form Teacher and also through regular fire evacuation drills.

4. **Sport**

Sporting activities are organised with the health and safety of the pupils as a priority. This, in conjunction with the Schemes of Work and risk assessments, ensures that all sport activities are organised and controlled correctly. All pupils are expected to do sport unless they have brought in a note or their parents/carers have communicated with the pupil's form teacher to state otherwise.

In the event of injury in sport activities, other than minor scrapes and bumps, pupils will be sent to the school office. If the injury is serious then an ambulance may need to be called. The accident book must be completed for all sport injuries.

If the staff identify an area of the sports ground that has become unsafe, they designate it out of bounds, report it to the school office and ensure that it is not used until it is declared safe.

5. **Minibus**

The school has designated minibus drivers and holds the details of their driving licenses and DBS clearances in accordance with Safer Recruitment policies and procedures.

Ensuring that the school minibuses are properly maintained and roadworthy is the responsibility of the Health and Safety Officer and/or Bursar who will delegate appropriately.
6. **Fire Safety**

Essendene Lodge School has a full Fire Emergency Evacuation Procedure in place. All fire exits are clearly marked and fire routes and exits are kept clear. Whole school fire evacuation drills are carried out each term with evacuation times recorded as well as any action points required.

The maintenance of the alarm system as well as emergency lighting, extinguishers, etc is kept in the Bursar's Office. A fire alarm system is in place with many areas covered by automatic detectors to ensure early warning at all times.

A whole school Fire Risk Assessment in line with the Regulatory Reform (Fire Safety) Order 2005 was last carried out in March 2016 (a copy being in the fire logbook) and is reviewed every three years by a qualified risk assessor.

The school maintains an annual pre-planned service and maintenance regime for all fire prevention, firefighting equipment and emergency lighting. This information is kept in the Bursars office.

For further information please refer to the Security and Fire Prevention Policy.

7. **Educational Visits and Off Site activities**

For educational visits the following procedure will be observed:

- Careful planning of trips with prior visit made by organiser if necessary;
- Adequate evaluation of all health and safety factors involved;
- Adequate notice given to parents of all facets of the trip;

The School always considers the ratio of adults to pupils very carefully. Ratios are used which, in the School's opinion and, taking in account the Local Authority guidance, are satisfactory and ensure adequate supervision for pupils, commensurate with the activities that are being undertaken. For all off site activities the following points will be taken into consideration:

- Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements;
- The expertise of staff accompanying the trip;
- Accident and Emergency procedures;

Please refer to: **Off Site Visits Policy**
8. **First Aid and the Administration of Medicines**

Essendene Lodge School has a First Aid Policy and all staff are qualified first aiders, including paediatric. Staff attend a two day first aid course every three years when their certificates expire.

In the Medical Room there are first aid supplies which are checked regularly and first aid kits are taken to every sporting activity/trip. Should any pupil require first aid they should be taken to the Medical Room. The accident book must be filled in for any injury, however minor, requiring treatment.

Medicines are kept in a locked cabinet and administered as directed. Information detailing what has been given to whom, for the record are kept by the school office staff. All accidents and cases of work-related ill health are to be recorded in an accident book. These books are kept in the school Office and monitored by the Health and Safety Officer.

School Staff should not administer any medicines unless trained. In all cases appropriate parental or carer authority is required before trained staff will administer any medication. All medicines will be kept in a locked cabinet and administered as directed.

Should there be a pupil who suffers from a chronic condition, such as epilepsy, ADD/ADHD or has an allergy and requires an auto injector, trained staff are authorized to administer this medication. However parental or carer consent is required before staff can administer such medication.

Photographs and names of pupils with allergies are displayed in the school office, staff room and the kitchen so catering staff know which pupils have dietary requirements. These lists detail all pupils who have any allergies, dietary requirements and medical needs.

Please refer to: **First Aid Policy and Health and Welfare Policy**

9. **Accident Reporting and RIDDOR**

Any accidents will be recorded in the accident book by the person reporting the accident and this can be the injured party, the office staff or teacher/member of staff attending. If a serious work related accident, the Bursar will be responsible for investigating the causes of the accident and, if necessary, making recommendations to prevent recurrence. The Headteacher is responsible for informing parents of serious accidents or illness.

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive. We report all as required by the regulations. The Reporting of injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) places a legal duty on employers to notify and report some work related accidents, diseases and dangerous occurrences to the relevant enforcing authority for their work activity. Should an accident be reportable to RIDDOR this can be done via the RIDDOR Incident Contact Centre (ICC).

We acknowledge that the following must be reported:

- Death
- Major injuries
- Over seven-day-injuries
- An accident causing injury to pupils, members of the public, or other people not employed by us
- A specified dangerous occurrence, where something happened which did not result in an injury, but could have done.
- Any work induced illness
10. Catering

Essendene Lodge employs a school cook and assistant. They are responsible for risk assessments, environmental health and other health and safety requirements required for these activities.

11. Site Security

The School has taken all reasonable steps to prevent unauthorised entry to its premises. Visitors are either required to contact reception via intercom to identify themselves before being permitted to gain access to the school. A visitor's badge system is in operation to enable authorised visitors to be easily recognised and staff are required to challenge people who they do not recognise to establish whether or not they should be on the premises. All visitors are required to sign in on entering the building and sign out on leaving. Signing in books can be found at the school reception.

Care is taken to prevent unsupervised access by pupils to areas that are not supervised. The main building is protected by an intruder alarm and the school is locked down at night.

