

St Francis of Assisi Church of England Primary School

Health and Safety Policy

September 2019 (to be reviewed September 2020)

INTRODUCTION

The greatest problem in Health and Safety matters is; perhaps, keeping things in proportion . . . neither complacency nor alarmist is appropriate. A cautious, common-sense approach is likely to prove best, based on a clear understanding of agreed procedures and a professional concern for the safety of oneself, other staff, children, parents/guardians and visitors.

"... If the degree of care exercised by a teacher is at least as great as that which would be taken by the average, careful parent in the same circumstances, then the legal duty is fulfilled."

The Health and Safety Policy of the school is to comply with the Borough Council's and the Department for Education's Health and Safety Policies and any relevant guidance which may be issued from time to time.

Responsibilities

The Leadership Team of the School and the Governing Body are committed to ensuring the Health and Safety of everybody involved in the school. We aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips.
- Establish and maintain safe working procedures for staff and pupils.
- To provide and maintain safe school buildings and safe equipment for use in school
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in school.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.

The **Governing Body** has ultimate control of the school. They will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues.
- Ensure adequate resources for health and safety are available.
- Take steps to ensure plant, equipment and systems of work are safe.
- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
- Maintain the premises in a condition that is safe and without significant risk.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff & pupils.
- In their critical friend role, maintain an interest in all the health and safety matters.
- Review and monitor the effectiveness of this policy.

The **Head Teacher** is responsible for the day to day running of the school. They will:

- Promote a positive, open health and safety culture in school
- Report to Governors on key health and safety issues
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary
- Ensure that all staff co-operate with the policy
- Devise and implement safety procedures
- Ensure that risk assessments are reviewed on an annual basis
- Ensure relevant staff have access to appropriate training
- Meet with the Facilities Manager every week to ensure any building/grounds issues are dealt with in a timely manner

Senior Leadership within the school will support the Head Teacher in their role. They will:

- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to the head teacher if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Carry out a health and safety induction for all staff and keep records of that induction
- Keep up to date with new developments in Health and Safety issues for schools
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters

The **Site Manager** is responsible for day to day maintenance and other buildings / grounds issues. They will:

- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in school to the senior management team immediately
- Ensure that all work under their control is undertaken in a safe manner
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Carry out a weekly test of the fire alarm
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working
- Fully co-operate with health and safety arrangements during larger building projects
- Keep up to date certificates and service records relating to Health and Safety.

All School Staff will:

- Read the Health and Safety Policy
- Comply with the School's health and safety arrangements
- Take reasonable care of their own and other people's health and safety
- Leave the classroom / playground / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the school's risk assessments

In accordance with the school rules and procedures on discipline, **Pupils** will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Follow safety instructions of teaching and support staff, especially in an emergency

The **Local Authority Health and Safety Team** will:

- provide advice and guidance to help schools fulfil their health and safety responsibilities
- answer queries from staff on health and safety issues
- visit where necessary to give advice on all aspects of new and existing health and safety policies and procedures
- collect information on accidents and incidents to report to HSE where necessary
- advise on and facilitate (when possible) staff safety training
- draft and/or advise on policies, procedures and guidance for health and safety
- interpret and advise on new legislation impacting on the working environment
- attend meetings to advise on occupational safety issues

Arrangements

Accidents and Incident Reporting

- The accident reporting procedure and all the associated paperwork can be found on the Council's website.

Administration of Medicines and Supporting Pupils with Medical Conditions

- Medication is only administered to pupils when the parental consent form has been completed and in accordance with the school's policy - Supporting Pupils with Medical Conditions.
- This policy details all information necessary to support pupils including the Individual Healthcare Plan which should be completed at the beginning of each academic year (Appendix 3).
- Appendix 1 and 2 are the Administration of Prescribed Medication forms.
- Under no circumstances should medicines be given to children, unless the appropriate forms have been completed by the parent/carer.

