

<b>POLICY DOCUMENT</b>	<b>Health &amp; Safety Policy 2017</b>
<b>STATUTORY</b>	<b>Statutory</b>
<b>Legislation: Education/Other</b>	See policy
<b>Lead Member of Staff</b>	Jacqueline Logue
<b>Lead Board Member</b>	Nick Smedley
<b>Publication /Revision Date</b>	22nd November 2017
<b>Approved by</b>	Monthly / Weekly Management Meeting
<b>Approval Date</b>	22nd November 2017
<b>Full Board Ratification Date</b>	30 <sup>th</sup> November 2017
<b>Review Frequency</b>	1 years
<b>Date of next review</b>	November 2017
<b>Publication date: School Website Staff Information folder</b>	22nd November 2017
<b>Chair of Board signature</b>	
<b>Purpose</b>	To ensure that the Headteacher and The Board of Directors, and all staff act in accordance with the legislation to protect the Health and Safety of Staff, Children and visitors to the school.

# Rosemary Works School Health and Safety Policy

## 1 Introduction

- 1.1 The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for all our staff, volunteers, students, pupils and visitors. This policy also applies to the EYFS pupils.
- 1.2 The School will not accept or tolerate verbal or physical violence or abusive behaviour against staff and acknowledges that no member of staff should work in fear of such incidence: Definition of Work Related Violence - A definition of work related violence is: any incident in which a person is abused, threatened, verbally or physically assaulted in circumstances relating to their work.
- 1.3 We believe that children should be able to experience a wide range of activities, and learn to understand and manage the risks that are a normal part of life. Our Health and Safety measures are designed to help the children do this in the safest possible way, rather than to eliminate all risks.
- 1.4 We teach the children about Health and Safety in order to equip them with the skills, knowledge and understanding to enable them to live healthy lives. We incorporate this into the curriculum. For example, the children learn about: safe equipment and substances handling in science; safe use of equipment in PE; safe use of the internet: 'People Who Help Us' in the EYFS introduces the children to the emergency services.
- 1.5 We recognise our duties under the Health & Safety Work Act 1974, and regulations made under that act, and we follow the Department for Education's guidance "Health and Safety: Advice on Legal Duties and Powers.
- 1.6 Overall and final responsibility for Health and Safety is that of Rosemary Works School Limited. Day to day responsibility for ensuring the policy is put in to practice is delegated to Jacqueline Logue and Rob Dell. In the event of emergency, they can be contacted at the school address Rosemary Works School, 1 Branch Place, London, N1 5PH; Tel: 020 7739 3950; Email: J a c q u e l i n e @ r o s e m a r y w o r k s . c o m; r o b d e l l @ r o s e m a r y w o r k s . c o m;
- 1.7 We recognise that particular consideration needs to be given to the EYFS, and our Risk Assessments are carried out accordingly

## 2 How we Fulfil our Duties

- 2.1 To fulfil our obligations we have a Health and Safety Policy, and related policies and procedures which are reviewed and audited annually, and ratified by the

Board of Directors. It is the responsibility of the Board as a whole to ensure that Health and Safety Policies are satisfactory.

- 2.2 We carry out Risk Assessments in order to identify hazards and the level of risk associated with them, and to eliminate unacceptable risks or put in place measures to manage risks.
- 2.3 Training is given to staff according to their needs and work methods, for example use of computer displays; risk assessment; manual handling, working at heights, slips and trips. Induction training is given to introduce staff and volunteers to our Health and Safety Policies and Procedures, and we consult with employees when changes are made to Health and safety Policy and procedure.
- 2.4 The person designing policies; conducting audits and undertaking Risk Assessments has current training in Health and Safety. All staff have been provided with information about Health and Safety in the school, and about Risk Assessments. Staff with specific responsibilities may be given further training by external providers.
- 2.5 We operate a No Smoking Policy on the entire premises
- 2.6 We acknowledge our responsibilities with regard to Occupational Health and work related stress, and act accordingly to support our staff, conducting Risk Assessments as necessary.

### **3 Employees' Duties**

- 3.1 Our employees are required by law to observe Health & Safety Regulations, and will be supported in their ability to do so. Employees failing in these duties may be subject to disciplinary action and dismissal.
- 3.2 Employees must take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- 3.3 Employees must cooperate with their employers on Health and Safety matters.
- 3.4 Employees must do their work in accordance with training and instructions.
- 3.5 Employees must inform the employer of any work situation representing a serious and immediate danger, so that immediate remedial action may be taken.
- 3.6 If any employee cannot undertake their duties whilst observing Health and Safety policy and guidance, they should immediately report this to the school head who will carry out an assessment, and address the matter.
- 3.7 **Staff Medication**  
Practitioners (staff, students, volunteers) must not be under the influence of alcohol or any other substance which may affect their ability to care for children.

