

## Colston's Primary School

### Health and Safety Policy

Policy last updated: November 2014

Revisions include:

- Change to Deputy Head Teacher duties
- Change to School Business Manager duties
- Accident reporting procedure
- Alcohol storage
- Animals in School
- Flammable materials
- Lettings
- Workers with reduced mobility
- Sanitary waste
- Storage of equipment and furniture
- Violence against staff

#### ***Safety policy statement***

*The Head Teacher of Colston's Primary School fully accepts his/her responsibilities under the "Health and Safety at Work Act 1974" to provide the resources to ensure the health, safety and welfare of both staff and pupils.*

*The school is committed to identifying, then eliminating or controlling, any hazards encountered in the school or on the site.*

*The Head Teacher will monitor this safety policy and revise it as necessary.*

*The school is also committed to the safety of others, not employed by the school, who may be affected by the activities of the school, including pupils, helpers, visitors, contractors on site.,*

*This statement, together with the safety policy, will be communicated to all members of staff via the school's regular training sessions and through induction training for new staff. A copy of the policy is referred to in the staff handbook, which is issued to every member of staff.*

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## **Roles and responsibilities**

### **Governors**

Whilst Governors do not have to actually implement the health and safety policy of the school, they do have a role in ensuring that the school has a suitable health and safety policy in place and that it is acted upon.

By ensuring that the health and safety policy is developed and implemented the Governors will be discharging their legal requirement of ensuring the health, safety and welfare of the school's employees and the health and safety of those not in their employment i.e. pupils, parents, visitors and contractors.

The Governors must also ensure that the senior school management operates safe school premises with safe equipment, materials and substances.

The Governors also ensure that the policies and standards laid down by the DfE, EFA or other government regulatory bodies are adhered to.

To ensure that the above are in place it will be necessary for the Governors to periodically inspect the school and ask specific questions of senior school management to ensure compliance.

### **Head Teacher**

The Head Teacher retains overall responsibility for ensuring the health, safety and welfare of all of the employees and the health and safety of pupils, visitors and contractors. The following duties normally relate to the Head Teacher but any of them may be delegated to suitable staff. Note that even if duties are delegated, overall responsibility rests with the Head Teacher to ensure they are carried out.

Head Teacher duties include activities organised on behalf of the school but being undertaken away from the school site. The Head Teacher will act as Educational Visits Co-ordinator.

The Head Teacher will:

- take day to day responsibility for all health and safety matters affecting the school;
- ensure effective communications on health and safety matters exist between the school and the Governors and any third party safety advisers engaged by the school;
- ensure compliance with health and safety law and the School Health & Safety Policy;
- provide Governors with an annual report on matters affecting health and safety within the school;
- together with school staff, assess and control the risks to persons, from hazards within the school, and any of its activities, wherever they are undertaken;
- provide equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained;

- ensure hazardous substances, e.g. cleaning substances, are properly used, stored and disposed of;
- maintain first aid and accident reporting systems that are suitable for the school;
- evaluate the need for health and safety training for school staff and arrange for its delivery;
- bring to the attention of the Governing body and the DfE and any other appropriate advisers or regulative body, any matter of health and safety that cannot be resolved or is of substantial or imminent danger to any person;
- liaise with contractors, or their representative undertaking work on the school site, to ensure the safety of any persons exposed;
- ensure arrangements for fire prevention within the school are adequate and that suitable arrangements are in place for testing the fire alarm systems, fire fighting equipment, emergency lighting etc. and that records are maintained;
- ensure adequate fire drills and lock down drills are carried out and their results recorded;
- keep the school's health and safety policy under review and bring any amendments to the notice of all staff;
- ensure that adequate emergency procedures exist in relation to fire, gas leak, intruder etc.;
- ensure that the school has access to competent health and safety advice.

#### **Deputy Head Teacher, or Assistant Head Teacher**

These staff members will assume the duties of the HT when deputising for the HT. It is therefore important that these staff members are fully familiar with all aspects of the school safety policy.

