

Ambler

Primary School and Children's Centre

Health and Safety Policy

October 2014



Next review with Safety Service and Communications Committee: October 2015

This plan is subject to on-going change and will be updated as and when required.

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INTRODUCTION

The aim of the Governing Body and the Headteacher is to provide a safe and healthy working and learning environment for staff, children and visitors, this will be achieved by implementing the health and safety objectives detailed in this policy.

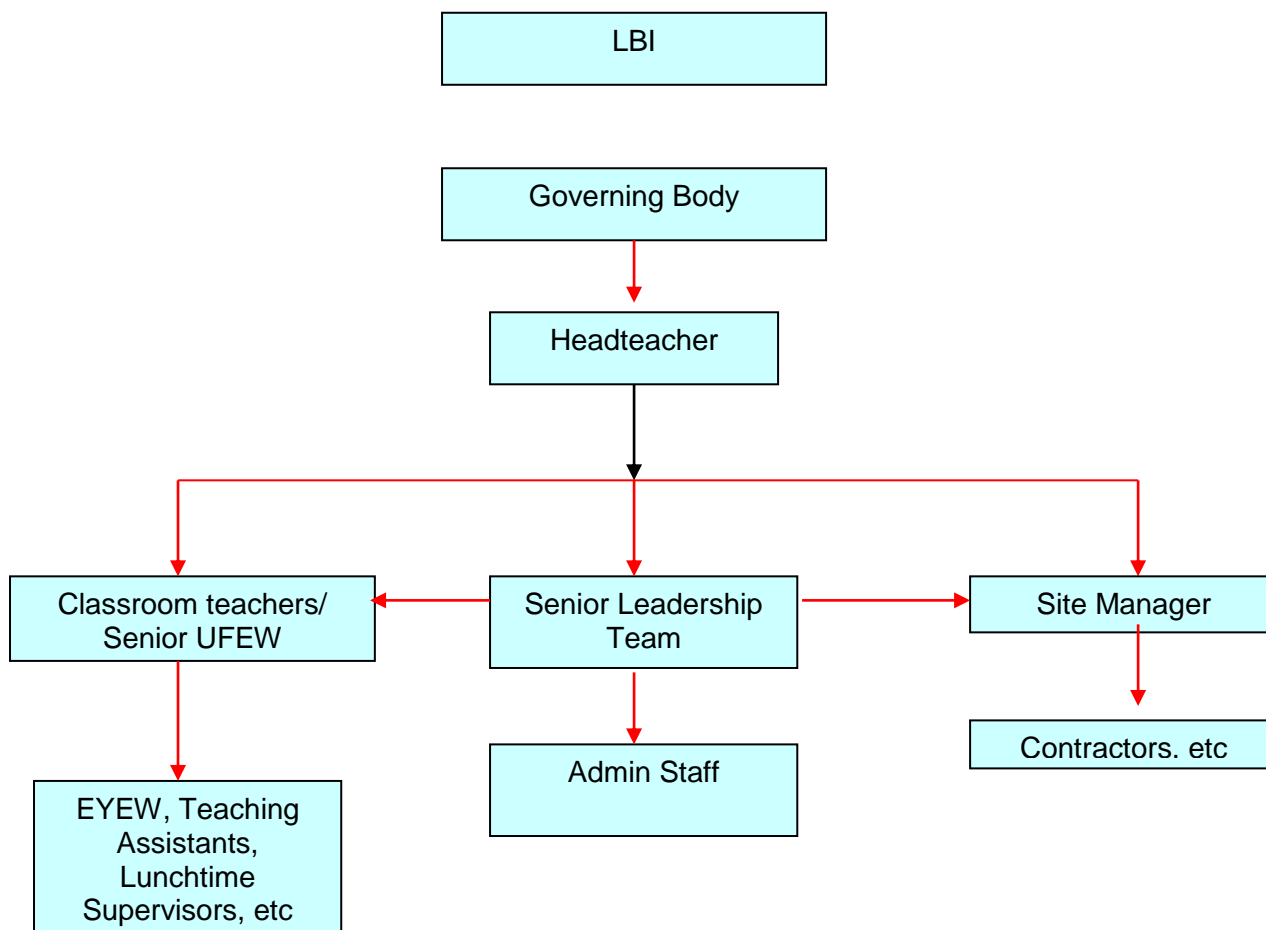
This establishment attaches great importance to the health, safety and welfare at work of all its employees and other users, particularly children, parents and visitors. This establishment aims to provide, so far as it is reasonably practicable, for its employees when working on the premises or elsewhere:

