



St Andrew's C of E School, Totteridge

HEALTH & SAFETY (H&S) POLICY

(Statutory Policy)

(Resource Management Committee)

(Approval by Resource Management Committee – 3 Year Review Cycle)

Date to be implemented from:	18 th March 2021
Date to be reviewed by:	18 th March 2024
Date Reviewed by Sub Committee:	9 th March 2021

Approved by:
 Signed:.....(Chair – Resources Committee)
 (Print Name)
 Date

This Policy supersedes any previous Policy of this name or instructions that pre-date this edition.

This Policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this School.

1 Policy Statement

1.1 St Andrew’s School affirms that individuals are entitled to equal rights, responsibilities and opportunities. The School strives to ensure that all individuals are equally valued and everyone is treated with respect.

1.2 St Andrew’s School will meet its legal requirement to have a H&S Policy and meet any other legislation or requirements to ensure a safe environment for pupils, staff, parents/carers and visitors.

1.3 The Policy will be readily accessible within the School on the Website and in hard copy on request.



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2 Reviewing the Policy

2.1 Reviewing the Policy – St Andrew's School will assess the implementation and impact of this Policy on a continuous basis and undertake a regular formal review on an annual basis to ensure it is fit for purpose.

2.2 We will amend and add in references to new legislation as it is passed because we believe H&S to be of vital importance.

3 School Vision

3.1 Our vision is to become an outstanding School within a loving, Christian community.

3.2 Our parents/carers, children and staff will work together to enable all children to:

- achieve their potential
- learn in a safe, stimulating environment
- enjoy learning now and in the future

4 Purpose of Policy

4.1 At St Andrew's School, we believe that the H&S of staff, pupils and visitors is essential to the success of the School.

4.2 Schools are responsible for day-to-day H&S for children in their care – including School trips and clubs.

4.3 At St Andrew's School we take H&S very seriously and recognise that everyone contributes to the safe environment and should do everything they can to make sure everyone stays safe.

4.4 H&S is embedded in our School ethos of a caring community and is essential to our success. No person(s) should be harmed or made unwell by any internal or external activities undertaken by the School or its partners.



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5 Aim of Policy

5.1 The aim of this Policy is to create a culture and environment where safety is regarded as being of paramount importance.

5.2 We will work in compliance with the H&S legislation, ensuring the premises are safe and systems of work exist and are fully maintained.

5.3 This Policy provides a framework that translates the values and aims of the School regarding H&S into effective procedures to enable each child to learn in a supportive, caring and safe environment.

5.4 This Policy aims to:

- comply with statutory requirements as a minimum
- establish and maintain a safe and healthy working and learning environment
- develop and maintain a positive H&S culture through communication and consultation with all key Stakeholders
- establish and maintain safe working procedures among staff and pupils
- prevent accidents and work-related ill health
- ensure all staff have access to H&S information, instruction and training
- assess and control risks
- monitor and review systems to ensure they are effective and develop a culture of continuous improvement
- provide safe working equipment
- ensure adequate resources are made available for H&S issues

5.5 Children should be able to experience a wide range of activities. H&S measures should help them to do this safely, not stop them. It is important that children learn to understand and manage the risks that are a normal part of life.

5.6 In any organisation, sometimes accidents happen however safety conscious the organisation. How accidents are dealt with is also part of the H&S Policy.



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6 Definitions

6.1 The main legislation covering this area is the H&S at Work etc Act 1974 and Management of Health and Safety at Work Regulations 1999 and RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 in certain circumstances. *(NB Amendments under consultation are due 2021).*

6.2 H&S regulations and procedures are intended to prevent accident, injury or disease in workplaces or public environments.

6.3 The Health and Safety Executive (HSE) is responsible for making adequate arrangements for the enforcement of H&S legislation in the UK.

6.4 The employer (the LA, Governing Body or proprietor) is responsible for H&S (tasks may be delegated to staff). There is also a duty on employees to look after their own and others' H&S.

