



# **Odyssey House School – Wokingham**

## **Health & Safety Policy**

### **Statement of Intent**

The Proprietor of Odyssey House School – Wokingham accepts her responsibilities in relation to the care, safety, and wellbeing of the children in her charge. The overriding consideration of the Proprietor will always be to ensure that the highest possible levels of security and health and safety are maintained.

The Proprietor is committed to the promotion of a safe and healthy environment for staff and pupils and for other users of the school and to the provision of adequate and appropriate safety training for staff.

This Policy has been written with reference to the UK Government's Health & Safety advice for schools (available at <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools#the-law>) , DfE advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies, February 2014.

**This policy also refers to the following Odyssey House School’s policies:**

School Outings Policy	Health & Safety Audits and Risk Assessments
First Aid Policy	Fire Safety Management Policy
Supporting Pupils with medical conditions Policy including administration of Medicine	Child Protection & Safeguarding Policy
Child Collection Policy	Child not collected from School Policy

**ROLES AND RESPONSIBILITIES**

**Proprietor**

The Health & Safety at Work Act 1974 places overall responsibility for health and safety with the employer, therefore Charu Kashyap, the Proprietor is responsible for ensuring:

- That appropriate documentation is in place
- The implementation and monitoring of the policy
- The policy is reviewed on an annual basis
- Health and safety are managed on a day-to-day basis
- That staff are aware of the information and procedures laid down in the document, and of their own responsibilities to comply with them
- Regular checks of the fire safety equipment in the school are carried out
- Annual checks of the electrical equipment (PAT Testing) in the school are carried out

**Charu Kashyap, the Proprietor, is responsible for the following, through delegation as appropriate to: Gary Hawkins, Headteacher and the School Administrator.**

- Liaising with contractors to ensure an adequate exchange of health and safety information
- Discussing health and safety matters and resolving any issues as they arise
- Reviewing the annual risk assessment and planning work to address issues raised
- Ensuring that all defects logged on the teacher portal are rectified. Once rectified, these matters must be checked off in the log
- Carrying out and recording the timetabled safety checks of the school buildings

**At each School Site, all Staff will be responsible for:**

- Reporting to the Headteacher, the Senior Leadership Team (SLT) and the School Administrator on any arising health and safety matters
- Ensuring that all defects in the buildings and grounds are logged in the office. Once rectified, these matters will be checked off in the log

- Carrying out informal safety checks of the school building and the school grounds, including the outdoor play equipment
- Carrying out a thorough safety check at the beginning of each term

### **All Staff**

- It is a requirement of the Health & Safety, DfE advice on legal duties and powers for local authorities, headteachers, staff and governing bodies that all staff should be familiar with the health and safety arrangements in place and should comply with them.
- All staff will therefore be informed about and directed to this document and will be expected to comply with the procedures contained therein at all times.
- All staff have a responsibility towards themselves and others for health and safety and should report any problems using the procedure outlined in the next section. If necessary, they must be prepared to take appropriate action themselves to remove hazards.
- Staff should ensure that pupils in their care behave in a safe and proper manner, adhering to proper safety precautions, particularly in the handling of equipment or materials. (See Behaviour Management Policy)
- Staff should report any damage to equipment and avoid using it until it is repaired or replaced. Staff are responsible for the equipment that the children may make use of.

### **Teachers**

- Each teacher is responsible for ensuring that the storage of resources in their classroom complies with health and safety guidelines. This will be monitored by the COO and the school administrator.
- They should inform all additional staff who use the room of any potential hazards in the use of equipment or materials.
- Teachers should monitor the floor surfaces and rugs and report any defects
- Teachers are responsible for ensuring that children's coats, PE equipment and shoes etc are stored neatly and do not cause a tripping hazard.
- Teachers must report any light bulbs that need replacing.
- Teachers must not remove the window restrictors in the classrooms as this presents a hazard with the possibility of a child falling from the window or an item falling out of the window and injuring a member of the public on the pavement below.

### **Other School Users**

The Headteacher and the School Administrator are responsible for making all users aware of relevant sections of the school's Health and Safety Policy.

