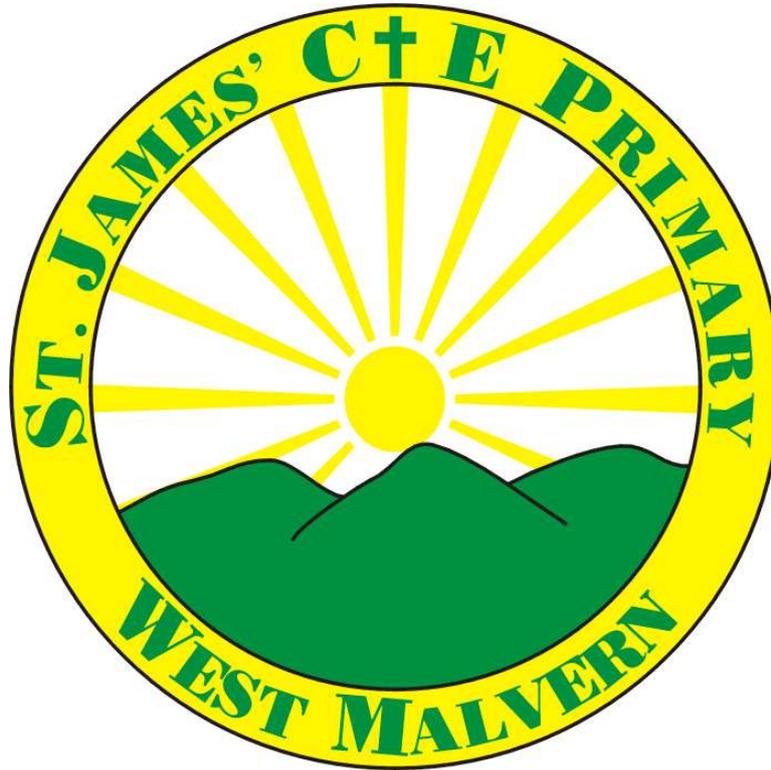


St. James' CE Primary School



Learning Together: Caring Together

Health and Safety Policy **(incorporating the School Safety Policy)**

Policy Reviewed: September 2017

Date Approved by Governors: 12th September 2017

Review Date: September 2018

St. James' CE (VA) Primary School

Safety Policy

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1. STATEMENT OF SAFETY POLICY

The Governors of **St. James' CE (VA) Primary School** recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- a) provide safe systems of work, plant and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;
- f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities.
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

No individual member of staff shall be required to undertake specific responsibility for any health and safety function without having first been consulted.

The Governors recognise the Statement of General Policy of Worcestershire County Council Directorate of Educational Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school, as laid down in the Directorate's Handbook of Safety Information.

The Governors recognise that it may, on occasions, be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Coordinator of Worcestershire County Council Directorate of Educational Services or such other persons as may be necessary.

The Governors recognise the need to ensure that sufficient funds are reserved for the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

- the Management of Health and Safety at Work Regulations 1999;
- the Control of Substances Hazardous to Health (COSHH) Regulations 2002;
- the Manual Handling Operations Regulations 1992
- the Provision and Use of Work Equipment Regulations 1998 and
- the Display Screen Equipment Regulations 2002.

Signed: _____ Headteacher

Date: _____

Signed: _____ on behalf of Governing Body

Date: _____

2. THE ORGANISATION

2.1 The Governing Body:

- a) Has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at **St. James' CE (VA) Primary School** (under sections 2 and 3 of the Health and Safety at Work etc. Act 1974).
- b) Has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the school under the Local Education Authority's Scheme for Financing of Schools.
- c) Has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 1994 unless the Local Education Authority has initiated the building work, in which case this will be their responsibility.

