



# HEALTH AND SAFETY POLICY

## Charlton Manor Primary School

2020

THIS POLICY AND STATEMENT SUPPLEMENTS THE POLICY OF  
GREENWICH COUNCIL AND DESCRIBES THE DUTIES OF STAFF AND THE  
ARRANGEMENTS FOR HEALTH, SAFETY AND WELFARE IN CHARLTON MANOR  
PRIMARY SCHOOL.

## 1. POLICY STATEMENT

- a) The policy of Charlton Manor school is to provide and maintain a safe and healthy teaching and learning environment.
- b) Charlton Manor will ensure that conditions, equipment and systems of learning are of a satisfactory standard and provide such information, training and support as the staff require to undertake their teaching activities safely.
- c) Charlton Manor school also accepts responsibility for the health and safety of other people who may be affected by our activities.
- d) The allocation of duties for safety matters and the particular arrangements which we will take to implement the policy are set out below.
- e) Safety and accident prevention shall be treated as an integral part of every activity and will have parity with any other aspect of the school activities. It shall be achieved by all staff diligently discharging their duties.
- f) The policy will take into account changes in working practices and legislation.
- g) To ensure this the policy and its implementation will be reviewed annually.

Duty Holder:

Head Teacher – Tim Baker

Health & Safety Coordinator:

Assistant Head Teacher – Joseph Turner-Wing

## 2. ARRANGEMENTS FOR IMPLEMENTATION

### a) Organisation

- i) The Head teacher has overall responsibility for the health and safety of all persons on Charlton Manor premises and persons on school arranged activities. This responsibility extends to any person who may be adversely effected by Charlton Manor school activities.
- ii) The Charlton Manor school Health and Safety Steering Committee will review safety systems and develop strategies for the improvement of safe practices within the company. iii) Health and Safety Steering Committee meetings will be held not less than every four months (termly).
- iv) All staff will receive training in the safety aspect of their work. This long term programme is designed to equip each person with the skills necessary to enable them to undertake their work with due regard to health and safety provisions.

- v) Safety in Charlton Manor school will be maintained by teachers and ancillary staff.
- vi) Staff will act immediately to rectify any breach of statutory obligations or school safety requirements, and will actively pursue proposals which further accident prevention, as far as it is reasonably practical.
- vii) The current Council Policy for Education Establishments and copies of Safety Codes of Practice are kept in the *admin. office* and are available for reference during normal office hours.

**b) The Health and Safety Committee**

- i) The committee will consist of school management and other co-opted members. ii) The committee will be chaired by the Headteacher or Deputy Headteacher.*
- iii) The committee will meet periodically but not less than termly.
- iv) Functions of the Committee shall be:
  - a) To receive notice of and consider major incidents, accidents and other information affecting the health and safety at Charlton Manor school;
  - b) To consider the findings of accident investigations and, where it is thought appropriate, act on the recommendations;
  - c) To review health and safety arrangements within Charlton Manor school and make recommendations for improvement;
  - d) To review new legislation and consider the likely affect on health and safety within Charlton Manor school and consider the changes necessary to meet the needs of new regulations;
  - e) To take suggestions from staff on health and safety matters;
  - f) To assist the Head teacher implement the health and safety recommendations contained in circulars received from Greenwich Directorate of Education;
  - g) To make representations on all safety matters to the Board of Governors.

**3. RESPONSIBILITIES**

**a) Governors**

The main health and safety functions of Governors are:

- i) Issuing a clear written policy statement:
  - a) Specifying responsibilities and arrangements for identifying hazards undertaking risk assessments and implementing appropriate control measures;
  - b) ensuring the policy is known and understood by all;
  - c) involving everyone in making the policy work;
- ii) ensuring the organisation of staff including:

- a) making sure that responsibilities for health, safety and welfare are allocated to specific people who should receive specific, relevant information and training;
  - b) displaying information in the school, confirming who has responsibility for health, safety and welfare;
  - c) making sure that everyone has sufficient information about the risks they run and the preventative measures they should take;
- iii) Measuring performance and learning from experience ; iv) Monitoring of health and safety (including consideration of inspection reports);
- v) Ensuring that actions and improvements necessary in the interests of health and safety are taken;
  - vi) Prioritising actions where resources are required;
  - vii) To take reports on health and safety at all appropriate governors' meetings;
  - viii) Issue an annual report on health and safety within the school; ix)
- Ratify the local safety policy.

