

Health and Safety Policy



Statement of policy intent

LCS is committed to providing safe and healthy working and learning conditions for staff, pupils and visitors. In compliance with the Health and Safety Act 1974 and with guidance from Health and Safety Executive (HSE), this is the statement of general policy and arrangements to monitor, establish and review measures needed to meet health and safety standards for London Christian School.

Responsibility for policy implementation

The overall and final responsibility for the health and safety of all staff, pupils and visitors is that of the school Governors.

Day to day responsibility for ensuring that this policy is put into practice is delegated to the Head Teacher and school office. However, all staff have a responsibility to uphold the health and safety of themselves and others. The Governors receive updates on any health and safety issues in the bi-annual Head's report.

Training for staff

Responsibility delegated to the Head Teacher

Staff and volunteers will be given this policy upon induction and the school office will run an annual training session on health and safety, risk assessments, fire safety and first aid. School staff and volunteers are informed that they have a duty under the common law to take care of pupils in the same way that a prudent parent would. The Head Teacher will consult with staff weekly on any arising matters regarding health and safety, including occupational health.

Maintenance of healthy and safe working conditions

Responsibility delegated to the school office

All staff and visitors should report any maintenance issues to the school office as soon as they are noticed – these will be recorded in the maintenance log and reviewed/repared when reasonable.

The upkeep of healthy and safe working conditions is organised by the school office and includes:

- Half termly inspection of the fabric and fittings of the building in accordance with the maintenance schedule, and including review/repair of any outstanding issues from the maintenance log.
- Annual review of the premises risk assessment and implementing new measures accordingly. This risk assessment will consider security (e.g. alarm system, door locks), room sizes and conditions (adequate room for movement and storage), accessibility planning, kitchen facilities as well as general condition of the premises.
- Selection and management of contractors for works needed (minimising disruption to school life).
- Separate, suitable and hygienic toilet and washing facilities are provided for the designated use of pupils and also for staff. (Visitors will use the staff facilities only.)
- Adequate ventilation, glazing and heating systems to achieve a reasonable working temperature.
- Good acoustic and lighting conditions and suitable outdoor spaces for recreation and sport.
- Ready access to hot and cold water (separate from toilet facilities) as well as labelled potable water supplies. (Distribution temperatures and legionella controls comply with HSE guidance.)
- A designated room for staff to rest, eat, prepare food and store belongings, which is kept clean on a rota basis and monitored by the school office. (Hot drinks taken out of this room must be covered with an appropriate lid.)
- A designated sick bay with a bed and basin and near to a toilet (found on the ground floor next to the school office.)
- Routine testing of portable appliances (PAT), regular inspections of gas, alarm and heating systems and safe storage of hazardous substances.
- Daily cleaning of the building during term time.
- Smoking is prohibited throughout the school premises.
- Animals are not permitted on the premises without prior arrangement with the Head Teacher.
- A health and safety poster is displayed in the school office.

Workplace safety for staff, pupils and visitors

Responsibility delegated to all staff and Governors, unless specified

School security

- The premises is secured at the main entrance by two sets of security doors and monitored by CCTV cameras at the entrances and back of the building.
- An intruder alarm is set and all windows and doors closed at night.
- All staff and pupils should be vigilant in reporting the presence of strangers to the Head Teacher.
- All visitors to the school must be signed in at the school office, wear a visitor's badge and be accompanied for the duration of their stay.

Violence to staff

No member of staff should be expected to tolerate any level of work place violence (defined as 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'- HSE). In the event of any workplace violence, the Governors and Head Teacher will be immediately contacted and will involve the police if necessary. Any incidents will be recorded in detail from occurrence to resolution by the Head Teacher. Staff should communicate with the Head Teacher if they are concerned about any parent, pupil, contractor, visitor or staff member being violent.

Occupational health

Staff are advised to exercise caution if lifting heavy objects or to ask for assistance. They should also be aware of and be active in ensuring the health and safety of co-workers, pupils and visitors. This includes vigilance in situations where accidents such as slips and trips may be more common (e.g. bad weather, play times). Pupils should not lift heavy objects and must be supervised when moving any equipment (eg. PE equipment). They must be supervised at all times by a competent and prepared staff member when handling anything hot or potentially hazardous and should only do so for a specific educational purpose. Pupil awareness of risk assessment is encouraged with 'on the spot' safety checks around the school. Staff and pupils should practise computer and internet safety and good seating posture to prevent discomfort and injury.

