

Clewer Green CE Aided First School

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Headteacher: Mr M Tinsley



'Inspiring Children'

Vision: Every child has been blessed by God with unique potential. Our vision for Clewer Green is to inspire and nurture children in a safe, happy and caring Christian community, where everyone is valued and enjoys learning.

'I can do all things through him who strengthens me'

Philippians 4:13

HEALTH AND SAFETY POLICY

AIM

Our aim, in line with our distinctively Christian values, is for every child, to have the support that they need, and, by example and direct teaching, promote a Christian ethos within the school, whilst recognizing that not all of its members will be practising Christians.

1. In recognition of its statutory duties in accordance with the provisions of the Health and Safety at Work etc. Act 1974, the Governing Board of the school will take all reasonably practicable steps to ensure the health, safety and welfare of all staff and pupils whilst engaged in school activities.
2. In particular, the Governing Board in conjunction with the LEA will ensure, so far as it is reasonably practicable:-
 - (a) That all places under its control, where staff and pupils are required to work, are maintained in a condition that is safe and without risk to health and safety;
 - (b) That hazards arising from the use, handling, storage and transportation of articles and substances used in the School are adequately controlled; and,
 - (c) That equipment and systems of work are safe and without risk to health and safety.
3. Furthermore, the school undertakes to provide adequate information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively towards their own health and safety and that of others.
4. In addition, the school will ensure, so far as is reasonably practicable, that the health and safety of non-employees is not adversely affected by its activities.
5. The Headteacher with the assistance of the Head Teacher and all staff will endeavour to implement this policy.
6. The school believes that no policy is likely to be successful unless it actively involves staff themselves. For this reason the policy will include appropriate arrangements for consultation with staff and will encourage them to identify hazards and suggest measures for improving safety performance.
7. This policy is complementary to the LEA's Directorate Health and Safety Policy and it is the school's local arrangements for implementing the Council's policy.
8. This policy statement supersedes any previously issued.

Responsibilities for Implementing the Policy

1. The Governing Board

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the Governing Board. The Governors, with assistance from the Headteacher and staff will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular they will:-

1. make arrangements to ensure the school has an up to date health and safety policy
2. have in place procedures to identify hazards and evaluate risk control measures
3. delegate health and safety responsibility to some staff and ensure they are followed
4. ensure a governor attends appropriate health and safety briefing provided by the LEA or the School
5. have health and safety on the agenda at Governing Board meetings as appropriate.
6. ensure the Headteacher, as the Key Manager for health and safety, is supported to carry out the appropriate responsibilities as detailed below.

The Governing Board will provide, in co-operation with the LEA where responsibilities for premises and plant are shared:-

1. a safe environment for pupils, staff, visitors and other users of the premises
2. plant, equipment and systems that are safe
3. safe arrangements for transportation, storage and use of articles and substances
4. safe and healthy conditions that take account of
 - statutory requirements
 - Approved Codes of Practice
 - DfE or LEA guidance
5. adequate information, instruction, training and supervision
6. provision of all necessary safety and protective equipment.

2. Responsibilities of the Headteacher

The Headteacher as the officer in charge of the day to day management of the school will carry out the duties of **Key Manager** detailed below. In his/her absence he/she will delegate responsibilities to individuals as appropriate.

1. To pursue the objectives of the Governing Board and the LEA with respect to health and safety.
2. To ensure health and safety is an agenda item in staff meetings.
3. To ensure risk assessments are carried out and appropriate actions are taken to remove potential hazards or reduce the level of risk.
4. To co-operate with accredited Safety Representatives and Safety Advisers and offer them assistance to carry out their prescribed functions.
5. To receive written reports from Safety Representatives and Safety Advisers concerning possible hazards and to respond in writing within a reasonable period of time to the points made.
6. To ensure the Departments are subjected to termly health and safety inspections by the Heads of Departments and records of the inspections are kept.
7. To ensure that the cause of all accidents, near misses and dangerous occurrences are investigated by Heads of Departments or other responsible officers, reasonable steps are taken to prevent a recurrence and reported to the Head of School Support in accordance with the LEA's procedures.
8. To ensure that materials and equipment purchased are safe and without risk when properly used and are adequately maintained.
9. To ensure training needs of both new and existing staff are assessed, relevant training is provided and a record of these is kept.
10. To include health and safety items in the annual reports of the Governing Board.
11. To keep abreast of the changes in the Departmental and Council's Health and Safety policies and procedures and pass on the information to the staff concerned.

