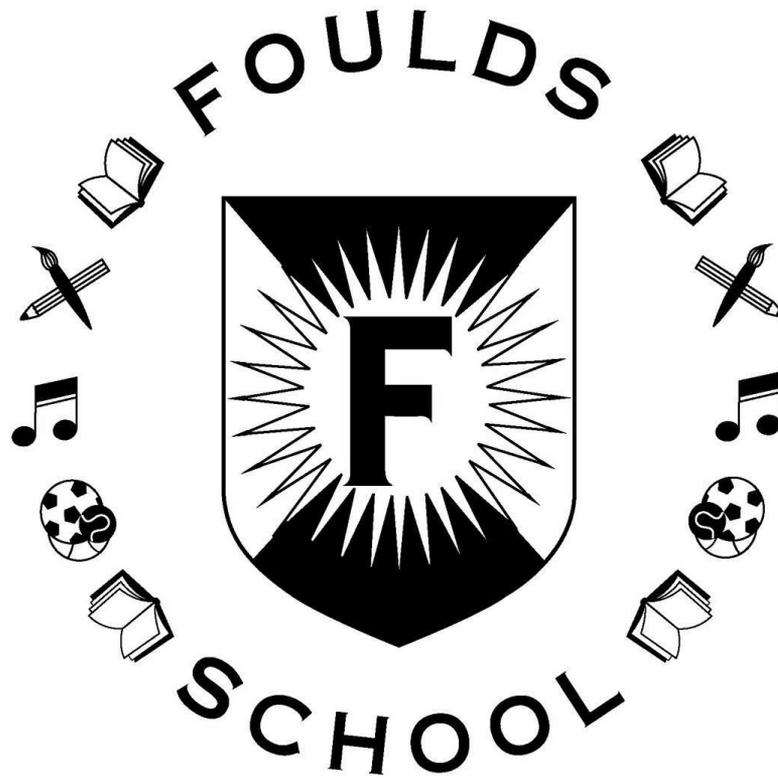


FOULDS PRIMARY SCHOOL



Health, Safety and Welfare Policy

Including Wellbeing/stress policy

Spring 16

Updated Spring 2016
To be reviewed: Spring 2019

Foulds School Health, Safety and Welfare Policy

The Governing Body of Foulds School regards the health and safety of staff, pupils and other persons as one of their primary concerns and consequently regards this policy as central to the school's success.

General Statement of Intent

- 1) This policy expresses the intention of the Governing Body to meet its obligations under the Health and Safety at Work etc. Act 1974 (HSW Act) and the Management of Health and Safety at Work Regulations 1992, in relation to conditions and activities which fall within the Governing Body's control and as defined in the London Borough of Barnet's scheme for Local Management of schools.
- 2) The health, safety and well-being of all our children are of paramount importance to all the adults who work in our school. Our children have the right to be safe in our school. Our Health and Safety Procedures are guided by the Children's Act 2004. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health and safety of all children and members of staff.
- 3) The Governors' duty should ensure, so far as practicable the health, safety and welfare of all employees. In particular: -
 - (a) Ensure so far as their position allows that the premises and plants or substances used in the premises are safe and without risk to health.
 - (b) Comply with the LA's directions and co-operate with the LA so far as is necessary to enable the LA to comply with its statutory responsibilities.
- 4) The Governors also accept a similar level of responsibility for health and safety of pupils and other visitors including contractors on site. They will do all that is reasonably practicable to discharge this responsibility.
- 5) The Headteacher has delegated day to day responsibility; the ultimate responsibility for HSW rests with the Chief Executive of the LBB, as the legal employer.
- 6) The Governors will monitor and assist the Headteacher (Premises Controller) by taking an active interest in health and safety matters and providing the resources and facilities necessary for the Premises Controller to effect this policy.
- 7) The policy will be kept up to date and revised to accommodate changes as they arise.
- 8) The Governing Body will review the policy and the way it is operated every three (3) years, at the end of the summer term unless other indicators indicate the requirement for changes and minute their comments at the first clerked meeting in the Autumn Term.
- 9) The policy and all revisions will be drawn up and agreed in consultation with the Premises Committee as set out in the LA Corporate Policy. Up to date guidance can be found on the Barnet

website

<https://www.barnet.gov.uk/wvc-home/information-for-schools/health-and-safety-in-schools.html>

- 10) Health and Safety legislation places an absolute obligation on everyone in a working environment, which includes Schools, to follow health and safety instructions. Therefore adherence, to this policy and those HSSW policies issued by Barnet LA is mandatory.
- 11) All employees will be involved. All staff within the school have a responsibility to report any matters of concern to the Safety Co-ordinator who shall be a member of staff not the Headteacher.
- 12) The Governing Body will ensure that Health and Safety matters outside their control are brought to the attention of the relevant authority, eg, the LA. A separate note will be made as a record that contact has been made with the relevant authority.
- 13) The allocation of duties for safety matters and any particular arrangements are set out in Section A, B and C of the school policy for Health and Safety.
- 14) A copy of the policy will be issued to all staff.

The School Curriculum

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 children in this regard in the normal school curriculum. For example through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.

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 technology and science, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. The children receive sex and drugs education.

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

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

School Meals

Our school provides the opportunity for children to buy a meal at lunchtimes. Parents who are eligible for free school meals may claim them for their child. We buy into the London Borough of Barnet Catering Services who ensure that the meals provided comply with the Government's School food Standards requirements of January 2015.

If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch, and we supervise them during this time.

