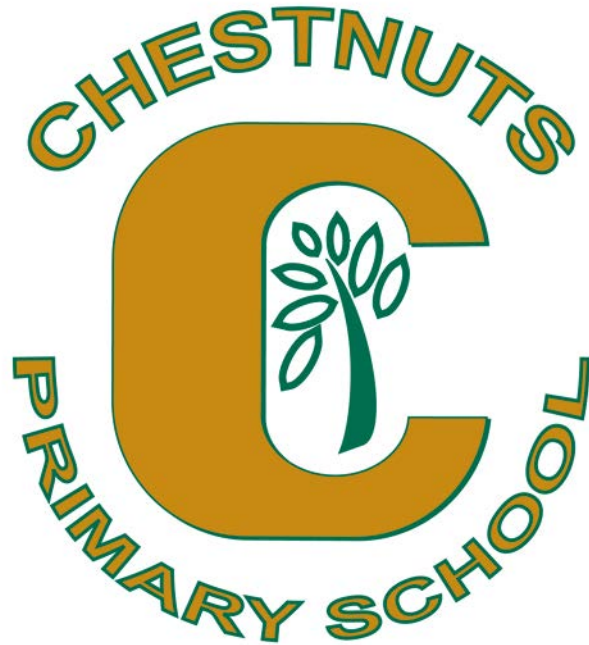


Chestnuts Primary School



Health and Safety Policy

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HEALTH AND SAFETY POLICY

1. POLICY STATEMENT

It is the policy of Chestnuts Primary School to maintain high health and safety standards in order to protect pupils, members of staff, visitors or others who may be affected by school activities. The school operates within the overall health and safety policy of the London Borough of HARINGEY, which specifies required standards of health and safety for schools. See LA health and safety policy statement – community / VC schools).

2. RESPONSIBILITIES

2.1 Responsibilities of the Governors

The school governors have responsibility for keeping under review standards of health and safety within the school. Where deficiencies are identified the governors have responsibility for ensuring that corrective action is taken. The governors also have particular responsibility to: Ensure that the school complies with Chestnuts' Health and Safety Policy

- a) The Governing Body is ultimately responsible for Chestnuts Primary School's Health and Safety Policy being produced, implemented and reviewed but may delegate day to day responsibility to the Head Teacher.
- b) The Governors will review the school Health and Safety Policy annually. Any revisions will be made in consultation with appointed Union Safety representatives and brought to the attention of the staff.
- c) Governors will assist the Head Teacher in implementing and maintaining this Policy and the arrangements which give practical effect to the General Statement of Intent,
- d) The Governors will ensure that staff with delegated Health and Safety responsibilities are given sufficient information, instruction, training and facilities needed to meet these responsibilities.
- e) When required by two or more Safety Representatives, the Governing Body will set up a School Health and Safety Committee in accordance with the Health & Safety at work act 1974 and the Safety Representatives and Safety Committee Regulations 1977.
- f) The Governors will report to the Local Authority those health, safety and welfare matters which are outside the Governors executive authority. However, they will ensure that the Head Teacher has taken all necessary short term action to avoid danger pending rectification.
- g) The Governors will ensure that Health and Safety matters are considered when assessing budgetary requirements which they control.
- h) The Governors will ensure that school premises, buildings and equipment for which they are responsible, are adequately maintained and inspected so as to

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ensure the health and safety of staff, pupils, visitors and contractors who may visit, use or work on the premises

2.2 Responsibilities of the Head teacher

The Head teacher has overall responsibility for the day to day management of health and safety in the school. In particular, the Head teacher has the following responsibilities:

- a) The Head Teacher has been delegated responsibility for implementing the policy and maintaining arrangements as outlined in this policy for Health and Safety within the school.
- b) The Head Teacher will pursue the objectives of both the Education Services Health and Safety Policy and the school's Health and Safety Policy, monitor their effectiveness and advise the Governing Body accordingly.
- c) The Head Teacher will ensure that all accidents and dangerous occurrences are reported to the LA. She/He will investigate the cause of every accident, dangerous occurrence and take all reasonable steps to prevent a recurrence.
- d) The Head Teacher will inform the appropriate body when servicing/maintenance of machinery, plant and equipment has not been carried out and to take all reasonable steps to prevent any danger to staff, pupils and others.
- e) The Head Teacher will ensure that there is an annual safety audit and ensure that risk assessments are conducted in accordance with Health and Safety legislation. The School risk assessment file is located in the School Office.
- f) To ensure that the health and safety standards detailed in Haringey Health and Safety Management Manual are implemented and maintained at the school
- g) To ensure that staff are adequately consulted on health and safety matters either through the school Health and Safety committee, or directly, and that staff allocated health and safety responsibilities are adequately consulted on the type and nature of the duties allocated;
- h) To attend Health and Safety Committee Meetings
- i) Attend any required health and safety training provided by the school or the Council; Any of these responsibilities may be delegated to other staff where appropriate.

2.3 Responsibilities of the School Business Manager

- a) To assist the Head teacher in developing appropriate policies for the school/site, e.g. lettings, security arrangements, and to advise on their implementation, monitor and evaluate their success.
- b) To undertake regular health and safety risk assessments on the premises, making appropriate recommendations for change or improvement to the Head teacher as necessary.
- c) To assist the Head teacher in ensuring that the health and safety standards detailed in Haringey Health and Safety Management Manual are implemented and maintained at the school.

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- d) To assist the Head teacher in ensuring that staff are adequately consulted on health and safety matters either through the school Health and Safety committee, or directly, and that staff allocated health and safety responsibilities are adequately consulted on the type and nature of the duties allocated;
- e) To attend Health and Safety Committee Meetings.
- f) Attend any required health and safety training provided by the school or the Council.
- g) To maintain relevant Health & Safety documentation as well as first aid and training records.
- h) To provide an induction in the school's health and safety procedures and responsibilities to new staff on their first day of employment.

2.4 Responsibilities of all Staff

New members of staff will receive induction in the school's health and safety procedures and their responsibilities by the School Business Manager on their first day of employment. All school staff have a responsibility for undertaking their work in accordance with any instructions or training provided by the school or the Council and for drawing to the schools attention any equipment or situation which could create a danger to themselves or others. All staff are also required to ensure their work is carried out in a way which avoids risks to themselves or others. All school staff have the following responsibilities:

- a) To take care of themselves and others and not to misuse or interfere with anything provided in the interest of health and safety.
- b) Report defects and shortfalls promptly to the site manager through the log book kept in the school office and to Health and Safety Representatives where appropriate.
- c) Attend briefings and courses as appropriate.
- d) Be aware of Fire Safety and Fire Drill procedures
- e) Ensure safe use of tools and equipment
- f) Be aware of dangers inherent in some substances, the location of risk assessment information and its contents.
- g) Report and record accidents in the Accident Book located in the School Office and report accidents to the Haringey Council and where appropriate the Health and Safety Executive (completion of RIDDOR form)

2.5 Responsibilities of the Site Manager

The Site Manager has responsibility for overall planning and organisation of fire safety matters within the school, as detailed in this policy. In addition to the duties described above the site manager has a duty to:

- a) Liaise with contractors who check fire bells and equipment.
- b) Ensure safe use and storage of tools and equipment
- c) Monitor work personnel on site, including arrival and departure and keep records.
- d) Ensure "work areas" on the site are cleaned and tidy on completion of work carried out.

