

# Health and safety policy

<b>This is the statement of general policy and arrangements for:</b>		<b>Dinting Church of England (VA) Primary School</b>
<b>Mrs Lynn Elliott - Headteacher</b>		<b>has overall and final responsibility for health and safety</b>
<b>Mrs Lynn Elliott - Headteacher</b>		<b>has day-to-day responsibility for ensuring this policy is put into practice</b>
<b>Statement of general policy</b>	<b>Responsibility of: Name/Title</b>	<b>Action/Arrangements (What are you going to do?)</b>
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Headteacher	Guidance given in Staff Handbook
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Headteacher	Further detail found in attached guidance.
Engage and consult with employees on day-to-day health and safety conditions	Headteacher	Guidance given in Staff Handbook. Information provided to staff orally, in writing via staffroom notice board, staff meetings and weekly written agenda.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>	Headteacher	Critical incidents Policy and Fire Safety Assessments
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Caretaker	Caretaker's room to remain locked when children present in building. Guidance on the boiler house can be found in the attached guidance.

Signed: on behalf of the governing body of Dinting Church of England (VA) Primary School	Date:	September 2020
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You should review your policy if you think it might no longer be valid, eg if circumstances change.  
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	The staff room
First-aid box is located:	School hall. Additional first aid supplies are stored in the first aid cupboard in the hall.
Accident book is located:	Mini accident books are stored in the playground duty bags which are kept securely locked in each classroom

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

# **Dinting Church of England Voluntary Aided Primary School**

## **HEALTH AND SAFETY POLICY**

Policy number: 24

This statement is issued in accordance with the Health and Safety at Work Act (1974). It supplements the statements of health and safety policy that have been written by Derbyshire County Council and by the Education Department. The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of Dinting Church of England (Voluntary Aided) Primary School.

Through our school Health and Safety policy we aim to:

- ensure as far as reasonably practicable, the health and safety of staff, pupils, visitors, and anyone who may be affected by what we do.
- comply, where appropriate, with the Health and Safety At Work Act and other, current Health and Safety legislation.
- provide appropriate training, instruction and supervision for staff to enable them to carry out tasks safely.
- comply with LA guidance.
- reduce accident levels and the severity of accidents to the lowest level possible
- carry out appropriate risk assessments
- implement safe systems of work
- provide funds to deal with health and safety issues
- monitor the effectiveness of safe systems of work.

## **ROLES AND RESPONSIBILITIES:**

**It is the policy of the Governing Body, so far as is reasonably practicable, to:**

- establish and maintain a safe and healthy environment throughout the school
- establish and maintain safe working procedures among staff and pupils
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- 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
- maintain all areas under the control of the Governors and Headteacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk
- formulate effective procedures for use in case of fire and for evacuating the school premises
- lay down procedures to be followed in case of accident
- teach safety as part of pupils' duties where appropriate;

## **RESPONSIBILITY OF THE GOVERNORS AND HEAD TEACHER**

The Governors and Headteacher are responsible for implementing this policy within the school. In particular they will:

- make arrangements for informing staff and pupils of relevant safety procedures. Other users of the school will be appropriately informed
- ensure that regular safety inspections are undertaken. (A Health & Safety team will inspect all school premises and property annually.);
- 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 Derbyshire County 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.
- monitor, within the limits of their expertise, the activities of contractors (in liaison with the staff of the Derbyshire County Council Property Department), hirers and other organisations present on site, as far as is reasonably practicable
- identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Headteacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

## **RESPONSIBILITIES OF ALL EMPLOYEES**

All employees have a responsibility under the Act to:

- take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work
- co-operate with the Chief Education Officer and others in meeting statutory requirements. Not interfere with or misuse anything provided in the interests of health, safety and welfare
- make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Headteacher
- ensure that tools and equipment are in good condition and report any defects to the Headteacher
- use protective clothing and safety equipment provided and ensure that these are kept in good condition
- ensure that offices and general accommodation are kept tidy
- ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Headteacher
- whenever an employee is aware of any possible deficiencies in Health and Safety arrangements she/he must draw these to the attention of the Headteacher

Please note the following:

1. It must be 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.
2. 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.

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

## **RESPONSIBILITIES OF STAFF TOWARDS PUPILS AND OTHERS IN THEIR CARE**

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- exercise effective supervision over all those for whom they are responsible, including pupils
- be aware of and implement safe working practices and to set a good example personally. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap
- ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards
- provide written job instructions, warning notices and signs as appropriate
- provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required
- minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process
- evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements
- provide the opportunity for discussion of health and safety arrangements
- investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action
- provide for adequate instruction, information and training in safe working methods and recommend suitable “off the job” training
- where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Headteacher.



## DUTIES OF THE PERSON DELEGATED TO ASSIST THE HEADTEACHER IN THE MANAGEMENT OF HEALTH AND SAFETY

The delegated person, **CARETAKER**, shall:

- assist the Headteacher in the implementation, monitoring and development of the safety policy within the school
- monitor general advice on safety matters given by the Authority and other relevant bodies and advise on its application to the school
- co-ordinate arrangements for the design and implementation of safe working practices within the school
- investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action
- order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors
- assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified
- ensure that staff with control of resources (both financial and other) give due regard to safety
- co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

## RESPONSIBILITIES OF PUPILS

All pupils are expected, within their expertise and ability, to:

- exercise personal responsibility for the safety of themselves and their fellow pupils
- observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous;)
- observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency

- use and not willfully misuse, neglect or interfere with things provided for safety purposes.