Our school promotes a healthy lifestyle. We have a policy where children are encouraged to eat healthy snacks.

School Uniform

It is our school policy that all children wear the school uniform when attending school, or when participating in a school-organised event outside normal school hours. Exceptions to this may apply depending on the event.

We always have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs. We have drawn up the regulations regarding school uniform with due regard to issues of equal opportunity and sex discrimination.

It is the responsibility of the Headteacher to ensure that the school uniform policy is enforced. It is not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform. However a letter will be sent home if a child is not in the correct uniform and parents/carers may be called in to see the Headteacher if this persists.

We ask parents to equip their children with the necessary uniform and school equipment, so that they are able to participate fully in all school activities. If a child repeatedly attends school without the correct uniform, we will inform parents and request that they make sure their child leaves home with the proper uniform. If a parent is in financial difficulties, and this results in a child not having the correct uniform or not having adequate equipment, our school will do all it can to support the parent.

On grounds of health and safety we do not allow children to wear jewellery in our school. The exception to this rule is ear-ring studs in pierced ears. We ask children either to remove these during PE, swimming and games or to cover them with a plaster. The school cannot take responsibility for any item of jewellery that is worn.

Child Protection

All issues relating to Child Protection are dealt with in accordance with the guidance given by the Borough.

There are three named persons responsible for child protection in the school. These are currently the Headteacher, Deputy Headteacher and the SENCO. If one or more of these members of staff are out of school for an extended period e.g. maternity leave, long term sickness, their roles and responsibilities will be covered by another named member of staff.

If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the named person about their concerns and complete a Concern Form. Blank Concern Forms are kept in the Office. Completed Forms are kept in the Headteacher's Office.

The school's named child protection officers work closely with social services when investigating such incidents. We handle all such cases with sensitivity and we place paramount importance on the interests of the child (refer to the School's Safeguarding and Child Protection Policy)

We require all adults employed in school to have their application vetted through police records with an enhanced CRB/ DBS in order to ensure that there is no evidence of offences involving children or abuse.

School Security

While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here. The pedestrian gates on Byng and Wentworth Roads and the car park gates are locked between 8.55 and 15.00 each day and staff on duty ensure the doors into the school building are secured at the start of the day and after each break time and lunchtime by use of digital locks. CCTV cameras monitor the main entrances, car park gate and reception entrances, with an electronically controlled lock and intercom system on the main pedestrian entrance.

We require all adult visitors to the school who arrive in normal school hours to sign the visitors' book in the School Office, and to wear an identification badge at all times whilst on the school premises. Visitors must also inform the school office upon departure. Any visitors to the school, who are not known to the Office Staff, will be asked to identify themselves before being allowed past the School Office. All visitors are supervised unless CRB/DBS checks have been obtained or known to the school.

Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them or they are not recognised by the member of staff.

All staff have a duty to challenge any unknown person on site. If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher/Site Manager immediately. The Headteacher will warn any intruder that they must leave the school site straight away. If the Headteacher has any concerns that an intruder may cause harm to anyone on the school site, the police will be contacted.

All staff are responsible for security, with the Site Manager or a key holder having the responsibility for the security of the building and for ensuring that all doors and windows are locked every evening and whenever the school is unoccupied. The ICT suite is alarmed once it is locked up. Only the Site Manager, Headteacher and Deputy Headteacher have keys to the site. Any member of staff who wishes to work in school outside school hours (e.g. weekends, evenings and holidays) can only do so with a key holder being on site and all staff must inform the Site Manager that they are on site and inform him/her when they are leaving. (See School Policy for Lone Working).

Safety of Children

Supervision/Registration of pupils – Pupils will be appropriately supervised whilst at school. A member of staff supervises the children in the playground from 8.40am but full supervision begins at 8.45am. The pupils will be appropriately supervised by their class teacher or other school staff during the school day. This will include small groups working in designated areas, pupils working with other teachers/support staff and parent/carer helpers, and using the school premises for a variety of purposes. Registers will be taken at the beginning of the morning and afternoon sessions and then sent to the School Office. Parents of the children who have not arrived at school by 10.00am will be contacted by the School Secretary if a reason for absence has not been received.

It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the Headteacher before the activity takes place.

At break times/lunchtimes no children should be in the school building unless given permission by a member of staff. At the end of break/lunch all children should re-enter the school building in a calm, controlled manner. Teachers should be ready to receive their class in their rooms at the end of break/lunch. At lunchtime the pupils are supervised by the Mealtime Supervisors.

There will be two staff (unless conditions require an increase) on duty during each break on the infant and junior playgrounds. At lunch there needs to be a sufficient number of mealtime supervisors to supervise the children. The Headteacher and Senior Mealtime Supervisor will make the decision as to whether any extra staff are required on a particular day. The Head and Deputy will supervise if necessary.

At the end of the day, pupils will meet their parent/carer in a designated point outside the school building. If their parent/carer is not there they will come into the building and go to the Departure Lounge. This will be emphasised to children at least termly in assemblies and more regularly in class. The School

Secretary will telephone parents/carers if needed and the children will wait in the departure lounge until they are collected.