**b) Head Teacher**

The Head teacher will:

- i) Establish the Health and Safety policy of Charlton Manor school and ensure it implements the London Borough of Greenwich policy and is revised as often as is necessary;
  - ii) Monitor the effectiveness of the policy;
  - iii) Allocate the resources necessary to ensure the requirements of the policy can be fulfilled;
  - iv) Support the intent of the Safety Policy to secure the health and safety of staff, *students/pupils*, visitors and members of the public;
  - v) Ensure that all staff in the school receive the training necessary for them to carry out their work without undue risks to their own health and safety or the health and safety of others;
  - vi) Refrain from condoning any activity which breaches Statutory Regulations, or Education Codes of Practice;
  - vii) Ensure that all new and existing staff are trained in the fire, accident and bomb alert procedures and are given every assistance to perform their duties in a safe manner;
  - viii) Ensure that there is good liaison with the Inspectorate on all matters of curriculum health and safety;
  - ix) Instigate safety surveys within the school, receive and review all accident reports and implement remedial measures;
  - x) Formulate the school policy on the medicines in the school; xi)
- Undertake annual review of each section of the school; xii) Ensure that the special risks generated by the presence of contractors on site are considered in the terms of all contracts;

- xiii) Draw up arrangements for any joint use of the premises and other facilities;
- xiv) *Ensure there is liaison between the school and the providers of catering and cleaning services;*
- xv) Co-operate with accredited safety representatives in their efforts to carry out their functions including inspections and investigations as the needs arise;
- xvi) Receive written reports from the safety representatives and respond in writing within a reasonable period;
- xvii) Meet their responsibilities as members of staff; xviii) Set a personal example.

**c) Heads of departments**

The main functions of Heads of Departments are:

- i) The day-to-day management of health and safety within their areas of responsibility in accordance with the health and safety policy;
- ii) Drawing up a list of key risks for his/her area of responsibility to ensure that the safety precautions to counter the risks are known, understood and followed by all staff and pupils within the area;
- iii) *(Heads of Dept. should not be re-writing the school policy to fit their own situation it should be limited to local specific hazards)*
- iv) Undertaking a periodic review of the list of key risks;
- v) Liaise with the appropriate inspectors to ensure that they and their staff are aware of health and safety developments in their field of expertise;
- vi) The carrying out of regular inspections and submitting reports on their findings to the Headteacher;
- vii) Ensuring action is taken to rectify any health and safety concerns as a result of inspections and other discovered risks;
- viii) Arranging for staff training and information;
- ix) Passing on health and safety information received to appropriate people;
- x) Acting on reports from above or below within the hierarchy;
- xi) Meet their responsibilities as members of staff and set a personal example;

**d) Premises Manager**

The Premises Manager will:

- i) Be familiar with the school Safety Policy and his responsibilities under the policy as Premises Manager and a member of staff;
- ii) Understand his responsibilities under the Health and Safety at Work etc. Act 1974;