N.B. The Governors and Headteacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school handbook.

## **VISITORS**

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

## ***LETTINGS***

Refer to the letting policy (Policy No.29)

## **CONTRACTORS AND OTHERS**

When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Headteacher or relevant co-ordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that statutory and advisory safety requirements are met as appropriate.

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with appropriate requirements regarding health and safety legislation and codes of practice.

When the premises are hired to persons outside the employ of the Governing Body, it will be a condition for all hirers, contractors and others using the school premises or facilities to be indicating that they are familiar with this policy, that they should comply with relevant requirements and procedures and that they will not without prior consent:

- introduce equipment for use on the school premises.

- alter fixed installations.
- remove fire and safety notices or equipment.
- take any action that may create hazards for persons using the premises or the pupils, staff and other members of the school community.

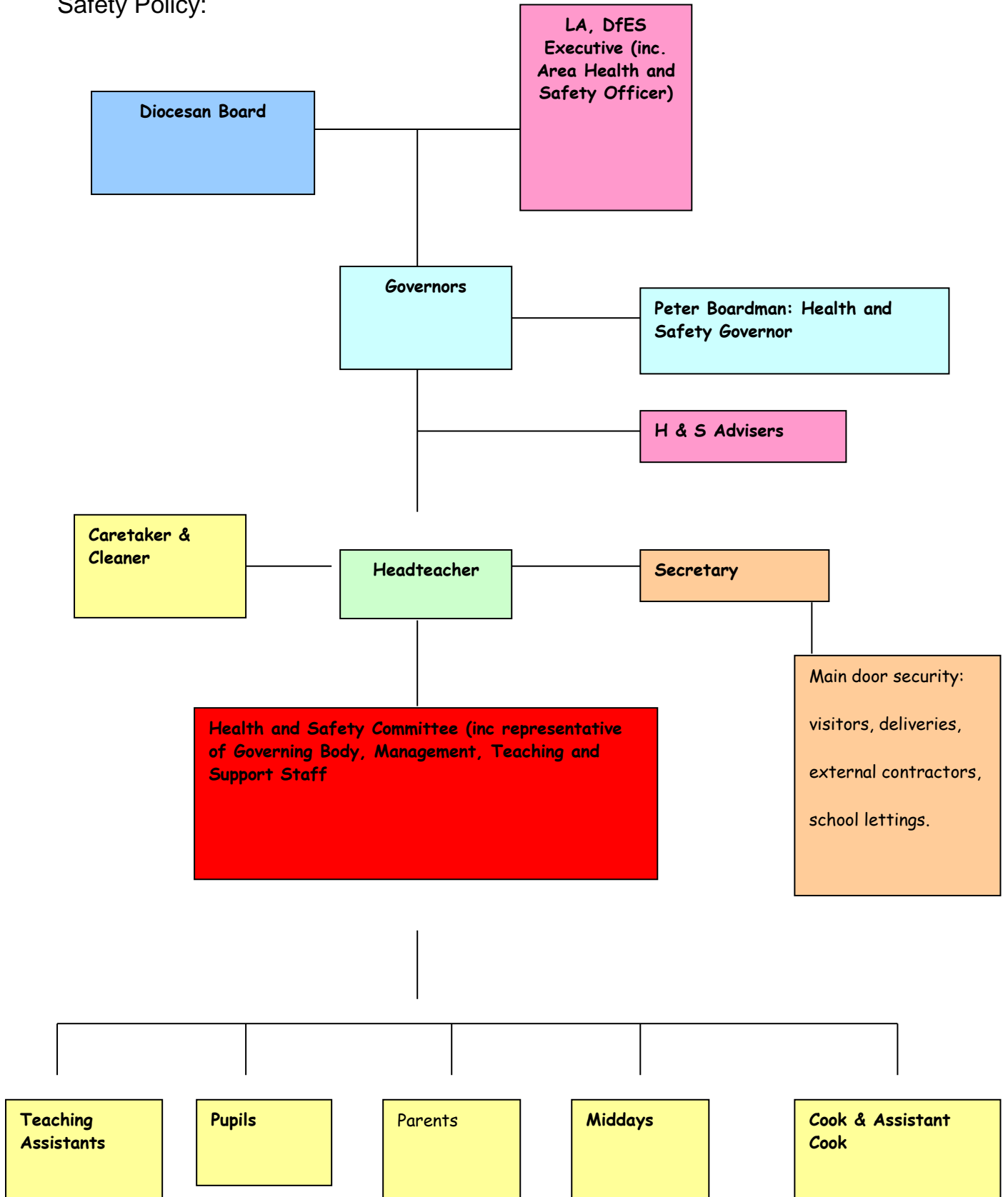
All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all other persons using the premises.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe the Headteacher will take such action as necessary to protect pupils, staff and other members of the school community from potential injury.

The Governing Body draws the attention of all users of the school premises, including hirers and contractors, to the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of the relevant statutory provisions.

# MANAGEMENT STRUCTURE

The flow chart below is a representative model of the way relevant persons meet, interact and work together to implement and monitor the Health and Safety Policy:





non teaching union representatives' views will be shared as and when necessary and representatives invited to meetings if deemed appropriate.

## **CODES OF PRACTICE AND SAFETY RULES**

In consultation with the Governing Body and taking account of the requirements of this policy statement the Health and Safety Committee will monitor and audit working practices. In consequence the committee may recommend codes of practice and methods or working so as to promote the observation of safety requirements in school.