2.2 The Governing Body, through the Headteacher, is responsible for:

- a) Ensuring that the school's Health and Safety Policy is implemented, monitored and regularly reviewed and revised as necessary.
- b) Ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools.
- c) Monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.
- d) Advising the Head of Property Services and the Diocese of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- e) The safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- f) Ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- g) Ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- h) The adoption of safe working practices by staff and pupils, and by contractors on site.
- i) Acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

2.3 The Headteacher, through the School Business Manager, is responsible for:

- a) The implementation of the school Health and Safety Policy.
- b) Advising the Governing body of the need to review the School Safety Policy.
- c) The day to day responsibility for health and safety in the school.
- d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1999 in all areas of significant risk as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002; the Manual Handling Operations Regulations 1992, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- e) Ensuring that staffs receive appropriate health and safety training.
- f) Ensuring that the six-monthly safety audit required by the LA.
- g) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- h) Notifying the LA Health and Safety Coordinator of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the procedures laid down.
- i) Notifying the LA Health and Safety Coordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.
- j) Emergency procedures, including evacuation in case of fire or bomb threats.
- k) Ensuring that adequate provision is made for the administration of First Aid.
- l) Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- m) Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- n) Consultation with approved trade union safety representatives on any matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses (in accordance with procedures laid down in the LA's Handbook of Safety Information).

2.4 Teachers are responsible for:

- a) All matters of health and safety in their classroom.
- b) Bringing to the notice of the Headteacher any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their faculty, department or subject area.
- c) Having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- e) Ensuring that staffs have received adequate training on health and safety aspects of their specialist areas (especially where use of potentially hazardous equipment or substances is undertaken).
- f) Ensuring that necessary personal protective equipment (i.e. eye protection or protective clothing) is available and kept well maintained.
- g) Ensuring that any risks specific to their area of work are adequately assessed (e.g. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- h) Ensuring that relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

2.5 Other Teaching and Technician/Support Staff are responsible for:

- a) Ensuring that they are familiar with and comply with the School Safety Policy.
- b) Reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through the Headteacher.
- c) Cooperating with their employer (*Governing Body*) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974.

2.6 Caretaker/Cleaner in Charge is responsible for:

- a) Ensuring that he/she is familiar with and complies with the School Safety Policy. He/she should also be familiar with the LA's Safety Policy "Safety of Buildings" (published in the LA's "Handbook of Safety Information").
- b) Bringing to the attention of the Headteacher any problems or defects affecting the health and safety of any person on the school premises.
- c) Bringing the School Safety Policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).
- d) Ensuring that any staff under his/her direct control (i.e. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- e) Ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out).
- f) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction.
- g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises.
- h) Informing the Headteacher of the arrival (or expected arrival) of contractors for maintenance work.

- i) Informing contractors of any hazards that could affect their health and safety while working in the school.
- j) The safe use and maintenance of all plant and equipment and the safe use and storage of all materials used for that maintenance.

2.7 The First Aider/Appointed Person is responsible for:

Maintaining the First Aid box (es) in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately.

2.8 Safety Representatives (Appointed by Staff/Trade Unions/Professional Associations).

It is the duty of all members of staff to report any breaches of Health and Safety to the Headteacher for immediate action. If they are not satisfied with the action they should take the matter up with the Governor for Health and Safety.

3. THE ARRANGEMENTS

Access and Egress - All Fire Exits must remain clear at all times – it is the caretaker’s responsibility to check and rectify this. Paths and steps must be kept free of leaves, ice and snow. The designated snow clearing team will clear and salt the entrance drive, front and rear steps and, as far as practicable, the staff car park before the staff and pupils arrive in a morning. In the event of snowfall during the day it will be cleared by the caretaker or Headteacher from the entrance drive and steps. Salt and grit will be laid down to create a safer path to the main entrance to the school and down the steps.

Accident Reporting – there are 2 accident books: one for pupils and one for staff (both in School Office). All accidents, except the most minor, must be recorded. Head bumps must be notified, in writing, to the parent and any accident requiring further medical advice or treatment must be notified to the LA. Near misses should also be notified to the LA on form RIDDOR 3.

