



# **Wilson's School**

## **Health & Safety Policy**

**Date approved by governors: March 2019**  
**Date for review: March 2021**



## **WILSON'S SCHOOL**

### **HEALTH AND SAFETY POLICY**

#### **Introduction**

The School wants to provide a safe and healthy learning environment. We will ensure compliance with legislation. We are committed, so far as is reasonably practicable, to ensure the health, safety and welfare of staff, pupils and others affected by the school's undertaking. We are committed, so far as is reasonably practicable, to ensuring the safety and health of our contractors and any visitor whether at our premises or affected by our work activities.

We believe that it is an important part of everyone's role to try to prevent injury or ill-health to employees, pupils and visitors and that managers have a key role in the prevention of accidents and ill-health occurring.

#### **Statement of Policy**

In meeting these aims, the School will, so far as is reasonably practicable:

1. provide and keep plant and equipment and systems of work that are safe and suitable;
2. provide sufficient information, instruction, training and/or supervision as is necessary and relevant to promote the health and safety of its employees, pupils and visitors;
3. provide and keep the workplace in a condition that is safe and with minimal risks to health, including means of safe access and exit from the premises, and adequate facilities and arrangements for employees' and pupils' welfare at work;
4. ensure that significant workplace hazards have been assessed for risk and suitable controls and safe systems of work have been put in place;
5. provide avenues for employee involvement in the continuous improvement of health and safety throughout the school's activities.

The School can only achieve the above with the co-operation and involvement of all employees, pupils, governors, parents and visitors.

This policy statement and the accompanying procedures will be reviewed regularly and updated as necessary by the School's Governing Body and at least every two years.

## **Health and Safety Organisational Arrangements**

### **Head and Governing Body**

The health and safety culture of the organisation is determined by the Head and Governing Body. They will help ensure the school remains a safe and healthy environment by:

1. ensuring health and safety remains a priority across the school and that where relevant decisions take account of, and comply with, legal duties as defined in health and safety legislation;;
2. ensuring systems are in place to minimise the risk to staff, pupils, contractors, members of the public and anyone else affected by the activities of the school;
3. receiving and if appropriate acting upon information from managers, Occupational Health, Safety and Wellbeing Team for Kingston and Sutton (who act as the school's competent health and safety advisor, as noted in the requirement of regulation 7 of the Management of Health and Safety at Work regulations 1999) and others about the on-going progress being made in creating a safer and healthier school;
4. ensuring suitable safeguarding procedures and controls are in place;
5. ensuring, so far as is reasonably practicable, adequate resources are made available for new and emerging risks;
6. integrating health and safety into communications so that staff can see the school takes its health and safety responsibilities seriously;
7. setting a personal example.

### **Finance and General Purposes Committee**

The Finance and General Purposes Committee of the Governing Body has the responsibility to oversee health and safety issues. Their duties include:

1. ensuring that sufficient resources are allocated to meeting mandatory minimum standards of any legal requirements relating to health and safety;
2. ensuring that health and safety standards in the school are monitored and reviewed by receiving reports on health and safety related issues, improvements, inspections and considering the implementation of any recommended actions;
3. ensuring that the premises, buildings and equipment are adequately maintained and inspected;
4. reviewing the school's risk matrix (which includes health and safety risks) on a regular basis;
5. commending staff and pupils where health and safety improvements have been made.

### **Associate Leadership Team**

The role of the Associate Leadership Team (ALT) in the day to day management of health and safety in the school is key. The ALT members' duties are to:

1. ensure, where required, there are suitable risk assessments and accompanying procedures developed to meet the needs of the School;
2. ensure there is a training programme for managers and staff to provide them with the competence required to carry out their duties efficiently, minimising the risks to themselves, pupils and others who may be affected by the work they carry out;
3. review regular information from Health and Safety Lead and others involved with the day to day management of health and safety at the school to ensure on-going progress is being made in relation to health and safety practice at the school;
4. ensure, where appropriate, there is communication with staff, parents and pupils about health and safety issues and how they are being addressed;
5. actively monitor health and safety performance and promote a positive culture by carrying out periodic health and safety tours of the workplace;
6. set a personal example.

### **Health and Safety Lead (HSL)**

The Head has appointed the Director of School Administration as the Health and Safety Lead. The role of the Health and Safety Lead (HSL) in improving health and safety performance is a pivotal one given that the post holder liaises with managers on health and safety performance and informs ALT of the progress being made. The duties of HSL are to:

1. ensure the effective implementation and compliance with school policy and relevant legislation impacting the School; create a positive health and safety culture.;
2. where relevant, receive information from managers on how risks have been assessed, what management action has been taken and any outstanding issues;
3. assist in identifying suitable health and safety training for managers, staff and pupils;
4. ensure awareness of the Corporate Warning System (or similar systems) within operational and emergency procedures where needed;
5. ensure there are adequate arrangements for the selection, supervision and monitoring of contractors for work carried out on the behalf of the school;
6. liaise with the Occupational Health, Safety and Wellbeing Team for Kingston and Sutton as the school's competent advisor on relevant matters and share good practice with other schools;
7. actively monitor health and safety performance by carrying out periodic health and safety tours of the workplace;
8. ensure adequate investigation of accidents and incidents and report to the Occupational Health, Safety and Wellbeing Team for Kingston and Sutton using the online reporting tool;
9. set a personal example.