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- e) Assist with termly safety audit.
- f) Carry out weekly fire alarm tests.
- g) Ensure that the day to day maintenance of the school premises is undertaken and that serious deficiencies which cannot be quickly corrected are notified to the Head teacher.
- h) Ensure that statutory inspections of school plant, equipment and systems are undertaken in accordance with Local Authority policies and procedures and that any corrective action identified as necessary is promptly implemented and the required records are kept.
- i) Ensure that inspections of portable electrical equipment, the fixed electrical installation, ladders, stepladders, playground equipment and gas equipment are undertaken in accordance with the standards in Health and Safety Management and that records are kept.
- j) Arrange any necessary corrective action identified by health and safety inspections detailed above.
- k) Maintain a register of dangerous and hazardous substances used or stored by the Site Manager at the school and ensuring that this register contains copies of up to date material safety data sheets.
- l) Ensure relevant work is undertaken and controls maintained in accordance with the appropriate COSHH assessments.
- m) Ensure that weekly walk-through inspections of the standards of housekeeping in the school premises are undertaken and that deficiencies which cannot be promptly corrected are reported to the Head Teacher
- n) Ensure that he only undertakes work that is within his training or competence and, in particular, that he does not undertake work on roofs, scaffolding, or in confined spaces such as drains or tanks, unless he is both trained and authorised to do so.
- o) To assist the Head teacher in developing appropriate policies for the school/site, e.g. lettings, security arrangements, and to advise on their implementation, monitor and evaluate their success
- p) To undertake regular health and safety risk assessments on the premises, making appropriate recommendations for change or improvement to the Head teacher as necessary.

2.6 Teaching Staff

Teachers within the school have a responsibility for the health and safety of themselves and pupils under their control. In particular teachers are responsible for:

- a) Undertaking lessons and school activities in accordance with any national, council or school guidelines relevant to the health and safety of the staff and pupils.
- b) Maintaining good standards of housekeeping and cleanliness in the activities under their control.
- c) Ensuring where pupils need to wear any protective clothing or equipment for particular lessons or activities, that the use of such clothing or equipment is rigorously enforced.

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- d) Ensuring that any special equipment for which they have particular responsibility is maintained in a safe condition and is suitable for the purpose for which it is used.
- e) Ensuring that any off-site outing or activity for which they are responsible, only takes place following written authorisation by the Head Teacher and in accordance with a plan which specifies an adequate level of supervision and health and safety arrangements to ensure that pupils or others are not put at risk.
- f) Attending any required health and safety training provided by the school or the Council.
- g) Undertaking, as required by the Head Teacher, any formal health and safety monitoring or inspections, in order to assist the school maintain adequate health and safety standards

2.7 School Pupils

All pupils at the school are required to act in accordance with any school health and safety rules and procedures and not to behave in a way which would put themselves or others in danger. Pupils are also required not to interfere with, or misuse, any safety or fire equipment.

3. HEALTH & SAFETY PROCEDURES

3.1 Chemical Safety

All hazardous chemicals used in the school are to be kept locked at all times when they are not being used. Teachers should not keep their own small stocks or small sprays for their own cleaning jobs. Chemicals must always be stored in their own containers with the original labels and warnings showing clearly on the container. Food and drink containers must never be used to store chemicals. Any spillages should be cleaned up at once. Appropriate protective clothing should be worn when using chemicals.

3.2 Control of Substances Hazardous to Health (COSHH)

COSHH assessments must have been carried out before using chemicals and the user informed of the dangers and control measures to be in place for that chemical. The Site Manager is responsible for maintaining a log of any chemicals used in school, detailing the quantity and use. COSHH risk assessments are stored in the school office, cleaning cupboard and kitchen.

3.3 Flammables

Any flammable liquids or substances will be stored in small quantities only. Any flammable liquids will be stored in a suitable locked cabinet. A Flammables log is maintained by the Site manager using the school proforma.

3.4 Children's Act and Child Protection

See handbook and Safeguarding & Child Protection policy as well as Keeping Children Safe in Education guidelines – copies located in IT shared area, Head Teacher's office and published on the school website.

