

The Royal (Crown Aided) First School



Health and Safety Policy

Loving to learn, learning to love, guided by God.

Date reviewed:	10 January 2023
Date ratified:	16 May 2023
Date of next review:	Spring 2024
To be reviewed by:	Input Committee

The school has adopted the Health and Safety Policy of the Royal Borough of Windsor and Maidenhead.

[The Health and Safety at Work Act 1974: Sections 2\(3\), 3 and 4.](#)

[The Management of Health and Safety at Work Regulations 1999: SI 1999/3242.](#)

This policy will be reviewed at least every year.

The Policy Statement

In recognition of its statutory duties in accordance with the provisions of the Health and Safety at Work etc. Act 1974, the Governing Body as the employer will take all reasonably practicable steps to ensure the health, safety and welfare of all staff and pupils whilst engaged in school activities. This school's policy forms the local arrangements and should be read in conjunction with the Royal Borough Windsor and Maidenhead Corporate Health and Safety Policy.

In particular, the Governing Body will ensure, so far as it is reasonably practicable;

- That all places under its control, where staff and pupils are required to work, are maintained in a condition that is safe and without risk to health and safety.
- That hazards arising from the use, handling, storage and transportation of articles and substances used in the School are adequately controlled.
- That equipment and systems of work are safe and without risk to health and safety.

Furthermore, the school undertakes to provide adequate information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively towards their own health and safety and that of others.

In addition, the school will ensure, so far as is reasonably practicable, that the health and safety of non-employees is not adversely affected by its activities.

The Head Teacher with the assistance of other staff members will endeavour to implement this policy.

The school believes that no policy is likely to be successful unless it actively involves staff themselves. For this reason the policy will include appropriate arrangements for consultation with staff and will encourage them to identify hazards and suggest measures for improving safety performance.

Where the Borough provides services, the local arrangements for the school follow the RBWM Corporate H & S Policy and Codes of Practice.

This policy statement supersedes any previously issued.

Responsibilities for Implementing the Policy

The Governing Body

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the Governing Body. The Governors, with assistance from the Head Teacher and staff will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular they will:

- Make arrangements to ensure the school has an up to date health and safety policy.
- Have in place procedures to identify hazards and evaluate risk control measures.
- Delegate health and safety responsibility to some staff and ensure they are followed.
- Ensure a governor attends appropriate health and safety briefing provided by the LEA or the School.
- Have health and safety on the agenda of the input committee meetings.
- Ensure the Head Teacher, as the Key Manager for health and safety, is supported to carry out the appropriate responsibilities as detailed below.

The Governing Body will provide:

- A safe environment for pupils, staff, visitors and other users of the premises plant, equipment and systems.
- Safe arrangements for transportation, storage and use of articles and substances.
- Safe and healthy conditions that take account of;
 1. Statutory requirements
 2. Approved Codes of Practice
 3. Department for Education guidance.
 4. RBWM Corporate Codes of Practice for those RBWM provided services that have been bought into.
 5. Adequate information, instruction, training and supervision.
 6. Provision of all necessary safety and protective equipment.

Responsibilities of the Head Teacher

The Head Teacher as the officer in charge of the day to day management of the school will carry out the duties of **Key Manager** detailed below. In her absence the Senior Teacher or designated person will carry out these functions;

- To pursue the objectives of the Governing Body and the LEA with respect to health and safety.
- To ensure health and safety is an agenda item in staff meetings.
- To ensure risk assessments are carried out and appropriate actions are taken to remove potential hazards or reduce the level of risk.
- To co-operate with accredited Safety Representatives and Safety Advisors and offer them assistance to carry out their prescribed functions.
- To receive written reports from Safety Representatives and Safety Advisors concerning possible hazards and to respond in writing within a reasonable period of time to the points made.
- Take reasonable steps to prevent a recurrence of any accidents, near misses and dangerous occurrences and ensure accordance with the Borough's procedures.
- To ensure that materials and equipment purchased are safe and without risk when properly used and are adequately maintained.
- To ensure induction training to all new members of staff and all training needs of both new and existing staff are assessed, relevant training is provided and a record of these is kept.
- To keep abreast of the changes in the Borough's Corporate Health and Safety Policy and Codes of Practice and pass on the information to the staff concerned.
- Responsibility for implementing the policy in the common parts of the building. In particular he/she will liaise with contractors and will provide them with information on any hazards such as asbestos, electrical services, fire safety etc. that they may come across whilst working on school premises.
- Ensure that contractors do not place health and safety of staff and students at risk whilst on school premises.
- Following an accident will undertake or oversee any remedial repairs or actions as required.

Responsibilities of Class Teachers

Class Teachers will ensure that;

- Staff and pupils follow safe working practices and will, if required, carry out a risk assessment of activities in accordance with any guidance issued.
- Staff are made aware of their responsibilities.
- Termly equipment inspections are carried out within their area of work. Any defects will be reported to the Head Teacher. The Bursar will gain quotes to replace/repair defective equipment at the earliest opportunity, subject to budgetary constraints.
- He/she investigates the cause of all accidents, near misses and dangerous occurrences and reports findings to the Head Teacher.
- The training needs of staff are regularly reviewed. The Head teacher will be advised of any additional training requirements.