- iii) Have a knowledge of his responsibilities under other relevant Health and Safety legislation having an effect on Charlton Manor school's activities;
- iv) Be familiar with the agreed Education Health and Safety Codes of Practice relating to premises activities;
- v) Carry out safety inspections and Risk Assessments on all the activities within his sphere of operation;
- vi) The Premises Manager will have a major role to play in the prevention of fires in the school and in the safe evacuation of the building he should:
  - a) Ensure that all emergency exits are unlocked while the building is occupied;
  - b) Ensure that the premises are checked after evening use;
  - c) Ensure that rubbish and combustible materials are not stored under stages, in boiler rooms or in escape routes;
  - d) Ensure that any combustible materials are placed in non-combustible containers and properly disposed of as soon as possible;
  - e) Ensure safety in the use of temporary heaters;
  - f) Inform the Head teacher of instances where their executive authority does not allow them to deal effectively with a hazard;
  - g) Identify any training needs within their normal areas
  - h) Keep a register of all portable electrical equipment;
  - i) *Undertake / arrange* the testing of portable electrical equipment;
  - j) Ensure that assessments have be undertaken on all substances considered hazardous to health as required by the Control of Substances Hazardous to Health Regulations 1995 (COSHH) and that the safety requirements, deemed necessary by the assessments, are complied with by all users of the substances;
  - k) Ensure that any new substances added to the school inventory are assessed for COSHH;
  - l) Ensure that all visitors to the site, including contractors, are made aware of any hazards on site;
  - m) Advise the head teacher on the health and safety implications of contractors and other visitors;
  - n) Ensure that contractors employed meet the same standard of health and safety criteria as Charlton Manors school activities;
  - o) Maintain the records of testing and other registers as required by regulations and school Codes of Practice.

**e) Trained and nominated First-Aiders or Appointed Persons**

The First Aiders or Appointed Persons will:

- i) Maintain the First Aid facilities within the school, ensuring that only the authorised items are available;
- ii) Undertake the First aid duties as necessary in case of accident to any person in the school or any other school activity with which they are involved;
- iii) Ensure that, where necessary, emergency treatment or assistance is obtained for any person in need;
- iv) The Headteacher will assume responsibilities of the Appointed Person in the absence of a Nominated First Aider;
- v) *Inform any parent or guardian of a accident or incident to their child or charge;*
- vi) *Co-ordinate the investigation and reporting of accidents and administer accident records for the school;*
- vii) *Make the reports necessary under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);*
- viii) *Inform any member of staff of the need to complete the statutory accident book (form B1510) which will be kept readily accessible at all reasonable times for the injured person or someone acting on their behalf;*
- ix) *Analyse accident reports to determine if there are any areas or activities of particular concern which are shown to be of particular concern;*

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**f) Staff**

Staff will be aware of their responsibilities under and comply with:

- i) The Health and Safety at Work etc. Act 1974 Section 7 and safe working practices;
- ii) School safety requirements when undertaking any work; iii) Co-operate with *Departmental heads/managers* to achieve a healthy and safe workplace;
- iv) Take reasonable care of the Health and Safety of others who may be affected by their work;
- v) Not intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety;
- vi) Bring to the notice of the head teacher or other nominated person any health or safety problem which they are not able to put right. They may also inform their safety representative;
- vii) If an employee has any suggestions for the improvement of health and safety they should contact the head teacher or the person delegated as Health and Safety Officer.

**g) Safety advisers/Consultants**

*The main functions of health and safety advisers, if required, are:*

- i) Establishing timetables and methodology for audit;*
- ii) Carrying out health and safety audits;*
- iii) Advising on health and safety policy revisions;*
- iv) Assisting in the implementation of the safety policy;*
- v) Helping in investigations;*
- vi) Advising on monitoring procedures.*

## **Section 3 - Fire and Emergency Procedures**

### **1. Fire**

**a) General Information**

- i) It is essential that all members of staff, both permanent and temporary, casual or contracted users of the school, know the fire and evacuation procedure in case of emergency and are fully conversant with the instructions contained in Circular H&S/95/14 and school specific instructions.
- ii) The fire alarm will be the sounding of the alarms situated at various points in the school and offices. The alarms will continue to sound until all staff students/pupils and visitors have left the building.
- iii) To ensure staff are familiar with the sound of the fire alarm and to test the equipment the alarm will be sounded regularly, this will be done weekly from a different call point each week the tests will be recorded.
- iv) In each room of the school a diagram of the preferred emergency evacuation route will be displayed with the muster point for that room.
- v) The method of raising the alarm will be displayed in all classrooms and offices.
- vi) Staff will be informed prior to any testing.
  - a) Unless previously informed by *the premises staff* that the fire alarm is about to be tested, all staff not having a specific fire duty, on hearing the alarm must leave the building immediately, not stopping to collect personal effects;
  - b) They should ensure that all children in their charge are evacuated in an orderly fashion;
  - c) *They should, if it is safe to do so, take the class register with them.;*
  - d) *If class registers are kept in a central location the nominated member of staff should take the registers to allow roles to be called after evacuation, this should only be done if it is safe to do this duty;*
  - e) Staff should familiarise themselves with the escape routes from their classes and work areas, the muster areas, and the fire alarm Call Points from where they may sound the fire or other alarm..