### **REQUIRED AND ASSOCIATED TRAINING**

First Aid
Manual Handling
Working at Heights
Health & Safety

## **PRACTICAL ARRANGEMENTS**

### **First Aid**

See First Aid Policy

### **Accident Recording, Reporting and Investigation**

See First Aid Policy

### **Issuing Medicines**

See Supporting Pupils with Medical Conditions policy including Administration of Medicines

### **Fire Safety**

See Fire Safety Management Policy

### **Hazard and Defect Reporting**

All defects and hazards relating to the building, grounds or equipment should be reported immediately to the Headteacher or a member of the SLT and the school administrator who will be responsible for monitoring the progress on remedying the problems.

### **Annual Health and Safety Risk Assessments**

The school administrator will arrange a risk assessment of the school (through Judicium Health & Safety) to be carried out each year. The outcome of the audit will be reported to the Proprietor and the Senior Leadership Team.

The results of the audit will help to determine the areas and/or activities for which a formal Risk Assessment needs to be carried out.

### **Control of Substances Hazardous to Health (COSHH)**

As a general rule, hazardous substances will not be brought onto school premises. However, such items as cleaning fluids will be stored in a secure environment which gives no access to pupils or unauthorised persons.

### **Kitchens and Hot Drinks**

Children do not use the kitchen area.

Kettles may only be used in the kitchen areas to prevent the risk of scalding a child.

Cups with lids must be used throughout the school for hot drinks apart from the staff rooms.

### **Supervision of Children**

The school accepts no responsibility for children who arrive at the school before 9.00am.

Parents are asked to make arrangements to collect their children promptly at the end of the session or school day. Teachers must ensure that each child is collected by a known adult. (See Child Collection Policy). If any child is not collected straight away, please refer to the Child Not Collected from School Policy.

It is the responsibility of parents or guardians to ensure that the children are supervised before and after school to prevent any risk to their health and safety.

At all other times, including break and playtimes, children are properly and adequately supervised by a member of staff. No children will be left without supervision at any time.

### **Building Safety Matters:**

#### Classroom Temperatures

Classrooms should be at least 18°C. Thermostats have been fitted around the school so that temperatures can be monitored and managed according to needs.

#### Lighting

It is the school's policy to change lights that need replacing to LED Fluorescent fittings as these have the best light.

Teachers should report any light bulbs that need replacing using the premises log in the office.

### **Electrical Safety**

Any faults must be reported immediately. All electrical items are visually inspected on a regular basis and higher risk items are tested on an annual basis by an approved contractor and a record of this check is filed in the school office.

Displays or decorations must not be suspended from light fittings.

All staff must take care to minimise the risk from trailing electric cables.

Electrical equipment must be located away from water sources – sinks/water trays.

Although electrical equipment visually inspected regularly as per HSE guidelines, higher risk items may be PAT tested in accordance with the guidance and upon approval by SLT. This includes, leads, plugs and sockets. Any wear or damage should be reported in the usual way and the item taken out of use until it has been rectified.

Staff may not bring electrical items into school unless they have been inspected. This includes mobile phone chargers, PC laptop chargers and music playing devices. If applicable, staff are invited to bring these items into school on PAT testing days so they can be tested and labelled.

Irons must be stored in iron stands with risk assessment instructions clearly displayed.

Only oil filled electric radiators may be used in the school and not convection heaters which pose the risk of fire.

See also Health & Safety Audit/Risk Assessments.

### **Working at heights**

Working at height includes any work activity where a person could fall from a place of work and could suffer an injury or be killed. This does not include staircases in buildings. It also includes getting to and from a place of work at a height.

Access equipment is the collective term for equipment that is selected for work at height. It typically includes step stools, step ladders and ladders, although this list is not exhaustive.

Within the school and its grounds, work at height should always be avoided whenever possible. Sometimes, this may not be practical and for particular low risk light work at height of short duration (i.e. work that last for minutes not hours) a step stool, stepladder or ladder may be considered as the most appropriate method of access. When a stepladder or ladder needs to be used, one person should hold the ladder/stepladder steady whilst the other person climbs up it.

Standing on tables, chairs or other furniture for any reason is strictly prohibited.