All staff should be aware of the potential hazards from playground activities. Children should remain within agreed boundaries and are instructed not to use the playground equipment unless supervised. The Climbing Equipment and other playground furniture will be checked regularly by the Site Manager to ensure that the equipment is not becoming unsafe due to wear and tear,

If an accident does happen, resulting in an injury to a child, the teacher will do all he/she can to aid the child concerned. We keep a first aid box in the Medical Room. (See First Aid section below)

Pupils Leaving the School Premises without permission - Pupils are taught that on no account should they leave the school premises without prior permission or supervision. At break and lunchtimes they are taught which parts of the school grounds are out of bounds. If a child leaves the premises without permission then the procedure is as follows:

- 1) The parents of the child will be contacted immediately. If they cannot be contacted the Police will be called immediately
- 2) The child will be followed by one or more members of staff who will try to persuade the child to re-enter the school site
- 3) The member(s) of staff will, ideally, keep in touch with the school by mobile phone
- 4) If the child is putting their safety at risk the member of staff may then restrain the child (please see the School Policy on the Use of Force by Staff to Control or Restrain Pupils)
- 5) The member(s) of staff will continue to follow the child and keep in contact with the school until the parents arrive
- 6) If the member of staff loses the child then the police will be called immediately

Theft or other criminal acts

The teacher or Headteacher will investigate any incidents of theft involving children.

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

Responsibilities of Staff

The responsibilities of the following officers are set down in the London Borough of Barnet's Corporate Policy

- (a) Chief Officers
- (b) Health and Safety Liaison Officer
- (c) Premises Controller /Headteacher
- (d) Governing Body

Additionally all staff have a statutory duty to: -

- (a) 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 Safety Co-ordinator. (Site Manager).
- (c) Attend briefings and courses as appropriate.
- (d) Be aware of all emergency procedures.
- (e) Ensure safe use of tools and equipment paying particular attention to correct use of electrical equipment including switching off and unplugging after use.
- (f) Be aware of dangers inherent in some substances, the location of risk assessment information and content.
- (g) Record accidents in the accident book. Injuries to staff are to be reported to the Headteacher.
- (h) Refer injured children to a qualified First Aider.

- (i) Report any concerns in regard to Child Protection.
- (j) Report any concerns in regards to Radicalisation

Site Manager

In addition to the duties set down in job description the Site Manager has a duty to: -
Carry out all duties listed in the document entitled, "Site Manager: Duties relating to Health and Safety."

Secretary

In addition to the duties listed above, the Secretary has a duty to: -

- a) Ensure safe use of office equipment, in particular observing regulations for use of VDUs.
- b) Ensure that all visitors sign in and are issued with a badge.

New or expectant mothers

The term 'new or expectant mothers' means a worker who is pregnant, who has given birth within the previous six months or who is breastfeeding.

If the Headteacher/Safety co-ordinator identifies a significant risk to the health or safety of an expectant mother which goes beyond the level of risk to be expected outside the workplace then the Headteacher must take the following steps to remove her from the workplace: -

Step 1: Temporarily adjust her working conditions and /or hours of work. If this does not avoid the risk go to step 2.

Step 2: Offer her suitable work if any is available. If that is not feasible go to step 3.

Step 3: Suspend her from work (give her paid leave) for as long as necessary to protect her safety or health or that of her child.

These actions are only necessary where as the result of a risk assessment there is genuine concern and the Directorate has received a medical certificate confirming pregnancy. Further details are found on Page 8, Part C- Section 1 of the Corporate Policy.

SHAW Unit

Will provide the LA and School with expert Health and Safety advice. Contact will be via the Headteacher.

Arrangements for Health & Safety Procedures

Annual Risk Assessment

The Headteacher and Premises Committee will carry out an annual risk assessment using Local codes of practices 22/25 and with reference to Corporate policy section 7. Completed proformas will be shared with the full Governing Body so that they fulfil their statutory monitoring role. As well as this annual risk assessment, the policy should be monitored to ensure that the management system is working and that risk control measures are effective and being maintained. The monitoring will take place as a standing item on the Premises Committee agenda.

Health and Safety Training – Induction for new staff

All new staff will receive induction training for Health and Safety. All staff will receive annual updating on their responsibilities under the Health and Safety Policy.

Training will include procedures for the following: -

- a) Fire procedures
- b) Other emergency procedures e.g. gas leaks, bomb alerts, flooding etc.
- c) First Aid arrangements
- d) Accident, Injuries and Dangerous Occurrence reporting
- e) Workplace hazard and risks
- f) Specialist equipment required to be used
- g) Protective clothing and equipment to be used

Further details of training required for Headteacher, Site Manager to be found in Part C-Section 2 of Corporate Policy.

Asbestos (refer to Corporate policy section 8, H&S Bulletin 183 May 2005))

Asbestos is in place in certain parts of the school building. Products containing asbestos present a hazard only when the asbestos fibres are released and dispersed so that they can be inhaled. A report containing the whereabouts of asbestos is found in the Site Manager's office. The Site Manager must be made aware of this document and the duties required of him in regards to the Control of Asbestos regulations 2012 and Working with asbestos in buildings.

Any contractor who is working in known areas of the building which contain asbestos must adhere to the regulations set down in the Compliance with the Control of Asbestos regulations 2012 and Working with asbestos in buildings.

If any building work exposes Asbestos, work must cease immediately and a recognised and approved Borough contractor is bought in to complete the Asbestos removal.

Contractors (refer to Corporate policy section 6 and LCOP 9 Contractors on Educational Establishments updated Jan 2004)

All contractors working on site are required to act in such a way as to ensure their own safety and that of all other persons on the site. All contractors, on entering the site, must report to the School Office to sign in. All contractors are accompanied by the Site Manager unless CRB/DBS checked. During school closure periods, contractors must report daily to the Site Manager or, in his absence, the Headteacher. At the end of the working period the contractor is required to return to the School Office and sign out.