From time to time the DfE, the LEA, DDBE, the Health and Safety Executive and other regulatory and advisory bodies will issue codes of practice on particular topics for the guidance of Governing Bodies and Headteachers who will normally incorporate such codes into their Health and Safety Policy and procedures.

## **EQUAL OPPORTUNITIES**

The principle of equal opportunities is fundamental to all elements of the functioning of this school, and is thus intrinsic to the Health and Safety Policy.

The promotion of a healthy and safe school environment and appropriate working practices will at all times be in the context of equal access to such provision irrespective of age, gender, race, sexual orientation, colour, religion, disability, ethnic or national origin or any other perceived differences.

## **ESTABLISHMENT AND REVIEW OF POLICY**

This policy has been developed through consultation and discussion. Its purpose is to provide a framework for the management of health and safety in the school. The policy will be reviewed on an annual basis to take account of relevant developments and changes. Major review of the policy will occur every five years to reflect potentially significant changes in legislation and practice over such a lengthy period.

## **MONITORING**

The Headteacher and Health and Safety governor will monitor the implementation of this policy reporting annually to the premises committee of the governing body. Monitoring will assess whether the practices outlined in the policy are being pursued effectively and safely and will determine whether safety standards are satisfactory.

Monitoring systems will include:

- carrying out and checking risk assessments
- annual COSHH (Control of Substances Hazardous to Health) inspection
- annual inspection of accident book and First Aid certificates
- annual check on option 1 inspections
- annual check on fire log

## **SPECIFIC INFORMATION INDEX OF GUIDANCE**

This 'Index of Guidance' contains a miscellany of information on health and safety arrangements in the school. The index supports the Health and Safety Policy by providing specific details on the practical application of appropriate systems and methods of working.

The 'Index of Guidance' draws on a variety of sources, including information supplied by external agencies such as the Health and Safety Executive and the Department for Education and Employment. In particular it reflects established school policy and notably the contents of the LEA's 'Health, Safety and Risk Management Guidance on the Derbyshire Extranet'.

The information is arranged alphabetically under the following headings:

Access Safety	Hazard Reporting
Accident & Incident Reporting	Health & Safety Committee
Adhesives	Glazing
Aerosols	Inspections & Testing
Animals	Manual Handling
Administration of Medicine	Mechanical Equipment
Adverse Weather	No Smoking Policy

Asbestos	Personal Protective Equipment
Boiler houses	Physical Education
Communicable Diseases	Public Entertainment License
COSHH	Risk Assessment
Contractors	Safety Signs & Notices
Crisis Management	Safe working Practices & Procedures
Display Screen Equipment	Safety Training
Electricity	Travel & Visits
Environmental Conditions	Violence at work
Fire & Evacuation Procedures	Visitors to School
First Aid Provision	

## **ACCESS SAFETY**

Pupils arriving or leaving school should always take care outside the school. The A57 is a very busy road at all times. The pedestrian crossing should be used

For parking arrangement refer to Staff Handbook.

## **ACCIDENT AND INCIDENT REPORTING**

The Head teacher or in her absence, a Senior teacher, is responsible for ensuring reporting procedures are carried out and for ensuring that the necessary form is completed in the case of reportable accidents.

The Administrator or Senior teacher in the first instance or another available member of staff will telephone the emergency services as required.

In the case of minor accidents to pupils and non-employees, the nearest available member of staff will complete the accident form which is kept in the school office which will be retained in school for the required number of years i.e. until that person leaves school.

The person responsible for health and safety will monitor accident records each term for trends in type or site and take appropriate action.

Parents will be notified in writing when a child has a bump on the head or receives an injury deemed to be significant. This notification should be logged in the accident book.

Staff should fill in the official accident book if they injure themselves at work.

The Governors will monitor accident reports as part of their annual inspections.



## **ADHESIVES**

Only PVA or water based glue should be used by pupils and in the classroom. Other glues used for cleaning purposes should be stored in a locked cupboard and should be listed in the COSHH handbook. Glue guns should not be used by pupils or in the classrooms.

## **AEROSOLS**

The use of aerosol sprays must be strictly controlled. Children must not use aerosol sprays under any circumstances. Fixative sprays and paint sprays may be used by staff only, and with care. They should be used outside the buildings only, and when pupils are not in the vicinity.

## **ANIMALS**

The governors have agreed that dogs are not allowed on the school premises or playing fields. In the event that vermin are suspected of being in the school the Environmental Health Department will be informed immediately to enable appropriate action to be taken.

The keeping of classroom pets (hamsters, gerbils, fish, etc) has positive implications for pupils who can derive considerable benefit from directly observing and caring for live animals. Common-sense care provision during school time must be paralleled by adequate arrangements at weekends and particularly at holiday periods where it may be necessary for pets to be taken out of school and cared for elsewhere. If children handle pets, staff must be completely satisfied there is no harm in so doing. In particular if pupils are involved in day to day care of animals appropriate precautions must be taken, notably the wearing of protective gloves if pet 'homes' such as cages or tanks are being cleaned. Appropriate arrangements must be taken to avoid animal odours affecting the school environment.

## **ADMINISTRATION OF MEDICINES:**

Please refer to the Medicines in school policy

## **ADVERSE WEATHER**

1. In the event of adverse weather conditions, the safety and proper supervision of the children is uppermost.
2. There is also need to ensure that members of staff who live a considerable distance from school are released at an appropriate time. Their departure will occur only when the number of children left in school can be adequately supervised by the teachers remaining in school.