- a) Instruction, training and supervision to enable its employees to work safely without risk to their health;
- b) Premises and places of work that are well maintained, have safe access and egress for all and are without risk to health;
- c) Where vehicles are used, to ensure that they are well maintained, safe and without risk to health;
- d) Safe systems and methods of work that are without risk to health;
- e) Machinery and equipment that is safe and without risk to health;
- f) Articles and substances for use at work that are safe when properly used, stored, handled and transported
- g) Suitable safety clothing and equipment when required by regulation, approved code of practice, departmental instruction or when considered necessary by the Key Manager;
- h) Any other suitable protection, where appropriate, where staff might be at risk;
- i) For the safety of visiting contractors, members of the public and authorised visitors;
- j) For arrangements to involve all members of the Ambler community including pupils in developing this health and safety policy;
- k) For our responsibility towards the environment and ensuring that our activities do not adversely affect it.

2. Responsibilities

2.1. Diagram

The organisational arrangements for staff with health & safety responsibilities are represented diagrammatically for Ambler below.



Health and Safety decisions are made by the Senior Leadership Team, this is then disseminated with staff; where appropriate, staff are consulted before decisions are made.

2.2. Governing Body

The Governing Body has corporate responsibility as an employer for providing a safe and healthy working environment for teaching and non-teaching staff in its employment, for the children attending Ambler and for other people who are users of Ambler.

They must take all reasonable steps to fulfil this responsibility, to provide suitable facilities and equipment and safety arrangements especially in areas of high risk; imparting information and advice conducive to safety and for the provision of a healthy working environment and adequate welfare facilities.

2.3. Headteacher

The Headteacher has primary responsibility for Health and Safety matters within the establishment. In the Headteacher's absence, the Deputy, Head of Children's Centre or whoever is nominated by the Head or Governing Body, will assume this responsibility.

A Site Safety Co-ordinator (Premises or Business Manager), reporting to the Headteacher is designated to be responsible for managing the arrangements for health and safety in the school and for liaising with the Health and Safety Manager from London Borough of Islington (LBI) for advice and information on health and safety matters.

The Headteacher is responsible for:

- a) Setting up arrangements to cover all health and safety legal requirements;
- b) Monitoring the effectiveness of the arrangements;
- c) Producing a written Health and Safety policy to be approved by the Governing Body and bringing this document to the attention of all staff, including new staff on taking up post, and to revise and reissue the document as may be necessary from time to time;
- d) Resolving health and safety problems;
- e) Bringing to the attention of the Health and Safety Manager, LBI those instances where delegated local executive has proved to be inadequate to reduce the identified hazard and to take action to avoid danger pending rectification;
- f) Noting all the guidance produced by the Health and Safety Manager from LBI on health and safety issues and bringing them to the attention of relevant staff;
- g) Keeping a file or record of such guidance, including that issued by other competent authorities, to whom all staff can have access;
- h) Maintaining a list of Safety Representatives appointed to represent staff on site; where staff have appointed union reps for Ambler;
- i) Being readily available to Safety Representatives and co-operating with them as far as is reasonable in their efforts to carry out their duties;
- j) Receiving written reports from Safety Representatives and responding to them within a reasonable time;
- k) Establishing an Ambler Health and Safety Committee in accordance with Council policies, should the need arise;
- l) Ensuring that all areas of the site are inspected termly by the Safety Representatives with the Senior Management on site;

- m) Ensuring that a system is established and maintained for reporting, recording or investigating accidents, and that all reasonable steps are taken to prevent recurrences;
- n) Ensuring that all visitors, including contractors, are made aware of any hazards on site of which they may be unaware;
- o) Ensuring the use of any personal protective equipment as may be necessary and ensuring that it is maintained and renewed as necessary;
- p) Ensuring that a suitable fire risk assessment is prepared and maintained to comply with the Regulatory Reform (Fire Safety) Order 2005;
- q) Ensuring that effective arrangements are in place to evacuate the buildings in case of fire or other emergencies, that evacuation drills are undertaken regularly and that fire fighting equipment is available and maintained;
- r) Ensuring that a suitable plan is in place to deal with emergencies, which could occur both during and out of school hours. This will include arrangements to deal with the immediate emergency and for contacting LBI, Ambler staff, service providers/ users and parents. Further details can be found in Ambler's school Recovery Plan and Amblers Emergency response;
- s) Ensuring that suitable health and safety induction training is provided to every new employee and that assistance is given to perform their duties in a safe manner. In particular to ensure that they are given a copy of this statement of local arrangements and the opportunity to read it, before starting work;
- t) Ensuring that arrangements are made for suitable training for all aspects of their work;
- u) Ensuring that suitable records are kept of:
 - Employee health and safety training
 - Accidents
 - Safety committee meetings
 - Premises safety inspections
 - Fire equipment tests
 - Machinery and equipment safety tests and inspections

