Bellevue Place
EDUCATION TRUST

Health & Safety Policy

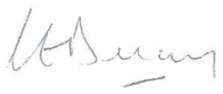
This Policy Applies to Halley House School and Early Years Setting

Note: Please refer also to separate, related policies which exist as follows:

- Anti-bullying Policy
- Safeguarding Policy
- Educational Visits Policy
- Equal Opportunities Policy
- Fire Risk Assessment
- First Aid Policy
- Special Educational Needs and Disabilities Policy & Plan
- Missing Child policy
- E-Safety (within Child Protection (Safeguarding) Policy)
- Mobile Phones and Cameras (within Child Protection (Safeguarding) Policy)
- Use of Reasonable Force and Physical Restraint (within Child Protection (Safeguarding) Policy)
- Fire Prevention and Evacuation
- Risk Assessment Policy
- Critical Incident Policy
- Lockdown Policy
- Guidance on Contractors Working in Schools

This Policy also incorporates

- Building Security and Visitors' Notice
- Policy for admission of visitors into the school building

Signed:	
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Halley House School
Health and Safety Policy

General Statement

Halley House Health and Safety Policy aims to ensure that, so far as is reasonably practicable:

- all employees are safeguarded in respect of health, safety and welfare whilst at work.
- all pupils and members of the public, including parents, visitors and contractors 'who enter school premises, are not exposed to any health and safety risks during the course of their business.
- no work is carried out by the school or contractors that is liable to expose employees, pupils or members of the public to hazards to health unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced;
- all contractors are able to demonstrate that they have suitable arrangements for securing proper health and safety, including, where necessary, a written statement of policy.

Purpose and Aims

This school policy sets out the means by ~~in~~ which it will fulfil the school's requirements for a healthy and safe environment for pupils, staff and visitors.

Halley House aims to:

- Ensure that everything reasonably practicable will be done to safeguard pupils, staff and visitors.
- Make and keep under review relevant policies and procedures.
- Maintain a list of hazards within the school and keep this under review.
- Take immediate action where hazards are likely to turn into risks.
- Ensure that the school's health, safety and security arrangements are known and implemented.
- Provide relevant training in health and safety in relation to the roles and responsibilities of staff. For all staff, this will include training in;
    - Risk assessment
    - E-safety
    - Fire evacuation procedures

Members of staff are expected to:

- Take reasonable precautions to safeguard the health and safety of themselves and others.
- Observe all health and safety rules and procedures as laid down by the school and use all health and safety equipment provided.
- Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage.
- Ensure that no person uses a prescribed dangerous machine unless fully instructed as to the dangers and precautions to be observed and either have received sufficient training to work at the machine or are being supervised by someone with a thorough working knowledge and experience of the machine.
- No person under the age of eighteen will be allowed to dismantle or clean a prescribed dangerous machine.

Health and Safety Management Arrangements:

The school has appointed a Health and Safety Committee to plan, monitor and evaluate the Health and Safety needs of the school. The actions necessary to ensure Health and Safety are recorded.

The Health and Safety Committee is comprised of;

- Chair - Health and Safety Co-ordinator (HSC). Jo Kessell
- Member of SLT Claire Syms
- Member of Site Staff Mauricio Jimenez
- Coordinators Science/DT/PE Science-Mahmuda Khatun PE Rob Challens
- First Aider Natasha Scarborough
- Educational Visits Co-ordinator Michelle Clarke
- EYFS Representative Debbie Ashely
- Chef/Cook Jennifer Conoley

The Health and Safety Committee will meet half-termly – with the following rolling Agenda, to include as a minimum the following

- Review of accidents/incidents, near misses
- Review of risk assessments and trips visits
- Review of fire drills and procedures, including the condition of exit routes
- Review of daily checks in EYFS
- Review of Mauricio's H & S tours
- Review of items raised in staff meetings
- Review of absence records, bullying, behaviour and complaints logs

Overall responsibility for H & S

- Review of accidents/incidents, near misses
- Quality of risk assessment in school
- Monitor the currency of qualifications
- Review of fire drills and procedures
- Monitoring of H & S activity in school
- Daily checks in EYFS
- Science Lab/PE and Games
- Site manager's H & S tours
- Contractors
- Address items raised in staff meetings
- Policy and Procedure review
- Quality of off-site visit planning

Consultation arrangements

Staff are able to raise any concerns relating to health and safety directly with the SLT or members of the school's Health and Safety Committee. Concerns relating to maintenance of premises, facilities and equipment can be recorded in the maintenance book or reported directly to the school office. Health and Safety is a regular item on the agenda of staff meetings and staff can use this as a forum to discuss concerns. The school's leadership will communicate information about Health and Safety to staff through staff meetings, briefings and INSET days, as well as by email. These occasions will also be used for health and safety training.