- vii) *The location of any gas cylinders or other potentially dangerous equipment or substances should be known and the Senior Fire Officer informed on his arrival.*
- viii) Staff should not assume that the entrance they use to enter the building is the most appropriate exit.
- ix) Staff should only fight a fire if they know the appropriate extinguisher to use on a small containable fire and understand their use.
- x) Before any firefighting is undertaken all children and other staff must have been evacuated.
- xi) Visitors must be escorted to the muster points by the host staff.
- xii) Staff must not return to the building until informed that the building is safe by the Fire Controller.

**b) Specific Staff Duties**

- i) The *Headteacher/Senior Leader* will go to *reception/the delegated area* and ascertain if there is a fire, its location and seriousness.
- ii) The *Headteacher/Senior Leader* will take charge as **Fire Controller** in *reception/the delegated area* to liaise with the emergency services.
- iii) **Fire Marshals** will liaise with the **Fire Controller** to report when the all staff, children and visitors have been evacuated.
- iv) A **Fire Marshal /catering nominee** will liaise with the **Fire Controller** to report when all catering areas have been evacuated.
- v) The **Telephone Operator/Senior Admin. Officer** will, if it is safe to do so, stay by the switchboard to keep open lines of communication, if this is unsafe it is essential that they evacuate.
- vi) To enable rescue to be implemented Fire Marshals should report any missing persons to the Fire Controller
- vii) It is essential that all other staff not involved in safety measures leave the building as quickly as possible.
- viii) *(All items in italics should be considered in the light of individual school situations)*

**c) Action by staff on discovering a fire**

- i) On discovering a fire staff should give warning to those in the immediate area by shouting FIRE.
- ii) The member of staff should immediately activate the fire alarms by *breaking the glass on any one of the CALL POINTS.*
- iii) *If it is safe to do so, they should then telephone reception to inform the operator of the location and extent of the fire and any injured persons and ensure that the reception/telephonist has contacted the appropriate emergency services.*
- iv) *If it is safe to do so, trained staff may attempt to fight the fire but only if it is limited in size using the fire fighting equipment but only after calling for assistance and warning those in the area.*

- v) *They should only use the extinguishers if confident and instructed on the safe use of fire extinguishers.*
- vi) *They must not place themselves in danger and should stay between the fire and a Fire Exit.*
- vii) *If they are unable to extinguish the fire they should abandon the position and evacuate to their muster point, and inform the Fire Controller of the nature and extent of the fire.*
- viii) *Staff must not place themselves or others at risk in fighting the fire.*

**d) Action by staff on hearing the fire alarm**

- i) On hearing the fire alarm all staff, not having duties to perform during the evacuation, should immediately evacuate the children leaving the building using the nearest safe fire exit.
- ii) If it is safe to do so fireproof cabinets containing confidential documents should be closed as should windows and doors as each room is cleared.
- iii) Staff should report to the appropriate Fire Marshals at the muster points.
- iv) Staff and pupils should not leave the school site until they have reported to their Fire Marshals and obtained permission.
- v) On hearing the fire alarm all external telephone lines should be disconnected and no calls, other than by the person reporting the fire or other authorised person, should be made to, or through, the operator. This includes radios carried by staff members.
- vi) Staff with mobile phones should take them with them in case they are needed for communication purposes.
- vii) Staff away from their normal place of work should leave the building and report to their Fire Marshal at their muster point.

