



## Health and Safety Policy

<b>Governor Committee Responsible:</b>	Operations Committee	<b>Governor Lead(s):</b>	Marcus Crawley
<b>Status</b>	Statutory	<b>Review Cycle</b>	Annual
<b>Last Review</b>	February 2024	<b>Next Review Date</b>	March 2025
<b>Date Ratified:</b>	<i>Ratified by Operations Committee 27 February 2024</i>		

### INTRODUCTION

This statement of Health and Safety Policy is produced in respect of Charlton Kings Junior School only and forms the basis of future planning and implementation of health and safety matters within the school. The Trustees/governors will do their best to provide a pleasant, helpful and safe working environment for all staff, pupils and visitors to the school.

This is both for its own sake and in pursuance of their duty of care under the provisions of the Health and Safety at Work Act of 1974 and subsequent legislation and regulations.

This document, in accordance with the Management of Health and Safety at Work Regulations 1999 and Approved Code of Practice, seeks to identify and manage risks. Every reasonable step will be taken to reduce risks to a minimum, although everyone should realise that personal safety and the safety of others also depends upon the responsible conduct and vigilance of the individual.

### 1. STATEMENT OF GENERAL POLICY

- 1.1 The Governing Body, working in conjunction with information, procedures and codes of practice as defined in the School's Health and Safety documentation, is responsible for setting out the overall policy insofar as Charlton Kings Junior School is concerned.
- 1.2 The planning and implementation of the policy is the direct responsibility of the Headteacher and he should ensure that all employees fulfil their duties to co-operate with it. In the absence of the Head from school the responsibility devolves to the SBM. Arrangements will be made to bring the Policy to the notice of all staff, especially new employees and supply teachers.
- 1.3 The Trustees/governors recognise the need to consult staff on health and safety matters and the need to consult individuals before allocating or revising particular health and safety functions. This will be achieved through discussion with the Head and with the full staff body if necessary.
- 1.4 It is the Trustees/governors' policy to take all steps within their powers to prevent personal injury, health hazards and damage to property. It is also the Trustees/governors' policy to include this protection from foreseeable risks to pupils and members of the general public.

- 1.5 The Trustees/governors recognise their responsibility under the Health and Safety at Work Act so far as it is reasonably practicable:
- (a) to provide plant, equipment and systems of work that are safe and without any risk to health.
  - (b) to make arrangements for ensuring, without risks to health, the handling, storage and transportation of articles and substances;
  - (c) to provide adequate training, information, instruction and supervision to enable all employees of the School and pupils to perform their work safely and efficiently;
  - (d) to promote the development and maintenance of sound safety, health and welfare practices;
  - (e) to maintain the premises in a condition that is safe and without risk to health.
  - (f) to maintain in a condition that is safe and without risk to health, the access to and egress from the premises
  - (g) to provide and maintain a working environment that is safe, without risk to health, and adequate as regards welfare facilities for staff and pupils;
  - (h) to ensure sufficient funds are available to provide as necessary protective clothing/equipment to all staff employed in the School for the safe use of machinery, equipment and substances;
  - (i) to maintain a close interest in all health and safety matters insofar as they affect activities in the premises under the control of the School;
  - (j) to ensure the teaching of safety procedures where appropriate as part of the curriculum
- 1.6 It is recognised by the Trustees/governors that they are responsible for obtaining professional advice and information in health and safety matters and that any change in those responsibilities may involve the School in seeking outside specialists/consultants.
- 1.7 The School Trustees/governors require that health and safety matters are discussed at each meeting of the Operations committee. An annual audit should be carried out by the health and safety governor and staff representative to determine the strengths and weaknesses and to decide the way forward. Yearly health and safety risk assessments will be made by the teaching staff and the maintenance team.

## 2. ORGANISATION

**2.1.** The Trustees/governors recognise the need to identify organisational arrangements in the School for implementing, monitoring and controlling health and safety matters. The Trustees/governors must also ensure that the school budget reflects the finance necessary to manage health and safety matters of the first priority. Organisation and accountability are expressed in the following summary of individual duties and reporting arrangements.

