

# Much Marcle C E Primary School

## Health and Safety Policy

<b>Dates</b>		
<b>Written</b>	<b>Review</b>	<b>Reviewed by</b>
January 2014	January 2016	JW/LH

## **MANAGEMENT GUIDELINES FOR CREATING A MODEL SCHOOL HEALTH AND SAFETY POLICY**

Main legislation addressed –

Health and Safety at Work Act 1974

### **SUMMARY**

In community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units the employer is the Local Authority (LA).

In foundation schools, foundation special schools and voluntary aided schools, the employer is usually the governing body.

Legislation requires that every employer who employs five or more people writes a health and safety policy and ensures that it is brought to the attention of all their employees. All schools are required to produce a local health and safety policy that takes account of and is consistent with the County Council's policies. This policy will be specific to the school as it will contain information on who will do things and how.

The policy will address three main areas:

- Section A Statement of Intent
- Section B Means of organisation
- Section C Procedures and arrangements for implementing the policy

This policy will be reviewed for its effectiveness by the governing body annually in the summer term.

## **HEALTH AND SAFETY POLICY**

### **STATEMENT OF INTENT**

#### **INTRODUCTION**

The governing body believes the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

1. Preventing accidents and work related health.
2. Compliance with statutory requirements as a minimum.
3. Assessing and controlling risks from curriculum and non-curriculum work activities.
4. Providing a safe and healthy working and learning environment.
5. Providing effective information, instruction and training.
6. Consulting with employees and their representatives on health and safety matters.
7. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
8. Ensuring adequate welfare facilities exist throughout the school.
9. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
10. Trade Union Safety Representatives play a valuable role and the governing body recognises the mutual benefits that will arise from supporting their work.

Our Health and Safety Governor will ensure the above commitments can be met. All governors, staff and pupils will play their part in its implementation.

#### **ROLE OF THE LA**

The governors recognise the Statement of General Policy of Herefordshire Children's Services, together with its organisation and arrangements, and undertake to comply with its requirements and procedures in so far as they are relevant to the school in respect of maintaining safe and healthy places of work for the staff and pupils of the school, as laid down in the Department'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 Co-ordinator of Children's Services or such other persons as may be necessary.

## **ORGANISATION**

### **INTRODUCTION**

In order to achieve compliance with the governing body's Statement of Intent the school's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management is attached at Appendix 1.

### **THE GOVERNING BODY**

The governing body has the responsibility to ensure that:

1. A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
2. Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
3. Persons have sufficient experience, knowledge and training to perform the tasks required of them.
4. Clear procedures are created which assess the risk from hazards and produce safe systems of work.
5. Sufficient funds are set aside with which to operate safe systems of work.
6. Health and safety performance is measured both actively and reactively.
7. The school's health and safety policy and performance is reviewed annually.

### **THE HEADTEACHER**

The Headteacher supports the governing body by ensuring that:

1. This policy is communicated adequately to all relevant persons.
2. Appropriate information on significant risks is given to visitors and contractors.
3. Appropriate consultation arrangements are in place for staff.
4. All staff are provided with adequate information, instruction and training on health and safety issues.
5. Risk assessments of the premises and working practices are undertaken.

6. Safe systems of work are in place as identified from risk assessments.
7. Emergency procedures are in place.
8. Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
9. Records are kept of all relevant health and safety activities, eg assessments, inspections, accidents etc.
10. Arrangements are in place to monitor premises and performance.
11. Accidents are investigated and any remedial actions required are taken or requested.
12. A report to the governing body on the health and safety performance of the school is completed annually.

#### **1<sup>THE SCHOOL HEALTH AND SAFETY CO-ORDINATOR</sup>**

He/she is responsible for:

1. Co-ordinating and managing the risk assessment process for the school.
2. Co-ordinating the termly general workplace monitoring inspections and performance monitoring process.
3. Making provision for the inspection and maintenance of work equipment throughout the school.
4. Keeping records of all health and safety activities.
5. Advising the headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
6. Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
7. Carrying out any other functions devolved to him/her by the governing body.
8. Unsafe conditions being reported and dealt with to agreed timescales.