Health and Safety Controls for Contractors on Site:

- a) Tools should not be left unattended where pupils can reach them. All materials must be stored safely during the period of work, in locked cupboards where Health and Safety Regulations apply.
- b) The contractor must cordon off any area in which work is taking place if there is any danger to personnel, pupils or the public.
- c) A COSHH assessment for all substances used and created in the course of the work must be available on site with copies to be held by the Site Manager for large works contracts.
- d) The contractor must have Employers' Liability Insurance.
- e) All persons working on the site must work in a safe manner and take every possible precaution against accident or injury both to themselves and others.
- f) All work should comply with Health and Safety legislation and certificates should be given where appropriate.
- g) Contractors on site should familiarise themselves with the fire exit route for the part of the building in which they are working. All areas have fire exit routes displayed and fire exits are indicated in line with current regulations. Where there is any doubt, all personnel should leave immediately through the nearest exit and assemble in the Junior playground. This applies also to bomb scares and all emergency evacuation of the building.

h) Contractors should familiarise themselves with relevant school policies and risk assessments when on site.

i) All contractors are required to report to the School Office on arriving at the school and should sign in. They need to wear a visitor or identification badge whilst on site and should sign out when they leave.

j) In the event of any problems occurring during the course of their work, contractors should consult the Site Manager who will, in turn, contact the Headteacher, when appropriate.

(For further information refer to LCOP No. 9)

Control of Substances Hazardous to Health (refer to Corporate policy section 11 and LCOP 6 Control of Hazardous, Explosive & Dangerous Substances updated Sept 2008)

Arrangements are in accordance with the COSHH Regulations 1994. There is a duty on all staff to familiarise themselves with relevant COSHH assessments. The Site Manager will carry out an audit on the use, storage of chemicals used for cleaning purposes on an annual basis, and ensure the safety procedures of their use at all times.

Dealing with Bomb Threats

Staff have a duty to challenge any stranger or any person who is acting in a suspicious manner and to inform the Headteacher.

In the event of a bomb threat being received the person receiving the call should keep calm and elicit as much relevant information as possible from the caller using the bomb threat checklist kept by the telephone. The Headteacher should immediately be informed. The telephone line should be kept open so that the number can be traced. The police should be called using a mobile telephone.

The decision whether or not to evacuate the premises will be made by the Headteacher with advice from the police.

If it is decided that the building should be evacuated the procedure is as follows: -

- If there is an immediate risk the fire alarms will be sounded and school evacuated in the same manner.
- If there is more than 20 minutes' warning, verbal instructions may be given that essential personal belongings should be collected before evacuations.

Dining Rooms and Kitchens

Accidents to catering staff in the kitchen should be reported in the kitchen accident book and an accident form completed. Any accident in the canteen should be entered in the school accident book and an accident form completed.

The kitchen supervisor is the Premises Controller of the kitchen area, unless the Headteacher enters the kitchen area or if there is an unsupervised kitchen let, in which case the Headteacher is then the Premises Controller.

Mealtime Supervisors have a duty to mop up spillage as it occurs. A wet floor sign should be displayed.

Electrical Safety (refer to Corporate policy section 14 and LCOP 21 Electricity at Work Regulations updated Jan 2004)

A full annual inspection of portable electrical equipment will be carried out. The Headteacher will arrange this. It usually occurs at the beginning of the Autumn Term. Any equipment which is found to be faulty will be repaired if applicable or disposed of immediately. Staff should undertake a visual check of

electrical equipment before it is used with the Site Manager carrying out visual inspections of all items brought on site for a short period.

There is a requirement that all staff use electrical equipment in a manner, which will ensure their safety and that of the pupils and all other persons on site. Staff are prohibited from bringing onto the premises electrical equipment without seeking the permission of the Headteacher and the Site Manager inspecting the item.

Children using electrical equipment must be adequately supervised and must be made aware of the dangers associated with electricity.

The Headteacher will ensure that there is an electrical check at least once every five years on the main distribution system. The school buys into the Local Authority's Cyclical Maintenance Programme which includes a periodic electrical safety/installation inspection.

Fire Procedures (refer to Corporate policy section 3 and LCOP 14 Fire Precautions updated August 2001 and H&S Bulletin 186 Fire Safety June 2005)

Fire drill plans are to be displayed in all teaching and non-teaching areas of the school.

All staff should acquaint themselves and the children in their charge with these arrangements.

- In the event of an emergency the fire bells will be sounded. This can be activated from any of the call points around the school. Staff should be aware of the location of these points, particularly the one nearest to their classroom.
- The class teacher should evacuate the class via the nearest exit, into the Junior playground. The fire exit are indicated by the green "running man" symbols. Pupils and staff should not collect belongings .
- Before leaving the building staff should close windows and doors behind them
- The School Office staff will check the Junior girls' toilets
- The Headteacher will check the Junior boys' cloakroom for pupils
- The designated person the Infant boys/girls cloakroom will check for pupils
- The designated person will check the room by welfare room
- The Inclusion Manager will check the SEN room
- The Site Manager will make a sweep through the building, checking the whole premise
- Pupils and staff should leave the building in silence and by walking NOT running.
- Pupils should line up silently in their class line on the Junior playground.
- Pupils working outside of their class or in another part of the school should re-join their class in the junior playground NOT return to their classroom first.
- The School Secretary should take the Class Registers out to the playground and distribute the registers to the class teachers.
- The Site Manager is responsible for meeting and directing emergency services.
 - Staff/Pupils should only return into the building when directed to do so by the Headteacher
- In the event of a fire during break or lunchtime the same procedures apply and the class teachers should re-join their class in the playground.

