



LYNDHURST HOUSE SCHOOL

HEALTH AND SAFETY POLICY For the Whole School including EYFS

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LYNDHURST HOUSE SCHOOL

HEALTH AND SAFETY POLICY For the Whole School including EYFS

This policy is written with due regard to

Health and Safety, Advice on Legal Duties and Powers, DfE February 2014

Regulatory Reform (Fire Safety) Order 2005

Health and Safety at Work Act 1974 and subsequent guidance

See also:

Educational Visits Policy

First Aid Policy

Fire Safety Policy

Behaviour Policy

Emergency Plan and Evacuation Policy

1. INTRODUCTION

- The School undertakes to provide a safe and healthy working and learning environment for staff, pupils and visitors.
- The School accepts that it has a responsibility to take reasonably practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities.
- The School recognises that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- The School will take reasonable steps to identify hazards and reduce them to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

2. RESPONSIBILITIES

The Health and Safety at Work Act 1974 states that

“It shall be the duty of every employee while at work:

- (i) To take reasonable care for the health and safety of himself and any other persons who may be affected by his acts or omissions at work, and
- (ii) As regards any duty or requirement imposed on his employer or by any other person by or under any of the relevant statutory provisions, to co-operate with him as far as it is necessary to enable that duty or requirement to be performed or complied with”

a) THE DUTIES OF THE HEADMASTER

- The Headmaster, on behalf of Governance, has responsibility for the day-to-day running maintenance and development of safe working practices and conditions for pupils, teaching staff, non teaching staff, ancillary workers, and visitors. He will take all practicable steps to achieve this end and, where necessary, will report about them to Governance.
- The Headmaster is required to establish, monitor and review measures needed to meet satisfactory standards and to take all necessary and appropriate action to ensure that the standards are maintained at all times and with due regard of statutory requirements.
- The Headmaster will make arrangements for all staff, including voluntary and temporary persons, to receive comprehensive information on this policy, all other relevant health and safety matters and the instruction and training that will be given to all employees so that they may carry their duties in a safe manner, without placing themselves or others at risk.

In particular, the Headmaster will endeavour to:

- (i) ensure, at all times, the health, safety and welfare of all pupils, staff, and others using the premises;
- (ii) ensure safe working conditions of the school premises and facilities;
- (iii) ensure safe working practices and procedures throughout the school so that all risks are controlled;
- (iv) identify the training needs of staff and pupils and ensure that all members of staff who have identified training needs receive adequate and appropriate training and instruction on health and safety matters;
- (v) arrange systems of risk assessment to allow the prompt identification of potential hazards and correct them where possible, ensuring, where necessary, that Governance is appropriately briefed;
- (vi) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health or safety of pupils, staff, and others, are made safe in a timescale commensurate with the risk;
- (vii) collate accident and incident information, including 'near misses', and when necessary carry out accident and incident investigations
- (viii) monitor the standards of health and safety throughout the school, including all school and non school-based activities; monitor the management structure, in consultation with Governance;
- (ix) where necessary, consult with members of staff, including a specifically designated representative, on health and safety issues;
- (x) encourage pupils, staff, and others to promote health and safety.
- (xi) undertake an annual review of Health and Safety procedures and review this policy accordingly

b) THE DUTIES OF THE DEPUTY HEAD PASTORAL

The Deputy Head Pastoral is the School's Health and Safety Officer and is directly responsible to the Headmaster for overall day-to-day implementation and operation of the School's Health & Safety policy.

She will ensure that:

- (i) safe methods of working exist and are implemented
- (ii) Health & Safety regulations, rules, procedures and codes of practice are being applied effectively;
- (iii) staff, pupils and others under their jurisdiction are instructed in safe working practices;
- (iv) new employees are given instruction in safe working practices;
- (v) regular safety inspections are made, as required by the Headmaster, or as necessary;
- (vi) positive, correct action is taken where necessary to ensure the health and safety of all staff, pupils and visitors;
- (vii) all plant machinery and equipment is adequately supervised or protected, in safe working order and restricted to authorised personnel only;
- (viii) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available for use;
- (ix) hazardous and highly flammable substances are correctly stored out of pupils' reach and labelled, and exposure is minimised;
- (x) pupils are not left on their own;
- (xi) any Health & Safety concerns are reported immediately to the Headmaster;
- (x) no one is admitted to the building without immediate appropriate checking.

c) THE DUTIES OF ALL MEMBERS OF STAFF

All members of staff are expected to familiarise themselves with the Health & Safety aspects of their work.

All members of staff have a responsibility to:

- (i) take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
- (ii) follow agreed practices and working procedures;
- (iii) report any accident, 'near miss', incidents of violent or verbal abuse, or any hazard;
- (iv) ensure Health & Safety equipment is not misused or susceptible to interference;
- (v) carry out instructions given by the School.
- (vi) inform the employer of any work situation representing a serious and immediate danger, so that remedial action may be taken.

