

Morley Memorial Primary School



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| POLICY NAME: | Health and Safety Policy |
| Frequency of review: | Every 2 years |
| Reviewed On: | Jan 2013 |
| Reviewed By: | Tim Fox / Karl Brown |
| Next review (date): | Jan 2015 |

This statement is issued in accordance with the Health and Safety at Work Act (1974). It supplements the statements of Health and Safety policy which have been written by Cambridgeshire County Council and by Department for Education (Dec 2012). This policy should be read in conjunction with the school's First Aid Policy and Critical Incident Policy.

Rationale

We believe that all children should be enabled to reach their full potential. We value children's individuality and diversity and celebrate success in all areas.

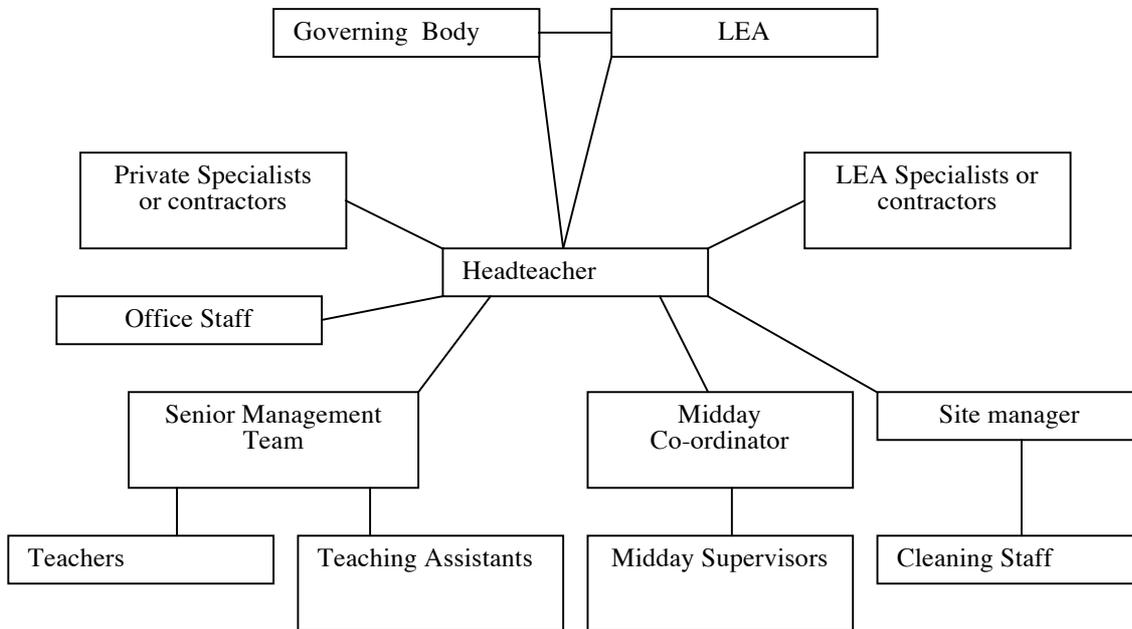
This potential can only be fulfilled in a safe, secure and healthy environment. We encourage every member of the school to be capable, caring and confident, and to become a responsible citizen. It is therefore vital that every individual realises his/her responsibility for contributing to the health and safety of others.

Policy Statement

- 1.1. To establish and maintain in so far as is reasonably practicable:
 - i. An environment which is safe and without risk to health;
 - ii. Safe working procedures among staff and students;
 - iii. Health and safety arrangements for the handling, storage and transport of articles and substances.
 - iv. Safe means of access to and exit from the school.
- 1.2. To ensure, so far as is reasonably practicable, the provision of information, training, and supervision to enable all staff and students to avoid hazards and contribute positively to their own health and safety.
- 1.3. To teach safety where appropriate as part of the curriculum.
- 1.4. To formulate effective procedures for use in the case of an accident or fire.
- 1.5. To provide and maintain, so far as is reasonably practicable, adequate welfare facilities for staff and students.
- 1.6. To provide an effective system of reporting and recording accidents, dangerous occurrences and potential hazards to health and safety.
- 1.7. To ensure compliance with all relevant legislation.

