



## HURST KNOLL ST JAMES' CE PRIMARY SCHOOL

### Health and Safety Policy

#### Statement of Intent

The Governors of the School recognise their corporate responsibility under the Health and Safety at Work Act to provide a safe and healthy environment for all staff, pupils and other people who come onto the premises.

The Governors will take all reasonable and practical steps to fulfil their responsibilities. They will provide safe and healthy working conditions that take account of all appropriate statutory requirements, codes of practice, advice and guidance, including those issued by Tameside Council.

#### The Governors shall:

1. Appoint and maintain the responsibility structure set out in **Appendix One**
2. Provide equipment and systems of work, which are safe
3. Provide supervision, training and instruction so that staff and pupils can perform their activities in a safe manner.
4. Ensure that all staff have the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, then the governing body will ensure within the financial resources available, that such training is provided.
5. Provide necessary safety and personal protective equipment, together with any necessary guidance, instruction and supervision.

#### Review

The Governing Body will review this policy statement every 2 years and update, modify or amend as necessary to ensure the health safety, and welfare of staff, pupils and others.

Signed ..... (for the Governing Body) Date .....

Signed ..... (Headteacher) Date .....

## **Responsibilities**

### **The Organisational Structure is set out in Appendix One**

#### **The Headteacher is responsible for:**

1. The day-to-day operation of the organisational structure, the implementation of the statement of intent and the policies and procedures set out in this document.
2. Ensuring that all areas of the School are inspected at least once per term.
3. Reporting to the Governing Body those instances where the Headteacher's delegated authority does not allow the elimination or reduction of risks to a satisfactory level. The Headteacher will take all necessary short-term steps to avoid danger.
4. Ensuring a system for reporting, recording and investigating accidents is in place. All reasonable steps will be taken to prevent recurrences.
5. Ensuring there is a system for the recording of all visitors to the site and that they are briefed of any hazards on site.
6. Ensuring arrangements for the safe conduct of maintenance work so that the impact on staff and pupils is considered.
7. Ensuring that new employees receive a copy of this policy before starting work at the School and that they are briefed on safety arrangements.
8. Organising effective arrangements for the safe evacuation of the building in case of fire and other emergency and that suitable fire fighting equipment is available and maintained.
9. Ensuring that all training needs are identified and that staff are trained to the appropriate standards.
10. Ensuring that records held by the site manager are maintained and kept up to date.
11. Ensuring that risk assessments are carried out as appropriate and recorded accordingly.

#### **All members of staff should:**

1. Make themselves familiar with the Health and Safety policy and the procedures contained within it.
2. Take reasonable care of their own Health and Safety and that of any other person affected by their activities
3. Ensure any statutory duty or requirements are met
4. Report any observed defects in the premises, equipment and facilities to the School's Health and Safety Officers.
5. Take an active interest in promoting Health and Safety and suggest ways of reducing risk wherever possible

#### **Where machinery or equipment is used, staff should:**

1. Check that it is adequately guarded
2. Check that it is in safe working order
3. Not make unauthorised or improper use of the equipment
4. Use the correct tools or equipment for the job and adopt any appropriate protective or safety measures.
5. Ensure that hazardous substances are properly used, stored and labelled

## **The Health and Safety Committee**

1. The Health and Safety Committee will consist of the Headteacher, Governor responsible for Health and Safety, School's Health and Safety Officers. It will meet at least once per term.
2. Health and Safety will be an agenda item on every meeting of the Finance and Premises Committee. An annual report on Health and Safety will be submitted to the first autumn term meeting of the full Governing Body.

## **Working Arrangements**

### **Accidents**

#### **What to do when an accident occurs:**

1. Time should be taken to assess the situation and emergency First Aid should be given only if you are fully confident of the correct procedure.
2. Do not leave the accident victim.
3. Obtain assistance from another adult immediately provide accurate details and indicating the type of assistance that is required (this may be a First Aider or the Emergency Services).
4. After the emergency has passed, procedures for reporting accidents should be followed.

