



LONDON NAUTICAL SCHOOL

Health and Safety policy
September 2015

This policy is designed to enhance the standard of service the school provides to its parents.
CHANGE CONTROL

Date	Issue	Details of change
	1	Initial release

AUTHORISATION

Approved at Full Governors' Meeting on _____

Adopted:

Review date:

Signed:

Chair of Governors

Date:

THE LONDON NAUTICAL SCHOOL
HEALTH AND SAFETY POLICY

REVIEW PROCEDURES

The Health and Safety Policy for London Nautical School is to be reviewed annually by the Resources Committee with notification being given to the full Governing Body on the results of the review.

If there are any amendments required to be made to the policy as a result of a review, then these will have to be presented to the Governing Body for acceptance of the amendment.

The next review of the Policy Document will be January 2015.

AMENDMENTS

Amendments are to be introduced on the approval of the Resources Committee. The Governing Body is to be advised on the nature of any amendments.

It is the responsibility of the Headmaster to ensure that the complete amendment is incorporated into all copies of the document and recorded accordingly on the Amendment Sheet. Copies of pages made redundant by

the amendment are to be disposed of immediately and not to be retained for any reason.

THE LONDON NAUTICAL SCHOOL
HEALTH AND SAFETY POLICY

Amdt No	Date of Issue	Incorporation Details		
		Name	Signature	Date
1	2011	Neil McGregor		10/1/16
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THE LONDON NAUTICAL SCHOOL

HEALTH AND SAFETY POLICY

DISTRIBUTION OF COPIES

Master Copy	Bursar / Headmaster
Copy One	Site Manager
Copy Two	Staff Room (Health & Safety Representative)
Copy Three	Administration Office for Visitors, Contractors & Parents Viewing
Copy Four	Health & Safety Link Governor
Copy Five	Website

THE LONDON NAUTICAL SCHOOL

STATEMENT OF HEALTH AND SAFETY POLICY

SECTION 1

This Health and Safety Policy is produced for the sole use within the London Nautical School.

This statement is issued in accordance with the Health and Safety at Work Act 1974) and is provided to benefit staff, pupils, visitors and other users of the premises. It supplements the statements of health and safety policy which has been written by the Education Department of Lambeth Council.

The policy deals with those aspects over which the Governors and Headmaster have control and covers safety associated with the building structure, plant, fixed equipment and services for which other officers of the authority also have responsibility. It describes how the Headmaster discharges his responsibilities in respect of staff, pupils and visitors.

The school recognises that the Director of Education of Lambeth Council provides competent technical advice on all health and safety matters and

where necessary will assist line management with its tasks. This should not distract from the primary responsibilities of any person in charge of a particular work activity.

In support of this aim and to ensure that resources for dealing with major and costly remedial action are not overburdened, it is the intention that all minor hazards or problems are dealt with by the school where practicable.

Signed..... Date:
Chair, Governing Body

Signed..... Date:
Headmaster

Date for Review.....

THE LONDON NAUTICAL SCHOOL
HEALTH AND SAFETY POLICY

SECTION 2. INTRODUCTION

It is important that all members of staff within the school and any other person who may visit or use any area of the school, must adopt the following standards of working in accordance with the Health and Safety at Work etc Act:

- To work safely and efficiently.
- Not to misuse any piece of machinery or substances.
- To use protective clothing and equipment as recommended by the school.
- To report any defect to equipment, machinery, accessories or electrical cabling.
- To comply with all instructions issued for their safety and to adhere to the correct procedures including the use of safety equipment and protective clothing.
- To take reasonable precautions for the Health and Safety of other persons who may be affected by their acts or omissions at work.

All problems, defects and hazards associated with the following must be brought to the attention of the Headmaster in liaison with the appropriate Health and Safety Representative.

- Plant, equipment and systems of work.
- The handling and storage or transportation of articles and substances.
- The supply of adequate information, instruction, training and supervision for either staff or pupils.
- Area of work or access to it.
- The provision of suitable protective clothing/equipment for the safe use and handling of machinery and substances.
- The working environment.
- Welfare facilities.

SECTION 3. ORGANISATION

3.1 GOVERNORS & GOVERNING BODY

In foundation schools, foundation special schools and voluntary aided schools statutory health and safety responsibilities fall on the governing body (as the employer) and on the Headmaster and staff (as employees).

The role of the governing body

The governing body, as employer, has a duty (as required by the Management of Health and Safety at Work Regulations, 1999):

- To institute a health and safety policy and advise employees of it;
- To have a critical incident/emergency contingency plan;
- To ensure, so far as is reasonably practicable, the health, safety and welfare of teachers and other education staff; the health and safety of pupils in school and on off-site visits; and the health and safety of visitors to schools, and volunteers involved in any school activity;
- To assess the risk of all activities, both in school and off-site; introduce measures to manage those risks, and tell employees about the measures;
- To ensure that staff are trained in their health and safety responsibilities; and,
- To take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

In practice, the governing body may delegate specific health and safety tasks to others at the school. However, the governing body retains the ultimate responsibility no matter who carries out the tasks.