### **ADVERSE WEATHER CONDITIONS IN THE MORNING, BEFORE THE BEGINNING OF SCHOOL:**

See Adverse Weather plan

### **ADVERSE WEATHER CONDITIONS ONCE THE CHILDREN ARE AT SCHOOL**

If a decision has been taken to close the school we will endeavor to inform as many parents as possible (by the text message service or telephone calls), and parents, (or a designated adult) may collect their child/children at any time.

Once they are collected, children should not return to the school premises. At no time before 3.30pm (the end of normal school time) will any children be released from the school premises on their own.

After 3.30pm, only children who normally walk home on their own or with older brothers and sisters will be released from school, if conditions make it appropriate. Otherwise, they and all other children will remain supervised in school until they are collected.

### **ASBESTOS**

Asbestos has been identified in school.

Refer to school guidance and safe working practices (red) file located in the red fire box in the school office.

## **THE BOILER HOUSE**

LA authorised personnel will carry out routine servicing/maintenance of the heating system. A 'Site Record' of servicing, maintenance and remedial work following malfunctions will be kept for each installation. School staff and governors whose duty it is to look after the heating system must be fully conversant with the general instructions and notes relating to the particular type of installation.

No material other than associated heating equipment should be stored in the boiler house. Access to boilers, pumps, control panels, valves and so on must be maintained at all times.

## **COMMUNICABLE DISEASES**

The guidance to be employed with regard to the control of communicable disease is in the form of a booklet produced by a Joint Working Group of Health Authorities and the County Council entitled 'A practical guide on the Control of Communicable Disease'. This booklet is kept in the school office.

If it is suspected a pupil may be showing early signs of an infectious disease the child, where possible, should be taken home or temporarily isolated in the care of a member of staff until parents can be contacted. On receiving confirmation of diagnosis of infectious disease the child should be excluded for the period of time recommended in the guidance.

Application of the guidance will be supplemented as appropriate by seeking advice from the Consultant in Communicable Disease Control at the Health Authority.

Education of children in the principles of personal hygiene in the event of an outbreak of infectious disease will be important. Assistance may be sought from the local National Health Service, and Health Promotion Unit as necessary.

## **CONTRACTORS**

All contractors must report to the school office or Headteacher on arrival and departure from school. This is to ensure that the Headteacher can make any necessary arrangements to ensure the safety of staff and pupils. See Education Health & Safety Manual and Personnel Services Handbook reference PO62 (Health and Safety Rules for Contractors Working on County Council Premises).

When contractors are working at the school, the Headteacher will liaise with the contractor and his/her supervising officer to make them aware of the school rules, any particular hazards that may be present and any temporary rules that apply during contractor's presence.

The Headteacher will ensure that all temporary rules, such as exclusion from the premises or parts thereof, are made known to all staff, pupils and visitors to the premises whilst contractors are working in the school.

## **COSHH – THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

The School safety governor will inform cleaning staff of any issues raised in COSHH assessments and action to be taken. They will report any training or action required to the Head teacher.

Toxic, flammable, corrosive, irritant and harmful substances should not be in school. Where their presence is unavoidable they should be kept in a suitable locked storage area.

For detailed information on COSHH regulations, procedures and assessments consult information in the Health, Safety and Risk Management Handbook. Completed Assessment Forms are kept in the COSHH Assessment Folder that is kept in the caretakers store, which is available for consultation as required.

## **CRISIS MANAGEMENT AND SECURITY**

1. The school has a **Critical Incident Action Plan**, which all staff must read and this forms part of our security policy.
2. The governors and Headteacher will carry out security risk assessments on an annual basis.

## **DISPLAY SCREEN EQUIPMENT**

The Code of Safe Working Practice on Display Screen Equipment is intended to provide guidance on the assessment and reduction of risks, minimum requirements for equipment and the working environment, along with information and arrangements to ensure the Health and Safety of users.

Users have a statutory entitlement to appropriate an eyesight test for display screen work.

VDU's should be set up and operated in accordance with the comprehensive guidance given in the Visual Display Units guidance booklet no. PCS/21/90. Repetitive strain injury (RSI) to muscles, ligaments and nerves of the hand and arm can be caused by the repetitive movements associated with intensive data input or typing. Staff should be aware of this type of injury and report any pain, discomfort, swelling.

A risk assessment in the form of an Ergonomic Survey should be carried out on an annual basis.

For detailed information on the Display Screen Equipment Code of Practice consult the relevant section in the Health, Safety and Risk Management Handbook.

## **ELECTRICITY**

The Electricity at Work Regulations 1989 are concerned with the prevention of danger from electric shock, electric burns and electrical explosion.

The Regulations require that only competent persons with relevant qualifications and technical knowledge should undertake electrical installation and repair work as appropriate.

Under DCC policy portable electrical equipment must be tested regularly, by a competent person used approved testing instruments. The test must be

indicated on the appliance and entered on a record sheet. Currently testing is required to be carried out every 12 months. A register of items tested is kept in the School Office.

Any electrical appliance should be checked visually before use. This should include checking of cables for signs of wear, damage and fraying. If a fault is apparent, the appliance should be removed from service into the office until inspected by a competent person and repairs carried out as necessary.