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- a) There are 3 named persons responsible for child protection in the school: Katie Horwood, Carole Newton and Pat Man
- b) If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform ONE OF the named persons above about their concerns.
- c) The school's named persons work closely with social services and the Area Child Protection Committee (ACPC) when investigating such incidents. We handle such cases with sensitivity and we place paramount importance on the interests of the child.
- d) We require all adults in school to have enhanced DBS checks carried out before starting employment

3.5 Electrical Safety

The Governors have arranged for an annual inspection of portable electrical equipment. A copy of the inspection report is available and is located in the Site Manager's Office. Staff are instructed to visually check each item of electrical equipment before it is used. Any faults must be reported to the Head teacher immediately and the equipment taken out of use until it is suitably repaired. The safety and maintenance of the school electrical installation is of great importance in order to ensure the health and safety of pupils and staff. The fixed electrical installation will be subject to an electrical inspection and test by an NICEIC contractor at least every five years and this will be organised by the Site Manager who will keep records of the inspection. Any deficiencies identified by the inspection will be promptly corrected, or, where this is not possible, the relevant part of the installation will be electrically isolated. All portable electrical equipment and equipment connected to the electrical installation by means of a plug and socket, will be subject to a combined electrical inspection and test at specified intervals and labelled with the date of inspection and a date of the next inspection due. The Site Manager will be responsible for organising these tests, using an NICEIC electrical contractor. Mains powered electrical equipment belonging to staff or pupils must not be used on school premises unless it has been electrically inspected and tested. Work on the electrical installation, or minor repairs such as changing bulbs or tubes in lighting units, will be organised or undertaken by the Site Manager. Such work will only be undertaken when the relevant part of the installation has been isolated.

Volunteers will not be permitted to undertake work on the electrical installation or repairs to portable electrical equipment unless they are an NICEIC approved contractor and can provide a Certificate of completion when the work is finished. Pupils and staff will not be permitted to undertake work on the fixed electrical installation of the building. Where pupils are involved in arranging lighting or stage electrical equipment (including electrical supplies for amplifiers or musical instruments) for school plays, discos or similar events, then such equipment must have been subject to a combined electrical inspection and test during the past twelve months and the electrical supply to the equipment must be routed via a 30mA residual current circuit breaker.

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Where portable mains electrical equipment is to be used outside the school buildings, this will only be permitted if the equipment has been approved by the Head teacher as suitable for the intended use and it is adequately protected from mechanical damage, the weather, contact or splashing with water and is in any case protected by a 30ma residual current circuit breaker. Work on the school electrical installation by contractors will be undertaken in accordance with the school's standard rules for contractors.

3.6 First Aid

The Head Teacher or Deputy Head Teacher after consultation with the senior first aider is responsible for taking charge of a situation in the event of a serious injury or illness. This includes:

- a) Ensuring that an ambulance is summoned.
- b) Directing pupils away from the scene.
- c) Where necessary, ensuring gates are opened for the ambulance.
- d) Sending a responsible person to meet the ambulance and guide the ambulance staff to the casualty.
- e) Obtain from the ambulance crew details of where the casualty is being taken and arrange for the parent/carer or in the case of staff, their nominated emergency contact to be notified.

First Aiders/appointed persons should not put themselves at risk in order to treat a casualty. A list of the qualified first aiders is available in strategic places throughout the school. All staff, including supply teachers are made aware of the 1st aiders and their location.

FIRST AID BOX

All classes have supplies of disposable gloves and disposable plastic bags. Supplies are monitored by first aiders who SHOULD/MUST/WILL ensure adequate supplies and place orders when necessary. First Aid Boxes are located in the medical room and at the first aid station on each floor. They contain a sufficient quantity of suitable first aid material and NOTHING ELSE. Portable first aid boxes are located in the medical room. Contents of the boxes and kits should be replenished as soon as possible after use in order to ensure an adequate supply of materials. Items should not be used after the expiry date. It is therefore essential that first aid equipment is checked frequently to make sure that there are sufficient quantities of usable items.

Travelling First Aid Kits.

