



‘Improving the quality of family life’

Health and Safety Policy

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1. STATEMENT OF INTENT

The Trustees of Snowflake School will take steps to meet their responsibilities under the Health and Safety at Work Act and other health and safety legislation.

The School will, as far as reasonably practicable:

- Provide adequate resources to maintain health and safety
- Carry out risk assessments and review them as necessary
- Ensure that the school, and our systems of work, are safe and without risk to health
- Provide staff with any instruction, information, training and supervision as is necessary to ensure their safety and health, and that of the pupils and anybody else who might be affected by their actions
- Provide adequate welfare facilities for staff and pupils
- Maintain all machinery and equipment in a safe condition

This Statement includes a description of our organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

To ensure that this policy and our arrangements are effective, the Governors and Head teacher will:

- Review them at least annually, or if there is a significant change within the school
- Make any changes known to all staff

2. ORGANISATION

Responsibilities of the Trustees

The Trustees are responsible for:

- Formulating a Health and Safety Statement detailing the responsibilities for ensuring health and safety within the School;
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
- Providing appropriate resources within the School's budget for the implementation of the attached arrangements;
- Receiving from the Head teacher, or any other nominated member of staff, reports on health and safety matters, and ensuring that any appropriate and necessary action is taken promptly;
- Seeking specialist advice on health and safety which the School may not feel competent to deal with;
- Promoting high standards of health and safety within the School.

Responsibilities of the Head teacher:

The Head teacher is responsible for:

- Taking overall responsibility for implementation of the School's health and safety arrangements;
- Acting as a focal point on health and safety matters, giving advice or seeking sources of advice where necessary;
- Reporting to the Trustees any hazards which require their attention, or budgetary approval;
- Ensuring there is no misuse of plant, equipment etc.

Responsibilities of All Employees:

All employees of the School have a responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work;
- Co-operate with the Trustees and Head teacher on all matters relating to health and safety;
- Not intentionally interfere with, or misuse, any equipment or fittings provided in the interests of health, safety and welfare;
- Report immediately to the Head teacher any serious or immediate danger;
- Report immediately to the Head teacher any shortcomings in the arrangements for health and safety;
- Ensure that they only use equipment or machinery which they are competent to use or have been trained to use.

3. ARRANGEMENTS

Arrangements covering the main risks and hazards in our School are as follows:

Arrangement 1	- Fire Evacuation and other Emergency Arrangements
Arrangement 2	- Fire Prevention, Testing of Equipment
Arrangement 3	- First Aid
Arrangement 4	- Reporting Procedures
Arrangement 5	- Lone Working
Arrangement 6	- Health and Safety Training
Arrangement 7	- Work Equipment
Arrangement 8	- Flammable and Hazardous Substances
Arrangement 9	- Manual Handling of Loads

- Arrangement 10 - Health and Safety Inspections
- Arrangement 11 - Play & PE Equipment
- Arrangement 12 - Premises and Grounds, and Contractors
- Arrangement 13 - Out of School Activities and Visits
- Arrangement 14 - Risk Assessment

Appendix 1- Risk Assessment Form

ARRANGEMENT 1- FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Fire Risk Assessment, and details of emergency arrangements, are kept in the Site manager's Fire Log Book.

There are written emergency procedures covering a range of hazardous situations:

fire, gas leaks, severe weather, electrical faults. These documents are located in a file in the School office.

1. In the event of a fire alert/alarm staff will evacuate pupils/others to the designated assembly point, which is the **rear playground**.
2. The **Headteacher** will summon the emergency services as necessary.
3. **The safe evacuation of persons is an absolute priority.**
Staff should only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using the portable firefighting equipment if they are certain of its correct use.
4. While evacuating the premises, staff should ensure that the building and equipment are safeguarded as far as possible, by closing doors and windows.
5. After any emergency event, the Headteacher should telephone the Chair of Trustees and advise him/her of the situation.
6. Fire drills are undertaken termly, arranged by the **Headteacher** and a record kept in the Site manager's Fire Log Book.
7. Details of service isolation points (i.e. gas, water, electricity) are located in site manager's the Fire Log Book.
8. Emergency procedures for dealing with incidents outside normal working hours are held by the **Chair of Trustees**.
9. These procedures will be reviewed on an annual basis.

ARRANGEMENT 2- FIRE PREVENTION AND TESTING OF EQUIPMENT

The arrangements for fire prevention inspections and testing of equipment etc are as follows:

FIRE LOG BOOK

A record of all tests is kept in the site managers Fire Log Book, which is maintained by the Site Manager and kept in the School Office.

