

St Mary's Church of England Primary School HEALTH AND SAFETY POLICY



STATEMENT OF INTENT

St Mary's CE Primary School

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work related ill health
- c) Assessing and controlling risks from curriculum and non-curriculum work activities
- d) Complying with statutory requirements as a minimum
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- i) Setting targets and objectives to develop a culture of continuous improvement
- j) Ensuring adequate welfare facilities exist at the school
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

To comply with the Governing Body's Statement of Intent the school's normal management structure have had additional responsibilities assigned, as detailed below.

THE GOVERNING BODY

The Governing Body has the following responsibilities to ensure:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.

- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.

THE HEADTEACHER

The Head teacher has the following responsibilities:

- a) To be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- b) Ensure that a clear written local Policy for Health and Safety is created.
- c) Ensure that the Policy is communicated adequately to all relevant persons.
- d) Ensure appropriate information on significant risk activities is given to visitors and contractors.
- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- g) Make or arrange for risk assessments of the premises and working practices to be undertaken.
- h) Ensure safe systems of work are in place as identified from risk assessments.
- i) Ensure that emergency procedures are in place.
- j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- k) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- l) Ensure arrangements are in place to monitor premises and performance.
- m) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- n) Report to the Governing Body annually on the health and safety performance of the school.

SCHOOL HEALTH AND SAFETY CO-ORDINATOR

The School Health and Safety Co-ordinator has the following responsibilities:

- a) To co-ordinate and manage the annual risk assessment process for the school.
- b) To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- c) To make provision for the inspection and maintenance of work equipment throughout the school.

- d) To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with CPS and other contractors.
- e) To advise the Head teacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.
- g) Carrying out any other functions devolved to her by the Head teacher or Governing Body.

TEACHING/NON-TEACHING STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY

This includes Deputy Head teachers, Curriculum Co-ordinators, Business Manager, Office Staff/Supervisors, Technicians and Site Manager. They have the following responsibilities:

- a) Apply the school's Health and Safety Policy or relevant County Council Health and Safety Code of Practice to their own department or area of work and be directly responsible to the Head teacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible.
- c) Ensure that all staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work.
- d) Resolve health, safety and welfare problems members of staff refer to them, or refer to the Head teacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Investigate any accidents that occur within their area of responsibility.
- h) Prepare an annual report for the Head teacher on the health and safety performance of his/her department or area of responsibility.

CLASS TEACHERS

Class teachers are expected to:

- a) Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- c) Give clear oral and written instructions and warnings to pupils when necessary.
- d) Follow safe working procedures.
- e) Require the use of protective clothing and guards where necessary.

- f) Make recommendations to their Head teacher or Site manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- h) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- i) Report all accidents, defects and dangerous occurrences to their Head of Department.

SCHOOL HEALTH AND SAFETY REPRESENTATIVES

The Governing Body recognises the role of Health and Safety Representatives. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Head teacher or Governing Body.

ALL EMPLOYEES

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- a) Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.
- b) Co-operate with school management in complying with relevant health and safety law.
- c) Use all work equipment and substances in accordance with instruction, training and information received.
- d) Report to their immediate line manager any hazardous situations and defects in equipment found in their work places.
- e) Report all incidents in line with current incident reporting procedure.
- f) Act in accordance with any specific health and safety training received.
- g) Inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Co-operate with appointed Trade Union Health and Safety Representative(s).

PUPILS

- a) Pupils, allowing for their age and aptitude, are expected to:
- b) Exercise personal responsibility for the health and safety of themselves and others.
- c) Observe standards of dress consistent with safety and/or hygiene.

- d) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- e) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

PROCEDURES AND ARRANGEMENTS

INTRODUCTION

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

RISK ASSESSMENT

General Risk Assessment

General Risk Assessment will be co-ordinated by Head teacher and/or Business Manager following guidance contained in the LA's Children's Services Health and Safety Manual.

Maternity Risk Assessment

Maternity Risk Assessments will be carried out by the Business Manager following guidance contained in the LA's Children's Services Health and Safety Manual.

Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by Class teachers using Health and Safety Codes of Practice for Design & Technology, Science, PE, Art, Swimming and Drama issued by the Local Authority.

Fire

A fire risk assessment will be carried out by Business Manager and Head teacher following guidance contained in the LA's Children's Services Health and Safety Manual.

Manual Handling

Manual handling risk assessments will be carried out by Site Manager following guidance contained in the LA's Health and Safety Manual.

Computers and Workstations

VLE risk assessments will be carried out by the Business Manager following guidance contained in the LA's Health and Safety Manual.

Hazardous Substances

Site Manager will identify hazardous substances for which no generic assessment exists in the Codes of Practice mentioned above, or in the Caretaking Code of Practice, following guidance contained in the LA's Health and Safety Manual.