### **2.2 The Headteacher**

- (a) The Headteacher is responsible and accountable to the Trustees/governors for implementing the School Health and Safety Policy and for all matters relating to health, safety and welfare within the school. The Headteacher must ensure that any important issues regarding health & safety are reported to the FGB (through the Operations committee) as they arise.
- (b) The day-to-day management of health and safety matters is the responsibility of the Headteacher.

- (c) The School Business Manager must be aware of all contractors and/or third parties entering the School to undertake maintenance, service or works contracts. This duty will be delegated to the SBM and Caretaker. The Caretaker and SBM will liaise with the Headteacher where necessary re contracted work so that together they may ensure safety procedures and policy agreements are adhered to.
- When building or plant maintenance work is carried out by contractors, it is the school's responsibility to ensure that a competent contractor/sub-contractor is employed and it is the duty of the Caretaker / SBM to oversee the planning and safe execution of the work.
- (d) The Trustees/governors will require the Headteacher to ensure the school's health and safety policy is effectively implemented and understood at all levels. The policy must be regularly monitored, effectively controlled and revised as necessary.
- (e) The Headteacher is responsible for ensuring that all new, amended or updated material regarding health and safety matters is brought to the attention of the relevant personnel immediately upon receipt.
- (f) The Headteacher must ensure that an agreed procedure for reporting all defects, hazards and problems regarding health and safety matters functions efficiently and effectively, including, as appropriate, reporting to the Health and Safety Executive.
- (g) The Headteacher will be a member of the Trustees/governors' Sub-Committees.
- (h) The Headteacher will seek advice when appropriate from outside agencies that are able to offer expert opinions.
- (i) Where the Headteacher judges that the use of any plant, tools, equipment, machinery, etc. is unsafe or that unsafe practices are in operation, such use and/or practice will be stopped.
- (j) The Headteacher shall make arrangements for improvement to the premises and plant, tools, equipment etc. which are the school's responsibility, consulting appropriately with members of staff.
- (k) The Headteacher shall review from time to time:
- the provision of First Aid in School
  - fire and evacuation procedures
- (l) The Headteacher will monitor and inform the Governing Body that appropriate training has been or will be given to staff to enable them to fulfil their responsibilities.
- (m) The Headteacher will ensure that in all schemes of work for pupils there is adequate instruction, training and supervision for health and safety matters.
- (n) The Headteacher will ensure that for work experience, arrangements are in place regarding the adequate information, instruction and training for health and safety matters, and that there is due supervision.
- (o) The Headteacher will consult with approved trade union representatives on all health, safety and welfare matters and co-operate with them in the execution of their duties.
- (p) The Headteacher will ensure, through induction, that all newly appointed staff receive timely information, instruction and training on the school's Health and Safety Policy, procedures and arrangements.

