



L A L E H A M L E A

A Catholic Independent Primary School for boys and girls aged 3 to 11

Head Teacher: Ms K Barry

LALEHAM LEA SCHOOL & NURSERY

HEALTH AND SAFETY POLICY

This is a whole school policy which applies to all sections of the school, including Early Years Foundation Stage, Out of School Care and Clubs.

Person responsible for this policy:

Karen Barry
Head teacher

It is the general policy of the Governors to provide and maintain a healthy and safe environment for staff, pupils including the Early Years and visitors.

Statement of Health and Safety Policy and Arrangements



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Part 1: Statement of policy and intent

- The Governing Body of Laleham Lea School considers that it is important to achieve and maintain a high standard of health and safety on the premises.
- They recognise and accept their corporate responsibility to provide a healthy and safe working environment for all employees and for members of the public using the premises.
- They will take all reasonably practicable action to fulfil this responsibility and will pay particular attention to meeting the requirements of the Health and Safety at Work etc. Act 1974 and all relevant statutory provisions.
- They require employees at all levels to display a positive attitude in pursuing the Governors' objectives in respect of health and safety.
- They require all employees to recognise their responsibilities to take care for the safety of themselves, other staff, pupils, visitors and those who may be affected by the work of the school, and to co-operate fully with the Head Teacher and the Governors in implementing the health and safety policy.
- They require the Head Teacher to make the necessary arrangements to secure compliance with health and safety requirements and to implement and monitor the working of these arrangements, in consultation as appropriate with employees and professionally qualified advisers.
- They require that a written statement of their health and safety policy and arrangements shall be issued to every employee.



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Part 2: Description of organisation

SBM is hereafter to be understood as the School Business Manager.

The Health and Safety Officer – **the SBM** is required:

- To note health and safety instructions and advice issued by the Government or other appropriate authorities or organisations and to make this information available to employees and pupils as necessary;
- To be available to any employee to discuss and to seek to resolve health and safety problems not solved at a lower level or through the established arrangements;
- To report to the Governors instances where her executive authority does not allow the elimination or reduction of a hazard, but to take all necessary short-term action to avoid danger pending rectification;
- To ensure that all areas of the school are inspected at least once per term;
- To ensure that a system is established for the reporting, recording and investigation of accidents, and that all reasonable action is taken to prevent recurrences;
- To ensure that visitors, including contractors, are informed of any hazards on site of which they may be unaware, and that consideration is given to the ways in which building, repair or maintenance work may affect pupils and staff;
- To ensure that new employees are informed about safety arrangements, and in particular that they are given a copy of the school's statement and an opportunity to read it before starting work;
- To ensure that there are appropriate arrangements for first-aid;
- To ensure the use of any necessary protective clothing or equipment, and that it is properly maintained and renewed when required;
- To ensure that there are appropriate arrangements for rapid evacuation of the buildings in case of fire or other emergency, and that fire- fighting equipment is available and maintained.



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Part 3: The School's Arrangements

- a) **Accidents.** All staff and pupils should be aware of the importance of preventing accidents, especially by identifying and dealing with hazards and dangerous situations. Accidents should be reported to the school office, who will inform the Head Teacher (or Health and Safety Officer) of any accident causing more than minor injury. The Head Teacher or her representative will enter details in the Accident Report book, asking members of staff for oral or written reports, if necessary, to assist her in compiling her report. Members of staff who witness accidents or to whom accidents are reported should investigate the cause as soon as possible (though attention to any injury should be the first priority) and pass on the resulting information to the Head Teacher (or Health and Safety Officer), who will decide what further investigation, if any, is necessary.
- b) **First Aid.** Injured or sick persons should normally go or be taken to the school office for administration of first aid, who will if appropriate summon the Head Teacher. If there is any doubt about whether the casualty should be moved they should be left in place (with someone to watch over them) and the Health and Safety Officer (or any member of staff nearer the scene) should be immediately informed. The Head Teacher will normally decide whether an ambulance should be called, but if this would cause delay in what appears to be an extreme emergency any member of the teaching or administration staff should make the call. Injuries occurring in areas where there are subsidiary first-aid boxes may, if they need immediate treatment or if they are very minor, be treated by members of staff on the spot. Subsidiary first-aid boxes are located in the Staff Room and Nursery, A decision as to whether a sick or injured pupil should be sent home should be made by the Head Teacher, the class teacher of a pupil sent home should always be informed. Serious accidents must be reported to the Health and Safety Executive as soon as possible. A record must be kept (see accident book)

Health and Safety - reporting incidents

The procedures for notifying accidents to the Health and Safety Executive have changed. With the demise of the Incident Contact Centre, HSE has set up on-line reporting procedures for RIDDOR reportable accidents. In conjunction with the changes, HSE has updated the guidance on the RIDDOR web pages including FAQs which includes questions on reporting injuries in schools. The relevant links are:

<http://www.hse.gov.uk/riddor/index.htm>

<http://www.hse.gov.uk/riddor/do-i-need-to-report.htm>

- c) **Fire Precautions.** The fire alarm is given by a continuous ringing of the fire klaxon. Fire escape routes are identified by the green signs. Fire appliances are provided and maintained by the manufacturers. All staff and pupils must familiarise themselves with the fire instruction notices, the escape routes from all rooms they use and the instructions for use of fire appliances. Fire exits must be kept clear. This includes not only designated exits but all routes that may be used in an emergency. The Head Teacher will normally decide whether the fire brigade should be summoned, but if this would cause delay in an obvious emergency any member of the teaching or administration staff should make the call. There will be regular fire practices (this should be at least three times per year) and the fire alarm system will be tested frequently. The school is subject to regular inspection by the fire officer responsible for this area.



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Anyone noticing anything wrong with any fire appliance should immediately inform the Bursar, or Head Teacher.

- d) **Hazards.** Anyone noticing anything that appears to be a threat to safety should immediately report it to the Bursar/SBM, or Head Teacher.
- e) **Environment.** Anyone noticing any defect in heating, lighting or, ventilation should immediately report it to the Bursar, or Head Teacher.
- f) **Inspections.** The premises are frequently inspected by the Head Teacher, and Bursar, with particular reference to health and safety. Where appropriate, qualified specialist advisers are called in.
- g) **Information.** Anyone in need of information on health and safety requirements should apply to the Bursar, who will either supply the information or indicate how it may be obtained.
- h) **Travel/Transport.** The school minibus is kept on the school grounds and is regularly serviced and checked by the Bursar. The school has a 'Minibus policy', which governs its use, outlines rules regarding drivers and safety procedures. When other transport companies are hired checks are made regarding seat belts and staff ratios; coach staff CRBs are also made. When public transport is used staff adhere to the guidelines in the staff handbook regarding supervision ratios of adults to pupils. All journeys are preceded by a written risk assessment, which is kept on file.
Parents are not allowed to park on the school site. They are informed of this regularly. It is in the General Information Letter given to all parents with their contract. Staff must be in their parking space by 8.30am at the latest to ensure the safety of children coming into the school grounds. All transport, parking, travel issues are raised at regular Governor and Staff meetings. All meetings have a 'Health & Safety' item on the agenda and everyone in our school community has an arena where they can raise issues of travel/transport security (Governors meetings/Staff meetings/Parent Rep meetings/PSHE lessons). The 'Site Security, Assessment Survey', which is carried out annually also allows for such items to be addressed.
- i) **Hazardous substances.** Substances that can be dangerous to health or safety (e.g. chemicals or cleaning materials) must be used with care and in accordance with manufacturers' instructions. They must be securely stored out of the reach of children. It is very important to remember that the school contains very young children and so in the use and storage of hazardous substances it is always necessary to err on the side of caution.
- j) **Electrical safety.** Any defect noticed in electrical wiring, fittings or appliances should immediately be reported to the Bursar, or Head Teacher, and the defective item should not be used until the fault has been rectified. Before any electrical appliance is brought into use, the manufacturer's instructions



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should be checked to ensure that it will be used safely (e.g. that a correct fuse is fitted to the plug). Care must be taken not to overload power circuits. A safety inspection of portable electrical appliances is carried out annually by a qualified person.

- k) **Gas safety.** Everyone on the school premises must be aware of the hazards involved in the use of gas. Any defects noticed, including a smell of gas, must be reported immediately to the Bursar, or Head Teacher. If the source of a leak can be identified, the gas supply to the appliance involved must be turned off without delay. Windows and doors must be opened to disperse escaped gas. All gas appliances are inspected and serviced annually by British Gas.
- l) **Infectious diseases.** No one who has been suffering from an infectious or contagious disease necessitating treatment by a doctor or in a hospital is allowed to return to school without a medical certificate. If any pupil who has been suffering, or is believed to have been suffering from such a disease is present in school without a medical certificate, the Head Teacher must be informed immediately.

Health and Safety and the Bursar (School Business Manager)

- The Bursar (SBM) is responsible for ensuring that all checks to the fire extinguishers, alarm systems, electrical equipment and emergency lighting are made and recorded. Any faults noticed by staff should be reported to the Bursar (SBM).
- The Bursar (SBM) is also responsible for liaison with expert health and safety consultants.
- She is responsible together with the Head Teacher for considering all issues of health and safety and advising the Governors and Trustees.
- A Health and safety Officer is responsible for identifying hazards in the School and reporting issues that are raised by staff. In most cases action will be taken, but where this is not possible a Risk Assessment will be carried out. A decision about what action will be taken following a Risk Assessment will be taken by the Governors following the advice of the Head Teacher. Meeting of the Health and Safety Team will take place termly.
- The Bursar (SBM) shall ensure that Risk Assessments be reviewed and shall monitor and evaluate this Health and Safety Policy along with all attendant procedures.