



HEALTH, SAFETY & WELFARE POLICY

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Sameer Abbas	SDL Chair Person
Last reviewed on:	March 2021
Next review date:	September 2023 <i>(or sooner if necessary)</i>

Introduction

Policy Statement

Read Academy will provide a safe and healthy working and learning environment for staff, pupils and visitors. This will be achieved by implementing the health and safety objectives detailed in this policy. That includes Safe machinery and equipment, safe storage and handling of materials, information and training to enable employees to work safely without risk to their health.

Read Academy will ensure through this policy that the Premises and places of work that are well maintained, have adequate welfare facilities providing safe access and exits for all and are without risk to health & safety. In order to achieve this, we will seek professional advice from independent companies and through The London Borough of Redbridge where possible.

Health and Safety within the school is the responsibility of all staff, these responsibilities are outlined in this document. Key health and safety roles that have been designated to individual staff are outlined within this policy.

The School Development Leaders (SDL's) together with the Headteacher are responsible for ensuring there are adequate arrangements for managing the health and safety within the school. They are to consider all implications of decisions made and ensure suitable standards of health and safety are achieved and maintained in the school. These are to be reviewed every two years or sooner if necessary together with this policy to ensure their suitability. The headteacher is responsible for producing the 'Health and Safety Policy', establishing and maintaining systems to ensure the health and safety is effectively managed and is to report this to the Chair of SDL's Mr Sameer Abbas who will ensure sufficient resources are allocated for this. Accidents are to be investigated using suitable procedures which will help identify any health and safety issues arising in the school.

The Headteacher is to ensure staff are trained and all understand the health, safety and welfare policy, fire policy, prevent policy, visitor policy and any other safety policies and procedures.

Fire precautions and procedures are to be implemented and contractors assigned to carry out work where need be. Appropriate arrangements are to be made with regards to letting the premises and all using the school premises must be aware of all such health and safety procedures. The health and safety is to be monitored and annual audits of the school are to be conducted.

The Headteacher / Health and Safety Lead will ensure arrangements are in place for:

- Training of staff
- First Aid
- Accident reporting to appropriate bodies (Redbridge Council)
- Emergency evacuation procedures
- Incident reporting and investigation
- Response to staff alerts relating to health and safety issues

- Recording and storing of relevant information
- Ensure the implementation of this policy
- Appropriate Health and safety information is held within key areas of the school
- Health and safety signs and notices are displayed correctly
- All risk assessments are carried out and control measures as detailed implemented
- All accidents are reported and cause investigated using the incident report form
- Staff are aware of fire procedures
- All employees have access and receive appropriate health and safety information and training
- Ensure that all fire exits are clear from obstruction and unlocked prior to the building being occupied
- Undertake weekly test of the fire alarm system
- Undertake weekly test of magnetic door release mechanisms
- Undertake duties related to Asbestos and Legionella requirements
- Undertake duties relating to COSHH
- Undertake monthly inspections of communal areas to identify hazards
- Undertake monthly security reviews
- Ensure that safe substances are to be used in replacement of hazardous substances
- Ensure suitable COSHH assessments are completed for all hazardous substances used on site
- Ensure COSHH posters are displayed in all areas where hazardous substances are stored or used regularly
- Liaise with any organisations hiring the building to ensure all procedures are followed and are to be trained as staff in relation to relevant issues.
- All tests, inspections, maintenance reports, accident forms and any other documents relating to health and safety are kept on record.

All staff are responsible for the safety and welfare of pupils in all areas of the school building. All staff should know the emergency procedures in respect of fire and first aid training, and follow the school's health and safety guidance and exercise effective supervision of the students at all times. All teaching staff are to ensure that any hazards are identified and reported. Any potential obstructions are to be thought of including coats, bags and other items and these should be stored away appropriately. When students are using specialist equipment, they are to ensure protective clothing, guards and safety equipment is used at all times. Staff are responsible to take care for the health safety and welfare and cooperate with the employer to ensure it meets its responsibilities. They are required to be aware of and follow health and safety guidelines and use the equipment in accordance with instructions and training. It is prudent that all staff report any hazards in the school to management. Female employees must notify the employer as soon as possible after they become pregnant in order that a risk assessment be carried out to ensure the safety of the mother.

