


HURST PRIMARY SCHOOL



Health & Safety Policy

Policy Reviewed: Autumn Term 2016

To be Reviewed: Autumn Term 2017

Signed: 

Dated: 24/11/2016

HURST PRIMARY SCHOOL

HEALTH & SAFETY & WELFARE POLICY

POLICY AIM

It is the aim of the Academy / School to prevent injuries and to protect the health and safety of their employees and those who may be affected by their activities. The Academy / School believes that meeting the commitments set out below is the most effective way of achieving this overall aim.

Policy Commitments

- Ensuring compliance with OHS legislation and other OHS requirements
- Improving the Academy / School's OHS performance
- Improving the Academy / School's management of OHS

The governing body aims, through the Head Teacher / Principal, to ensure the achievement of high standards of occupational health and safety within the school, and

- Recognises and accepts its responsibility for ensuring that the premises, all means for access, and any plant or substance in the premises or provided for use there, are safe and without risks to health and safety
- Will comply with all relevant health and safety legislation, adhere to policies, procedures, and arrangements to reduce and where possible prevent accidents, incidents and illness.
- Will encourage the co-operation of all users of the school to promote and develop measures which ensure health and safety of all employees, pupils, volunteers and other visitors to the premises
- Will monitor and review health and safety performance
- Will cooperate with the our advisors in any auditing or monitoring they may carry out of health and safety performance
- Strive for continual improvement of its performance in managing occupational health and safety,
- Will make all employees, contractors and other visitors to the premises aware of this policy and responsibilities arising from it
- Will facilitate and provide appropriate training for governors, employees, pupils and volunteers.
- Aim to involve children and teach them about health and safety to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives, and
- Will support the development of health and safety initiatives, and will ensure the maintenance of a documented management system to this effect

ROLES AND RESPONSIBILITIES

Governing Body

The governing body is responsible for ensuring that:

- the Head Teacher produces a Health and Safety policy, (this task can be delegated to a responsible person), for approval by the Full Governing Body and that this policy is regularly reviewed

- risk assessments of activities are undertaken and a written record of the assessments kept
- sufficient funding is allocated for health and safety
- regular safety inspections are undertaken
- a positive Health and Safety culture is established and maintained
- compliance to health and safety legislation is ensured.

This will be achieved by:

- the appointment of a health and safety governor
- monitoring by the Finance & Premises Committee
- receiving reports from the Head Teacher.

Head Teacher

The Head Teacher will be responsible for:

- the day to day management of health and safety
- ensuring effective communications on health and safety matters exist
- the implementation of the policy to ensure compliance
- ensuring that all staff are aware of the information contained in this document
- ensuring that staff are aware of the procedures laid down in this document, and of their own responsibilities to comply with them
- reporting to governors on health and safety matters
- providing equipment and articles adequate for their intended use, and ensuring they are correctly serviced and properly maintained
- ensuring hazardous substances eg cleaning substances, are properly used, stored and disposed of
- maintaining first aid and accident reporting systems that are suitable for the school
- bringing to the attention of the Governing Body any matter of health and safety that cannot be resolved or is of substantial or imminent danger to any person
- ensuring arrangements for fire safety within the school are adequate and that suitable arrangements are in place for testing and maintaining the fire alarm system, fire fighting equipment, emergency lighting and fire doors
- ensuring fire drills are carried out at least once per term and their results recorded
- ensuring there are adequate security provisions and procedures are provided and reviewed
- ensuring that adequate emergency procedures exist in relation to fire, gas leak, intruder and that there is a business continuity plan in place
- correct procedures being in place for educational visits
- ensuring the school has access to competent health and safety advice
- liaising with contractors to ensure an adequate exchange of health and safety information.

Deputy Head Teacher

The Deputy Head Teacher will also assume the duties of the Head Teacher. It is therefore important that the Deputy Head Teacher is fully conversant with all aspects of the health and safety policy.

Teachers

Each teacher will:

- follow safe working procedures
- give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required
- ensure that clear instructions and warnings are given to pupils verbally as often as necessary

- ensure that the classroom and other areas are tidy and good housekeeping procedures are followed
- report defects or hazards
- ensure all accidents, incidents and near misses within their area of responsibility are recorded in line with school policy
- ensure that each child within their responsibility at the end of the school day is dismissed in line with school arrangements.

Teaching Assistants

The teaching assistant is immediately responsible to the teacher whilst the class is in session.

Additionally, teaching assistants will:

- follow safe working procedures
- be familiar with the general and particular safety rules that apply to their area of work
- ensure all accidents, incidents and near misses within their area of responsibility are recorded in line with school policy
- ensure that the classroom and other areas are tidy and good housekeeping procedures are followed.