Organisation and Arrangements for Health and Safety

Health and Safety management Chain



The Governing Body

- 2.1 The ultimate responsibility for ensuring a safe and healthy environment within the school premises rests with the Governing Body.
- 2.2 The Governing Body should report to the Department for Education (DfE) any major threat to the health and safety of employees and users of the school. The Facilities Committee of the Governing Body will be responsible for reviewing this policy every 2 years.

The Role of School Staff

The Headteacher has overall responsibility for the application of this policy and therefore, along with the designated deputy and site manager, shall:

- 3.1 Take appropriate action immediately when any hazard is reported to him/her and stop the use of any plant, tools, equipment, machinery or any process etc. which he/she considers unsafe until he/she is satisfied as to its safety;
- 3.2 Make recommendations to the Governing Body for additions to or improvements to plant, tools, equipment, machinery, etc. which are dangerous or potentially so;
- 3.3 Report on safety and welfare matters to the Governing Body.
- 3.4 Be the focal point for day-to-day references on safety and give advice or indicate sources of advice;
- 3.5 Co-ordinate the implementation of safety procedures;
- 3.6 Maintain contact with outside agencies able to offer expert advice;
- 3.7 Carry out, with other appropriate people, regular inspection of the school and check

working practices in it;

- 3.8. Ensure that accidents and hazards are recorded, reported as appropriate to the Health and Safety Executive and that appropriate remedial action is taken;

The obligations of Employees

The Health and Safety at Work Act 1974 states:

“It shall be the duty of every employee whilst at work:

- 4.1 To take reasonable care for the health and safety of him/herself and any other persons who may be affected by his/her acts or omissions at work, and
- 4.2 As regards any duty or requirement imposed on his/her employer or any other person by or under any relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with.”

In order that the law is observed and responsibilities to pupils and other visitors to the school are carried out, all employees are expected:

- 4.3 To know the special safety measures and arrangements to be adopted in their own working area and to ensure they are applied;
- 4.4 To observe standards of dress consistent with safety and hygiene;
- 4.5 To exercise appropriate standards of housekeeping and cleanliness;
- 4.6 To know and apply the emergency procedures in respect of fire and first-aid;
- 4.7 To have read and be mindful of the risk assessments carried out and available throughout the school;
- 4.8 To use and not wilfully misuse, neglect or interfere with things provided for their own safety and the safety of others;
- 4.9 To co-operate with other employees in promoting improved safety measures in their schools;
- 4.10 To co-operate with the appointed safety representatives and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

The pupil

Pupils are expected to:

- 5.1 Exercise personal responsibility for safety of themselves and others;
- 5.2 Observe standards of dress consistent with safety and hygiene (this precludes unsuitable footwear and other items considered dangerous);
- 5.3. Observe the safety rules of the school and in particular the instructions of staff given in an emergency ;
- 5.4 Use and not wilfully misuse, neglect or interfere with equipment provided for safety.

The Facilities Committee

One of the remits of the Facilities Committee of the Governing Body is to consider issues concerning the maintenance and improvement of health and safety in the school. Although the Headteacher will ensure that risk assessments are updated regularly and that a record of them is kept, the Facilities Committee will check that this is happening.

Members of the Facilities Committee will execute a tour of the site annually and will ensure an appropriate response is made to any health and safety issues which are raised.

Emergency procedures - fire and evacuation

6.1 On discovering a fire or smoke, staff should operate the nearest fire alarm immediately by breaking the glass. The overall aim is to save life, therefore evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building.

6.2 On hearing the alarm, all staff and pupils must evacuate the building immediately through the nearest fire exit. Teaching staff must ensure that pupils in their class are clear as to the current emergency evacuation procedures. All staff must ensure that in the event of an evacuation, pupils are encouraged to leave quickly in a calm and quiet manner.

