

Elmsett C. of E. V.C.P. School

Health, Safety & Welfare Policy



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Contents:

1.	Introduction	3
2.	Aims	3
3.	Organisation.....	3
	Specific Roles	3
	HIV and AIDS	4
	Specific Documentation	4
	Regular Health & Safety Checks.....	5
	First Aid Training.....	5
	Responsibilities.....	5
4.	Arrangement of the Health & Safety Policy.....	6
	Critical Incident Management.....	7
	Personal Safety Procedures, Schoolsafe and Control of Violence	7
	Planned Safety Checks.....	7
	Incident Reporting/Investigation	8
	Coordination and Risk Assessment Work	8
	Fire Procedures	8
	Locally Organised Building Repairs and Alterations	9
	Asbestos.....	9
	First Aid Equipment.....	9
	Vehicle Control and Pedestrian Safety.....	9
	Education Visits Coordinator (EVC)	9
	Supporting Pupils with Medical Needs	10
	Premises Security	10
	Outside Lettings.....	10

1. INTRODUCTION

The Governors and Head Teacher acknowledge that the Suffolk County Council has the prime responsibility for the Health and Safety and that the governing body and Head Teacher have specific responsibilities to manage Health and Safety at the School level. They also have responsibilities to support the published aims of the LEA in improving the overall the Health and Safety performance of schools.

The Head Teacher is responsible for advice from the Suffolk County Council.

2. AIMS

- To ensure the safety of all at Elmsett Primary School
- To educate children, staff and visitors in safe working practices and good habits
- To promote an ethos and sense of responsibility and awareness concerning Health and Safety
- To establish routines, systems (including risk assessments) and good working practices that lead to effective implementation of this policy.

3. ORGANISATION

Specific Roles

Head Teacher with Health and Safety Coordinator

- To identify risks and prepare Risk Assessments covering all major, significant areas if potential risk
- To provide a termly report to governing body
- To disseminate Health and Safety information
- To oversee and monitor the implementation of the Health and Safety policy
- To advise on Health and Safety issues
- To initiate and coordinate Health and Safety training
- To carry out regular Health and Safety inspections
- To organise and oversee inspections from outside contractors
- To oversee the safety of all purchase of equipment and materials
- To oversee the safe storage of hazardous substances and potentially dangerous equipment
- To ensure that the School is adequately equipped with various health an safety equipment and materials (i.e. First Aid Kits, Fire Extinguishers, etc)
- To oversee the Health and Safety of all School activities

Class Teachers

- To promote safe working practices by children and any adult helper under that teachers direction
- To ensure that children are taught how to use equipment and materials safely
- To report any accidents or incidents to the Health and Safety Coordinator or Head Teacher and to enter such incidents into the accident report book

- To check the safety of all equipment before it is used by children
- To ensure that Fire Exits are clear in all areas of the School
- To be aware of the risks and carry out Risk Assessments and required actions to minimise any risk both in School and outside School during educational visits
- To inform parents of appropriate Risk Assessments

Teaching Assistants

- To promote safe working practices by children
- To follow guidance and instructions relating to Health and Safety
- To ensure that the children are taught how to use equipment and materials safely
- To report any accidents or incidents to the Health and Safety Coordinator or Head Teacher and to enter such incidents into the accident report book
- To check the safety of all equipment before it is used by children
- To be aware of the Risk Assessments and required actions to minimise any risk both in School and outside School during educational visits

Midday Supervisors

- To ensure children's general well-being during lunch time
- To report any accidents or incidents to the Health and Safety Coordinator or Head Teacher and to enter such incidents into the accident report book
- To be aware of all risk assessments and required actions to minimise any risk in School

Office Staff

- First Aid Kit renewal
- Renew emergency contacts

HIV and AIDS

Procedures for supporting any members of the School community infected or affected by HIV:

The School has procedures for dealing with first aid at all times to minimise risks. Staff wear gloves when dealing with bleeding and cover their own cuts with plasters to protect themselves from infection.

We could well be unaware of anyone infected or affected by HIV, so our procedures need to allow for this.

We need to be aware of any discrimination regarding equal opportunities

Specific Documentation

The School has prepared a management plan for critical incidents in School, which itemises the procedures to be followed in the event of a serious incident.

The county booklet advising on correct procedure to follow during educational visits is available from the Head's Office. The county advice on emergency closure is also available from the School Office.