Risk Management

Health and safety will be regularly discussed at staff meetings, and minutes of any discussion and action to be taken, will be kept and passed to the school's Health and Safety Committee via the Health and Safety Co-ordinator (HSC).
The Headteacher will ensure that generic risk assessments are made and kept under review. All staff will make assessments in areas they are responsible for, and will observe the risk controls that have been determined.

All members of staff undertake to inform the main office (registrar) of any potential risk as soon as they perceive it. Risk assessments have to be carried out by 'competent' persons. The Headteacher will determine the criteria for a 'competent' person, but assessing risks in classrooms and teaching lessons is within the competence of a trained teacher.

All staff will use the school's risk assessment template (which can be obtained from the school office or staff handbook), as a means of assessing risks.

Fire Safety

All members of the School will:

- Familiarise themselves with the school's fire safety procedures;
- Ensure that fire doors open as intended and that nothing impedes their opening;
- Ensure that any fire equipment for which they are responsible is properly maintained and checked periodically;
- Know any special fire precautions for equipment and materials that they use;
- Check periodically that the fire notices are on display in their teaching areas;
- Ensure that pupils know the alarm and evacuation procedure and route from their areas to the assembly area;
- Keep a register of pupils present in each teaching period; and report to the Headteacher/main office any hazards likely to cause a fire.
- All staff have the responsibility for directing any visitors to the school to the assembly area in case of fire. Nevertheless, all staff must be aware that visitors will need to be properly supervised and directed.
- Training in action to be taken on hearing the fire alarm is provided by the school.

On-site Vehicle Movement

Schools must choose one of the following options:

1. There is no vehicle movement on this site
2. For details please refer to our separate On-site Vehicle Movement Policy

Working at height

The school pays regard to the Working at Height Regulations (WAHR) 2005. Falls from height are one the biggest causes of death or major injury in the workplace. You are working at height if:

- You are working on a ladder or flat roof
- You could fall through a fragile surface.
- You could fall through an opening or hole in the floor.

Before working at height you must work through these simple steps:

- Avoid work at height where it is reasonably practicable to do so;
- Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment;
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

In practical terms, staff should not, for example, use furniture such as desks and chairs to gain height to put up displays etc. Correct equipment should be used, such as a kick-step or step ladder. At greater heights staff should call on the help of someone who has had appropriate working at height training.

The Headteacher must make sure work is properly planned, supervised and carried out by competent people, including a risk assessment. This includes using the right type of equipment for working at height. Low-risk, relatively straightforward tasks will require less effort when it comes to planning. The school uses the step by step risk assessment flow chart provided by the HSE to evaluate risks: http://www.hse.gov.uk/pubns/indg401.pdf

Take a sensible, pragmatic approach when considering precautions for work at height. Factors to weigh up include the height of the task; the duration and frequency; and the condition of the surface being worked on. There will also be certain low-risk situations where common sense tells you no particular precautions are necessary.

What do you need to consider when planning work at height?
The following are all requirements in law that you need to consider when planning and undertaking work at height. You must:

- take account of weather conditions that could compromise worker safety;
- check that the place (e.g. a roof) where work at height is to be undertaken is safe. Each place where people will work at height needs to be checked every time, before use;
- stop materials or objects from falling or, if it is not reasonably practicable to prevent objects falling, take suitable and sufficient measures to make sure no one can be injured, e.g. use exclusion zones to keep people away or mesh on scaffold to stop materials such as bricks falling off;
- store materials and objects safely so they won't cause injury if they are disturbed or collapse;
- plan for emergencies and rescue, e.g. agree a set procedure for evacuation. Think about foreseeable situations and make sure employees know the emergency procedures. Don't just rely entirely on the emergency services for rescue in your plan

Manual Handling, Slips and Trips

Staff receive guidance on appropriate manual handling. Heavy or bulky items should be moved only by staff who have had appropriate training, which may be a site manager or maintenance staff. At all times appropriate equipment, such as a trolley, should be used to move heavy or bulky items. As serious injury, especially to the back, can result from incorrect lifting, staff should familiarise themselves with the correct method of lifting heavy or bulky objects.

