

Kippax North Junior, Infant & Nursery School **Health and Safety Policy**



General Statement

The following statement sets out the health and safety objectives for Kippax North Junior and infant School with the aim of ensuring best practice in the management of health and safety.

Kippax North Junior and Infant school:

- Will take all reasonable steps to provide safe and healthy conditions for pupils, employees and others who may be affected by its activities.
- Will take steps to ensure compliance with all relevant health and safety legislation.
- Accepts its responsibilities as an employer and will provide adequate resources to implement this policy including access to support from health and safety competent persons. Where necessary external specialist advice and assistance will be obtained.
- Accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively.
- Expects all employees and pupils to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others.
- Is committed to providing the necessary information, instruction and training to all employees and pupils where applicable.
- Acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively.
- Is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the Policy in light of new legislation and other changing circumstances.
- Will set out full details of the organisation and arrangements for the management of health and safety in the school, in separate documents.

This policy supports and expands the LEA Safety Policy and provides a safety framework for the school. The general day to day control of the staff, pupils and premises rests with the Head Teacher and the School's Governing Body as set out in the agreement with the LEA.

1. The Intent

The Governors and Head Teacher of Kippax North School intend to provide safe and healthy working conditions for employees and to ensure that work done by employees

does not adversely affect the health and safety of anyone else, e.g. pupils, parents, visitors, contractors etc.

We call upon all staff members to show a proper personal concern for their own safety and the safety of others and the safety of equipment, by exercising due care and attention and observing authorised methods and Codes of Practice including those inherent in their professional or craft training.

The school will adopt as a minimum, those standards and practices laid down by Leeds City Council in their Statement of Policy for Health and Safety at Work (for the City Council's employees) as detailed in the document Health and Safety Handbook for Schools', or any other supplementary documentation issued from time to time via the LEA.

The Head Teacher is responsible for drawing the attention of staff to local procedures specific to Kippax North School itself as well as general authority procedures applicable to themselves and their place of work.

This policy will be reviewed on a regular basis

2. The Organisation

The Head Teacher is responsible for health and safety issues within school and will, within the constraints of the post:

- a) Implementation those matters which are under his/her direct control;
- Or
- b) Report to the LEA those matters, which are not.

The Head Teacher may call upon the services of the City Council's Safety Advisers to assist with safety matters and to evaluate any systems which may be drawn up.

The Head Teacher will also ensure that all safety information received by the school is recorded and maintained and is distributed to all staff as required and will ensure that the guidance issued by the LEA (and other guidance from the Health and Safety Executive) on COSHH or other specialist topics is followed.

All staff are respectively responsible for drawing to the attention of the Head Teacher matters of concern relating to Health and Safety.

The Head Teacher or his/her representative will be responsible for ensuring that all members of staff and students on teaching practice and work experience, and parents involved in working with children, are made aware of all relevant agreed Health, Safety and Welfare routines and practices.

Note: This may be arranged through other staff by formal delegation, as arranged. Subject leaders are responsible for providing appropriate guidelines for all staff, children and helpers in school. Reference should be made to the Leeds City Council Document, Health and Safety Handbook for Schools in preparing said guidelines.

All Class Teachers have a duty to implement agreed procedures / routines in their classrooms and with their classes. Other staff; All members of school staff have a duty to implement agreed procedures / routines in and around the school. Safety Reps: Duly accredited Trades Union Health, Safety and Welfare Representatives will be accorded the facilities necessary to carry out their function.

The Superintendent under the general direction of the Head Teacher is responsible for the day to day upkeep of the premises and will:

1. Ensure that the boiler plant and equipment are operational and report any problems to the Head Teacher for repairs to be instigated
2. Carry out his/her cleaning duties in a safe manner and ensure that the substances used are stored and handled in accordance with the relevant regulations and guidance and will ensure in conjunction with the Head Teacher that the guidance on CSHH and other appropriate regulations are followed.

The Superintendent and the buildings sub-committee will regularly carry out general surveys of premises inside and out and report accordingly. The Superintendent will carry out tests of fire alarms, keep records and ensure that the emergency lighting is operational.

Cleaning Staff will ensure that substances are locked away when not in use and used and stored in accordance with regulations and guidance.

Cleaning Staff will ensure that warning signs are placed adjacent to newly mopped areas.

Cleaning Staff will report any defects to electrical equipment to their supervisors. Any faulty electrical equipment will be taken out of use until repaired.

Contract cleaners will be expected to follow the above rules.

3. Arrangements

Where specific duties are delegated these will be discussed, detailed in writing and given to the individual concerned. A copy will be attached to the safety policy document.

3.1 General

All members of the school community will be expected to follow school instruction.

3.2 *First Aid and Accident Reporting*

- a) First Aid box(es) are situated in both halls and the staff rooms. All staff have first aid equipment in bumbags
- b) All accidents to staff or children must be recorded in both the premises treatment/accident book, where appropriate. Each entry should give the name of the individual involved, a description of the accident which occurred, the injury sustained and treatment given.
- c) Each entry must be signed.

- d) If the person involved in the accident is able, they should walk to the office for treatment. Wherever practicable a child should always be accompanied by another child who can request help from the First Aider.
- e) In the case of a more serious accident or if there is any doubt as to the seriousness of the accident, the person involved will not be moved. Another child or adult if available should be sent to the Head Teacher or the Deputy.

3.3 Infection Control

When cleaning up spills of blood or other bodily fluids, rubber gloves should be worn. Disinfect the spilled-on area then wash gloves whilst still on hands with disinfectant. Hands should then be washed with soap and water.

Further guidance is in "Health and Safety in Education Premises" Part 5 – First Aid.

3.4 Reporting of Accidents, Injuries, Diseases and Dangerous Occurrences

Leeds City Council guidelines apply, please refer to File kept in Head Teacher's office. Form CF/50 will be completed and sent to Education personnel.

In the event of any serious accident, following its reporting in accordance with LEA Policy, the situation surrounding the event will be discussed and routines/procedures modified if appropriate. Periodically the Accident Report book will be studied and routines discussed, if appropriate.

3.5 Hazard Assessments

The Head Teacher or his/her delegated representative will carry out risk assessments, in accordance with the Management of Health and Safety Regulations 1992 for the activities within his/her control and take appropriate action to minimise any highlighted risks.

3.6 Presence of Contractor on Site

In the event of a Contractor needing to work on site during the school working day, arrangements with regard to healthy and safety of staff and Pupils will be agreed after discussion with Safety Representatives and agreement with the Contractor by the Headteacher or Deputy Headteacher and Superintendent and should include:

1. safe working practices
2. maintenance of fire escape routes
3. arrangements to control interaction between contractors and pupils, and
4. notification of the arrival on site of the Contractor on each day.

The agreed arrangements will be monitored by the Headteacher or Deputy Headteacher and Superintendent.

If a Contractor is working during the school holidays arrangements will be agreed with the Superintendent and monitored by same.

3.7 Purchase of Equipment

All equipment for use in school will be purchased in accordance with Leeds City Council guidelines. Advice, where necessary, will be sought from the Advisory Division/Central Safety Advisory Service.

3.8 Use of Electrical Equipment

1. All portable electrical equipment will be thoroughly tested as required by Leeds City Council Policy.
2. All equipment in regular use will be checked at least once a term by the superintendent.
3. All electrical equipment in regular class use will be “vision” checked by the teacher using the equipment each time it is used. If equipment is damaged or defective in any way, it must not be used but must be reported to the Headteacher for action.
4. Extension leads should be used only when essential. If the lead is the rolled type it must be fully extended before use.
5. No wires should be so placed that they constitute a hazard to any person on the premises.
6. Where practicable electrical equipment should be switched off and the plug removed from the socket before being left unattended at night or for any long period in the school day.
7. Care should be taken not to obstruct electrical heaters with combustible material of any kind.
8. Personal equipment should NOT be brought into school. However, where this is necessary the checking procedure must be followed. Consultation with the responsible person must take place.

3.9 Protective Equipment – Provision and Use

Staff members with delegated responsibilities will ensure that protective equipment required, e.g. safety goggles is ordered via school capitation and is correctly used.

Staff members with a delegated responsibility will ensure that all necessary members of school staff are trained in proper procedures for the health and safety aspects of the appropriate tasks including the correct use of equipment/clothing. This responsibility will include introducing and training in new agreed procedures, new equipment and substances. Monitoring of procedures will be a further responsibility.

3.10 Fire Precautions

The particular procedures for this establishment are given in the Fire Policy and Fire Prevention Procedures, which are posted in various places around the building.

3.11 Evacuation Drill

An evacuation drill will be held at least once every term. Copies of the agreed route and procedures will be available in each working area, (in staff policy files). In the event of a fire:

Responsibility for contacting the Fire Brigade lies with the Admin staff, Head Teacher or Superintendent.

Tackling a fire will be the decision of the individual concerned. This will only occur if the fire is minor and it is safe to tackle.

PRIORITY MUST BE GIVEN TO THE EVACUATION OF STAFF AND PUPILS.

If it is safe to do so, children will assemble after roll call in the top playground to wait collection by parents.

3.12 Fire Book

This will be maintained and kept in the office recording:

- a. testing of alarms – these will be tested regularly at a different point so that all points are checked within six months in the school
- b. date and time of fire drills
- c. evacuation time
- d. the contractors checks of the fire extinguishers along with details of the purchase and installation of replacements.

3.13 Building Modifications

The Head Teacher will discuss all plans for changes with appropriate members of staff, including Safety Representatives, Buildings Division, plus Health and Safety officers/Fire officers as appropriate in order to maintain safety/fire standards.

3.14 In Class Issues and Procedures

1. Children should be instructed in the safe use, storage and transport of tools including scissors.
2. When moving about the classroom children should be instructed to walk.
3. Safety cut paper slicers are not to be used by Infant age children. Junior children may use paper slicers under adult supervision.
4. Protective clothing such as goggles must be used according to procedures.