The Site Managers

The Site Managers will be responsible for ensuring:

- that all defects in the buildings and grounds are remedied promptly
- staff within their control are adequately trained or instructed to perform the duties for which they are employed
- that COSHH assessments have been carried out, are up to date, and the assessments sheets available to staff that need them
- risk assessments have been carried out on all hazardous activities undertaken by the premises staff eg using ladders
- undertaking regular checks of the fire alarm system and recording the result in the Fire Log Book
- regular safety checks of the school's grounds, including the outdoor play equipment take place.

All Staff

It is a requirement of the Health and Safety at Work Act that all staff should:

- be familiar with the health and safety arrangements in place and should comply with them.
- be made aware of this document and will be expected to comply with the procedures it contains at all times
- have a responsibility towards themselves and others for health and safety and should report any problems using school procedure. If necessary they must be prepared to take appropriate action themselves to remove hazards
- ensure that pupils in their care behave in a safe and proper manner, adhering to proper safety precautions, particularly in the handling of equipment or materials.

Other School Users

The following users should be made aware of relevant sections of the school's Health and Safety Policy:

- Contractors
- Voluntary workers
- Parents
- Pupils
- Other users of the site (hirers).

PRACTICAL ARRANGEMENTS

Accident Recording, Reporting and Investigation

- Any accident needing routine treatment in school is deemed a 'minor accident' and should be recorded either in the accident and incident book or pupil first aid record.
- If an accident is sufficiently serious that a first aider is not able to provide routine treatment, and a decision has been made for parents to be informed or an ambulance called, it is deemed to be a 'serious accident'. These should be recorded in the accident and incident book or pupil first aid record. Serious incidents / accidents must be reported by a member of staff to the Local Authority using the reporting function on MyView. If necessary, the cause of the accident should be investigated and recommendations to prevent recurrence made.
- When a child has injured their head, a yellow form needs to be completed and sent home with the child.
- Notifiable injuries under RIDDOR are declared to the Health and Safety Executive.

Administration of Medication

- Staff should not administer any medicines unless the standard form for issuing medicine has been filled in. The written authorisation must contain clear instructions about the dosage and time of the administration.
- As a general rule, medicines issued to children during school time should be restricted to pupils who suffer from a chronic complaint or medicines where there is a compelling need to administer short term medication for a serious complaint. Only medication prescribed by a doctor will be accepted for administration.
- The medicine is stored in a secure place in the medical room or medical fridge, if it is necessary to keep it cold.

Asthma

- Guidelines for dealing with an asthmatic attack are made known to appropriate staff.
- A record of all of the children in the school who have an asthmatic condition is kept.
- All inhalers are kept in the medical room.
- Supply teachers must be made aware of the children in the class with asthma.

Other Practical Arrangements - 'A to Z'

Animals in School

Refer to 'Animals in School' risk assessment.

Contractors on Site

Contractors on site are supervised by the Head Teacher or Site Manager, who is aware of the school's responsibilities regarding contractors. Checks are made for competence and insurance.

When using local contractors the school ensures that they satisfy the following:

- be capable of carrying out the work in a competent manner, either by qualification or experience
- can supply the resources to satisfactorily complete the job
- able to supply satisfactory references if required
- able to provide risk assessments as necessary
- has sufficient, and up to date Public Liability Insurance
- has an up to date and meaningful safety policy
- agree to abide by the school's safety policy and rules
- clearly state what work will be done, at what cost, and by when, in writing, before the work commences so that understanding and agreement can be reached.

Control of Substances Hazardous to Health (COSHH)

- The responsibility for carrying out COSHH assessments will rest with the Site Managers.
- COSHH data sheets will be kept in the Site Manager's office.
- Chemicals and cleaning chemicals are always stored in their own container with the original label and warnings showing clearly on the container.
- Any spillages are cleaned up at once.

Electrical Safety

- Any faults must be reported immediately. All appliances must be tested on a regular basis.
- Displays or decorations must not be suspended from light fittings.
- Only approved contractors will be used.
- Staff are instructed to visually check items of electrical equipment on a regular basis looking for signs of burning, damaged cables, loose covers etc.
- Staff are aware of the dangers of trailing cables and the overloading of extension leads and are forbidden to have trailing cables across walkways.

Fire Safety

- All staff including supply teachers are to be made aware of the school's fire evacuation procedures.
- All teachers are designated as fire wardens and will be responsible for the safe evacuation of their class.
- There will be an evacuation drill performed at least once per term, the outcome of which will be recorded in the Fire Log Book. The times of the practices will be varied to cover all times of the day.
- Fire evacuation procedures are displayed in all rooms. All staff must ensure that they are familiar with them.
- The fire alarm system is to be maintained by an approved and competent person on a regular basis, this is to include the emergency lighting system. All faults on the systems must be reported to the contractors immediately.
- Fire signs must comply with the current standards.
- Fire assembly points must be known to all.
- The lightning conductor is to be checked by a competent person to verify that it is in a satisfactory condition.
- All escape routes and fire exits are to be kept clear from any obstruction at all times.
- Fire fighting equipment is serviced annually and the date noted in the Fire Log Book.
- Combustible items must not be stored in the boiler rooms.
- The boilers must be inspected regularly.
- Smoking is not permitted anywhere on school grounds.

First Aid

(See above also)

- The school will endeavour to have at least 2 four day qualified first aiders. Where possible other staff will have received basic first aid training (eg EYFS staff).
- A list of the qualified First Aiders is displayed around school.
- First aid resources are kept in the medical room.
- Portable first aid kits are available, suitably stocked and taken on all off-site visits.

Flammables

There are no flammable materials on school premises.

Health and Safety Assistance

The school seeks the assistance of a health and safety adviser as necessary. The adviser provides advice and guidance and what the school needs to do to comply with that law.

Hazard and Defect Reporting

- All defects and hazards relating to the building or grounds should be reported immediately to the Premises Managers.
- The Head Teacher / Business Manager will be responsible for monitoring the progress on all items reported.

Inspections of the School

The school is inspected regularly by the Head Teacher / Maintenance Caretaker / Business Manager and Governor for any defects that could lead to an accident or ill health.

An accredited professional will complete a periodic inspection of the premises to advise on matters of health and safety.

Ladders and Step Ladders

- Where extending ladders are used instruction or training is received.
- Roof work, even retrieving balls, is not undertaken during windy or severe weather.
- There are sufficient step ladders or kick stools provided around the school to prevent staff from using chairs for access to high shelving or putting up displays.
- Staff are advised to get support from a colleague if using a ladder or stool as necessary.

Manual Handling

- All staff are made aware of the risks associated with manual handling. Manual handling includes lifting, pulling, pushing, moving and carrying.
- Where staff have to carry out regular manual handling operations then the appropriate level of training is provided.
- Where a manual handling assessment for a pupil is needed, it is likely that specialist assistance will be required.

New Staff

- New staff are subject to an induction by their line manager
- New staff are provided with a staff hand book.
- New staff are issued with the school's Health & Safety Handbook and are asked to sign to acknowledge and accept that they have read its contents.

Office Safety

- The office is checked to ensure that trailing cables from computers do not cause tripping hazards.
- A display screen assessment is carried out to ensure that the school's administrative staff are not exposed to risks from repetitive strain injury or work related upper limb disorder.
- There is adequate storage provided for files etc.
- Space on top of high cabinets, under the desks and open floor areas are not used for storage.
- The office floor, as much as possible, is kept free of delivery packages.

Off Site Visits

- The Head Teacher has responsibility for off site visits and ensuring procedures are followed at all times.
- Risk assessments are completed and documented for all off site visits. Where the visits are regular visits, such as to the church or swimming pool, the risk assessment is completed then reviewed each term or year as necessary.
- All LA or DfE guidelines are followed before any off site visits take place. All necessary documentation is completed before the visit takes place.
- Where activity providers are used then their competency is checked.
- First aid kits are always taken on the visit.

Pregnant Workers

- When a member of staff has become pregnant the Head Teacher is notified and an appropriate assessment carried out to ensure that the duties performed do not cause her, or her unborn child, any harm.

Risk Assessments

- Risk assessments are carried out by the school to comply with legislative requirements.
- Risk assessments look at the hazards encountered, who may be harmed by them, how they may be harmed, the control measures that are in place or need to be put in place. The findings of the risk assessment are brought to the attention of staff and the assessment reviewed and revised as necessary.
- A review takes place regularly but will also take place if there are changes that require it, such as building work being carried out.

Supervision Before and After School

- The school accepts no responsibility for children who arrive on the premises before 8.40am.
- Parents/carers are asked to make arrangements to collect their children promptly at the end of the school day (3.15pm).
- All teachers must ensure that each child within their responsibility at the end of the school day is dismissed in line with school arrangements including those children attending after school clubs.
- The supervision of the children in breakfast and after-school club are the sole responsibility of the company SchoolFriendClubs who have their own health and safety and risk assessment procedures.

Security

- We aim to make the school secure during the day.
- Access areas are not left open where this would allow unauthorised ingress.

Stress

Refer to Stress Risk Assessment.

Visitors

- Visitors, even regular visitors, contractors etc, sign the visitors' book at reception. The school issues badges for visitors.
- Visitors are referred to the 'Information for Visitors' text in the signing in book.
- Staff are encouraged to challenge politely anyone in the school they do not recognise who is not wearing a visitor's badge.
- Visitors sign out at the end of the visit.

Valuable Equipment

- All valuable equipment, over £50, is security marked and an inventory is compiled and maintained by the school office.

Personal property

- Staff are responsible for the security of their own personal items.
- Pupils are discouraged from bringing valuables into school.
- Parents are constantly reminded to identify pupils' clothing by securing name-tags to them.

Cash handling

- All cash is kept in the school safe. Cash is not stored on the premises for longer than necessary.

Use of Car Park

- The school car parks are for the use of staff and visitors only. They are not for the use of parents during school hours.
- Pedestrians should not use the car parks as an entrance to or exit route from the school, they must use the adjacent designated pathways next to the car parks.