## 2.3 Caretaker

- (a) The Caretaker must ensure that they are familiar with the school's Health and Safety Policy as it affects their work activities.
- (b) The Caretaker is responsible and accountable to the Headteacher for all matters relating to health, safety and welfare within the sphere of their activity. They must report all defects and hazards that are brought to his attention to the Head.
- (c) The Caretaker must ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or remodelling schemes.
- (d) The Caretaker is to be responsible for grounds maintenance service contracts.
- (e) The Caretaker must ensure that the cleaning staff are aware of any implications of the school Health and Safety Policy as it affects their work activities (e.g. storage arrangements, equipment etc).
- (f) The Caretaker will need to highlight to the cleaning staff the risks occasioned by 'Lone Working'. They should devise strategies (monitoring work through visits, etc) for managing that risk.
- (g) The Caretaker must be aware of the Manual Handling Operations Regulations 2002 and advise the cleaning staff accordingly.
- (h) The Caretaker will test fire alarms, outside lighting, emergency lighting back-up batteries etc and keep records of tests in a log.  
In the case of direct labour, the Caretaker / SBM is responsible for ensuring that staff under their control are adequately informed, instructed and trained in using machinery, equipment, substances etc.
- (i) The Caretaker should also be familiar with:
  - the storage and use of steps, ladders and scaffolding
  - the handling of cleaning chemicals
  - the use of cleaning fluids on floors and the avoidance of the risk of slipping
  - the use of mats on floors
  - safety in boiler rooms
- (j) The Caretaker must be very mindful of the risks occasioned by 'Lone Working'. Neither they nor their colleagues should undertake solitary working where the risk endangers them. It must always be the case that their whereabouts on site work is known and that others expect them at given times so that investigations will quickly follow upon their absence.
- (k) Following the Manual Handling Operations Regulations 2002, the Caretaker and all staff should avoid hazardous manual handling operations where reasonably practicable. An adequate risk assessment of any hazardous operation that cannot be avoided must be made in collaboration with the Head.
- (l) The Caretaker and SBM must establish and implement comprehensive arrangements that all contractors and sub-contractors working on site have appropriate Health and Safety management systems in place.

## **2.4 The Curriculum Co-ordinator**

- (a) The Curriculum Co-ordinator is responsible and accountable to the Head for all matters relating to health, safety and welfare within subjects.
- (b) In the exercise of this responsibility the Curriculum Co-ordinator must ensure:
  - That all staff are aware of guidance and risk assessments and receive instruction or training in their duties regarding health and safety matters.
  - The Curriculum Co-ordinator must be aware of regulations, codes of practice and guidance notes appropriate to specialist areas.
  - The Curriculum Co-ordinator must also include details of their control of substances hazardous to health (COSHH) if this is applicable.

## **2.5 Teachers / Supply Teachers / Teaching Assistants**

- (a) Teaching staff are responsible and accountable to the Head for the implementation of the school's Health and Safety Policy in the performance of their duties.
- (b) Teachers must be familiar with the school's Health and Safety Policy, the implications of that policy and equally any procedures, arrangements and practices relating to their department particularly, and to the school generally.
- (c) Teachers must conform to responsibilities as laid down and to safe working arrangements.
- (d) They must ensure that where conditions apply, all pupils and persons working under their control receive instruction and are provided with on-the-job training to enable them to operate in a safe and efficient manner.
- (e) Teachers must immediately report to the Headteacher or SBM all problems, defects and hazards that come to their notice.
- (f) All supply teachers must ensure that they are fully acquainted with the arrangements should the fire alarm sound.
- (g) All supply teachers are provided with information on arrival containing information that will allow the safety of children and themselves to be maintained. A health and safety card is available at reception giving details about fire safety, first aid, safeguarding and child protection and explaining about visitor badges. Also a booklet is available in each class room detailing children with serious medical conditions in school.

## **2.6 Safety Representative(s)**

- (a) Unions operating within the School may wish to appoint individual safety representatives. The staff safety representative is Anna Ferchow and the Health and Safety governor is Marcus Crawley.
- (b) Any representative will be entitled to inspect the School in accordance with the Trade Union agreement.  
The Safety Representative(s) has the right to receive any subsequent reports regarding accidents, injuries and any inspections carried out by the Health and Safety Executive or other authoritative bodies.

## **2.7 School Staff / Support Staff**

The Health and Safety at Work Etc. Act 1974 states

"It shall be the duty of every employee while at work:

- (a) to take reasonable care for the health and safety of themselves and any other persons who may be affected by their acts or omissions at work, and
- (b) as regards any duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with."

Also that:

"No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions."

The school has the same expectations of pupils as of employees in respect of the foregoing.

- (c) All staff should be aware of what is expected of them.
- (d) All staff have responsibilities under the Health and Safety at Work etc. Act and are asked to report any possible hazards or defects to their line manager who will inform the Health and Safety Co-ordinator where necessary."
- (e) A copy of the School Health and Safety Policy is available for staff on the school server, under Private Teachershare > Key Documents > Policies > Current Policies.