Procedures are in place to reduce the risk of injury from slips and trips. The regular Health and Safety tours of the school include a consideration of potential risk of slips and trips, including the checking of external fire escapes. Appropriate signage is put in place to designate wet floors, particularly after cleaning or spillages, and, where necessary, pupils and staff will be directed to use an alternative route. The school ensures appropriate procedures to maintain, so far as is possible, safe movement around the school grounds in times or snowy or icy weather. This includes;

- A communication protocol to inform parents and pupils on occasions when the school has to close due to adverse weather conditions
- Designated responsibilities for appropriate clearing and salting/gritting of circulation routes
- Cordoning off/putting out of bounds any areas of the grounds deemed to pose an unacceptable risk of injury
- Consideration of whether any activities or events need to be postponed, cancelled or amended due to weather conditions.

HSE guidance on manual handling can be found here: http://www.hse.gov.uk/pubns/indg143.pdf
HSE guidance on manual slips and trips can be found here: http://www.hse.gov.uk/pubns/indg225.pdf
HSE guidance on the use of ladders can be found here: http://www.hse.gov.uk/pubns/indg455.htm

Safeguarding Pupils

All staff must be aware of their duty to note and report any suspicions that a pupil might (however remotely) be subject to some abuse. The school will provide periodic training in the requirements for safeguarding pupils and in recognising potential problems. Any suspicions should be reported immediately to the school's Designated Child Protection Officer.

Teaching staff are expected to teach risk management to pupils according to the National Curriculum requirements in their subject, and any requirements the school may have.

Staff Welfare/Stress

Staff are expected to be concerned for their own health and for the welfare of their colleagues and to provide support for each other. Staff who feel under stress that is more than the normal expected stress of working in the school should report this initially in confidence to the Deputy Head (or the member of the Leadership Team with responsibility for staff welfare.) Staff are also expected to report in confidence any concerns they may have about another member of staff's state of health. Information on Occupational Health can be found in the BPET Sickness Absence Policy.

Lone workers

When a member of staff is working alone in the school he/she should ensure that the school's procedure for signing in and communication are observed.
The HSE guidance on lone working can be found here: http://www.hse.gov.uk/pubns/indg73.htm

Management of Asbestos

There is no asbestos on the school site

Control of Substances Hazardous to Health (COSHH)

The school is vigilant in relation to requirements for the management of hazardous substances, this includes safe storage of substances and ensuring contractors and staff are aware of their obligations. Data sheets are stored in the same location as the chemicals.

Maintenance of Plant and Equipment

The school has appropriate arrangements to ensure maintenance and servicing of plan and equipment, including the maintenance of appropriate records. This includes periodic testing of electrical appliances (PAT testing). The school's electrical items and also any belonging to staff or pupils and used in school are subject to this testing regime. Further useful information on PAT testing can be found here: https://surreyfire.co.uk/pat-testing-explained/.

Display Screen Equipment (DSE)

Incorrect use of DSE or poorly designed workstations or work environments can lead to pain in necks, shoulders, backs, arms, wrists and hands as well as fatigue and eye strain. The causes may not always be obvious. Health and Safety regulations relating to DSE apply to workers who use this equipment for an hour or more at a time. The school provides a work place assessment for staff to whom this applies and enables staff to undertake training and information as required. Particular care should be taken in respect of staff who are pregnant or have epilepsy.

Further guidance on working with display screen equipment can be found here: http://www.hse.gov.uk/pubns/indg36.htm.
Guidance on undertaking a DSE assessment can be found here: http://www.hse.gov.uk/msd/dse/assessment.htm

Glazing

In accordance with Health and Safety advice, the school undertakes and regularly reviews a glazing risk assessment.
Action points arising from the risk assessment are undertaken with appropriate consideration.

Records

Appropriate records of risk management events and issues will be kept by the school office and will be periodically inspected by the school Health and Safety Co-ordinator (HSC), who will report on such matters at each Health and Safety Committee meeting.
Details of the school's RIDDOR reporting process can be found in the First Aid Policy.

Accidents

All accidents involving staff and pupils MUST be recorded. Staff who are unsure about the system must seek advice from the main office (Registrar). The Lead First Aider, will monitor the accident book regularly, looking particularly for patterns and trends and will report on the school's accident record and other matters of first aid at each Health and Safety Committee meeting.

Pupil Behaviour

Pupil misbehaviour is one of the greatest risks to health and safety in any school. All staff have a common law and contractual duty to maintain good behaviour of pupils and to safeguard their health and safety. Staff must know the school rules that are designed to ensure pupil safety and to participate in ensuring that the rules are obeyed.

