



CHS HEALTH, SAFETY & WELFARE 2015

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The management takes responsibility for protecting the health, safety and welfare of all children and members of staff.

- promote the safety and welfare of all members of the school
- promote good safety procedures, alertness and control and instill concern and consideration for the safety of others
- teach sensible safety habits within the whole curriculum either in standalone lessons or through lessons
- encourage pupils to develop beneficial habits through good health and hygiene routines
- formulate effective procedures for use in case of a fire and evacuating the school premises
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety, as well as access to health and safety training as appropriate or as and when provided
- maintain all areas within the school in a condition that is safe and without risk to health

Organisation of Health and Safety

To ensure health and safety standards are maintained/improved, the following people share responsibility:

Principal : Jacqueline Hampton

Assistant Principal: Victoria Hampton

School Manager: Susan Larke

Safeguarding Officer: Libby Burke

Line Managers: Victoria Hayward & Lauren Mayer

Responsibilities include

- Monitor the effectiveness of the Health and Safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
- Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
- Make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines and information issued by relevant authorities;
- Make arrangements for the implementation of accident reporting procedures and draw this to the attention of all staff at the school as necessary;
- Make arrangements for informing staff and pupils of relevant safety procedures. Other users of the school will be appropriately informed;



- Ensure teaching staff remain up to date with health and safety training requirements;
- Ensure regular fire practices with suitable extra practices for new children.

Responsibility of Principal

- Monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable
- Manage safe asbestos disposal

Responsibility of Manager

- Ensure that health and safety inspections are undertaken once every term
- Identify for withdrawal, repair or replacement any item of furniture, fitting or equipment identified as being unsafe
- Identify that all glazing is safe
- Identify any breakages so they are made secure and repaired as quickly as practicable
- Ensure annual maintenance on electrical and gas equipment that fall under the Manager's remit are carried out

Responsibilities of Staff towards Pupils and Others in their care

All staff are responsible for the health and safety arrangements in relation to staff, pupils and teaching assistants under their supervision. In particular they will monitor their own work activities and take all reasonable steps to:

- exercise effective supervision over all those for whom they are responsible;
- be aware of and implement safe working practices and to set a good example personally;
- identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- provide written job instructions, warning notices and signs as appropriate;
- provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
- evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
- provide the opportunity for discussion of health and safety arrangements;
- investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
- provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
- entry/exit are kept clear for emergency vehicles in case of any emergencies;
- ensure pupils are properly supervised
- complete risk assessments, where necessary, for any activity

Responsibilities of All Employees

All Employees have a responsibility to:

- take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
- co-operate with the management in meeting statutory requirements;



- not interfere with or misuse anything provided in the interests of health, safety and welfare;
- make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Principal or the delegated person responsible for health and safety;
- ensure that tools and equipment are in good condition and report any defects to the Principal or the delegated person responsible for health and safety;
- use protective clothing and safety equipment provided if needed.
- ensure that offices and general accommodation are kept tidy;
- All corridors/stairs/exits must be kept clear at all times
- ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Principal and or the delegated person responsible for health and safety.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS HE/SHE MUST DRAW THESE TO THE ATTENTION OF THE PRINCIPAL OR SCHOOL MANAGER

Please note the following:

- It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage;
- Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards;
- All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees;
- All new members of staff will be trained in health and safety as soon as possible

Responsibilities of Pupils

All pupils are expected, within their expertise, ability and understanding, to:

- exercise personal responsibility for the safety of themselves and their fellow pupils;
- observe standards of dress consistent with safety and/or hygiene
- observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;

All Other Persons on the School Property Responsibilities

All other persons on the school property will:

- a) observe the health and safety rules and the instructions given by persons enforcing the Health and Safety policy
- b) not work on the premises until the relevant rules are read, understood and accepted
- c) not work on the premises until covered by insurance against risk

Health and Safety Methods and Procedure Statements

Code of Safe Conduct



- Conform to the Health and Safety at Work Act 1974, all health and safety rules and signs, fire precautions and emergency procedures
- Ensure that you understand and follow the safe operation of your duties; ask if you do not understand any aspect of these
- Report all accidents, near misses, potential hazards and damage immediately
- In the event that personal protective equipment or clothing is provided, it must be used and properly looked after
- Do not interfere with or misuse anything provided for the health and safety of employees
- Do not run, especially on stairs or steps. Use handrails; never read while walking.
- Keep your work area tidy and clear of obstructions; do not leave things lying around.
- Clean up any spilt liquids, tracked in rain etc. immediately
- In the event of you being called upon to handle bulky or heavy objects, only lift or move what you can easily manage; follow guidance and procedures for manual handling. If in doubt please ask for assistance
- Electrical equipment is regularly checked and is normally safe when properly used, but:
 - never touch electrical equipment with wet hands;
 - always disconnect electrical equipment before moving it;
 - never attempt electrical repairs unless authorized;
 - always keep electrical supply cables and wires away from wet areas or from - where they could be walked over etc;
 - always switch off equipment if not in use;
- Information on any specific hazards and precautions (e.g. COSHH, DSE) will be issued as appropriate and is available from the delegated person responsible for health and safety. Training in dealing with hazards will be conducted as appropriate.