## **2.8 Role of Specialist Advisers**

The Trustees/governors recognise that there will be occasions when the school will require specialist advice.

## **3. GENERAL ARRANGEMENTS**

### **3.1 Accident Reporting / Investigation**

The reporting procedure is as defined in the school's First Aid Policy and in line with the accident procedures published by GCC.

### **3.2 Near misses**

A 'near miss' is an event not causing harm, but has the potential to cause injury or ill health.

If staff members, pupils, contractors or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future.

Reporting will be conducted verbally to the health and safety officer as soon as possible, who will then inform the Headteacher as appropriate.

The school will report near misses that constitute as dangerous occurrences to the HSE. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.

### **3.2 First Aid Provision**

- (a) The school has a number of staff trained to First Aid at Work (RQF) level and other staff who are Basic First Aid trained. All employed staff have basic first aid training on a rolling programme.

- (b) First aid boxes, the contents of which are in accordance with advice received, are distributed across the school and the Senior Midday Supervisor regularly maintains them.
- (c) Travelling first aid kits are provided by school and carried to off-site activities e.g. to school sports fixtures.

### **3.3 Fire Precautions**

- (a) Procedures for evacuating the building are published for display in each classroom. These are subject to change from time to time as the experience of fire drills informs our policy. A personal emergency evacuation plan is prepared for each disabled person in the school. A log for recording tests of equipment is kept by the SBM.

#### **(b) The General Principles**

- The safety of users of the building over-rides all other considerations.
- All occupants of the building must follow the evacuation procedure.
- Teachers with pupils in their charge should ensure that no unsupervised pupils are left in parts of the building for which the teachers are responsible e.g. classroom.
- Teachers should endeavour to ensure that pupils remain calm.
- Even if it is realised that the alarm has turned out to be false, the drill should be continued to the end.
- In accordance with instructions published in each classroom:
  - All pupils shall assemble on the school field in front of the swimming pool
  - If children are making use of the pool at the time of evacuation appropriate procedures will be followed (The Management Procedure for CKJS Swimming Pool – reviewed annually prior to the pool opening)
- If a fire occurs during school hours when classes are not in session then everyone should assemble as above and carry out the published procedures.

### **3.4 Housekeeping**

- (a) There are risks where doors become worn and unsafe. All personnel - pupils, staff and cleaners - must report any damage to the Reception and//or the SBM as appropriate to the risk. A routine inspection will be carried out periodically.
- (b) Similarly, windows should be checked. They should open safely.
- (c) Teachers using blinds should inspect them to ensure that they are securely fixed.
- (d) The surfaces of floors and corridors must be free from obstruction. Pupils must be trained to recognise the risk caused by their carelessly discarding their properties in other people's way. The pupils should discuss with teachers where their bags may be most safely stowed.

- (e) Pupil movement about the school must be orderly, to avoid the risk of pushing and jostling – it is suggested pupils should keep to the left in corridors. This message is clearly conveyed during classroom discussions, the establishment of school rules and during assemblies.
- (f) All staff should ensure that plugs and electrical sockets are not overloaded and in good condition. Leads and wires should be managed to an acceptable standard to prevent slips trip and falls.

### 3.5 Internal H&S Audit / Risk Evaluation

All staff are required to assess risks in the rooms in which they work and report any concerns to the SBM with appropriate urgency. A more specific Risk Evaluation form is used where circumstances require it.

### 3.6 Training Arrangements

- (a) Training must be viewed as a constant requirement, based on the ability to recognise who requires it and when. New employees/entrants and supply staff will require either a level of awareness relevant to their task or a more in-depth training programme.

New technology, legislation, regulations and standards are all factors which determine a fresh approach to training requirements and a re-training programme for some staff. The Senior Leadership Team should assess this need. There are various categories of training requirements in school. They can be defined as induction training, informative/awareness training and specific 'hands-on' training.