In addition, teachers and other staff all have a duty under the common law duty to act as any prudent parent would do when in charge of pupils.

d) OBLIGATIONS OF VISITORS

Regular visitors and other users of the premises (e.g. deliverymen from specific companies) should be required to obey the safety rules of the School. In particular, parents helping in school should be made aware of Health & Safety arrangements applicable to them through the teacher to whom they are assigned.

e) OBLIGATIONS OF HIRERS AND CONTRACTORS

When the premises are hired to third parties it will be a condition that all hirers are familiar with this policy, that they comply with the School's safety directives and that they will not:

1. Use any School equipment without permission from the Headmaster
2. Alter fixed installations
3. Remove fire and safety notices or equipment
4. Take any action that may create hazards for persons using the premises or the staff or pupils of the School

All hirers or Parent Groups must complete a full risk assessment for any event held on School Premises, including fundraising activities.

All contractors who work on School premises are required to ensure safe working practices by their own employees under the provisions of the Health & Safety of Work Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with the above Act. They should fill in the Contractor's Health and Safety Form (H & S Form 2)

3. ARRANGEMENTS TO ESTABLISH MONITOR AND REVIEW SATISFACTORY HEALTH AND SAFETY STANDARDS

1. All staff at the school have been made aware of the School's Health and Safety Policy and at the start of each academic year, or immediately staff join the School, all staff are required to sign the appropriate form (H & S Appendix 1 at the end of this document) indicating that they have read or re-read the Health and Safety Policy.
2. Staff will carry out specific instructions and general instructions as issued by the Headmaster or the Health and Safety Officer in order to preserve and enhance health and safety.
3. Staff should report to the Headmaster or the Health and Safety Officer any aspect representing a danger to health and safety. This report should be made in writing as soon as is feasibly possible.
4. Every Class or Form Teacher and Classroom Assistant has a particular responsibility for the children and classrooms in his/her care.
5. Each member of staff must be familiar with information and advice contained in the Staff Handbook, particularly where it relates to Health and Safety.

To assist staff in their responsibilities and to ensure a safe and healthy environment:

1. Fire regulations and escape procedures are regularly revised and practised.
2. First Aid equipment is available located in first aid cupboards or boxes. All staff must know the site of these. Procedures for reporting accidents to the Headmaster and logging these in the Accident Book are known and must be adhered to.
3. The timetable for the School provides supervision for the children during all normal activities both in the classroom and in the grounds. However staff are 'on duty' at all times and should be vigilant in ensuring that pupils are behaving in a safely.
4. The School has a non-smoking policy and signage is in place as per the legal requirements.

4. RISK ASSESSMENTS

It is the duty of the Headmaster to assess hazards throughout the school premises (a 'hazard' is taken to mean any substance, article, material or practice which has the potential to cause harm to the safety, health or welfare of staff, pupils or visitors);

This is done with the help and co-operation of all staff:

1. At the Staff Meeting at the start of the School Year all staff will be shown how to fill in a risk assessment. (See Appendix 3)
2. All staff will carry out a risk assessment of their classrooms / offices. PE staff will also risk assess off site facilities. Members of the Senior Management team will carry out a risk assessment of common areas, including the Hall and playground and the Health and Safety Officer will carry out risk assessments on any area not covered above. All risk assessments are to be given to the Deputy Head Pastoral, who will inform the Headmaster of any concerns.
3. Where work needs to be done to reduce or remove a risk then the job is filled in the maintenance book by the relevant member of staff. The Deputy Head Pastoral, as Health and Safety Officer, is responsible for prioritising these jobs over regular maintenance with the assistance of the Office Manager.
4. PE staff, Science teachers, Art and DT teachers will also carry out a risk assessment of all practical activities. These will form part of their Departmental Handbook and will be discussed periodically with the Deputy Head Academic. The Deputy Head Pastoral, as Health and Safety Officer, will also advise on minimising risk by, for example, careful explanations and demonstrations to the pupils. It is the responsibility of PE staff, Science teachers, Art and DT teachers to inform the Deputy Head Pastoral, as Health and Safety Officer, of any pupil activity which is potentially hazardous, for example chemistry experiments, and to discuss the risk assessment with her.
5. At the start of the Spring and Summer Terms all staff will review their risk assessments and inform the Deputy Head Pastoral if they have identified any additional hazards.

5. TRAINING OF STAFF

All staff are trained in risk assessments at the start of every school year. In addition, staff receive Fire Safety training on a regular basis.

Some staff require specific training in their areas of responsibility. It is the responsibility of the Headmaster, with the assistance of the Deputy Heads, to arrange this as necessary.

In particular:

Manual Handling and lifting for the School cleaner

Lifting for EYFS staff who frequently need to pick up small children

Safety in Science for Science teachers

Safety in PE and games for games staff

Safe practice for Art and DT staff

6. CONSULTATION WITH EMPLOYEES

Health and Safety and safe practice will be discussed with the Deputy Head Pastoral during a member of staff's first year as part of their induction. However, should any member of staff have any concerns over any matter of Health and Safety they should inform the Headmaster, or in his absence the Deputy Head Pastoral, immediately.

Health and Safety is also a regular item at staff and SMT meetings.