### **Premises Manager**

The role of the Premises Manager is important for ensuring the building, plant and fabric is in good condition and safe for use. The duties of Premises Manager are to:

1. ensure all inspections and maintenance of plant and equipment are carried out in line with statutory requirements and guidance and that adequate records are kept;
2. ensure all maintenance and minor work arrangements are suitable and minimise the risk of accidents or ill-health;
3. ensure the school is kept clean and tidy to reduce the risk of slip and trip accidents;
4. ensure that, the contract cleaning company fulfils its responsibility to keep the site clean, reporting any faults to the cleaning supervisor or raising issues through the management chain if necessary.
5. maintain adequate records for works carried out or arranged by the Premises Manager such as the inspection of equipment etc. and fire alarm tests;
6. ensure there are adequate arrangements for the selection, supervision and monitoring of contractors for work carried out on the behalf of the school;
7. ensure contractors are suitably monitored and have access to relevant information, such as the school's Asbestos Register.

### **Premises Meetings**

Premises Meetings are held once per week during the school term time and consist of the HSL, the Director of Finance and the Premises Manager with other personnel such as the health and safety officer attending when relevant. As part of the encouragement of a positive culture, all members of staff are regularly reminded that they may raise any health and safety issues with the Premises Manager, the HSL or the health and safety officer at any time. The purposes of the Premises Meetings include:

1. consideration of concerns raised by staff in relation to health and safety matters and investigation and implementation of action where appropriate;
2. ensuring health and safety requirements are met;
3. discussing and agreeing actions for improving the health and safety practice in the school.

## **Staff**

Members of staff within the school have responsibility for their own health and safety and that of pupils under their control. In particular the duties of staff are to:

1. work safely for themselves, pupils and others, helping to create a positive health and safety culture in their work area / activities;
2. follow safe working practices, including any identified from risk assessments and keep their line manager up to date about any problems arising from the work;
3. take an active part in carrying out risk assessments and giving practical suggestions to improve safety and health. ;
4. attend health and safety training as identified and agreed with their line manager and HSL, including induction training;
5. give all necessary help to pupils, contractors and members of the public to ensure their safety;
6. ensure they are familiar with the school fire procedure and their role in it;
7. make themselves familiar with all other emergency procedures and safety equipment on the premises and not intentionally or recklessly interfere or misuse anything provided for health and safety;
8. use equipment and materials in the way they are designed to be used;
9. maintain good standards of housekeeping and cleanliness in the activities under their control;
10. immediately report to line manager all illnesses, accidents, unsafe conditions, acts of violence, hazards or any other situation that may compromise health and safety;
11. immediately, if safe to do so and within their level of competence, remove serious hazards where there is imminent danger. Where they are not able to remove serious hazards, then they must immediately inform a manager as to the existence of the hazards so that the necessary action can be taken;
12. where required, contact Corporate Health and Safety directly if they have serious H&S concerns;
13. set a personal example for colleagues and pupils.

## **Pupils**

The duties of pupils are to:

1. follow the guidance and procedures, such as fire evacuation procedures and the School's Code of Conduct, explained to them by staff;
2. not to behave in a way which would put themselves or others in danger;
3. not to interfere with, or misuse, any safety or fire equipment;
4. raise any health and safety concern with staff and to report all accidents;

## **Volunteers**

Volunteers are given the same protection as staff. Their duties are to:

1. follow the guidance and procedures, such as fire evacuation procedures and safeguarding, explained to them by staff;
2. not to act in a way which would put themselves or others in danger;
3. raise any health and safety concern with staff and to report all accidents;

## **Visitors**

Visitors are provided with health and safety guidance when signing in at reception. Visitors will not be left unsupervised, especially when pupils are on site, without suitable safeguards in place.

## **Accident, Incident, Violence, Near Miss Reporting**

The school will investigate and record all accidents, incidents and near misses as appropriate, using the Occupational Health, Safety and Wellbeing Team's online accident reporting system within the required timescales.

Where a serious accident or incident happens, the Occupational Health Safety and Wellbeing Team will be informed immediately by telephone on **020 8770 5023/5018 or 5026**

Records of accidents/incidents involving children must be kept until the young person reaches the age of 21. Records may be kept for longer in line with other legislation (e.g. child protection / safeguarding and SEN). Report forms will be destroyed after these time scales.