Status Review

The School will contribute to the Operations Team annual health and safety status review which is scheduled to take place during the Spring term.

Development Plan

The development of health, safety and security within the school will be part of the School's Development Plan as appropriate.

Responsibilities:

Governance of Bellevue Place Education Trust

Overall responsibility for Health and Safety rests with Central Team on behalf of the BPET Board. The BPET Boards effective oversight of the school's Health and Safety is facilitated through regular routines and reporting mechanisms, which include:

- Regular visits to the school by members of the Central Team and their strategies to maintain an up-to-date understanding of regulatory requirements
- An annual in-school review of regulations and compliance by the safeguarding and compliance auditor
- The Central Team annual review of safeguarding
- The schools' reporting to and access to information through the termly Governance meetings and the group's Heads' Management meetings
- On-going access via email and telephone to the Chief Operating Officer, for consultation on regulatory and health and safety matters
- Governance oversight of the school's Self Evaluation documentation and School Development Plan

The Headteacher in conjunction with other staff members

- Is responsible with the Health and Safety Co-ordinator for the implementation and operation of the policy as it affects their areas of responsibility;
- will familiarise herself with the school's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibilities;
- will set up and implement safe methods of work;
- will apply effectively all relevant health and safety regulations, rules procedures and codes of practice;
- will instruct all staff, pupils and others under her jurisdiction in safe working practices;
- will carry out regular safety inspections of their areas and keep records of those inspections;
- will ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- will ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- will make available appropriate protective clothing and equipment, first aid and fire appliances;
- will ensure that toxic hazardous and highly flammable substances are correctly used stored and labelled;
- will provide appropriate health and safety information to relevant persons; and

- will report any health and safety concerns to the Health and Safety Coordinator and Health and Safety Committee.

All Members of staff will:

- be responsible to the Headteacher for the implementation and operation of the policy as it affects their areas of responsibility;
- familiarise themselves with the school's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibility;
- assist the Headteacher in ensuring that the school environment and practices are as safe as is reasonably practicable;
- set up and implement safe methods of work;
- apply effectively all relevant health and safety regulations, rules, procedures and codes of practice;
- instruct all staff, pupils and others under their jurisdiction in safe working practices (including fire safety);
- carry out regular safety inspections of their areas and keep records of those inspections;
- ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- use appropriate protective clothing and equipment, first aid and fire appliances;
- ensure that toxic, hazardous and highly flammable substances are correctly used stored and labelled;
- provide appropriate health and safety information to relevant persons;
- keep up-to-date with developments in their particular field of work; and report any health and safety concerns to the Health and Safety Committee via the Health and Safety Co-ordinator.

Equal Opportunities

In implementing this policy all staff must ensure that the school's policy on non-discrimination and equal opportunities is taken into account. For further information, please refer to separate Equal Opportunities policy.

Monitoring and Review

The Headteacher will monitor the progress of the policy. The HSC will liaise with the Head and report to the Health and Safety Committee to ensure that it remains in line with school policies.

Policy for management, including identification, of visitors into the school site

Reference should also be made to the BPET Guidance on contractors working in schools

Aim

To ensure the safety of pupils, staff and other adults and young people on the premises.

The standard procedure is for all visitors to enter by the main entrance and to enter their details (name, time of arrival and purpose of visit) in the visitors' book located at the main office. The school secretary, as admitting adult, will take responsibility for the visitor when she is on duty. At other times the Headteacher (or delegated deputy in her absence) is primarily responsible as 'admitting adult'. The Headteacher will designate a member of staff to act as admitting adult at times when she knows that the school office staff are unavailable. At no time will pupils be given responsibility for admitting visitors, although they may assist a member of staff in doing so.

Any member of staff admitting a visitor through any other door is personally responsible for ensuring that the visitor's details are recorded in the visitors' book.

Particular attention must be paid to this rule if the visitor is not personally known to the member of staff. Staff may enter details for a visitor if they know the visitor.

Unless the admitting adult recognises the visitor and knows his/her business at the school, he or she will establish:
i. The identity of the visitor (if appropriate by asking for an identification document);

- if the visitor is working on site they should provide – evidence of address and official photographic identity (passport, driving licence, work issue card) on or before their first day of work
- if the visitor is a volunteer previously unknown to the school, who will have supervised access to the children they should provide an acceptable form of identification

ii. The purpose of the visit before admitting the visitor to the school and will ensure that the visitor enters adequate visitor details in the visitors' book and take that visitor to the person they are visiting.

