



## **Health & Safety Policy**

Including Premises Management & Fire Safety

This policy should be considered in conjunction with our employee health and safety handbook.

**Reviewed by the Proprietor, September 2018**

## **INTRODUCTION**

Le Hérisson aims to provide a safe and healthy working and learning environment for staff, pupils and visitors at all times and recognises and adheres to *The Health and Safety at Work Act 1974* and *Risk Assessments: The Management of Health and Safety at Work Regulations 1999*. As a result, we recognise that it is our duty to manage our school in such a way as to ensure, so far as is reasonably practicable, that anybody at Le Hérisson School is not exposed to risks to their health and safety. We accept that we have a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises and believe that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the effective education of our pupils.

## **KEY RESPONSIBILITIES**

**Ultimate responsibility for ensuring that all aspects of the Independent School Standards relating to premises and accommodation are met lies with the proprietor, Maria Frost.**

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the **Proprietor, Maria Frost and Fire Marshal, Kevin Ringuet**, who fulfil the roles of monitoring Health & Safety throughout the premises.

All employees, pupils and visitors must:

- Cooperate with the Proprietor and the Fire Marshal on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to the Fire Marshal or Proprietor immediately.

Health and Safety is reviewed every full term and this policy is reviewed as per our policy review cycle.

## **PREMISES MANAGEMENT**

Le Hérisson School currently leases the basement in Rivercourt Methodist Church. Overall responsibility for Le Hérisson School's health and safety is with the school's Proprietor, **Maria Frost**. Le Hérisson School takes responsibility for the usual aspects of a school's premises which include our school's fire alarms, fire safety equipment, fire drills, portable appliance testing (PAT), waste disposal, electricity and lighting, security of the building including electronically secure doors and internal and external cleaning. Maintenance of the lift, smoke alarms and external cleaning hot and cold water supply, plumbing, drainage, physical building maintenance (unless damaged by Le Hérisson School) physical building maintenance, is the responsibility of Rivercourt Methodist Church.

Health and Safety meetings are held with the Proprietor and Fire Marshal every term in order to check compliance with responsibilities (as outlined above). Any issues of non-compliance, or any issue considered a health and safety risk will be reported by the Fire Marshal.

### **HEALTH & SAFETY KEY POINTS**

- Any problems found with equipment or any damage to the building or its contents should be reported immediately to the Proprietor or Fire Marshal.
- The Proprietor will arrange for checks to be made on new equipment before it is purchased to ensure that it meets the correct health and safety requirements
- The school is limited in its use of hazardous substances for on-site activities with the exception of some products used in technology and art (e.g. adhesives, paints) and bleach and other agents for cleaning. All are securely stored in an area clearly identified and accessible only to specific employees. Where necessary we will seek advice from HSE regarding the Control of Substances Hazardous to Health (COSHH) should the situation arise where we are aware that hazardous substances have been brought inadvertently onto the premises
- The Health and Safety Law poster is displayed in the school corridor. The Fire Marshall and Proprietor are available to answer questions regarding health and safety and further information can be found on [www.hse.gov.uk](http://www.hse.gov.uk)
- Supervision of pupils both on-site and off-site will be overseen and monitored by the teachers and the Proprietor
- The Proprietor will provide a health and safety induction for new employees and volunteers as part of the standard staff induction to ensure that everyone is properly equipped to carry out their tasks in a safe and proper manner. All employees will be issued with employee handbook which contains information about health and safety
- Staff training, including that focused on areas of health & safety (health & hygiene for example), will occur throughout the academic year and is logged on our central training log.
- For first aid, accidents and administration of medication, please see our First Aid Policy.
- A system of active monitoring by reviewing the premises on a regular basis, indicating any health and safety issues associated with the premises is undertaken by the Fire Marshal every term and where the responsibility lies with Le Hérisson School, issues are rectified quickly. Where responsibility lay with Rivercourt Methodist Church (see Premises Management), they are shared with the Premises Manager and Proprietor.
- Le Hérisson School conducts a thorough investigation of any accident involving employees, students and/or visitors which occur on the premises and it is a requirement that all employees assist with this if necessary
- Management are responsible for following up work-related causes of sickness absence and for acting on investigation findings to prevent recurrences of work-