Blood-borne Diseases - Disposable gloves will be worn by all staff having to deal with spillages of body fluids, no matter how small, including class teachers, lunchtime supervisors and caretakers as well as first-aiders. The use of ice packs will be carefully considered and they will always be used inside a plastic bag to avoid cross contamination. Procedures as set out in the Handbook of Safety Information pp. 2.12 – 2.13 will be followed.

Building Repairs and Contractors - All builders and contractors must be offered the asbestos register and sign to indicate they have been offered this document when signing into school. During building work consideration will be given to ensuring that workmen and pupils are suitably segregated and that workmen have suitable and adequate facilities provided by their employer for the duration of the project. Regular liaison meetings between the contractor and the Headteacher will be set up to ensure that health and safety issues are regularly reviewed and addressed.
(See Handbook of Safety Information pp. 2.14 – 2.16).

Cleaning - All necessary precautions will be taken by caretaking and cleaning staff to ensure safe and correct working methods are followed (see Handbook of Safety Information Section 8, pp 220 - 223). Warning signs will be put out whenever there is a danger from wet and slippery floors.

Communications - Staff should report any problems or defects to the School Business Manager who will keep all records. In the event that the School Business Manager is not available and the matter is urgent, then a report should be made to the Headteacher.

Consultation (Staff/Trade Union Safety Representatives) - Under the Health and Safety (Consultation with Employees) Regulations 1996, ‘Staff Safety Representatives’ can be elected by staff, other than through a Trade Union, to represent them to the employer and sit on safety committees. They have the same rights to time off with pay for reasonable training and safety inspections as Trade Union safety representatives.

Display Screen Equipment (VDU's) - Handbook of safety Information 2.21- 2.23

Educational Journeys and Visits – The school adopts the guidance given in the WCC Folder ‘Off Site Visits, Field Studies and Outdoor Education Guidelines’. The school has a trained EVC.

Fire Alarms - This is sounded weekly by the School Business Manager and this is recorded in the Fire Log.

Fire Appliances - These are tested annually by the relevant body.

Fire Evacuation and Fire Drills - These are held twice termly. At least 1 fire drill per year will be at lunchtime and one will have a supposed fire in the central area to ensure that alternative routes are familiar. These are recorded in the Fire Drill Book. In the event of a fire, the alarm will be sounded and the Fire Brigade will be called. An evacuation procedure, practiced regularly in the fire drills, will be followed whereby designated staff are responsible for the evacuation of their area of the building. At the assembly point, a roll call will be taken, including any visitors to the school, and the results reported to the person in charge. Nobody under any circumstances will be allowed to re-enter the building once it has been evacuated until given the all-clear by the fire brigade (Handbook of Safety Information p. 2.40).

Fire Prevention - All staff have a duty to maintain a safe working environment. St. James' is a non-smoking school and this applies to all areas of the school and its grounds. All fire exits will be kept clear of furniture and rubbish to ensure escape from the building is not impeded. Combustible and flammable material will be stored appropriately. Notices giving the action to be taken in the event of fire will be prominently displayed in all rooms and circulation areas, and fire check doors will be kept closed at all times (Handbook of Safety Information pp. 2.41 – 2.42).

Fire Risk Assessment - This is carried out and updated in the Summer Term by the Headteacher annually and reported to Governors.

First Aid - There are at least 4 trained First Aiders and 1 appointed person. All school visits should be accompanied by at least one person trained in First Aid and the school should never be left without the appropriate cover.

Good Housekeeping - All areas of the school will be tidied regularly (at least each half term). Classrooms and other areas should be kept clear of clutter and unused equipment. At the end of the Summer Term all surfaces should be cleared and bookcases and cupboards emptied in order that they can be moved for cleaning.

Hazardous Chemicals - The Caretaker is responsible for maintaining up to date COSHH risk assessments.

Information/Publications - All Health and Safety documentation can be found in the School Office.

Lifting – Staff should not be asked to carry any item that is unduly heavy or cumbersome. Where necessary staff should use their judgement as to whether it is safe for them to move an item or whether further help is required.