#### **School Business Manager**

The staff member will lead the Risk Assessment process, and may be delegated day-to-day responsibilities by the Headteacher for regular school inspections for defects or non-compliance with this Health & Safety policy. They will ensure periodic inspections of large and/or static electrical items.

#### **All employees**

All employees are to be familiar with the school safety policy and:

- ensure that they work in ways that are safe and without risk to themselves, the pupils other staff or visitors;
- co-operate with those who have a duty to ensure health and safety by adhering to advice, instructions and procedures for health and safety;

- report any unsafe practices which come to their notice;
- participate with the school to improve the standard of health and safety.

### **Site Manager/Caretaker**

The Site Manager/Caretaker has a very specific and important role to play in the implementation of the Health and Safety Policy for the school.

The Site Manager/Caretaker will ensure:

- staff within their control are adequately trained or instructed to perform the duties for which they are employed;
- the COSHH assessments have been carried out, up to date, and the assessment sheets available to staff who need them;
- all staff using chemicals have been informed of the dangers from the chemicals they use and the control measures that are in place to prevent them from being harmed;
- all staff using chemicals are informed of the first aid treatment required in the event of them coming into contact with the chemicals;
- risk assessments have been carried out on all hazardous activities undertaken by the department e.g. using ladders, entering boiler rooms etc.

### **Kitchen Manager**

Must familiarise his/herself with the School's Health & Safety Policy and implement it into their work activities.

He/she will ensure that all kitchen staff are instructed and informed to work in accordance with this document.

The Kitchen Manager must inform the Head Teacher of any potential hazards or defects.

He/she should also be familiar with the Food Safety Act 1990 and the implications as far as the school is concerned.

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## **Arrangements or procedures for ensuring the policy is met**

### **Procedures**

Accident Reporting  
Administration of medication  
Alcohol  
Animals in school  
Asthma  
Auditing the safety system  
Blood, avoiding contamination  
Chemical safety  
Contractors  
Electrical safety  
Fire safety  
First aid  
Flammables  
Health and safety assistance  
Inspections of the school  
Ladders and step ladders  
Lettings  
Manual handling  
Office safety  
Off site visits  
Pregnant workers  
Risk assessments  
Safety training  
Sanitary Waste  
Security  
Storage of Equipment & Furniture  
Stress

### Appendix: Health and Safety Responsibilities

#### **1. Accident reporting**

All accidents are recorded in the school accident book which is kept in the school office.

Reports are completed by the head teacher or delegated to the School Business Manager.. More serious accidents to pupils and any accidents to staff, visitors, or contractors are notified to the Governors.

Notifiable injuries, are declared to the Health and Safety Executive local office and the Local Authority

Where a child has suffered a head bump, a letter is sent home to advise the parent.

The accident book contains the following information:

name of injured person;  
time, date and place of the injury,  
what happened to cause the injury,  
the injury sustained,  
treatment given,  
name of any witnesses.

More serious accidents are investigated to try to prevent it happening again. This investigation is documented.

Accident 'Near Misses' must be reported to the school office and a record of the incident made in the Near Misses log. This will be reviewed regularly and appropriate action taken to avoid an accident occurring.

The record of accidents and near misses is checked regularly for trends and possible causes.

## **2. Administration of medication**

It is recognised that teachers do not have any obligation under their contract to administer medication to pupils and that such administration is on a voluntary basis. There is a requirement however under the DfE to assist pupils with medical needs.

### **Administering medication in school**

The school accepts the need for some pupils to receive medication during school hours. To this extent, certain staff will be trained to administer medication under the guidelines shown in this procedure.

Only medication prescribed by a doctor will be accepted for administration.

The medication will only be accepted with written authorisation from the parent or guardian.

The written authorisation must contain clear instructions about the dosage and time of the administration.

A standard form is issued by the school for this permission to be given.