The governing body will also require the Headmaster to submit a management audit once per year on health and safety matters.

3.2 HEADMASTER

The Headmaster must ensure that this policy is implemented and understood at all levels on a day to day basis. Specifically responsibilities are to:

- Develop a culture of safety throughout the school.
- Establish and maintain a Health & Safety Committee.

- Provide plant, equipment, welfare facilities and systems of work, which are safe and without risks to health.
- Monitor the effectiveness of the safety policy and the safe working practices described within it.
- Revise the policy and amend it, as necessary, on a regular basis;
- Report to Governors on pertinent issues through the Health & Safety Committee.
- Submit a management audit of Health & Safety to the Governing Body once a year.
- Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided.

This will include making available all policies and procedures and any relevant safety guidelines and information issued by the Lambeth Council.

- Provide procedures to be followed in case of accident and report accidents and incidents of violence to the Health & Safety Committee on a termly basis.
- Liase with outside agencies able to offer expert advice.
- Consult regularly with the Safety Representative and report any findings to the Health & Safety Committee.
- Ensure that staff organising and taking part in visits, journeys and holiday excursions are made aware of relevant guidance and have the necessary knowledge or experience and skills to deal with, any particular risks that such a trip may have.
- Ensure that health and safety facilities and procedures take into account pupils with special educational needs, especially those whose handicaps present specific health and safety risks and ensure that appropriate equipment, training and guidance is provided to staff assigned to teach and care for them.
- Teach safety as part of pupils' duties where appropriate.

3.3 SUBJECT LEADERS AND FACULTY HEADS

Subject Leaders and Faculty Heads will conduct risk assessments of risks within their particular curriculum areas and ensure that staff and any other supervising adults are aware of safe methods of work.

3.4 SCHOOL STAFF

All staff have the following responsibilities:

- Ensure that they have read the Health and Safety Policy and are aware of all safety rules, procedures and safe working practices applicable to their posts. Where in doubt they must seek immediate clarification from the Headmaster.
- Ensure that all pupils or persons under their control receive instruction and are provided with on-the-job training to enable them to operate in a safe and efficient manner
- Fully support all health and safety arrangements.
- Prepare risk assessments for their activities.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Ensure, as far as is reasonably practicable, that their classroom or office is safe.
- Use protective clothing and safety equipment provided and ensure that these are kept in good condition;
- Ensure, as far as is reasonably practicable, that pupils use equipment safely.
- Report situations that may present a serious or imminent danger to the Headmaster, Site Manager or Administration Officer.
- Report any concerns of abuse to pupils to the Headmaster.
- Complete the 'Accident / Incident / Violence Investigation' form, available from the Administration Office, in the event of a significant accident or incident of violence.
- Complete the Inclusion Folder in the staffroom to inform all staff of any pupils with medical needs or who may need specific handling, to ensure the health and safety of pupils or staff. Supply staff are asked to familiarise themselves with this.

Whenever an employee is aware of any possible deficiencies in health and safety arrangements she/he must draw these to the attention of the Headmaster and Health & Safety Link Governor.

3.5 SITE MANAGER

The Site Manager will:

- Ensure that they are familiar with the school's Health and Safety Policy.

- Prepare risk assessments for their activities.
- Maintain the school buildings and environment.
- Conduct a termly health and safety survey with the Headmaster and Health and Safety Representative and make recommendations on methods of resolving any problems identified.
- Conduct a half-termly site check with the Headmaster and make recommendations on methods of resolving any problems identified.
- Meet with the Headmaster and Administration Officer on a weekly basis to manage site issues.
- Maintain a record of hazardous substances used for cleaning and similar purposes and ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.
- Monitor general advice on safety matters given by the Authority and other relevant bodies and advise on its application to the school;
- Report to the Headmaster and Administration Officer any defects and hazards that are brought to his notice.
- Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
- Ensure that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is of the right standard and accompanied by adequate information and instruction prior to use.
- Test and record the fire bells and fire doors weekly and keep records of these.
- Inform the Headmaster whenever contractors are due to enter the school to undertake maintenance, service or works contracts.

3.6 KITCHEN MANAGER

The Kitchen Manager will:

- Be familiar with the schools Health and Safety Policy and what it means to their work activities.
- Prepare risk assessments for their activities.
- Make reference to the safety document issued by the Catering Officer.