Violence

Assessment of the risks of violence to staff will be carried out by Head teacher following guidance contained in the LA's Health and Safety Manual.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and evacuation procedures are detailed in Appendix 1.

First Aid

First aid boxes are provided at the following locations:

- Staff Room
- Each Key Stage Cloakroom

The following staff are available to provide first aid: Andrea Ashton / Nicola Hawksworth

Certificated (First Aid at Work qualified) First Aiders: and Caroline Black

Certificated Paediatric First Aiders (required for children up to age 8): Early Years Staff / Andrea Ashton / Nicola Hawksworth/ Caroline Black/ Andrea Berry

Appointed Persons:

In event of needing first aid assistance, either: -

Locate the nearest first aider or phone either office for on call person who will locate the nearest first aider and cover their class if required.

Transport to hospital:

If an ambulance is required, call "999". It may be appropriate in less severe cases to transport a pupil to a casualty department without using an ambulance, but this should always be on a voluntary basis. If a member of staff uses their own car for these purposes, they must ensure that they have obtained specific cover from their insurance company. The school will reimburse additional insurance premiums where necessary.

No casualty should be allowed to travel to hospital unaccompanied. Certified First Aiders will be the accompanying adult in emergencies where parents cannot be contacted. If those persons are unavailable, Angela Halliwell will accompany.

Incident Reporting

First Aid incidents are recorded in First Aid Books located in First Aid areas around school. More serious incidents are logged in the accident book and copies sent to the Local Authority.

Bomb Hoaxes and Bomb Alerts

Responses to bomb threats will follow guidance contained in Management Information sheet.

The Head teacher, or in their absence, the most senior member of staff available, will decide on action to be taken in the event of an incident.

The signal for evacuation of the building, should this be necessary, will be:

The normal evacuation procedure should be followed.

Gas Leaks

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone National Grid on 0800 111 999.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided for all relevant new employees by following the Induction Checklist and guidance contained in the LA's Health and Safety Manual.

The following staff have received or will receive health and safety training in the following areas:

Strategic Health and Safety Management and Premises Management Training

Health and Safety Awareness (Head teacher or Managers)
Diane Jeffries/Suzanne Robinson/Steve Morton

Premises Management, Health, Safety and Risk Management - Part 1
Suzanne Robinson/ Steve Morton

Premises Management, Health, Safety and Risk Management – Part 2 - Asbestos
Suzanne Robinson/ Steve Morton

Premises Management, Health, Safety and Risk Management – Part 3 – Fire Risk Assessment
Suzanne Robinson/ Steve Morton

PE:

Risk Management in PE and School Sport

Andrea Ashton

Safe Supervision of Swimming for Teaching Assistants

Andrea Ashton

Outdoor Education:

Educational Visits Co-ordinator
Suzanne Robinson
Occupational Risks

General Risk Assessment

Suzanne Robinson

First Aid at Work and Appointed Persons

Andrea Ashton, Nicola Hawksworth and Caroline Black
Paediatric First Aid (for schools with children up to age 5)

All Early Years Staff

Caretaking

School Site Manger - Health and Safety Awareness
Safe Use and Inspection of Ladders and Stepladders

Steve Morton

INSPECTION AND TESTING OF PLANT AND EQUIPMENT

Statutory Inspections

All plant and equipment requiring statutory inspection and testing (i.e. steam boilers, compressors, lifting equipment, local exhaust ventilation, pressure cookers etc) will be inspected by appropriate contractors through the Building Maintenance Partnership Pool (schools in scheme) or the Building Maintenance Fund (other Children's Services establishments).

The Local Authority will carry out annual portable appliance testing.

Equipment Maintenance - Curriculum

Curriculum Coordinators will be responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified and implemented following guidance contained in health and safety Codes of Practice for Design & Technology, Science, Art, PE and Drama.

Ladders and Access Equipment

Caretakers will be responsible for inspection and maintenance of ladders and other access equipment following guidance contained in the Caretaking Code of Practice and the LA's Health and Safety Manual.

HEALTH AND SAFETY MONITORING

Inspection of Premises

General Workplace Inspections will be co-ordinated by Corporate Properties

Performance Monitoring

Performance monitoring will be co-ordinated by Head teacher following guidance contained in the LA's Health and Safety Manual.

CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation

The premises Health and Safety Committee (or equivalent) meets termly/monthly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

Committee members are: Buildings Subcommittee (Refer to Governors Minutes)

Communication of Information

The Business manager will ensure that systems are established so that staff and pupils are familiar with the arrangements set out in this document.

The Health and Safety Law poster is displayed at **School Entrance**

Health and safety advice is available from Children's Services Health and Safety Adviser.

PREMISES MANAGEMENT

Supervision of Pupils

Arrangements for supervision of pupils are refer to guidelines in EYFS and staffing structure.