### **Asbestos**

The health and safety officer has been trained as the Asbestos Duty Holder, is responsible for maintaining the Asbestos Register and the Asbestos Management Plan and for carrying out the annual Asbestos Duty Holder checks of asbestos containing materials (to the extent they are safely accessible). The Premises Manager is responsible for ensuring the School's Asbestos Register is provided to all contractors and staff prior to starting any work on the premises that may damage or disturb asbestos and suspected asbestos containing materials.

Staff must not affix anything to ceilings etc. (other than with the use of blue tac or similar) without first obtaining approval from the Premises Manager.

Staff must report any damage to asbestos materials immediately to the health and safety officer, Premises Manager or HSL.

Where damage to asbestos (or suspected asbestos) material has occurred, the area must be evacuated and secured. The HSL will immediately notify the Occupational Health, Safety and Wellbeing Team telephone (0208 770 5023//5018).

The school will ensure the Asbestos register is kept up to date and Asbestos Surveys will be carried out where required (e.g. before major renovations).

### **Contractors**

The school is aware that it can delegate its responsibilities to contractors, but cannot remove its accountability; therefore only competent contractors will be used in line with the school's policy. Guidance on the selection and monitoring of contractors is available through the Occupational Health, Safety and Wellbeing Team.

Where required, the Construction (Design and Management) Regulations 2015 will be followed.

For larger projects, a pre-task meeting will be held to confirm how contractors will ensure their safety and that of staff, pupils and others. This may include the need for segregating parts of the school. In the event of this, the fire procedures will be reviewed. There will be regular meetings held between contractors and the HSL and/or Premises Manager to review the standard of health and safety onsite.

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

Contractors who are carrying out invasive work in areas are always given the Asbestos Register to read before starting any work on the premises that may damage or disturb asbestos and suspected asbestos containing materials.

All contractors are made aware of the school's health and safety policy and emergency procedures and are required to comply with these.

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

### **Electrical Hazards**

A member of staff has been suitably trained to carry out Portable Appliance Testing (PAT).

PAT testing is carried out as appropriate for the equipment and its usage. PAT is undertaken as part of a rolling programme.

Electrical appliances from staff homes should not be used in school unless they have been visually inspected.

The school's fixed electrical Installations are tested by a competent contractor once every five years as part of a rolling programme.

### **First Aid - General**

. There is a primary (and secondary) first aider on duty between 8am and 4pm on every school day. There are a number of other members of staff who have full First Aid at Work training and this includes those working in higher risk areas such PE staff, kitchen staff, science staff, DT technician as well as subject teachers. A list of trained First Aiders can be found in the staff handbook on the T Drive and in information cards placed on walls around the premises. In addition there are first aid boxes located in various places around the school premises. The contents of the first aid boxes are maintained by the Primary First Aider. First aid is considered for activities being carried out by staff and pupils.

### **First Aid – Automated External Defibrillators (AED)**

Cardiac Arrest is a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart's electrical rhythm. This can be fatal. To help ensure the safety of staff, pupils and others, the school has an AED.

This has been located at the following location:

- At the bottom of the library steps, outside the Bowden Room and near the PE Department corridor (in the link corridor).

The Primary First Aider carries out regular checks (and after use) to ensure the AED is in place and usable. The AED is designed to be used by someone without any specific training by following audible, step-by-step instructions on the AED.

### **Medication**

The School follows the guidance provided by the Department for Education on "Managing Medication in Schools and Early Years Settings". The full guidance can be downloaded from: <https://www.education.gov.uk/publications/standard/publicationdetail/page1/DFES-1448-2005> See also the School's Supporting Pupils with Medical Conditions policy document. A Health Care Plan is completed for children with a health issue, and any medication administered to children is covered in that policy and procedure.

## Fire Safety & Evacuation of Premises

An up to date fire risk assessment will be kept in the fire safety emergency procedures box. The fire risk assessment will be reviewed annually and action plans for improvement will be completed in a timely fashion.

All alarm tests, maintenance and fire drills are carried out and recorded. Competent contractors are used to inspect and maintain fire related equipment and systems.

New members of staff are instructed in the fire procedure and their responsibilities on commencement of employment. Regular reminders are provided to all staff.

Fire evacuation drills are carried out regularly.

A list of Sweepers who sweep the building when the fire alarm goes off to ensure everyone has left the building are included as part of the Fire Procedures.

A member of the Senior Leadership Team will act as the main point of contact to receive information about the building sweep and those responsible for registering pupils and staff and keep the Fire Brigade up to date with the evacuation of the buildings.

## Chemicals, Radioactive Materials and Harmful Substances

All chemicals and harmful substances will be suitably risk assessed and stored to minimise the risk.