TESTING OF THE FIRE ALARM

The fire alarm is tested weekly, normally on a Thursday afternoon and records kept, by the Site Manager.

Defects on the system must be reported immediately to the maintenance engineer:

Earl's Court (primary)

Name: CHUBB

Telephone: 0344 879 1745

Acton (secondary)

Name: ISF (Intelligence Security Fire)

Telephone: 01895 200200

INSPECTION OF FIRE FIGHTING EQUIPMENT

The School's site manager undertakes an annual maintenance service of all extinguishes.

The **Head Teacher** is responsible for checking that the servicing and maintenance has been done.

Defective equipment or extinguishers that need recharging should be reported directly to the Head teacher who will arrange to have them replaced/repaired.

SMOKE DETECTION, EMERGENCY LIGHTING and OTHER FIRE/EMERGENCY SYSTEMS

These systems will be checked as specified in the site maintenance Fire Log Book

ARRANGEMENT 3- FIRST AID

THE FOLLOWING STAFF ARE TRAINED TO FIRST AID AT WORK LEVEL:

- **Chair or Trustees**

THE FOLLOWING STAFF HAVE BEEN TRAINED TO EMERGENCY AID IN SCHOOLS LEVEL:

- **Head Teacher**

The Headteacher will ensure that all nominated First Aiders and Emergency Aiders have a current certificate and that new persons are trained as required to maintain the number of trained persons identified in the risk assessment.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

- **School Office**
- **Classroom**

Staff will check that School vehicles are properly equipped with first aid boxes before they are used.

The **School Secretary** is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check must be made at least once termly.

THE FIRST AID TREATMENT RECORD BOOK FOR RECORDING DETAILS OF ALL FIRST AID ADMINISTERED IS KEPT IN:

School Office

DETAILS OF CONTACT NUMBERS OF HOSPITAL ACCIDENT AND EMERGENCY DEPARTMENTS, AND OTHER MEDICAL SERVICES ARE DISPLAYED IN:

ARRANGEMENT 4- REPORTING PROCEDURES

Staff must report all accidents, incidents, dangerous occurrences, violent incidents, verbal abuse and near misses to the **Head Teacher**.

- “Near Misses” must be reported. These are incidents that occur but where no injury or damage is sustained. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.
- Faulty systems of work, plant, equipment, fittings etc, must be reported to **the Head Teacher** and attended to as soon as possible. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect.
- The Head teacher will investigate accidents and incidents, and take remedial steps to avoid similar instances recurring. Investigation should be in proportion to the incident.
- Following an accident or near miss, relevant risk assessments must be reviewed to determine whether additional control measures are required (see Arrangement 14).
- Any death or major injury to pupils must be reported immediately by the Headteacher to the Chair of Trustees. The Health and Safety Executive (HSE) will be advised as necessary by the Chair of Trustees. A copy of the report to the HSE will be printed and held on file.
- Staff absences of 3 days or more, resulting from an accident at work, must be reported immediately by the Head teacher to the Chair of Trustees. The Health and Safety Executive (HSE) will be advised as necessary by the Chair of Trustees. A copy of the report to the HSE will be printed and held on the relevant personnel file.

To report injuries and accidents to the HSE, where possible the internet will be used:

<http://www.hse.gov.uk/riddor/online.htm>

Where it is not possible to use the internet, or in case of a fatal incident phone

0845 300 99 23

ARRANGEMENT 5- LONE WORKING

LONE WORKING means working alone, after hours, at weekends or in holiday periods.

All staff must:

- Notify the Head teacher and obtain his/her permission on each occasion when lone working will occur.
- Take all appropriate steps to keep themselves safe when working alone. These may include:
 - keeping doors locked for security (but ensuring fire escapes are not locked)
 - not carrying out hazardous work (including working at height, with noxious chemicals etc)
 - ensuring help can be summoned if needed (mobile phone, access to office phone etc).
- Try to notify a partner, friend or colleague of their whereabouts and the estimated time of return.
- Ensure they do not put themselves or others at risk.
- Report any incidents or situations where they may have felt “uncomfortable”. Good communication between colleagues, in terms of personal safety, is essential.

Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

If in doubt, police assistance must be called before attending the site.