Employers must:

- assess the risks to staff and others affected by School activities in order to identify the H&S measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment
- introduce measures to manage those risks (Risk Management)
- share with employees the risks and measures to be taken to manage the risks ensure that adequate training is given to employees on H&S matters

6.5 The Premises Controller and Fire Safety Co-ordinator is the Headteacher (or Deputy when she is off site).

6.6 There is no legal limit to class size at KS2. To help raise standards in maintained Schools, children between five years and seven years have a maximum class size of 30.



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7 Risk Assessment

7.1 General risk assessment management will be co-ordinated by the Premises Controller. Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists. Risk Assessments will be reviewed annually. Risk assessments are located in the Risk Assessments folder in the shared area and are in place for:

- First Aid
- Fire prevention
- Display Screen Equipment
- Security and CCTV use
- Evacuation of premises
- Asbestos
- Gritting during ice/snow
- Sun safety
- Legionella
- Control of Hazardous Substances
- Manual Handling
- Working at Height
- Contractors working onsite
- Medical conditions
- Control of Infections
- Lockdown procedures
- Outdoor/indoor play equipment
- Physical Education
- Swimming
- Trips and educational visits
- School transport
- Fasting
- Pregnancy
- Lone working
- Aggression/violence to staff



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8 Procedures

The following arrangements ensure, so far as is reasonably practicable, the H&S and welfare of all those who work within, use or visit the School:

8.1 Accident/Incident Reporting & Investigation

- 8.1.1. Any accident, incident or injury involving staff, pupils, visitors or contractors is to be reported and recorded in the Accident Report Book held in the welfare office.
- 8.1.2. All significant accidents, incidents and 'near-misses' are to be immediately reported to the Headteacher/Premises Controller.
- 8.1.3. Mrs B Wotherspoon is responsible for administering the accident reporting procedures and complying with reporting requirements.
- 8.1.4. The Headteacher will ensure that the Governing Body is appropriately informed of all incidents of a serious nature.
- 8.1.5. All accidents and 'near miss' reports will be monitored by the Safety Committee to undertake trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.
- 8.1.6. Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the School staff, who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.



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8.2 First Aid

First Aid must only be administered by those with accredited, current First Aid qualifications or certification operating within the parameters of their training. The procedures are:

- 8.2.1 First Aid is available from the First Aid box in the corridor.
- 8.2.2 Mrs Wotherspoon has overall responsibility for First Aid supported by qualified First Aiders and members of staff who have had some First Call First Aid training
- 8.2.3 Mrs Wotherspoon is responsible for administering the accident reporting procedures
- 8.2.4 Parents/carers are informed where necessary by Mrs Wotherspoon (or the First-Aider who dealt with the child) of any accident which is deemed of a more serious concern
- 8.2.5 The School Secretary is responsible for phoning for an ambulance in the case of an emergency
- 8.2.6 The arrangements for First Aid for sports and outdoor pursuits and field trips are the responsibility of the supervising staff

8.3 Fire Safety

Fire Safety arrangements are set out in the Fire Safety Manual. The Fire Safety Co-ordinator is the first point of contact for all Fire Safety related enquiries on site. The procedures are:

- 8.3.1 Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises Fire Safety manual
- 8.3.2 Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
- 8.3.3 All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked flammable
- 8.3.4 Fire Safety information is provided to all staff at induction and at the start of each term
- 8.3.5 Fire Safety procedures are readily available for all staff to read
- 8.3.6 Fire Safety notices are posted in the key areas of the building close to the fire points
- 8.3.7 Evacuation routes and assembly points are clearly identified
- 8.3.8 The Fire Risk assessment must be reviewed annually or when any major change



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8.4 Electrical Equipment

The Premises Controller will ensure that the following Procedures are applied:

- 8.4.1 All equipment will be PAT tested. There is currently no strict legal requirement for PAT testing but the HSE, along with insurance companies, expect employers to perform PAT testing to ensure compliance with certain regulations (H&S at Work Act of 1974 and Electricity at Work Regulations 1989). Class 1 equipment including stationary and IT equipment should be tested every two years months. Moveable equipment such as extension leads and portable equipment should be tested annually
- 8.4.2 Any defective or suspected defective equipment, systems of work, fittings etc. must be reported to the Headteacher, Caretaker or Admin Officer and attended to as soon as possible
- 8.4.3 Private/personal electrical equipment is not to be brought onto the premises or used unless its usage has been approved by the Leadership and it has been tested and passed as safe
- 8.4.4 Equipment is not to be used if found to be defective in any way
- 8.4.5 Defective equipment is to be reported and immediately taken out of use until repaired
- 8.4.6 Where 13-amp sockets are in use, only one plug per socket is permitted
- 8.4.7 All portable electrical equipment will be inspected / tested annually
- 8.4.8 Only authorised and competent persons are permitted to install, repair or inspect equipment
- 8.4.9 New equipment must be advised to the responsible manager/Headteacher in order that it can be added to future PAT testing schedules

8.5 Lettings

The Premises Controller will ensure that the following Procedures are applied:

- 8.5.1 Third parties and other extended service users may only operate under School hire agreements
- 8.5.2 A premises inspection is carried out prior to and after to ensure the premises are safe



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for use by others

- 8.5.3 The means of general access is safe for use by all users
- 8.5.4 Any equipment provided is safe for use
- 8.5.5 Fire escape routes are clearly signposted and transit areas are safe and clear of all hazards
- 8.5.6 Hirers/users are formally made aware of Fire Safety procedures and equipment and agree to adhere to the Procedures in writing

8.6 Child Protection

Arrangements regarding Child Protection are set out in the Child Protection / Safeguarding Policy.

8.7 Pupils in accordance with their age and aptitude are expected to:

- Exercise personal responsibility for the H&S of themselves and others
- Inform any member of staff of any situation that may affect their safety
- Observe standards of dress consistent with safety and/or hygiene
- Observe all the School's safety rules and in particular the instructions given by staff in an emergency
- Follow all instructions issued by any member of staff when moving round the School
- Use sensibly and not wilfully misuse, neglect or interfere with things provided for their H&S



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1. **All staff** (including **Volunteers**) will:

2.

3. *(All employees have general H&S responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own H&S whilst at work and also the H&S others who may be affected by their actions. Employees must co-operate with the Leadership of the School so that they may fulfil any legal requirements placed on them as employers and as persons in control of premises.)*

- Take reasonable care of their own safety and that of anyone else who may be affected by what they do at work
- Co-operate with the Premises Controller and Governing Body so that they can comply with their duties
- Support the School's H&S arrangements
- Comply with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Know the location of the nearest firefighting equipment and first aid box
- Report safety concerns or unsafe working practices to the Premises Controller
- Report all defects in the condition of the premises or equipment to the Premises Controller
- Report any incident, that has led or could have led to damage or injury, to the Premises Controller
- Report accidents immediately and complete the Accident Book
- Ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment
- Ensure appropriate H&S arrangements exist prior to taking School parties off site on educational visits
- Ensure their own work area remains safe at all times
- Not interfere with H&S arrangements or misuse equipment
- Make use of all necessary protective equipment (PPE) provided and follow hygiene rules
- Give clear instructions to pupils and keep calm when evacuating the building for fire, bomb threats or any other emergency
- Assist in investigations due to accidents, dangerous occurrences or 'near-misses'
- Not act in any way that may cause harm or ill-health to others
- Take prompt remedial action where necessary to control risk



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4. The **School Leadership** will:

(The Headteacher may delegate to the other members of staff some of the duties associated with H&S however, delegation of certain duties does not relieve the Headteacher from the overall day to day responsibilities for H&S within the establishment.)

