



## **ST ANN'S SCHOOL Health and Safety Policy**

### **Health and Safety Policy Statement**

This policy is designed to act as a framework for the health, safety and welfare of the school community in accordance with the Health and Safety Act 1974 and its subsequent regulations, and the council's 'General Health, Safety and Welfare Policy 2002 – 2004'.

St Ann's School is proud to be a Unicef Rights Respecting School (Level 2). The school ethos and our daily practice actively promotes the implementation of all Articles within the United Nations Convention on the Rights of the Child. Article 3 (best interests of the child), Article 6 (survival and development) Article 23 (children with disability) Article 24 (health and health services) and Article 31 (leisure, play and culture) are particularly pertinent to St Ann's Health and Safety Policy.

This policy will be reviewed, added to, and modified from time to time and may be supplemented in appropriate cases by further statements related to the work of the school. Copies and subsequent amendments will be made available to all employees.

The policy is written to ensure the safety of, as far as is reasonably practicable, persons employed by the Local Authority (LA) and all other people on the school premises or on school business off the site.

The governing body, in full consultation with school staff, are responsible for writing, maintaining and monitoring this policy. The policy will be made available to all members of staff and where applicable volunteers who work on site.

The site includes all of the buildings and storage areas, surrounding land up to the perimeter fence and the land up to the outer car park gates. School staff use the shared access road from SPRINGFIELD ROAD through to the inner car park gates but parents/carers are advised not to use the car park whilst the school is in session as the opening of gates and the movement of vehicles presents a potential safety hazard.

### **Safety Representatives**

Only recognised trade unions have the right to appoint a safety representative. If there are no safety representatives then it is possible to establish a 'safety group'. In the absence of a staff request for a safety group the governing body Premises Committee will monitor health and safety at their termly meetings. Staff will be able to

make representations at twice weekly briefings and half termly staff meetings or to the Premises Committee on health and safety issues if they so wish.

Day to day monitoring of health and safety will be the responsibility of all staff, who should report matters and concerns to the Headteacher, Deputy Headteachers, School Business Manager or the caretaker.

### **Responsibilities of Employees**

The term 'employee' includes all paid staff whatever their function in the school. 'Employee' does not include contractor's staff, for whom the contractor is the employer for purposes of health and safety. For practical purposes volunteers, parents/carers, governors and other members of the public are regarded as employees in relation to health and safety if they carry out unpaid work for the school, such as assisting teachers, accompanying students on school trips, or carrying out any maintenance or decoration, or DIY work etc.

The success of this policy depends on the active support of all employees to achieve its objectives.

All employees have the following legal duties:

- To cooperate with management on matters of health and safety.
- To have regard for the safety of themselves and others.
- Not to interfere with equipment etc. and thereby cause it to become unsafe.
- To use all equipment in accordance with instructions and training.
- To warn the relevant people of imminent danger or shortcomings in health and safety arrangements which come to their attention.
- To report immediately any concerns about their own personal health and safety.
- To advise of any personal health condition that would affect their ability to work safely on any equipment or activity.

### **Responsibility of the Employer**

The employer has a legal responsibility to ensure a duty of care to employees.

The Headteacher will be responsible as site manager, for the implementation, management and monitoring of national policies and the policies and procedures of the London Borough of Ealing and St Ann's School.

The Headteacher recognises and accepts responsibility as site manager, as far as is reasonably practicable, to provide a safe and healthy workplace and working environment for all employees, students, visitors and others who may be affected by the work of the school.

In discharging these responsibilities the Headteacher will pay due regard to relevant regulations, codes of practice, site work permits for contractors, guidance notes and professional advice agreed by the London Borough of Ealing's Principal Safety Officer and the Executive Director of Education.

The Headteacher similarly requires all employees of the school and of the London Borough of Ealing to recognise their responsibilities to take care of themselves, of other workers, students, visitors and of others who may be affected by the work of the

school and to co-operate fully with the Headteacher and the London Borough of Ealing in implementing and fulfilling this policy.

The Headteacher as site manager accepts responsibility as far as is reasonably practicable for the effect of the school's activities on the safety of contractors and others whilst working on school premises.

The Headteacher similarly requires contractors and others when working on school premises to take all reasonable care for the protection of their own employees, school staff, pupils, visitors and others who may be affected by their work.