Fire drills will be held without warning at least once a term. From time to time, exits will be blocked so that alternate routes will have to be used. The times of drills are to be varied.

The results of drills will be reported to the Governing Body in the Headteacher's termly report to the Governors.

If an alarm is set off in the school, the Site Manager/Headteacher will locate where the fire is situated using the map displayed below the fire alarm box in the front entrance hall. A quick investigation will be made if a fire is located the School Office will call the Fire Brigade.

Inspection of fire extinguishers is covered in our 'buy back' scheme to the Local Authority with the Site Manager carrying out visual inspections on a monthly bases. Records of these inspections and Fire Risk assessment documents are kept in the Site Manager's office. An outcome regarding the safety of extinguishers is acted upon immediately by the Headteacher. The Borough contractor regularly checks the fire alarms quarterly through the year. The Site Manager checks for audibility in alarms once a week with a different call point is used at each testing. Emergency lighting is checked once a month by the Site Manager and quarterly by the contractor under the 'buy back' scheme.

First Aid (refer to Corporate policy section 5 and LCOP 5 First Aid Arrangements in School updated August 2003 and LCOP No. 7 on Infection Control)

The Governors will ensure that there are a minimum number of qualified first aiders on the staff at all times. A 1:50 staff member is the minimum recommended level. They will ensure that a First Aider or appointed person is available whenever staff are at work, and will ensure that the minimum number is maintained.

Criteria for Post holder –

- a) must be volunteers
- b) have a job which involves relatively little absence from the school
- c) be able and willing to undertake initial 4-day qualification training and any subsequent continuation training and re qualification as required.

The Headteacher will act as the appointed person in the absence of a qualified first aider. The first aider or appointed person will take charge of a situation in the event of serious injury or illness. The secretary will be the appointed person who should ring for an ambulance, the Headteacher or most senior member of staff in the Head's absence must be informed if an ambulance is called.

In the case of first aid being required, immediate contact should be made with a staff member who holds a First Aid at Work Certificate.

The First Aid point is located on the infant corridor.

Boxes of First Aid are also available in the Resources Room and the Reception Unit.

We record all incidents involving injury in the school accident book, and where appropriate parents are informed. Should a child be quite seriously hurt, we contact the parents by telephone. All accidents are to be reported in the accident book and the Headteacher is responsible for reporting appropriate accidents to the SHAW Unit.

Foulds has a medical policy. This gives comprehensive guidance on the types of medicine the school will administer, the information which must be given by the parent/carer and the length of time children should be absent from school following vomiting or upset stomach.

Flood

In the event of a flood in the school, classes in immediate proximity to the flood must evacuate the area and assemble in the playground. The Headteacher/Site Manager must be notified immediately.

Power Failure

In the event of a power failure, when dark, pupils should remain in their classroom and await instructions from the Headteacher. The Site Manager will be called.

Gas Safety (refer to Corporate policy section 24)

All gas equipment will be subject to the required tests using the Borough 'buy back' scheme. Any new gas appliance will be fixed by a Gas safe registered person.

If gas is detected in school, the Headteacher/Site Manager must be informed immediately. The Site Manager will make the area safe. Areas of the school will be evacuated and the verbal evacuation procedure will be used for the Health and Safety of the pupils. Team Barnet emergency number will be called if gas is smelt outside the school boundary walls and the source is not known.

Infection Control/Health and Safety in Offices (refer to Corporate policy sections 17 and 18 and LCOP 7 Infection Control updated Sept 2008)

The Site Manager will oversee the contract that deals with the medical and sanitary waste carries out the duties as per the contract. The Headteacher/Site Manager will monitor the cleaning operation to ensure the specification is met. School chemicals are to be kept under the Site Manager's control. Children must be reminded to wash hands after using the toilet, and before handling food or eating.

Work and Lifting Equipment (refer to Corporate policy section 20 and LCOP 18 Manual Handling Operations Regulations 1992 updated Aug 2001)

If staff are concerned about weight, size, etc. of an item to be lifted they should not attempt to move the object on their own but consult the Site Manager.

Noise

Conform to the Noise at Work Regulations 2005.

Outdoor Activities for Children and Young People (refer to LCOP 11 Requirements for Educational & Recreational Visits updated 2008)

The school has an Outdoor and Off Site Activities Policy.

This policy has been written in accordance with LA Guidance Notes and the DfEE guidance : "Health and Safety of Pupils on Educational Visits" 2014

All staff must complete an EVOLVE on line form before any visit is booked in the office diary. A First Aid pack must be taken on all visits out of school.

Sporting Fixtures – At competitive events where children are travelling to another location the following is to apply:

- a) Mobile Phone is to be taken.
- b) All parents transporting in a car should be asked to sign a declaration form saying that their car is insured and in a fit state for transporting children.
- c) Children will wear seat belts at all times and use a booster seat if required.

Swimming Procedures – All pupils in Years 3, 4, 5 and 6 attend swimming lessons once a week at Queen Elizabeth Boys School. The site has its own risk assessments.

Seat belts

We only use coaches, cars and mini-buses where seat belts are provided. We instruct the children to use seat belts at all times when the bus/car is moving.

Car Seats in School (refer to H&S Bulletin 190 Changes in Law Affecting use of Child Seats in Cars and Taxis Aug 2006)

All guidance should be referred to on an annual basis at the start of the academic year. Staff to be reminded about regulations.