Contractors bringing harmful substances onsite will be reminded of the need for suitable controls.

Where required the school will follow CLEAPSS guidance in relation to the use and storage of chemicals.

As a secondary school, the curriculum includes the use of radioactive materials in science classes. The school has a suitably trained Radiation Protection Supervisor onsite. The Occupational Health, Safety and Wellbeing Team, as the school's health and safety advisor, provide a Radiation Protection Officer and CLEAPSS provides additional advice as the Radiation Protection Advisor.

CLEAPSS is an organisation that provides guidance and advice relating to Science, Art and D&T.

## Equipment

All equipment and apparatus will be suitably installed, inspected and maintained. Staff members will check equipment before use, and any faults will be reported to the Premises Manager.

Pupils will be instructed on the safe use of equipment and suitably supervised dependent on the task and the equipment being used.

Known faulty equipment will **NOT** be used, even for short durations.

The School is aware of the importance staff/pupil hygiene and will provide suitable cleansing materials.



## **School Visits**

All off site visits and activities must be run in accordance with the School Visits Policy and Procedures. The school has an Educational Visit Coordinator who will provide guidance on school visits and trips.

The school has access to a trained, independent Education Visit Officer – Mick Bradshaw -and has a robust procedure to manage visits.

## **Critical Incidents**

The school has a set of procedures for critical incidents as set out in its Major Incident Policy; a copy is kept in the 'grab bag' in the Reprographics Office.

## **Security Policy**

We try to achieve a balance between making our school welcoming and accessible and keeping children and equipment secure and safe. The warden is responsible for the opening and closing of the site. Regular checks of the school perimeter are undertaken. During the school day there is only one entrance to the school (Main Reception). Visitors are to sign in, read the briefing notes, and wear a visitor badge.

All staff and pupils are asked to report any strangers onsite not suitably identifiable by a visitor badge.

## **Violence / Aggression Against Staff**

The school will not tolerate violence or aggression towards staff. The school has a legal duty to protect its staff from violence and aggression, as they have the right to have a safe workplace and be free from the aggression of others. Any incident of violence or aggression will be appropriately reported. Staff rarely make home visits to pupils' homes and on the occasion when this takes place it is carefully planned.

## **Smoking, Vaping & E- Cigarettes**

Smoking, vaping and the use of e-cigarettes is not permitted anywhere on the school premises and grounds.

Staff are not allowed to smoke in any school vehicle.

## **Stress**

The school is aware that stress can be an issue in all professions.

There is a school wide stress risk assessment that is reviewed regularly. The assessment gives details of the controls put in place to help all staff manage stressful situations.

Where an individual member of staff has been identified as suffering from stress, an individual stress risk assessment will be carried out with them.

## **Working at Height**

The Premises Manager is responsible for the purchase and maintenance of all ladders in the school.

All ladders conform to BS/EN standards as appropriate.

Suitable working at height procedures are in place.

Staff are reminded that 'working at height' applies to all activities that cannot be undertaken whilst standing on the floor.

Staff are instructed 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.

Working at height when alone is **not** allowed.

### **Disability Access**

The school has produced an Accessibility Plan; this can be found on the school website. In accordance with the Department for Education's guidance on statutory policies for schools, the Plan is reviewed every three years.

The school will comply with the Equalities Act, so far as is reasonably practicable. The school has an Equality Duty Plan and has set Equality Objectives. These documents are reviewed every 4 years and information on the progress in relation to the achievement of the equality objectives is published on an annual basis.

### **Medical Suitability for Work and Medical Arrangements**

Pre-employment work health assessment questionnaires are undertaken by means of a confidential questionnaire via the school's selected Occupational Health provider. Confidential medical details are held in the strictest confidence and will only be disclosed to the school with the prior consent of the staff member. However, information such as restrictions on particular types of work, or special precautions necessary for health and safety reasons, will be provided to the school to avoid putting the employee or others at risk. Where a staff member becomes pregnant or suffers from a health condition which is likely to affect their work, they should notify the school as soon as possible to enable discussion of any special precautions which may need to be implemented.

## **Appendix 1**

### **Health and Safety at Work: Key Staff**

|   |   |               |
|---|---|---------------|
| Head  | Nathan Cole   |               |
| Governors responsible for Health and Safety | Finance and General Purposes Committee<br>(Chair: Mr J Nicholson) |               |
| Health and Safety Lead                      | Caitlin Lowe (Director of Administration)                         |               |
| Director of Finance                         | Helen Moore   | 0208 773 7681 |
| Premises Manager                            | Lindsey Astle/Tracey Rice   | 0208 773 2931 |
| Health and safety officer                   | Russell Harmsworth  | 0208 773 2931 |
| Primary Health and Safety Advisor           | David Charles   | 0208 770 5023 |

### **Training Record**

Training records can be found with the Health and Safety Officer.