Please refer to: Security Policy

12. Machinery and Equipment

Maintenance on all the school equipment is carried out on a regular basis to ensure that The School complies with its obligations under section 2(2)(a) of the Health and Safety at Work Act 1974. The Inspections and Checks are carried out as follows:

- Annual checks on electrical equipment/portable appliances
- Annual service of fire extinguishers.
- Annual service of boilers, heating and ventilating Equipment.
- Annual service of catering equipment.
- Five yearly checks on fixed wiring installations.
- Checks on fire alarm system are under contract
- Annual lightning protection under contract

13. Classrooms

Conditions in classrooms and other teaching areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose to which the areas are put. The school endeavours to ensure that all areas are in line with the most up to date requirements in the Educational Sector. Any maintenance problems are reported either at the time or reported in the maintenance book.

The school keeps all areas under review to establish whether any action is required to ensure that optimum conditions are maintained. The risk assessments for all areas are checked and signed by the Health and Safety Officer.

There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Should PPE be required for an activity then the school will provide it and staff members are required to wear PPE appropriate to the duties and responsibilities being undertaken i.e. kitchen staff, cleaners, etc. Under the Personal Protective Equipment at Work Regulations 1992 the school will request contractors to bring their own PPE.
14. **Health & Safety Emergencies**
All health and safety emergency procedures are documented in the Emergency Management Plan and the Extreme Weather Policy.

15. **Asbestos**
An asbestos survey of the site was carried out in April 2015. No high priority asbestos was found to be present.

16. **Slips and Trips**
The occurrence of slips, trips and falls is minimized by daily risk assessments of the corridors, stairways and classrooms. The main corridor is cleaned and checked twice a day in addition to the daily risk assessment. The level of risk should be reduced to the lowest level so far as is reasonably practicable. When carrying out and reviewing the suitable and sufficient risk assessment the following should be considered: • the potential for slipping hazards such as spills or splashes of liquids on floors; poorly drained floors, wet leaves, ice rain, sleet or snow; sloping surfaces; loose mats on polished floors; damaged or defective floors; worn or damaged foot wear • the potential for tripping hazards such as loose or worn carpets; trailing cables; abrupt changes in floor levels; damaged or defective floors; miscellaneous items causing obstructions • the potential for falling hazards such as unguarded high to low levels; floor surfaces.

17. **Hazardous Substances and COSHH**
All hazardous substances are kept in a locked cupboard and labelled with a COSHH sticker.

18. **Risk Assessments**
Risk assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations 1999. The Assessment will establish the following:

- The hazards associated with a particular activity.
- The potential frequency and severity of an accident.
- The control measures being employed to minimise the risk of an accident occurring.
- Any further action to be taken to adequately control the hazard.

The daily risk assessments will be carried out by all staff for their area, these will be checked by Health and Safety Officer and any risks minimised.

19. **Hot Drinks and movement around the school**
Staff should only transport hot drinks around the school if they are held in cups with lids on to prevent hot drink being spilled and causing burns. There should be no uncovered hot drinks in the classroom when pupils are present. Pupils should walk around the school and stand in single file when waiting. When walking up and down the stairs pupils should keep to their right, holding the handrail where possible. No running is permitted in school.

20. **Manual Handling**
The school is aware of its obligations under the Manual Handling Operations Regulations 1992’ and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

- Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process.
- Where activities involving risk cannot be avoided they will be subject to an assessment.
• The risk of injury will be reduced as far as reasonably possible: assistance from other personnel and/or use of trolleys/barrows or other similar equipment etc

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

21. Working at Height

The school is aware of the requirement to control work at height in order to comply with the requirements of the Work at Height Regulations 2005. The regulations apply to all work at height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective. They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment. In order to ensure that the school complies with these regulations, the following will be taken into account:

• Working at height will be properly planned and organised;
• Those involved in Work at Height will be properly trained and competent;
• A risk assessment will be carried out to establish the correct access equipment;
• Equipment for Work at Height will be properly inspected and maintained. In addition, risks due to work on or near fragile surfaces will be properly controlled.

The School will further comply with the Work at Height Regulations by taking account of the following:

• Avoiding Work at Height if reasonable to do so;
• Using work equipment or other measures to prevent falls where Work at Height cannot be avoided;
• Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

22. Smoking

This school is a non-smoking site. Smoking, (including e-cigarettes/vapours), constitutes a fire hazard and can be unpleasant and dangerous for the smoker and colleagues. Smoking on the premises is against the code of conduct and illegal and will result in disciplinary action being taken.

Please refer to our No Smoking Policy

23. Electrical Safety

Essendene Lodge School has in place a programme of planned preventative maintenance and regular portable appliance testing (PAT), carried out on all electrical equipment. All electrical equipment in classrooms e.g. computers, projectors, printers, etc. and in the kitchen should be switched off at the end of the day.

24. Water

The Health and Safety Officer is responsible for maintaining water quality. A sampling regime, using external contractors, is in place. A Legionella file is kept on site.

25. External Advice

At Times we use external consultants to advise on matters of health and safety within the School such as:

office@essendenelodge.surrey.sch.uk                   www.essendenelodge.co.uk
• The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Officer (EHO).
• The school has a professional fire risk assessment which is updated annually, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.
• In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers are tested annually by a qualified contractor.
• The school has a professional risk assessment for legionella reviewed every year and a six monthly water sampling and testing regime in place.
• The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.
• All work on gas boilers and appliances is carried out by registered Gas Safe Engineers

MONITORING POLICY
No safety policy will attain its desired end unless those whom it concerns are themselves committed to the need for positive care in their own work and instil into staff, pupils and students a similar sense of responsibility for their own safety and that of others.

The Health and Safety Policy will be monitored on an ongoing basis by the Health and Safety Officer/Bursar.

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Health and Safety
Reviewed September 2019
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