- (b) **Induction Training**  
This will apply to new employees or transfer of employees to another place of work within the school. They will need to tour the school and be made aware of policies and procedures, fire precautions, first aid, etc.
- (c) **Informative/Awareness Training**  
A more in-depth approach, in-house training, showing staff what they must and must not do. This includes providing supervision until they gain understanding of what is required, making them aware of their tasks and providing written details of procedures and arrangements.
- (d) **Specific Training**  
This is a 'hands-on' training approach where it is recognised by the Trustees/governors that employees will require an accepted level of competence to perform their tasks, e.g.:
  - **Caretaking and pool treatment** staff need to be aware of hazardous substances and materials and COSHH requirements

### 3.7 Statutory Requirements

- (a) **CoSHH (Control of Substances Hazardous to Health)**  
The Trustees/governors recognise the need for the School to carry out risk assessment of all areas in accordance with the regulations.
- (b) The Trustees/governors recognise there will be occasions to refer to outside specialists for the checking of school service systems.



### **3.8 Checking of Portable Electrical Equipment**

- (a) All members of staff using portable electrical equipment or asking pupils to use it should make a visual inspection to ensure that there is no obvious deficiency. Equipment should not be used if it has not been subject to the checking in accordance with HSE guidance.
- (b) Staff should not bring in their own electrical equipment without authority. Where pupils bring in electrical musical equipment the responsible teacher should take all steps to ensure that it is safe to use.
- (c) Vigilance must be exercised in respect of potential hazards in the use of electrical equipment, e.g. the overloading of socket outlets. The trailing of cables must be prudently managed.
- (d) Teachers giving pupils electrical equipment to use must recognise the risk involved and caution pupils appropriately. Pupils should not use mains electrical sockets without supervision.
- (e) Teachers using headphones and microphones in their teaching must ensure that these are regularly disinfected. Cleaning staff will be asked to undertake this role.
- (f) All portable equipment is checked by the Caretaker who has undergone appropriate training.

### **3.9 Plant Machinery / Equipment**

- (a) The Trustees/governors recognise that initially it may be required to seek specialist advice in determining the safety requirements for:
  - Adequate and correct guarding of machinery.
  - General inspection of plant, equipment and machinery.
  - Storage and transportation of toxic substances, gases, etc.
  - Disposal of toxic and other waste substances and materials.
- (b) The Caretaker will be responsible for carrying out on-going checks within the school.
- (c) The Caretaker is responsible for defining safe systems of work for cleaning and maintaining plant machinery and equipment.
- (d) The Headteacher is required to provide budget for suitable protective clothing/equipment where appropriate on recommendation from the Caretaker or external agency; site team are responsible for bringing to the SBM's attention any equipment they may need.

### **3.10 Contractors / Sub-Contractors on Site**

- (a) The Headteacher must ensure together with the SBM/Caretaker in advance the safety implications of work being carried out on the premises so that appropriate precautions may be taken.
- (b) All contractors/sub-contractors entering or working on the School premises should report to the Caretaker or SBM before commencing projects or shorter-term work.

### **3.11 Field Trips / Excursions**

The School operates a policy on excursions that is fully compliant with HSE guidance and the LA policy. It has been investigated and approved by the Curriculum and Learning Committee.

Organisers of visits and excursions must discuss their plans with the Visit Co-ordinator and Head Teacher. Appropriate assessment forms must be filled in according to the Offsite Visit Policy.

Leaders of foreign trips, residential visits and hazardous activities are now required to enter details of the trip into the Gloucestershire Authority 'ego' web site for checking and approval.

### **3.12 Emergency Procedures**

In the event of accidents, fires, explosions and spillages the Head (or Senior Leadership Team Member) or SBM must be informed immediately – See Serious Incidents Plan – November 2023.

### **3.13 Asbestos management**

In accordance with HSE guidance, an asbestos management survey was undertaken by a company accredited in the UK. As a result of the asbestos management survey, risks were identified and dealt with on a priority basis. This survey will be undertaken again following any changes of use to a location or prior to any significant building work.

