



## **HEALTH AND SAFETY POLICY**

### **STATEMENT OF INTENT (for the whole school including EYFS)**

This policy is written with due regard to DfE Guidance; Health and Safety: Responsibilities and Duties for Schools

*See also Fire Risk and Fire Procedures, Educational Visits, Risk Assessment, First Aid and Managing Contractors Policies.*

The Principal and staff believe that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a. Preventing accidents and work related ill health.
- b. Compliance with statutory requirements as a minimum.
- c. Assessing and controlling risks from curriculum and non-curriculum work activities.
- d. Providing a safe and healthy working and learning environment.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school; and
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Health and Safety Management System will be created to ensure the above commitments can be met. All staff will play their part in its implementation.

## **ORGANISATION**

### **1. INTRODUCTION**

In order to achieve compliance with the Principal's Statement of Intent the school staff will have additional responsibilities assigned to them as detailed in this part of the Policy.

### **2. PRINCIPAL**

The Principal has the responsibility to ensure that:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and ensure safe systems of work.
- e) The school's health and safety policy is reviewed annually.
- f) This Policy is communicated adequately to all relevant persons.
- g) Appropriate information on significant risks is given to visitors and contractors.
- h) Emergency procedures are in place.
- i) Equipment is inspected and tested to ensure it remains in a safe condition.
- j) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, medication consumption at school.
- k) Arrangements are in place to inspect the premises and monitor performance.
- l) Accidents are investigated and any remedial actions required are taken or requested.
- m) The activities of contractors are adequately monitored and controlled. Any outside contractors are only allowed on site during the school holidays or after school hours.

### **3. TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY**

This includes the Principal/Proprietor, Heads, Deputy Heads, Director of Teaching and Learning, Bursar and School Health and Safety Officer.

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Principal for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the relevant Head.
- c) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work and offer training as appropriate.
- d) Carry out ongoing inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and report any areas of concern to the Bursar immediately.
- e) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- f) Ensure all accidents are recorded and investigated appropriately and action taken to reduce further risk ie communication at staff meetings or change in procedure. This includes those accidents that are reportable under RIDDOR.
- g) Ensure that the health and safety of pupils on educational visits is carefully considered and steps are taken by the organiser of the trip to plan, access and prevent risk in advance. *See further policy on Educational Visits (including residential trips).*

### **4. SPECIAL OBLIGATIONS OF CLASS TEACHERS**

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out. This includes dealing with bodily fluids appropriately. *See First Aid Policy.*
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to the Principal and Bursar on health and safety and on additions or necessary improvements to furniture or equipment.

- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- h) Report all accidents, defects and dangerous occurrences to the Bursar.

## **5. OBLIGATIONS OF ALL EMPLOYEES**

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, colleagues and pupils
- b) Observe all instructions on health and safety issued by the Principal or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific health and safety training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f) Inform their Head/Bursar of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- g) Inform their Head/Bursar of any shortcomings they identify in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Know and apply the procedures in respect of fire, first aid and other emergencies.

## **6. OBLIGATIONS OF CONTRACTORS**

All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the principal of any risks that may affect the school staff, pupils and visitors.

All contractors must be aware of the school health and safety policy and emergency procedures and comply with these at all times. Contractors are only present on the premises in school holidays or after school hours.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Principal or her representative will take such actions as are necessary to protect the safety of school staff, pupils and visitors.

## **7. PUPILS**

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

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use correctly and not wilfully misuse, neglect or interfere with things provided for their health and safety.
- e) Pupil access to risky areas – children are not allowed access to the kitchen, boiler/plant room, domestic cupboards and the raised area in the courtyard.

## **PROCEDURES AND ARRANGEMENTS**

### **Introduction**

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level.

### **Accident Reporting, Recording and Investigation**

All staff are required to ensure that all accidents, incidents and near misses are reported to their relevant Head who will ensure that the accident is investigated and reported to the Health and Safety Officer where appropriate. A referral to RIDDOR would be made in the appropriate circumstances.

The First Aid Policy provides details on the actions to be taken in the event of an accident or medical emergency.

### **Safety of children (Turks Row and Holbein Mews)**

In the event of a medical emergency a first aider will immediately be called. First aid boxes are available on all floors at Turks Row and in the kitchen at Holbein Mews. The school has a defibrillator in the Boys' Office. If the first aider is not able to deal with the situation an ambulance will be called. First aid kits, mobile phones and telephone numbers are taken on all outings and residential trips. If a pupil needs to go to hospital relatives will be contacted as soon as possible and a member of staff will accompany him/her until a parent/guardian arrives.