12. To implement the policy in the common parts of the building. In particular he/she will liaise with contractors and will provide them with information on any hazards such as asbestos, electrical services etc. that they may come across whilst working on school premises.
13. To ensure that contractors do not place health and safety of staff and students at risk whilst on school premises.
14. Staff and students are encouraged to report all accidents to the Head Teacher so that they are properly investigated, recorded and reported in accordance with the guidance issued by the Council.

4. Responsibilities of all staff

Staff are responsible for drawing up safety procedures for their departments. These procedures should be reviewed regularly to ensure they are relevant and take account of experience. They must ensure that staff and pupils follow safe working practices at all times. They will ensure the equipment within their area of work is subjected to termly inspections and report defects to the Site Controller.

Staff have a duty under the Health and Safety at Work Act to co-operate with the Headteacher to ensure this policy is implemented. They must use equipment in a safe manner and in accordance with the instruction issued and take all reasonable steps to ensure health and safety of those affected by their activities. The Headteacher welcomes suggestions from staff for improving health and safety within the school.

Class Teachers will carry out risk assessments of activities and classrooms in accordance with the guidance issued. They will ensure staff are made aware of their responsibilities and will evaluate and review when required.

Staff are expected to check equipment and classroom regularly and report their findings to the Site Controller.

5. Monitoring the Effectiveness of the Policy / Health and Safety Advice

The implementation of this policy will be monitored by regular inspection by the Heads of Departments the responsible person. In addition Health and Safety Advisors from the LEA will inspect the school at least once a year. Safety Advisors are also available for advice.

6. Hazardous substances

Hazardous substances are used in the school both for teaching and for cleaning and minor maintenance. Those used in the laboratories will be used in accordance with the advice received from CLEAPSS. Substances used for other purpose will be assessed in line with the Council's guidance on Control of Substances Hazardous to Health (COSHH).

7. Asbestos

The asbestos register is held in the school office and should be referred to prior to any maintenance work being carried out by School staff or contractors. Any issues relating to asbestos should be reported immediately to the LEA's Building Services.

8. Legionella Procedure

An external agency conducts a Legionella review quarterly and submits a report to the school. Relevant staff regularly attend Legionella training courses. The responsible person is in charge of ensuring that weekly & termly checks are carried out.

9. Electrical Safety

Electrical equipment is tested annually as part of LEA's contract. In addition to the annual tests, technicians visually inspect the equipment for physical damages to the cables and plugs every term. Equipment is also checked for these faults prior to use.

10. First Aid

The school has a number of first aiders to ensure there is adequate cover. The first point of contact for first aid will be the Headteacher/Welfare Officer. All first aid boxes are regularly checked to ensure they are adequately stocked. Minor first aid treatment will take place in the Medical Room. Teachers responsible for school trips will make sure a first aid kit is taken. Please refer the school's First Aid Policy.

11. Accidents

Certain work-related injuries to a member of staff or a child must, by law, be recorded and reported. The Head Teacher is responsible for this, but staff members may be asked to prepare the report. Requirement of notifying Riddor are found in the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 RIDDOR.

All staff accidents must be reported and recorded in the school office.

12. Contractors

The LEA's Building Services Unit oversee large projects. They will ensure competent contractors are employed and work is carried out safely. They will monitor contractor's activity. School may also employ contractors. In these circumstances, the School Business Manager will ensure competent contractors are employed and health and safety matters are given top priority. Contractors are required to carry out a risk assessment prior to commencement.