Extension leads – in general the use of extension leads should be avoided for permanent installations. Care should be taken to ensure extension leads do not trail across floors and walkways where they could pose a trip hazard. If extension leads are used from a winding drum ensure all cable is unwound from the drum before use to avoid overheating. Specific attention should be given to wires trailing from computers and other electrical equipment, particularly in classroom situations. Any trailing leads should be channelled through purpose-designed equipment.

Adaptors – the use of adaptors to enable two or more plugs to be supplied from one socket is not a safe practice and should be avoided.

For detailed information on electrical safety consult the relevant section in the Health, Safety and Risk Management Handbook.

## **ENVIRONMENTAL CONDITIONS**

Temperature – The Education (School Premises) Regulations 1981 give statutory weight to recommendations in respect of the temperatures that should be maintained in schools. The temperature in workplaces must be reasonable. 18C is the acceptable standard with a minimum of 16C. For PE in the Hall, 14C may be appropriate, having regard to warm-up sessions. Thermometers should be provided to enable staff to determine the temperature of their working conditions.

Lighting – Every workplace should have suitable and sufficient lighting.

Cleanliness – Standard expectations of cleanliness are now confirmed by a specific duty to keep a workplace, including furnishing and fittings, clean and free from dust.

Condition of floor and traffic routes – Floors and floor surfaces should not expose any person to risk and as far as possible should be kept free from obstructions or substances likely to cause slips, trips or falls. Holes, bumps or

uneven floors should be made good and until this happens hazards should be sufficiently guarded or marked conspicuously. Spillages should be immediately mopped up, covered or fenced off until steps can be taken to eliminate the hazard.

Windows – Open windows should not project outwards into areas where people may collide with them. Staff should not be required to stand on chairs or tables in order to open windows for ventilation purposes.

Doors – Doors should not be obstructed.

Welfare Facilities: Sufficient toilets and washing facilities should be provided, which are to be cleaned on a daily basis. An adequate supply of drinking water should be available, along with facilities to make a hot drink. Suitable provision should be made for taking breaks, eating lunch and for rest areas. Appropriate facilities should be available for staff's own clothing and provision for hanging/drying wet garments.

## **FIRE AND EMERGENCY EVACUATION PROCEDURES – GENERAL**

The Headteacher has responsibility for telephoning the emergency services. In her absence an available member of staff will be nominated to call the emergency services and all staff must know the procedure for this. Escape routes are signed and evacuation procedures instructions are displayed in each classroom, the hall and staff room. All staff must keep escape routes free from obstruction and flammable materials at all times.

Fire drills are carried out once per term in different parts of the building. In addition, lunchtime fire drills will be carried out at a minimum of once per year. It is the responsibility of the Head teacher to ensure these are carried out, to vary the routes used and to record them on record sheets kept in the School Office.

It is the responsibility of the Head teacher, in the first instance, and those staff in

charge of particular persons visiting the site e.g. parent helpers, contractors, maintenance staff, peripatetic teachers and relief staff etc. to ensure that those persons are made aware of emergency procedures.

All visitors and any parents remaining in School after 8.45 am are required to sign the visitor's book in the foyer on arrival and departure to serve as a register in the event of evacuation.

Fire doors throughout the school are clearly labelled and should be kept closed but unlocked.

All exit doors, including those specifically marked as fire doors, should not be obstructed, must be easily opened from the inside and must be kept unlocked when the building is in use.

Rubbish and combustible materials must not be allowed to accumulate and should be disposed of as soon as possible.

Regulations concerning control/storage of flammable liquids must be followed.

## **FIRE EVACUATION PROCEDURE**

In the event of a fire, the following procedure is to be carried out:

- **On discovering a fire you should raise the alarm immediately by smashing an alarm box situated around the school.**
- On hearing the fire alarm, all pupils will stand and form a line and the person in charge of the pupils will instruct them to leave the school by the nearest safe fire exit, **quickly and in silence** and assemble at the fire evacuation point which on playground.
- Children should be in registration group order; and staff will be handed their registers and check attendance.
- The Headteacher or Administrator will take the visitors' book and the pupil signing in/out book to the playground and check visitors'/pupil's attendance.
- Classroom assistants will stand with the class with whom they are working. The class teacher must account for classroom assistants who are working with their children.
- Kitchen staff will assemble in the playground too and the person in charge of the kitchen will account for them
- The Headteacher should check toilet areas on the way out from the building to ensure that no children are left behind.
- Members of staff must call their class registers and report to the Headteacher either that all pupils are present or report any missing pupils.
- On hearing the fire alarm, the school Administrator or in her absence Headteacher or senior teacher will immediately telephone the Fire Brigade



- The Headteacher is responsible for ensuring that termly fire evacuations are carried out; that the emergency lighting system is tested on a regular basis. All of the fire evacuations and emergency lighting tests must be formally recorded and a record will be kept in the Fire Safety folder.
- The Head teacher is responsible for ensuring that all fire extinguishers are in place where required and designated. Staff must report any missing equipment directly and immediately to the Headteacher.
- A set of playground and field gate keys are kept in a key safe on the kitchen wall to enable safe evacuation from the playground if necessary.

### **REMEMBER!! QUICKLY, QUIETLY AND SENSIBLY!!**

For further information on Fire and Evacuation procedures consult the relevant section in the Health, Safety and Risk Management Handbook.

