

Gheez Rite Saturday School Health and Safety Policy

Introduction

Health and safety is the highest priority at Gheez Rite Supplementary School. This health and safety policy explains the school's responsibilities under the law and how we manage the risks. It explains the responsibilities of staff and others, as well as where to get help in an emergency.

Health and Safety Law

Under the Health and Safety at Work Act 1974, our supplementary school has a duty of care for its employees, pupils and other members of the public using our facilities.

We at Gheez Rite comply with current health and safety legislation

- Undertake risk assessments (Management of Health and Safety at Work Regulations 1999)
- Undertake special risk assessments for people under 18 or women who are pregnant or breastfeeding.
- Draft and implement an 'action in the event of a fire' procedure (The Regulatory Reform (Fire Safety) Order 2005) - please see attached our risk assessment which includes assembly points and fire drills
- We advise our staff on getting eye tests for employees if required and to take breaks in between when using computers (The Health and Safety (Display Screen Equipment) Regulations 1992).
- Assess items which might cause harm if lifted incorrectly or are too heavy (Manual Handling Operations Regulations 1992 (amended 2002) - offer employees basic training in manual handling techniques if lifting is part of their job requirement. i.e., Setting up the classroom at Kids on the Green (premises we are currently renting from)
- Maintain premises in a clean, tidy and orderly condition (The Workplace (Health, Safety and Welfare) Regulations 1992) – ensure emergency access routes are not blocked; eliminate trailing wires or trip hazards such as frayed carpets or wet floors; and maintain equipment in good order.
- We have a first aid box (The Health and Safety (First Aid) Regulations 1981) and we have an appointed person (Mrs Rozina Tesfamariam) who can monitor the contents of the first aid box and summon medical assistance when required.
- We have an accident book in which to record all accidents, however minor (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).
- We have displayed a health and safety law poster (available from the Health and Safety Executive), and other notices such as exit signs.
- Our staff are regularly trained on health and safety policy.

Risks

Risk assessment

The Management of Health and Safety at Work Regulations 1999 require all employers to carry out risk assessments for the risks to their employees and others who can be affected by their activities. Risk assessments are used to identify potential sources of harm so that they can be minimised or avoided to reduce the risks of injury and ill health. Gheez Rite supplementary school, as an employer has a duty to carry out risk assessments for all of our activities which affect our staff, volunteers, pupils and visitors.

Our risk assessments are attached to this health and safety policy.

Fire and emergency arrangements

It is the duty of all members of staff and volunteers to be aware of the fire and emergency procedures, for ensuring that all escape routes are kept clear and to report any defective equipment, damage to extinguishers and any other equipment.

Fire marshals are responsible for a formal check of the premises fire equipment on a weekly basis. This will include fire doors, fire signage and alarm systems and they will assess their suitability and any repairs or improvements required.

As part of an annual health and safety check, the management committee will also show due regard to fire safety.

Our fire marshals are: ...Kibrab G Tesfamariam and Adenay Ekubezgi

Firefighting and precautions

All firefighting equipment is annually inspected and serviced by the person responsible for the building (Kids On The Green)

It is the responsibility of our management committee to consult with the person responsible for the building, to ensure that firefighting equipment is serviced annually and an inventory of all equipment plus a diagram showing its location and is kept up to date.

Fire alarms

The fire alarms should be tested monthly and recorded in the fire alarm logbook. Fire alarms should be serviced annually by a competent contractor and records kept of the tests.

Fire drills

Fire drills will be arranged at least termly. The purpose of fire drills is to evacuate everyone to a place of safety as quickly as possible where they will be checked against the attendance registers. Suitable arrangements must be in place for evacuating those with disabilities or with special educational needs.

Electrical equipment

All portable electrical equipment is tested by the person responsible for the building every year. A copy of the inventory of the electrical equipment tested including the results should be kept in our health and safety manual. All staff must visually check all electrical appliances prior to their use and report any defects. All defective equipment must be taken out of use immediately. Privately owned appliances must typically not be used at Gheez Rite supplementary school (unless their use has been approved and/or they have been tested under the PAT test).