Medication, other than asthma inhalers, will be administered in the presence of another member of staff.

The medication is stored in a secure place in the office.

This medication policy is brought to the attention of all parents on the school website and in school newsletters.

## **3. Alcohol**

Alcohol must not be stored on the School premises for more than 24 hours. Any alcohol brought onto the site for a social event must be held in view of a responsible adult/group of adults during the event, securely locked away afterwards and removed from the premises within 24 hours.

#### **4. Animals in school**

Animals can play an important role in the education of children, however only animals deemed to be suitable by a member of staff may be brought onto the school premises. Each potential case will be considered on its own merits, based on a judgement of the risk to the school community and the welfare of the animal itself. In general, pupils' pets should not be brought into the school playground at the start and end of the day.

The school has adopted the following principles relating to the care and management of animals on school premises:

Have regard for the fact that there are some animals and plants that cannot be taken from the wild.

Have a reliable reference book available on the animal such as those produced by the RSPCA.

Only obtain animals from reputable suppliers.

Ensure that children wash their hands before and after handling animals.

Animal houses to be kept clean and disinfected as required.

Do not allow contact between school animals and wild animals to avoid transmission of disease.

Do not allow children to bring dead or injured animals in to school.

If animals wander on to floors or tables, the affected surfaces should be washed afterwards.

Teach children how to handle the animals with care.

Feed animals correctly.

Any animal bites and scratches should be washed carefully. Seek medical advice if there is any risk of infection.

#### **5. Asthma**

Guidelines for dealing with an asthmatic attack are made known to all staff.

Details of all of the children in the school who have an asthmatic condition or require administration of Epipens are contained in the school medical register that all staff are aware of and can access.

All teachers are aware of the location of each child's inhaler and where spare ones are stored. Supply teachers must be made aware of the children in the class with asthma.

For most children, their inhalers are kept in the office. Trained staff administer daily medication to those children who need it.

## **6. Auditing of the safety system**

The safety system is regularly checked to ensure that it remains up to date and effective. A safety audit is carried out annually by the Health and Safety Committee.

As part of the audit, the auditors check Health and Safety records and walk through all parts of the school to look for failings in the system.

## **7. Blood, avoiding contamination**

All staff are familiar with this procedure before having to handle blood:

Wash hands first.

Put on disposable gloves.

Clean any wound as necessary or ask first aider to treat.

Dress any wound if necessary.

Dispose of the gloves and wipe or contaminated material in a plastic bag, seal if possible, and dispose of in the main bin. If there is a yellow bag system in place, use the yellow bag.

Wash hands thoroughly again.

Record incident in the accident book.

## **8. Chemical safety**

The most hazardous chemicals used in the school are the cleaning chemicals used by the cleaners and kept securely when they are not being used. Teachers do not keep their own stocks.

Chemicals and cleaning chemicals are always stored in their own container with the original label and warnings showing clearly on the container.

We never use food or drink containers to store chemicals.

We keep only small quantities of the chemicals.

Any spillages are cleaned up at once.

Children are taught to recognise the orange warning symbols, which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint strippers etc., and warn of the dangers.

Protective clothing is available when using chemicals.

Users are informed of the dangers and control measures to be used whilst using chemicals. There are suitable first aid arrangements in place.

*Reference: The Control of Substances Hazardous to Health Regulations.*

## **9. Contractors on site**

Contractors on site are supervised by the Head Teacher, School Business Manager or site manager/Caretaker, who is aware of the school's responsibilities regarding contractors. Checks are made for competence and insurance.

Contractors provide risk assessments as necessary.

The following guidelines are followed.

Before any work commences, it is advisable to hold a meeting on site with the contractor to agree how potential problems can be avoided.