### FIRST AID PROVISION

**All staff (teachers, support teachers and midday supervisors) have been trained in First Aid (3 Year Certificate) April 2019**

Three members staff are pediatric first aid trained in September 2017 and a further two in October 2019

**The designated First Aider is:** Lynn Elliott

#### **First Aid equipment/supplies:**

The main first aid kit is located in Classroom 4 in the labelled cupboard

The main supplies for restocking the first aid kits are located in the staff toilet opposite the school office. In addition first aid kits and portable first aid kits are available close to the disabled toilet for use on educational visits. First aid bags are taken into the playground each playtime.

The contents of First Aid kits should be in accordance with the guidance in the 'Health, Safety and Risk Management' Handbook. Such kits also include Personal Protective Equipment such as disposable gloves and plastic aprons, along with plastic bags for disposing of relevant items.

It will be the responsibility of the Designated First Aiders to ensure First Aid kits are checked regularly to ensure sufficient items are available and in usable condition. A list of items within should be provided for each kit, and conform to guidance in the 'Health, Safety and Risk Management Handbook'.

Educational visits: A portable first aid kit must always be taken on educational visits. It is essential that a qualified staff first aider is part of the adults on visits, especially in the case of extended residential events.

Qualifications: Members of staff must undergo basic training and/or obtain/renew First Aid qualifications.

Blood borne infections: Great care should be exercised when dealing with cases where infections carried in the blood such as HIV or Hepatitis B are present.

**Precautions must include:**

- always wear gloves. This is standard practice whenever dealing with blood or body spillages, but is especially important in cases where HIV or Hepatitis B may be present when substantial latex gloves should be worn.
- swabs or dressing contaminated with blood should be disposed of in double impervious plastic bags along with any gloves or aprons used. The bags and contents should be placed in the sanitary unit located in the disabled toilet.
- where blood has spilt on hard surfaces cleaning should involve the use of diluted sodium hypochlorite solution (1:10) that should be left on the affected area for 30 minutes and then cleaned up with paper towels that are then disposed of in double impervious bags that are incinerated. (deposit in the sanitary disposal unit in the disabled toilet)

**Other items:**

- soap and water and disposable drying materials should be provided for first aid purposes.
- individually wrapped moist cleansing wipes that are not impregnated with alcohol may be used for cleaning wounds.

- everyday cleansing wipes, which are not impregnated with alcohol, may be used for clean-up purposes only when the skin is not broken.
- a resuscitation device for protection of persons carrying out mouth-to-mouth resuscitation from contact with blood or bodily fluids will be available in school.
- the use of antiseptics for first aid treatment of wounds is not necessary.

For detailed information on First Aid provisions consult the relevant sections in the Health, Safety and Risk Management Handbook.

## HAZARD REPORTING

A book for reporting hazards is kept in the office. The Headteacher and caretaker will monitor the contents and take appropriate action. Staff should also verbally report any hazards to one of the aforementioned.

## HEALTH AND SAFETY COMMITTEE

The Premises Finance and Personnel Committee of the Governing Body include Health & Safety in its remit and accord it the highest priority. The Premises, Finance and Personnel Committee will act as the Risk Management Group for the School, receiving reports and ideas from all members of the School who are encouraged to take an active role.

The School staff has the right to choose a Trade Union representative as their Safety Representative and have therefore chosen to appoint Mrs. Elliott as the School Safety Representative. As Safety Representative she will be accorded all cooperation and assistance in the pursuance of his responsibilities and will receive copies of the Minutes of all Premises Committee meetings and the Minutes of all full Governors meetings relating to Health & Safety.

## INSPECTION AND TESTING

The underlying aim of a positive health and safety culture in the school is to prevent situations arising that pose a hazard of whatever degree. An established and cyclical pattern of inspection and testing will contribute significantly to achievement of this aim. In the course of a year this pattern should include the following:

#### Weekly

Inspection of First Aid provision. - Gil Davis  
Playground inspection.- caretaker

#### Termly

Evacuation practice. Lynn Elliott  
Visual inspection of electrical appliances. **CARETAKER**  
Under 5s mechanical play equipment check, (bicycles, tricycles, etc).  
Caretaker  
Ladders and steps – Caretaker

#### Annually

Inspection of entire premises by Health and Safety Committee  
Testing of portable electrical appliances, organised by the school business assistant (carried out by an approved provider).  
Testing of PE equipment. Organised by the school business assistant (carried out by LEA)  
Testing of fire appliances. Organised by the school business assistant (carried out by LEA)  
  
COSHH review. H&S Governor  
Risk assessment review. H&S Governor  
Health and Safety Policy review and audit. Headteacher & Gov

Records of the above processes will be kept in the School Office.

## **MANUAL HANDLING**

Staff must not attempt to lift or move anything they consider to be too heavy or awkward for them. If help is not at hand, the matter should be reported to the Head teacher. The Head teacher is responsible for providing manual handling equipment, where necessary. Special care should be taken when asking children to manoeuvre heavy objects. The members of staff should assess the risk in asking children to perform manual handling tasks.

The Governing Body expects that where any manual handling operation involves a risk of injury it should if possible be avoided or otherwise automated or mechanized. If this is not possible the School Safety Representative in conjunction with the Head teacher must carry out a Risk Assessment.

The Risk Assessments will be reviewed annually (minimum) or when relevant circumstances change by the School Safety Representative in conjunction with the Head teacher.

The Head teacher will provide adequate information, instruction and training to employees on the results of the Risk Assessments and a copy of a copy of the LEA's 'Lifting & Handling Aide Memoire' to all employees.