The contents of travelling first aid kits should be appropriate for the circumstances in which they are to be used and should be suitably stocked. This is the responsibility of the first aider on the trip. ALL head injuries must be reported to the class teacher and a form completed. The form must be sent home and the parent/carer must be informed. The first aider will inform the parent by telephone the same day. **RECORDS OF ALL ACCIDENTS AND TREATMENT SHOULD BE MADE IN THE ACCIDENT BOOK KEPT IN THE MEDICAL ROOM** Administering Medicines in School – see Supporting Children with Medical Needs policy.

3.7 Health and Safety Regulations For Contractors On Site

Standard arrangements exist for the assessment of competence and the control and monitoring of contractors. The school also has a standard set of rules for contractors, which are notified to the contractor, and form part of the contractual arrangements. These arrangements are documented in the Health and Safety Management Manual and are operated by the Site Manager, or another member of staff, who has been allocated to deputise for this role. Where staff or pupils become aware of dangers caused by contractors, these should be immediately reported to the Site Manager.

- a) Tools should not be left unattended where pupils can reach them. All materials must be safely stored during period of work, in locked cupboards where Health & Safety regulations apply.
- b) The contractor must cordon off any area of work which is taking place if there is danger to personnel, pupils or public. If the work is to take less than 1 day, temporary barriers should be provided. If the work is to take more than 1 day contractors should provide fencing to a height of 1.8 metres in an occupied area, and 2 metres in an unoccupied area. Scaffolding should comply with British Safety standards.
- c) Any works likely to affect pupils should be undertaken during school holidays.
- d) A COSHH assessment for all substances used and created in the course of the work must be available on site.
- e) The contractor must have EMPLOYERS LIABILITY insurance.
- f) The Head teacher must be shown a copy of the contractor's Health & Safety policy before work commences.
- g) All persons working on site must work in a safe manner and take every possible precaution against injury both to themselves and others.
- h) All work carried out should comply with Health and Safety legislation and certificates should be given where appropriate (e.g. electrical completion certificate). Any contractors who are not employed through the LA should provide a risk assessment before undertaking work.
- i) Contractors on site should familiarise themselves with the first exit route for the part of the building in which they are working. All rooms have fire exit routes displayed on the wall by the main door. Where there is any doubt personnel should leave immediately through the nearest exit and assemble in the playground.

4. The School Curriculum

4.1 We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate the children in this respect in the normal school curriculum. For example, through the science curriculum we teach children about hazardous materials and how to handle equipment safely.

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4.2 We teach children respect for their bodies and how to look after themselves. We discuss these issues with the children in PSHE lessons and we reinforce these points in design and technology and science, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

4.3 Health and safety issues also arise when we teach children care for the environment and awareness of the dangers of litter. The children receive sex and drugs education. (see Drugs policy and Sex Education Policy)

4.4 Our school promotes the spiritual growth and welfare of the children through special events such as festivals and through the daily act of collective worship.

4.5 Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

5. School Meals

5.1 Our school provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of income support, they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value in line with the requirements of the School Standards Act.

5.2 If children chose to bring their own packed lunch, we provide them with a suitable place to eat their lunch and we supervise them at lunchtime.

5.3 Our school promotes a healthy lifestyle. School meals menus are reviewed regularly to ensure school meal guidelines are met. See Healthy Eating Policy.

6. School Dress Code

6.1 The school has a school uniform. We ask parents and carers to ensure that their children arrive at school in appropriate clothing. Full school uniform guideline is published on the school website.

6.2 On the grounds of health and safety, we do not allow children to wear jewellery in school. The exception to this is earring studs in pierced ears or jewellery worn for religious reasons. We ask children to remove these during PE, swimming and games or to cover them with a plaster.

7. Theft or other criminal Acts

7.1 The teacher or Head teacher will investigate any incidents of theft involving children

7.2 If there are serious incidents of theft from the school site, the Head teacher will inform the police and record the incident.