Contractors need to be able to satisfy the following:

- be capable of carrying out the work in a competent manner, either by qualification or experience;
- can supply the resources to satisfactorily complete the job, without upfront payment;
- able to supply several satisfactory references, which should be checked;
- is a member of the relevant trade association;
- has sufficient, and up to date Public Liability Insurance, ask for a copy of the certificate and keep it on file, diary date the expiry to check for renewal;
- has an up to date and meaningful safety policy;
- has documented risk assessments;
- agree to abide by the school safety policy and rules, in writing;
- clearly state what work will be done, at what cost, and by when, in writing, before the work commences so that understanding and agreement can be reached.

All contractors should be made aware of the Asbestos register which is held in the office.

## **10. Electrical safety**

The following procedure is adhered to in the use of electricity:

- All portable electrical appliances are tested (PAT tested) annually. A Trained and certified person is employed to carry out this task.
- Staff are instructed to visually check each item of electrical equipment before it is used and to look for signs of burning, damaged cables, loose covers etc.
- Any faults are reported immediately and the equipment taken out of use until it is suitably repaired.
- No one is allowed to work on any electrical circuitry or equipment unless competent to do so.
- Staff are aware of the dangers of trailing cables and are forbidden to have trailing cables across walkways.

- Four way extension blocks are secured to the wall or computer trolley to prevent them being tangled in feet. This prevents tripping hazards and damage to equipment.
- The fixed electrical installation is tested at about five yearly intervals.
- Staff are instructed not to use personal electrical items in school until they have been PAT tested by the procedure described above.

## **11. Fire safety**

Fire drills are carried out at least once per term. The time taken to evacuate the school is recorded.

During some of the fire drills, we notionally block off one of the escape routes to more closely simulate a fire situation.

The fire alarm system this is tested by an approved contractor on a regular basis.

Any faults on the systems are reported to the contractor immediately.

Break glass points are tested weekly by the site manager from a different point each time and a record of this is held.

All records of the alarm system tests and fire drills are kept in the office.

Fire assembly points are known by all.

Registers are taken to the assembly point by the administrative officer for the teachers to carry out a roll call.

Fire extinguishers are serviced regularly.

Fire exits are checked regularly to ensure that they are not blocked.

Fire exit doors are checked regularly to ensure that they are in good condition and can be opened.

Fire signs are adequate and updated to comply with recent changes to regulations.

Fire Marshals “sweep” the building in the event of a fire or alarm to ensure it is empty and that doors are closed.

If anyone is to fight a fire, they are properly trained.

All staff, and particularly supply teachers, are made aware of the fire arrangements.

## **12. First aid**

The school will endeavour to have at least two fully qualified first aiders to allow for cover during school visits. Where possible the remaining staff will have received basic first aid training.

A list of the qualified first aiders is available in the office. All staff, including supply teachers are made aware of the first aiders and their location.

First aid kits are available in the school, kept in the office, and their contents checked and replenished as necessary by the nominated first aider, or whoever is nominated. Only first aid items are held in a first aid kit. There are no creams, lotions, tablets etc. in the kit.

Portable first aid kits are available, suitably stocked and taken on all visits away from the school.

In the event of a more serious injury, such as:

- unconsciousness;
- severe bleeding;
- object stuck in throat;
- deep cut that may require stitching;
- suspected fracture;
- severe asthma attack;
- severe reaction to bites or stings or allergic reaction;
- swallowing or suspected swallowing of toxic substance;

the schools Dials 999 and asks for an ambulance,

PARENTS ARE CALLED IMMEDIATELY.

### **13. Flammables**

No flammable materials may be stored on the school premises. No flammable materials may be brought onto the school premises except with prior permission from the Head Teacher. Any materials brought onto the site for a particular event (e.g. for a barbeque or art project) must be supervised by a responsible adult at all times and removed from the site at the end of the event.

### **14. Health and safety assistance**

The school seeks the assistance of health and safety advisers as necessary to provide advice, guidance and training on health and safety law and what the school needs to do to comply with that law, assistance with monitoring and provision of emergency management.