All staff must ensure that equipment and furniture is regularly checked to ensure that it is functional and safe. All discovered defects must be reported immediately so that they can be safely replaced.

Violence or threatening behaviour

We recognise our duty of care for our staff and volunteers and will not accept uncivil behaviour towards our staff or volunteers, whether it is from other staff, volunteers, parents/carers or visitors.

- Staff and volunteers should write down the details of any incident as they observed it, as soon as possible. If more than one person has been a witness, they should all make a statement in writing.
- This statement should be given to the lead teacher or the chair of the management committee. Keep a copy for yourself.
- The incident will be investigated, and action taken.

Stress

We at Gheez Rite supplementary school recognise our duty under the management of health and safety at work regulations 1999 to assess and take steps to, as far as reasonably practicable, control the risk of stress related illness resulting from work related activities.

We will:

- Review workloads during supervision and reviews to ensure that staff are not overloaded.
- Identify skills gaps and training needs.
- Ensure that staff take breaks from their work.
- Communicate with staff.
- Ensure that managers respond promptly to employee grievances or concerns.
- Ensure that bullying and harassment at work is not tolerated and is dealt with via the disciplinary process.

If a member of staff is identified as suffering from stress, we will:

- Keep in regular contact with the employee.
- Ensure that the employee regularly reviews their progress and situation with their doctor.
- Remind staff of the availability of counselling support lines in RBKC.

Alcohol, Illegal Drugs and Solvents

We at Gheez Rite have a duty of care to all children, young people and families using our services. We therefore take a zero-tolerance approach to alcohol or drug consumption at work. We will ensure that all staff and volunteers are aware that it is forbidden to consume alcohol or take illegal substances when at work, be under the influence of either during working hours, or to bring either into the premises of the school.

Temperature in the workplace

Temperatures in the workplace are covered by the Workplace (Health, Safety and Welfare) Regulations 1992 that require employers to provide a “reasonable” temperature in the workplace. The Approved Code of Practice suggests a minimum temperature in workrooms should normally be at least 16 degrees Celsius. This temperature is not an absolute legal requirement. It is our employer’s essential duty to determine what is comfortable at Gheez Rite supplementary school.

Lighting in the workplace

As employers we have a duty under the Health and Safety at Work Act 1974 to ensure, as far as reasonably practicable, the health, safety and welfare of our employees at work. This includes providing adequate lighting. We will ensure that the lighting is sufficient for everyone including teachers and pupils to work and move around safely and that additional lighting is provided where requested.

Manual Handling

We will do all that is reasonably practical to ensure that the risk of injury due to manual handling is managed in line with the Manual Handling Operations Regulations 1992. We will:

- Where possible avoid the need for manual handling by providing trolleys and pull bags.
- Risk assess all relevant work activities to ensure that any activities involving manual handling will be identified and controls put into place to eliminate or reduce the potential for harm.
- Ensure that manual handling risk assessments will look at the tasks involved, the number of individuals required, the loads involved and the working environment.
- Keep records of all manual handling activities on risk assessments and ensure that these will be given to relevant staff and volunteers during their induction and initial training.
- Train relevant staff in manual handling.
- Encourage staff to work in teams for manual handling activities and encourage staff to ask for help if needed.

Slips, trips and falls

The Workplace (Health, Safety and Welfare) Regulations 1992 require employers to ensure the workplace is safe from the risk of people slipping, tripping and falling. This means all staff should ensure our school has been checked for these hazards and any objects are removed or stored safely.

Visual Display Units

The Display Screen Equipment Regulations 1992 require employers to assess the risks from visual display units (VDUs), which include computers and other similar electrical devices. All staff should ensure that anyone using this equipment has a suitable work station and users operate the equipment safely.

Smoking at Work

We comply with the Smoke-Free Regulations 2006 and enforce a no smoking policy at Gheez Rite supplementary school.