7.3 Should any incident involve physical violence against a member of staff, we will report this to the Local Authority and Health and Safety Executive and support the Teacher in question if he or she wishes the matter to be reported to the police.

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8. Animals in school

A risk assessment is carried out for the care of animals that live on school premises. If a member of staff wishes to bring in additional live animals as part of the curriculum, a risk assessment must be carried out.

9. Fire Safety and Fire Procedure

The fire procedure is displayed in all rooms and on the notice boards and next to fire alarm call points. New members of staff will be instructed in the fire procedure and their responsibilities by the School Business Manager on their first day of employment. Fire evacuation drills will be held at least once a term. Fire extinguishers and the fire alarm system are subject to regular inspection and maintenance, which is organised by the Site Manager. The School Business Manager holds a copy of the fire safety risk assessment for the school. Included with the fire safety risk assessment is the overall fire safety plan for the school, which designates responsibilities to individual members of staff.

10. Work at Heights

Work at heights, necessitating the use of ladders, step ladders exceeding 3 metres in height or in areas where there is a risk from falling, will only be undertaken by, or when approved by, the Site Manager. School pupils must not be permitted to undertake work at heights (for example when arranging lighting for plays or similar events) unless there is safe and secure access to the area where the work is undertaken and guard-rails and toe boards are provided to physically prevent a fall. No member of staff should stand on chairs or tables to reach heights under any circumstances.

11. Manual handling

Staff is advised to avoid manual handling as much as possible. If essential, risk assessments must be completed.

12. Educational Visits

Off-site visits and trips will only be undertaken where a written plan for the trip, the health and safety arrangements and the level of supervision have been produced and approved by the Head teacher. Residential trips organised by the school will only be undertaken at centres holding an appropriate current license. The Educational Visits policy must be followed at all times. (See Educational Visits Policy).

13. School & Pupil Security

A risk assessment has been undertaken for the school to establish the necessary security measures required for pupil safety. All staff and pupils are required to assist in maintaining good standards of security on school premises. (See appendix on Security Guidelines)

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14. Stress at work

Employers already have duties:

- Under the Management of Health and Safety at Work Regulations 1999 to assess the risk of stress-related ill health arising from work activities; and
- Under the Health and Safety at Work Act to take measures to control that risk.
- The Management Standards produced by the HSE are intended to help and encourage employers to meet these existing legal obligations.
- The Stress Management Standards and supporting processes are designed to:
 - Help simplify risk assessment for stress
 - Encourage employers, employees and their representatives to work in partnership to address work-related stress throughout the organisation
 - Provide the yardstick by which organisations can gauge their performance in tackling the key causes of stress.

Health and safety legislation makes no distinction between mental injury and physical injury. Under the Management of Health and Safety at Work Regulations 1992 there is a general duty to complete risk assessments. Stress, as a hazard should be considered when undertaking assessments that are covered by existing health and safety legislation.

When assessing stress as a hazard, consideration will be given to:

- the working environment (noise, heat, cold, light)
- classrooms (space, housekeeping)
- working with difficult pupils or parents
- working with the potential for violence, aggression or verbal abuse
- strenuous physical activity, (assisting disabled pupils to move)
- new and expectant mothers
- state of the school building, general conditions
- pupil behaviour and class size
- workloads
- unrealistic demands
- bullying by managers or others

The management of stress will be taken seriously. Litigation against employers is increasing with successful claims becoming more common. The need for this to be an effective and supportive policy for the management of stress is therefore paramount.

LA Occupational Health Service can;

- Support individuals who are or have been off sick with stress/mental health issues and advise them and their direct Line Managers to agree a return to work plan.
- Provide specialist advice, support and awareness training on stress and mental health issues.
- Provide personalised practical and emotional support via one to one counseling or refer on to specialist agencies as required.