ARRANGEMENT 6- HEALTH AND SAFETY TRAINING

The **Head Teacher** is responsible for drawing the following health and safety matters to the attention of all staff:

- Emergency evacuation, e.g. fire drills and routines, etc
- Use of emergency fire fighting equipment
- First Aid
- Accident, incident reporting (including violent incidents and verbal abuse)
- Issues arising from safety inspections
- Good housekeeping including defect reporting
- Manual handling arrangements
- Safe use of work equipment (tools, machinery and other equipment)
- Personal safety and security including lone working policy
- Handling of chemicals
- Safe systems of work
- Visits, journeys and working off site with pupils
- Use of Display Screen Equipment (computers etc)
- Provision of training
- Use of personal protective equipment

The School has nominated the **Headteacher** to be responsible for co-ordinating health and safety training needs, and for including details in the training and development plan.

He/she will also keep records of training undertaken and will arrange refresher training when necessary, and is also responsible for assessing the effectiveness of training received.

ARRANGEMENT 7- WORK EQUIPMENT

The following equipment has been identified as likely to involve specific health and safety risks and details are given below on inspection, use and repair.

EQUIPMENT	RESPONSIBLE PERSON (who can assess risk)	AUTHORISED USERS OF THE EQUIPMENT	AUTHORISED PERSON FOR INSPECTION AND REPAIR	INSPECTION PERIOD (termly annually etc,)
Access equipment e.g. ladders, mobile access platform	Head Teacher	Site manager	Site manager	Termly
Caretaking/cleaning equipment including hand tools	Head Teacher	Site manager	Site manager	Termly
Grounds maintenance equipment	Head Teacher	Site manager	Site manager	Termly
PE and play equipment	Head Teacher	Staff / Children 1:1	Site manager	Termly
Technology Equipment	Head Teacher	Staff / Children 1:1	Site manager	Termly
Art and Design Equipment	Head Teacher	Staff / Children 1:1	Site manager	Termly
Portable electrical equipment	Head Teacher	Staff / Children 1:1	Site manager and UK Safety Management (USM) Tel: 08448004180	Termly

N.B. Copies of this list should be prominently sited so staff can refer to it

ARRANGEMENT 8- FLAMMABLE AND HAZARDOUS SUBSTANCES

Inventories of flammable and hazardous substances and risk assessments for their use are maintained by the **Chairperson of the Trustees** who is responsible for ensuring the safe use of these chemicals or substances, and ensuring that adequate warning notices are properly displayed (especially in storage areas).

Relevant safety information is given on posters displayed in cleaning and caretaking stores, the staffroom, and the kitchen. All staff should ensure they are familiar with the risk assessments for any substance they use, and follow the control measures given

ARRANGEMENT 9- MANUAL HANDLING OF LOADS

MANUAL HANDLING OF LOADS

All manual handling activities which present a significant risk to the health and safety of staff will be identified to the **Headteacher**

Manual handling activities will be eliminated where it is reasonably practical to do so. Where elimination is not reasonably practicable, a risk assessment must be made and the risk will be reduced as far as is reasonably practicable.

The **Head Teacher** is trained to help carry out risk assessments.

Whenever possible, handling equipment (sack barrows, trolleys etc.) will be used to reduce risks arising from lifting and carrying.

Staff should advise the Head teacher if they require such equipment.

Written risk assessments will be provided to relevant staff who must follow the instructions given when carrying out the task.

The written risk assessment will take into account the task, load, environment and individual and any other factors that might affect the risk to the health and safety of employees or other persons.

Notes:

Activities where the load is quite small but the activity is of a highly repetitive nature are included in these arrangements – it is not only large loads which give rise to risk.

People (pupils or adults) should not be lifted or moved, unless it is necessary to do so to remove them from danger. Where somebody is unable to get up themselves, medical assistance should be sought through the normal first aid arrangements.

ARRANGEMENT 10- HEALTH AND SAFETY INSPECTIONS

An inspection of individual work areas (classrooms etc) will be carried out by the staff working in that area. Every work area must be checked at the start of each day before pupils are allowed to enter, and any hazards dealt with immediately. Where a hazard cannot be adequately removed, the Head teacher should be informed, the area secured, and alternative arrangements made for accommodating the affected pupils.

A Health and Safety Consultant will visit the school and inspect on a termly basis.

A written report for Health and Safety of the School, will be given to the Chair of Trustees annually.

ARRANGEMENT 11- PLAY AND PE EQUIPMENT

All play and PE equipment (climbing apparatus etc.) will be inspected by a competent person as detailed in Arrangement 7.