Responsibilities of All Staff

Staff have a duty under the Health and Safety at Work etc Act 1974 to co-operate with the Head Teacher to ensure this policy is implemented. They must use equipment in a safe manner and in accordance with the information, instruction and training given and take all reasonable steps to ensure the health and safety of those affected by their activities. The Head Teacher welcomes suggestions from staff for improving health and safety within the school.

All staff are expected to check equipment and classrooms regularly and report their findings to the Head Teacher. If staff notice anything hazardous or areas needing repair during the normal course of their working day, they will report the hazard to the office manager or business manager, who will report to the Headteacher and take immediate action to reduce any serious risk. If the issues identified are of a serious nature, then the Head teacher will inform the Health and Safety Governor and/or the Chair of Governors as soon as it is brought to her attention.

Monitoring the Effectiveness of the Policy / Health and Safety Advice

The implementation of this policy will be monitored by regular inspection by the Class Teachers and the Head Teacher. In addition, the Borough Health and Safety Advisors will carry out an audit of the school once every 12 – 18 months. Health and Safety Advisors are also available for advice at any time. They can be contacted on 01628 796641.

Hazardous Substances

Hazardous substances may be used in the school both for teaching and for cleaning and minor maintenance. A COSHH assessment is carried out for each product and the Material Safety Data Sheet made available.

Asbestos

The school has been surveyed for asbestos. The RBWM Property Company hold the asbestos register and a copy is held in the School Office.

The register must be referred to prior to any maintenance work being carried out by School staff or contractors. Furthermore, any damage to asbestos, or substances suspected to be asbestos, is reported immediately to Building Services on 01628 796004 and the area cordoned off until it is made safe.

Electrical Safety

Electrical equipment is tested every 18 months as part of the Borough's contract.

First Aid

The school has a number of first aiders to ensure there is adequate cover. See First Aid Policy for detailed procedures.

Teacher's responsible for school trips will be responsible for ensuring that a First Aid Kit and any medicines/inhalers are always taken.

Accidents

All serious accidents must be reported to the Head Teacher. All staff are responsible for recording all accidents on a duplicated accident report form. The pupil must take the top copy home and the other copy must be given to the school office for filing in the central file.

Contractors

The RBWM Property Company; The Oxford Diocese or The Crown Estate oversees large projects. They will ensure competent contractors are employed and work is carried out safely. They will monitor contractor's activity. The school may also employ contractors. In these circumstances the Head Teacher will ensure competent contractors are employed and health and safety matters are given top priority. Contractors are required to carry out a risk assessment prior to commencement.

Violence Against Staff

The LA, Governors and the Head Teacher will not tolerate acts of aggression against staff from any person. Such incidents will be dealt with in accordance with the LA's policy on violence against staff. Should members of staff be subjected to violence they will receive all the support needed from the LA and the School.

Fire

A range of firefighting equipment is available in the school as prescribed by the RBWM Fire Safety Contractor's annual visits. The Borough and / or contractor maintain these. The Site

Controller will carry out regular tests on the Fire Alarm and keep a log of the tests. The Head Teacher will ensure that termly fire drills are carried out and a record of these will be kept. In addition, the LA nominated contractor will carry out periodic services of the Fire Alarm system. The Head Teacher must ensure all escape routes are kept clear at all times. All staff are requested to report blocked escape routes to the Head Teacher immediately they are identified.

A Personal Emergency Evacuation Plan will be completed for any individuals with short or long-term impairment.

Working Outside of Normal Hours

When a member of staff is working outside normal working hours, the Head Teacher will be informed so that appropriate security measures can be implemented. The Head Teacher has been provided with means of communications and is able to call for assistance if needed.

Wardens in The Crown Estate are available between 7:30am and 10:30pm and are trained first responders.

Manual Handling

All staff may carry out manual handling from time to time. All these activities will be assessed in accordance with the guidelines issued by the HSE. These staff will be provided with training on safe lifting techniques.

Detailed arrangements for the implementation of the above areas of safety management are provided in the Corporate Codes of Practice available through the Health and Safety Team at RBWM : contact Dan Houston - Daniel.Houston@rbwm.org.uk.

Security

Security is of great importance to the school. The Head Teacher is responsible for ensuring all the security measures that have been put in place are working effectively and are regularly

monitored. All breaches of security must be reported to the Head Teacher who will take the appropriate action.

Administration of Medication

Parents may request the School to administer medication to pupils during school time. A form must be completed before any medication can be given. Due to the importance of this task the Health and Safety Advisors can provide a separate procedure if there is an issue within the school.

Adventure Activities

Teachers organising activities away from the school site must carry out risk assessments to include travel to and from the site area, risk assess the activity and ensure that all activities are safe before taking the children off site. This can be checked with the Educational Visits Advisor at RBWM on 01628 784247 or 01628 675517. The LEA has issued separate guidance on off-site activities. Teachers organising such activities must familiarise themselves with the guidelines.

Transportation of Pupils

Please see separate policy.

Legionella

HBE (RBWM contractor) carry out regular water checks on behalf of the Borough and School. Records of these checks are emailed to the Bursar by RBWM. The Site Controller runs the water in the unused taps/outlets around the school. There is a list of outlets on the Weekly Flushing Record Sheet, which is updated as necessary.

Covid – 19

There is a separate comprehensive Risk Assessment for the Covid-19 outbreak and interruption to education, which is regularly updated. This is shared with all staff and Governors through Teams.

This policy will be monitored every year. Staff will be asked to complete a checklist alongside a safety walk conducted by the Head Teacher and the governor responsible for H&S.