2.4. All employees

All employees are responsible for:

- a) Taking care of the health and safety of themselves and their colleagues, visitors and for any child under their charge;
- b) Keeping up to date with current safety procedures;
- c) Attending training as directed;
- d) Following instructions issued by the employer on matters of Health and Safety;
- e) Reporting any accidents, dangerous occurrences or safety concerns to Senior Management;
- f) Not misusing any equipment provided for their safety.

2.5. Senior Leadership Team

The Senior Leadership Team is responsible for:

- a) The safety of their staff, visitors and children within their work area by ensuring staff receive necessary training and supervision
- b) The safety of equipment, materials and systems of work by setting up arrangements for regular inspection
- c) Making arrangements for cover of staff with key safety responsibilities;

2.6. Staff with responsibility for children

Staff with responsibility for children are responsible for:

- a) The safety of all children under their charge by effectively supervising their activities
- b) Being able to carry out emergency procedures in respect of fire, emergency evacuation, security, first aid
- c) Observing all safety procedures and instructions

2.7. The Science Co-ordinator

The Science Co-ordinator is responsible for:

- a) Coordinating the Ambler Science policy
- b) Monitoring health and safety practice in science throughout Ambler

2.8. The Premises Manager

The Premises is responsible for:

- a) The safety and physical condition of all areas of Ambler including playgrounds and outbuildings;
- b) Arranging for the maintenance and servicing of fire fighting equipment and fire alarm systems, premises security systems;
- c) Ensuring that all contractors on site are aware of the emergency evacuation procedures and have sight of the Ambler health and safety policy as appropriate to their work;
- d) Informing all contractors of any known hazards, which might affect them whilst at work.

2.9. LBI employees co-line managed by Ambler SLT

All non-employees of Ambler who are based at Ambler and co-line managed by Ambler SLT are responsible for:

- a) Taking care of the health and safety of themselves and their colleagues, visitors and for any child under their charge
- b) Keeping up to date with current safety procedures
- c) Attending training as directed by Ambler or LBI, and feeding back especially if there are differences or discrepancies
- d) Following instructions issued by Ambler or LBI on matters of Health and Safety and make each organisation aware of any discrepancies
- e) Reporting any accidents, dangerous occurrences or safety concerns to Senior Management
- f) Not misusing any equipment provided for their safety

3. Contractors

Contractors should notify any hazards arising from their activities, which may affect the occupants of Ambler. All contractors should report to the School or Children's Centre office on arrival. The Premises Manager will be responsible for controlling the work of contractors to ensure the safety of children, staff and visitors. In the interests of safety, major work should take place out of School/ Children's Centre hours and during school holidays/ Children's Centre Closures or at weekends.

Where work carries significant hazards, permits to work should be raised for contractors before they start work. Examples of work which requires a permit to work are:

- a) Work on mains electrical wiring, mains incomers and distribution boards

- b) Removal of asbestos or work where asbestos materials are known or suspected to be in place
- c) Major excavations
- d) Access to roofs and roof voids
- e) Sterilising of water systems with chemicals
- f) Access by anyone to confined spaces such as voids sumps and drains

Permit to work forms can be requested from the Premises Manager.

4. Catering

Kitchen and cooking facilities carry significant risks to Ambler's premises and high standards of organisation and control are required to minimise them.

The Catering contractor is responsible for:

- a) the safety of the kitchen areas and of keeping Ambler informed of any hazards which could affect the safety of people or premises
- b) ensuring that its employees are competent in working safety in the kitchens with particular regard to the following:

Hygiene: To maintain suitable standards of hygiene in the kitchen areas including storage areas and staff rest areas

Fire: To be aware of the arrangements for fire prevention and evacuation and for extinguishing fires in the kitchen

Training: Providing suitable practical training to ensure that staff are able to deal with kitchen fires by using available kitchen fire fighting equipment

5. Asbestos

The Headteacher is responsible for ensuring that arrangements are in place for managing asbestos in accordance with the procedures and guidance, which are found in the Asbestos manual, Asbestos Management Policy and Procedures.