### **Accident Reporting**

1. All employees are required to report any accidents, which occur at work.
2. An accident report form must be completed for all absences, which result in medical treatment or absence to staff, pupils or third parties. All accident report forms should be submitted to the Health and Safety representative at the Local Authority as quickly as possible. We retain a copy of the form and the original is sent directly to the above within four working days. Copies of accident investigation reports, written statements that may have been made by the injured party or witnesses must be attached to the form. Records should be kept for seven years.
3. A separate form must be completed for each individual who suffers injury. For trivial/minor/non-consequential incidents where the individual involved does not require first aid or medical treatment and where there is no apparent injury e.g. bumps to head. Ensure the incident is recorded on the Accident Report Form held in the office. For pupils a telephone call to parents is to be made to inform them of the incident.
4. If the accident is likely to be reportable to the Health and Safety Executive it should be reported immediately by telephone the Health and Safety representative at the Local Authority.
5. Staff, who have witnessed an accident should co-operate fully with the Headteacher in supplying information to complete the form.
6. All reasonable steps will be taken to identify the cause of the accident or dangerous occurrence and, wherever possible, remedial measures will be taken to prevent a recurrence.

## **First Aid**

For the Arrangements for First Aid see **Appendix Two**

## **Illness**

### **Pupils**

Teachers should assess the situation as to whether or not the pupil is capable of continuing the lesson / activity. If the pupil is not capable then arrangements should be made for the pupil to be collected from school.

### **Staff**

If you are taken ill and feel incapable of continuing with the lesson, obtain assistance from another member of staff.

## **Emergencies and Evacuation Procedures**

An emergency is considered to be anything that unexpectedly disrupts the normal running of the School such as the sounding of the fire alarm or the occurrence of an accident.

### **Serious Service/Structural Malfunction**

This covers gas leaks, bursts, electrical faults etc. You should assess the seriousness of the situation and remedy it, if possible, without involving unnecessary risk to you or to others. If necessary, evacuate the teaching area and send for assistance.

### **Intruders**

In the event of a disturbance caused by intruders, you should, after assessing the situation, take steps to defuse the situation, seek assistance from another member of staff, inform the office and remember not to be a hero and risk the safety of either students or yourself.

### **Pupils Absconding From Lesson**

Remain with your class. Inform another member of staff.

**Emergency Evacuation** If for any reason, we are advised by the Council (LA) to evacuate the School, the procedure should be as is set out in the Fire Regulations. The procedures for the safe evacuation of the building are displayed at all appropriate locations.

## **Critical Incidents – refer to Guidance issued by the LA**

### **Fire Precautions**

The school and grounds is a no smoking environment. All staff undertakes an on-line fire awareness course. There is a fire alarm system linked to an emergency response centre. All flammable materials are stored in a locked cabinet in the store room under the supervision of the Site Manager.

### **Electrical Safety**

The following procedures are in place to ensure electrical safety:

**Portable electrical equipment** is tested on an annual basis and the report received is acted upon immediately. The date of inspection is recorded in the Health and Safety log and the next inspection placed in the annual programme of maintenance.

### **Hazardous substances and materials**

1. Only substances or materials that have been assessed in accordance with the COSHH regulations may be used in School.
2. All substances or materials must be used in accordance with the hazard data sheets.

3. Any hazardous substances that are unwanted or unused will be removed by recognised disposal contractors.

### **Contractors in School**

All contractors who are due to carry out work on the School site must report to Schools Reception. Any required permit to work will be issued by the Site Manager.

### **Infection control**

A table giving guidance on exclusion from School for the more common or important infectious diseases is kept in the office.

### **Supervision of pupils**

All members of staff should be aware of the arrangements for the safe supervision of pupils throughout the School day and when partaking in School activities.

### **Security**

1. It is the responsibility of the Headteacher in consultation with the Governing Body to ensure the security of the buildings and grounds.
2. The Site Manager is responsible for opening the School in the morning and checking all doors and windows before setting the intruder alarm and locking the School at the end of the day.
3. All visitors will wear a visitor's badge to aid identification and confirm that signing in has taken place.
4. Staff should take care not to leave their personal valuables unattended in any area of the School at any time and should ensure that School equipment such as computers, cameras and audio equipment is locked away out of sight when not in use. A visual check of classrooms should be made at the end of the School day to ensure that valuable equipment has been cleared away. Money should always be kept secure and should always be placed in the School safe overnight.
5. General security in the working day depends on all occupants of the building being vigilant and reporting to the Headteacher or School's Health and Safety Officers of staff anything unusual, suspicious or causing concern. Serious breaches of security may require the emergency procedures contained in this policy to be used.

### **Contact with the police**

A record of all contacts with the police is kept in the School office.

### **Asbestos**

The school has an asbestos map detailing the position of any asbestos in the building. This is held in the School office.

### **Educational Visits**

See the separate Schools Educational Visit Policy.

### **Display Screen Equipment (DSE)**

The term Display Screen equipment (DSE) is used to describe not only the visual display unit (VDU) of a computer but also the other computer equipment and the workstation where it is used i.e. the desk, work surface, chair, input devices, software, printer and document holder.

