



**The Federation of Hackbridge Primary School & Spencer Nursery  
School  
(‘The Federation)**



**Health & Safety Policy and Statement**

The Federation Governing Body regards the promotion of health and safety at work to be of the utmost importance and is committed to maintaining a safe and healthy environment and safe working procedures for all staff, pupils and visitors of Hackbridge Primary School and Spencer Nursery School.

It is school policy to ensure that every reasonable step be taken to prevent injury and ill health to staff, pupils and visitors by protecting individuals from hazards at work whether it is for the pursuance of their employment or other activities.

This is approached by:

- Assessing and controlling risk as part of the day-to-day management of school activity
- Providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently
- Ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out-of-school activities
- Periodic review of the safety policy as school activities and the associated risks change

All personnel employed within the school have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.

All employees within the schools have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- Complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions
- Reporting any incident to the safety advisors (School Business Managers) which has led, or could have led to damage or injury
- Assisting in any investigation with regards to accidents, dangerous occurrences or near misses

In line with the Safety Organisation set out in part 2 of this policy, it is the responsibility of all line managers to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures, which are to be followed within the schools.

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Mrs. E Walford  
(Headteacher)

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Mrs. C Cook  
(Chair of Governors)

## Part Two: Safety Organisation

### Objectives

#### 2.1 The objectives of The Federation health & safety policy are:

- To promote high standards of safety, health and welfare in compliance with the Health and Safety at work Act 1974, other statutory instruments and approved codes of practice
- To ensure that places and methods of work are safe and healthy through the arrangements set out in Part 3 and others which are adopted from time to time as appropriate to changing circumstances
- To protect personnel, whether they be employees, pupils, members of the general public visiting the school or contractors and their employees from any foreseeable hazards
- To ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety in so far as is reasonable and practicable
- To ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare
- To ensure that awareness with regards to all aspects of safety is fostered by all personnel
- To ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded and to co-operate in all aspects with regard to safety
- To ensure that full and effective consultation on all matters is encouraged

### Responsibilities

#### 2.2 Responsibilities of individuals within the school are as follows:

- **Governing Body.** The ultimate responsibility for all aspects of health and safety at work within The Federation rests with the Governing Body through the Location Committee.
- **Headteacher.** The Headteacher is responsible for the effective implementation of the safety policy and encouraging staff, through regular monitoring, to implement health and safety arrangements.
- **Safety Advisors (SBMs and H&S Governor).** The School Business Managers/H&S Governor are advisors to the Headteacher on health, safety and welfare within The Federation. The School Business Managers/ H&S Governor are to advise all personnel in meeting their individual responsibilities with regard to health and safety at work.
- **Site Managers/Site Supervisor.** The schools' Site Team also have the responsibility to ensure that the premises are healthy and safe for all those who use them. They may refer matters to the safety advisors or to the Headteacher.
- **Line manager.** All managers are responsible for ensuring that the day-to-day requirements regarding health and safety at work are met within their areas of concern. Where any new process, operation, or substance is introduced into the area of their responsibility, they are to liaise with the safety advisor so that the associated risks are assessed and any precautions deemed necessary are implemented.
- **Teachers and supervisors.** The responsibility of applying safety procedures on a day-to-day basis rests with all teachers and supervisors. They will investigate all accidents in accordance with current procedures in order that the cause of any accident can be identified and remedial action taken as appropriate. They are to ensure that all new members of staff and pupils under their control are instructed to their own individual responsibility with regard to the Health and Safety at Work Act 1974 and that they frequently inspect their area(s) of responsibility.

- **Employees and pupils.** Employees and pupils have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the school, contractors, and members of the public. They are required to co-operate with supervisors, line managers and the safety advisors and adhere to safety guidance given in helping to maintain standards of health and safety within the schools.
- **Safety Committee.** The Location committee as a whole or through individual members is to monitor health and safety performance and recommend any action necessary should this performance appear to be unsatisfactory.
- **Contractors.** It is the responsibility of contractors and their employees to read and comply with the Federation's health and safety policy. The main servicing contractors have been issued with a Code of Conduct to adhere to whilst on the premises.