Control of substances hazardous to health (COSHH)

A COSHH risk assessment has been carried out to prevent, or adequately control exposure to hazardous substances, so as to prevent ill health. Health and safety precautions are taken to ensure that the risk of harm is as low as is reasonably practicable. The building is vacuumed daily during term time and cleaning/maintenance products containing chemicals are locked in the cleaning cupboards when not in use. A COSHH register is kept detailing the location, amount and classification of any labelled hazardous substances stored in school.

Asbestos

LCS is committed to preventing the exposure of employees and pupils to asbestos, as far as is reasonably practicable (according to Control of Asbestos Regulations 2012). An asbestos survey was carried out and the risk of the areas tested and found to contain asbestos was determined as very low. The report was referred to for the health and safety management during the refurbishment of the building in 2007 and 2009 and these structures have since been carefully removed. As such, there is no asbestos register, however the original asbestos survey report is kept in the school office in order to inform any future construction or refurbishment work. There are no other materials in the school containing asbestos.

Contractors

All contractors will be made aware of this health and safety policy and they must ensure the safe working practice of their own employees as per the Health and Safety at Work Act 1974. Areas of work, timings and safety arrangements must be overseen by the Registrar & Office Manager.

On-site vehicle movements

Parents and visitors are informed to remain vigilant, especially with children, near the entrance of the school by the roadside. Dismissal and arrival times have been risk assessed, and are carefully monitored and controlled as is reasonably practicable with staff supervision and clear routines.

Risk assessment – please refer to Risk Assessment Policy

- A comprehensive risk assessment for the current premises can be found on the server and is reviewed annually. There are also other useful risk assessments for consultation such as for regular off-site trips and science dissections and chemical handling.
- A daily risk assessment will be completed for the EYFS by the classroom teacher or teaching assistant and any changes implemented as soon as is reasonable based on the evaluated risk.
- The Governors and/or Head Teacher may conduct a risk assessment for any adult/child to whom they have a duty of care and is thought to be at risk.

Off-site trips

Each off-site trip should be designated a Group Leader (an LCS staff member) who will co-ordinate arrangements and be responsible for health and safety on the trip. The *Educational Trip Preparation Checklist* should be completed which includes:

- ensuring adequate adult supervision for the number and age of children
- identifying the most appropriate route and location of toilets and amenities
- obtaining parental consent for the trip (a blanket written consent is obtained at the start of each academic year for educational visits that occur within normal school hours and do not involve overnight stays or high risk activities)
- informing parents of the location and duration of the trip, along with any transport arrangements, extra safety measures and equipment needed
- communicating all details to the school office and/or Head Teacher
- taking first aid equipment, pupil medication and medical action plans
- for EYFS trips, at least one staff member must be trained in Paediatric First Aid
- assessing risks and hazards involved in the trip and preparing accordingly
- completing a risk assessment for all trips and submitting it to the Educational Visits Co-ordinator for approval (trips that extend beyond school hours (overnight) and/or that involve high risk activities will also require additional parent consent).

Fire prevention – please refer to Fire Prevention Policy

Responsibility delegated to the Registrar & Office Manager

In compliance with the Regulatory Reform Fire Safety Order 2005, the Fire Safety Officers and school office will implement the Fire Prevention Policy. This includes regular fire safety checks (e.g. portable appliance testing, boiler and gas safety inspections) and a half termly practice drill of the fire evacuation procedure as a whole school. There is a floor plan on each level of the school denoting the fire exit route, the fire alarm activation points and the location and type of fire extinguishers. The main front entrance doors are the fire exit and the fire assembly point is in Tabard Gardens.

In emergencies, the Head Teacher will oversee the evacuation of the building. A list of emergency contacts is displayed on the school office notice board. Please also refer to **Emergency Planning Policy**.

First aid and medical attention – please refer to First Aid Policy

Responsibility delegated to the school office and qualified First Aiders

- First aid boxes (including minor incident carbon copy (MICC) books) are located in all classrooms as well as in the school office and on the rooftop playground. There are also first aid boxes in the sick bay designated to be used on off-site trips.
- MICC books are used to keep a record of minor incidents. First Aid books which are used to detail incidents requiring first aid or professional medical attention. Staff involved are responsible for ensuring that parents are informed as appropriate. Accidents that result in death, major injury or incapacity from work for 3 or more consecutive days will be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) www.hse.gov.uk/riddor
Tel: 0345 300 9923
- Wherever possible, first aid and/or prescribed medication will be administered by a qualified First Aider. The school office will ensure that an adequate amount of staff are First Aid trained, as required.

Policy approved: June 2019

Review date: May 2020