We record all incidents involving injury, using an accident report form. All forms are kept in the accident file kept in the Boys' School Office of the main school at Turks Row. Parents are notified either immediately or at the end of the day depending on the severity of the accident /injury. All head injuries are reported to parents at once and a letter sent home outlining the possible symptoms to look out for.

### **Safety of children (Kindergarten, Sedding Street)**

Should an accident occur resulting in an injury to a child, we will do all we can to aid the child. A first aid box is kept in the cupboard on the wall in the entrance hall of Kindergarten, based in Sedding Street. First aid kits, mobile phones and telephone numbers are taken on all outings. All of the Kindergarten staff are trained in paediatric first aid.

Parents of Kindergarten children are informed in **all cases** of any incidents involving injury. We record all incidents in the Kindergarten accident book and via an accident report form, a copy of which is signed off by the parent and sent to the Girls' School Office of the main school in Turks Row. A copy is also kept in the Accident File held in the Boys' School Office at Turks Row. In the case of any head injury parents are contacted at once and a letter sent home outlining the possible symptoms to look out for. Should a child be quite seriously hurt we would immediately contact the emergency services or accompany the child to hospital, having alerted the parents/guardians. Alternatively, Dr King-Lewis, our school doctor, who has rooms in Lower Sloane Street, is available for advice.

**Telephone:** Dr King Lewis – 020 7730 6611

Chelsea and Westminster Hospital – 020 8746 8000 or 0203 315 8000

### **Audit**

The Health and Safety Officer will undertake an annual audit of the health and safety procedures in the school and amend any policies and procedures as necessary.

Our external health and safety consultants, Judicium, will assist with this process.

### **Behaviour Management/Bullying**

All staff must be familiar with the school policies for behaviour management and bullying. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these policies.

### **School Security**

The Head of Maintenance/Housekeeper is responsible for the security of the school site and undertakes regular checks of the boundary walls/fences, entrance points, outbuildings and external lighting.

Entrance points to the school are restricted and the main entrances are covered by a camera. The school also has a Front of House Doorman who oversees any visitors to the school.

All visitors and contractors are required to sign in/out of the school and are issued with a pass. Staff access the main school by a fingerprint recognition system on all main entrances.

Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.

If an intruder becomes aggressive staff should seek assistance.

The Heads should be notified in advance of any meetings where parents are known to be verbally abusive or threatening. They will attend these meetings as appropriate. Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Head.

### **School Security (Kindergarten, Sedding Street)**

We do all we can to ensure the Kindergarten is a safe environment for staff and pupils alike. There is a camera and entry phone system on the front entrance door at Sedding Street. Any visitors are asked to sign a Visitor's Book and are supervised at all times. Visitors are not granted entry without a prior appointment or until the reason for their visit has been established.

### **School Security (Upper Boys' Holbein Mews)**

All visitors to Holbein Mews report to the main school on Turks Row where they are asked to sign the Visitor's Book and are given a visitor's badge. They are accompanied to Holbein Mews by a member of Garden House School staff. Visitors are not granted entry to Holbein Mews without a prior appointment.

### **Cleaning**

The Housekeeper and cleaners are responsible for ensuring the safe cleaning of the school premises.

### **Slips, trips and falls**

Slips, trips and falls are a known risk in the workplace and the school actively manages this risk. Controls in place include: absorbent mats at entrances, using of hazard signs in the event of spillages etc. Regular inspections of the school premises are undertaken by the Head of Maintenance/Health and Safety Officer to ensure that any potential slips, trip hazards are quickly identified and dealt with.

### **Contractors**

The Bursar is responsible for the selection and management of contractors.

The Head of Maintenance is responsible for the supervision of contractors on the school premises.

### **Maintenance of Premises and Equipment**

The Health and Safety Officer and Head of Maintenance are responsible for ensuring the regular maintenance and inspections of all equipment and systems on site including: fixed electrical wiring and electrical equipment; gas boilers; kitchen appliance; the passenger lift. Records of all testing and inspection will be held by the Health and Safety Officer and the Head of Maintenance.

Any faulty equipment must be taken out of use immediately and reported to the Head of Maintenance/Health and Safety Officer. Staff should not attempt repairs themselves.

The Head of Maintenance/Housekeeper is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

The Health and Safety Officer and Head of Maintenance will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Bursar.