All staff are required to:

- Complete a risk assessment for any trips and visits and this must be approved by the headteacher at least one/two week before the trip date.
- Ensure that pupils are always supervised.
- Ensure that pupils are always within sight of adults.
- Ensure that children do not have access to the kitchen, cupboards and other storage

areas.

- Ensure that at least two adults are available when children are on the premises.
- Ensure that the correct staffing ratio is always available.
- Ensure that activities such as cooking and other energetic plays are closely supervised.
- Ensure that children who are sleeping are regularly checked.
- Ensure that age appropriate toys are given to children.
- Take reasonable care of their own and others' health and safety and to co-operate with their employers.
- Carry out activities in accordance with training and instruction.
- Inform the Employer / school safety officer of any risk to health and safety.

Fire Marshals

Fire marshals are responsible for:

- Understanding the school site and the areas of responsibility including all escape routes and any other areas of concern.

On hearing the fire alarm, they are responsible for:

- Ensuring the safe evacuation of everyone in the areas of responsibility
- Checking all rooms in the area of responsibility including toilets, restrooms, store rooms to ensure everyone has safely left the building
- Where possible closing windows and doors as each room is checked
- Reporting to the health and safety lead after evacuation of the building
- Ensure nobody re-enters the building and it is safe to do so
- Ensure the evacuation is not complete until debriefing
- To discuss the evacuation procedure and identify any problems
- To monitor and ensure fire routes and exits are clear at all times.

First Aiders (Refer to First Aid Policy)

The School First Aiders are responsible for:

- Administering first aid in the event of an injury
- Taking charge if someone is injured or falls ill
- Calling for emergency services if required
- Ensuring all equipment is stocked at all times
- Keeping up-to-date first aid training and ensure that qualifications are not expired.

Safety representatives

In accordance with safety representatives and safety committee regulations recognised trade unions can appoint safety representatives who if necessary, will take up matters on behalf of employees. The names of such representatives is displayed on the health and safety law "what you need to know" posters which are displayed in appropriate areas.

Arrangements for implementing the health, safety and welfare policy

Accident and incident reporting

An accident or incident is an unplanned event that results in injury or damage. All the

incidents should be reported to the designated safeguarding leads at the school.

Every incident is reported using the incident report form and these should be completed no later than seven days after the incident. Blank copies can be found in staff folders and the main school office. It is important any incidents or accidents are reported correctly any actions taken should also be recorded to prevent similar appearances. Each incident should be thought of as a potential safeguarding issue. If it is clear that it is not a safeguarding issue this must be stated on the Incident Report form.

Incidents would fall within the requirements of reporting of injuries, diseases and dangerous occurrences regulations (RIDDOR) should be reported to the Head teacher and further information on action reporting an investigation can be obtained from the following websites:

<http://www.hse.gov.uk/toolbox/managing/accidents.htm> or by emailing the Health & Safety function on H&Saccidentreporting@redbridge.gov.uk.

Dealing with hazards

Awareness of the importance of safety matters, together with care and consideration can reduce risks of actual or potential hazards. The following shows how risks should immediately be dealt with by:

REMOVING the cause, e.g. keep passages clear; keep stores tidy, do not overload.

ISOLATING the cause, e.g. locking off areas of danger or putting barriers and warning notices in place.

TAKING precautions to avoid the identified hazard, e.g. notifying others or using cable covers to avoid hazards from trailing flexes and leads.

INVESTIGATING a safe system of work, e.g. ensuring correct use of equipment and machinery, ladders, etc.

REPORTING all hazardous conditions to your immediate supervisor for attention and instructions, including the condition of first aid facilities.

RAISING the necessary requisitions for remedial work or provision of goods or equipment (within the limits of your delegated authority).

CHASING up work or goods ordered so that no undue delay is incurred in dealing with a reported unsafe situation. Your immediate supervisor and, where appropriate the headteacher must be kept informed.

Communicable Diseases

Due to the age and number of children present at school, it is not uncommon for them to contract a variety of communicable diseases. Public-health England have produced 'Guidance on infection control in schools and other 'childcare settings'. The document provides guidance on the prevention and spread of communicable diseases and promotes a co-ordinated approach to the management of such diseases in schools, colleges and nurseries. Exclusion periods for common infectious diseases and skin infections is also listed at the school office and this is used as a guide for the exclusion periods of children with common infectious diseases and skin infections.