Further details concerning the management of asbestos can be found in the Asbestos Management Policy.

### **3.14 Severe weather**

The school will act in accordance with the Adverse Weather Policy where the weather could pose a risk to individuals on school site.

The Headteacher, on behalf of the governing board, will make a decision on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the governing board will be promptly informed.

### **3.15 Use of School Premises outside Hours**

When any outside agency hires the premises the Head Teacher, or SBM, will ask for the name of the person who will be responsible for Health and Safety. The applicant will be required to complete appropriate forms, which include an indemnity clause as per the Casual Hiring Agreement.

### **3.16 Security**

#### **(a) Buildings**

Risk assessments regarding security are regularly updated and submitted as required as part of auditing processes.

An alarm system is run by Decibel to alert of any out of hours intrusion into the school.

#### **(b) Personal**

All staff take the welfare of the children in their class with the utmost seriousness. Systems are clearly established to identify and concerns, report these and then act decisively upon information pertaining to individual pupils and their parents / carers.

The Senior Leadership Team will advise staff about the conduct of interviews with parents, particularly the inadvisability on some occasions of meeting parents alone.

On parents' evenings staff are advised to guard against being left in the meeting venue alone at the end of the evening. A member of the Senior Leadership Team will remain until the end of each meeting.

### **3.17 Welfare**

- (a) There is a room near the school reception that is suitable for short term, low level medical issues. Many staff members within the school are paediatric first aid trained; the room has chairs, access to a bed and an appropriate first aid kit.  
In the event of a pupil falling ill or suffering an injury, there is always liaison with parents and the ambulance service is summoned promptly when required.
- (b) The Personal, Social and Health Education lessons promote pupils' awareness of health-related issues, such as the need to go for medical and dental treatment. The School Nurse will be contacted as required as a result of any findings.
- (c) The school works closely with the School Nurse, who oversees the medical and vaccination programme to ensure compliance with their requirements for inspections.
- (d) At our partner secondary school, there is a discrete dining room, with a cafeteria system that sensitively provides meals for pupils to purchase or, should they be entitled, receive free of charge. There is a meal provided daily at reasonable cost that is designed to be nutritionally balanced. Packed lunches are eaten in the classroom with adequate levels of supervision and cleanliness provided by lunchtime staff. There is a designated area for those who opt to bring packed meals.
- (e) The school responds sensitively to occasions when issues of school uniform may require flexibility, e.g. because of religious or cultural differences.
- (f) All staff have been trained to be vigilant and to raise any concerns (including those which could be described as 'low level') which might link to child abuse. Mrs Selwood, Mr Jukes and Mrs MacKenzie are the designated senior teachers with responsibility for child protection. The school has good relationships with outside agencies.
- (g) Successful candidates for teaching or support staff posts are required to be vetted by the DBS.

### **3.18 Information about access for disadvantaged users of the building**

To provide safer access for disadvantaged users of the building the school has:

- dropped kerbs and a disabled parking bay
- ramps to the front entrance and side entrance to the school
- doors with lower vision panels
- disabled toilets inside and outside of the school building

## **4. MONITORING HEALTH AND SAFETY PERFORMANCE**

The Trustees/governors will require a commitment by the Headteacher that self-inspection has been carried out. The termly meetings of the Operation Committee will regularly address health and safety issues.

The awareness of the Headteacher may be raised as a result of directives from the LA and government and by those received by subject co-ordinators. All teachers are encouraged to report deficiencies on a day to day basis.

The Accident Report is discussed as a standing order at Committee meetings to see if there are trends to identify and to which to respond.

## 5. AUDITING

The Trustees/governors will ensure that a competent Health and Safety professional will conduct an audit on the third anniversary of the date of the last audit of the school and provide a written report.

The Trustees/governors' Health and Safety Committee will take consultancy advice from a competent Health and Safety professional.

When this policy was reviewed, an equality impact assessment was conducted to ensure any changes did not have an adverse effect under the terms of the Equality Act 2010.