related sickness absences

- Employees, pupils, contractors and visitors are expected to conduct themselves safely while on the premises, i.e. no running in or around the premises, all work tools to be safely stored. This is as far as is practicable where pupils are concerned
- The building is cleaned daily by cleaners contracted by Le Hérisson School but it is the responsibility of all employees to keep work areas and rooms in a clean and tidy condition
- All employees are responsible for cleaning up any spillages on the floor which they have caused. In the case of spillage caused by pupils and visitors, a member of staff should be contacted as soon as possible. Where there are spillages of blood and bodily fluids, a First Aider or any staff member present will arrange for the area to be immediately cordoned off and out of bounds to all pupils, staff and visitors until the area has been thoroughly cleansed and disinfected
- The Fire Marshal or Management will carry out a daily check of the school by undertaking walkarounds for obstructions to corridors, fire exits, fire points or any area where there is a need for emergency access. Where resolution cannot be immediately implemented, findings and a plan of action will be drawn up to be implemented quickly
- Management will ensure that all employees, pupils and visitors are made aware to store all items in the correct location (e.g. food, cleaning materials, paint)
- Le Hérisson School recognises that Personal Protective Equipment is required for employees doing specific jobs but currently the only need for this is the use of rubber gloves for medium-level cleaning of the building by contracted cleaners and rubber gloves and apron to maintain good hygiene practices during nappy changes, food preparation/serving and the cleaning up of spillages which are bodily fluids
- All employees who are aware that a colleague, pupil or visitor to the premises is under the influence of alcohol or illegal drugs (e.g. cannabis, cocaine, heroin and any non-prescribed medication such as amphetamines) must inform the Proprietor
- Disciplinary action will be taken if an employee attends work under the influence of alcohol or illegal drugs. Disciplinary action may well be taken if an employee fails to disclose any permanent or temporary condition caused by medicines or has an illness that could affect the health and safety of employees, pupils or others on the premises
- During their term of employment it is the employee's responsibility to inform management of any condition or prescribed medication which could affect their work. Prior to employment commencing, the Proprietor will provide the appropriate medical forms
- Parents/carers must inform the Proprietor at the interview stage of any medication prescribed for their child(ren) which could affect their learning and general interaction with others
- The Proprietor and Fire Marshal undertake checks of the internal/external areas of the building and commissions maintenance work, including electrical/plumbing/ building work.

- All maintenance activities commissioned by Le Hérisson School are carried out by trained, qualified and competent workers as authorised by the Proprietor
- No food is prepared on the premises. All our food is delivered by Yum Yum Company and is served by the kitchen porter who is trained in food hygiene. Pupils help prepare food during cooking activities. All cooking activities are risk assessed before being undertaken.

### **VISITORS & CONTRACTORS**

- All contractors attending to complete works at the school must agree the date, time and nature of the works in advance with management. They must sign-in at Le Hérisson School and sign a work permit with the Proprietor and attend to the works at times when children are not on our premises (usually between 0730 and 0815 or after 1700). On the rare occasion that works overrun or emergency works need to occur during the school day, all contractors must be supervised at all times whilst on the premises with access to children.
- All other visitors must sign-in at our school office and wear a visitor's badge. Visitors will be accompanied at all times and never be left unsupervised with access to children.
- The school currently has CCTV that covers the main entrance.