Consultation with Employees

Read Academy has a duty to consult with employees on matters of health and safety. The school will consult employees on matters which may substantially affect their health and safety at work, we will arrange an Induction so that all employees comply with health and safety laws which will cover information on risks arising from their work and measures to reduce such risks and what should be done if employees are exposed to such risks. This will be done through induction and ongoing training for all members of staff, volunteers and work experience students. Staff will also be informed of any changes at the school that may have an impact on the health and safety at work. The school carry out risk assessments which can be found in the risk assessment folder. This folder is available for staff, so that they can become familiar with any risks associated with their work at the school and on any visits conducted for the school.

Contractors

The school recognises responsibilities it has in relation to the use of contractors. Both the school and the contractors will understand the duties they have under the health and safety law. The school is to satisfy themselves that the contractors are competent to do any works mitigating as much as possible all potential risks, where there are any risks a risk assessment is to be carried out. The school is required to create a risk assessment for any contracted work that will have an impact on the health and safety at school. The school will try its best to have any work carried out in the school outside of school hours or during the holidays. All contractors are to be made aware of any emergency evacuation procedures and any risks such as asbestos.

The catering staff are responsible for the safety of the kitchen and cleaning areas. they must notify the headteacher of any hazards.

Electricity at work

The school recognises the electricity at work regulations and requirements and electrical safety. As an employer we are to ensure that our systems are designed and maintained as to prevent danger. All portable electrical appliances should be visually checked before use. The condition of the power cables and terminals are what is to be inspected as they are often areas of damage. All portable electrical items are to be checked by a competent person periodically and a record of these tests is kept in the school. Such equipment should be marked with some form of identification and the date of the most recent test. Staff and pupils should not bring their own electrical appliances to school unless they've also been checked by a competent person.

Educational visits

No educational visits will be allowed to proceed unless a risk assessment has been completed and approved by the headteacher and/or deputy headteacher. This must be done at least one/two weeks before the visit.

Fire safety

The regulatory reform fire safety order places duty on employers to conduct fire risk assessments and take reasonable steps to reduce the risks on fire. The headteacher and Fire Marshall are responsible for fire safety. A fire risk assessment and an emergency evacuation plan is to be

maintained and relayed to all staff, visitors, volunteers and pupils with impaired mobility.

The emergency evacuation plan details the responsibilities of each individual in regard to the evacuation process of the premises. It is essential that this document and each role of individuals is understood. The school is to carry out fire drills termly and on such occasions the evacuation procedure it is to be adhered to and evaluated. A record of the time of evacuation is to be logged and any concerns raised directed to the Headteacher and the SDL'S. Inspections of the fire alarm, emergency lighting and magnetic holders is to be conducted regularly by the headteacher and annually by external agencies. Weekly checks of the fire alarm call points, emergency lighting and fire equipment is to be conducted. An annual inspection on the fire extinguishers and firefighting equipment is carried out by external agencies.

All staff have a duty to be aware of the fire emergency procedures and to ensure that all escape routes and fire exits are kept clear and report any defective or damage in firefighting equipment such as fire extinguishers. Any fire that occurs in the premises must be reported to the headteacher.

First aid

The health and safety, first aid regulations set out a duty of care on employees to provide adequate and appropriate first aid provision for employees. It is necessary to ensure there is at least one first aider available at all times taking into consideration staff absences, holidays, lunch breaks and out of school visits. All first aiders at the school are to complete a paediatric first aid qualification. Read Academy aims for at least the majority of the staff to be first aid paediatric qualified.

The school has a first aid room and they are notices around school showing directions to this room. All medication is stored in a locked cupboard and is clearly marked for specified use. There are first aid boxes available in appropriate areas of the school such as the first aid room, main office and the EYFS classroom. Any accidents requiring first aid must be recorded using the incident report form and parents must be informed of any accidents involving their children.

Medicines

If a pupil has a medical condition that requires regular medication during the school day or medicine in the event of an emergency, arrangements for administration must be made between the parents or guardians and the school. Arrangements must be made in the form of an agreed care plan. Protocols for pupils with serious medical conditions should be placed in the student folder and clearly marked. The care plan should be clearly marked with the child's name.