The Headteacher will ensure that there is written evidence that:-

- Management procedures for health and safety are in place
- All employees (including temporary staff) are properly briefed and trained.
- Risk assessments have been carried out
- Adequate warnings and reminders of any hazard to health are given.
- There is an ongoing process of health and safety education.

The Headteacher will co-operate fully in the appointment of safety representatives by recognised trade unions as set out in the 'Safety Representatives and Safety Committees Regulations 1978'. See section on safety representatives, which is on page 1 of this policy.

The corporate health and safety department currently inspect the school's health and safety systems and procedures once every two years. Their report will be shared with staff and full copies given to the Governing Body Premises Committee.

Other health and safety inspections are arranged by and carried out by the LA's property department and the plant maintenance contractor as and when required.

### **General Responsibilities**

The Headteacher will be responsible to the Executive Director of Education for the implementation, management and monitoring of the relevant policies and procedures. The Headteacher will co-operate with and maintain appropriate levels of communication with any outside users of the site, should any lettings ever take place.

The Headteacher will liaise with the Governing Body in matters where its responsibilities relate to the 'Health and Safety at Work Act 1974'.

The Headteacher will approve and monitor any arrangements made by school line managers to discharge their responsibilities, as well as monitoring the outcome of any arrangements made.

Those with management responsibilities over other staff will take all reasonable measures to assist the Headteacher in implementing the school's health and safety policy. So far as is reasonably practicable line managers will ensure that those for whom they have management responsibility, fulfil their responsibilities and that the areas in which they work are safe.

Employees have the duty to take reasonable care for their own health and safety and that of others who may be affected by their actions and / or omissions.

Employees are to cooperate with the London Borough of Ealing, the Headteacher and line managers to enable them to maintain a safe and healthy workplace. Disregard or failure to comply with safety instructions shall be a breach of disciplinary rules and dealt with accordingly.

## **Governing Body Statement**

The Governing Body will, so far as is reasonably practicable, ensure that all activities under its control are carried out in accordance with the 'Health and Safety at Work Act 1974', relevant regulations, approved codes of practice, guidance notes, the safety policy of the London Borough of Ealing and the Education Service, paying due regard to advice and information provided by the advisers of the same.

The Governing Body will ensure, so far as is reasonably practicable, that all means of entering or leaving the premises available for use are safe, and without risk to health and that any plant, equipment or substances in the premises or provided for use there, are similarly safe and without risks to health. In this respect the Governing Body will comply with arrangements and procedures made by the London Borough of Ealing as part of its responsibilities as employer. The Governing Body will ensure that appropriate health and safety arrangements are in place for any letting for which it is responsible.

The Governing Body recognises that failure to comply with the policy of the London Borough of Ealing on health and safety matters will result in the LA arranging for remedial work to be carried out and the costs involved being deducted from the school's budget in accordance with the Local Management of Schools scheme.

The Governing Body will review this statement regularly and when circumstances change. The Governing Body will ensure that the school maintains monitors and reviews its health and safety policy including necessary items of organisation, arrangements and procedures.

In order to assist in the discharge of its responsibilities the Governing Body Premises Committee and Safeguarding Committee will receive from the Headteacher termly health and safety reports.

## **Advice and Training**

The Headteacher notes that the London Borough of Ealing provide a range of professional advice, information and training in support of health and safety issues.

The Headteacher will undertake to make such advice and information available to all appropriate employees. The Headteacher will also ensure that all employees receive appropriate health and safety training.

## **Lone working on site**

When any member of staff is on site alone they must ensure that the external doors are locked. A fire exit route must however be available.

Lone workers should not allow unexpected strangers into the building. Any conversations should be held via the entry phone and with CCTV coverage – and only in exceptional circumstances and where the person's identity can be verified eg a police officer, should entry be permitted.

Any job which may result in an accident e.g. carrying or moving heavy items or climbing ladders should not be attempted.

Lone workers should have access to a telephone and another person should know when to expect them home. Family members of lone workers should have a contact number for a key holder so that in the unlikely event of a person not returning home they can have the building checked.

### **Moving around school**

All site users should walk inside the building. Students should be encouraged and supported to move around the building safely.

Classrooms should be kept neat and tidy to reduce the number of hazards.

### **Noise**

Noisy activities will be monitored to ensure that staff and students are not working in unreasonable conditions.