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<sup>1</sup> The Health and Safety Co-ordinator must be a senior member of staff.

## **TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY**

This includes Deputy Headteachers, Curriculum Co-ordinators, Administrative Assistants, Technicians and Caretakers. They must:

1. Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the headteacher for the application of the health and safety procedures and arrangements.
2. Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the headteacher or the school health and safety co-ordinator.
3. Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
4. Resolve health, safety and welfare problems that members of staff refer to them, or refer to the headteacher or manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
5. Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
6. Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
7. Ensure all accidents are investigated appropriately.
8. Include health and safety in the annual report for the headteacher.

## **SPECIAL OBLIGATIONS OF CLASS TEACHERS**

Class teachers are expected to:

1. Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
2. Follow the health and safety procedures applicable to their area of work.
3. Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
4. Ensure the use of personal protective equipment and guards where necessary.

5. Make recommendations to their headteachers or head of department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
6. Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
7. Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
8. Report all accidents, defects and dangerous occurrences to their headteacher or designated line manager.

### **SCHOOL HEALTH AND SAFETY REPRESENTATIVES**

The governing body and headteacher recognise the role of health and safety representatives. Health and safety representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the headteacher or governing body.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, deal with any problems that need further action or a review of procedures.

### **OBLIGATIONS OF ALL EMPLOYEES**

Apart from any specific responsibilities which may have been delegated to them, all employees must:

1. Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees, all pupils and other persons.
2. Observe all instructions on health and safety issued by the LA, school or any other person delegated to be responsible for a relevant aspect of health and safety.
3. Act in accordance with any specific H&S training received.
4. Report all accidents and near misses in accordance with current procedure.

5. Co-operate with other persons to enable them to carry out their health and safety responsibilities.
6. Inform the headteacher of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
7. Inform the headteacher of any shortcomings they identify in the school's health and safety arrangements.
8. Exercise good standards of housekeeping and cleanliness.
9. Know and apply the procedures in respect of fire, first aid and other emergencies.
10. Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

## **PUPILS**

Pupils, in accordance with their age and aptitude, are expected to:

1. Exercise personal responsibility for the health and safety of themselves and others.
2. Observe standards of dress consistent with safety and/or hygiene.
3. Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
4. Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.



## **PROCEDURES AND ARRANGEMENTS**

In compiling this health and safety policy governors have referred to other relevant documents.

References to relevant documents are included using the following abbreviations:

HSI – Handbook of Safety Information – 1998 (Red Book)  
LMS – Scheme for the Local Management of Schools – 1994 (Grey Book)  
These can be found in the Office

HW Health Protection Team – CIW – Control of Infection in the Workplace 1993  
HCC – OE/GGP – Outdoor Education – Guidelines for Good Practice.  
These can be found in the Health and Safety file

Where such reference is given, it should be taken that the provisions of the document or documents referred to form part of this health and safety policy.

Points specific to Much Marcle School are included under each heading.

### **ACCIDENT REPORTING, RECORDING AND INVESTIGATION**

Accidents and near misses will be recorded in the accident book in the school office. Any patterns or links to areas or specific apparatus, equipment etc will be investigated and appropriate action taken. The accident book will be monitored by the Safety Officer and the governing body.

### **ACCESS AND EGRESS**

Reasonable steps will be taken to clear ice, snow and leaves etc in order to prevent the obstruction of all exits.

### **ACCIDENT REPORTING**

HSI PP 13-15 (especially sections 1.2.1. and 1.2.2)  
Minor injuries must be recorded in the accident book, which is kept in the office, by the person dealing with the injury. Injuries requiring a visit to hospital should be recorded on Pink Form No A/S (Rev. 89). The form should be sent to Hereford via the Green Bag and a copy should be kept in the central records.

### **ALLERGIES/EPILEPSY**

It is up to parents to notify staff of any severe allergies or epilepsy. Training will then be provided by the school nurse.

