



Clarendon School
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Health & Safety & Risk Assessments

THE Auriga
Academy TRUST

Health & Safety & Risk Assessments

Governors' Committee Responsible	Health & Safety - Premises
Status	Statutory
Review Cycle	Three yearly
Date written/last review	30 November 2017
Date of next review	Spring Term 2018

HEALTH & SAFETY & RISK ASSESSMENTS

Declaration

The Governing Body fully supports the aims and objectives of the London Borough of Richmond upon Thames to achieve the highest possible levels of health and safety at work.

The Governing Body will be treated as the person who has control of the school premises under section 4 of the Health and Safety at Work Act 1974.

The Governing Body commit themselves to encourage, where practicable, the co-operation of all users of the establishment by discussion and consultation to promote and develop health and safety issues and reduce risks to anyone affected by the activities of the school or its representatives.

The Governing Body recognises and accepts its responsibility for the maintenance of safe egress and access, the maintenance of the premises, and minimising risks to health and safety arising from plant or substances used on the school premises.

Every possible assistance will be given to any appropriate person/situation to achieve a safe working environment.

Safety Duties

To achieve the objectives laid down, the Governing Body accepts the following duties:

- a) To bring to the attention of the Local Authority all items of urgent maintenance for which the budget has not been delegated to the school,
 1. As a result of risk assessments by the Health and Safety Manager and site manager.
 2. By the sub-committees annual risk assessments.
 3. By any emergency matter brought to the Governors' attention by the Head teacher.
- b) To provide information, training, instruction and supervision on health and safety matters achieved by liaising with the Health and Safety Manager, Co-ordinator and INSET Co-ordinator.
- c) To initiate and receive at each sub-committee meeting, a risk assessment report from the Health and Safety Co-ordinator. This is carried out termly.

A programme of risk assessment is to be maintained by the Health and Safety Co-ordinator and the site manager on a termly basis and by the sub-committee on an annual basis. The sub-committee will ensure that appropriate steps are



taken to reduce risks to the health and safety of employees and any other person affected by the schools activities to the lowest level 'reasonably practicable'.

This will be assisted by dynamic risk assessments undertaken by teachers prior to any lesson. The Science co-ordinator will hold a copy of classroom hazard cards which can be reviewed when necessary

- d) To ensure that contractors work safely when on the premises. (See Contractors on Site.)
- e) To ensure that any premises defect is rectified and/or action is taken to prevent injury or loss arising from any such defect through liaison with the Head teacher, Health and Safety Manager and site manager.
- f) To ensure that health and safety matters are raised at Governor's meeting termly by a report from the Health and Safety sub-committee.
- g) To ensure that other users of the premises are aware of health and safety matters i.e. fire drill for visitors, and that volunteers and supply staff are referred to health and safety policies and procedures detailed both on the "New Staff Briefing Sheet" and on the school server. Lettings are sent appropriate health and safety guidance.
- h) Establish effective lines of communication with the Local Authority Health and Safety representative on matters to do with health and safety through the school Health and Safety Manager and Co-ordinator.
- i) Ensure that any safety guidelines included in the national curriculum are identified and actioned as appropriate. As appropriate policy documents are reviewed, ensure due consideration is given to Health and Safety.

Persons responsible

Governor Representative for health and safety – **Kayleigh Lee**

School health and safety manager – **Andrea Oliver**

The following guidance on health and safety issues are specific to Clarendon School

First Aid

Please see list of first aid certificate holders displayed around the school, and on school server "o", and refer to the school's records before administering any first aid. Any person requiring first aid should be accompanied to a first aider or a first aider called to the injured person. Any first aid should be documented in the first aid books (in medical room).



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Any incident involving injury or a bang to the head should result in a conversation by phone or face to face with parents or a note being sent home advising them of the situation and recommending a visit to the G.P. or hospital if they have further concerns. Head teacher or deputy should be notified.

Children who have received first aid or experienced a bang to the head should be given an appropriate sticker so that other members of staff are aware of any first aid issues.

Head injuries and injuries which require further treatment by medical professionals require reporting using the Borough's online reporting system.

Protective gloves should be worn at all times when administering first aid or when cleaning up any bodily fluids or potentially hazardous substances.

Grounds Maintenance

Grounds maintenance is the responsibility of the Site Manager. No grass cutting or maintenance should take place during breaks and/or lunchtimes. Pupils must be kept away from areas where maintenance is in progress.