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- Monitor and review the effectiveness of measures to reduce stress.
- Support head teachers/managers and support training to raise awareness of mental health issues and to enable head teachers/managers to implement stress risk assessments
- Inform the employer of any changes and developments in the field of stress at work.
- Make available fact sheets and guides on a diverse range of issues including stress management, panic attacks, work life balance etc.

LA Human Resources can;

- Assist in monitoring the effectiveness of measures to address stress by collating sickness absence statistics.
- Provide continuing support to head teachers/managers and individuals in a changing environment and encourage early referral to occupational health where appropriate.
- Contribute to return to work plans supporting head teachers/managers/individuals and facilitating OHS advice and support.

LA Health & Safety Staff can;

- Provide guidance to head teachers/managers on the stress policy.
- Provide support and advice to head teachers/managers/individuals on training requirements.
- Provide support and guidance with the risk assessment process.

15. Expectant mothers at work

As soon as we, as employers, are notified of a pregnancy we carry out a risk assessment for the expectant mother. This will include where adaptations will be needed to be made.

16. Supporting mechanisms existing to support staff and Swimming Lessons

See guidance on safety in school swimming.

17. Using Computer Safely also called Display Screen Equipments (DSE)

All staff self-assess their screen usage using an agreed checklist.

18. Smoking No smoking is allowed on school premises.

19. Evening events and use of school premises by external bodies

Where events are planned to take place out of normal school hours, within school premises, a lettings application must be completed and the lettings policy adhered to at all times. (See Lettings policy)

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20. Risk Assessments

Risk assessments are carried out by the school to comply with legislative requirements. See risk assessment file located in school office. Copies of risk assessments are stored on the staff shared network area.

21. Health and safety training

Staff will be provided with adequate training Health and Safety training appropriate for their responsibilities. It is the responsibility of the school CPD co-coordinator to maintain records of all training related to health and safety. This is kept in the Health and Safety file located in the school office.

22. Standards & Guidance

Mandatory common standards and guidance are contained in the Health and Safety Management Manual, which gives information on a number of health and safety issues of relevance to the school. Where internal guidance does not cover a specific issue, the school will adopt the practices or standards recommended in Health and Safety Executive, or Department for Education publications, or relevant British or European Standards.

23. Accident reporting

All accidents are reported to the London Borough of Haringey according with their policy.

24. Lone working

Lone workers can be defined as anyone who works by themselves without close or direct supervision. Facilities and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times. Any member of staff working after hours must notify the Head teacher and Site Manager of their location and intended time of arrival and departure. Lone workers should not undertake any activities which present a significant risk of injury.

25. Monitoring & Review

The Governing Body has a named governor with responsibility for health and safety matters. It is this governor's responsibility to keep the Governing Body informed of new regulations regarding Health and Safety and to ensure that the school regularly reviews its procedures and processes with regard to Health and Safety. The governor in question also liaises with the LA and other external agencies to ensure that the school procedures are in line with those of the LA. The Health and Safety Governor in consultation with professional advisors, carries out regular risk assessment to ensure the school is a safe environment The Head teacher implements the school health and safety policy on a day-to-day basis and ensures that all staff are aware of the details of the policy as it applies to them. The Head

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teacher/School Business Manager reports to governors termly on health and safety issues.

This policy will be reviewed at any time at the request of the governors, or at least once every two years. The Health and Safety committee meets termly to review health and safety procedures and the progress of the Health and Safety Action Plan (see below).

Health and safety inspections

There will be a health and safety inspection at least once per term by representatives from the Health and Safety committee. Following the inspection a Health and Safety report and Action plan will be prepared by the Site manager. Any issues identified will be brought to the attention of the Head teacher and will subsequently be the subject of a report to the Facilities Committee. Where problems identified by inspections cannot be satisfactorily resolved at school level the Head teacher will raise the matter with the Haringey Council's Children and Young Persons' Service. In order to ensure that health and safety standards are maintained and deficiencies are identified, a system of regular monitoring and inspection operates at the school and is co-ordinated by the Health and Safety Coordinator.