### **ASBESTOS**

The headteacher is responsible for the Asbestos Log Book which is kept in the school office. Any contractors will have sight of and complete the log book prior to starting any work on the premises. Staff are instructed not to drill or affix anything to walls, ceilings etc without first obtaining approval from the headteacher. If any doubts remain regarding the presence of asbestos, the LA will be contacted.

## **AUDIT**

The governing body with the headteacher are responsible for completing the Primary School Safety Audit.

## **BEHAVIOUR MANAGEMENT/BULLYING**

All staff and pupils are aware of the school rules in relation to behaviour and conduct. The school's policy in relation to this area is detailed in the Anti-Bullying Policy and Behaviour Management Policy.

## **BLOOD-BORNE DISEASES** (See also First Aid)

HSI, p18 and HWCC – CIW

All staff are instructed to wear gloves for all First Aid. Gloves can be found by the First Aid Box in the First Aid Room.

## **BUILDING REPAIRS AND CONTRACTORS** (Including extensions and new buildings)

HSI pp 19-20

The headteacher will liaise with the contractor supervisor to exchange health and safety information and agree safe working practices, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractor's working methods and how staff should report concerns and who to.

## **CLEANING AND CARETAKING**

HSI p220 and pp22-223

Cleaning in school is carried out by the Cleaner in Charge and a cleaner. The Cleaner in Charge should ensure their own health and safety and that of all others using the buildings while undertaking cleaning duties.

## **CURRICULUM SAFETY** (Including out of school learning activities)

Risk Assessments are available for all relevant aspects of the curriculum including Science, Design and Technology, PE etc. These are located in the RA File which is kept in the office.

## **DISPLAY SCREEN EQUIPMENT (VDUs)**

HSI p51 HWCC – DSE/GP and HWCC – DSE/IU

All staff should be aware that continued use of VDUs could cause postural fatigue, visual fatigue and the possibility of a potential epileptogenic effect.

*(See BCC Health and Safety Manual – Section D, work station risk assessments, arrangements for eyesight testing, how to report health concerns and to whom, advice on maximum time to be spent on VDU without break.)*

## **ELECTRICAL EQUIPMENT** (fixed and portable)

*Refer BCC Health and Safety Manual – Section O*

Inspection and testing of portable electrical equipment is carried out by a qualified person. This is undertaken on an annual basis. All equipment is made available including all DT equipment, stage lighting, sound systems etc. Everything used in school must be tested. Any faults or equipment found to be defective by any person should not be used and should be reported to a senior manager immediately. Records of inspection and testing are kept in the office.

## **EMERGENCY LIGHTING**

The headteacher is responsible for monthly testing of the emergency lighting.

## **FIRE ALARMS**

HSI p28

The headteacher /deputy headteacher is responsible for testing the fire alarms weekly and a record of each test should be kept in the school test book to be found in the school office. All deficiencies should be noted and immediate remedial action taken.

## **FIRE APPLIANCES** (Extinguishers and Hose reels)

HSI p28

The headteacher/deputy headteacher should visually inspect Fire Extinguishers and any defects are to be rectified as soon as possible. The local Fire Officer makes an annual inspection and a record of his visit is kept on each fire appliance.

## **FIRE EVACUATION AND FIRE DRILLS**

HSI p29

The headteacher should carry these out half termly. A record is kept in school.

## **FIRE PREVENTION**

HSI p29

All staff are responsible for keeping their areas tidy – rubbish and waste materials should not be allowed to accumulate.

All fire doors must be unlocked whilst persons are on the premises. Fire notices detailing action to be taken on the raising of the alarm should be prominently displayed in each occupied room.

## **FIRST AID**

HSI, pp 32-34 and HWCC – CIW

Jo Park and Bryony Jenkins have First Aid at Work qualifications

All current staff have received epi-pen and anu-pen training.

Gloves must be worn , whenever blood or other body fluids are involved.

A First Aid Box is kept in the First Aid Room and in the Kitchen.

All accidents and near miss accidents to pupils must be reported in the school's minor pupil accident book.

A pupil accident form should be completed and returned to the School's Health and Safety Service within 3 days for more serious accidents involving

- Fractures or suspected fractures
- Hospital or other medical treatment
- Head injuries giving rise to concern
- Defects in premises, equipment or furnishings

Accidents involving very serious injury or death must be notified to the School's Health and Safety Service on 01432 260860 immediately by telephone.