If practitioners are taking medication which may affect their ability to care for children, those practitioners should seek medical advice. The school will ensure that those practitioners only work directly with children if medical advice confirms that the medication is unlikely to impair that person's ability to look after children properly.

Staff medication on the premises must be securely stored, and out of reach of children, at all times. There is a lockable medical cabinet in the school office that may be used for this purpose.

#### **4 Corporal Punishment**

- 4.1 Corporal punishment is absolutely prohibited for any pupil at Rosemary Works School. This prohibition applies during any activity, whether or not within school premises, and to any member of staff, student or volunteer.
- 4.2 We define corporal punishment as "doing anything for the purpose of punishing [a child] (whether or not there are reasons for doing it) which, apart from any justification, would constitute battery.
- 4.3 However, corporal punishment shall not be taken to be given to a child by virtue of anything done for reasons that include averting a) an immediate danger of personal injury to, or b) an immediate danger to the property of, any person (including the child him/herself). Please refer to Physical Restraint Policy.
- 4.4 The school does not allow physical punishment of any child by their parent or carer, whilst on school premises.

#### **5 Related Policies & Procedures**

- 5.1 Refer to related policies for further information:
  - Fire Safety Policy
  - First Aid policy
  - Visitors and Security Policy
  - Outings Policy
  - Emergency Action Plan
  - Physical Restraint Policy
  - Risk Assessment Policy

#### **6 Maintenance, Inspection, Servicing & COSHH**

- 6.1 The school has a caretaker who attends the school every day and makes observations about the physical safety of the site. Any concerns are dealt with immediately by him, or are managed until they can be dealt with as soon as possible, or by another contractor. The Head is responsible for passing on health and safety concerns from staff or parents, to the caretaker.

- 6.2 Selecting and Managing Contractors: Where possible we arrange for contractors to carry out their work outside of school hours, or supervised by the caretaker when that cannot take place. We follow local authority guidance in Managing Contractor Health and Safety (see Health and Safety Folder), and take the appropriate safeguarding measures.
- 6.3 Regular inspections, servicing and certification by qualified persons are carried out when required for:
- Fire Safety Regulations
  - Fire Safety Equipment testing
  - Gas Servicing
  - Electrical PAT testing
  - Kitchen Hygiene and Safety Inspection
  - Security Alarm
  - Local exhaust ventilation
  - Pressure systems
  - Glazing safety
  - Legionella testing

## **7 COSHH**

- 7.1 COSHH refers to the Control of Substances Hazardous to Health, and is subject to government regulation.
- 7.2 'Substances Harmful to Health' SHH may include: fumes, smoke, dust, liquids, carcinogens, gases and micro-organisms.
- 7.3 Where possible we find alternatives to SHH. In the event that they are required for us to effectively manage the school, then we obtain data Sheets from the manufacture containing guidance on the storage and use of the substance and information on what to do if someone comes into contact with the substance.
- 7.4 If a staff member is unable to carry out their duty without using SHH, then they will be provided with the recommended training, systems of handling, and/or personal protective equipment.
- 7.5 All harmful asbestos within the school has been removed or sealed and labelled. A document showing sites where asbestos can be found is given to builders/contractors where necessary.

## **8 Incident Reporting**

- 8.1 We follow the government requirements regarding reporting major injury; deaths; injuries lasting longer than 7 days; specific dangerous occurrences and work related accidents occurring to pupils, staff, students and visitors. This is found in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- 8.2 Accidents requiring nominal first aid must be recorded in the accident book that is kept in the office. Accident books are reviewed at least annually by the SMT, and

more frequently if deemed necessary. In the event of a serious accident, all accident books are immediately reviewed to look for trends.

## **9 Educational Visits**

- 9.1** Educational Visits must receive prior approval by the Headteacher, who must agree the location, activity, method of transport, and staffing ratio.
- 9.2** All staff accompanying a school visit must meet beforehand to discuss emergency arrangements, such as what happens if a child is lost; the group gets separated, or if a child or staff member is taken sick or injured.
- 9.3** A written risk assessment is not required for every school visit, for example to local parks, swimming lessons, or museums. However, particular aspects of the visit might require a risk assessment, such as safely using public transport.
- 9.4** Activities requiring a higher level of risk management, such as canoeing, climbing, and residential visits, would indicate that a risk assessment is appropriate. If the activity is managed by an external organisation, then regards must be given to their Risk Assessments and safety arrangements. Where necessary, the organisation must hold a licence as required by the Adventure Activities Licensing Regulations 2004.
- 9.5** All overnight and residential activities must be Risk Assessment with specific regards to safeguarding children.