7. RECORDING AND REPORTING

All accidents to staff, pupils and visitors are recorded in the School Accident book and a copy is passed to the Headmaster. In addition, should an accident occur that involves a pupil, then Accident Forms 2 and 2a are filled in (see Appendix 2). In the event of a serious accident or injury to a child the Headmaster, or in his absence the Deputy Head Pastoral, will contact the parents.

The Accident Book identifies which incidents are reportable to the Health and Safety executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013), (telephone 0345 300 99 23). The headmaster is responsible for ensuring that RIDDOR is reported to when appropriate.

Schools are required to report the following:

- (a) accidents resulting in the death of any person
- (b) accidents resulting in specified injuries to workers
- (c) non-fatal accidents requiring hospital treatment to non-workers and
- (d) dangerous occurrences

8. OFF SITE VISITS

Procedures for risk assessments and safety of Off Site visits are covered in the School's Policy on Educational Visits

9. DEALING WITH HEALTH AND SAFETY EMERGENCIES

The School has a comprehensive Emergency Plan for Major Incidents
See also First Aid policy for medical emergencies.

In general, one teacher should deal with the emergency and another stay with the children.

Any teacher first at the scene of an accident, incident or emergency should take charge. He or she is responsible for:

- taking immediate action in order to safeguard the pupils and adults
- sounding the fire alarm, if appropriate
- summoning help from elsewhere
- using the available resources to control the incident and to control pupils who have been involved in, or witnessed, an accident
- notifying the School Office, who will inform the Headmaster

If an incident of any sort occurs:

a) It is important that it is logged. Clearly a member of staff's first responsibility is to the children, and specifically any child who is hurt, physically or emotionally, in any way. However once the situation has been dealt with it is important that it is written up and that the procedure that you followed is therefore recorded. It is much easier to do this as soon as possible. This log can then be passed to the Deputy Head Pastoral and she can then deal with any issues that may remain.

b) The Headmaster should also be informed as soon as practically possible.

c) If a child is seriously hurt, either emotionally or physically, then the Headmaster will contact the parents as soon as possible. Staff should not contact the parents themselves.

d) If a member of staff is seriously hurt, either emotionally or physically, then the Headmaster will contact their next of kin as soon as possible.

Emergency Evacuation

All Emergency Alarms should be treated as a real emergency and the full procedure should be followed even if the Alarm ceases in the middle of evacuation or ingress.

All staff must display a copy of the 'Fire/Emergency Drill' in a prominent position in their room/classroom. Staff must be familiar with the correct procedures when the fire alarm sounds. There is at least one unannounced practice each term.

The Fire Alarm is a loud sounder (siren), like a burglar alarm, and is the signal for an emergency evacuation.

If there is a need for an ingress, that is for all classes to go into the school building, to their classes and await further information, members of the management team will tell staff and pupils to enter the building. (Such an emergency might be triggered, for example, by a local bomb scare).

The procedure for checking the presence of all pupils and staff is the same in both cases.

The responsible person for checking the presence of all adults and staff is the School Secretary. She will report any missing personnel to the Headmaster. The responsibility for checking the presence of all pupils is the Headmaster's and in his absence the Deputy Head Pastoral.

When the Fire Alarm is sounded all pupils should line up in silence and take the nearest fire exit from the school building, moving in a line, keeping to the left and in silence. Where possible, windows and doors should be closed.

The children should take the nearest exit from the school and gather in the pavement outside the school – younger pupils up to Year 4 should exit the school and turn left down the hill, and older pupils from Year 5 upwards should exit the school and turn right up the hill. Pupils must remain in silence at all times, especially in the corridors and in the playground when the register is being checked.

The Deputy Head Pastoral will check the staff against the staff register, but staff in each year group should immediately alert the Deputy Head Pastoral if one of their colleagues is missing. Administration staff should also check their colleagues and any peripatetic teachers. Form Teachers are responsible for making sure that all their pupils are present. Teachers without forms should attach themselves to an assigned year group and assist form teachers with checking pupils:

The Deputy Head Pastoral will report any missing children to the Headmaster who will then take further action.

The School will wait in silence on the assembly area whilst the Headmaster checks the cause of the alarm. Once the school is deemed safe for re-entry the Headmaster will dismiss the school if no further action is required. Please do not lead your Form back until asked to by the Headmaster or, in his absence, the Deputy Head Pastoral.

Fire procedure notices and fire exit notices should be displayed clearly, and near the door, in each classroom. Form Teachers should ensure that these notices are correctly displayed, and inform their children of the fire and emergency procedure.

During the first day back at the start of the Autumn term all class teachers/form teachers will take their pupils on a 'dry run' to familiarise themselves with the fire exit route. They will then confirm with the Deputy Head Pastoral that this has been completed.

Emergency Ingress, in the event of a major local emergency.

If required, members of the senior management team will give the signal for an ingress, that is for all classes to go into the school building, to their classes and await further information. (Such an emergency might be triggered, for example, by a local bomb scare).

In the first instance classes should return to their classrooms with their form teacher who takes the register. Any missing children will be reported to the School Office.