Asbestos

- All staff have been made aware of the location of any asbestos in school
- All contractors must sign to say they have seen the register before starting work on site

Child Protection and Safeguarding

- See the school's Child Protection including Safeguarding Policy which is updated in line with Keeping Children Safe in Education September 2019.

Contractors on Site

- Where contractors are working on site, it is not necessary to warn them about dangers that they should know about (i.e. occupational hazards) but they must be told about any hazards that are peculiar to the site and about which they should be aware.
- The Caretaker, Headteacher, Deputy Headteacher or Office Staff will normally ensure that this is done.
- Contractors must complete an authorisation to work form prior to starting any work.
- The Caretaker is responsible for ensuring that the cleaners observe health and safety requirements and that the premises are safe, with no risks to health.

Control of Hazardous Substances

- The use of hazardous substances in school will be kept to a minimum
- The Site Manager (with appropriate support from senior managers) will complete a COSHH assessment for all hazardous substances used on site
- The associated procedures and control measures will be funded and enforced

Display Screen Equipment

- For members of staff with 'desk based jobs' the Council's procedure for carrying out workstation self assessments on an annual basis will be followed
- For members of staff provided with portable devices (e.g. laptops, tablets) staff will be issued with the current Council guidance on their use

Educational Visits

- All off site trips will be subject to risk assessment and the advice of the Council's Health and Safety Advisor will be closely followed

Electrical Testing and Electrical Safety

- All items of portable electrical equipment in school are inspected and checked annually
- All mains operated equipment should be visually inspected regularly (each occasion of use would be best). Look especially for loose wires, worn insulation, damaged plugs.
- Where found to be defective, electrical equipment must be taken out of service and reported to the Headteacher/Deputy Headteacher as soon as possible on that day.
- Always switch off when not in use. For maximum safety, remove plug from wall when leaving classroom.
- Secure trailing leads and cables to prevent tripping and slipping hazards.
- Staff should not attempt any electrical repairs, but should inform the Headteacher/Deputy Headteacher as to the need for repairs to be carried out by a suitably qualified person.

Fire Safety & Evacuation of the Building

- Fire exits have appropriate signage
- Plans showing exit routes are displayed by the door of each classroom
- A fire drill is practised and documented once a term by the site manager
- Evacuation times and any issues which arise are reported to the Governors on a termly basis
- Fire extinguishers are checked annually by Interserve and monthly by the site manager
- A separate fire safety policy and risk assessment has been produced
- A bell that rings CONTINUOUSLY will indicate an 'Emergency situation' in School.
- In the event of a continuous bell, the basic procedure will be for each teacher to see the children quietly and calmly out via the nearest fire doors and directly across to the designated assembly points, where each class will assemble for registration.
- Before leaving the building, ensure that the classroom door is closed, and the fire door, too, should be closed after the class has left. N.B. Teacher to check toilet areas.
- A class in the hall at a time of emergency should leave via the hall fire doors and make their way directly to the assembly point(s).
- Please make sure it is absolutely clear to the children that if they hear a bell which rings without stopping, they must stop whatever they are doing and follow your instructions. Children, who may be in the library or toilet when the bell rings, should make their way quickly to their classrooms, and leave the building with their teacher and classmates.

First Aid Provision

- The school has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits
- Portable first aid kits are taken on educational visits
- If the risk assessment dictates that it is necessary, a qualified first aider will be present on the trip

Food Technology (Primary)

- Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place
- Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned
- Close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens

Illness, Accident and Reporting Procedures

- Cases of illness or accident that are of a minor nature will be dealt with in school by the application of simple treatments (see First Aid Provision).
- Where more serious illness or accidents occur, the matter should be referred to the Headteacher/Deputy Headteacher, who will contact parents.
- All accidents must be entered in the Accident Book, which is located in the School Office and reported to the Headteacher/Deputy Headteacher.
- Please note that the names and addresses of witnesses (even if they are pupils) may be required in the case of a serious accident.

Infectious Diseases

- The school will seek guidance from School Health and the Public Health England guidance.