Training on working at heights is given to staff as part of Health & Safety training.

### **Security/Visitors to the Site**

The School and its grounds are private property and only persons with permission either expressed or implied are entitled to be on the premises (e.g. persons making deliveries or parents collecting or depositing children). All other persons with no need to be on the premises are trespassers and may be asked to leave immediately. Legally, it is permissible to use 'reasonable force' to remove trespassers, but realistically the police will be informed of all trespassers who refuse to leave.

Pupils' safety is of paramount importance, and the school will take additional measures if circumstances indicate that this is necessary.

The front gate and front door to the school sites are kept closed at all times and are monitored by security cameras. The school has named key holders in the event of fire or burglary occurring when the school is closed. During normal working days, the school is open between 8.30am and 5.00pm.

During the school day, visitors must report to the school office, sign into the visitor book and wear a visitor badge. Any unknown visitors will be asked to show ID. Visitor badges have visitor information on the back about who to speak to about concerns. Visitors sign in and in doing so confirm they have read this information.

Staff are encouraged to show curiosity and challenge politely anyone in school they do not recognise. Members of staff should not place themselves in danger when dealing with trespassers.

While it is hoped that staff will not be faced with aggressive and potentially violent incidents, the risk is always present. Guidance on how to deal with such incidents will be covered in occasional training sessions at staff meetings and in the induction information.

### **Contractors on Site**

The school will vet contactors and where appropriate, will ensure they have a CDM (Construction Design and Management) folder and a hot works policy.

Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school.

All contractors must report to the school office and sign in the visitors' book.

Contractors will work under the supervision of the school administrator or a delegated person so as not to endanger the health and safety of children or adults in the school. Contractors must be instructed to store equipment they bring into school in a safe place, away from corridors, classrooms or any areas used by adults or children.

Most work is carried out in the evenings, weekends or school holidays, and no repairs or maintenance can be carried out in areas which children or adults are occupying, including cloakroom and toilet areas. If contractors are carrying out emergency work, the children must be kept away from the area.

Contractors who have not had a DBS clearance from the school must be supervised at all times, when children are present. Contractors are to be reminded that the school has a no smoking policy.

### **School Trips and Outings**

See School Outings Policy and all the related risk assessments.

### **Money in transit**

In order to minimise the risk from theft, the banking of school monies does not follow any set routine or pattern.

### **Children and Manual Handling Equipment**

In the normal day to day running of the school, there are certain situations where children will need to move equipment or items of furniture. For example:

- Chairs and tables
- Physical education equipment
- Small items of equipment

Children must always be supervised when moving any equipment or item of furniture. Some items may be heavy or awkward to handle. Children need to be shown how to lift and carry safely and this needs to be reinforced regularly.

Chairs should be moved one at a time, and children should be shown how to carry them correctly. They may carry single chairs on their own.

Tables need at least one child at each end. A child must not attempt to lift a table on their own.

If a piece of equipment or furniture is being moved from one room to another, ensure there is another child available to open and close doors.

Children must not move desk top computers (screens can easily fall off trolleys or wires get caught) but they may move laptops.

### **Dogs in School**

As a general rule, due to the risk of infection from toxocariasis and the general nuisance caused by fouling, dogs are prohibited from the school. Even the most docile animal can pose a considerable threat if it is approached by strangers, groups of children etc, and thereby feels endangered. For these reasons, parents depositing or collecting children from the school are not permitted to bring dogs into the school or onto the playground.

The exception to this rule is therapy dogs or dogs that have been invited onto the school premises e.g. police dogs or guide dogs. There may also be some other exceptions at the discretion of the CEO/Co-Founder and the COO, provided a risk assessment has been completed and measures are put in place.

### **Stray Dogs**

Children will be discouraged from approaching stray dogs due to the risks stated above.

### **Covid-19 Measures 2021-2022**

These measures aim to follow the guidance provided by the UK Government which is subject to change and can be found at

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>.

Please see Covid Risk Assessment for more information.





## **Odyssey House School – Wokingham**

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#### **Appendix – Staff acknowledgement**

I declare that I have read and understood the OHS Health & Safety Policy.

Staff Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_