### **Therapists and therapeutic programmes.**

Therapists carry out their own risk assessments for each young person they work with. Class staff are always happy to provide additional information to facilitate this process.

### **Playground safety**

Class staff or lunch time senior duty staff will have overall responsibility for positive behaviour management and safety at break and lunch times. They should check that all gates have been shut appropriately. If any risks or hazards are identified the Headteacher, Deputy Headteachers, or School Business Manager should be informed immediately. Staff carry three playground buzzers and should an incident of any type occur the red buzzer is pushed and one or more of the senior members of staff (all of whom are on call and carry a receiver) will respond.

### **PE equipment**

Staff are ultimately responsible for checking that each piece of equipment is safe before allowing students access

Equipment should be spaced out to allow enough room around each piece for students to move without knocking into things.

### **Positive Behaviour Support Policy**

Refer to Positive Behaviour Support Policy

### **Repairs**

The Caretaker, School Business Manager or Headteacher should be informed immediately if something needs repairing. The area will then need to have a risk assessment undertaken so that it can be made secure and safe.

In the event of broken windowpanes, the area will be made safe and an outside contractor will be called to replace the window pane.

## **Hydropool Use**

Refer to St Ann's Hydropool Policy

## **Supervision**

Students should not be left unsupervised in any area within the school premises, unless it is part of a student's programme to carry out a task independently eg taking the register back to the office. In these circumstances staff should carefully monitor that each student returns to class after the designated amount of time.

If staff need assistance they should use the internal phone system to contact the Headteacher, Deputy Headteachers or school office. In emergency situations eg medical or behavioural incidents, staff should use alarm buzzers which are located in each teaching area. Alarms should be returned to the charging console in the main office at the end of each school day and picked up again the following morning.

## **Trees**

The caretaker will monitor St Ann's trees termly and after any strong winds. The area around any tree giving cause for concern will be roped off and a professional tree specialist will be called to give advice about what appropriate action should be taken.

All St Ann's trees are protected and are inspected and maintained by LA arborists.

## **Educational Visits.**

Refer to St Ann's Educational Visits policy.

## **Violence**

All site users but particularly staff have the right to work without threats of violence. Any physical or verbal violence between adults will be treated very seriously. Perpetrators will be challenged and in extreme cases action will be taken to ban them from the school site, in consultation with the council's legal department. The Headteacher will not hesitate in reporting incidents of abuse to the police and will press charges.

## **Challenging Behaviour**

Many of St Ann's students present with aspects of challenging behaviour as a part of their complex profound to severe learning difficulties. Such behaviour often represents an attempt to communicate a need by the young person and is not pre meditated behaviour designed to harm other students, staff or themselves. School will do everything possible to reduce the risk of injury to staff and students. Individual risk assessments are regularly updated around individual 'high need' students and updated information is provided to staff via twice weekly staff briefings. Comprehensive accident forms detailing all incidents are kept and submitted to the LA and Health and Safety Executive as required. Refer to St Ann's Positive Behaviour Support Policy.

## **Wet floors**

Wet floor warning signs must be put up immediately whenever a floor is wet whether from spillages or cleaning. Whilst school is in session staff should report any spillage in communal areas to the office so that remedial measures can be taken.

## **Work life balance and managing stress**

**Stress is defined as “a process that can occur when there is an unresolved mismatch between the perceived pressures of the work situation and the individual’s ability to cope.”**

Staff who are showing signs of work related stress – high blood pressure, heart disease, anxiety, depression, ulcers and thyroid disorders, short term memory loss, stomach disorders, low personal esteem etc. – will be offered the following support.

- Re-examination of the workload with a view to making beneficial changes
- Consideration of a period of paid absence from school
- Suggesting support from an appropriate counsellor
- Recommending consultations with their GP
- Directing / referring the employee to the OH Physician

Staff will be supported in working sensible hours. Steps will be taken whenever possible to make sure staff have pleasant and appropriate working conditions. Teachers will be given timetabled non-contact time to achieve their tasks. Additional time will be given to complete large projects.

The Headteacher will monitor incidents of stress related illness in order to reduce the burden people feel they are under.

Time management, assertiveness skills, well-being and other appropriate training will be offered to staff.

Staff remain the most valuable resource that the school has. The ethos of the school is of collaboration, mutual respect, innovation, nurturing and actively supporting and encouraging each other.

**May 2017**

**Review date May 2019**