In the event of such an emergency the school would be contacted by the police and other emergency services and further information would be forthcoming. It is possible that the school and the local area may need to be evacuated completely.

Staff's responsibility is to the children. They should be kept calm, given reassurance, and enough information to stop them becoming overanxious. It is unlikely that parents would be able to telephone the school or for the children to telephone home. As a school we are of top priority to emergency services and should be confident that they will be acting in the best interests of children and staff. It is important that their instructions are followed.

Members of SMT and School Office staff must be familiar with the Emergency Plan for a Major Incident and should check each term that the correct information and equipment is in the emergency folder.

In the event of a major incident in the locality of the school that is likely to affect the collection of children.

The Headmaster or other responsible person will send a message to all form and other teachers informing them of the nature of the problem. In this situation, staff will need to be particularly vigilant about children going home.

All children will be collected from their classroom. Form teachers will use a class list from the back of their registers to check off children as they leave, whom they left with and the time. This information will stay in the register so that any subsequent queries can be answered.

Pupils who go home on their own will not be allowed home; the Head of the relevant section of the school will telephone parents and discuss the situation with them and the best action to take.

Half an hour after the usual collection time, any children who have not been collected will be sent to a designated Late Room. A designated teacher will then telephone the various numbers on the emergency numbers list.

It may be that various staff need to leave school early in order to get home before transport becomes disrupted. They should be allowed to do so as long as a correct ratio of staff to children remains in school, as we have a duty of care to the children. The Senior Management Team will only leave when all the children are safely in the care of a suitable adult.

10. FIRST AID

- Arrangements for First Aid are set out in the First Aid Policy.
- The arrangements for first aid provision will be adequate to cope with foreseeable incidents.
- Supplies of first aid materials are held at various locations throughout the school determined by the Headmaster. They are prominently marked and members of staff are advised of their position. The materials are checked regularly and replenished as necessary.
- Adequate and appropriate first aid provision forms part of the arrangements for out-of-school activities.
- A record is made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of an out-of-school activity. Records are held in the School Office.

11. OCCUPATIONAL HEALTH SERVICES AND WORK RELATED STRESS

Employers are legally required to take action on stress and the School recognises that it has a general duty of care under the UK Health and Safety at Work Act '74 and a specific duty under UK Management of Health and Safety at Work Regulations 1992 to undertake risk assessments for potential risks, including stress.

Staff are encouraged to tell the School about any shortcomings in Health and Safety arrangements. This includes work related stress. This requires a partnership between the staff and the Senior Management Team based on honesty and trust. Open communication is encouraged between the Head, SMT and the staff.

In order to minimize the risk of work related stress, the Headmaster, members of the Senior Management Team and Heads of Department all take care to:

- Foster a supportive work environment
- Recognise the value of good management practice with systems in place to effectively manage staff
- Pay attention to any indication of changes in performance or behaviour in staff
- Encourage sympathetic alertness to staff who develop signs of not coping
- Make reasonable adjustments to their working environment or work load for a member of staff who develops signs of not coping in order to minimize stress

Should these steps not alleviate the situation, the following should be considered.

- Remind staff of the availability of 'educare' health advisory service should they wish to seek advice on their mental or physical health
- Recommend staff seek advice from their own G.P.
- Refer staff to Camden Occupational Health Service at St Pancras Hospital, when there are concerns or absence due to work-related stress and other mental health problems (<http://www.ohs.camdenproviderservices.nhs.uk/>)

Address: Ground Floor, South Wing, St Pancras Hospital, 4 St Pancras Way, London, NW1 0PE
Tel: 020 3317 3350, Fax: 020 3317 3360, Email: camden.ohs@nhs.net

Should a member of staff be absent through ill health or injury, their Head of Department, or an agreed member of the Senior Management Team should

- Keep in touch with absent staff, this should start after two weeks absence and maintained at fortnightly intervals thereafter.
- Be supportive in any return to work process.

12. WORKPLACE SAFETY FOR STAFF, PUPILS AND VISITORS

All staff have a duty to be vigilant over their own safety and the safety of the pupils and visitors.

1. Staff should ensure that all outside doors are locked behind them.
2. Staff should ensure that all fire doors are kept shut, unless fitted with a Dorgard.
3. Staff should not admit to any School building any person without first ascertaining his/her identity and right to enter the School. Anyone not wearing the appropriate visitor's badge should be directed to the School Office.
4. Staff should observe and ensure that pupils observe the appropriate standards of behaviour in the classroom, in the grounds, on coaches, at sports, on days out and other events and on trips.
5. Staff should not allow the pupils to tamper with any fire or safety equipment. If they observe any fire or other safety equipment that has been tampered with they should immediately report this to the Deputy Head.
6. Staff should ensure that children do not leave the premises without permission. All children (or accompanying adults) must sign out at the appropriate office.
7. Staff should be vigilant that pupils follow the school rules on moving around the premises: Classes moving between buildings will walk in single file or twos 'crocodile fashion' stopping where appropriate at regular intervals to collect. Classes stay on the left when moving up and down stairs. When two classes come together on the stairs, the descending class has priority.