Personal Protective Equipment (refer to Corporate policy section 16 and LCOP 15 Personal Protective Clothing updated Jan 2004)

To comply with the procedures of the Personal Protective Equipment at Work Regulations 1992. P.P.E. is defined as being “all equipment which is intended to be worn or held by a person at work and which protects him/her against one or more risks to his/her health or safety and any addition or accessory designed to meet that objective”.

No charge can be made to the employee for the provision of P.P.E., which is used at work.

All employees are under a statutory duty to make full and proper use of issued personal protective equipment. Employees should take reasonable steps to ensure it is returned to the accommodation provided for it after use.

P.P.E assessment forms are kept in the Corporate Policy Section Part C Section 16.

P.E. Equipment and Fixed Playground Equipment (refer to LCOP 12 Agility Equipment Fixed in Playgrounds updated Jan 2003)

The Headteacher will arrange for an annual maintenance check of the P.E./playground equipment and will arrange for any faults to be remedied without delay. All staff have a duty to carry out a visual check of the apparatus before using it with the children and that any obstructions or hazards are removed from the area. P.E. mats containing foam should be stored away from emergency exits. The Site Manager is to carryout weekly visual inspections of playground fixed equipment and monthly inspections of the fixed playground equipment with any defects reported to the Headteacher.

The Headteacher will ensure that all new equipment:

- Is suitable for its intended purpose.
- Is suitable for the environment in which it is to be used.
- Meets required standards.

All staff will be issued with appropriate instructions and training.

Use of Portable Ladders (refer to Corporate policy section 10 and LCOP 16 Working at Height updated Feb 2009 and H&S Bulletin 191 Ladders in Education Dec 2006)

The Site Manager will inspect the school's ladders in accordance with the regulations to ensure that they conform to regulations and are safe to use. Contractors may not use school ladders, and must bring their own. This does not apply to Health and Safety Inspectors or Council Officers who may need to use a ladder in the course of their inspections. The Site Manager will give all new members of staff instruction as to the type and use of access equipment designated for their use.

No members of staff are to use non-issued items i.e. chairs/tables to hang displays or reach for high objects.

Reporting of Injuries, Diseases and Dangerous Occurrences (refer to LCOP 4 Reporting Accidents, Injuries and Dangerous Occurrences updated Oct 2003)

For extensive guidance, please see Part C section 4 of Corporate Policy.

Accidents must be reported in the accident book kept in the welfare room. Accident/Incident forms must be filled in – copies kept in Welfare room/ Headteacher's Office/ School Office and passed immediately to Headteacher.

Smoking Policy (refer to H&S Bulletin 184 Smoking at Work June 2007)

Foulds is a no smoking school. Smoking is not allowed within the school boundary at any time. It is requested that E-cigarettes are not used when during term time when the pupils are on site.

Stress at Work (refer to Corporate policy section 23 and LCOP 25 Risk Assessments in Primary Schools updated Sept 1999)

The school will take into account the guidance given by the Local Authority regarding stress in the workplace and has a Stress/Wellbeing Policy (appendix to this policy). The school will also incorporate information from staff surveys which are undertaken by the school annually.

These may include: -

- Managing change
- Interpersonal skills
- Time Management
- Managing Attendance, Discipline and Grievance
- Managing Organisational Stress

Staff are encouraged to share concerns regarding stress levels with the Headteacher or Phase Leader, where appropriate staff will be encouraged to take up courses on Managing Personal Stress.

The Senior Management Team will react if particular areas of work that are drawn to their attention may be the cause of stress and adapt them accordingly.

The staffing committee will from time to time seek advice from Human Resources regarding individual's job description to ensure that they are comparable with staff in similar schools.

Staff whose absence levels rise through stress related illness would be asked to have an Occupational Health check arranged by the Human Resources Team.

The Governing Body will seek to use the Borough guidelines and procedures dealing with Grievance and Capability again ensuring that difficulties are dealt with efficiently and without causing additional stress to individual members of staff.

Use of Display Screen Equipment/VDU's (refer to Corporate policy section 15 and LCOP 17 Display Screen Equipment/Visual Display Units updated Nov 2003 and H&S Bulletin 188 Computers, Projectors and Whiteboards, Feb 2006)

The Regulations require the employer to carry out an assessment of all DSE where the equipment is used by an employee who can be classified as a user. The definition of a user is set down in the corporate policy Section 15. To this end the Secretary/Part-time Secretary are classified as 'user'. Non-employees are not covered by these regulations therefore schools are not required to assess computers used in the classroom by pupils. However, we still have a duty for the health and safety of others and should ensure that screens are not prone to glare or reflections and that the equipment provided is ergonomically suited to the individual's needs.

Employees are entitled but have no obligation to undergo eye and eyesight tests. This facility should be offered to the following: -

- a) Existing users using DSE for prolonged use.
- b) A user who does not normally use DSE as a significant part of their work but is to start using the display screen equipment
- c) To new users.

Further information from the Human Resources on 020 8359 4444

It is the responsibility of the Governing Body to ensure that the requirements of this arrangement are carried out in the school. Governors will delegate the actual task of assessment to the Secretary. Financial provision for any purchase of equipment etc. identified as a result of the assessment must be made by the Governing body

Violence and Harassment at Work (refer to Corporate policy section 9 and LCOP 23 Managing Violence at Work updated Mar 2006)

The school will conform to the Council's Definition of 'Violence at Work':

'Any incident which an employee perceives that they have been unacceptably abused, threatened or assaulted by a person with whom they have come into contact in circumstances arising out of or in the course of his or her employment'.