Control of Substances (COSHH)

All substances, chemicals, etc purchased and used at Gheez Rite supplementary school must comply with the COSHH guidance contained in the relevant sections of the CLEAPSS Manuals.

Risk assessments and hazard data sheets must be provided for all hazardous substances and suitable records kept. Substances will be used in accordance with the guidance given in "Be Safe" from the HSE; in the CLEAPSS booklet LP5 "Safe Use of Household and Other Chemicals"; and in accordance with the manufacturers, instructions and advice on the label. Any substance, which it is proposed to use for a purpose not covered in either of the above texts, should be the subject of further advice (from CLEAPSS) and to the consent of the lead teacher and chair of the management committee. Any substance not identified should be disposed of.

Safeguarding children and vulnerable adults

Please refer to our separate policy.

Pregnant Workers

We recognise our responsibility to provide a safe and healthy working environment for all staff, including putting in place measures for pregnant mothers or those returning to work after maternity leave. We will address these risks through our health and safety procedures.

We will carry out a risk assessment to assess hazards that could pose a risk to new or pregnant mothers. We will then take action to reduce the risks and give appropriate support and guidance. The risk assessment will be revised in consultation with the pregnant mother throughout the pregnancy. Where risks cannot be removed, work activities will be adapted.

All pregnant mothers must inform us in writing of their pregnancy and to protect the mother and unborn child this should be done as soon as reasonably possible. Any pregnant mother who has concerns about her health at work should speak to the lead teacher and /or the chair of the management committee before continuing work. Under health and safety legislation an employee may not return to work having taken less than two weeks' maternity leave.

Young people in the workplace

A young person in the workplace is anyone under the age of 18 years. We recognise that young people have less experience, may have a lack of awareness of risks and also a lack of maturity.

We will therefore not employ a young person to carry out any work with us that is beyond their physical or psychological capacities and involves an increased risk of accidents due to their lack of experience. This will include young people on work experience at Gheez Rite supplementary school.

Health and safety responsibilities

The aim at Gheez Rite supplementary school is to provide a safe and healthy working and learning environment for staff, volunteers, pupils and visitors.

The Gheez Rite supplementary school health and safety objectives are detailed in this policy. We attach great importance to the health, safety and welfare at work of all our staff, volunteers, children, young people, parents and visitors.

We aim to provide, so far as it is reasonably practicable:

- Instruction, training and supervision to enable our employees and volunteers to work safely without risk to their health.
- Gheez Rite Supplementary school premises and a place of work that are well maintained, have safe access and departure for all and are without risk to health.
- Where vehicles are used, to ensure that they are well maintained, safe and without risk to health.
- Safe systems and methods of work that are without risk to health.
- Machinery and equipment that is safe and without risk to health.
- Articles and substances for use at work that are safe when properly used, stored, handled and transported.
- Suitable safety clothing and equipment when required by regulation.
- Any other suitable protection, where appropriate, where staff and volunteers might be at risk.
- For arrangements to involve all members of Gheez Rite supplementary school including pupils in developing this health and safety policy.

All employees are responsible for:

- Taking care of the health and safety of themselves and their colleagues (staff and volunteers) and for all the children and young people attending Gheez Rite supplementary school.
- Keeping up to date with current safety procedures.
- Attending training as directed.
- Following instructions issued by the management committee on matters of health and safety.
- Reporting any accidents, dangerous occurrences or safety concerns to lead teacher or chair of the management committee.
- Not misusing any equipment provided for their safety.

Coordinator/head teacher is responsible for:

- The safety of staff, volunteers and pupils by ensuring staff and volunteers receive necessary training and supervision.
- The safety of equipment, materials and systems of work by setting up arrangements for regular inspection.
- Monitoring health and safety practice in all our lessons.

Teachers are responsible for:

- The safety of all children under their charge by effectively supervising their activities.

- Being able to carry out emergency procedures in respect of fire, emergency evacuation, security and first aid.

Visitors

All visitors must report to our reception/signing in desk where a signing-in system is in operation. Regular visitors of Gheez Rite supplementary school are required to observe the safety rules of our school.