- Ensure that all kitchen staff are instructed and informed to work in accordance with this document.
- Inform the Site Manager or Headmaster of the school of any potential hazard or defects.
- Be familiar with the current Food Safety legislation and the implications as far as the school is concerned.
- Pabulum Catering (present school catering supplier) have their own policy within the kitchen which is available from the Kitchen Manager.

3.7 SAFETY REPRESENTATIVES

A Safety Representative shall be appointed by the Headmaster and given full encouragement to fulfill their duties. Under the terms of the Safety Representatives and Safety Committees Regulations 1977 he/she will have the following functions and rights:

- Investigate potential hazards and dangerous occurrences and examine the causes of accidents.
- Investigate complaints by any member of staff relating to that person's health, safety and welfare at work.
- Make representations to the Headmaster on matters affecting the health, safety and welfare of the staff.
- Represent the staff in consultations at the school or other establishment, with inspectors of the Health and Safety Executive, any other enforcing authority such as Environmental Health Officers and also with Lambeth Council's Health and Safety Officer.
- Receive factual information from the health and safety inspectors relating to any health and safety matter investigated by the Inspectors.
- Receive any necessary information to enable them to effectively carry out their duties and take all reasonably practicable steps to keep themselves abreast of new legislation, Lambeth Council's Health and Safety Policy and any particular hazards of the premises, plant and equipment.
- Serve on the Health and Safety Committee.
- Familiarise herself/himself with the division of responsibilities for the safe maintenance of premises, plant and equipment between the Governors and Lambeth Council.

- Carry out regular health and safety inspections of the establishment, in consultation with, and by giving at least 5 working days notice to, the Headmaster;
- Submit safety reports of unsafe or unhealthy conditions, equipment or working practices or unsatisfactory arrangements for the welfare of staff in writing on the appropriate form to the Headmaster. Where urgent remedial action is needed an initial verbal approach to the Headmaster should be made.
- Have the right to reasonable time off with pay during working hours to perform their functions, and to undergo any necessary training, by giving reasonable notice and by arrangement with the Headmaster.

3.8 ADMINISTRATION OFFICER

The Administration Officer will:

- Report to the Headmaster and Site Manager any defects and hazards that are brought to their notice.
- Prepare risk assessments for their activities.
- Liaise with the Site Manager when organising health and safety works.
- Report to the Headmaster on any financial implications for health and safety issues.
- Meet with the Headmaster and Site Manager on a weekly basis to manage site issues.
- Ensure persons booking the school for a letting will be sent a copy of the Health and Safety Policy.

3.9 EDUCATIONAL VISITS CO-ORDINATOR (EVC)

Before an offsite visit is advertised to parents, the Health & Safety Committee with the EVC must approve an initial activity plan. They will also approve the completed plan and risk assessments for the visit at a later date.

The Group Leader with the EVC will evaluate all visits. A short evaluation report will be made available for the Governing Body.

The EVC will ensure that any risk assessments on the trip are recorded as having been evaluated and/or modified as a result.

3.10 PUPILS

Pupils are expected within their expertise and ability, to:

- Exercise personal responsibility for the safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous).
- Follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their safety.

3.11 PARENTS

Parents are expected to support the school in any health and safety matters reported to them on newsletters.

SECTION 4

ARRANGEMENTS

The School recognises its obligations to identify arrangements designed to make its safety policy effective. All staff should be aware of all requirements detailed in this document.

VIOLENCE TO STAFF

If any staff is subjected to any aggression on school premises they must inform the Headmaster immediately.

All staff are asked to keep written accounts of such episodes and appropriate action will be taken by the Headmaster to deal with such situations. If necessary, the Governors and LEA will be informed and involved.

RISK ASSESSMENT

The school must undertake suitable and sufficient assessment of the risks to the health and safety of staff, pupils and visitors. A risk assessment must involve identifying the hazards present in any undertaking and then evaluating the extent of the risks involved.

The school must ensure that risk assessments are being implemented throughout the school within lesson plans, school trip arrangements, out of school activities etc. Specific assessments must also be made on the following persons:

New or Expectant Mothers

Specific assessments must be conducted for new or expectant mothers, i.e. a worker who is pregnant, who has given birth within the previous 6 months, or who is breastfeeding. "Given birth" is defined in the regulations as "delivered a living or, after 24 weeks of pregnancy, a stillborn child."

Protection of Young Workers

Assessments must be undertaken to ensure that young persons are protected against any risks to their health and safety at work, that are due to their inexperience, immaturity and lack of awareness of risks. A young person is anyone who not attained the age of 18.

Lone Workers

Lone workers are defined as those who work by themselves without close or direct supervision, either employees who work separately from others in an establishment, or mobile workers who work away from a fixed base.

Risk Assessments must be reviewed and recorded at least annually, but in any event where there has been a significant change in policies/procedures/equipment, introduction of new staff/pupils and following report of accident/near miss.