Legionella

- HVE provides advice and has assisted with the preparation of the school's Legionella risk assessments and also sample water as per the risk assessment.
- HVE complete legionella checks every six months.
- The site manager conducts water temperature tests on a monthly basis.
- The site manager conducts weekly flushing for rooms where water is not used.
- The site manager conducts nine alternative checks each month.

Lifts & Hoists

- All passenger lifts are inspected by a competent engineer on a six monthly basis
- Lifting equipment not used to lift people is inspected on an annual basis

Manual Handling

- Pupils and staff must only lift equipment and furniture within their own individual capability
- Manual handling training will be provided for appropriate members of staff including, if necessary, include how to lift pupils safely

Physical Education

- Premises and equipment should be checked for safety before the lesson begins.
- Children should be taught the need for safety and warned against behaviour likely to cause hazard.
- Attention should be paid to footwear, clothing and adornments i.e. jewellery/hair ornaments.
- Children should remove all jewellery before the lesson begins.
- Swimming - Responsibility for the children's safety covers the time from leaving the school site and includes the duration of the swimming lesson.

Playground Equipment

- Playground equipment and its use is supervised during all breaks during the school day
- If the equipment is used during lesson time supervision is again maintained
- A decision is made, recorded and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day

Playground Supervision

- Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment

Pregnant Members of Staff

- The Council's procedures for pregnant members of staff will be followed, including carrying out a 'Pregnancy Risk Assessment'

Risk Assessment

- The school maintains a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and grounds
- They are all available on the school central server for staff to inspect and refer to as necessary
- The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments

- All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place)

Safeguarding and Child Protection

- See the school's Child Protection including Safeguarding Policy which is updated in line with Keeping Children Safe in Education September 2019.
- The school completes the a S11 audit tool and action plan to support continued development and ensure that the school is up to date with changes.

Slips Trips and Falls on the Level

- The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place
- This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections

School Smoking Policy

- School has a non-smoking policy and smoking is not permitted in the school building or grounds.

Snow and Ice

- A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions
- If it becomes impossible to keep these routes clear the head teacher is informed immediately and this information contributes to any decision to close the school

Stress at Work

- Proactive - the Council's templates for Stress Risk Assessment are used in order to identify how levels of stress (caused by work) amongst staff can be reduced
- Reactive – individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with the school's welfare policies and, if necessary, by accessing Health and Wellbeing Services.

Supervision of Pupils

- Sensible, safe behaviour will be promoted to pupils by all members of staff
- Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school rules
- Pupils will only be allowed into or stay in classrooms under adult supervision
- Appropriate supervision of cloakrooms and toilet access will be in place at busy times

Training

- Health and Safety Training Needs are assessed as part of individual's annual review
- Training needs may also be identified as part of a risk assessment process

Use of Private Vehicles for Business Use

- Any member of staff, who uses a private vehicle to transport pupils must have comprehensive insurance cover that includes business use and the school has a copy of this information.
- It is advised that all school employees have business use.

Violence at work / Lone Working

- A risk assessment has been carried out for violence at work and lone working - separate policies and procedures are in place

Work Experience Students

- Students on work experience are to be regarded as employees rather than visitors.
- The school should take all reasonable steps to safeguard their health and safety and see that they are not exposed to risks during their placement.
- They also have a responsibility for their own safety and for the safety of those others affected by their acts (or omissions) at work, and they should be made aware of this requirement i.e. asked to read this policy statement.
- The Fire Procedure should be clearly explained, together with the procedures for notifying accidents (including the location of the accident book) and our First Aid Procedures. Where COSHH regulations apply, attention should be drawn to recommended safety procedures.

Working at Height

- Working at heights risk assessments have been completed for the school
- Appropriate record keeping and safe systems of work are kept in the working at heights file. All site/caretaking staff who under take working at heights have been on a half day training course.

- Teaching and other staff who assist in putting up displays in school have been given appropriate in-house training and advised that they must:
 - Use appropriate access equipment - step ladders, kick stools etc.
 - Wear flat shoes whilst putting up displays
 - Not climb on furniture to put up displays