Provision of first aid

Our designated first aiders are: ...Rozina Tesfamariam and Kibrab G Tesfamariam...

The designated persons responsible for checking and maintaining the contents of the first aid boxes are ...Rozina Tesfamariam and Kibrab G Tesfamariam

Our first aid box is located in ...Kibrab's classroom medical cupboard

Note: If necessary, a trained first aider should be summoned immediately to tend to an accident and provide first aid in accordance with his/her training. If an ambulance is required, the emergency 999 service should be used.

Delays in calling the ambulance service can be very serious. The opinion of a first aider is sufficient to authorize an ambulance to be called and this should take place without delay.

It may be appropriate on some occasions to transport a member of staff or pupil to a casualty department without the ambulance service but it should be noted that this should always be on a voluntary basis.

In the case of an accident the nearest hospitals are:

St Mary's Hospital, Praed Street, London, W2 1NY

Tel: 020 3312 6666

Distance 3.3 miles

Chelsea and Westminster Hospital, 369 Fulham Road, London SW10 9NH

Tel: 020 8746 8000

Distance: 3.9 miles

Western Eye Hospital, 153-173 Marylebone Road, London NW1 5QH

Tel: 020 3312 6666

Distance 3.5 miles

Central Middlesex Hospital, Acton Lane, London NW10 7NS

Tel: 020 8965 5733

Distance: 3.0 miles

The nearest minor injuries clinic is:

St Charles Centre for Health and Wellbeing, Exmoor Street, London W10 6DZ

Tel: 0208 969 2488

Distance: 0.6 miles

Please note distance is measured from Kids On The Green (KOTG) , premises we hire for Gheez Rite Supplementary School

Accident Reporting

Accidents must be reported in our accident book. Accident forms must be completed with copies retained for at least three years. In the case of minor accidents to non-staff, i.e., pupils or parents, where there are no issues of liability and there have been no contributory failures of premises, procedures or equipment, details may be recorded in our minor injuries book which should be retained for at least 3 years.

Certain injuries must be reported to the HSE under the RIDDOR Regulations. (See www.riddor.gov.uk)

Health and Safety Induction

All new members of staff and volunteers will undertake a health and safety induction as soon as practicable after joining us.

The health and safety induction will cover:

- The health and safety policy and the employer's and the employee's responsibilities.
- Accident and incident reporting procedures.
- Fire prevention and emergency action plan.
- Fire exits, extinguisher location and fire marshals.
- First aiders and first aid facilities.
- Location of panic alarms (if appropriate).
- Issue of personal panic alarm (if appropriate).
- Specific safety procedures relevant to their area of work.
- Risk assessments relevant to their area of work.
- Who to contact with health and safety concerns.
- Display screen risk assessment (and laptop guidelines if applicable)

Training

Health and safety training will be given to all staff and volunteers at a level that is relevant for their role. Training will cover:

- Relevant policies and procedures that require implementation (e.g., off site procedures, safeguarding).
- Sources that are available for advice.
- Procedures in place for addressing problems that may arise.
- Risk assessments.
- Job specific training relevant to their work activities/procedures (e.g., first aid, fire marshal, conflict resolution).

Event Safety

We organise several events throughout the year. Health and safety at our events is of paramount importance.

We will therefore:

- Risk assess the event and put in place controls to eliminate, reduce or manage the risk.
- Ensure that there are enough staff and volunteers to manage the event.
- Where relevant, staff and volunteers will complete a DBS check at the appropriate level.
- Ensure that, where relevant, external support services are involved in the event e.g., police, St Johns Ambulance and the fire brigade.
- Ensure that caterers have valid food hygiene certification.
- Ensure that emergency plans are in place.
- Ensure that there is an event debrief.
- Ensure that there is signage for exit routes, first aid and a help point.
- Ensure that there is adequate insurance for events.

Collective responsibility

It is the responsibility of everyone to make these arrangements work. By taking this collective responsibility there is much greater likelihood of achieving an accident-free environment and improving the general well-being of everyone involved with Gheez Rite supplementary school.

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