## **MECHANICAL EQUIPMENT AND TOOLS**

The provision of safe equipment and parallel monitoring of its safe use shall be a guiding principle of regulations regarding the above.

No work equipment should give rise to risks of health and safety irrespective of its age or place of origin.

All equipment must be suitable for the use for which it is intended, taking account of the location in which it is to be used.

All equipment must be maintained in efficient working order and in good repair. In this context 'efficiency' refers to how the condition of the equipment might affect health and safety, rather than productivity.

The regulations include any machinery, appliance, apparatus or tools that carry out a function at work. This refers to any items used by either staff or children, and thus could include scissors, paper trimmers, cooking equipment, glue guns, craft, hammers, drills, saws, compasses, steps, trolleys, PE apparatus, or Nursery outdoor play equipment, to name just a few.

## NO SMOKING POLICY

In accordance with the law in England smoking is not permitted anywhere in the school buildings. Smoking is also not permitted on any of the school's land. This also applied to the use of e-cigarettes. The above must be brought to the attention of hirers of the school premises, who must ensure the policy is adhered to for the duration of any letting.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

There is a legal duty under the Health and Safety Act to do everything reasonably practicable to ensure the health, safety and welfare of employees, children and others involved in the school. This includes provision of protective clothing and equipment as necessary. The Personal Protective Equipment at Work Regulations 1992 made such duties more specific, to parallel existing provisions regarding PPE in the COSHH Regulations.

The need for PPE with regard to curriculum matters is mainly relevant to the practical subject departments in secondary schools. However, there is a requirement for all schools for certain common provision, which is reflected in the information which follows:

- Children should wear protective aprons or something similar when using substances that may soil damage or contaminate clothing.
- Children should change appropriately for Physical Education, not only for ease of movement but also for reasons of hygiene, health and safety.
- Disposable gloves and aprons should be provided for first-aiders. A resuscitation device should also be available in school.
- Certain sections of staff, will need to wear overalls/aprons appropriate to tasks undertaken. This will apply to Kitchen and Caretaking/Cleaning employees and other staff as circumstances dictate.
- Gloves must always be worn when using chemicals such as cleaning solutions. Goggles will also be provided, for eye protection, to be used when handling chemicals as necessary.

For detailed information on PPE consult the relevant section in Health, Safety and Risk Management Handbook.

## PHYSICAL EDUCATION

Guidance on health and safety aspects of Physical Education is substantial, and relevant LEA documents should be consulted. The following important elements should be emphasised:

- All staff involved in PE must have an appropriate qualification.
- All children should change fully for PE activities, appropriate to the type of activity being undertaken. This is extremely important not only for health and safety reasons, but also with regard to personal hygiene.
- Loose items of jewellery must be removed for PE lessons children who wear sleepers or stud earrings must also remove these. If they are not removed parents must agree that sterile adhesive tape is used to cover their earrings for the duration of a PE lesson.
- All staff supervising swimming instruction must be fully conversant with the LEA Swimming Regulations prior to undertaking such activity.
- All staff undertaking outdoor education must be familiar with the LEA's guide on this subject.
- Freestanding goalposts must only be used in accordance with the guidance in the Health, Safety and Risk Management Handbook. This emphasises that such goalposts should be regularly inspected and maintained. In particular they must be properly stabilised and secured when in use.

For further information on health and safety in PE consult the Health, Safety and Risk Management Handbook, and the LEA guidance documents on aspects of Physical Education.

## PUBLIC ENTERTAINMENT LICENCE

The school does not currently hold a Public Entertainment License, but if there is a requirement for a license application would be made to the District Authority for a Public Entertainment License.

## RISK ASSESSMENT

The Management of Health and Safety at Work Regulations 1999 require every employer to make a suitable assessment of:

- The risks to the health and safety of employees to which they are exposed at work.
- The risks to the health and safety of persons not in employment which could arise from their connection or involvement in the employer's undertaking.

A risk assessment is defined as the identification of the hazards present in an undertaking and an estimate of the risks involved, taking into account whatever precautions are already being taken. It is a three stage process where firstly hazards are identified, secondly risks are evaluated and thirdly measures are implemented to control the risks.

Risk Assessments must be recorded using a standard Workplace/Activity Risk Assessment Form. Specific forms such as for an Ergonomic Survey, for Manual Handling or Display Screen Equipment may also be used. All Risk Assessment Forms are filed in the School Office.

Risk Assessments should be reviewed periodically and updated. This should occur as soon as deemed necessary as circumstances change, and dependent on the level of risk in a particular operation. The frequency of review should not normally exceed ten years. However, it is expected that monitoring of risk assessment status should form a natural element of the routine safety inspections carried out each term.

## **SAFETY SIGNS AND PLACARDS**

Notices regarding fire and evacuation, first aid and Health & Safety at Work are displayed in accordance with the regulations.

The Head teacher is responsible for ensuring that signs comply with the regulations and are not obstructed.

The Finance, Personnel and Premises Committee of the Governing Body will review this annually and monitor through its annual inspection.

## **SAFETY TRAINING**



The Head teacher will keep comprehensive Health & Safety training records for all members of staff.

The Head teacher is responsible for ensuring that all staff are suitably trained in all

relevant aspects of Health & Safety. This will take place one to one, at staff meetings or other agreed times with input from outside specialists as necessary.

The Head teacher will ensure that the School Health & Safety Policy and Health Safety & Risk Management Handbook are seen by all staff who must make themselves aware of their contents. These documents, which will be kept in the Head's Office, will also form part of the induction training of all new staff.

