



ST ALBAN'S CLASSICAL ACADEMY

Health and Safety Policy

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HEALTH AND SAFETY POLICY

This Policy must be read consistently with all other material policies of the School. For the purposes of all School policies please refer to the definitions guide (not all defined terms will be material to all policies or the procedures authorised by the governing body under it). This policy should be read in conjunction with the School's Safeguarding Policy and Staff Code of Conduct.

1. STATEMENT OF INTENT

- 1.1 The policy of St Alban's Classical Academy is to maintain safe and healthy working conditions at the school for all staff, pupils and visitors.
- 1.2 The allocation of duties for safety matters and the particular arrangements made to implement the policy are set out in this document.
- 1.3 An annual review of the policy will take place.
- 1.4 The Policy will be kept under constant review.

2. RESPONSIBILITIES

2.1 The Deputy Director

- 2.1.1 The Deputy Director is responsible for monitoring and reviewing the Health and Safety Policy of the school as and when necessary.
- 2.1.2 Health and safety is an agenda item at every meeting with the Deputy Director where they will prepare a review of incidents, developments etc. related to health and safety since the last meeting.
- 2.1.3 The Deputy Director will as appropriate make recommendations relating to health and safety.

2.2 The Head Teacher

- 2.2.1 Overall responsibility for the detailed health and safety arrangements within the school lies with the Head Teacher and in their absence, with the most senior member of staff present.
- 2.2.2 It is the Head Teacher's responsibility to ensure compliance with Health and Safety legislation.

2.3 Staff

- 2.3.1 All staff members have the responsibility to work together to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 2.3.2 Whenever a member of staff notices a health and safety problem this should be drawn to the attention of the Head Teacher immediately who will record it in the Health and safety/incident book.

3. RISK ASSESSMENT

- 3.1 It is a legal requirement that risk assessments are undertaken periodically. Risk assessments should be made, at **least**, on an annual basis so that any issues raised which may require additional funding can be included in the budget for the forthcoming year.
- 3.2 Routine risk assessments include:
 - 3.2.1 Annual Building risk assessment.
 - 3.2.2 Fire risk assessment
 - 3.2.3 School maintenance risk assessment
 - 3.2.4 Outdoor play area assessment
- 3.3 Staff must complete an Educational Visit Risk Assessment Form before each educational visit. A signed copy should be placed in the Risk Assessment Folder.
- 3.4 Staff must complete an annual Health and Safety checklist for their classroom (or teaching area) noting potential hazards. These will be filed in the Risk Assessment folder for inspection by the Asset manager.
- 3.5 Potential hazards noticed at other times in the year must be recorded on the buildings problem report sheet in the office.

- 3.6 Copies of other Risk Assessments can be viewed in the Buildings Log (Health & Safety section) and Fire Checks Log.

4. PROCEDURES

4.1 Fire Safety

- 4.1.1 The school building has been subject to recent high-quality refurbishment and has all necessary professionally conducted fire safety checks completed.
- 4.1.2 The building has recently upgraded fire doors to conform to latest fire safety legislation.
- 4.1.3 The building is on one level and has many evacuation points.
- 4.1.4 All exits are marked and kept free of obstructions.
- 4.1.5 There are four fire extinguishers, one electrical extinguisher and a fire blanket in the school and an extinguisher and blanket in the kitchen (which will be out of bounds). Their location is marked with a red fire sticker.
- 4.1.6 Fire safety equipment is checked regularly by external contractors and records of their visit are kept.
- 4.1.7 The Head Teacher checks the fire alarm on a regular basis.
- 4.1.8 Fire practices are held every term and are recorded in the fire practice book.
- 4.1.9 In the event of a fire, all staff and pupils congregate in the designated assembly area (playground).
- 4.1.10 Named staff members are responsible for checking toilets.
- 4.1.11 It is the responsibility of the Head Teacher to call the fire brigade.
- 4.1.12 The school administrator will take the registers out to teachers for roll call.
- 4.1.13 Arrangements in the event of fire are set out in the school's Fire Plan.
- 4.1.14 Our new entry system features push to override points in the event of a fire.