Staff should be briefed on the hazards of asbestos, the location of any asbestos in Ambler and the action to take if they suspect they have disturbed it.

Arrangements will be in place to ensure that any asbestos in the premises is not disturbed by the work of contractors.

The Premises Manager will identify the location of any intended work to ensure that there is no asbestos in the location of the work by examining the asbestos register.

Contractors will be briefed in the action they should take if they discover material which they suspect could be asbestos.

They should immediately stop work, evacuate the area and request advice from the Health and safety team, telephone 020 7527 5971.

6. Hirers, Contractors and others using or working at Ambler

This section should be read in conjunction with the LBI guidance, **Community Use of School Premises and Facilities** and Ambler's **Lettings Policy**; and **Terms and Conditions of Hire**.

When Ambler's premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities or use will have responsibility for safe practices.

The Headteacher will seek to ensure that hirers, contractors and others who use Ambler's premises conduct themselves and carry out their operations in such a manner that all statutory and Ambler's safety requirements are met at all times.

When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers that they are familiar with this policy, and comply with all safety directives of the governing body. They will not, unless with prior consent of the governing body

- a) Introduce equipment for use on Ambler's premises
- b) Alter fixed installations
- c) Remove fire and safety notices or equipment
- d) Take any action that may create hazards for persons using the premises or the staff or children of Ambler

All contractors who work on the Ambler premises are required to ensure safe working practices and must pay due regard to the safety of all persons using the premises.

7. Visitors

All visitors must report to the School or Children's Centre Office where a signing-in system is in operation.

Regular visitors and other users of the premises, for example, contractors and delivery persons, are required to observe the safety rules of Ambler.

Contractors working in the school premises will be made aware of the health and safety arrangements applicable to them by the Premises Manager.

Visitors should wear a suitable visitors badge when on the premises.

8. Provision of First Aid

A First Aid Needs Risk Assessment has been carried out to decide what first aid arrangements are required for Ambler. This takes into consideration the types of activities in the Ambler and their levels of risk to decide numbers, training levels and first aid facilities. Details of this can be found in the First Aid and Accidents Policy.

Details of the School and Children's Centre designated first aiders can be found in both Offices, notice boards and by first aid boxes on each floor; it is also part of the First Aid and Accident Policy.

The designated persons responsible for checking and maintaining the contents of the first aid boxes are the Admin Assistants in the School and the Children's Centre. Although, all staff need to take responsibility for ensuring that the boxes are fully stocked.

Note: If necessary a trained first aider should be summoned immediately to tend to an accident and provide first aid in accordance with his/her training.

If an ambulance is required the emergency 999 service should be used and a member of SLT notified.

Delays in calling the ambulance service can be very serious. The opinion of a first aider is sufficient to authorise an ambulance to be called and this should take place without delay.

It may be appropriate on some occasions to transport a member of staff or pupil to a casualty department without the ambulance service but it should be noted that this should always be on a voluntary basis. There should always be two members of staff present when escorting a pupil to hospital.

Further detail of First Aid and Accident Procedures can be found in Ambler's First Aid and Accident Policy.

9. Accident Reporting

Accidents must be reported on the LBI's accident report form, held in the administration offices (school and children's centre), extended day (school) and within all rooms in the children's centre.

Copies of the form can be obtained from the school or children's centre offices.

It is the responsibility of the Business Manager or a member of SLT in their absence to sign off an accident form in the event of an incident. He/she should also investigate the accident and suggest action to prevent recurrence.

Accident forms must be completed on the accident reporting system <https://server6.info-exchange.com/lbi/> by a member of the administration team and approved by the Business Manager. The original copies must be destroyed as soon as the accident form has been recorded on the system.

In the case of minor accidents to non-staff, i.e. children or parents, where there are no issues of liability and there have been no contributory failures of premises, procedures or equipment, details may be recorded in a School/ Children's Centre minor injuries book.

Certain injuries must be reported to the HSE under the RIDDOR Regulations. (See www.riddor.gov.uk).

Further details of how to manage accidents and when incidents are RIDDOR reportable can be found in Ambler's First Aid and Accident Policy.

