

Health & Safety

1.0 STATEMENT OF INTENT

1.1 The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors.

1.2 The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities.

1.3 The Governing Body believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

1.4 The Governing Body will take all reasonable steps to identify hazards and reduce the risks from them to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

2.0 THE DUTIES OF THE GOVERNING BODY

2.1 In the discharge of its duty the Governing Body will:

- i. make itself familiar with the Local Education Authority's Health, Safety and Welfare Policy (particularly Section 4.10 - Responsibilities of the Governing Body), the Local Management of Schools scheme and the advice and guidance provided by the LEA;
- ii. take account of that policy and scheme within budget and other policy considerations;
- iii. ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- iv. periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
- v. establish an effective health and safety management structure within the school and monitor and evaluate the Headteacher's performance on health and safety matters;
- vi. bring to the attention of the Local Authority Assistant Director, any health and safety concern outside of their control or any health and safety responsibility that they are unable to meet.

2.2 So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:

- i. this policy;

- ii. all other relevant health and safety matters;
- iii. the instruction and training that is available to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

3.0 THE DUTIES OF THE HEADTEACHER

3.1 As well as the duties which all members of staff have (see 5.0), the Headteacher has the general and specific responsibilities as set out in Section 4.11 of the LEA's policy statement on health, safety and welfare. These are;

- i. To manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured;
- ii. To comply with LEA policy and duties under the Local Management of Schools Scheme;
- iii. To bring any health and safety concern outside of own control or any health and safety responsibility that is unable to be met, to the attention of the Governing Body and the Assistant Director (Resources & Improvement); And specifically –
- iv. To assess and record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable;
- v. To develop and distribute school-specific policies on local health and safety issues;
- vi. To monitor and secure compliance with the school's policy and the control measures identified through risk assessments;
- vii. To ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with LEA and school health and safety procedures;
- viii. To inspect the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of danger;
- ix. To arrange routine maintenance and servicing of equipment through the LEA mechanism or other competent means;
- x. To consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site;
- xi. To investigate all accidents, near misses and episodes of work-related ill-health;
- xii. To monitor and evaluate the health and safety performance of staff;
- xiii. To have and practise emergency and contingency plans;
- xiv. To provide the means for consultation with staff on health and safety matters;

- xv. To supply an annual health and safety performance report of standard indicators to the Assistant Director (Resources & Improvement).

3.2 The Headteacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

4.0 THE DUTIES OF ALL MEMBERS OF STAFF

4.1 All staff are expected to familiarise themselves with the health and safety aspects of their work.

4.2 All staff have a responsibility to:

- i. take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
- ii. follow agreed working practices and safety procedures;
- iii. report any accident, near miss, incidents of violence, including verbal abuse or any hazard;
- iv. ensure health and safety equipment is not misused or interfered with.

5.0 THE DUTIES OF ALL PUPILS

All pupils have a duty to follow any instruction, policy or control put in place by the school for the benefit of their health and safety.

6.0 THE DUTIES OF THE CARETAKER

The site supervisor is required to

- i. undertake a visual daily site safety inspection prior to the school day starting.
- ii. read the maintenance log book every morning to prioritise and carry out, or arrange for contractors to carry out, remedial work as necessary.
- iii. attend regular meetings with the headteacher to discuss health and safety issues.
- iv. ensure all contractors comply with the school's Contractor Guidelines.
- v. ensure all cleaning staff are trained and competent to undertake their tasks safely.

7.0 VISITORS

All visitors are expected to:

- i. be made aware of the health and safety summary in the office
- ii. act with due regard to their health and safety and that of others

- iii. follow health and safety instructions given by staff members
- iv. report any health and safety concerns to a staff member or the office

8.0 HIRERS, CONTRACTORS AND OTHERS

8.1 The Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

8.2 When the premises are used for purposes not under the direction of the Headteacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 3.2 of this document.

8.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

8.4 When the premises are hired to persons outside the employment of the LEA, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body:

- i. introduce equipment for use on the school premises;
- ii. alter fixed installations;
- iii. remove fire and safety notices or equipment;
- iv. take any action that may create hazards for persons using the premises or the staff or pupils of the school.

8.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.

8.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.

8.7 The Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

9.0 STAFF CONSULTATIVE ARRANGEMENTS

9.1 The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

10.0 EMERGENCY PLANS

10.1 The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- i. save life;
- ii. prevent injury;
- iii. minimise loss.

This sequence will determine the priorities of the emergency plan.

10.2 The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

11.0 SOURCES OF ADVICE AND TECHNICAL ASSISTANCE

11.1 Whenever required, the Governing Body, Headteacher and other staff are to seek advice from the LEA, the Council's corporate occupational health and safety service or other competent persons to ensure that the most current and relevant information is used in carrying out this policy.

12.0 REVIEW

12.1 The Governing Body and Headteacher will review this policy statement annually and update, modify or replace it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

13.0 SPECIFIC PROCEDURES AND FURTHER GUIDANCE

13.1 The Governing Body and the Headteacher will ensure that written procedures, preceded by risk assessments, are produced and maintained to provide detailed and current information about the specific health and safety arrangements in place to deal with particular risks and situations. These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances (normal and abnormal). All staff will be informed about these procedures.

13.2 Fire and other Emergency Evacuation

- i. At a fixed time each week the alarm will be tested to ensure that it is effective. Points from different zones should be used to trigger the alarm to ensure that all break glass or other points are in working order.

- ii. Fire drills must be carried out at least once per term to enable everyone to become familiar with the evacuation procedure.
- iii. Line-up points have been designated and a notice displaying them is in each room.
- iv. On sounding the alarm, the fire brigade must be summoned and all staff, pupils and visitors must leave the building immediately, closing doors and windows behind them if possible.
- v. If there is no risk of personal injury, attempts may be made to tackle the fire using a suitable extinguisher, also switching off power supplies from the mains.
- vi. At all times fire exit doors must be unobstructed.
- vii. All external classroom doors are Fire Exits and should always be unlocked while the rooms are occupied.
- viii. Exits must be clearly identified and marked.
- ix. The use of display material must be controlled in fire exit routes in accordance with County Policy.
- x. Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.
- xi. All visitors spending a length of time in the school should be made aware of arrangements in the case of fire.
- xii. The school has a critical incident evacuation policy which will be administered by the headteacher should the necessity arise.
- xiii. If you discover a fire:
 - Operate nearest alarm
 - Go to the nearest telephone and dial 9/999
 - Carry out any previously arranged duties to be done in the event of fire or go to nearest line up point.
- xiv. When the fire bell rings please observe the following procedure:
 - Leave the classroom or work area by the nearest exit, switching off lights and closing all doors and windows.
 - Encourage the children to move quietly and without panic.
 - Class registers and visitor book will be brought out to the playground by the Admin. Officer.
 - Assemble the children in class lines on the main playground.
 - Check that all children and helpers are out of the building.

13.3 Storage and Administration of Medicines

- i. Non-prescription medicines cannot be administered to children by school staff.
- ii. In order for a child to receive prescribed medicine in school the parent/carer must complete the WCC Parental Consent Form 1. This form is kept in our medicines file in the office along with Record of Medication Form 2 where each dose is recorded by the member of staff administering it. Staff are not obliged to administer medicines.
- iii. When a child suffers from a condition which requires on-going medication the Form 3, Health Care Plan, should be completed.
- iv. All medicines are stored in a cabinet in the office cloakroom or if appropriate the staffroom fridge. Children do not have access to this area.
- v. Asthma inhalers should be named and kept in each child's classroom, where the child knows where to find his/her inhaler.

13.4 First Aid

- i. The school first aider is the Admin Officer.
- ii. However, other members of staff have attended training in First Aid and will take responsibility if necessary.
- iii. A First Aid box is kept in the office and another in the hall. They may only be stocked with items identified in the Wiltshire County Council Health & Safety Manual for schools. The first aider will ensure that the boxes are kept stocked.
- iv. All injuries, whether staff, pupil or visitor must be entered in the relevant Accident Book.
- v. Accident Books as well as Health and Safety/Hazard Forms are kept in the Admin. Office.
- vi. If it is necessary for a member of staff to transport a sick or injured person to hospital he/she should always be accompanied by another responsible adult.
- vii. All first aid waste should be put into a yellow bag and disposed of as clinical waste.

13.5 RIDDOR (Reporting of Injuries, Diseases, Dangerous Occurrences Regulations)

The school is required to comply with the stringent regulations of RIDDOR 1995. Forms must be completed in the event of any major injury, death, dangerous occurrence (near miss), disease or over 3 day injury and sent to County Hall.

13.6 Contractors

Before a contractor is permitted to begin any work on the site the Admin Officer is to send them a copy of the school's Contractors Guidelines which they are required to sign and return to school. The site supervisor is then to ensure that the contractor complies with the Guidelines whilst on site.

13.7 Lettings

All hirers of any part of the school premises are issued with a copy of the school's Letting Policy which they are required to sign and return before a letting can commence.

13.8 Site Security

Unauthorised entry to the school building is limited by a computer controlled access system on the main doors. Classroom and hall doors have internal fire exit handles only. Visitors are directed to the main entrance where they are vetted by office staff. They are then required to sign in and wear a visitor badge.

13.9 Outdoor Education Activities

The school's Visits Policy contains guidelines for teachers and forms which must be completed and submitted to the Headteacher for internal trip approval. For any school trip, teachers are required to complete a risk assessment. Teachers must then liaise with the Admin Officer to enable an on-line submission to be completed for County Hall for external trip approval.

13.10 Use of Dangerous tools, equipment and machinery

The school does not have any dangerous tools, equipment or machinery for pupils, teachers or supervisory staff to use. However, cleaning staff have tools and machinery that are in regular use as part of their duties but are trained in the correct methods of use by the site supervisor. All machinery is kept in locked areas.

13.11 COSHH (Control of Substances Hazardous to Health)

The school does not use any hazardous substances in curriculum provision. However, the site supervisor in carrying out his duties does occasionally order branded items for cleaning. The school complies with the COSHH Regulations 2002 by keeping a register of any cleaning products that fall into this category. All such items are kept in a locked cupboard. A small quantity of petrol is held in a locked outbuilding to which the pupils have no access.

13.12 Maintenance of Electrical, Heating and Water Systems

All such maintenance work is arranged and overseen by County Hall through the Right Choice Building Pool to which the school subscribes annually. The only exception to this is the annual portable appliance testing of electrical equipment which the school arranges annually.

13.13 Working at Height

Health and safety inductions cover working at height. Teachers have access to kickstools and small stepladders which must be used to put up displays etc. A large stepladder/ladder is available for the site supervisor's use only. All ladders, stepladders and kick stools are checked annually by the site supervisor and records kept.

13.14 Lone Workers

The school does not permit lone working off site ie when making home visits - staff should always be accompanied by another member of staff.

13.15 Vehicular Movement on the Site

The small school car park is for staff and visitor use only. The car park is not permitted to be used as a pedestrian access for children and parents. Contractors must follow Contractors Guidelines when bringing vehicles on site when children are present. Vehicles must not be parked in a manner that would block fire exits or prevent an emergency vehicle gaining access to the entire site.

13.16 Asbestos

There is an asbestos register on site, by the office, to which all contractors attention must be directed. The majority of the asbestos is contained in the ceiling tiles in the 1960s extension to the school and is indicated by regulation stickers. The surface of the tiles should not be disturbed in **any way** and this is thoroughly covered in health and safety inductions.

13.17 Criminal Records Bureau Clearances

All staff, along with voluntary helpers and classroom visitors are required to be CRB cleared.

13.18 ICT

See school's policies on ICT and Internet

13.19 Further advice and guidance

Further advice and guidance is available by referring to the Health and Safety Manual for Schools provided by the LEA and held by the Headteacher. This school adopts all of the guidance within the Manual as applicable within the school and to all staff.

14.0 LOCAL RULES

14.1 School Kitchen

This is a restricted area – children are not allowed to enter the kitchen, adults may do so with the permission of the catering manager or headteacher.

14.2 Personal Electrical Equipment

It is preferred that staff do not bring in personal electrical equipment as such items will not have been covered by the school's annual portable appliance testing. However, if it is unavoidable then the site supervisor should be given the item to carry out a visual check before it is put into use. The use of any personal electrical equipment is to be on a strictly temporary nature.

14.3 Personal use of school equipment

Permission should be gained from the headteacher to take school equipment off site and it should be booked in and out in the register in office

14.4 Personal food preparation facilities

Staff will observe high standards of hygiene to ensure that preparation surfaces and the fridge are kept in a clean state. Personal food items should be removed from the fridge on Friday afternoons.

14.5 Use of private vehicles for work purposes

Staff must check that their insurance covers them to travel to and from courses etc. Staff are not expected to transport pupils to and from events. An annual check is carried out of staff vehicle documents by the Admin Officer in March to satisfy County Hall requirements.

14.6 Friends of North Bradley School Events

All events must have the necessary risk assessment and event manager paperwork completed by the Friends of North Bradley Committee and submitted to the Headteacher for approval.

14.7 Use of Pond Area

The pond area is to be kept locked at all times. Pupils are only permitted to enter this area under staff supervision.

Signed _____ Signed _____
Headteacher Chair of Governors

Date _____ Date _____

Date of next review _____