4.2 Accidents

- 4.2.1 We have a first aid point in the staffroom/medical room. This area is clearly signed to identify this as the area to go if someone needs medical attention, the medical room features a medical point which includes x1 first aid box, x1 burns kit, x1 eyewash station, x1 bio hazard kit (all items are British Standard compliant).
- 4.2.2 The school also has an additional first aid bag located by the medical point that is used for trips or if a transportable bag is needed or if medical attention is needed away from the office e.g. in the playground.
- 4.2.3 All accidents are recorded and monitored in the accident book located next to the medical point.
- 4.2.4 All staff will hold a first aid certificate, some staff members have additional Ofsted recognised paediatric training. (Newly-appointed staff who do not hold such a certificate will receive training within their first term at the school).
- 4.2.5 Regular first aid courses are held for all staff.
- 4.2.6 Notifiable accidents and incidents are recorded and passed on as appropriate. Additional information can be found in the school's First Aid Policy.
- 4.2.7 Letters to parents informing them of accidents to their children are recorded. These forms are checked each half term for trends of accidents and this data is placed before the Deputy Director at each of its meetings. Letters are always sent to parents when a pupil has a bump on the head.
- 4.2.8 Plastic, disposable gloves are available in each first aid box and staff members are advised to use these when dealing with bleeding or other cases of body fluids.
- 4.2.9 If there is an emergency situation, an ambulance should be called to transport a pupil to hospital. Wherever possible, the parent should accompany their child. If this is not possible, two members of staff shall accompany the pupil. In a non-emergency situation, staff can transport a pupil if accompanied by another adult, but should ensure they have correct insurance cover, otherwise a taxi must be used.

4.3 Reporting Hazards

- 4.3.1 All staff members are responsible for reporting hazards.
- 4.3.2 It is then the Head Teacher's responsibility to follow up reports.
- 4.3.3 The Deputy Director monitors the action taken to remedy hazards.

4.4 **Electrical Safety**

- 4.4.1 Electrical equipment used within the school is numbered and logged.
- 4.4.2 All staff are expected to visually check equipment before use and report damage and remove it from the area with a notice saying “Faulty: Do Not Use”.
- 4.4.3 A risk assessment is carried out by an electrician who PAT tests equipment on an annual basis, appliances are tested in accordance with legislation by a contractor and a certificate held listing all tested and serviceable equipment.
- 4.4.4 Staff members should note that particular care needs to be taken with extension leads, to avoid trailing wires.
- 4.4.5 No electrical equipment should be introduced into school from home without the prior agreement of the Head Teacher.

5. **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) REGULATIONS**

- 5.1 Any substances marked as dangerous must not be left in classrooms.
- 5.2 Staff should check that instructions are followed when using any such substances.
- 5.3 The cleaning cupboard is locked during the day and the key kept in the Administrative office.
- 5.4 Staff should note that the use of chemicals in science should be checked with the Head Teacher who will seek specialist advice where needed.
- 5.5 Staff must inform the Head Teacher of any additional potential COSHH items that have been brought into school other than those on the list.

6. **EQUIPMENT**

- 6.1 It is the responsibility of all staff to ensure that equipment is in good working order and is stored safely. Any faulty equipment should be withdrawn from use and reported to the Head Teacher with a note saying “Faulty: Do Not Use”.
- 6.2 The following points about equipment should be noted:
 - 6.2.1 Staple guns are not to be used by pupils and must always be stored in a drawer when not in use.
 - 6.2.2 Step ladders are kept in school. The condition is checked during health and safety inspections. Teachers and helpers are advised to use ladders and not chairs when displaying work.
 - 6.2.3 P.E. equipment will be inspected annually by the Head Teacher, certain specialist P.E equipment if obtained will be checked by an outside contractor. Records are kept of these inspections.
 - 6.2.4 The school does not at present use the on-site kitchen. If for any reason the kitchen is used, those operating the cooker will be given instruction in doing so safely. Pupils will not be permitted to enter the kitchen under any circumstances.

7. **HEALTH AND HYGIENE**

7.1 **Notifiable and Infectious Diseases**

- 7.1.1 Details of notifiable diseases and periods of exclusion are kept in the school prospectus.

7.2 **Medicines**

- 7.2.1 It is the school policy not to administer medicine except in the case of chronic illness after discussion with parents.
- 7.2.2 A medical care plan is then drawn up in conjunction with the school’s medical officer.
- 7.2.3 In general, only inhalers are kept in school.
- 7.2.4 Pupils who go home with a medical complaint or as a result of an accident are recorded in a book in the office.

7.3 **Smoking**

- 7.3.1 Smoking is not allowed in or around the school grounds (this includes e cigarettes).

7.4 **Hygiene**

- 7.4.1 It is the responsibility of classroom teachers, liaising with the cleaners, to keep their rooms in a hygienic condition.
- 7.4.2 The Head Teacher will monitor the cleanliness of the building as part of the weekly visual inspection.

- 7.4.3 All staff members are responsible for encouraging good hygiene habits in the children.
- 7.4.4 Particular emphasis is placed on hand washing.

8. ANIMALS IN SCHOOL

- 8.1 There will be no school pets kept on the school site.
- 8.2 No visitor dogs are allowed in the school grounds.
- 8.3 The only time animals that will be permitted into school is if there is a day in the curriculum that allows for it such as an animal person visiting to show animals to the pupils.