First Aiders and Appointed Persons will take refresher courses every three years.

## ***SAFE WORKING PRACTICES AND PROCEDURES***

### **i. Supervision of pupils:**

Refer to staff handbook issued to all staff employed at the school.

### **ii. Staff:**

Proper access equipment is provided and should be used where necessary to reach items on shelves and racks above eye level. Staffs are not to use chairs, boxes or similar items stored in this way, and must not climb up the face of cupboards or storage racks. In general, heavy objects should be stored low down to reduce the risk of injury from falling and handling.

When working alone in school staff should ensure that:

- someone knows they are in school
- they do not work at heights
- the school buildings are secured.

### **iii. Caretakers and Cleaners**

The cleaner in charge is responsible for using all cleaning chemicals in accordance with the manufacturer's instructions.

It is necessary to ensure that information, instruction and training, including safe working methods and COSHH assessments for

hazardous substances, are provided for all cleaning products used within the school.

The cleaner in charge must use these chemicals in accordance with this information, instruction and training.

Full product information, safe working methods and COSHH assessments have been provided for all products used within the school. These safe working methods and COSHH assessments are concluded to be suitable assessment to the risk to health if used in accordance with the instruction and training provided.

If alternatives to recommended products are used, then the cleaner in charge must make adequate COSHH assessment on all hazardous products before they are used. If not, the product must be disposed of.

The Caretaker/cleaner in charge is responsible for storing cleaning materials in a safe manner and ensuring they are locked away out of the reach of children. The

cleaner in charge's storage cupboard will be locked at all times during school hours. Cleaning materials will not be left in classroom or toilet areas.

#### **iv. Working at Heights**

The Caretaker/cleaner in charge will ensure that the following safe working practices are carried out when working at heights:

- Only specially designed access equipment will be used, ie ladders, steps and scaffolds.
- Regular checks must be carried out on all access equipment, to ensure its safety. These checks are to be recorded by the cleaner in charge.
- Access equipment must be long enough to reach the place of work, without the user having to over-reach in any direction. Only appropriate access equipment will be used, eg steps must never be used unless the legs can be opened to their widest extent.
- Only authorised persons should erect scaffolds. It is recommended that personnel should be trained in the safe erection and use of tower scaffolds and any other type of scaffold that may be used in school.

- If the Caretaker/cleaner in charge is working alone and does not have the correct equipment to carry out the required task, then he/she must inform the Headteacher immediately, who in turn will make adequate arrangements for the work to be carried out safely. (This may require a written risk assessment in some cases.)

**v. Caretaker's general duties and responsibilities**

The caretaker is responsible for the maintenance of floor surfaces to ensure that there are no tripping hazards or slippery surfaces. In the event of a floor surface becoming dangerous, it must be reported to the Head teacher immediately.

The caretaker is also responsible for the maintenance of fixtures and fittings, ie replacing light bulbs and broken door handles etc. When working with electrical systems, eg changing light bulbs, it is necessary to ensure that the electrical supply is isolated before carrying out any work. If there is doubt over any task, expert advice should be sought. The caretaker has delegated responsibility for the testing of the fire alarm call points. A record of this is kept in the Fire Procedures file. The caretaker is responsible for the boiler house. It must be clean and tidy and free of all flammable and combustible materials. Cleaning and servicing of electrical or moving parts must never be carried out without isolating first. A warning sign must be attached to the switches and equipment that are isolated, and if repairs are being carried out, the warning signs must remain until all repairs are complete.

All instructions issued for the boiler must be displayed on a wall adjacent to the system to which it refers.

Staff should notify the caretaker of any hazard which becomes apparent within their working area, and enter this in the hazard book

The caretaker makes regular checks on:

- lights/switches/13 amp sockets
- playground safety/security
- floor coverings
- self-closing doors/"Fingersafe"etc
- fire exits/fire exit signs/extinguishers
- windows/locks/hinges/handles etc.
- toilets/urinals flush

- dripping taps
- water temp/fuel level checks
- ladders/steps
- playground/fences/paths/driveway/car park
- dining tables/chairs
- handtools (caretaker's & DT)
- boiler room

and reports any defects to the Headteacher and a record is kept of this in the hazard book.

### TRAVEL/VISITS

Refer to School Journey and Visits Policy (Policy No. 56)

### VIOLENCE AT WORK

Refer to the Violence at Work Policy (Policy No.52)

### VISITOR CONTROL

Visitors must enter school by the Main Entrance.

If problems with visitors arise then the Headteacher or Senior Teacher must be sent for immediately.

All visitors for the school must report to the School office before proceeding to any other part of the school.

Visitors must sign the 'Visitors Book', entering the time of their arrival and wear the school's special visitors' badge.

Appropriate identification/validation procedures will be carried out by the office staff as necessary. In cases of uncertainty or difficulty the Head or Senior Teacher must be summoned immediately.

Before leaving school each school visitor must 'sign out' using the visitors' book placed in the school entrance.

In the event of an emergency evacuation the Headteacher School Business Assistant will have responsibility for taking the Visitors Book to the relevant assembly point and taking a roll call of visitors.

<b>November 2011</b>	Changes in staff require updating, change in Font
<b>November 2012</b>	Updates due to changes in staff and fire evacuation procedure
<b>October 2017</b>	Updates , staffing and use of school building changes
<b>October 2019</b>	Updates to change in use of rooms, no preschool, hall in use.