Food Safety

The school follows the Borough's code of practice for food technology and staff are updated as appropriate with in-service training.

Health of Employees

Employees are encouraged to familiarise themselves with the Borough's and the school's Health and Safety Policies (available on the schools server). The school follows the Borough's codes of practice on all personnel issues and information is readily available from the personnel department at the Civic Centre and is also available on the Intranet. The school works closely with occupational health service and pays into Workplace Options Employee Assistance Programme.

Health of Pupils

Visits

All group leaders should familiarise themselves with the Borough's and school's guidelines on school journeys and visits procedure to be found on the schools server. Help should be sought from a Key Stage Team Leader or a senior member of staff.

Health & Safety in PE

All health and safety issues that arise in PE are addressed using the BAALPE Safe Practice in Physical Education Manual located in the PE office and in the Health & Safety in PE Policy.

Disposal of waste

There is a contract to remove and replace sanitary bins on a monthly basis. All medical/clinical waste should be disposed of in yellow bags and placed in the bin marked clinical waste. Other waste should be packaged in black bin bags and placed in the large refuse bins. Any broken glass or dangerous substances should be carefully wrapped and clearly marked before disposal.

Contractors on site

For building contracts a pre-contract meeting is held with the Head teacher, site manager or Local Authority and the contractor. A health and safety plan is submitted prior to the meeting for discussion, amendment and approval. Clarendon specific procedures are built into this plan. The Local Authority provides a named person as project manager whose role it is to liaise with the site manager. A contractor's induction pack is provided and hot works permit are completed where appropriate.

Electricity

All electrical appliances are checked and date marked approved on an annual basis by an approved electrical engineer. Any defective equipment is repaired or removed from use. Only electrical equipment that has been checked is to be used in school.

EVACUATION PROCEDURES

Fire

All staff, supply teachers and volunteers are reminded to be aware of fire exits and evacuation procedures on induction. A copy of the evacuation procedure is to be found in a prominent place adjacent to all fire exits. The adult in charge of each group is responsible for ensuring the evacuation of all pupils. Pupils in wheelchairs have access to ramps from all exits. An adult must oversee their evacuation.

Fire drills are carried out at least once a term and recorded and the alarm system is regularly checked under contract.

Please refer to schools Emergency Plans and Procedures

Gas

Any sign/smell of gas. Switch off the appliances and gas supply. Evacuate the area and inform the office. The office will telephone the gas board.

Safety Glass

All glass within the safety regulations areas has been covered with a safety film. Any replacement must be safety glass.

Voluntary Helpers

All volunteers and students are requested to make a preliminary visit and have an induction meeting with the headship team. They are made aware of emergency procedures and policies online. All volunteers should have current DBSs.

School Concerts

Visitors are made aware of the fire evacuation procedure and the appropriate fire exits. Entrance to the school is by the main entrance only. Visitors' toilets can be found in the hall and adjacent to the first class base approaching the dining room. All other areas of the school are out of bounds to visitors.

Playgrounds

At Clarendon & Newhouse playground duties are constantly reviewed. At Clarendon a number of staff are allocated to positions around the playground others are allocated to children who need 1:1 supervision. At lunch time there are also staff allocated to duties in the dining hall and while running lunch time clubs.

Access to the outdoor areas on both sites is dependent on the weather conditions. Risk assessments are carried out on the playground on a two termly basis and reported in the health and safety file.

Playground supervision procedures are risk assessed annually by the Health and Safety Manager.

Personal Protective Equipment

Protective disposable gloves and aprons are to be found in the medical room. Steps are available in the store cupboard next to the accessible toilet for such things as putting up displays. Protective clothing is provided for sports activities when appropriate (e.g. shin pads for football, helmets for cycling etc.) For specialist rooms please refer to the subject policy.

Workplace health and safety



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Please refer to section on Health of Employees above.

Visitors

All visitors must report to the main office and sign the visitors' book where they will be issued with visitor ID and be asked to read the safeguarding commitment. Staff are encouraged to challenge any strangers on the premises especially if no ID is being worn.

Monitoring

This Policy will be monitored by the Governors representative for health and safety and the premises committee. It will be reviewed every three years.

Team Teach

In order to keep staff and children safe all permanent staff and long term agency staff are trained in Positive Handling techniques using the Team Teach training provider.

Admin/Policy/Health and Safety