Arrangements for Health and Safety

Training

All members of staff are given training in health and safety in their induction. On joining the school, all employees will be informed of the general health and safety aspects of their employment and of any specific information appropriate to them.

All employees will be informed about and trained in health and safety matters including exposure to any identified risks. Such information and training will be given in the event of there being a change in circumstances affecting health and safety, and otherwise will be adapted and repeated periodically where appropriate.

All pupils will be trained in the fire evacuation procedures through their Form Teacher, management and also through regular practices.

Hyde Park

All staff have a duty to ensure that adequate supervision is available at all times during games periods:

Road Crossing



- The safety and security of children and staff walking to and from local sites is of paramount importance
- All children need careful supervision at all times and no child should ever be left unsupervised by a member of Connaught House staff

It should also be remembered that the school is on display when walking on pavements and all staff and children should be tidy in appearance and behave in a considerate and polite manner.

Our aim is to teach children to behave safely when walking on pavements and crossing roads.

Setting Off/Preparation

a) All staff must wear a florescent jacket when walking to and from school with children.

b) All children must be lined up in the hall and given any necessary instructions before leaving the school premises.

Walking on a local pavement to Games/ trip/a church etc.

a) All children must walk quietly in twos.

b) There must be a member of staff or a nominated adult at the front and at the end of the line of children.

c) The children must be instructed to walk away from the roadside.

Crossing a Road

a) The member of staff in charge should decide on the safest place to cross any road.

b) Make sure all children in the line have stopped walking and are ready and close to the road before the group begins crossing.

c) A member of staff should stand in the road to manage traffic and the safe crossing, leaving their position only when all children are safely across.

d) All children must be silent when crossing a road.

School Trips

The same rules as above apply, though it may be necessary for the teacher in charge to exercise discretion for example, about whether the children are in single file or in twos.

A risk assessment will identify any such issues beforehand and the teacher in charge must brief colleagues prior to leaving the school.

Games

All games activities are organised with the health and safety of the pupils as a priority. All pupils are expected to do sport unless they have brought in a note or their parents/carers have communicated with the pupil's form teacher to state otherwise. In the event of injury in sport activities, other than minor scrapes and bumps, the pupils' parents will be called. If the injury is serious then an ambulance may need to be called. The accident book must be completed for all sport injuries.

Fire and Emergency Evacuation Procedures

CHS has a full Fire Procedure. Fire drills are carried out each term and evacuation times are recorded. A full fire alarm system is in place with all school areas covered by automatic detectors to ensure early warning at all times. Fire Risk Assessment in line with the Regulatory Reform (Fire Safety) Order 2005 has been carried out for the



School.

Fire Prevention Equipment

Arrangements are made for appropriately qualified inspectors to regularly monitor the condition of all fire prevention equipment. This includes regular visual inspection of fire extinguishers and testing of the fire alarm system.

Off-site Activities and Educational Visits

For educational visits the following procedure will be observed:

- a) Careful planning of trips with prior visit made by organiser if necessary.
- b) Adequate evaluation of all health and safety factors involved.
- c) Adequate notice given to parents of all facets of the trip.

The School always considers the ratio of adults to pupils very carefully. Ratios are used which, in the School's opinion, are satisfactory and ensure adequate supervision for pupils, commensurate with the activities that are being undertaken.

For all off site activities the following points will be taken into consideration:

- a) Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements.
- b) The expertise of staff accompanying the trip.
- c) Accident and Emergency procedures.

Please refer to: Educational Visits Policy

First Aid Procedures

CHS has a First Aid Policy and all members of staff are qualified first aiders.

Some members of staff are pediatric first aiders.

There are first aid boxes which are checked regularly and a first aid kits are taken to any sporting activity or the park.

Should any pupil require first aid they should be taken to the School Office.

The accident book must be filled in for any injury, however minor, requiring treatment.

It is the School Manager's responsibility to maintain the First Aid boxes and, in addition, all members of staff are expected to alert the manager if they notice items are used up or missing from the First Aid boxes.

- a) Medicines - kept in a locked cabinet in the school office and administered as directed.
- b) Medication Sheet - detailing what has been given to whom, for the record is on the office notice board.

First aid boxes are kept at the following locations:

FLOOR	LOCATION	ADDITIONAL INFORMATION
Basement	Kitchen	First aid box sited on shelf On wall, left of kitchen door Burns.
Ground Floor	Front Cloakroom	First aid box sited on wall Opposite WC cubicles



Portable kit kept on shelf

First Floor	Junior One Yellow Group Classroom
Second Floor	Science Area (through North facing classroom)
Third Floor	Staff & guest lavatory First aid box on shelf
Third Floor	School office First Aid cabinet on wall by window

There is a separate list of staff who have first aid or paediatric first aid training. Most full time and some part time staff hold basic certificates in First Aid and attend a refresher course as required.