10. Fire and Emergency Procedures

It is the duty of all members of staff to be aware of the fire and emergency procedures, for ensuring that all escape routes are kept clear and to report any defective equipment, damage to extinguishers and any other equipment.

A formal check of the premises fire arrangements should be made by the members of the senior management team as often as is required. This will include fire doors, fire signage and alarm systems and will assess their suitability and any repairs or improvements required. Records of the inspection will be kept and addressed by the Service and Communications Committee.

10.1. Fire Fighting and Precautions

All fire fighting equipment is annually inspected and serviced by T&J Fire Ltd, this is subject to change annually.

It is the responsibility of the Premises Manager to ensure that fire fighting equipment is serviced annually and an inventory of all equipment plus a diagram showing its location and is kept up to date.

10.2. Fire Alarms

The fire alarms are tested weekly and recorded in the fire alarm logbook by the Premises Manager. Fire alarms should be serviced annually by a competent contractor and records kept of the tests.

10.3. Fire Drills

Fire drills will be arranged at least termly. The purpose of fire drills is to evacuate everyone to a place of safety as quickly as possible where they will be checked against the attendance registers.

Suitable arrangements must be in place for evacuating those with disablement or with special educational needs.

10.4. Notifying the Emergency Services

The following staff have specific responsibility to call emergency services:

<u>Name</u>	<u>Location</u>	<u>Tel no.</u>	<u>Area of Responsibility</u>
School Office Staff	School Office	020 7226 4708	Calling in the event of an ambulance, police or fire brigade in the event of an emergency in their area. They MUST also notify the other Office that the call has been made.
CC Office Staff	CC Office	020 7359 7628	

In the event of the Fire Alarm sounding Office Staff will call the Fire Brigade at the direction of a member of SLT, or the Premises Manager; or where there is clear danger.

Further details of this can be found in Ambler's Emergency Evacuation Procedure.

10.5. Clearing the premises in an emergency

Details of this can be found in Ambler's Emergency Evacuation Procedure.

10.6. Assembly Areas

Due to the nature of Ambler's layout and facilities three Assembly Points are in use. The Front playground is used by years 1-6 as well as contractors and visitors to the school, the back playground is used for the 2 x reception classes, and the Romilly Road assembly point (Children's Centre) is used by baby and toddler room as well as outreach.

Responsibilities in an evacuation are detailed in Ambler's Emergency Procedure.

Further details of this can be found in Ambler's Emergency Evacuation Procedure.

11. Information, documentation and Training

Staff should either receive copies or have their attention drawn to relevant safety information contained in the Ambler's Policy File which includes Health and Safety. The Headteacher must ensure that the guidance or safety standards are current and adhered to at all times.

Health & Safety documents are held by the Premises Manager/ Business Manager and identified staff; heads of department, etc must ensure that their staff are familiar with all relevant documentation.

It is the responsibility of the Business Manager to identify the health and safety training needs of staff, and records of those who have attended training, and to record the type of training given should be kept.

12. Repairs and Maintenance

All damage, signs of wear and defects in the premises must be reported to the Business Manager or Site Manager. In their absence it should be reported to a member of SLT.

Note: A record must be kept of all reported items in a maintenance book, along with details about measures taken to make immediately safe, and any medium or long term plans to permanently make good any notified defects.

13. Ambler Premises Plans

Plans of Ambler; indicating floor layouts, emergency exits, fire extinguishers, storage of hazardous or flammable substances, location of hazardous equipment, plant, etc, and asbestos is held and maintained by the Premises Manager.

A copy of this plan should be held in an emergencies folder to be available in the School and Children's Centre Reception for use by the fire brigade and is located next to the Main Fire Alarm Panel with a second copy next to the secondary fire alarm panel located in the Children's Centre.

14. Electrical Equipment

All portable electrical equipment will be tested annually.

A copy of the inventory of the electrical equipment tested including the results should be kept on file in the Premises Manager's Office.

All staff must visually check all electrical appliances prior to their use and report any defects to the Premises Manager or Business Manager.

All defective equipment must be taken out of use immediately.

Privately owned appliances must not be used on the Ambler premises.

15. Machinery and Plant

All machinery and plant will be of suitable safety specifications and will carry a CE marking which shows that it complies with the European Community safety standards.

Certain pieces of equipment and plant must be inspected and or tested as part of a statutory safety regime. These include for example lifts, boilers, extraction equipment for the control of hazardous substances, pressure systems etc. The following people carry out these tests.