### **FIRE SAFETY**

Le Hérisson School aims to provide a safe working and learning environment for staff, pupils and visitors at all times and recognises and adheres to guidance & legislation identified in *HM Government's fire safety risk assessment (educational premises) 2006*, *The Regulatory Reform (Fire Safety) Order 2005*, *The Health and Safety at Work Act 1974* and *Risk Assessments: The Management of Health and Safety at Work Regulations 1999*. We take fire safety extremely seriously and invest significant time and money in ensuring that the prevention of fire and the safe evacuation of buildings in the unlikely event of a fire are effective.

### **GENERAL FIRE SAFETY GUIDELINES**

- Fire Action procedures for evacuation are displayed on walls around the school (where appropriate). These are always up-to-date. The Fire Marshal is identified on the third display board in the entrance way as well as the staff room.
- Fire extinguishers are available next to the main entrance, Grande Section Classroom, French Early Classroom and Kitchen.
- Signage (including illuminated exit signage) as required by law, is fully in place identifying exit routes, uses of fire extinguishers and fire alarm panels
- Fire alarm tests are undertaken weekly and logged by the Fire Marshal

- Emergency lighting is in place and is tested monthly internally by the Fire Marshall, and annually externally by Chubbs Fire and Security
- Fire extinguishers are maintained on an annual basis by Chubb Fire and Security
- All staff are fire safety trained on an annual basis including on the use of fire extinguishers; new staff are trained as part of their induction
- Fire evacuation drills are undertaken on a termly basis, timed and logged
- Fire blankets and associated guidance are available and displayed in the kitchen
- PAT testing is conducted on all electrical equipment annually and staff are not allowed to use personal electrical equipment on our premises (eg. phone chargers)
- All building works are subject to building control regulations and therefore approval by Proprietor or Proprietor
- Everybody is required to sign in on entry to the premises, and sign out when leaving and it is our responsibility to ensure they do so. All attendance is recorded on paper.
- Management ensures that visitors to the premises are made aware of emergency exits (and whether or not there is a planned fire evacuation that day) and are asked to sign in/out
- In the event of an emergency evacuation, the management is responsible for collecting the visitors' book and attendance registers.

## **FIRE RISK ASSESSMENTS**

Whilst legally fire risk assessments are to be completed by competent persons who can include internal staff, we commission professional fire safety experts to undertake initial, full fire safety risk assessments of our buildings and subsequently evaluate and update these on an annual basis.

**To comply fully with the Regulatory Reform (Fire Safety) Order 2005, we commission Citation to undertake full fire risk assessments of our school sites – any and all actions are immediately dealt with.**

## **EMERGENCY EVACUATION PLAN**

- Our person responsible for fire brigade liaison is **Kevin Ringuet** deputised for by **Maria Frost**
- Our fire marshal is named on our fire actions around the school building
- In the event of the fire marshal being absent from work Management or Proprietor takes their place
- Fire alarm tests and maintenance, fire drills, building fire risk assessments and evacuation procedures and fire extinguisher maintenance are all set and arranged by Le Hérisson School
- Fire extinguishers are available in the hallways around the school and our fire blankets are located in the kitchen

In the event of a fire each classroom will be required to follow their fire action which states the procedures they should take and fire exits they should be using. An example of a fire action can be found on the next page:

## **ACTION ON DISCOVERY OF A FIRE**

- Sound the alarm using the nearest fire alarm call point.
- Only attempt to tackle small fires if confident to do so.
- Return to your classroom to assist them in the evacuation.
- Please remember to keep calm and reassure the children to be calm as they might panic or be excitable.
- Follow the procedure as stated in the classroom's fire action.