All staff are responsible for reporting any damage or unsafe conditions to the School Offices immediately who will report to the Head of Maintenance/Health and Safety Officer.

A full asbestos survey has been carried out on the premises and there is no asbestos present in

any of the school buildings. Further details of this can be found in the Risk Assessment Policy.

### **Curriculum Safety** (including out of school learning activities)

The DTL, Deputy Head Academic, and Heads are responsible for ensuring that risk assessments are in place for all curriculum activities where there is a potential risk to staff and pupils. The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS, (Science), BAALPE, (Physical Education), and other lead bodies should be adopted as appropriate.

### **Display Screen Equipment**

The Health and Safety Officer is responsible for ensuring that DSE assessments are completed yearly for administrative staff and teaching staff who regularly use laptops or desktop PCs.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

### **Occupational health and managing work-related stress**

The school recognizes its responsibility for the occupational health of its employees. The Health and Safety Officer will ensure an appropriate strategy is in place to monitor any health risks within the school and take remedial action where possible.

Steps will be taken to reduce the risk of work-related stress in the school by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

Any member of staff who believes their health is being affected by their work is asked to speak to their Head or Deputy Head. Issues will be dealt with in confidence. If appropriate the school will assist with/arrange a referral to an occupational health advisor or doctor which will be kept confidential.

### **Educational Visits and Journeys**

The Heads are responsible for ensuring that all school trips are managed in accordance with the school policy for Educational Visits. All teachers must be familiar with this policy.

### **Electrical Equipment**

The Head of Maintenance is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay. The last inspection took place in October 2018.

The Health and Safety Officer is responsible for ensuring that all portable electrical equipment is tested annually by a qualified member of staff. A full record is kept with the Health and Safety Officer.

All staff must be familiar with the school procedures and report any problems to the Health and

Safety Officer. Staff are reminded that they must not bring electrical equipment into school without the permission of their relevant Head and the Health and Safety Officer.

### **Health and Safety Emergencies**

See First Aid, Fire Procedures and Critical Incident Policies.

### **Fire Precautions and Emergency Procedures**

Arrangements are in place to ensure the early detection of any fire on the premises, and evacuation procedures are regularly practiced to ensure everyone is familiar with these and knows what to do in the event of an emergency.

The Heads are responsible for ensuring:

- That a Fire Risk Assessment is completed and reviewed annually.
- That the school emergency plan and evacuation procedures are regularly reviewed.
- The provision of fire awareness training to all staff.
- That an emergency fire drill is undertaken in all three buildings situated in Turks Row, Holbein Mews and Sedding Street, twice in the Autumn Term (one each side of half term) and thereafter once a term.
- The preparation of specific evacuation arrangements for staff and/or pupils with special needs.
- The maintenance and inspection of the fire fighting equipment.
- The maintenance of exit/escape routes and signage.
- Regular testing of the fire alarm smoke detectors.

All staff must be familiar with the school Fire Procedures and Fire Risk Policies and the school emergency plan and evacuation procedures.

### **Hazardous Substances**

The Housekeeper is responsible for ensuring that all cleaning products that may be hazardous to health are assessed before being used. All cleaning products are stored securely in locked cupboards at all three sites and in accordance with the manufacturer's instructions. They are only used by authorised members of staff.

The Head of Maintenance uses only paint and white spirit as contractors are used for maintenance tasks that may require the use of more hazardous products. Assessments are in place and all paint and white spirit are stored in a locked metal cabinet in the Plant Room on the third floor.

All staff are reminded that no hazardous substances should be used without the permission of the Principal.

Products with low toxicity routinely used in the classrooms are stored securely in metal cabinets in the Art Room and at the back of MSI boys' classroom on the third floor at Turks Row. These products are only used by staff or older pupils under supervision. These include such items as:

- Spray paints
- Protective coat spray
- fixative
- Spray mount
- Iodine

All the above have been assessed and should be used in a well-ventilated area.

## **Managing Medicines & Drugs**

No pupil is allowed to take medication at school without a completed consent form from his/her parent/carer. Please see First Aid Policy for guidelines. All staff are made aware of the guidelines within this policy.

## **Manual Handling and Lifting**

The school aims to minimise the risk of injury to those employees required to undertake manual handling activities and this procedure applies wherever staff undertake manual handling duties.