## **Risk Assessments**

**2.3 Responsibility for assessing and controlling risks rests with all personnel within the school. However, risk assessment and training shall be performed in consultation with the safety advisors.**

### **Lines of responsibility and accountability**

- Governing Body
- Headteacher
- Safety Committee (Location Committee of the Governing Body)
- Safety Advisors (Headteacher, SBM and H&S Governor)
- Site Managers and Site Supervisor
- All employees and pupils
- Contractors

## **Safety committee**

**2.4 The safety committee is to comprise of:**

- Location Committee of the Governing Body, to include
- Headteacher
- Safety Advisors (School Business Managers and H&S Governor)
- Site Managers

**2.5 The committee will meet termly and at any other time deemed necessary.**

## **Duties of the 'Safety Committee'**

**2.6 Under Section 2 (7) of the Health and Safety at Work Act 1974, the safety committee have the function, in consultation with the staff and pupils they represent, of keeping under review the measures taken to ensure the health and safety at work of the employees and pupils.**

### **Specific functions will include:**

- The study of accident and notifiable disease statistics and trends, so that reports can be made to the governing body on unsafe and unhealthy conditions and practices, together with recommendations for corrective action
- Examination of safety audit reports on a similar basis
- Consideration of safety audit reports and factual information provided by inspectors of the enforcing authority
- Consideration of reports which safety representatives may wish to submit
- Assistance in risk assessment and the development of school safety procedures and safe systems of work
- Monitoring the effectiveness of safety procedures and safe systems of work
- Monitoring the effectiveness of the safety content of employee training
- Monitoring the adequacy of safety and health communication and publicity in the schools

## **Part Three: Safety Arrangements**

### **Introduction**

**3.1 The safety arrangements set out below are for the information, guidance and compliance of all personnel in The Federation**

**3.2 Health and safety are integral parts of management**

They are key considerations that should under-pin and facilitate educational and financial activity. Under the Health & Safety at work Act 1974 and common law, employers and employees must look after children in their care.

**3.3 In carrying out their normal functions, it is the duty of all line managers to do everything possible to prevent injury to individuals. This will be achieved as far as it reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk.**

**These can be summarised as:**

- Providing and maintaining safe equipment and safe systems of work
- Making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles
- Providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety
- Providing safe places of work with safe access to and access from them
- Providing a safe and healthy working environment
- Providing a system for rapidly identifying and remedying hazards

- Where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment

Arrangements that are more specific are set out below and which will be supplemented from time to time as necessary to address new risks in the form of appendices.

- 3.4 All personnel have a statutory duty to co-operate in fulfilling the objectives of the governing body and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves or others.**
- 3.5 Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to their line manager.**
- 3.6 No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety**

### **Specific arrangements for health and safety**

#### **3.7 Accident reporting**

Any accident or injury is to be reported to a safety advisor by the person or persons involved in the accident, or by the line manager and logged by the Office Manager (HPS) or SBM (SNS) using the online accident reporting system. Accidents are reported to the London Borough of Sutton H&S Department by the Office Manager/SBM/Headteacher. The safety advisors are to ensure that the Governing Body are informed of all accidents of a serious nature and any dangerous occurrences and where applicable follow the requirements of current legislation (RIDDOR 2013). There is a termly report of all accidents at the Location Committee of the Governing Body.

#### **3.8 Accident investigation**

- All significant accidents or incidents that are considered to be dangerous 'near miss' situations are to be reported to your line manager, they in turn are to report the incident to a safety advisor.
- A safety advisor is to carry out an immediate investigation into the incident in order that the cause of the accident can be identified and measures taken to prevent a recurrence.
- Investigations such as these are essential in order that accidents damage to equipment and property and losses are kept to a minimum.
- The chair of the safety committee (Location Committee of the Governing Body) is responsible for the co-ordination of such investigations.
- All contractors must ensure that accidents involving their personnel are reported to the safety advisor of the school as well as their own reporting chain.

#### **3.9 Reporting procedures**

Any practice or condition that is likely to have an adverse effect on health and safety of personnel, or damage to equipment or property, is to be reported to the Headteacher, SBM or Site Team. Such reports are to be recorded.

### 3.10 Out of school visits and activities

All personnel that arrange or actively participate in school visits or out of school activities must follow and adhere to the procedures outlined in the separate LA document - Procedure for School Visits and Out of School Activities – policy note 36 *and our own internal Guidance on out of school activities*.

- All offsite visits should have adequate preparation and a risk assessment compiled as set out in the school's Educational Visits Statement. If possible, the party leader should undertake a preliminary visit.
- All party leaders must be familiar with the Emergency Plan for Offsite visits and be compliant with this policy.
- When offsite children should be aware of other people and behave sensibly.
- Children should walk in an orderly fashion and stop at kerbs, only crossing a road with the teacher's permission.
- The party leader should ensure the correct ratio of adults to children (see LA's policy note 36 and the school's Educational Visits Statement).
- Children must not sit on the front seats of coaches. Seat belts MUST be worn.
- Asthma inhalers and AAls (Epipens) held in class should be taken on the trip by the Class Teacher.
- Party leader to ensure a first aid pack is taken and adequate provision has been made for travel sickness.
- All Risk Assessment paperwork MUST be correctly authorised BEFORE any trip leaves the school.

### 3.11 Safe working procedures

Line managers must ensure that safe working procedures detailed below are developed through:

- Assessing the tasks
- Identifying the hazard
- Defining a safe method
- Implementing the system
- Monitoring the system

Once developed, safe-working procedures must be made widely known to protect all personnel working within their area of responsibility from dangers to their health and safety. They are also to familiarise themselves with laid down procedures and ensure that personnel under their control are fully conversant with these procedures.

### 3.12 Defective tools and equipment

- All defects found in hand tools; power tools or any other equipment must be reported immediately to the SBM or Site Manager to allow necessary action to be taken. These tools are only used by the Site staff who are trained. No DIY tasks are undertaken by any other members of staff.
- The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be re-issued for further use until repair or disposal has been undertaken.
- Advise a member of the Site Team of loose screws, nails or any other defects on any items of furniture or fittings.

### 3.13 Means of access

- When using access equipment such as ladders, crawling boards, etc., **the correct equipment is to be used for the job to be undertaken AT ALL TIMES**. Stepladders should always be supported by an assistant. Site Staff attend training in the use of this equipment.

- Always use correct routes of access. Do not use shortcuts, they can result in serious accidents.
- Staff WILL NOT stand on tables or chairs to gain access.
- Staff should only use the small steps with handrails provided by the school for access to classroom displays

### **3.14 Good housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed
- Ensure shelves in storerooms are stacked neatly and not overloaded
- Keep floors clean
- Do not obstruct emergency exits
- Adopt a 'tidy desk' policy in offices and classrooms

Termly H&S Newsletters are sent to all staff to remind them about good housekeeping principles and classroom inspections are undertaken by the SBM and Site Team.

### **3.15 Electrical equipment**

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- Where 13 amp sockets are in use, only one plug per socket is permitted. Socket adaptors are not permitted in school.
- The protective outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to re-wire the plug correctly.
- Electrical equipment that is known to be, or suspected of being faulty, must not be used.
- If electrical equipment becomes faulty whilst in use it is to be isolated from the source of supply and secured so that it cannot be used until repair has been undertaken.
- No equipment is to be brought in from home without authorisation from the Headteacher and MUST be PAT tested by the Site Manager (or qualified electrician) before use.

### **3.16 Use of harmful substances**

- When using harmful substances, whether they be material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.
- No new materials or chemical substances are to be brought into use unless a COSHH (Control of Substances Hazardous to Health Regulations 2002) Assessment has been carried out and clearance given for use by a Safety Advisor.
- Any invasive work, which could lead to disturbance of asbestos, is not to be carried out under any circumstances without reference in the first instance to the Headteacher, School Business Manager or Site Manager so that the necessary regulations can be followed. The School has an asbestos management policy and an asbestos register.
- The cleaner's cupboards should be kept shut and locked when unattended.
- The Site Office should be kept shut and locked when unattended.
- Tippex should not be used by children. Office staff should keep it in a safe place.

### **3.17 Smoking**

This school is a complete non-smoking zone and this includes vapouring devices.

### **3.18 Emergency Services**

- Contact the school office to phone the emergency services if required
- There is a first-aider in the school office at all times during the school day
- There is a defibrillator sited in the main entrance to the school

### **3.19 Equipment/Apparatus**

- Teachers should check all PE apparatus before use. (Further details on safety can be obtained from the PE coordinator)
- PE apparatus should be properly stored and maintained.
- Regular checks of the fixed and portable PE equipment are carried out by the Site Team and annually by a qualified contractor.
- Staff should check and report any damaged or unsafe equipment to a safety advisor or the Site Manager. Faults must be remedied or equipment removed from service.
- VDUs can be a potential hazard if used for long periods. Staff should be aware of this. Children using computers should be seated comfortably and at the right height for the equipment.

### **3.20 Portable Appliance Testing of electrical equipment**

- PAT testing will be carried out annually, during the Autumn half term, by a qualified electrician and all equipment marked. All testing documentation will be kept, by the Site Managers detailing the results.

### **3.21 Fire prevention and Lockdown**

- 'Action to be taken in the Event of a Fire' is posted in all buildings and each room has a printed notice clearly identifying the evacuation route and assembly area to be used.
- Lockdown procedures are posted in all buildings and each room has a printed notice clearly identifying procedures.
- All personnel are responsible for knowing the location of fire points and fire exits and the procedure in the event of a lockdown. They should also know the location of the assembly point in the event of fire.
- The most important part of fire control is prevention. It is with this in mind that all personnel are to be conversant with the fire potential of materials and substances that they use and should exercise maximum care in their use, especially those marked flammable.
- Fire evacuation procedures, fire prevention training and fire alarm testing is to be carried out in accordance with current legislation and procedures.

### **3.22 Visitors**

- All visitors should report to the school office and should sign in via the electronic management system. Approved visitors will then be given a visitor's badge. A Green badge indicates that the visitor has a current enhanced DBS check and a Red badge indicates that we have not seen evidence of an enhanced DBS check or the person does not hold one. Any visitor wearing a Red badge must be accompanied by a member of staff at all times whilst children are on the premises.
- Staff should challenge any unknown person seen entering the building or grounds in order to avoid the risk of theft, damage or abduction of a pupil.
- It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school.

- Visitors should not be allowed to enter work areas unaccompanied and, where protective clothing is issued for a specific area or task, the same level of protection is to be afforded to any visitor proceeding to that area.

### **3.23 Contractors**

- Contractors working within the school are required to comply with the working rules and code of conduct as issued by this school. Any breach of these rules is to be reported to the Headteacher, SBM or Site Team.
- Contractors working on the school premises are required to identify and control risks arising from their activities.
- Contractors will inform the Headteacher, SBM and/or Site Team of all potential risks to pupils, staff and visitors.

### **3.24 Manual handling of loads**

- Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out. The Site Managers and Site Supervisor are trained in the handling of loads.
- Health and safety information and advice. Health and safety information and advice is available on all aspects of health, safety and welfare from the SBM.

### **3.25 Violence to others**

- Incidents of physical or verbal abuse against staff are treated seriously and must be reported to the Headteacher. Each incident should be recorded and if necessary, reported to the LA.
- Violent incidents between pupils will be investigated and appropriate action will be taken.
- The LBS guidance on violence and abuse against staff is followed;

### **3.26 Cleanliness - general**

- All spillages should be cleaned up immediately.
- Litter should be removed. Adequate litterbins are provided. Children should be educated in the risks to health and safety from litter and the lack of hygiene generally.
- Children should be reminded about the proper use of toilet areas and the need for washing hands after using toilets, before eating, after gardening, collecting litter, handling pond water or animals.
- The school building should be maintained in a clean and health condition and this comes under the responsibility of the Site Manager and his team. All staff have a responsibility to bring any health and safety issues to the attention of the SBM, Site Team or the Headteacher.

### **3.27 First Aid – please see separate First Aid Policy for more detail**

- A list of designated first aiders at both sites is listed as an appendix to this policy.
- Any medicines for chronic illness brought into school must have been cleared with the Headteacher and either a Health Care Plan or Headteacher and Parent Agreement to administer medication must be in place. Please see the school's policy for the Administration of Medication during school hours.
- All medicines must be stored in a safe place away from children's reach.
- When staff are alerted to an injury, a designated first aider should be consulted. Children's parents will be contacted at the discretion of the first aider/Headteacher.

- In the case of all head injuries, the child will be issued with a note to take home and a 'bumped head' sticker to wear to alert school staff. The office will be alerted and a daily board is kept of all children who have a head injury or suspected head injury of any kind.
- **PARENTS WILL BE NOTIFIED OF HEAD INJURIES CAUSING CONCERN IMMEDIATELY.**
- Staff should be aware of the special needs of children suffering from asthma, diabetes, epilepsy or other specific ailment or disability. Medical alert forms are displayed in first aid rooms and the school office for children with serious specific medical problems.
- Asthma inhalers are kept in the child's classroom but may be required on a school visit (check individual's needs). Please see the asthma policy for further information.
- A list of children with asthma inhalers is kept in the office at Hackbridge Primary and in the Medical Room at Spencer Nursery School.
- Staff with any chronic conditions or regular medication should inform the Headteacher or School Business Manager to enable a confidential record to be kept on SIMS.net. For Spencer Nursery School, a list of staff's regular medication is kept in the Medical Room.

### **3.28 BLOOD AND BODILY FLUIDS**

- Appropriate protective gloves should be worn at all times when dealing with body fluids. These are available in the school office, first aid room and each classroom.
- Waste resulting from first aid treatment must be disposed of separately in one of the four bins provided at Hackbridge Primary in (a) the main office (b) Reprographics Room (c) First Aid Room KS1 (d) EYFS. NO waste must EVER be placed in ordinary bins around school.
- Spillages must be cleared up wearing gloves and using 'ABSORBIT'.
- **SNS** - aprons and gloves must be worn when dealing with any body fluids. Waste resulting from first aid treatment or any body fluids must be wrapped accordingly and placed in the medical disposal bins – located by Ladybird's Garden Area.

### **3.29 PLAYGROUND SAFETY**

- Children are not permitted to climb fences or drainpipes or onto any part of the building.
- Children are not permitted to play on the apparatus either before or after school hours.
- For Spencer Nursery School, only 4 children at a time are permitted on any climbing equipment and are not allowed on the equipment if an adult is not present.
- Damaged or loose playground surface should be reported to the Site Manager/SBM.
- For Spencer Nursery School any concerns must be reported immediately to the SBM.
- SNS Only – children must wear shoes with closed in toes, no open-toed shoes are permitted.

### **3.30 CAR PARK (HPS only)**

- Children are not permitted to play in or around the car parking areas.
- The school gates to the Kitchen Car Park and KS2 Car Park are electronic and only accessible by visitors when permitted. Access is only by restricted personnel or for deliveries. Movement of vehicles on site is not permitted between 8.30am-9.00am and 3.00pm-3.30pm to allow children and parents safe passage on and off the school site.

### **3.31 JEWELLERY – RELIGIOUS SYMBOL**

- A simple piece of jewellery may be worn as a symbol for religious beliefs so long as it is NOT visible and is removed by the pupil for PE activities. If this item is lost, stolen or causes any injury to the pupil on the

school premises, or during any time when the pupil is under the care of the school, then the school will NOT BE HELD LIABLE. Personal property is not covered under school's insurance.

Any pupil's parent or guardian requesting the wearing of such a piece of jewellery will be written to setting out the above information.

**SNS** - children will only be permitted to wear "stud" type earrings, any other earrings will be removed and placed in an envelope and returned to the parent at the end of the day. The school will not be held liable for any item that is lost/damaged/stolen, as personal property is not covered under the school's insurance.

### 3.32 **MOBILE PHONES (HPS only)**

- Mobile phones can only be brought on to the school site by pupils in year 6.
- Staff and visitor mobile phones must only be used in the staff room or reception area – phones must be kept in lockers during school time.
- The school will not be held liable for any mobile phones brought on to the school site - this is done purely at the owner's risk.
- All pupil phones must be handed in to the class teacher at the start of the school day and then collected at the end of the school day.
- **SNS Only** – The whole school site is a no mobile telephone site. All staff and visitors are requested to place their mobile telephones in their lockers. For family emergencies, mobile telephones can be left in the school office.

Additional arrangements will be appended as they are developed out of risk assessments carried out in accordance with this policy.

This policy runs in conjunction with all other school policies and particular attention should be paid to the following policies:

Security, Emergency Plan and Procedures, Administration of Medicines, First Aid, Asthma, Local Authority Policy Note 36 for offsite school visits and Local Authority guidance A7 Violence and abuse of staff on school premises (A7 is attached to this policy and to the Emergency Management Plan), The School's Educational Visits Statement and Guidance.

Date:	16 <sup>th</sup> January 2007
First adopted by FGB on	28 <sup>th</sup> February 2007
Last Review date:	January 19
Next Review date:	January 20

## **List of First Aiders**

### **Hackbridge Primary School**

Miss. Z Barclay (Lead First Aider)  
Mrs. A O'Connor  
Mrs. D Etchell  
Mrs. L Matthews  
Mrs. S Prior  
Mrs. M Youngs  
Mrs. D Kadoo  
Mrs. S Hall  
Mrs. F Glithero  
Mrs. S Parker  
Mr. M Baker  
Mr. A Jasper  
Miss. N Robins  
Mrs. J Cotter  
Mrs. C Gurney  
Miss. C Venk  
Mrs. D Williams (EYFS)  
Mr. D Crabb  
Mr. N Hull  
Mrs E Butters  
Miss. J Parsons  
Mrs J Rochford

### **Spencer Nursery School**

Registered first aider: Mrs. S A Tanner

All staff receive Pediatric First Aid training every three years and are fully qualified.