Medicines - this is covered by the 'Managing Medicines in School Policy'. Medicines are kept in a locked cupboard in the School Office or in the fridge. Only prescription medicines will be administered to children following a discussion with the Headteacher and the appropriate form filled in. This is kept in the School Office. Parents are welcome to come and administer medicine to their children if they so wish. Under no circumstances will staff administer non-prescription medicine of any kind.

Monitoring - the Safety Audit is carried out every term by the School Business Manager or Headteacher and the Governor with responsibility for H&S. The Headteacher monitors both incident books and accident books each half term (minimum).

Near Misses - These should be reported to the Headteacher and then to the LA through RIDDOR 3.

Off Site Visits - These should be in accordance with WCC Offsite Visits Manual, found in the School Office.

Physical Education – See separate risk assessments.

Playground Safety and Supervision - See separate policy.

Portable Electrical Appliance Testing - carried out annually, records kept in School Office.

Public Performances - Public performances usually take place in St. James' Church and the Village Hall. When they do take place in the school the number is limited to eighty in (this includes the children themselves) (Handbook of Safety Information pp. 2.71 and 2.90 – 2.92).

Reaching High Places – Under no circumstances should staff or pupils climb on chairs, tables or other items of furniture for any reason. Step ladders and Library stools are kept throughout the school and MUST be used.

Record Keeping - Records on boiler repair, fire alarm tests, fire drills, fire appliances, machinery, inspections and portable electrical appliances are filed in the School Office.

Reporting –

Headteacher - This forms part of the Headteacher's report to Governors.

Governors – H&S is currently monitored by the FGB through the H&S governor.

Risk Assessment - This should be the basis of all school activities. It should be clearly understood that it is not possible to eliminate risk, but to minimise it through careful management of all perceived hazards. Risk assessments should be attached to medium term plans, generic risk assessments are in place where appropriate and all off site visits will have a RA specifically undertaken.

Safety Inspections – These take place twice yearly with the School Business Manager or Headteacher and Governor responsible for H&S.

Security - Offices are apart from the rest of the school, and can only be entered when the correct code is entered into the door keypad or key. Likewise, the part of the school building where the children are, can only be entered by staff who know the code. All visitors report to the main entrance and ring a bell for attention. They are then asked to sign the Visitor's Book on their arrival and departure. Offices and the main internal door are securely locked at all times (Handbook of Safety Information pp.2.78 – 2.89)

Slips, Trips and Falls - Removal of clutter, clearing up of spills and maintaining free pathways through classrooms will help to minimise these. Children and staff should wear shoes that are appropriate. High heels and open toed sandals can cause particular risks.

Swimming – Please read our Swimming Policy.

Training/Induction - The Headteacher has underdone County training for Health and Safety and Risk Assessment, along with the governor responsible for Health and Safety. The Headteacher attends relevant courses to be updated. New staff are inducted in Health and Safety issues on their first day of employment.

Vehicles - The car parking area is away from the main playground. No vehicles are allowed to enter to leave the school parking area when children are entering school in the morning and leaving in the evening i.e. between 8.30 and 9.00am in the morning and between 3.10 and 4.15pm. The main gates are closed between 9.00am and 3.00pm to discourage the use of cars up the drive.

Violent Incident Reporting – By means of the incident logs in each classroom and the Accident Book. The Headteacher must be informed *immediately* of any such incidents.

Working Alone – This is unadvisable and if unavoidable the main front door should be locked.

Work Life Balance – The Governors recognise the need to keep a healthy work life balance for all members of staff, whilst recognising that as with all professions there are times that are more stressful than others. Teachers are required to work 1265 hours each academic year and will need to undertake other professional duties in excess of this as laid out in the School Teachers Pay and Conditions document. To ensure that work load is not excessive the Headteacher keeps a record of directed time worked; this includes after school clubs and staff meetings. Planning has been reduced so that teachers are only required to have a teaching sequence for all subjects at the beginning of each half term, rather than detailed planning.

Work Experience - Students undertaking work experience will undergo H&S induction from the Headteacher on their first morning.