Schools should retain all accident books and copies of accident forms for at least 5 years after the last date of entry.

Telephones are available for emergency calls at all times by dialing 9-999 or 9-112. The post code for the site is HR8 2LY.

### **FLAMMABLE SUBSTANCES**

HSI pp 36-37

All flammable substances must be kept in fire proof storage.

All displays should be kept away from light fittings or other heat sources.

### **GROUNDS MAINTENANCE**

Grounds Maintenance is currently carried out by 4Seasons

### **HAZARDOUS SUBSTANCES**

*See BCC Health and Safety Manual – Section R; Manual for Site Agents and Caretakers – Section T, for selection and use of substances, hazard data sheets, risk assessments, staff training in use, selection and use protective equipment, storage arrangements. In Science and Design and Technology CLEAPSS guidance will be applicable.*

HSI pp 49-50 and data sheets in section 4

All staff should be aware of the dangers of hazardous chemicals and follow the manufacturer's guidelines for use and storage. Hazardous chemicals on site should be stored in the locked cleaner's cupboard.

Cleaning in school is carried out by the Cleaner in Charge. The Cleaner in Charge should ensure that all cleaning staff are aware of the dangers of hazardous chemicals and follow the manufacturer's guidelines for use and storage.

### **INCLUSION**

Staff will plan lessons and activities suitable for all children, including those on Much Marcle School's disability register, making reasonable adjustments in respect of access.

The headteacher will ensure staff are suitably informed and trained to be able to support and include pupils safely and effectively.

### **JOURNEYS, VISITS AND RESIDENTIAL VISITS**

The Educational Visits Co-ordinator is the deputy headteacher. The EVC has a copy of "Health and Safety of Pupils on Educational Visits" (HASPEV) and will provide guidance based on this.

All school trips should be planned by the teachers responsible, who should inform the EVC of the trip and ensure that appropriate risk assessments are completed before commencing the trip. The EVC will also provide any guidance required to do this at the planning stage.

The Local Authority has a web tool for notification of all school trips.

<https://evolve.edufocus.co.uk/evco4/evchomepublic.asp>

Planning of school trips, especially trips over 50 miles from base or longer than 8 hours duration must use this notification process, at least 10 days in advance. Shorter trips still require school based risk assessments and on OV5 form to be completed.

Pupil/adult ratios will be dependent on risk assessments, pupil activities, pupil ages and specific needs. Parental authorisation is always sought before any trips take place. It is common practice to take a First Aid trained adult on a trip.

### **LONE WORKING**

Staff working in school on their own should make arrangements to phone a designated person to ensure their safety.

### **MANAGING MEDICINE AND DRUGS**

HSI p 3 (41)

Members of staff must only administer prescription medicines in accordance with our Medicines Policy.

**Inhalers** - Inhalers should be clearly labelled with the child's name and kept easily accessible for the child's use. Additional inhalers must be kept in the First Aid Cupboard in the First Aid Room. A member of staff must supervise their use. The Administration Officer will keep an up-to-date register of present inhaler users. Staff must ensure that the relevant inhalers are taken to swimming, PE lessons, trips etc.

**Diabetics** – Appropriate medicines may be kept in school and the headteacher and class teacher must follow parent's or diabetic nurse's instructions.

**Controlled Drugs** – eg Ritalin – These may be kept in school in a locked box in a locked cupboard on a weekly basis. Written instructions about administering these drugs must be kept in the record book. Two signatories are required when administering and appropriate records must be kept. Any tablets left over at the end of the week must be returned to the parents and no tablets should remain on the premises during the weekend and longer breaks.

## **NEAR MISSES** (Dangerous occurrences)

HSI pp 14-15

The headteacher should report to the governing body anything she considers potentially dangerous.