INFORMATION, INSTRUCTION AND TRAINING

It is realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.

Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.

All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Notice-boards

A safety notice board or a section of the notice board must display the following:

- Copy of the Employers Liability Policy document.
- Health and Safety Law poster.
- Names and contact numbers for the Health & Safety Committee Members.
- Names of Trained First Aiders.
- Minutes of the Safety Committee Meetings.
- Inspection reports.

Health And Safety Briefs

It is the responsibility of the Headmaster to ensure that a health and safety brief is available for all visitors on the school premises, covering any unusual hazards in the area they are visiting and emergency procedures.

FIRE AND EMERGENCY PROCEDURES

At a fixed time each week the alarm will be tested by the Site Manager to ensure that it is effective. Points from different zones should be used to trigger the alarm to ensure that all break glass or other points are in working order.

Fire drills must be carried out at least once per term to enable everyone to become familiar with the evacuation procedure.

In each room there is a diagram showing exits and muster points.

On sounding the alarm, the fire brigade must be summoned and all staff, pupils and visitors must leave the building immediately, closing doors behind them if possible.

Muster points have been designated and a diagram displaying them is in each room.

If there is no risk to personal injury attempts may be made to tackle the fire using a suitable extinguisher, also switching off power supplies from the

mains.

There are no gas cylinders stored or used in the school.

At all times fire exit doors must be unobstructed. All exit doors must be unlocked whilst there are people in the building.

NOTE: All external classroom doors are fire exits and should always be unlocked while the rooms are occupied.

Exits must be clearly identified and marked.

The use of display material must be controlled in fire exit routes in accordance with Lambeth Council policy.

All visitors spending a length of time in the school should be made aware of arrangements in the case of fire.

IF YOU DISCOVER A FIRE:

OPERATE NEAREST ALARM

GO TO THE NEAREST TELEPHONE AND DIAL 999

CARRY OUT ANY PREVIOUSLY ARRANGED DUTIES TO BE DONE IN THE EVENT OF FIRE OR GO TO THE NEAREST MUSTER POINT.

ACTION ON HEARING THE FIRE ALARM

1. Teacher or responsible adult will supervise children leaving the building by appropriate exit, closing the door when the last person is out. Diagrams are displayed in each room.
2. Proceed to muster point in the playground.
3. Everyone should walk quickly but do not run.
4. Keep quiet.
5. Do not stop or return for any clothing, belongings or books.
6. Registers will be taken by the Administration Office and distributed to teachers for roll call.
7. If necessary, the fire brigade will be called. If the authorised person is not available then you must proceed - Dial 999.
8. Access must be clear for the fire brigade.

FIRE LOG BOOK

The Fire Log Book is kept in Administration Office and is to record all occurrences, especially all practice fire evacuation and fire alarm checks.

FIRE PREVENTION

RUBBISH AND COMBUSTIBLE WASTE

Waste should not be left in the boiler room or in the area beneath the stage, in escape routes or in any passageway.

Such materials should be put in metal or non-combustible containers and properly disposed of as soon as possible.

All external waste should be kept to a minimum to reduce the risk of arson. Wheeled bins should be secured away from the building.

INFANT ACTIVITY AREA

Care must be taken to ensure the easy passage of pupils to fire exits.

FIREGUARDS

These must be used when temporary gas heaters are in use.

DISPLAYS AND DECORATIONS

Decorations must not be placed near temporary gas heaters or suspended from light fittings.

SMOKING

There is a no smoking policy in the school. Smoking is not permitted in the building or on any part of the school site.

Staff must take extra precautions in disposing of matches and cigarette ends.

LETTINGS

1. Details of fire procedures will be given to hirers.
2. Precautions must be taken for large gatherings e.g. plays.
3. All emergency exits must be unlocked.
4. Telephone must be available for emergency calls.
5. The Site Manager must inspect premises after their evening use and check for possible fires.
6. If the Site Manager discovers a fire when the school is unoccupied, he/she must sound the alarm and call the fire brigade and the Headmaster must be informed immediately.

ELECTRICITY & GAS

Any faults must be reported immediately.

PORTABLE HEATING

Portable heating should not be used unless absolutely necessary and as with all electrical and gas equipment held in the school, it requires an annual safety check by a competent person.

MAINTENANCE OF INSTALLATIONS

Only LA approved contractors will be used after consultation with Property Services.

There must be access to the gas isolator. The main supply of gas is into the school kitchen, where the isolation taps are located.

Each science classroom has its own isolation tap. Keys for entry into the kitchen and science classrooms are held by the Site Manager.

EXTENSION CABLES

Fused multi-sockets may be used for computers but only used elsewhere as a temporary measure.

EQUIPMENT

All electrical equipment details should be entered in Inventory Book in the

general stock book held in the school safe.