Regular Health & Safety Checks

The following Table lists regular Health and Safety checks carried out.

General inspection of building and grounds	Termly	Head teacher + H&S Governor
Fire Drill	Termly	Head teacher
Emergency Contact form review	Termly	Secretary
First Aid Kit renewal	At least termly	Secretary
Emergency School Closure review	Annually	Head teacher
Fire equipment inspection	Annually	Contractor
Electrical wiring check	Biannually	LA
PAT testing	Annually	Facit Testing
PE equipment and outside equipment	Annually	Contractor

First Aid Training

Every three years all staff receive first aid training (*next due September 2018*). In addition to this Foundation stage staff are trained in paediatric First Aid.

All staff undergo relevant training for administration of Epipens and Anapens, when the need arises.

Responsibilities

Individual Members of staff are responsible for the particular areas as follows:

E. Burdiss – Head Teacher

S. Laflin – Office Administrator: responsible for Health & Safety

J. Hyde – Governor with Health & Safety Portfolio

Task	Name of person responsible
H&S Policy review	Resources Committee
Prepare Risk Assessments	E. Burdiss (+ all staff)
Communication and information management	S. Laflin
Critical Incident Management	E. Burdiss
H&S Induction training	E. Burdiss
Routine updating training	E. Burdiss
Personal safety procedures (also	E. Burdiss

Schoolsafe)	
Planned checks (procedures)	S. Laflin
Planned checks (equipment)	S. Laflin
Planned checks (equipment)	S. Laflin
Incident reporting/investigation	S. Laflin / E. Burdiss
Coordination of risk assessment work	S. Laflin / E. Burdiss
Fire Procedures	S. Laflin / E. Burdiss
Locally organised building repairs and alterations	E. Burdiss
First Aid (training and equipment)	S. Laflin / E. Burdiss
Vehicle control and pedestrian safety	E. Burdiss
Educational Visits Coordinator	E. Burdiss and Governors
School Minibus	N/A
Supporting pupils with medical needs	All staff
Premises Security	E. Burdiss
Contractors on site	E. Burdiss
Outside lettings	E. Burdiss
Other (specify)	E. Burdiss

4. ARRANGEMENT OF THE HEALTH & SAFETY POLICY

- The School Buildings Committee has responsibility for Health and Safety
- The School has a system to ensure relevant Health and Safety information is passed onto the appropriate people within the School. The Head Teacher acknowledges responsibility for keeping the School's Health and Safety Committee /Health and Safety Coordinator informed about new information and guidance received.
- There is a specific file, in the School Office for general Health and Safety information, which any member of staff might refer to at any time. Relevant notices are also displayed in the staff kitchen.
- This file includes:
 - The School's Health and Safety policy
 - A Copy of "Health and Safety Law-What You Should Know" is on display in the staff kitchen

- S. Laflin is responsible for physically keeping the "Education Health and Safety-Local Management of School's" manual up to date.

Critical Incident Management

- The county's guidelines are followed and staff are aware of the advice-see separate policy.

Personal Safety Procedures, Schoolsafe and Control of Violence

- School staff have been trained to the Schoolsafe standard. A list of CRB checked personnel is kept in the Office. All staff attend Safeguarding training and Governors who have not attended a course are encouraged to attend.
- Visitors and people entering the building are monitored; the School has a signing in book at Reception and visitors are issued with a label.
- Visitors are directed to use the main entrance to the School.
- There is a guide for lone workers in the School Office.

Planned Safety Checks

- Procedures
- Equipment
- Premises

Routine Maintenance is required for the following:

- Small portable electrical appliances, extension cables etc – annual check is by the local company Facit, termly by S. Laflin
- Other equipment (fixed-electrical radiators etc checked by LEA contractors twice yearly)
- Recorded checks are made of the condition of plugs, sockets and mains leads by S. Laflin.
- All equipment is subjected to an appropriate, programmed and recorded maintenance check. For example:
 - All indoor and outdoor sports and play equipment-the School is responsible for the outdoor basketball posts, checked regularly by L Long, the Village Hall Management Committee is responsible for the play equipment on the meadow.
 - The School's water system - hygiene and temperature is carried out monthly by S. Laflin (for legionnaires disease checks it is checked annually by Guardian Water Treatment Ltd)
 - Mechanical equipment used in Design Technology, guidelines in the red Health and Safety handbook is followed.
 - Step ladders are available for staff use.
 - Door closers-finger boards have been put on some doors.
 - Photocopiers have been assessed regarding risk management and are kept away from staff working areas where possible.

