

Mapledown School Health & Safety Policy

Statement of Intent

The Governing Body of Mapledown regards the Health and Safety of all pupils, staff and visitors as a central element of our educational provision and a key to the school's success.

We are bound by the legal duties and responsibilities conferred on us by the:

- 1 Health and Safety at Work Act (1974)
- 2 Education Reform Act (1988)
- 3 Management of Health & Safety at Work Regulations (1999)
- 4 Regulatory Reform Order (2005)
- 5 Control of Substances Hazardous to Health (COSHH) Regulation (2002)
- 6 Barnet Council's Corporate Policy for Health, Safety & Welfare and Local Codes of Practice

Arrangements

This Policy aims to bring together a range of documents and guidelines that will explain the roles and responsibilities of all parties who use, work or visit Mapledown School. The documents will be organised as numbered 'Arrangements' so that they can be reviewed, updated or added to as required. Some of the 'Arrangements' refer to Barnet Local Codes of Practice (LCOP) - these numbered documents are issued by Barnet's central Health and Safety Unit and contain detailed guidelines on good practice. They are kept in the Deputy's office in the filing cabinet. The Deputy also holds copies of and has the responsibility for maintaining and updating Barnet's Corporate Policy on Health and Safety and a continuously updated file of 'Safety Bulletins' issued by the Local Authority Health Safety Unit at the NLBP. Barnet's Barnet Council's Health and Safety Team (020 8359 7995) is our principle source of advice and information on all matters relating to H&S.

The school has a Health & Safety Sub-Committee, which meets termly. It is chaired by the Deputy Head and has representatives from the Governing Body, Teaching Staff, and Learning Support Assistants (see 'Arrangement 2'). In day-to-day terms the responsibility for Health & Safety rests with the Premises Controller - at Mapledown School this is the Deputy Headteacher. Each year we will invite Barnet's H&S Unit to actively monitor this Policy and the procedures that follow. Accidents and Incidents will be reactively monitored by review at the termly H&S Committee Meetings.

All staff at Mapledown have a duty to work within agreed Policies and Procedures to promote a safe and healthy working environment. The poster 'Health & Safety and the Law' is displayed in the staff room and all staff are advised to read and adhere to its contents. There will be an emphasis on accident prevention and the promotion of safe working practices through Risk Assessments on building, fire, manual handling and moving and challenging behaviour (see 'Arrangement 8').

Adequate resources, training, staff are made available to ensure successful implementation of this policy. In order to meet the risk of inadequate first aid cover, first aid training is offered to all Learning Support Assistants and Play Workers.

All staff who work at Mapledown will be inducted into this Policy and relevant 'Arrangements'. The Policy will be kept in the Staff Handbook will be reviewed annually. The Deputy Head will maintain the full set of 'Arrangements' and other guidelines for reference (see below).

CG November 2018

Arrangements: see numbered document wallets in the Deputies Office

1. The role of the Governing Body - see LCOP 19 & 20
2. The role of the Health & Safety Committee - see LCOP 1
3. The role of the Premises Controller & School Caretaker

4. The role of staff
5. Barnet's Health and Safety Unit
6. Arrangements for Induction and Training (including cleaning staff) - LCOP 3
7. Monitoring - Safety Tours and Inspections - LCOP 2 & 22
8. Risk Assessments - see LCOP 19 & HSE Guidelines 'Five Steps to Risk Assessment'
9. Reporting Accidents and Incidents - see LCOP 4
10. Reporting Defects and Hazards
11. Emergency Evacuation Procedures/Fire Drills - see H&S Bulletin No. 162 & LCOP 14
12. Bomb Alerts
13. Fire Safety Arrangements LCOP 3
14. Electrical Equipment / Annual PAT Testing - see LCOP 21
15. Handling & Storing Hazardous Substances
16. Using Hazardous Equipment e.g. sharps, domestic machinery etc
17. School Kitchen - H&S training for contractors
18. Mini Bus Safety & Emergency Procedures
19. Passenger Safety (restraints)
20. Hoists
21. Manual Handling/People Handling - see LCOP18
22. Wheelchairs - use of and maintenance
23. Safety in PE
24. School Security (See also Meetings, working and Lone Working at Mapledown School)
25. Planning Day Visits & School Journeys with Overnight Stays - see LCOP 11
26. Managing Drugs Related Incidents in Schools
27. Farm Visits - see Safety Bulletin 173
28. Pedestrian Safety
29. Classroom Safety
30. Playground Safety - see LCOP 12
31. Using the Hydro Pool - see LCOP 8
32. Volunteers & Work Experience Placements at Mapledown
33. The Role of the School Nurse
34. The Role of First Aiders - see LCOP 5
35. Epilepsy Awareness and Buccal Midazolam Training
36. Pupil Sickness/Infection Control (incl head lice)
37. Notifiable and Infectious Diseases - see LCOP No. 5, 7 & 17
38. Giving Medication - see LCOP 5
39. Immunisations
40. Expectant and breast-feeding mothers
41. Food Hygiene
42. Lone Working
43. Working with Ladders - see LCOP 16
44. Dealing with Body Fluids and Spillages - see LCOP 17
45. Disposal of Pads and Waste - see LCOP 17
46. Physical Intervention with Pupils - see Mapledown Policy for Behaviour Discipline

47. Stress, Harassment, Bullying and Violence at Work - see Corporate Policy 23

48. Using Computers/VDU's - see HSE leaflet 'Working with VDUs' & LCOP 17

49. Outside Contractors - see LCOP No. 9

50. Asbestos in School

51. Personal Protective Equipment - see LCOP 15

52. School Environment - Guidelines and Regulations

53. Reference Information:

☒ Health & Safety Updates/Bulletins/Local Codes of Practice

See also:

Mapledown School Health & Safety Document Four; The Role of School Staff

Mapledown School Health & Safety Document Three; the Role of the Premises Controller & School Caretaker

Mapledown School Health & Safety Document Two; the Role of the Health & Safety Committee

Other related documentation. All these are in S:\Shared Area\Policies\Policies 2018-19\Health and Safety 2018\Related documents

CG November 2019

Signed Steve Carroll Headteacher

Signed Sue O'Halloran Chair of Governors