Name	Equipment/plant to be tested	Frequency or interval
Lift Repairs	Lifts (food hoist)	Annual
N/A	Fume cupboards	
N/A	Extraction systems for COSHH related activities	
N/A	Pressure vessels, autoclaves	
N/A	Art, design & technology equipment, e.g. kilns, lathes, etc	
BSC Contracts	Heating system & Boiler	Annual

Arrangements should be in place to ensure that the CLEAPSS guidance is fully available to science teachers and technicians and for suitable training support and monitoring to be in place to ensure continuing high standards of safety and control.

Information should be available without recourse to passwords or inaccessible PCs which will inhibit or reduce the availability of essential preparation or safety information.

16. Furniture and Equipment

All staff must ensure that equipment and furniture is regularly checked to ensure that it is functional and safe. All discovered defects must be reported to the Premises Manager who should arrange for repairs or replacement where necessary.

17. Control of Substances (COSHH)

All substances, chemicals, etc purchased and used within Ambler including all science laboratories, preparation and storage rooms must comply with the COSHH guidance contained in the relevant sections of the CLEAPSS Manuals. Risk assessments and hazard data sheets must be provided for all hazardous substances and suitable records kept.

Primary, special & nursery schools

Substances will be used in accordance with the guidance given in *"Be Safe" from the HSE*; in the *CLEAPSS booklet LP5 "Safe Use of Household and Other Chemicals"*; and in accordance with the manufacturers, instructions and advice on the label.

Any substance, which it is proposed to use for a purpose not covered in either of the above texts, should be the subject of further advice (from CLEAPSS) and to the consent of the Head.

Any substance not identified should be disposed of.

18. Cleaning Arrangements

Ambler's premises are cleaned by School Office Services Ltd, subject to change.

The specification for the cleaning regime is held by the Premises Manager, Business Manager and Head of Children's Centre.

Any problem relating to the cleaning should be made to the Premises Manager (employee of SOS Ltd) or the management of SOS Ltd via a member of SLT.

The arrangements for Ambler's cleaning may be through a contract with a cleaning contactor or by cleaners employed directly by Ambler. Ambler currently employs a cleaning company.

Cleaning contactors should provide a specification of the cleaning arrangements and will include:

- a) The health and safety policy of the contactor
- b) Risk assessments of the arrangements for cleaning tasks.
- c) Arrangements for supervision and control of their employees.
- d) Arrangements for training their employees in working safely and particularly the safe handling of hazardous substances.
- e) Coshh assessments for the use and storage of cleaning materials.
- f) Arrangements for maintaining testing and inspecting electrical equipment such as vacuums and floor polishers which require regular inspections to ensure electrical leads have not been damaged.
- g) Use and storage of personal protective equipment
- h) Training in responding to emergencies such as fire and accidents particularly when they occur out of hours when they may be alone in the building.

Regular meetings should be arranged with the cleaning contractors to review the suitability of safety arrangements and records kept of the meetings.

Where it employs its own cleaners Ambler is responsible for all of the above.

19. Risk Assessment

The Management of Health and Safety at Work Regulations 1999 require all employers to carry out risk assessments for the risks to their employees and others who can be affected by their activities.

Risk assessments are used to identify potential sources of harm so that they can be minimised or avoided to reduce the risks of injury and ill health.

Ambler as an employer has a duty to carry out risk assessments for all of their activities which affect their employees, students, visitors and contractors.

There is a Risk Assessment Toolkit to guide through the process with particular reference to the school environment. Details can be found at www.safety-online.co.uk/

20. Off-site Visits

It is important that suitable arrangements are made for all offsite visits by children and Outreach users. Ambler will appoint and train an Educational Visits Coordinator (EVC) who will take a central role in planning and administrating offsite visits across the provision. The Department for Education has provided full guidance and information which can be found at:

<http://www.education.gov.uk/childrenandyoungpeople> and Islington Health and Safety Team, telephone 020 7527 5971.

Ambler has its own Educational Visits Policy, which details its own procedures and also takes into account the Children's Centre.

Ambler uses online Educational Visits System provided by LBI. Training in the use of the system can be obtained from Tudor Jenkins telephone 020 757 5253 or any member of the health and safety team at the above number. Ambler can also provide basic training for staff on this system.

21. Conclusion

It is the responsibility of every one to make these arrangements work. By achieving this collective responsibility there is much greater likelihood of achieving an accident free environment and progressively improving the management of safety and so the staff's, pupils' and the school's general well-being.