Classroom Organisation

1. Teachers must ensure **safe access** to their classrooms and all the resources within them.
2. In relation to safe and easy access and unimpaired movement within the classroom the position of the following should be carefully considered:
 - door(s)
 - cupboards/storage units
 - coat pegs
 - sink(s)
 - teacher's desk
 - rubbish bin
 - children's desks/tables
 - computer(s)

In areas where there are specific safety rules:

1. The Safety Rules in the Science syllabus must be adhered to. A specific schedule for the Science Laboratory is in the Science Departmental Handbook.
2. The Safety Rules in the PE syllabus must be adhered to. The School has a Safety in P.E. Policy.
3. The Safety Rules in the Art room must be adhered to.

13. SCHOOL SECURITY

Visitors and Contractors

1. The relevant school office should be informed at the start of the day, or when the appointment is made if later, of any expected visitors or contractors. They should be informed by the staff member making the appointment whether or not they need a contractors' form to be filled in.
2. All visitors to the school must be signed in by the School Office, shown a copy of the School's Fire Evacuation Procedures (and signed to say they have read it) and then given a visitor's badge – regardless of whether or not they have a badge from their company; the badge tells anyone seeing them that they have authorisation to be on site. Our regular contractors should also pick up badges so that we know that they are in the building.
3. Anyone coming to do any work must have completed our contractor's Health and Safety Form before they start. If possible this should be sent to the firm's Head office when the work is booked. Any contractors asking about the presence of asbestos in any area/s they may be working in will be told that the documentary evidence for the whereabouts of managed/monitored asbestos is in the Headmaster's study; in August 2019, all remaining asbestos will be removed.

Start of Day

1. All staff are keyholders. The member of staff who arrives first is responsible for turning off the alarm.
2. The Front Door is permanently locked. Visitors have to ring the bell and are then admitted by the School Office.

End of Day

1. The front door is opened when each year group are dismissed. A member of staff stands at the door and dismisses each child to their parent or carer (see Staff Handbook- dismissal). When each group of children have left the premises then it is closed.
2. A designated member of staff (as part of the duty rota) each day has responsibility for ensuring that all windows and doors are shut and that the whole of the school is locked up. The last member of staff to leave the building should ensure that the alarm is set and that the front door (along with the doors on the lower ground level are locked. In practice, the school cleaner will invariably be the last to leave the building.
3. The school cleaner arrives at school at around 5 o'clock. He is then responsible for locking up and setting the alarm once he has finished.

14. VIOLENCE TO STAFF

Behaviour of the pupils is covered in the Behaviour Policy, but given the age range of the pupils (4 - 13 years) violence to staff is not currently anticipated to be an issue.

15. MANUAL HANDLING

The Manual Handling Regulations of 1992 are followed. Staff are advised to:

- Avoid hazardous manual handling operations so far as reasonably practicable.
- Assess any hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury so far as reasonably practicable by asking for assistance.

In cases where it is deemed an operation is too hazardous for the employees, outside contractors are engaged.

16. WORKING AT HEIGHT

Staff should avoid working at height wherever possible, and when it is essential an appropriate step-ladder should be used.

17. SLIPS AND TRIPS

In addition to termly Risk assessments, regular Health and Safety audits are undertaken which inform the ongoing maintenance programme and minimise the risks of slips and trips. All areas of the School are covered by individual members of staff.

18. ON SITE VEHICLE MOVEMENTS

Staff may only park on the School premises if they have the permission of the Headmaster. Staff parking on School premises should endeavour to arrive by 8 a.m. and leave after the majority of the pupils have left. Should they need to leave whilst the School is in session then they should take due care in ensuring that there is no risk to pupils or pedestrians.

Drivers of Delivery Vehicles that arrive during the school day will report to the School Office on arrival and the School Secretary will ensure that unloading the delivery causes no risk to pupils, visitors or staff.

19. MANAGEMENT OF ASBESTOS

An asbestos survey of the School was conducted by Adams Environmental, and almost all presence of asbestos was removed in December 2014. Remaining asbestos is managed and monitored, and will be removed in August 2019.

20. CONTROL OF HAZARDOUS SUBSTANCES

Hazardous substances are kept in containers in locked, designated cupboards.

21. SELECTING AND MANAGING CONTRACTORS

The School has a list of regular contractors. When these are required to work in the School when pupils are present then they have DBS clearance.

When appointing new Contractors, the Headmaster will:

- Ask for references from three previous clients.
- Meet with the contractor and show him round the relevant parts of the School
- Will draw his attention to Health and Safety measures including emergency evacuation
- Ensure he has a copy of this policy
- Require him to fill in a contractor's Form (see Appendix 5)

Whenever possible all contracted work will take place outside of term time when there are no pupils on site. Should emergency repairs be necessary, these will preferably be undertaken at a weekend. If working on the premises when the children are present is unavoidable, then all care must be taken for the pupils' safety and adjustments will be made to the daily routine to keep them away from the place of work.