All staff receive online training on manual handling at the start of their employment (introduced in 2016). Thereafter staff are reminded on a regular basis at staff meetings and the beginning of a new academic year. Maintenance staff are trained on a more regular basis and risk assessments for their work are reviewed regularly. The appendix attached at the end of this policy gives a list of key aspects considered during the manual handling risk assessment process.

The Heads will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible. Completed assessments will be retained by the Health and Safety Officer and are reviewed regularly, and also in light of any changes to the work environment, any changes to the task and any changes in personnel.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask for assistance. Employees are informed of the hazards and risks involved, and the control measure that they must follow in order to reduce the risks.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

## **Working at Height**

The school ensures that work carried out at height is carried out in a safe, planned, organised and controlled manner. Staff are reminded that a place is 'at height' if a person could be injured falling from it, even if it is at or below ground level.

All staff receive online training on working at height at the start of their employment (introduced in 2016). Thereafter staff are reminded on a regular basis at staff meetings and the beginning of a new academic year. Maintenance staff are trained on a more regular basis and risk assessments for their work are reviewed regularly.

Staff are reminded on a regular basis that a step stool or small step ladder must be used to hang decorations or displays. Standing on desks, chairs or other furniture is **not** permitted. A list of ladders for staff use is available from the Health and Safety Officer and is emailed to all staff. These ladders are inspected every six months by the Head of Maintenance and Health and Safety Officer. Risk assessments are in place for these activities.

Assistance must be provided when using ladders.

## **Lone Workers**

The school ensures the safety and welfare of employees who are required to undertake lone working as part of their job or find themselves working alone at the end of the day or during the school holidays. Control measures are in place to reduce the risk and staff are reminded of the procedures in place should they get into difficulty when working alone – see separate risk assessment for lone workers. Any concerns or issues are raised by the staff with senior management and reviewed by the Health and Safety Committee.

## **Risk Assessments**

It is the Heads' responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school. See separate Risk Assessment Policy.

### **Smoking**

It is illegal to smoke anywhere on the school premises.

### **Staff Training & Development**

The Health and Safety Officer is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

All new staff will receive specific information and training as part of the school induction process. They will be required to complete online training for the following:-

Safeguarding (unless attended staff inset organised at the beginning of the academic year)

Health and Safety basics for schools

Manual Handling

Working at Height (basics)

Fire Safety

Fire warden training (when applicable)

All staff will receive Health and Safety, Manual Handling, Working at Height and Fire Safety training at the start of their employment and thereafter every other year.

Staff who have been given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings.

### **On site vehicle movements**

The Transport Manager/bus drivers are responsible for maintaining all school minibuses. Staff should be aware of the school risk assessment for buses particularly when the buses are parked in the courtyard and the younger children are on break.

### **Visitors**

Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. fragile roofs.

Updated by Heads and Health and Safety Officer: June 2019

Review date: June 2020

## **APPENDIX**

### **Key Aspects to Consider during the Manual Handling Risk Assessment Process:**

#### **TASK - does it involve?**

- Holding loads at distance from the trunk?
- Twisting, stooping the trunk or reaching upwards?
- Excessive movement of the load, especially big lifting or lowering distances?
- Long carrying distances?
- Strenuous pushing or pulling?
- Risk of sudden movement of the load?
- Frequent or prolonged effort?
- Insufficient rest or recovery periods?
- A rate of work imposed by a process?

#### **INDIVIDUAL capability - does the job?**

- Require unusual capability, e.g. above average strength or height?
- Endanger those with a health problem, or a learning/physical disability?
- Create a hazard to pregnant workers?
- Does the individual have any existing injuries or weaknesses (e.g. bad back) which puts them at a higher risk?
- Call for special information or training?

#### **LOAD - is it?**

- Heavy?
- Bulky or unwieldy?
- Difficult to grasp?
- Unstable, or contents are likely to shift unpredictably?
- Sharp?
- Hot or very cold?
- Too large for the individual handler to see over the top of?

## **ENVIRONMENT - are there?**

- Space constraints preventing good posture?
- Uneven, slippery or unstable floors?
- Variations in floor levels or work surfaces?
- Extremes of temperature, humidity or air movement?
- Poor lighting conditions?
- Poor ventilation or gusts of wind?

## **OTHER FACTORS**

Is movement or posture hindered by personal protective equipment or by clothing? (e.g. tight clothing restricts movement/posture and makes it more difficult to bend down correctly to pick up a load; whilst ill-fitting shoes can make it harder to maintain the stability needed to control the load)