### **15. Inspections of the school**

The school is inspected regularly by the Head Teacher, School Business Manager and the Site Manager/Caretaker for any defects that could lead to an accident or ill health of any occupant. These inspections are carried out normally once per term at the start of the term, and the results briefly recorded in the school log or inspection book.

The Governors ensure that an annual safety inspection has been carried out and that a report has been submitted for action. A summary of this report is then submitted to the FGB.

### **16. Ladders and stepladders**

#### **Extending ladders**

Where extending ladders are used, normally by the Site Manager/Caretaker, proper instruction or training is received. It is recognised that this training could have been received during previous

employment i.e. used to be a fire fighter and received training from the Fire Service. Roof work, even retrieving balls, is not undertaken during windy or severe weather.

### **Stepladders and kick stools**

There are sufficient stepladders or kick stools provided around the school to prevent staff from using chairs for access to high shelving or putting up displays. Staff should receive basic instruction in the use of step ladders to ensure that they are aware that they must not have any degree of side loading and that the top step should not be stood on, unless it is designed for this, and has a suitable rail to support the user.

Staff are advised to get support from a colleague if using a ladder or stool as necessary.

### **17. Lettings (including PTAF events)**

Hirers are responsible for their own first aid provision and be adequately insured against injury to persons attending and against damage to the property.

Details of fire procedures will be given to hirers.

An evacuation plan must be agreed in advance for large gatherings and audience told of fire exits e.g. plays. The number attending must be within the maximum allowed under the School's lettings policy.

All emergency exits must be unlocked.

Telephone must be available for emergency calls.

The Caretaker must inspect the premises after their use and check for possible fires.

If the Caretaker discovers a fire when the school is unoccupied, he/she must sound the alarm and call the fire brigade.

The Head Teacher must be informed immediately.

### **18. Manual handling**

All staff are made aware of the risks associated with manual handling. Staff are advised to avoid manual handling as much as possible. Manual handling includes lifting, pulling, pushing, moving and carrying. Where there are manual handling tasks to be carried out then a suitable risk assessment is carried out to determine if the risk can be reduced. This is particularly important where the school has disabled pupils who may need assistance for certain tasks.

Where a manual handling assessment for a pupil is needed, it is likely that specialist assistance will be required.

Where staff have to carry out manual handling operations then the appropriate level of training is provided.

Seeking assistance with the task can often reduce the risks for simple handling tasks.

Where necessary, a removal company is employed to move large items.

## **19. Office safety**

The office is checked to ensure that trailing cables from computers do not cause tripping hazards.

A Display Screen Assessment is carried out to ensure that the school administrative officers are not exposed to risks from repetitive strain injury or work related upper limb disorder. The administrative officers are involved in the assessment.

There is adequate storage provided for files etc.

Space on top of high cabinets, under the desks and open floor areas are not used for storage.

The office floor is kept free of delivery packages.

## **20. Off site visits**

The Headteacher has responsibility for off site visits and ensuring procedures are followed at all times. An offsite visit is any visit where the children are taken away from the school site.

Risk assessments are completed and documented for all off site visits. Where the visits are regular visits, such as to the church or swimming pool, the risk assessment is completed then reviewed each term or year as necessary.

All HSE or DfE guidelines are followed before any off site visits take place. All necessary documentation is completed before the visit takes place.

Where activity providers are used then their competency is checked.

The risk assessment process determines the level of first aid cover on the visit.

First aid kits are always taken on the visit.

All arrangements for off site visits are checked by the Head Teacher before the visit commences.

## **21. Pregnant workers and workers with reduced mobility**

When a member of staff has become pregnant or has reduced mobility due to injury or a medical condition, the Head Teacher is to be notified and an appropriate assessment carried out to ensure that the duties performed do not cause him/her, or the unborn child of a pregnant worker, any harm.