The duties under the *Display Screen Equipment Regulations 1992* require the employer to assess the risks to the health and safety of its employees from the use of DSE.

## **Personal Protection Equipment (PPE)**

Personal protective equipment (PPE) is the generic name given to items of protective clothing and equipment used by individuals to control their exposure to hazards. Where it is not practicable to control exposure to hazards by any other means, the employer will provide employees with suitable PPE free of charge. The types of PPE required will be determined as part of the risk assessment process. All employees are responsible for using PPE as directed and for storing it correctly.

## **Manual Handling**

Manual handling is the name given to tasks involving lifting, putting down, carrying, pulling, pushing or moving that rely on bodily force. The employer recognises that such tasks have the potential to cause injuries. Where it is not possible to lift or move loads by mechanical means, tasks will be assessed, mechanical aids will be provided to reduce the amount of manual handling required and employees will be provided with training in safe lifting techniques. Manual handling risks will be assessed using the risk assessment checklist.

## **Work Equipment**

For the purpose of this procedure work equipment includes plant, equipment and tools, whether owned by the school or obtained on loan or hire. The employer acknowledges and accepts its duties under the *Provision and Use of Work Equipment Regulations 1998 (PUWER)*. It will take all reasonably practicable steps to provide work equipment that will not put health and safety of any person at risk and that is suitable and properly adapted for the purpose for which it is provided.

All employees are responsible for using machines in accordance with the manufacturers' instruction. Any machine fitted with a guard to prevent contact with moving parts must not be operated with the guard removed or disabled. Machines must not be adjusted when the machine is running. Damaged equipment must not be used.

## **Use of Ladders**

Always select a ladder, which is suitable for the work which is being performed. Examine it before use to ensure that it is free from defects, of good construction, sound material and of adequate strength of the job. Ladders should be fitted with non-slip feet.

Ladders should always be used when putting displays up of any kind. Staff should not stand on chairs or tables to put displays up.

## **Lone Working**

Lone working does occur on occasions, and as this may place individuals concerned at 'increased risk'. It is important that the issue is addressed within the risk assessment for the particular activity / task. In order to do this, situations need to be identified in advance so that assessments can be conducted and where necessary, appropriate measures put in place.

## **Legionella Prevention**

The school is aware of its responsibility to ensure that monitoring systems are adhered to. It is the responsibility of the Site Manager to carry out and record routine monthly checks of the water systems for legionella.

It is and responsibility of the Headteacher to sign off these checks so as to comply with the Council's guidelines and procedures.

## Appendix One

### Organisational structure for Health and Safety issues

Governor with responsibility for Health and Safety  
Headteacher (day to day operation)  
Designated Health and Safety Officers

Mrs Summers  
Mr Anderson  
Mrs Clough  
Mr McGhee  
Mrs Bevan

Designated First Aider/Paediatric with responsibility for medical room

Key holders

Mr Anderson  
Miss Harrison  
Mr McGhee

Headteacher  
Deputy Headteacher  
Site Manager

## Appendix Two

### Medical and First Aid arrangements

The designated First Aid staff in School are:

Name	Qualification
Mrs Bevan	First Aid at Work
Mrs Molloy	First Aid at Work
Mrs Boakes	First Aid at Work
Mrs Browe	First Aid at Work
Mrs Floyd	Paediatric First Aid
Mrs Spiby	Paediatric First Aid
Mrs Shaw	Paediatric First Aid
Mrs Johnson	Paediatric First Aid
Mrs Shelton	Paediatric First Aid
Mrs James	Paediatric First Aid
Mrs Howarth	Paediatric First Aid
Mrs Bennett	First Aid at Work
Mrs Hall	First Aid at Work

The duties of First Aiders are as follows: -

- 1 Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at School.
- 2 When necessary, ensure that an ambulance or other professional medical help is called.

The Lead First Aider is responsible for maintaining records of training and ensuring that staff are booked on refresher courses as appropriate.

### Medication

See the separate Schools Managing Medicines Policy.

### Emergency contact details

- 1 Details for contacting the Emergency Services are displayed in the School office
- 2 Parent contact details are held in the school office and on SIMS

**First Aid boxes are located as follows**

Location
KS1 Corridor
Headteacher's Office
Staff Room
Nursery
Yr5 / 6 classroom
Site Managers office
Reception classroom

The Lead First Aider is responsible for maintaining the list of contents for First Aid boxes and for monitoring the checking and maintenance of First Aid boxes.