## **ACTION ON HEARING ALARM**

- Please remember to keep calm and reassure the children to be calm as they might panic or be excitable.
- Return to your classroom if you are on your lunch break to assist with the evacuation.
- Assemble all the children.
- Adults **must** place themselves at the front of the line, back of the line and disperse themselves evenly in the middle of the line.
- **Do not try to take any personal effects of yours or the children's.**
- The senior member of the team should collect the attendance register and do a head count of all the children before exiting the building.
- Escort the children to **Exit 1/2/3** and ascend the staircase to the street level on King's Street.
- The last adult to exit the room **MUST close all the doors behind them.**

- There is an evacuation cot at the top of the stairs for the Bilingual Early Years classroom. **This must be used if the children are unsettled and you need to get them to safety as quickly as possible.**
- When you get to the roadside **make sure there is a member off staff (management) stopping all oncoming traffic before crossing the road.**
- As instructed cross Rivercourt Road calmly and safely and assemble at the **assembly point outside Latymer School, King Street.**
- Line all children up in a single file. The senior member of the team will do another **headcount** and report the number to the fire marshal.
- The Fire Marshal or managers will do a headcount of the staff.
- The Fire Marshal or Management will call the fire brigade in the event that it is not a drill.
- The Fire Marshal or Management will liaise with the fire brigade on their arrival.
- The Fire Marshal or Management will let everyone know when it is safe to enter the building. **Nobody must put themselves at risk by returning to the site of a fire.**

*In the unlikely event that you are on your own, act calmly, ensure the children are in pairs behind you. Call for help. If you get no response proceed with exiting the building. You will not be able to close the doors as your priority must be to lead the children to safety.*

### **VISITORS**

- Ensure all visitors and contractors are taken to the assembly point
- Assist any disabled persons with their evacuation as necessary

### **ASSEMBLY POINTS AND EXIT DOORS**

- Our assembly point is outside Latymer School on Kings street.
- Pupils should be encouraged to line up by the wall
- Should the fire or any works prevent access to this assembly point, an alternative assembly point is located outside Polish center on Kings street
- We have three fire exits, our main entrance/exit the exit opposite the entrance and the exit located in the Bilingual Early Years Classroom
- The lift must never be used in the event of an evacuation

### **EVACUATION PROCEDURES**

- All staff are to collect their classrooms' attendance register and lead pupils quickly and sensibly out of classrooms and to their allocated fire exit, as stated in their classrooms fire action, up the stairs to our assembly point. Pupils and staff must not collect belongings
- The Fire Marshal and management are responsible for ensuring the safe evacuation of everybody and to then check that specified areas of the

school are clear of people and doors closed. The name of fire marshal is identified on the fire action posters around the school building.

- In the event of fire preventing exiting using any of our three exits, the second closest exit will be used. Staff and pupils can then access the usual assembly point
- Teachers must obtain their attendance register before evacuating the building. They must use this register to cross-check pupil's presence once they reach the assembly point. Staff and visitors' presence will be cross checked by the Fire Marshal or Management. The Fire Marshal will confirm the building is clear and management will be informed if anybody is missing. If there are concerns, management/fire marshal will liaise with the fire brigade.
- Nobody will re-enter the building until we are told that it is safe to do so by the fire brigade, or in the case of a false alarm, the Fire Marshal or Management.

*In the unlikely event that you are on your own, act calmly, ensure the children are in pairs behind you. Call for help. If you get no response proceed with exiting the building. You will not be able to close the doors as your priority must be to lead the children to safety.*

### **OUR RESPONSIBILITIES WITH REGARD TO THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS (RIDDOR) 2013**

Le Hérisson School is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 1995/3163) (RIDDOR) to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23):

Accidents where a child or visitor is killed or is taken from the site of an accident to hospital and where the accident arises out of or in connection with:

- Any school activity (on or off the premises)
- The way a school activity has been organised or managed
- Equipment, machinery, or substances
- The design or condition of the premises

Accidents involving staff:

- Work related accidents resulting in death or major injury (including as a result of physical violence) must be reported to the HSE immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs)
- Work related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days

- Certain cases of work-related disease - i.e. those that a doctor notifies the School of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
- Certain dangerous occurrences (i.e. near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health)

For more information please see <http://www.hse.gov.uk/riddor/index.htm>.

**Review Date : August 2019**