If in any doubt about the visitor, he or she must ask the visitor to wait outside the front door, ensuring it is secured and inform the office, deputy head or Headteacher immediately.

Office staff will check the visitors' book during the lunch break and at the end of the school day to establish that all visitors entered in the book have a time of departure against their name, or (if not) that they have not yet left the school. Staff will note in the book details of any visitor where no time of departure has been recorded or for whom no details have previously been entered.

In the event of an emergency evacuation of the premises, a member of the office staff will take the visitors' book to the assembly point in order to conduct a roll call of visitors still on site.

It is the duty of any member of staff to report to the Headteacher the presence in the school building or grounds of any person of whom they are suspicious, giving the best description which they can of any such person. The Headteacher will keep a written record of such reports and details and will decide on appropriate action (which may include reporting to all other schools, the LEA, the police and alerting all staff).

The Headteacher is responsible for ensuring that the procedures in this policy are followed by all staff. On behalf of the proprietor, the Education Director will monitor the carrying out of this policy at least once a year.

Security and Entering the School during School Hours.

Any person arriving at the school for entry will be either;

i) let in by the receptionist having been appropriately identified or
ii) admitted by a member of staff who will identify the person and escort them to the main office.

All visitors must be directed to the main office.
All visitors must be required to sign in on the Inventory system, name, time in and out and reason for visit. Visitors, with a picture, are required to wear a badge to confirm their identity and that they have authorisation to be on the premises. The school uses a system of colour-coded lanyards to indicate the extent to which a visitor needs to be supervised. This coding is explained to staff and pupils, who also have instructions on how to respond should an unauthorised or unsupervised person be identified on site.
The school will ensure that, in so far as is possible, the security of the grounds and premises is maintained. In addition to the procedures for the admission and supervision of visitors, already noted, this includes;

- ensuring that the school's perimeter provides appropriate measures to limit unlawful entry and pupil egress
- ensuring that gates, doors and other points of entry and exit are locked and/or monitored as appropriate
- having sufficient members of staff on duty at times of pupils' arrival and departure
- ensuring appropriate external lighting for safe entry and exit in hours of darkness

The DfE produced draft guidance for schools on security in November 2018. This provides useful information and links for further advice and support.

The DfE in N. Ireland produces a useful security survey and risk assessment for schools: https://www.education-ni.gov.uk/sites/default/files/publications/de/security-risk-assessment.pdf

Exceptional Procedures

Any suspicious person will be asked to wait outside whilst a second member of staff is called. Should an adult try to force entry into the school the following guidelines should be followed:

- If practical, the door should be closed upon any such person trying to enter.
- Help or assistance should be called for while any children are loudly instructed to go to their classroom or assembly point and to tell other members of staff that 'a stranger has entered the building'.
- Any member of staff not involved in supervising pupils should go to provide assistance.
- Supervising staff of younger classes in proximity to point of entry of the unauthorised person should, if possible and thought necessary, take the children quietly away to a more remote location.

The DfE has produced useful guidance on controlling access to school premises (November 2018), which can be consulted here: https://www.gov.uk/government/publications/controlling-access-to-school-premises/controlling-access-to-school-premises

Violence to Staff

Occurrences of violence towards staff are, thankfully, very rare. However, there may be occasions when a member of staff has to deal with verbal or physical aggression from a parent, visitor, or even a pupil or a fellow member of staff. Staff are familiar with the school's policy on physical intervention and physical contact, found in the safeguarding policy, and will follow this in the event of any aggression directed towards them a pupil.

Where potential aggression, from and adult or a pupil, may be predicted, staff are instructed to ensure that a member of the school's leadership team attends any planned meeting. Staff also receive guidance on how to manage and diffuse a situation in which verbal or physical aggression occurs, which had not been predicted.

Appendix 1

BUILDING SECURITY AND VISITORS' NOTICE

Welcome to **Halley House School**

Please read and note the following information.

1. Signing in and out: please remember to sign both in and out of the Inventory system.
2. In the event of a fire: the fire alarm will sound and you must evacuate the building as quickly as possible, do not stop to collect belongings.
3. You must go the assembly point via the marked fire escape routes. Please evacuate by the nearest safe exit.
4. In the event of any injury: please inform a member of the office staff.
5. If you should identify a hazard please tell a member of staff.
6. Toilets: staff and visitors' facilities are situated near the staff room and ground floor office.
7. Badge: you are required to wear a visitor's lanyard while in school. Please obtain one from a member of staff in the office and remember to return it when leaving and signing out.

Thank you