Appropriate records in relation to the administration of medicines should be maintained at all times. A medication administration permission form must be completed and signed by the parent or guardian and a record must be kept each time medicine is administered.

All staff involved in the administering of many medicines should be appropriately trained.

Gas safety

Any works carried out for the gas system and appliances should only be carried out by persons registered with the gas safe register.

It is important that all employees are conscious of the health and safety around the school and if you can smell gas its important you do the following:

- Do not use any naked flames
- Open doors and windows
- Do not switch on or off the lights or any portable appliances
- Shut off the gas
- Contact the National grid: 0800 111 999
- Evacuate the premises if appropriate.

Legionella

The control of substances hazardous to health regulations related to the risks from hazardous microorganisms, including legionella require for the risk assessment for the appropriate control measures to be put in place. The school will ensure adequate risk assessment of the water system in its building to be carried out and will identify and assess the risks of exposure to this bacterium from work activities in water systems on the premise and any necessary precautionary measures. All water systems will be subject to monitoring an inspection at regular intervals by a competent person.

Lifting Operations and lifting Equipment (LOLER)

Any lifting equipment in the school is to be clearly labelled showing the safe working load. All such equipment will be placed and stored to minimise any risk and is only to be used by a competent person who has received training for the equipment in use. If the school purchases such equipment, full training is to be delivered to users and the equipment is to be examined at least every 6 months.

Lone working

Lone workers have been defined by the HSE as ‘those who work by themselves without close or direct supervision’. Lone workers are found in a wide range of situations, and can be divided into those who work at fixed establishments (where only one person is on site, where people work separately from others, or where people are working out of normal working hours), and those who are mobile workers, working away from their main working base. Read Academy will ensure that all lone working activities are identified, and the risks from such lone working activities are assessed and control measures identified and implemented to minimize the risk to the health and safety of staff. All staff that work alone must be competent to carry out the activities they are engaged in, must have received sufficient information to enable them to work alone safely and to be able to summon help and assistance if required.

Personal Protective Equipment

Personal Protective Equipment should be properly assessed before use to ensure it is suitable and must be maintained and stored properly. Employees should be provided with instructions and training on how to use it safely and supervised to ensure the equipment is being used correctly.

Noise at work

When noise is perceived to be a risk to staff, the school will assess the risk and take action to reduce to noise exposure or provide hearing protection. The school will make sure legal limits

on noise exposure is not exceeded and will provide employees the information needed to prevent any danger from the excessive noise at work.

Further information and advice about noise at work can be found on the HSE website <http://www.hse.gov.uk/noise>

Display Screen Equipment

Display screen equipment (DSE) regulations require employers to minimise the risk of employees who use this play screen equipment for significant periods of the normal work. Such "USERS" as defined by the regulations can be identified completing the DSE user questionnaire which can be found at the main office. Where identified workstations are to be assessed using the HSE workstation assessment checklist and risks are to be reduced where applicable. Such users should be assigned to have adequate breaks and be able to change activities. On request eye tests are to be arranged and contributions made towards spectacles made available if they are required.

Further information can be found on the HSE website: www.hse.gov.uk/msd/dse

Playground / Play Equipment

The playground and all playground equipment is visually checked on a daily basis and a termly/six monthly inspection is also undertaken. Any equipment not fit for purpose should not be used and reported to the school office for the attention of the Head teacher or senior leadership team.

Risk Assessment

The Management of Health and Safety at Work Regulations requires employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work, and any others who may be affected by their undertaking. The risk assessment must be recorded, and reviewed if it is no longer valid, if there have been significant changes in the matters to which it relates, or annually, whichever is the sooner.

Employees' have a duty to cooperate with their employer when they are conducting risk assessments and for cooperating with them in implementing any remedial action or control measures to reduce the risk.

Read Academy will use the '5 steps to Risk Assessment' format issued by the H.S.E. for risk assessment within the school.

The 5 steps are:

1. Look for the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide whether existing precautions are adequate or whether more could be done
4. Record your findings
5. Review your assessment and revise it if necessary.