## **22. Risk assessments**

Risk assessments are carried out by the school to comply with legislative requirements. The risk assessment process is led by the School Business Manager. The risk assessments look at the hazards encountered, who may be harmed by them, how they may be harmed, the control measures that are in place or need to be put in place. The findings of the risk assessment are brought to the

attention of staff and the assessment reviewed and revised as necessary. The review takes place at least annually but will also take place if there are changes that require it, such as building work being carried out at the school.

### **23. Safety training**

The ongoing safety training needs of the school should be considered and the appropriate training arranged for staff.

Safety training is given to new or relief teachers as soon as they join the school. As an absolute minimum, this basic training includes the procedures for fire and first aid. They are also made aware of this safety policy and the procedures for implementing it.

The Head Teacher arranges refresher training as necessary.

### **24. Sanitary Waste**

Waste bins are located in the toilets accessed by women and year 6 girls' toilets for sanitary and medical waste and are emptied on a regular basis.

### **25. Security**

We aim to make the school secure during the day. Doors are not left open where this would allow unauthorised access.

#### **Site security**

- Breakfast Club begins at 8.00am – access via School Hall on Cotham Grove
- Gates on Cotham Park north will be opened at 8.40 am only
- All gates to be locked at 9.00am. Access is then only via Office using bell or key code.
- Both sets of gates are reopened at 3.20 pm
- Access to after school clubs both extra-curricular and care is via Reception bell
- Staff working late (after 6.00pm) or out of school hours need to inform Head Teacher/ caretaker so that there is an awareness of their presence in school buildings.

#### **Visitors**

- Visitors to the school are directed to the main office by signs outside.
- Visitors, even regular visitors, contractors etc, sign the visitors' book at reception. The school issues badges for visitors.
- If unknown visitors are encountered in the school, or not wearing a valid badge, we follow the procedure set out in the Intruders section below.

- Visitors sign out at the end of the visit.

### **Valuable equipment**

All valuable equipment is security marked and an inventory compiled and maintained by the school administrative officer in conjunction with the Head teacher and the ICT Coordinator.

### **Personal property**

Staff are responsible for the security of their own personal items. These can be deposited in the office or staff room during the day.

Pupils are discouraged from bringing valuables into school.

Pupils can ask the class teacher or office staff to look after small quantities of money they may bring in to school.

Parents are constantly reminded to identify pupils' clothing by securing name-tags to them.

### **Cash handling**

All cash is kept in the school safe. The largest amounts of cash are likely to be the regular collections of dinner money. Cash is not stored on the premises for longer than necessary.

### **Intruders**

All members of the school community share responsibility for identifying and reporting possible intruders. Reports are made to the school office. The "Lockdown procedure" is used to manage emergency situations.

Potential intruders are approached and asked "May I help you?" or "Is someone helping you?" If necessary, intruders or unwelcome visitors are seen off the premises. The police are called if there is any cause for concern or any disturbance on the school premises.

## **26. Storage of equipment and furniture**

All staff are responsible for ensuring that furniture and equipment in their use are safely and securing stored. For example, tables and chairs will be stacking to appropriately safe levels. They will ensure that items they store in cupboards or sheds are stored safely and are not at risk of falling.

## **27. Stress**

The School has a Staff Welfare policy that covers the risk of stress. The following applies in summary:

Staff are aware that stress is not a sign of weakness and that it should be discussed openly.

Staff are encouraged to support one another.

The Head Teacher and senior school managers are aware of the signs of stress and aim to provide support as necessary.

Stress is considered when carrying out the risk assessments for the school.

Particular attention is paid to signs of stress during difficult periods e.g. coming up to and during a school inspections etc.

## **28. Violence to staff**

The School will not tolerate any violence or threat of violence to a member of staff. This includes threats on-line threats and cyber bullying.

If any staff is subjected to any aggression or threat of aggression in relation to their work in the school they must inform the Head Teacher immediately, or as soon as practicable if incident occurs out of school hours.

Appropriate steps will be taken by the Head Teacher to deal with such situation.

The Head Teacher and the member of staff will keep a written account of such episodes.

If necessary, the Governors will be informed and involved.