All equipment should be regularly tested and labelled by electrical technician undertaking the test.

Any defective equipment should be marked 'UNSAFE - DO NOT USE'.

There should be a stock of plugs and fuses on hand in preparation for inspection.

BOILER ROOM(S)

Combustible items must not be stored in the boiler room(s).

The boilers must be inspected annually or Property Services informed.

FIRST AID & ILLNESS

There are adequate numbers of first aid trained staff in the school, the majority being in the basement office.

However, other members of staff who have attended a First Aid course will take responsibility if necessary.

All teaching staff act in loco parentis during the time that the school is open for children.

A First Aid store cupboard is kept in the main office. It may only be stocked with items identified by the revised Code of Practice.

ARRANGEMENTS

The responsibilities are to:

- Take charge in the situation where personal injury or illness has occurred and where further medical help is needed.
- Ensure that a first aid box is provided and stocked with designated items ONLY.

In cases of serious injury, responsibility of the Appointed Person ends when the patient is handed over to medical care or parent/guardian.

All injuries, whether staff, pupil or visitor must be entered in the Accident Book.

Accident Books are kept in the Administration Office.

All serious injuries should be transported to hospital by ambulance as the patients condition could worsen.

No attempt to move an injured person should be made until appropriate examination and assessment have been completed.

INJURIES HAVE BEEN WORSENERED BY PREMATURE HANDLING

If a sporting activity has to be ended or postponed, this will have to be accepted.

Minor injuries may be treated on a self-help basis or by any members of staff in loco parentis.

MEDICINES

Medicines must not be given, including aspirin/paracetamol.

No child may carry or receive prescribed medicines in school, the exceptions will be when a child suffers from conditions which require on-going medication e.g. cystic fibrosis, asthma and ADHD.

A designated first-aider will be responsible for administering such medicines and a letter with instructions from the parent when medicines need to be administered.

Asthma Inhalers may be used and may be kept in the child's bag or in the basement office.

EPILEPSY

If a known epileptic suffers a short seizure and shows rapid signs of recovery, then it is appropriate to sit the child quietly and to closely monitor his/her condition.

If the person suffers an injury during the seizure, then immediate first aid should be given.

If the fit is violent and/or prolonged, medical help should be sought, or ambulance called as well as contacting parents, or partners in the case of adults.

All staff are to be informed of children who are epileptic and are to be aware of action to be taken.

If a child with no past history of epilepsy has a seizure, parents should be contacted immediately and medical advice sought.

FIRST AID BOXES

According to the Revised Code of Practice, Regulation 3, First Aid Boxes will contain for employees' use, when required:

- Guidance card
- individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment
- sterile eye pads, with attachments
- individually wrapped triangular bandages safety pins
- medium sized individually wrapped unmedicated wound dressings
- large sized individually wrapped unmedicated wound dressings
- extra large individually wrapped unmedicated wound dressings.
- Disposable plastic gloves are available. Plastic bags are available for the disposal of soiled dressings.

ACCIDENTS INVOLVING EXTERNAL BLEEDING

Normal first aid procedures should be followed. First Aiders washing hands before and after administering first aid, or wearing disposable gloves.

When bleeding has stopped, blood should be washed off surrounding skin with plenty of soapy water without disturbing the wound.

Splashes of blood into the eyes or mouth of another person should be washed out immediately with plenty of water.

Contaminated surfaces should be washed thoroughly using suitable cleaning agents.

In the case of small cuts, whenever feasible, person should wash the affected area him/herself with soap and water and cover the wound with a dressing provided.

CUTS AND PUNCTURE WOUNDS

Free bleeding should be encouraged and the part washed with running water and

then dressed.

ACCIDENTS

All accidents must be entered in the Accident Book(s) in the Administration office.

Fatal or major injuries must be reported immediately by telephone to Health and Safety Section of Lambeth Council and to the Chair of Governors.

Dangerous occurrences must also be reported immediately. Accident Forms must be completed and sent to the Education Department of Lambeth Council.

In the event of a fatal or serious injury, nothing at the site of the accident must be moved, except for helping the injured, until an examination has been carried out.

The Health and Safety Representative must also be informed of injuries and dangerous occurrences.

IMMEDIATE ACTION

Necessary medical attention must be given as first priority and the safety of all ensured.

Parents/guardians or next of kin must be contacted as soon as possible. If parents cannot be contacted or are unable to cope, where possible the school will provide an escort.

An ambulance should be called for anyone requiring hospital treatment.

Staff should not use their own cars unless their insurance policy specifically permits this use.

PARENTAL CONSENT

The written approval of parents must be obtained when there is a significant risk of injury before children participate in any activity. This will also be required for any outings, trips.