Whilst the contractor is working in the School, the Headmaster will ensure that he is carrying out all operations with sufficient regard to Health and Safety. In particular:

- Storage and disposal of paints and chemicals
- Use of ladders
- Limitation of noise
- Care of electrical and other installations
- Disposal of builders waste
- Maintaining the security of the building

22. MAINTENANCE OF PLANT AND EQUIPMENT

It is the duty of the Headmaster on behalf of the Principals to ensure all maintenance of plant and equipment is up-to-date on a rolling programme. This is managed in conjunction with the School Secretary.

All maintenance certification and records are kept filed in the School Office.

At the end of every term, the Headmaster completes the Premises and Accommodation Checklist which records the date of all testing and certification of electrical, gas, water and other installations as well as Fire procedures. (see Appendix 6)

23. FIRE SAFETY

Due concern is taken so that the Regulatory Reform (Fire Safety) Order 2005 is complied with.

(a) Fire Risk Assessment

A fire risk assessment (formally recorded and regularly reviewed) is undertaken annually. This ensures that the School has a suitable system for the maintenance of clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers.

This assessment should highlight any shortcomings in the fire safety policy which includes the elimination or reduction of risks from dangerous substances.

Regular inspection of fire-fighting equipment is also arranged.

Fire alarms and Dor-guards are tested by the Headmaster weekly and a record kept.

(b) Fire Procedures

Fire procedures are covered at the start of each term. The Deputy Head, as Health and Safety Officer, arranges regular demonstrations and discussions in relation to use of fire fighting appliances

Children are made aware at an appropriate level by Class and Science Teachers of the dangers of fire and the effects of smoke. This is covered in the Science syllabus.

Teachers should vacate the building according to the 'Fire Drill/Emergency Evacuation' instructions in each room. – See example below

Fire Drill / Emergency Evacuation

Room Y3

24 Lyndhurst Gardens

ASSEMBLY POINT:

In front of 24 Lyndhurst Gardens
[or elsewhere if directed]

N.B. If the route / exit is blocked use the most direct alternative;

If not in class use the most direct route to the Assembly Point;

REMEMBER:

***SPEED
SILENCE
STOP FOR NOTHING
SINGLE FILE***

At Assembly Point you will be handed your register to call – once called, report to Head / Deputy Head Pastoral
Practise escape routes regularly.

(c) Security of staff

Following any emergency evacuation the School Office staff checks that all adults that should be on the premises are present and will inform the Headmaster of any one who is absent.

(d) Fire Drill;

Unannounced fire practices (emergency evacuation) take place every term. A record is kept in the Headmaster's Office listing dates, times, times taken to clear buildings and assemble, with any problems and action taken where appropriate.

In the event of an alarm being triggered, then this automatically alerts the Central Control who check with the Headmaster or other designated member of staff whether it is a false alarm – if not, then the Headmaster will call the Fire Brigade. Should other emergency services be needed then this will be the responsibility of the Headmaster, or in his absence the Deputy Head.

Fire practices are varied. Fires may be located at different places in buildings. Some designated routes may be blocked and the teacher will need to find an alternative.

(e) Appointed Persons

The Headmaster, assisted by the Deputy Head Pastoral and Fire Wardens, is the designated Senior Fire Warden. He has received appropriate training in order to assist in taking preventive and protective measures (including fire fighting and evacuation); he regularly reviews Fire Safety and make recommendations to reduce the risk of and from fire, and the elimination or reduction of risks from dangerous substances. He provides staff and any others working on the school site with fire safety information. He keeps records of the following in the School Office.:

- (i) the fire risk assessment and its review;
- (ii) the fire risk (prevention) policy;
- (iii) fire procedures and arrangements;
- (iv) training records;
- (v) fire practice drills (in Headmaster's Office);
- (vi) certificates for the installation and maintenance of fire-fighting systems and equipment.

Senior Fire Warden Duties

On the sounding of the fire alarm the Senior Fire Warden will make his way to the assembly point with the emergency evacuation log and will await confirmation from the Fire Wardens that their designated area is clear or conversely report any problems. They will record any information given to them i.e. the possible cause, any area where smoke has been detected.

The Senior Fire Warden will also wait for Form Teachers to confirm that all the children in their forms are present once they have called their registers. The School Secretary (or in her absence the School Receptionist) will confirm to the Senior Fire Warden that all admin staff, peripatetic teachers and visitors are accounted for or not as the case may be.

If the cause of the alarm being sounded has been established, the building has been thoroughly checked and it is safe do so, the Senior Fire Warden will give the 'all clear' and allow re-entry to the building. Should it be deemed unsafe to re-enter the building then the School's emergency evacuation procedure for this eventuality will be followed.

Should the Senior Fire Warden not be available or not arrive promptly then the Deputy Head Pastoral or a member of SMT will take control.

Fire Warden Duties

Fire Wardens are appointed by the Headmaster. There are sufficient numbers of Fire Wardens to cover all areas occupied by the School. On hearing the fire alarm, Fire Wardens should:

- Encourage children and staff to evacuate the building, keeping calm.
- Check all areas within their remit to ensure that children and staff have evacuated.