INSET FIRST AID COURSE FOR ALL TEACHING STAFF every two years

All accidents and cases of work-related ill health are to be recorded in an accident book. The book is kept in the School office.

Administration of Medicines

- School Staff should not administer any medicines, unless directed to do so by management, otherwise this should only be done by the staff in the School Office.
- In all cases appropriate parental or carer authority is required before staff will administer any medication.
- All medicines will be kept in a locked cabinet and administered as directed or in the office fridge.
- The Medicine Form will be completed detailing what has been given to whom for the record. This will be kept in the Medicine Folder.

Should there be a pupil who suffers from a chronic condition, such as epilepsy, ADD/ADHD or has an allergy and requires an epi-pen staff are authorized to administer this medication. However parental or carer authority is required before staff can administer such medication.

Name of pupils with allergies are displayed in the dining room so catering staff know which pupils have dietary requirements. All staff will have a list detailing all pupils who have any allergies, dietary requirements and medical needs.

Accident Recording, Reporting and Investigation

All accidents will be recorded in the accident book. The accident must be read and signed by Mrs J Hampton, Mrs V Hampton or Mrs Larke and also signed by the parent/carers. The person completing the accident record or report will be responsible for investigating the causes of the accident and, if necessary, making recommendations to prevent recurrence.

If a child slips and trips and hurts himself, the accident is recorded in the normal way. If a pattern develops with a particular area then this should be reported to Mrs Larke or Mrs Hampton for further investigation.

Reporting Procedures to RIDDOR



Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive (HSE) and Alpha Plus Head Office.

The following must be reported:

Death

Major injuries

Over SEVEN day-injuries

An accident causing injury to pupils, members of the public, or other people not at work

A specified dangerous occurrence, where something happened which did not result in an injury, but could have done.

Security of Site

The School has taken all reasonable steps to prevent unauthorised entry to its premises. Staff should not admit anyone they do not recognise or do not expect. All visitors are required to sign in on entering the building and sign out on leaving. This folder is kept in the entrance hall.

Contractors

a) Control of contractors on premises:

None during term time (except in an emergency) if they are working in areas where children are present the area must be cornered off and a contractor(s) must never be left alone with children.

Identification:

Report to School Office and identification is checked. They sign in and are given a badge, like any visitor and sign out on leaving the building.

Machinery and Plant

Maintenance on all the school equipment is carried out on a regular basis to ensure that The School complies with its obligations under section 2(2)(a) of the Health and Safety at Work Act 1974. The Inspections and Checks are carried out as follows:

- a) Annual Checks on Electrical Equipment.
- b) Annual Service of Fire Extinguishers.
- c) Annual Service of Heating and Ventilating Equipment.
- d) Annual service of Catering Equipment.
- e) Five yearly checks on Fixed Wiring Installations.
- f) Checks on Fire Alarm are under contract (C Fire).

Classrooms and General Areas

Conditions in these areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose to which the areas are put. The school endeavours to ensure that all areas are in line with the most up to date requirements in the Educational Sector.

Hot Drinks

Staff should ensure that they only transport hot drinks around the school when it is quiet in the corridor areas. Hot drinks should not be transported when large numbers of pupils are moving around school.

Movement Around School

Pupils should walk around the school in single file and stand in single file when waiting. When walking up and down the stairs pupils should keep to their left, holding the



handrail where possible.

Handling

All staff are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

Pregnant Workers and Nursing Mothers

A risk assessment will be carried out and appropriate action will be taken to ensure she is not exposed to any significant risks, when necessary.

Working at Height The Work at Height Regulations 2005

In order to ensure that the school complies with these regulations, the following will be taken into account:

- a) Working at height will be properly planned and organised.
- b) A risk assessment will be carried out to establish the correct access equipment.
- c) Risks due to work on or near fragile surfaces will be properly controlled.

Stress

The School is aware of the potential for stress to affect staff and has a policy to address this issue and support staff who should speak to the Principals or a senior colleague over any concerns.

SAFETY INSTRUCTIONS:-

Ensure floors and doorway areas are kept clear at all times

Plug in points are kept clear and never hidden/covered by "clutter"

Clothes and material are not left on radiators

Electrical equipment, such as hairdryers, etc. re **never** left plugged in after use.

They must be returned to the office or stored out of children's reach in your cupboard

Any other electrical equipment such as radios, computers and televisions are turned off after use

Children are not allowed to use, carry or collect electrical equipment of any description at any time

Flex from computers and other equipment is kept clear of floor areas

Hanging displays are well away from lights

Displays do not obscure escape or fire signs

Classroom doors are left closed

No medicines or drugs, cleaning materials or fluids, inflammable fluids or poisonous fluids or materials are used in school time or left in classrooms

Immediately report any dangerous hazard