This would include;

- physical attack – whether visible injury occurs or not, this will include any sexual or racially motivated assault,
- animal attack – i.e. where an animal is used as a threat or tool of violence,
- verbal abuse – when an employee feels that an unacceptable threat has been made against his or her person. This will include sexual or racial harassment, intimidation, name calling, insults mimicry, innuendoes whether by telephone or if in direct contact,
- attack against property – as a means of intimidating an employee.

The school as with the LA will:

- endeavour to minimise the risk to employees from potentially violent or threatening behaviour,
- provide training for employees who may have to face violence at work,
- not tolerate verbal or physical harassment of its employees, assaults upon employees or their property by clients or other members of the public,
- where violence occurs against an employee and where an assailant can be identified, issue a formal letter to the person concerned, warning that legal action may be taken,
- record and investigate all incidents of violence at work and take any remedial action that may be necessary,
- Where practicable provide or arrange access to welfare and counselling facilities for victims of incidents or threats of violence at work.

Winter working (refer to Corporate policy section 19, H&S Bulletin 184 Workplace Temperatures Jul 2005 and 130 Guidance on Temperatures in Schools, v.2 Aug 2008)

Main points for school -

The Site Manager will ensure that ice and snow is cleared from pathways into school at the beginning of the day. The Site Manager will salt the required areas. The Site Manager will be responsible to clear away large amounts of water where viable from the surface of the playgrounds.

The Headteacher will be responsible for ensuring the temperature of workplaces be maintained at a reasonable level. LA guidance states minimum temperatures for the following areas: -

Classroom	- 21 degrees Celsius after the first hour of mainly seated work.
Hall	- 21 degrees
Medical Room	- 21 degrees
Office	- 21 degrees

If it is not possible to achieve these temperatures the school will try to provide auxiliary heating.

It is recognised that the Headteacher is not to be responsible for individual temperature requirement and the use of any secondary heating source should be deemed as not required.

Work experience students

Work experience students must attend a pre-interview with the Deputy Headteacher when they will go through basic Health and Safety Procedures. Guidance is given as to the nature of the job they will be asked to do, work dress, break times and hours of work.

Bouncy Castles (refer to *H&S bulletin 189 Use of Inflatable Play Equipment Aug 2006*)

Guidance to be given to Chair of PTA to follow if Bouncy castles are used for fundraising events.

Extracurricular activities/events

All extracurricular activities must adhere to this Health and Safety policy and any other regulation that may cover the activity/event.

Monitoring

The Headteacher, together with the Site Manager, is responsible for the implementation and monitoring of this policy.

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 processes and procedures with regard to health and safety matters.

The Headteacher with the Site Manager implements the school health, safety and welfare 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. All staff at the school receive the necessary training to ensure that this policy is understood and complied with.

The Headteacher 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 annually.

See also other school related documents and policies in conjunction with this policy

Foulds School

Wellbeing/stress Policy

Contents:

Statement of intent

1. [Definition](#)
2. [Legal framework](#)
3. [Roles and responsibilities](#)
4. [Monitoring and review](#)
5. [Individual risk assessment](#)

Statement of intent

The governing body of Foulds School recognises that the well-being of its employees is essential for effective work performance and the provision of a high quality service to its pupils. The school also understands that its duty of care to its employees extends to the active promotion of the health and safety of staff members in the broadest sense.

Foulds School understands that stress is a health and safety issue and that it has many causes, including those arising from work-related pressures and those which affect the life of employees away from work. While controllable stress is healthy, excessive stress is damaging both to the individual and to the school.

Taking into account its legal obligations, and in order to promote a low-stress working environment, this policy will aim to:

- Increase awareness of work-related stress amongst the school leadership team and staff members, and consider appropriate methods to minimise its occurrence.
- Identify and implement the necessary action to manage and reduce those pressures which may lead to stress.
- Support staff members in managing stress, both in themselves and others.
- Monitor and assess stress indicators.
- Encourage a flexible yet confidential approach to employees suffering from stress-related disorders.

This document should be read in conjunction with the associated Health and Safety Policy.

1. Definition

The governing body of Foulds School has adopted the definition of the Health and Safety Executive (HSE) that defines stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”.

The HSE definition also distinguishes stress, which can be detrimental to health, from pressure, which can be a positive state if managed correctly.

2. Legal framework

- Employers have a duty under the Health and Safety at Work Act 1974, to ensure the health of their employees, including taking action to reduce stress-related disorders at work.

- Employers also have a duty under the Management of Health and Safety at Work Regulations 1999, to undertake a risk assessment and take the appropriate measures in light of the findings.
- Stress-related ill health may also constitute a disability under the Equality Act 2010. Reasonable adjustments to the school working environment may be required to ensure that the stress does not place the employee at a disadvantage.

3. Roles and responsibilities

The governing body should:

- Familiarise itself with the above legal framework.
- Encourage a school culture that acknowledges stress-related disorders as an important issue to be addressed rather than a personal weakness.
- Consider stress-related factors in the workplace when monitoring school procedures.
- Ensure that adequate resources are in place to implement this policy.
- Regularly monitor, review and, where appropriate, amend this policy, taking into consideration the advice and recommendations of the Headteacher.