Only attempt to extinguish the fire with the nearest suitable fire extinguisher if all are safely evacuated and it is safe to do so. Staff must be aware that there are different extinguishers for different fires. DO NOT ATTEMPT if the fire has reached such proportions as to endanger life or escape.

6.3 Escape routes are checked by the site manager every term, or whenever circumstances which might impinge on escape routes change.

6.4 Fire extinguishers are maintained and checked by qualified inspectors every year with regular visual inspections carried out by the site manager.

6.5 Alarms are tested by the site manager every week during term time.

6.6 Emergency evacuation will be tested every term.

Accidents, first aid and work-related ill health

Staff are aware that if any member of the school has had an accident or fallen ill they should make arrangement for them to be attended to by a first-aider or appointed person at the earliest opportunity.

First-aid equipment is available at various points around the school. Most first-aid equipment is kept in cupboards in the staff kitchen and the office staff are responsible for making sure the contents are in date and that the cupboards are adequately stocked. A notice is displayed in the school office detailing the name and location of the qualified first-aiders and equipment. Staff must ensure that they are conversant with this notice.

- 7.1** First-aid equipment is also provided in the community room for external groups and other emergencies.
- 7.2** Details of all medical problems (staff and pupils) will be held in the school office and by classroom teachers (with parental consent).
- 7.3** All medicines and other prescribed drugs are to be labelled clearly with the child's name and dose and handed in at the school office. It is the parent's responsibility to insure that the medicine is in date.
- 7.4** All medicines and other prescribed drugs are stored as appropriate, away from the children and unauthorised personnel.
- 7.5** The member of staff responsible for administering the prescribed drug must sign and date a chart indicating that the drug has been administered on the appropriate date.
- 7.6** Once a drug has been signed as given under no circumstances should a repeat dose be given in school.

- 7.7 Non-prescription drugs i.e. paracetamol, should not be given without seeking parental permission.
- 7.8 Medicines, other than asthma inhalers, are not to be looked after by the children.
- 7.9 Anaphylactic reactions – teaching staff are trained for one hour each year by the school nurse to take appropriate action in such cases.

Staff should make themselves aware of those pupils who are more likely to need emergency medical treatment due to existing medical conditions.

The Headteacher is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority, and where relevant, to the school's insurers.

SPECIFIC RISKS

Safe plant and equipment

Teaching staff are responsible for identifying equipment/plant needing maintenance within their areas and the site manager will be responsible for identifying all equipment/plant needing maintenance outside of this responsibility. Any concerns can be reported using the normal reporting procedures

Control of Substances Hazardous to Health

The site manager and the Headteacher will be responsible for

- i. identifying all substances which need COSHH assessment.
- ii. undertaking COSHH assessments.
- iii. ensuring that all actions identified in the assessments are implemented.
- iv. ensuring that all relevant employees are informed about the COSHH assessments.
- v. checking that new substances can be used safely before they are purchased.

Display screen equipment

The school will endeavour to optimise working conditions at Display Screen Equipment [DSE].

By a regular assessment of the suitability of;

- i. Display screens
- ii. Keyboards
- iii. Work desks
- iv. Work chairs
- v. Lighting
- vi. Incidence of reflection /glare
- vii. Noise and heat

Manual Handling

12.1 Accidents involving manual handling account for almost a third of all 3-day injuries reported to the HSE.

12.2 Staff must

- i. wherever reasonably practicable, avoid handling large or bulky objects
- ii. always assess the risk of any manual handling task
- iii. take steps to minimise any risk presented by manual handling
- iv. ensure they are familiar with guidelines for safe manual handling technique

- v. avoid any manual handling task in circumstances of increased risk e.g. ill health,

Slips, trips and falls

13.1 Accidents involving slips, trips or falls are the single most common cause of injury at work.

13.2 The School will endeavour, as far as is reasonably practicable, to minimise the risk of such accidents.

13.3 Staff and pupils must

- i. report any unsafe or dangerous floors immediately
- ii. observe standards of dress consistent with safety e.g. footwear, trousers
- iii. ensure that thoroughfares are kept free of any equipment that may obstruct it
- iv. avoid any activity which increases the likelihood of a fall e.g. climbing, over-reaching etc

Stress

14.1 Stress is the adverse reaction people suffer to excessive pressure. It can eventually lead to physical and mental ill health.