Safety, Signs and Signals

Read Academy will use health and safety signs in order to make persons aware of risks and escape routes. The school will ensure that where the requirements for the posting of a safety sign has been identified the sign will be posted in a suitable location and the relevant standards will be maintained.

Security

Read Academy have extensively enhanced security procedures at the school and take site security very seriously. A daily AM check on the school site is conducted to ensure it is safe and fit for purpose. This check is a comprehensive check of the entire school site.

Only specific staff who are responsible for site security are holding keys. It is the responsibility of these persons to ensure the site is secure and ALL staff are to be vigilant in regard to this. All rooms not in use are locked and keys for all rooms held in a secure locked location. Only specific staff have access to the keys. The school visitor policy also defines the process of the vetting and handling of all visitors to further enhance the security of the school.

Smoking

Read Academy is a NO SMOKING establishment.

Traffic Management

The following key issues were considered when considering traffic management on the school site:

- Pedestrians or vehicles must be able to use a traffic route without causing danger to the health or safety of people working near it.
- Roadways and footpaths should be separate whenever possible.
- Traffic routes must keep vehicle routes far enough away from doors or gates that pedestrians use, or from pedestrian routes that lead on to them, so the safety of pedestrians is not threatened.
- Parked vehicles are kept out of the flow of traffic and people.
- Drivers are notified of designated parking areas on entering the site.
- Install clear signs to tell drivers and pedestrians about the routes they should use.
- Make sure the signs are kept clean and visible.

Personal Safety of Staff

Physically or verbally, abuse of staff within school will not be tolerated. Where needed a risk assessment will be undertaken to identify and minimise the risk to staff from potentially violent persons or situations. All incidents where safety has been breached must be reported to the Headteacher and an incident report form must be filled.

Waste

All waste must be disposed of in the correct manner and if stored, must be stored so it does not pose a risk to the staff or pupils. If there has been an incident of waste dumping on the school site, it is to be reported to the office where the London Borough of Redbridge will be contacted.

Letting of the School Premises

Read Academy will ensure that the appropriate health and safety information is passed to the hirer and all checks are carried out using the letting policy.

Where the hirer is undertaking activities that require personal qualification or proficiency (for example martial arts), the school will check to ensure competence of the instructor prior to the letting being agreed. The school will also refer to the prevent policy when considering the letting of the school.

Work place

The Workplace (Health, Safety and Welfare) Regulations are intended to protect the health and safety of everyone in the workplace and to ensure adequate welfare facilities are provided for people at work and the school recognises the same for its pupils.

The Regulations require employers to make provision for the following:

- Maintenance of a safe workplace, equipment and systems of work
- Suitable and sufficient ventilation, lighting and indoor temperature
- A clean workplace and furnishings with easy to clean surfaces
- Sufficient work space with suitable work stations and seating
- Floors and traffic routes of suitable condition and free from damage or hazards
- The prevention of people falling from height, or being struck by falling objects
- Windows (and other transparent/translucent surfaces) made of safe materials, that do not expose people to risks to their health & safety and are able to be cleaned safely.
- Traffic routes organised to allow pedestrians and vehicles to circulate in a safe manner
- Suitable and sufficient toilets and washing facilities
- An adequate supply of drinking water
- Accommodation for personal or work clothing, and adequate facilities for changing clothing where necessary
- Facilities for rest and to eat meals.

Monitoring – Audits and Inspections

In order to ensure health and safety arrangements are working and that risk control measures are effective and are being maintained, it is necessary to monitor health and safety performance.

Read Academy will carry out the following monitoring procedures as a control measure of this policy:

- Daily checks in addition to detailed termly inspections of the school (these could be in conjunction with inspections with external contractors). A written record of identified

items must be kept and reported to the School Development Leaders.

- Routine equipment maintenance checks either carried out by staff or by external contractors, as appropriate, including access equipment, fire extinguishers and portable electrical appliances.
- Investigations of incidents, accidents, causes of ill health.
- Reporting findings to School Development Leaders.

Read Academy is committed to providing all staff with the appropriate information, instruction, training and supervision, to enable them to undertake their duties safely and without risk to themselves or others.

Induction training will be provided to all new employees appropriate to their role.

POLICY APPROVED BY:

Headteacher

SDL Chair Person

Mr G A Hussain

Mr Sameer Abbas