9. OUTDOOR VISITS

- 9.1 Trips and visits are a vital part of school life and will take place regularly.
- 9.2 Any outdoor visit is carefully researched and preliminary visit made by the teacher.
- 9.3 Appropriate risk assessments must be completed by relevant staff and be approved by the Head Teacher before any trip or outing takes place.
- 9.4 The school uses a standard risk management template.
- 9.5 It is the duty of the teacher to ensure all helpers are fully briefed about the visit and the expectations for behaviour.
- 9.6 Parental consent for the visit is always sought.
- 9.7 Risk assessment for outdoor visits are completed and checked by a member of the Health and Safety Committee.
- 9.8 When residential visits are organised, parents are invited into school to discuss the visit in detail.

10. SECURITY

- 10.1 All staff and pupils are encouraged to be aware of strangers on the premises.
- 10.2 If a visitor is unknown identification should be requested.
- 10.3 All visitors must check in at the administration desk and be issued with a visitors' badge.
- 10.4 Visitors may only enter the school by the school Administrative door (the main doors to the church building will be locked at all times during school hours).
- 10.5 Outside doors at the school are closed once pupils have left the premises.
- 10.6 Pushpads, keypads, door fobs and intercom systems on doors prevent entry.
- 10.7 Staff members who remain in school late are advised to ensure that doors are locked and the door system is switched on.
- 10.8 In the event of anything suspicious or if a pupil or a teacher is at risk of injury, then a message for assistance code red will be sent via a pupil to the Head Teacher and they will act appropriately (a code red denotes an emergency; a code green means assistance is required).
- 10.9 Any act of violence or abuse towards a member of staff must be reported to the Head Teacher, who will take the appropriate action. Further notes can be found in our security policy.

11. CONTRACTORS

- 11.1 All contractors are expected to report their arrival and departure to the administrative office staff and sign in before commencing work.
- 11.2 If they are working in an unsafe manner, they will be requested to stop work by the Head Teacher.

12. STAFF AND THE HEALTH AND SAFETY POLICY

- 12.1 All staff, teaching and non-teaching, are given a copy of the policy.
- 12.2 New staff members are given a copy and are required to confirm they have read it.
- 12.3 The Head Teacher will be responsible for ensuring that supply staff are briefed on the policy before beginning work at the school.

13. TRAINING

- 13.1 Staff will attend health and safety courses as appropriate.
- 13.2 A reminder of this policy will form part of the annual staff training days before the start of the school year.

14. GENERAL BUILDING SECURITY

- 14.1 The boundary of the school is clearly defined
- 14.2 The school has an intruder alarm which is part of the landlord's system
- 14.3 The alarm system is set only by the Director, Deputy Director, building caretaker, or Head Teacher
- 14.4 The alarm system is regularly maintained by the contractor.
- 14.5 The school has three newly installed security cameras that are located at the front of the door entry points to the school; these are checked weekly.
- 14.6 The key holders for the school are controlled. The Head Teacher, school directors, classroom teachers and the school administrators will be registered key holders. In addition, given the nature of the building, a number of church staff members are also key holders.
- 14.7 Access to the building during school hours is restricted by the use of push pads, fob entry systems on doors and keypad locks on external gates. The school has an added security measure which includes a visual and audio system that is located in the school office that shows all visitors on screen as they approach the administration area and cameras show live footage of each entrance point. This system is checked weekly.
- 14.8 Visitors may only use the main entrance to gain entry into the school.
- 14.9 Staff will always challenge strangers and ask for identification.

15. EQUIPMENT/MONEY

- 15.1 Computer equipment is kept in classrooms. It is security marked and records are kept of serial numbers.
- 15.2 Staff members have access to lockers, which can be used for personal property.
- 15.3 Cash holdings are kept to a minimum
- 15.4 Cash is counted with the front door locked. Money is not left unattended
- 15.5 The timing of bank visits is varied

Please complete the Health and Safety Policy Self-Assessment Checklist on the next page.

16. HEALTH AND SAFETY POLICY SELF-ASSESSMENT CHECKLIST

To be completed by all staff following induction and each year during staff training in September.

1. Do I have a copy of the Schools Health and Safety Policy? Yes/No
2. Do I know how to report an accident?
3. Do I know where the accident book is kept?
4. Do I know what the fire drill is?
5. Have I been made aware of any workplace hazards?
6. Do I know who to inform about any faulty equipment or anything which may cause injury?
7. Do I understand my responsibility towards health and safety?
8. Am I aware of the safety policy regarding doors?
9. Do I know what to do if I encounter a stranger in the school building?
10. Do I understand the school's Red/Green callout system?
11. Do I understand the school's Medicines Policy as set out in the H&S policy?
12. Do I believe that the school is a safe place for pupils and staff?

If you have answered “no” to any of the above questions, it is your responsibility to follow the matter up with the Head Teacher. Please be honest: the health and safety of everyone in school, especially pupils, could not be more important and your role is crucial in achieving this. As a member of staff, you are often best placed to spot issues. Any concerns you have will be taken seriously.

Name:

Signed: