



# Health & Safety Policy

## May 2015

TOGETHER WE

Inspire      Enjoy      Achieve



## **1 ORGANISATION**

### **1.1. The Governing Body**

The Governing Body of our School has overall responsibility for ensuring that the Health and Safety Policies of the LA and the School are adhered to. They will discharge this responsibility through the Head Teacher.

### **1.2. Management**

A tiered management system is in place to enable the Head Teacher to manage health and safety matters effectively. The Health and Safety duties of the Head Teacher and other staff will be written into their job descriptions. All concerns regarding health, safety and welfare must be reported and acted upon in accordance with this policy.

### **1.3. Responsibilities**

All teaching, non-teaching, supervisory and ancillary staff have day-to-day responsibility for ensuring that safe methods of work exist and are implemented. They will also ensure that Health and Safety Procedures are applied effectively to give personal leadership and to impart to their colleagues and to pupils an understanding that accidents can be prevented. All members of the School's community will be encouraged to participate in maintaining the safety and security of the site: Specifically:

#### **1.3.1 Head Teacher**

The Head Teacher is responsible for:

- (a) The definition, implementation and monitoring of the Health and Safety.
- (b) The health, safety and welfare of staff, pupils and visitors to the School.
- (c) Ensuring the safe operation of plant and systems, implementing advice or guidance issued by the Head Teacher, LA or Property Manager.
- (d) Obtaining approval and advice by Property Manager before undertaking or initiating any physical alterations to their premises.
- (e) Ensuring that effective emergency arrangements are in place for dealing with situations of imminent danger and the safe evacuation of the premises.

#### **1.3.2 Staff**

It is every employee's responsibility to:

- (a) Carry out their duties in a safe and responsible manner in accordance with the School's Health and Safety Policy and Procedures.
- (b) Co-operate fully on all matters relating to safe working practices and adherence to the Health and Safety Policy and Procedures and instructions.
- (c) Not to misuse or interfere with materials, equipment and practices provided.
- (d) Use materials, equipment and substances correctly, safely and in accordance.
- (e) Report any defective equipment, safety hazards or damage immediately.

- (f) Report all accidents, incidents, near misses, dangerous occurrences, ill health asap.
- (g) Take all reasonable practicable precautions to ensure the health, safety and welfare of all.

### 1.3.3 Governing body

The Governing Body must ensure that:

- (a) The School produces a Health and Safety Policy, devises appropriate attitudes amongst staff, pupils and other users of the premises.
- (b) The Head Teacher implements the School's Health and Safety Policy.
- (c) Good site management is practice and safe procedures adopted with a view to providing a safe working environment and promoting safety awareness.
- (d) Fire safety procedures are formulated, adhered to and regularly practiced.
- (e) Due regard is given to the financial implications of Health, Safety and Risk Management and to the allocation of adequate resources.
- (f) Regular Safety Inspections and Audits are conducted and the subsequent reports acted on.

### 1.3.4 Premises Health and Safety Committee

The School's Premises Health and Safety Committee will meet each term to discuss health and safety issues affecting the staff, pupils and visitors to the School. The date of the next meeting will be agreed at the end of each term's meeting and notified to the Governors and Staff. Minutes of the meetings will be forwarded to the Governors.

Membership

Head Teacher

Governor

Caretaker

First Aider

Safety Representative

Secretary

Specialists may be co-opted for particular meetings

The Premises Health and Safety Committee are responsible for:

- (a) Monitoring accidents, accident records and trends so that corrective action plans can be formulated.
- (b) Carrying out regular inspections of the School.
- (c) Examining inspections reports and other relevant reports submitted by the Safety Representative and assess any corrective measures required.
- (d) Examining Safety Audit Reports and initiating any proposed corrective actions.
- (e) Reviewing and developing safety rules and safe systems of work.

- (f) Considering reports and information from the LA and Health and Safety Executive.
- (g) Monitoring the adequacy of Health and Safety training for staff and safety instructions for pupils.
- (h) Monitoring the effectiveness of communication and publicity relating to Health and Safety in the workplace.
- (i) Providing reports to the Governing Body.

### 1.3.5 Visitors

All visitors to the School, including Governors, will sign in and out at the School Office and will be made aware of safety measures and emergency procedures on arrival. Hosts are responsible for ensuring that visitors are escorted from the building in the event of an emergency.

## 2. Arrangements

### 2.1. Health and Safety Objectives

In order to promote a positive safety culture within the School and to assist in the identification, control and management of risk, the Premises Health and Safety Committee will set health and safety objectives and performance standards for the School for approval by the Governing Body.

### 2.2. Inspections and Audits

The Premises Health and Safety Committee will carry out a thorough annual audit of the School's Health and Safety provisions. In addition, the Governor member of the Committee will make termly inspections to highlight concerns and assist in the identification, control and management of risk. Competent specialists will undertake inspections of plant and equipment.

### 2.3. Risk Assessments

All risks will be assessed, quantified and action taken to control or reduce the likelihood and/or severity of any consequential occurrence as far as is reasonably practicable and on the basis of quantified priority. The risk assessment process, which includes issues such as display screen equipment, control of substances hazardous to health (COSHH), and manual handling etc., will comply with published standards, Codes of Practice and/or Guidance provided by the LA.

Hazards and their associated risks will be recorded together with actions taken to control or reduce the hazard. Reviews of risk assessment will be carried out, in particular at the time of any changes to working practices.

Special consideration will be given to risk assessments in the light of the pupils, any young persons on placement and pregnant workers.

### 2.4. Fire Safety and Evacuation Procedures

- (a) Fire Evacuation

In the event of fire, evacuation of staff and children in accordance with procedures to the assembly point is the first priority.

Staff must not use extinguishers unless they have been trained to do so as use of the wrong type of extinguisher in an emergency could be extremely hazardous. Pupils and visitors must never be allowed to use fire-fighting equipment.

In the event of a fire, a continuous alarm will sound. All staff will immediately leave the building, escorting the children and any visitors or contractors, and assemble on the playground, facing away from the buildings. No one should re-enter unless authorized to do so by the Head Teacher.

There will be a fire evacuation practice drill each term. This drill will be overseen by a responsible person from a view of assessing if any improvements can be made.

*Please refer to the Emergency Fire Evacuation Procedures*

(b) Fire Risk Assessment

Fire risks in the school will be assessed and reviewed on a regular basis. This will incorporate any amendments required following any drill.

(c) Fire Prevention

- Rubbish, waste paper and other combustible materials must not be stored in boiler rooms or other heated places as they may spontaneously ignite.
- Flammable materials and substances must not be left near a heat source.
- Electrical equipment should be checked regularly for faults or damage and switched off when not in use.

Safe procedures must be followed in science, craft and technology lessons and other areas, which may be at an increased risk of fire.

(d) Smoking

Godmanchester Community Primary School is a “No Smoking” site.

(e) Firefighting Equipment

All portable fire extinguishers will be inspected annually by a competent contractor. Equipment will have an affixed label noting the date of the last inspection and the date, result and any action required will be noted on the firefighting equipment inspection log.

Fire blankets are available in the school kitchens and are also regularly inspected.

(f) Fire Alarm Testing

The fire alarm system will be tested regularly and the date, result and any action required will be noted on the fire alarm system log sheet. All fire alarm call points are numbered and all call points are to be tested .

(g) Emergency Lighting

Emergency lighting systems will be tested every term by the School and annually by a specialist maintenance engineer. The date, result and any action required will be noted on the emergency lighting system log sheet.

## **2.5. First Aid Provision**

### **(a) First Aid kits**

First Aid Kits are available in all areas and in the School Office.

A First Aid Kit is made available for groups taking part in activities off-site or away from easy access to first aid facilities of the Emergency Services.

First aid provision is made available for those using the School premises out of normal school hours.

### **(b) First Aiders and Appointed Persons**

The names of First Aiders and Appointed Persons are given to each member of staff. The names are also displayed on the staff notice board.

An Appointed Person is responsible for checking and replenishing the contents of the First Aid Kits.

### **(c) First Aid Room**

The School has a dedicated first aid room and the room provides a safe, quiet and comfortable place to keep a casualty whilst awaiting an ambulance, medical attention or collection by a parent/guardian.

### **(d) Medicine Chests**

A medicine chest is available and it's security is the responsibility of the HT & office staff. The medicine chest is locked and kept separate from the normal first aid facilities.

All parents are sent a letter regarding medication in School. All parents are responsible for ensuring any medication left at or with the School for their child remains within its use-by-date. If a child has medication that needs to be administered in School, the parents must provide a letter containing full instructions and the medicine must be in its original container with dosage instructions.

Whenever there is a risk of coming into contact with bodily fluids, protective disposable gloves must be worn. All first aid kits contain disposable gloves and a pair is available in each classroom.

### **(e) Sharps**

A Sharps box is provided for the safe disposal of needles.

Spitting and biting – sputum should be treated as for blood splashes and bites should be treated as for puncture wounds.

### **(f) Special Waste Disposal**

Waste contaminated by blood or bodily fluids must be placed in the yellow bags provided and labeled accordingly. The yellow bags will be collected separately from the School's general waste and incinerated.

## **2.6. Accident reporting procedures**

It is a legal requirement to record accidents and incidents occurring in the workplace and to report notifiable major injuries, diseases and dangerous occurrences.

Records and investigations provide useful monitoring information and help to measure the effectiveness of the School's Health and Safety Policy and Procedures. Accident information also provides evidence for insurance purposes.

All incidents and accidents must be reported using the County Council's Incident Report website. This responsibility that of School Office.

Paper copies of the completed information forms will be kept for three years and where the form is raised for an incident involving a member of staff, a copy will be retained in their personnel record.

Incidents and accidents and the outcomes of investigations will be reported to the Premises Health and Safety Committee and will be monitored to ensure the reoccurrence is avoided as far as possible.

## **2.7. Safety representatives**

A Trade Union may appoint Safety Representatives from amongst the workforce where it has one or more members.

The functions of a Safety Representative are to:

- (a) Investigate accidents, hazards and dangerous occurrences in the workplace.
- (b) Investigate complaints by staff and others about matters affecting their health, safety and welfare.
- (c) Make representations to the Head Teacher about matters arising from (a) and (b) above and on general issues affecting Health and Safety in the workplace.
- (d) Conduct inspections of the workplace at regular intervals.
- (e) Conduct inspections of the workplace if there has been a substantial change in the conditions of work, or if there has been a notifiable accident or dangerous occurrence.
- (f) Represent staff in consultations with enforcing authorities.
- (g) Receive information from the enforcing authorities.
- (h) Attend meetings of the Premises Health and Safety Committee in connection with any of the above issues.

## **2.8. Safety training**

- (a) Fire Safety

All staff will be instructed in general fire safety and evacuation procedures.

(b) First Aid

First aid training will be to the standard approved by the HSE and be delivered by an HSE registered organization.

(c) Induction

All new staff will receive an Induction briefing that includes details of Health & Safety procedures

(d) General Safety Briefings

All staff will be given health and safety update briefings on a regular basis.

(e) Lifting and Handling

All staff will be given instructions in correct lifting and handling techniques.

Training records will be maintained centrally and a copy retained on the employee's personnel file.

## **2.9. Waste disposal**

General waste will be collected in black bags for collection. Waste contaminated with bodily fluids must be placed in the yellow bags provided and kept separate from general waste. The yellow bags will be collected separately for incineration. Sharp boxes are also supplied for needles and will also be collected separately for appropriate disposal.

## **2.10. Playground Safety**

Playground equipment conforms to approved design standards and is constructed and installed in accordance with the standards. Equipment will be inspected and maintained on a regular basis and is compatible to the age, aspirations and capability of the children. Playground surfaces and surfaces surrounding play equipment are non-slip.

The children are supervised at all times by competent members of staff and a First Aider is always available.

## **2.11. Swimming**

The Governing Body and the Head Teacher will ensure that all swimming activities and the pool are properly managed and maintained and that:

- (a) Staff, teachers, lifeguards and pool carers, are suitably trained to an appropriately recognized standard; and are fully aware of their responsibilities.
- (b) Water hygiene standards are met and maintained by regular testing and recording of results.
- (c) Chemicals are stored, used and handled safely in accordance with the risk assessment and in compliance with the COSHH regulations.
- (d) All swimming activities, both teaching and recreational, are conducted within recognized safety standards for, supervision, life guards provision

and first aid. In addition, management controls are provided and maintained.

The Head Teacher will ensure that all staff who have responsibility for managing, operating or controlling the pool, including hiring and community use, and those who teach and supervise swimming, read and fully understand the requirement of the Operating Procedure and the Guidance Note.

*Please refer to the Normal Operating Procedure and Emergency Action Plan Provided by the Pool*

#### **2.12. Control of Substances hazardous to Health (COSHH)**

A risk assessment must be carried out of the use at the School of any substance that may be hazardous to health and appropriate steps must be taken to prevent or, where this is not reasonably practicable, adequately control exposure to any such substance.

In schools, hazardous substances are likely to be found in cleaners' store cupboards, practical class activities, swimming pools, playing fields (pesticides), and kitchen areas. The containers of any substance must be labeled appropriately and consideration must be given to any likely risk caused by any by-product of practical activity.

#### **2.13. Ceramics**

Ceramic materials are not usually thought of as dangerous but product, when dry, may be inhaled causing injury to health.

All products held for this activity must be appropriately stored, and in particular, attention must be given to any product that may be harmful to health.

Ceramic Kilns must be used in accordance with the safe method of working and kiln rooms must be lockable, with a self-closing door and appropriate fire resistance materials must be used in the kiln's construction. Fire extinguishers will be readily available and the kiln will be serviced by a qualified technician.

#### **2.14. School trips**

School trips and journeys will be conducted in accordance with the "Educational Visits and Journeys Policy and Guidance" issued by Cambridge County Council. Evolve system.

#### **2.15. School transport**

The School does not have its own transportation and staff is authorized by the Head Teacher to use their own vehicle in certain circumstances.

#### **2.16. Vehicle movement within the school premises**

Vehicle movement within the School's premises is restricted during the School day and contractors' vehicles are not allowed on site when the children are likely to be present. The School access gates are locked where possible.

#### **2.17. Contractors**

Contractors have duties to ensure that their work is undertaken efficiently and safely. The School buys in a Property Manager Service, which will project manage work on behalf of the Head Teacher.

The School will endeavour to ensure that all building and maintenance work is carried out during holidays or at weekends wherever possible. Work will not be allowed to commence unless the Head Teacher is satisfied that safety on the site will not be compromised.

Staff will be kept informed of the nature of work being undertaken and the reasons for contractors being on site. Any unsafe practice should be reported immediately to the Head Teacher.

#### **2.18. Work experience arrangements**

The School encourages work experience placements and each placement is allocated to a named member of staff during their Induction to the School.

#### **2.19. Safety rules**

Staff will be provided with safety guidelines relating to their particular teaching issues.

#### **2.20. Physical intervention**

The Governing Body and the Head Teacher are committed to ensuring that all staff deal professionally with all incidents involving aggressive behavior to ensure minimal risk of injuring to pupils and staff. The complex nature of behavior and background of some children means that staff must be aware and trained to deal with aggressive behavior. Staff who are likely to encounter the need to use restraint are given guidance and training in physical intervention.

*Please refer to the School Policy on the Use of Physical Intervention*

#### **2.21. Letting school premises to outside school hirers**

The School lets its premises to outside hirers and all external hirers are required to complete an application form for the hire of the School premises.

#### **2.22. Physical education**

Staff involved in teaching physical education have appropriate qualifications and training. The guidelines provided by the LA and established teaching practices and procedures are adhered to and the teacher will be trained to recognize and anticipate hazards and to prevent unsafe practices.

**Jewellery** – In line with a Cambridgeshire County Council directive children are discouraged from wearing necklaces, rings, bracelets etc. to school. Small studs necessary for pierced ears are acceptable. Parents are asked to provide

their child with a suitable container to store the ear studs that are permitted in school.

### **2.23. Musical instruments**

It is vital if musical instruments are to be shared that as high a standard as possible of personal hygienic procedures are operated.

### **2.24. Sun safety**

The School sends notes to parents on the need to provide sun hats for their children. In intense heat, children are moved to the playground with shade and the Hall doors are opened to provide additional protection. The length of time children play in the sun is monitored and restricted if necessary.

### **2.25. Lifting and Handling Goods**

Most staff are involved in the lifting and handling of materials and equipment as part of their normal working activities. Staff will be given instruction in correct lifting and handling techniques and should use the following guidelines:

- Survey the load and the environment where item is placed and where it is to be moved to – look for obvious problems and restrictions.
- Relax – tension can lead to a rigid, and damaging lifting technique.
- Position your feet close to the load and comfortably apart to aid balance.
- Bend your knees not your back and maintain your balance through the lift.
- Keep your back as straight as possible, maintaining your balance through the lift.
- Grip the load securely taking the weight in your palms, not your fingers alone.
- Lift using your thigh and calf muscles.
- Carry the load to its location keeping it close to your waist.
- Avoid jerky movements.

Handling also refers to continual repetitive movement and not just items to be lifted.

It is a requirement to ensure that any repetitive task is minimized and that where there may be continual repetitive movement, sufficient breaks are taken. It is essential that all staff consider performance of any activity and ensure that where operating procedures are in place, these are followed.

### **2.26 Display screen equipment**

There are prescribed minimum standards set for display screen equipment workstations and the health and safety of those who use the equipment as part of their normal work activity. The regulations do not apply to persons not at work i.e. pupils, however, many of the ergonomic arrangements would be considered good practice.

### **2.27 Site Officer**

The Site Officer undertakes a wide variety of tasks and is a vital cog in the School's management of health and safety. The Site Officer will be provided

with sufficient information and training to carry out their tasks competently, safely and without endangering themselves or others.

### **2.28 Electrical Safety**

Inspection, testing and monitoring will be carried out on a regular basis by competent persons and in accordance with the Regulations. The Head teacher will ensure that an up to date register of portable electrical equipment is maintained.

All staff can assist by visually checking that:

- Cables are gripped tightly where they enter the plug or equipment.
- Electrical sockets are not overloaded.
- Equipment is suitable for the job and the working environment.
- Faults are reported immediately and the equipment withdrawn from service and labeled as defective.
- Cables and wires do not cross walkways causing a hazard.
- Plugs and sockets are kept away from liquids.

## **3. Monitoring**

### **3.1. Arrangements**

The Governors and Head Teacher of the School will monitor the effectiveness of the Health and Safety Arrangements and their overall performance to ensure that:

- Physical controls are in place and working satisfactorily
- Staff are carrying out the functions allocated to them

### **3.2. Methods**

The methods of monitoring and checking performance include:

- Collecting accident/incident data for periodic review with the staff responsible.
- Inspections of the premises by members of the Premises Health and Safety Committee.
- Annual audit of the School's Health and Safety provision for the Premises Health and Safety Committee.
- Presentations of inspection and audit reports to the Premises Health and Safety Committee.
- A review of Health and Safety records and reports.
- A review of the maintenance plan and statutory maintenance reports (i.e. Efficiency of fume and dust extraction systems).
- Monitoring the hazards reported by staff, pupils, parents and others.
- A review of the risk assessments.
- Monitoring the minutes of the Premises Health and Safety Committee and the effectiveness of follow-up procedures.

- Actions arising from specialist LA Audit Reports and OFSTED Reports in relation to health and safety matters.

### **3.3. Reports**

The Premises Health and Safety Committee will present reports to the Governing Body regarding risk, monitoring procedures and serious concerns and incidents.

In addition, the Committee will inform Governors of any reports arising from visits or inspections by the Health and Safety Executive, Fire Authority or Environmental Health Office and any LA or DoE guidance or advice affecting local policy.

### **3.4. Safety specialists**

In order to maintain the health, safety and welfare of staff, pupils and visitors to the School, and to minimize the risks on the premises, the following assessments will be carried out:

- Maintenance Checks by Head Teacher (weekly)
- Site Checks by the Site Officer(daily)
- Grounds Maintenance Contractors
- Electrical Testing (annual)
- Fixed wire testing(every 5yrs)
- Fire Fighting Equipment (annual)
- Bell testing (monthly)
- Property Management Inspections
- Alarm System Servicing (annual)
- Equipment Security Systems

### **HEALTH AND SAFETY REPORTING STRUCTURE**

Health and Safety concerns should be communicated to the Head Teacher in order that the issue can be entered into the Site Officer work schedule and/or reported to H&S committee.

All incidents will be logged and reviewed.

The Site Officer/Head Teacher will check & Record (weekly Log) all maintenance and repair work.

The Site Management Committee will meet once a month on a Friday to consider all premises and Health & Safety issues, and will report to the Premises Committee of the Governing Body.

The Site Management Committee will consist of:

- Headteacher
- Site Officer
- Chair of Governors
- School Secretary

- Property Admin Manager

The School Health & Safety Committee will meet once a term to consider all matters raised by the staff.

Policy reviewed - May 2015.

Next review - May 2017

Signed ...Roger Coxhead..... Chair of Governors  
On behalf of the Governing Body  
Godmanchester Community Primary

Signed...Rod Warsap..... Head Teacher

Dated .....5<sup>th</sup> May 2015.....