CRAFT/DESIGN/TECHNOLOGY

Members of staff should ensure that:

- Children are well supervised at all times.
- Protective clothing is worn when appropriate.
- Sharp edged tools are stored so that cutting edges cannot be accidentally touched.
- All tools are stored appropriately as in commercially purchased storage unit sited in resource area.
- Files and similar objects should have properly fitted handles.
- Hammer heads must be checked regularly.
- Tools must only be used for their intended purpose.

GLUE GUNS

Hot melt glue guns should be trigger operated. If used by pupils, protective clothing and eye protection are required.

Glue guns should be located on stands ready for use.

Use guns over a piece of hardwood or mat to avoid damage to property.

Electrical checks must be carried out one per year and any faults reported in the interim.

EQUIPMENT AND MATERIALS

Correcting Fluids

Only staff may use correcting fluids such as Tippex as such fluids are toxic.

Children are not allowed to bring their own correcting fluids to school. Staff are asked to watch for children who might do so.

Marker Pens

Pens which are mainly water based should be used.

When other pens (spirit based) are used, children may use them under the direct supervision of the teacher, which must be in a well ventilated area.

Guillotines/Rotary Trimmers

The trimmer is kept in each classroom. Staff are asked to take care when carrying it and should return it to the identified trimmer base in the art area immediately after use.

Headphones

Headphones with an impedance of from 400 to 1000 ohms are recommended as anything lower can damage ears. These will be checked regularly.

Overhead Projector - Fire Risks

The OHP should be kept out of the sunlight and kept in a suitable location when not in use. OHP's have been known to cause fires.

Pen Tops

Pens supplied by the school have the necessary holes in the tops. If children bring their own pens, they should be advised to dispose of the tops if they do not conform. Staff need to be vigilant about this as there have been several accidents due to children putting pen tops in their mouths.

Kettles

Kettles should not be used in classes or activity areas, other than science laboratories.

Fluids/solvents must be stored in suitable containers in a separate cupboard.

Any impregnated rugs must be disposed of immediately.

Workrooms must be well ventilated.

PHYSICAL EDUCATION AND SWIMMING - AFTER SCHOOL ACTIVITIES

Staff are reminded that:

1. If a parent has put a restriction on a child's activity on medical grounds, it is the parent alone who can remove it.
2. If a child taking part in an unaccustomed physical activity is known to be disabled, or have an ongoing medical complaint ie asthma, epilepsy, cystic fibrosis, rigorous supervision should be maintained.

Where these two points are not followed, a serious situation could develop. It may result in claims for damages should an accident occur.

AFTER SCHOOL ACTIVITIES

A note of consent must be received from the parent/guardian before a child may take part in after school activities such as team fixtures, trips etc

CANCELLATION OF ACTIVITIES

Pupils must be notified in advance if after school activities have to be cancelled. In some cases, parents will need to be notified.

EQUIPMENT

Any defects or damage should be reported immediately.

GYMNASIUM

Children are not allowed to use the gym without supervision.

Children must be given an induction of the gym equipment to ensure safe usage.

A maximum of 12 children should use the gym to prevent overcrowding.

Children must wear appropriate attire to use the gym equipment, Eg LNS PE Kit.

SWIMMING SUPERVISION

There should be adequate teacher cover to maintain discipline of the children during the lessons.

The instructors working with the swimmers must hold the 'NARS Pool Safety Award' as a minimum requirement to teach.

The PE Technician holds ASA Teaching in Swimming Award (Level 2)

Assistance must be sought from the pool staff for all kinds of emergency.

All staff must be aware of the emergency procedures, alarms used in the pool.

Teachers are instructed that they do not allow children into the pool unless the appropriate supervision are in attendance.

ANIMALS IN SCHOOL

It is felt that pupils can benefit from caring for and observing animals.

Teachers should discuss with the Headmaster the possibility of keeping animals in school.

The animals must be among the approved kinds mentioned in the Dangerous Wild Animal Act 1976.

Staff and Pupils are not allowed to bring scheduled animals into school even for a day. This would be an offence. The animals included are:

- All canines, except domestic dogs
- All cats, other than the domestic cat
- Monkeys, apes, crocodile and alligator family
- Poisonous snakes, including adders.

Appropriate hygiene and welfare facilities must be made available.