14.2 The school will endeavour to reduce the risk of stress in the workplace by

- i. providing clear channels of communication for staff to talk about that which they may find stressful in their job e.g. through the link management structure
- ii. listening carefully to what staff have to say about stress and taking any issues raised seriously, and keeping a written record of any such discussions
- iii. acting as far as is practicable to change or remove factors which could act as unreasonable stressors.

15.2 Staff must ensure that they discuss any issues of stress with their phase leader or line manager as soon as it becomes a problem.

LETTINGS

16.1 All external agencies using the school building outside of normal school time are provided with a copy of the Morley Lettings Policy which covers, amongst other things, aspects of health & safety applicable to their circumstances

16.2 The groups must ensure that all equipment brought on to the premises is safe

16.3 Any accidents or incident that occurs during a letting must be documented and reported immediately to the site manager or assistant caretaker

16.4 First-aid equipment is also provided in the community room for external groups and other emergencies.

16.5 All groups should familiarise themselves with the location of fire exits and fire extinguishers. Groups are responsible for their own fire evacuation and other emergency arrangements.

16.6 Where the activity to be undertaken has specific hazards that may affect the school, its equipment or reputation, then the provider or hirer may be required to provide suitable risk assessments.

VEHICLE ACCESS

16.8 Vehicles are not allowed on to the school site during the school day, unless the office has been informed and steps taken to ensure that no children are in the area.

ON-SITE CONTRACTORS

17.1 All contractors must report to the school office before starting work and read and acknowledge the guidance provided in the red file; this includes the asbestos register.

VIOLENCE TO STAFF

18.1 Violence and aggression against staff, pupils, visitors and others on the site is unacceptable. Any incident of violence to staff, whether from an adult or a child should be reported to the Headteacher, Deputy Head or phase leader immediately and recorded formally on an accident/incident form (available from the school office). Where it is considered necessary, other steps, that may include prosecution, will be taken against offenders.

School visits

19.1 The safety of pupils taking part in activities away from the school site must take the highest priority when such activities are organised.

19.2 To this end, staff planning a trip or visit out of school must read the relevant advice given on the evolve website (<https://evolve.edufocus.co.uk>). This guidance, approved by Cambridgeshire County Council, should be followed at all stages of planning and conducting any off-site activity.

This will ensure that they have appropriately covered issues of:

- i. staffing
- ii. parental consent
- iii. collation of contact and medical information
- iv. insurance
- v. medical provision
- vi. risk assessment

MONITORING

20.1 The Facilities Committee of the Governing Body and Headteacher of the school will monitor the achievement and effectiveness of the Health & Safety arrangements to ensure that

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

20.2 This will be done through

- Collecting accident/incident data termly (check, categorise and analyse accident reports)
- Carrying out Health & Safety inspections of the premises
- Carrying out Health and Safety inspections of the premises by members of the Facilities Committee and present a report to that Committee for analysis and discussion.
- Examining and acting upon specialist LEA Audit Reports and, where appropriate, OFSTED Reports where these relate to Health and Safety issues.
- Checking maintenance records/reports.
- Monitoring complaints of hazards reported by staff, pupils, parents, etc.
- Examining Facilities Committee meeting minutes and the effectiveness of follow-up procedures.
- Reporting on Fire alarm tests, fire drills and other emergency arrangements.
- Reviewing and updating risk assessments annually or when circumstances require their updating