Fire wardens should not put themselves at personal risk when fulfilling their duties. If they can see fire or smoke or there is a strong smell of smoke then Wardens should evacuate the building by the nearest exit. Rooms which are issuing smoke should not be entered under any circumstances.

Once each area has been checked, Fire Wardens should evacuate the building by the nearest exit and report to the assembly point.

Once at the assembly point, Fire Wardens should report relevant details to the Senior Fire Warden regarding completeness of evacuations and any information regarding the cause of the alarm.

If Fire Wardens identify any issues (such as people missing, still in the building) then they will bring this to the attention of the Senior Fire Warden or a member of SMT.

Fire Warden high-visibility tabards are to be kept in each area and should be worn as long as gaining access to these does not represent a risk to the Fire Warden.

Fire Warden Training

Fire Warden training will take place each year at the beginning of the Autumn term and will form part of the fire training given to all staff. Should it be necessary to appoint new Fire Wardens during the course of the year the Health and Safety officer will provide this training in the interim.

(f) Maintenance

The Deputy Head Pastoral, as Health and Safety officer, regularly inspects emergency routes and exits and ensures they are kept clear.

The annual inspection by ACI ensures that signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers are maintained satisfactorily.

(g) Information

All staff have a copy of this policy. Visitors, including supply staff, are given information on emergency evacuation.

For events where a lot of visitors are present, such as School Prize Giving, audiences are given information about emergency evacuation before the start of the event.

(h) Review

The Senior Management Team reviews and develops fire procedures and ensures staff training (repeated periodically where appropriate); carries out fire drills and contacts emergency services when necessary; reviews each emergency evacuation drill in order to ensure the safety of staff or anyone else legally on the school premises;

23. REVIEW

The Headmaster will review this policy statement annually and update, modify or amend it as appropriate and will report on it to Governance.

Governance of Lyndhurst House School is M. W. Loveridge Esq.

Headmaster

July 2019

This policy is reviewed annually

To be reviewed: July 2020

APPENDIX 1: HEALTH AND SAFETY POLICY – STAFF CONFIRMATION SLIP

General:

1. All staff at the school have been made aware of the requirements to ensure that the health and safety of all at the School are looked after.
2. All staff have a duty of care to the pupils and to themselves to ensure the health and safety of all
3. At the start of each academic year, or immediately staff join the School, all staff are required to sign the appropriate form (see below) indicating that they have read or re-read the Health and Safety Policy.
4. Fire regulations and escape procedures are regularly revised and practised. Staff should ensure that they know the arrangements for their own classroom.
5. First Aid equipment is available in located first aid cupboards or boxes. All staff must know the site of these. Procedures for reporting accidents to the Headmaster and logging these in the Accident Book are known and must be adhered to.
6. The giving of any regular medication is a parental responsibility and the giving of any medication at School is subject to the Head's approval. The requisite forms must also be filled in, see staff handbook
7. Normally in the event of any emergency, the Headmaster will contact the parents of any child who has been hurt, either physically or emotionally.

Name :

I confirm that I have read/re-read the Lyndhurst House Staff Handbook, with particular reference to the Health and Safety Policy 2019 and that I understand my responsibilities outlined therein.

Signature :

Date:

Please return this slip with your Risk Assessment Form Appendix 3 to the Headmaster by the 13th September 2019.

Lyndhurst House School

H & S APPENDIX 2: ACCIDENT REPORT FORM

Name, Address and Occupation (where applicable) of injured

Date, time and place of accident

When and to whom was it first reported?

Nature and extent of injury

Describe fully how the accident occurred (use additional sheet if required)

Was the employee/pupil seen by a qualified nurse or doctor?

If so, by whom and where?

Signed _____

Date _____

FOR COMPLETION BY FORM TEACHER

Details of treatment given and by whom

Any further treatment/comments

Signed _____

Date _____

Accident Report Given to Parents?

Y / N by _____ (staff initials)

H & S APPENDIX 2A: ACCIDENT REPORT FORM FOR PARENTS
(to be completed by the Form Teacher)

Form No: _____ Date: _____

Name of injured child: _____

Date, time and place of accident: _____

Nature and extent of injury: _____

How accident occurred: _____

Treatment given and by whom: _____

Care advice: _____

Signed: _____

LYNDHURST HOUSE SCHOOL

H & S APPENDIX 3: RISK ASSESSMENT

(use as many copies of this sheet as necessary) – please also refer to: Format A (<http://www.hse.gov.uk/risk/classroom-checklist.pdf>)

Name:.....Room/Location:.....

Location	Risk	Action Taken (Leave blank if referring to H and S officer)	Implemented by: Date:
			By: Date:

Signed:..... Date:..... Signed H and S officer:.....

LYNDHURST HOUSE SCHOOL PROMOTES A HEALTHY AND SAFE ENVIRONMENT

LYNDHURST HOUSE SCHOOL

H & S FORM 4: RISK ASSESSMENT UPDATE

To be completed and returned at the start of every Spring and Summer term.