13. Violence against staff

The LEA, Governors and the Headteacher will not tolerate acts of aggression against staff from any person. Such incidents will be dealt with in accordance with the LEA's policy on violence against staff. Should members of staff be subjected to violence they will receive all the support needed from the LEA and the School.

14. Fire

The Head Teacher co-ordinates fire prevention activities. A range of fire fighting equipment is available in the school. These are maintained by the LEA. The Head Teacher will carry out weekly tests on Fire Alarm Call points and keeps a log of the tests. He will also ensure all escape routes are kept clear at all times. All staff are requested to report blocked escape routes to the Head Teacher. The Headteacher will ensure regular drills are carried out and recorded.

15. Work outside normal Hours

When a member of staff is working outside normal working hours, the Head Teacher will be informed so that appropriate security measures can be implemented. The Head Teacher has been provided with means of communications and is able to call for assistance if needed.

16. Manual Handling

All Staff will be provided with yearly training in manual handling. All these activities will be assessed in accordance with the guidelines issued from the HSE and the Council. .

17. Security

Security is of great importance to the school. The Head Teacher is responsible for ensuring all the security measures that have been put in place are working effectively and regularly monitored. All breaches of security must be reported to the Headteacher who will take the appropriate action.

18. Administration of Medication

Please refer to the school's Medicine Policy.

19. Adventure activities

Teachers organising activities involving climbing, caving, watersports and trekking must ensure the Centre providing the service is licensed. This can be checked with the Off Site and Adventure Advisory Services. The LEA has issued separate guidance on off-site activities. Teachers organising such activities must familiarise themselves with the guideline.

20. Dogs

The school requests that no dogs are brought onto the school premises, and that any faeces found on school premises, will be disposed of correctly.

OTHER RELATED POLICIES

The Health and Safety policy should be read in conjunction with other relevant school policies.

Revised November 2019
Review date November 2020

_____ Date _____

Rev Rosie Webb, Chair of Governors

Appendix

1.0 Health & Safety Checks

Check Required	Details	By Whom	Frequency
Defibs	Check battery and pads (Recorded)	Head Teacher/delegated responsible person	Monthly
Playground checks	Front playground & main playground (Recorded)	Head Teacher/delegated responsible person	Weekly
PAT testing	All electrical equipment	Pacto	Yearly
Fire extinguisher	Service fire extinguisher	Chubb	Yearly
Legionella	Check & run taps (recorded)	Integrated water service Site controller	Monthly Termly
Pel Services	Fire alarm, Emergency lighting & call points (recorded)	Pel Services Site controller	Termly Fire detection & alarm system weekly alarm test with all call points being tested over a 13 week cycle
Pressurisation unit	Serviced by Servio	RBWM	Yearly
Boiler	Serviced by Servio	RBWM	Yearly
Water heater	Serviced by Servio	RBWM	Yearly
Intruder alarm	Serviced by SES Security	SES Security	Yearly
Security gates	Service all security gates & security points	Harlings	Yearly
Deep clean Kitchen	Deep clean Extract systems	RBWM	Yearly
Electrical test	5 Year electrical test	RBWM	Every 5 years
Fire exits	Fire exits clear (recorded)	Head Teacher/delegated responsible person	
Fire escapes	Stairs reviewed and risk assessed (recorded)	Head Teacher/delegated responsible person	Weekly 5 year external
Lightening conductor test		Head Teacher/delegated responsible person	Yearly
Tree Survey	Grounds maintenance Falling trees or branches	Out sourced by Head Teacher	Every 3 years
CCTV system		Out sourced	Yearly
Icy conditions	Salt all pavements & areas	Head Teacher/delegated responsible person	
Fire doors	Checking working order Glazed panels are intact & undamaged (recorded)	Head Teacher/delegated responsible person	
Fire blankets	Checked & replaced as required	Head Teacher/delegated responsible person	Yearly
PE equipment	Check all gymnasium equipment	RBWM	Yearly
Fire alarm drill	Fire drill – Recorded and reviewed	Head Teacher/delegated responsible person	Termly