## **OUTDOOR PLAY EQUIPMENT**

Play equipment must only be used when the playground is being supervised. If weather conditions make the equipment excessively wet and/or slippery, it must not be used. Any defects or hazards must be reported to the headteacher immediately. The equipment has an annual ROSPA check and recommended works are carried out. Records of annual inspections will be kept in the Health and Safety File in the office. See Risk Assessments kept in the RA File in the office.

## **PE EQUIPMENT**

*(Staff responsibilities, instruction and training for staff/pupils, user checks, reporting of faults, procedures for inspection, repair and maintenance, record keeping.)*

All staff planning to use PE equipment must test and inspect it before it is used by children. Gym equipment stored at the Village Hall will be inspected annually by appropriately qualified persons. Any faults identified by any person must be reported to the headteacher as soon as possible.

Children must not have access to defective equipment. Records of annual inspections will be kept in the Health and Safety File in the office.

A PE risk assessment is in place in the RA File in the office. Staff have been made aware of the risks and controls in this area.

## **PLAYGROUND SAFETY AND SUPERVISION**

HSI pp 179-180

See Risk Assessments kept in RA File in the office.

## **RISK ASSESSMENT**

A copy of Much Marcle School's Risk Assessments is kept in the Risk Assessment File in the office.

The following steps will be taken to ensure that the Risk Assessment is kept up to date: A review of serious accident records will be placed on the agenda of the first meeting of the governing body after the event.

Matters arising in connection with the Risk Assessments will be placed on the standing agenda for governors' meetings.

The Risk Assessments will be reviewed by the governors annually during the Autumn Term.

## **SECURITY**

All volunteer helpers and governors will be police checked.

All persons entering the school premises as visitors should report to the office, sign in and wear a badge to indicate their acceptance onto site. At the end of the visit badges should be returned to the office and the register signed to indicate the time of departure.

All staff should be aware of the potential for intruders.

Intruders should be reported to the headteacher or deputy who will take appropriate action to safeguard the children and staff.

If unauthorised persons enter the premises and seems aggressive or angry the headteacher or other senior staff must be alerted and if necessary, need to be prepared to call the Police.

### **SITE MAINTENANCE**

The headteacher and governing body are responsible for the upkeep and maintenance of school buildings and site

### **SMOKING**

Much Marcle School is a non-smoking environment.

### **STAFF**

1. Staff working in school on their own should make arrangements to phone a designated person to ensure their safety.
2. If staff are subjected to any physical aggression, verbal aggression, intimidation, harrassment or bullying on school premises they must inform the headteacher immediately.
3. If the headteacher is subjected to any physical aggression, verbal aggression, intimidation, harrassment or bullying on school premises they must inform the Chair of Governors immediately.
4. Written accounts must be kept of such episodes.
5. Appropriate steps will be taken by the headteacher and or governors to deal with such situations.
6. The governors and local authority will be informed and involved.

### **STAFF TRAINING AND DEVELOPMENT**

New members of staff undergo an induction where elements of the Health and Safety Policy are covered. Also staff are made aware of risk assessments. Reviews to risk assessments are conducted periodically and at this stage shared with staff.

### **STRESS**

*(BCC Personnel Handbook, Circular H/05/21)*

### **SWIMMING**

We currently provide swimming lessons to children in KS2 using the Public Swimming Pool in Ledbury. Here the children have adequate supervision provided by lifeguards from the pool. The pool is operated by HALO Leisure. The school provides two members of staff and there are further swimming instructors employed by the pool. Poolside first aid, lifeguards and resuscitation cover are provided by HALO. Water quality and fire drills are also managed by HALO.

Changing in changing rooms is supervised by school teaching staff. All are CRB checked.

A risk assessment is in place for swimming lessons.

### **VEHICLES – CAR PARKING**

Staff may park their cars in the school grounds at their own risk. Staff who leave school while children are being delivered or collected are advised to park off the premises.

### **WORK EXPERIENCE**

Students and other persons visiting school on work experience must not be allowed to work alone with children unless qualified to do so. All persons working in school must have a satisfactory CRB check commissioned by Much Marcle School.

### **WORKING AT HEIGHT**

When carrying out display work etc, staff must use the provided steps to stand on and must not work at a higher level.