**e) Action by telephonist**

- i) *On being informed of a fire, or on hearing the alarm, the telephonist will immediately call the Emergency Services they will not break the connection until the emergency services have repeated the name of the school/premises.*
- ii) *If the person making the report has, for any reason not sounded the alarm, the telephonist should do so immediately.*
- iii) On hearing the alarm, if it is safe to do so, the telephonist should stay by the switchboard, to keep open lines of communication.
- iv) If the fire is in the vicinity of their office or could place them at risk they should leave immediately and report to the Fire Controller.

**f) Action by Fire Controller**

The Fire Controller will, if it is safe to do so:

- i) Go to and remain in or near the reception area after the fire alarm is sounded;
- ii) Take reports from Fire Marshals and ensure that a role call is taken;

- iii) Report any missing persons to the senior officer of the emergency services;
- iv) Mute the alarm after a complete evacuation or on establishing it is a false alarm;
- v) Authorise any return to work after consultation with the Fire Brigade.

## 2. Bomb Threats

### a) Introduction

- i) During times of heightened tension and increased terrorist activity information that a bomb has been placed on the premises may be received.
- ii) In most cases the call will be a malicious or childish hoax but any call must, until proved otherwise, be taken in all seriousness.
- iii) The decision on the authenticity of the call may only be taken by the appropriate authority, the Police.

### b) Action by Person Answering the Telephone

- i) On receiving a bomb warning telephone call the person answering the telephone should try to obtain as much information as possible.
- ii) This may require an act on their part to encourage the caller to continue talking.
- iii) The telephonist should make notes of the information obtained and try to establish as much information as possible, quoting the **'exact'** words. iv) Notes should be made of suspects gender, background noises, call origin if known, code word recorded (if given) i.e. is there any laughter or childish noises?

The **Headteacher** or **Senior Person** on site, should be informed immediately.

### c) Action by Headteacher or others.

- i) The **Headteacher** or other **Person in Charge** will inform the **Police**.
- ii) **For all calls use CAD and CHS - SMF/BOMBTHREAT**
- iii) **Consider contacting MIB 24/7 intelligence support on 68400 or 68401 when dealing with serious or critical or serious incidents. Ask the operator to keep the line open and indicate this on the message.**
- iv) Due to the danger of explosive devices being placed outside the building in evacuation areas the evacuation procedure should not be initiated at this stage unless there is strong suspicion that a package or other object may be dangerous.
- v) After discussion with the Police a decision can be made to evacuate or initiate a search for any suspicious packages or objects.
- vi) Teachers and staff may be informed by word of mouth, or the public address system if available, of the emergency situation and be asked so search their area of work for any suspicious packages.

- vii) Teachers and staff should report the results of searches to the Head teacher or other person in charge who will have taken up station in the control area designated in the Fire Evacuation procedure for them to receive information.
- viii) Staff should follow the emergency plan and must not leave the school site, either alone or with pupils unless authorised to do so by the Head teacher or emergency services.
- ix) Under no circumstances should any suspicious object or package be touched or moved.
- x) Staff should not congregate in groups or stand round a suspicious package.
- xi) They should move away and inform their supervisor and others in the vicinity.

### ***Reactive monitoring of accidents and dangerous occurrences***

- xii) *Reactive monitoring looks at incidents, accidents, and occupational ill health through the investigation and analysis of statistics.*
- xiii) *It includes investigating complaints.*
- xiv) *Obviously, all accidents involving injury need to be investigated. However, it has been shown that there is a relationship between events involving minor or no injury and those involving major injuries.*
- xv) *Only a small proportion of accidents result in harm, but the personal element makes it a priority to investigate injury accidents.*
- xvi) *It has been found that the severity of injury is a poor indicator of risk and it is more important to consider the potential of the incident rather than the actual outcome.*
- xvii) *It is essential that staff are encouraged to report near misses.*
- xviii) *Much information may be obtained from the investigation of near misses.*
- xix) *A culture of “no blame” should be encouraged where staff are able to report an unsafe act or situation knowing that no blame will be attached..*
- xx) *A positive action for improvement should be initiated.*

**Reviewed: November 2020**

**Next review: November 2021**