This is to confirm that

a) all risks reported at the end of last term have been addressed Y / N

b) there are no new risks that I have identified Y / N

If the answer to either (a) or (b) is No, please fill in details of risks below, use the back of this sheet if necessary.

Location	Risk	Action Taken	Implemented by: Date:

Name of Staff Member:..... Date:.....

Signature:.....

Please return to the School Office by the end of the first day of term.

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LYNDHURST HOUSE SCHOOL

H & S APPENDIX 5: CONTRACTORS HEALTH & SAFETY FORM

To comply with the School's Health and Safety Procedures this form must be completed, including relevant attachments, prior to commencing the contracted work.

Contractor name and address:

Telephone number:

Number of employees:

Nature of work:

Length of time taken for work:

I / We consider myself / ourselves to be (a) competent practitioner(s) for the allocated tasks.
Yes / No

I / We follow my / our proper Health and Safety procedures including, if relevant, working alone procedures and own emergency checking and contact arrangements
Yes /
No

I / We have Public Liability Insurance
No
Yes /

Yes/No

I have Professional Indemnity Insurance
No
Yes /

Where necessary I will make myself conversant with the School's Health and Safety policy
Yes / No

If under any circumstance an individual from your firm is working alone on the School premises, please confirm that you have made appropriate arrangements for a lone worker.
Yes / No

There is no reason, including my or my staff's records, why I should not undertake this work in a school. I have checked fully, including with references, my staff's suitability.

Signature: _____ Date: _____

Name and title of person completing this form: _____

* n/a means not applicable – if you have no employees. If you are a sole employee of your company you should have this.

LYNDHURST HOUSE SCHOOL PROMOTES A HEALTHY AND SAFE ENVIRONMENT

H & S APPENDIX 6: PREMISES AND ACCOMMODATION CHECKLIST

			Certificate	Date												
		Requirement	Company / Person													
5 (a)	Water Supply Cold water) Hot water systems)	Contract in place for statutory provision last sample collection and certificate		<table border="1" style="width: 100%;"><tr><td style="width: 80%;"></td><td style="width: 20%;"></td></tr><tr><td></td><td></td></tr></table>												
5 (d)	Security Intruder Alarm / CCTV Cameras Security contract Door codes changed	Test termly Contract in place, last call out Date changed		<table border="1" style="width: 100%;"><tr><td style="width: 80%;"></td><td style="width: 20%;"></td></tr><tr><td></td><td></td></tr></table>												
5(f) & (p)	Outside and Inside Fabric Roofing checked Maintenance log	Date last checked /repaired Up to date, date checked		<table border="1" style="width: 100%;"><tr><td style="width: 80%;"></td><td style="width: 20%;"></td></tr><tr><td></td><td></td></tr></table>												
5 (g)	Emergency Evacuations Evacuations Fire alarms/detectors Fire extinguishers	Emergency evacuation Full inspection/Service annually New system installed and certificate obtained: Operation check every week Self contained smoke alarms annually Test Annually	School	<table border="1" style="width: 100%;"><tr><td style="width: 80%;"></td><td style="width: 20%;"></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>												
5 (j)	Washrooms EY W.C..... W/B..... School W.C/Urin'l..... W/B.....	(1:10) No of pupils..... Ratio..... (1:20) No of pupils..... Ratio.....	School School	<table border="1" style="width: 100%;"><tr><td style="width: 80%;"></td><td style="width: 20%;"></td></tr><tr><td></td><td></td></tr></table>												
5 (l)	Food Preparation Kitchens Duct work Food Lifts Grease traps	EHO inspection and no of stars Test every three years Test annually Test Termly		<table border="1" style="width: 100%;"><tr><td style="width: 80%;"></td><td style="width: 20%;"></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>												
5(o)	Lighting, Heating and Ventilation Electrical installations a) Fixed electrical installations b) Electrical appliances A register of all electrical apparatus Emergency lighting simulated failure Lighting protection systems	Test every five years Test annually Total system every three years Self contained luminaries annually Test annually		<table border="1" style="width: 100%;"><tr><td style="width: 80%;"></td><td style="width: 20%;"></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>												
	Gas Appliances and Gas Pipeworks Gas appliances/flue) Gas pipework) Gas meter) Gas boiler)	Test annually Owners Gas Safety cert required		<table border="1" style="width: 100%;"><tr><td style="width: 80%;"></td><td style="width: 20%;"></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>												
	General ventilation system Air handling units - Server Room Air Handling units - other General ventilation fans	Test termly Test annually Test annually		<table border="1" style="width: 100%;"><tr><td style="width: 80%;"></td><td style="width: 20%;"></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>												
	Energy Performance Certificates	Supply Certificate every year Energy report every 7 years		<table border="1" style="width: 100%;"><tr><td style="width: 80%;"></td><td style="width: 20%;"></td></tr><tr><td></td><td></td></tr></table>												

All tests should be carried out by a competent person. A competent person is defined as a person who possesses sufficient technical knowledge, experience and skills to be able to carry out the specific task and prevent danger or injury arising during the course of the work or as a result of the work