MANUAL HANDLING

Where manual handling is still required the following steps are the basic handling procedures that employees should adopt:

- Use the lift to move items between floors;
- Consider and plan the lifting operation and whether the process can be made easier with assistance from another person;
- Ensure the correct body posture and correct use of available handles etc i.e.
 - Place the feet apart
 - Bend the knees
 - Keep the back straight
 - Shoulders level and ahead
 - Keep the arms within the area of the head
 - Use a 'hook' grip where possible
- Ensure that the load is securely gripped

- Raise the load smoothly
- Keep the load as close to the body or handling aid as possible
- Avoid twisting, bending or stooping and ensure your vision is not obstructed
- Place the load carefully

PIANO

1. Only adults should move the piano.
2. There should be one person at each end and then it should be on a smooth, level surface.
3. Children are not allowed to move pianos.
4. Site Managers and Cleaners should take particular note.
5. Movers should stand at each end and should take care when moving piano backwards and forwards - as a falling piano will always fall backwards or forwards. It is therefore important to keep the area clear.
6. The piano must not be moved up or down stairs.

NB: Children should keep clear when the piano is being moved.

SUPERVISION OF PUPILS

Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times.

Staff should be in class when pupils come into class in the morning.

The same duty of care applies when staff supervise pupils in after school clubs.

If a member of staff knows that she/he is unable to undertake a duty she/he should organise cover.

Other staff on duty should inform supply teachers of their duties regarding supervision.

OFF SITE VISITS

Please refer to Educational visit policy.

HAZARDOUS SUBSTANCES

Staff and management, including the caretaker and cleaners are responsible to ensure that before any hazardous item is used they are to:

- Identify all substances used which may be harmful. Information should be available from the Material Safety Data Sheets (MSDS) that must be requested on purchase.
- Having identified the hazardous substance, assess the risk of exposure to employees.
- Control the risk as far as is reasonably practicable relying on personal protective measures only as a final resort.
- Maintain the control measures.
- Assess all new products before they are used in the work place.
- Supply and keep records of training and information given to employees.
- Review all of the above if circumstances change.

Staff must be instructed to purchase non-hazardous products wherever possible.

COSHH Assessments are to be raised for each hazardous substance used within the School with the master copy to be retained in the Administration Office for reference by all users and visitors.

Fume cupboards and other local exhaust ventilations systems must be maintained by the Department and records held.

Schools must highlight lessons where hazardous products are used and the measures taken to carry out lesson safely.

The following general rules should always apply throughout their handling:

- Read the information such as container labels and packaging before using any products.
- Never mix chemicals and products together.
- Never transfer chemicals and products into another container.
- Follow the manufacturer's instructions carefully.
- Chemical products must never be allowed to come into eye contact and contact with skin and mucous membranes must likewise be avoided.
- Wear protective equipment and clothing supplied.
- Do not swallow materials or use in areas where food is being consumed.
- Facilities for the washing and cleansing of the skin are made available.

- All products should be stored away from food handling areas and away from extremes of temperatures.
- Clean all spillages instantly and dispose of waste and used containers properly.
- If any person handling the materials shows the symptoms which may possibly have been caused by exposure to chemicals or products, they should be removed from the area and medical advice sought without delay. First aid information should be available on the relevant data sheet.

SPECIAL EDUCATION NEEDS

There may be a range of special educational needs and disabilities present in the school, ranging from minor impairments through to more serious conditions.

The policy recognises that some disabled students and students with special educational needs (SEN) may require specialist handling, treatment or facilities. It also recognises that teachers and Learning support assistants may face new situations, particularly when students with severe or complex SEN are taught in a mainstream setting or 'special' targeted provision.

A balance has to be achieved between the requirements of the HSW Act and other legislation, such as the Disability Discrimination Act (DDA) or requirements under community care legislation.

Where necessary the school will involve the Education Department of Lambeth Council to consider whether they have taken 'reasonable steps', if necessary by amending their health and safety policies, procedures and practices, to ensure that students with disabilities are not placed at a substantial disadvantage.

Protecting the health and safety of such students will be done in a way that is consistent with employers' duties under the DDA and in a way that does not place any unreasonable restrictions on students' rights to autonomy, privacy or dignity.

The London Nautical School has a specialist ASD setting which has been built and fitted with furniture that meets the guidelines and suggestions for SEN settings outlined by Lambeth Education department.

Students with complex needs have individual education plans and those with autism have been identified to staff through IEPs and ASD, which have been shared with specific students teachers and are displayed in the staff room.

MANAGING CONTRACTORS

The Headmaster must be aware of all Contractors or third parties entering the school premises to undertake work or work contracts. He/she will also ensure that staff and pupils are not endangered by the acts of the Contractors so it will be necessary therefore to provide a copy of this policy and any other supporting material (e.g. asbestos survey report) to all known Contractors and receive information such as risk assessments and method statements which will control these risks for the duration of the works.

The Headmaster must stop work in the event of the Contractor or third party acting in a manner likely to endanger staff or pupils.

PFI/PPP SCHEMES

Where PFI/PPP or other contractual arrangements exist, health and safety arrangements between parties must be clear and fully understood, with good management procedures in place and regular reviews of these arrangements.