The members of staff on duty are responsible for making a visual check of all equipment before allowing it to be used by pupils. Where there is any doubt about whether the equipment can be used safely (e.g. wet or slippery conditions, damage to safety surfaces, etc), then the Head teacher will be consulted for a decision, based on his/her assessment of the risks presented.

Pupils are not permitted to use any play or PE equipment without supervision. Risk assessments detailing the required levels of supervision, and any qualifications or training required for each piece of apparatus, are available in the risk assessment file, which is kept in the **School Office** (see Arrangement 14 – Risk Assessment).

ARRANGEMENT 12- PREMISES AND GROUNDS, CONTRACTORS

Premises and Grounds, and Contractors

Premises and Grounds Safety

Responsibility for ensuring that the premises and grounds are safe for use ultimately rests with the Trustees and the Head teacher. However, the duty to ensure that regular (daily) inspections are carried out is delegated by them to members of staff as detailed in Arrangement 10.

Contractors

The **Chairperson of the Trustees** is responsible for making arrangements with contractors.

Arrangements for security will be discussed with contractors before they start work, and detailed in their contracts. Risk assessments will be required from all contractors in advance of work commencing, and adequate insurance cover will be verified.

All building and maintenance works must be adequately secured (Banham Security – Tel: 0207 622 5151) - (Primary) and (ISF [Tel:01895 200 200](tel:01895200200)) (Secondary) to prevent any access by pupils or other unauthorised persons.

Contractors will be required to sign in on arrival and will be provided with relevant health and safety details. These will include arrangements for first aid, evacuation, no smoking rules, and advice on school activities which might give rise to risk to the contractors.

ARRANGEMENT 13- OUT OF SCHOOL ACTIVITIES AND VISITS

All out of school visits and activities are run according to current best practice and advice, as set out in the 1998 DfES document “Health and Safety of Children on Educational Visits”.

All out of school visits and activities must be authorised by the Head teacher at the planning stage. The Head teacher is responsible for ensuring that all necessary documentation (e.g. emergency contact details, medical notes, parental consents etc) is completed before any school party leaves.

Any activity that represents a higher risk (i.e. overnight stays, adventurous activities, water –based activities, overseas trips) must also be authorised by the Chair of Trustees, who will be provided with all relevant documentation in good time to enable an informed decision to be made.

Wherever practicable, leaders of groups must visit the site of a planned visit well in advance. Individual teachers taking one pupil out of school must always have visited the destination site first.

Risk assessments, insurance cover details, and details of health and safety arrangements will be obtained by group leaders from the management of the intended visit site.

Group leaders will prepare full risk assessments for every off-site visit. Where a visit is a regular event (e.g. weekly swimming pool trip), a ‘generic’ assessment can be made – there is no need to do a separate one every time unless there are specific factors which vary and which will affect the assessment.

All group leaders will ensure that they have a mobile phone, or other means of contacting the school, and a first aid kit for use in case of an emergency.

All vehicles used for school trips will be fitted with seat belts, and staff will ensure that all pupils are securely belted in before allowing the driver to move away.

(Refer to policy on Off-site Visits)

ARRANGEMENT 14- RISK ASSESSMENT

Risk assessment is the way we manage the health and safety issues arising from the activities we undertake and situations we encounter in our daily working lives at Snowflake School.

We follow the principles of the HSE '5 Steps to Risk Assessment', which are:

- Identify the Hazard
 - i.e. – what is it that has the potential to cause harm?
- Decide who might be harmed, and how
 - If the hazard was realised, who could be injured / what could be damaged? And to what extent?
- Evaluate the risks and decide on precautions
 - What are you doing, what controls do you have in place, how is the work organised? Is there anything else that could be done to reduce the risk?
- Record your findings and implement them
 - Written records prove you have done something; they can be shared with others, and make follow up action easier (and regulations require them to be recorded).
- Review the assessment and update as necessary
 - Annually, or more frequently if things change (or there is an accident).
 - Keep it simple, and remember to share the findings – controls are no use if people aren't aware of them!

The standard risk assessment form is in Appendix 1 of this document. This form should be used if possible, to maintain consistency in our records.

All risk assessments should be carried out by the staff members involved in the activity, with guidance and advice from others where necessary.

Completed assessments are passed to the **Head teacher** who is responsible for maintaining the central file, and for ensuring that all reviews are carried out as required.

Revision

Version Update	January 2025
Review due	January 2026
Reviewed By	Sumen Starr
Approved by Board of Trustees on	February 2025