Security and Visitors

All visitors must report to Main Office where they will be asked to sign the Visitors Book and wear an identification badge.

Vehicles on Site/Parking

Cars must be parked in designated areas.

Delivery/contractor vehicles can come into the car park.

Arrangements for Disabled Persons

Disabled parking is available on the staff car park in between the trees.

Building Maintenance

General building maintenance is carried out by Corporate Property Consultants Ltd

Suzanne Robinson will be responsible for ensuring that all identified general building maintenance is carried out by either CPS or other contractors.

Asbestos

The asbestos register is held at in the main school office/Local Authority. Leroy Anderson is responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified sign the register and that any changes to the register are notified to NPS Property Consultants Limited.

Control of Contractors

All contractors must report to Main Office where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

Steve Morton is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

OTHER PROCEDURES

Critical Incident Management

The Local Authority's Critical Incident Management guidelines are followed and staff are made aware of the advice given.

Managing Medicines

Prescribed medication will be administered to pupils following guidance contained in the LA's Health and Safety Manual. Angela Halliwell/ Suzanne Robinson/ Janet Ash/ Andrea Ashton/ Nicola Hawsworth are the only authorised members of staff to administer medication.

Angela Halliwell and **Suzanne Robinson** has been nominated as responsible persons for control of administration of medicines to pupils.

Educational Visits

Educational visits will be organised following guidance contained in DfES (DCSF) documentation and the Children's Services guidance document. The Educational Visits Co-ordinator is Suzanne Robinson.

REVIEW

These arrangements will be reviewed annually and revised as new topics arise which may affect the process of managing health and safety for staff, pupils, contractors and other visitors.

Appendix 1

FIRE AND EVACUATION PROCEDURES

- Fire notices are displayed at every entrance and exit in school.
- Escape routes are checked by Steve Morton daily.
- Fire Extinguishers are maintained and checked by Site Manager and Fire Service weekly and monthly.
- Alarms are tested by Leroy Manager on a weekly basis.
- Emergency evacuation procedure will be tested once every term.

PREMISES EVACUATION ARRANGEMENTS in case of an alarm being activated are as follows: -

- Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarms and should then notify the main office of the exact location.
- The EMERGENCY WARNING is the ALARM SIGNAL ringing continuously.
- Office staff will) to go to the zone where the alarm has been set off to investigate if there is a fire or false alarm and they will radio the office if there is a genuine fire or false alarm. Office will dial 999 if it is a fire.
- On hearing the alarm, pupils should leave in single file when instructed by the teacher in charge of the class. Pupils should then leave by the nearest available marked escape route. The last person to leave the classroom must close the door. Pupils should walk in their subject groups and remain with their teacher at the assembly point.

If a pupil is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.

In the event of an emergency during BREAK or the LUNCH HOUR, pupils must leave the building by the nearest marked escape route and go to the assembly area for the site they are on at the time of the emergency. Pupils should assemble in Years.

Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to the senior office staff at the assembly point.

Disabled pupils' timetables will be held in the main offices for access in an emergency. The Health and Safety Co-ordinator will discuss with any disabled pupils and their parents the evacuation procedure in case of an emergency and draw up a Personal Emergency Evacuation Plan (PEEP) following guidance in the LA's Health and Safety Manual.

- The assembly areas are:
 - Tarmac area on Key Stage One yard; Diane Jeffries
 - Tarmac area on Key Stage Two yard. Suzanne Robinson
- The Head teacher Rota will undertake supervision of the assembly areas.

Immediately pupils arrive at the assembly area, they must stand in their year groups in silence while staff check their registers. Registers, set lists, first aid boxes and contractors' book etc. will be taken out to the assembly point by Office staff. The result of this check must be reported to the person in charge as soon as it is completed.

The Head teacher will liaise with the Fire Brigade on their arrival.

When the senior member of staff is satisfied that it is a false alarm, he/she will direct staff, pupils and visitors to return to the building.

If the building cannot be reoccupied following an evacuation, pupils will be evacuated and arrangements made to contact parents.

Premises Invacuation Procedure in case of an alarm being activated are as follows: -

- Staff discovering an unknown person, animal or object on site or other emergency for which the buildings should be invacuated should contact the school office immediately where the invacuation alarm will be activated and notify the main office of the exact location.
- The EMERGENCY WARNING is the ALARM SIGNAL ringing intermittently.
- Invacuation team will go to their allocated zone and ensure all doors are locked and children and staff are in classrooms. SLT team will investigate if there is any danger or false alarm and they will radio the office if there is a genuine danger or false alarm. The office will dial 999 if there is any danger.
- On hearing the alarm, pupils will be instructed by the teacher/staff in charge of the class to sit down and be quiet. Staff will lock all doors, windows and pull blinds down. Pupils outside the building will be led into school to a safe place. Staff and pupils will remain in the designated safe place until instructed by the SLT that all is safe.