The Governing Body, Headmaster and Site Manager will take the following actions:

- Formulate and co-ordinate safety procedures.
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff, reporting back to the Health & Safety Committee.
- Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded.
- Ensure relevant staff have access to appropriate training.
- Ensure that regular safety inspections are undertaken.
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team.
- Report to the Lambeth Council Property Department any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed. N.B. The Governing Body will deal with all aspects of maintenance which are under their control. report to the Chief Education Officer any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them.

- Monitor, within the limits of their expertise, the activities of contractors (in liaison with the staff of the Lambeth Council Property Department), hirers and other organisations present on site, as far as is reasonably practicable.
- The Headmaster will meet with the Site Manager and Administration Officer on a weekly basis to manage site issues.

WORKPLACE

All staff should ensure that their work area is kept clear and free of tripping and slipping hazards. It is important that all persons can move about freely and be able to exit the area without hindrance in the event of an emergency.

Stored items must be stacked safely and any shelves should not be overloaded. The stacking of boxes should be kept to a reasonable height to avoid their accidental toppling. Items should not be stored on the staircases.

Slipping accidents can arise from liquid on the floor and also dry materials. When you cause or discover a spillage make sure that it is cleared up right away.

All waste materials should be promptly removed to a safe location outside the building.

Heating, lighting and ventilation are provided to Building Regulations and Workplace Regulations standards.

WINTER SAFETY

The Site Manager must ensure that snow and ice are removed, and adequate sanding and salting are provided. Signs and warnings should be posted as needed.

Winter safety precautions such as no running, appropriate footwear and accident monitoring should be ongoing during winter.

ASBESTOS

All buildings which have asbestos must have an Asbestos Management Plan. All materials containing asbestos must be identified and contained.

An annual inspection must be done for the materials and repair should be completed and recorded. The plan and other safety information are to be available for staff and other workers.

MOVEMENT AROUND SCHOOL

No pupils should remain unsupervised in classrooms.

PLAYGROUND

The playground is zoned for different activities – basketball, football and quiet area. Pupils have to stay in the zoned areas.

Staff are to actively encourage pupils to play safely and discourage fighting.

Staff and other Supervisors are present during morning and lunchtime breaks.

SLIPS, TRIPS AND FALLS

It is unrealistic to expect pupils never to fall, especially at playtime. However, staff or other supervising adults should report any conditions considered hazardous e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables to the Headmaster, Administration Office or Site Manager.

Classrooms are equipped with cable mats to put on overhead projector cables to prevent trips.

SAFE STACKING AND STORAGE

Equipment should be stored at an appropriate level and position relative to its height, weight and bulk.

HOT DRINKS

Staff should ensure that they only transport hot drinks around school when it is quiet in the corridor areas. Hot drinks should not be transported when large numbers of pupils are moving around school.

TRANSPORT

TRANSPORTING PUPILS

Staff should ask parents/volunteers who are transporting pupils to an event to complete a form entitled 'School Visits/Off Site Activities' obtainable from the Headmaster before allowing them to transport pupils.

ON SITE VEHICLE MOVEMENTS

Car parking is separate to the school grounds.

Contractors are permitted to come onto the premises when loading/unloading equipment and park outside the main entrance. They can only gain access by contacting a member of staff to open the gate for them.

If the vehicle is present during playtime, it is supervised by a member of staff and remains stationary until all pupils are clear of the playground.

MONITORING

The Headmaster and Health and Safety Representative will monitor the implementation of the policy and its effectiveness.

There should be an annual assessment of the school premises which is reported to the Governing Body through the Health & Safety Committee.

HEALTH & SAFETY COMMITTEE

The Headmaster will establish a Health & Safety Committee comprising the Site Manager, Health and Safety Representative and a member of staff nominated by the staff.

This Committee will consider health and safety issues in general and monitor the effectiveness of this policy in particular, on at least an annual basis. The Health & Safety Committee will be responsible for disseminating information to staff and for planning any necessary changes.

HEALTH AND SAFETY EXECUTIVE VISITS

Health and Safety Executive Officers have the right to visit the school and have sight of all relevant regulations, documents etc. During their inspection, they are likely to request the presence of the school Health and Safety Representative.

On completion of any such visit, the Health and Safety Representative shall inform the Headmaster of their findings and then submit a full written report to the Governing Body and Headmaster for full discussion at the next Governing Body Meeting.

HAZARD REPORTING, WORK REFUSAL AND WORK STOPPAGE

All employees have the right to refuse unsafe work. However this is limited to teachers when student's health and safety are compromised.

Members of the Health and Safety Committee can initiate and stop unsafe work.

SAFETY COMPLAINTS

Safety Complaints are reported in writing on a form. The Headmaster must respond to the complaint in writing. If the complaint is not resolved at the school, the complaint is sent to the Health & Safety Committee for consideration and recommendation.