Headteacher (as Premises Controller) will act to:

- Ensure a safe and healthy environment
- Develop a safety culture throughout School premises
- Make operational decisions regarding H&S (including specific safety education related to seasonal festivals and celebrations (eg. fireworks, candles, lit pumpkins)
- Ensure adequate staffing levels for safe supervision
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Assess and control risk on the premises as part of everyday management
- Ensure that the correct procedures are followed for the reporting, recording and investigation of accidents on the premises
- Ensure staff are aware of their H&S responsibilities
- Ensure that all staff have appropriate H&S training and refresher updates
- Purchase and checking of maintenance of first aid materials and firefighting appliances
- Ensure all heating and electrical equipment is functional and serviced regularly
- Ensure all safety equipment is functional and serviced regularly
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Arrange for the removal from service of any items of furniture or equipment which has been identified as unsafe
- Ensure practice evacuations, termly safety tours and inspections are carried out
- Ensure all contractors and visitors have ID and DBS clearance where necessary
- Monitor as far as is reasonably practicable, the activities of contractors and visitors when on site
- Ensure any contractor on site follows School Policy and they meet industry standards of H&S for their specific industrial sector
- Ensure clear access to School and check circulation areas on a termly basis
- Liaise with external agencies, LA and Diocese on matters regarding H&S
- Produce, monitor and annually review all H&S Policies and Procedures
- Annually update the Governing Body and report termly to the Premises Committee



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Headteacher (as Fire Safety Co-ordinator) will act to:

- Ensure a safe and healthy environment
- Issue PPE where required and check that it is suitable
- Ensure the safety of any flammable materials or liquids
- Maintain fire safety equipment and correct labelling
- Maintain any smoke or carbon-monoxide alarms
- Ensure regular Fire and evacuation practices
- Ensure staff training takes place at regular intervals
- Upkeep of the fire safety manual

Governance

Ultimately the final responsibility for the H&S of the School community remains with the Governing Body. It will ensure:

- There is clear written Policy statement is created which promotes the desired attitude towards safety at School
- There are clear procedures are created which assess the risk from hazards and produce safe systems of work
- Nominate Governors for the Safety Committee who will report to Full Governing Body
- That there are regular Fire Practices and practice School evacuations
- That there are clear procedures for reporting H&S issues
- It appoints and assists a Premises Controller to implement and maintain the Policy and arrangements and ensure s/he is given all the instruction, training and facilities needed to meet this responsibility
- That, where responsibilities for some H&S and welfare functions are delegated to specific appropriate people, that they agree to these responsibilities
- That delegated persons have sufficient experience, knowledge and training to perform the tasks required of them
- H&S performance is measured and proactive actions taken
- Sufficient funds are set aside with which to operate safe systems of work
- That the School's H&S policy is reviewed annually



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APPENDIX 1

Safety Committee

The Safety Committee consists of the Premises and H&S Governors Sub-committee who aim to meet once per term. The purpose of this Committee is to assist in the assessment of safety related matters and provide appropriate support to the Premises Controller and report back to the Governing Body each term. The Committee is to meet termly to monitor, review and discuss on-site H&S performance and recommend any actions necessary.

APPENDIX 2

Responsibilities - the following people are responsible to the Premises Controller:

Name	Position	Specific Responsibility
J Devine	Head	Premises Controller; Fire Safety Co-ordinator; Health and Safety
L Bonfield	Deputy Head	Risk Management assessor Line Manager for support staff
S Deegan / J Loebell	Secretary	Visitors; Outings risk assessment
Vacant	Governor	Outings risk assessment
B Wotherspoon	Welfare	First Aid; Accident reporting
L Bonfield	Senior MTS	Lunchtime Safety
J. Smith	Caretaker	Badweather arrangements; Storing of hazardous substance, general upkeep of building
G Mulholland	Business Manager	Lettings Co-ordinator

The Deputy Head will deputise for the Head during her absence from School.



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9 Sources of further information and support

Health and Safety: responsibilities and duties for Schools – DfE

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

Sensible health and safety management in schools - HSE

<http://www.hse.gov.uk/services/education/sensible-leadership/>

Health and safety checklist for classrooms – HSE

<http://www.hse.gov.uk/risk/classroom-checklist.pdf>

Fire safety in new and existing school buildings – Gov.UK

<https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings/fire-safety-in-new-and-existing-school-buildings>

Bomb Threats Guidance – Gov. UK

<https://www.gov.uk/government/publications/bomb-threats-guidance>

Good estate management for Schools - DfE

<https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety>



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