- If the county contracts or recommended providers are not used, what arrangements have been made to ensure the same standard of safety, competence, record keeping, quality assurance and insurance cover?
- S. Laflin and the Health and Safety governor inspect the whole School termly.

Incident Reporting/Investigation

The incident Report form is in use in the School. The School's ID (DfES code number) is recorded on every form and all staff have been briefed on when and how to use the form. Every incident is subject to investigation as appropriate with a view to preventing recurrence.

- S. Laflin and the Health and Safety governor periodically review the incident history for the School and plan actions to reduce the likelihood of future incidents.

Coordination and Risk Assessment Work

- Risk assessments are required for short and long term planning due to the following examples which reflect the School's life.
 - The School grounds are used outside of normal School hours by local youths. A check is carried out every morning by the headteacher.
 - The School field is partly bounded by a natural hazard consisting of a thorny hedge and ditch.
- Required Risk Assessments:
 - First aid arrangements-all staff are trained, date of training is recorded by S. Laflin
 - Lone working situations re policy
 - Hinge protectors have been fitted on doors
 - Visits and Trips-carried out by Head Teacher/Staff
 - Tree maintenance-carried out by County Council ground staff.
 - Display screen equipment/workstations.
 - Manual handling-advice available in file.
 - Working at height-cleaner re light fittings.
 - Clinical waste - drug policy.
 - Swimming pool supervision – Hadleigh swimming pool and volunteers (female)
 - School fetes, drama productions etc.

Fire Procedures

- A fire risk assessment is ongoing
- The notices detailing the evacuation procedure are located around the School.
- There is a termly schedule for routine practice drills carried out by S. Laflin and duly recorded in the Fire Safety Book
- There is a check to ensure all fire extinguishers have been tested during annual inspection. Staff are adequately trained to enable escape in an emergency and to use fire extinguishers.(Safety Bos)
- S. Laflin conducts the weekly alarm test and the details of the tests are recorded in the Fire Safety Book.

- Regular checks of all fire exits/doors are carried out by S. Laflin
- The School's wheelie bins and recycling centre is situated a sufficient distance from the building so they cannot be used to set fires.

Locally Organised Building Repairs and Alterations

- Procedures are in place to ensure the Form 13 procedure is followed.

Asbestos

All staff and people working in the school are to be shown the asbestos register which identifies known locations of asbestos containing materials.

- A School policy requires all people altering the fabric of the building to sign the appropriate form and read the policy details to be found in the Office.
- All relevant staff and Governors know the asbestos procedures. They have been advised about the asbestos survey report and signed forms acknowledging their awareness of asbestos in the School buildings.
- Any necessary alterations to the asbestos survey report will be made AND notified to the County Council via the Property Advisor.

First Aid Equipment

- All first aid equipment is appropriately located. The PE teacher also has a kit when out on the sports field as do lunch time supervisors and ground staff. Two first aid kits are located in the kitchen area for all staff to access.
- Office staff regularly update and maintain first aid kits.
- There is a procedure for disposal of clinical waste, the relevant bin being situated in the staff room.
- The injury reporting procedure file is kept in the staff room along with the County Council incident reporting forms. They are monitored regularly by S. Laflin and a Health and Safety Governor.
- Office staff have access to health centre/GP telephone numbers and they are displayed on the notice board in the School Office. The list is maintained by the clerical staff.
- A separate first aid box and kit is taken on all external visits.

Vehicle Control and Pedestrian Safety

- There are parking arrangements at the Village Hall car park
- There are no times when vehicle movements are restricted but awareness when the swimming bus/other buses pick up the children
- Refuse collection vehicles do not present risks to any pedestrians (staff, pupils, parents etc.) on site. Collection is outside the School gate in the recycling area behind a secured gate.

Education Visits Coordinator (EVC)

- Current County Advice is being followed. A new educational visits system - EVOLVE has been introduced which requires detailed information regarding an educational visit to be inputted into the online system, covering every aspect of the visit. This is then

checked and authorised by the Headteacher before being sent to County for authorisation.

Supporting Pupils with Medical Needs

- All staff are aware of all pupils with medical needs. The latest county council and DfES guidelines are followed.

Premises Security

- We follow county council guidance

Outside Lettings

- There are no lettings at the present time but the Committee would need to discuss and agree these before proceeding.