The Headteacher should:

- Inform Team Leaders of their responsibilities to their staff members in relation to work-related stress disorders.
- Be aware of employees who may be affected by work-related stress through Team Leaders obtaining regular feedback.
- Review job descriptions to identify critical roles and tasks that may involve stressors.
- Monitor and review the effectiveness of arrangements to reduce work-related stress and report to the governing body on a regular basis.
- Arrange referral to occupational health where appropriate.

Team Leaders should:

- Be familiar with their responsibilities in relation to work-related stress disorders.
- Establish mechanisms for staff members to report work-related stress issues.
- Be familiar with the skills that staff members require to implement their respective roles.
- Identify and provide staff members with the appropriate training and development opportunities.
- Monitor staff members' physical working environment, workload, working hours and overtime levels, ensuring that staff members take their full holiday entitlements.
- Immediately deal with issues of conflict, bullying or harassment.

Individual employees should:

- Support the school to deliver the aims of this policy.
- Take reasonable care of their own health and the health of others likely to be affected by their actions.
- Raise issues of concern with their Headteacher or appropriate body, should an individual feel that their line manager/supervisor is connected to the stress that they are experiencing.
- Participate in the stress risk assessment process where it is initiated.
- Attend counselling sessions and occupational health appointments if referred.

4. Monitoring and review

Monitoring wellbeing in school should be a core management function and be the subject of regular review. Changes to the school leadership team, organisation or structure should necessitate a review of this policy.

5. Individual risk assessment

Team Leaders may also need to initiate an individual risk assessment where there are concerns about a particular staff member's wellbeing, or upon their return from absence, caused by a stress-related disorder.

Appendix A

The following Local Codes of Practice can be found by looking on the Barnet website http://www.barnet.gov.uk/WorkingWithChildrenInBarnet/info/30010/local_codes_of_practice or hard copies are held by the Site Manager at Foulds School. These LCOP's support the Borough Corporate Policy.

Local codes of practice

Health, Safety and Welfare: Local Codes of Practice

1. [Safety representatives and safety committees](#)
2. [Inspection of documents and provision of information](#)
3. [Information, instruction, training and supervision](#)
4. [Reporting accidents, injuries and dangerous occurrences](#)
5. [First aid management in schools](#)
6. [Control of hazardous, dangerous, explosive substances](#)
7. [Infection control](#)
8. [Health and safety in swimming pools](#)
9. [Contractors on educational establishments](#)
10. [School health and safety policies](#)
11. [Educational and recreational visits](#)
12. [Agility equipment fixed in playgrounds](#)
13. [Safety at firework displays](#)
14. [Fire precautions in educational establishments](#)
15. [Personal protective clothing](#)
16. [Working at height](#)
17. [Display screen equipment and visual display units](#)
18. [Manual handling operations regulations](#)
19. [Management of health and safety at work \(general risk assessments\)](#)
20. [Children's Service policy for health and safety](#)
21. [Electricity at work regulations](#)
22. [Health and safety audits](#)
23. [Managing violence at work](#)
24. [Health and safety in teaching design and technology](#)
25. [Risk assessments in Primary Schools](#)
26. [Risk assessments in Secondary Schools](#)
27. [Finger entrapments](#)

Health and safety bulletins

Please check with your School Office as any policy held by the School will take precedence.

<u>Health & Safety Bulletins</u>	<u>Issued</u>
183 Asbestos	May 2005
184 Workplace Temperatures	July 2005
185 Preventing Slips and Trips	June 2005
186 Fire Safety	June 2005
187 Trees	February 2006
188 Computers, Projectors and Whiteboards	February 2006
189 Health & Safety in Use of Inflatable Play Equipment	August 2006
190 Changes in the Law Affecting use of Child Seats in Cars & Taxis	August 2006
191 Ladders	December 2006
192 Accident Reporting in Schools & Educational Settings	March 2007
193 Plaster of Paris	March 2007
194 Smoking at Work	June 2007
197 Two Part Foot Stool	August 2008
198 Electric Cables, Leads	August 2008
199 Removal of Asbestos	August 2008
200 Jewellery Personal Artefacts	October 2008
201 Plaster of Paris	August 2008
130 Guidance on Temperatures in Schools, v.2	August 2008

Care must be taken with the application of these policies as not all policies apply to all people. If in doubt, please contact your HR representative/contact or HR Connect on 020 8359 4444 or hr.connect@barnet.gov.uk.

HR Procedures

[Exceptions and Escalations Procedure](#)

Employee Handbook

[Section A - Equal Opportunities](#)

[Section B - Supporting You](#)

[Section C - Supporting Your Attendance](#)

[Section D - Solving Problems](#)

[Section E - What Are The Benefits In Working For Barnet?](#)

[Section F - Recruitment And Selection](#)

[Section G - Information Technology and Security](#)

[Section H - Health and Safety](#)

[Section J - Employee Relations And Trade Unions](#)

[Section K - Leaving Barnet](#)

Appendix B

Health and Safety Induction Checklist for New Members of Staff

Initial induction

1. Introduction to the workplace and colleagues (First Aiders)
2. What to do in the event of a fire.
3. What to do in the event of an accident (to other or personally).
4. Given Health and Safety Policy

Within the first two weeks (with Site Manager)

5. What to do in the event of a bomb threat.
6. What is the accident reporting system?
7. What is the hazard reporting system?
8. Fire escape routes
9. Where the fire extinguishers are located? – only use if trained
10. Training needs identified and training arranged if necessary
11. COSHH assessments
12. Protective clothing issued if necessary
13. Give proper instruction and training in the use of equipment