



# SUNDON PARK JUNIOR SCHOOL

Kinross Crescent, Luton, Bedfordshire, LU3 3JU

Telephone: 01582 571619/Fax: 01582 508508

Headteacher: **Mrs J Wightman**

## Health and Safety Policy November 2014

This policy has been written using Luton Borough Council's model Health and Safety Policy; any changes which have been made have been made to ensure the policy is specific to our school.

### 1. General Statement of Health and Safety Policy

1. The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils, parents and visitors. The Governing Body believes that the prevention of accidents, injury or loss is essential to the effective operation of the school and is part of the education of its pupils.
2. The Governing Body notes the provision of the Health and Safety at Work Etc. Act 1974 and in particular the duty of every 'employer' to conduct their business in such a way as to ensure, so far as is reasonably practicable, that the persons who are and also persons who are not in their employment, but who may be affected by it, are not exposed to unacceptable risks to their health and safety. The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others.
3. The arrangements outlined in this policy statement and the various other safety provisions made by the Governing Body cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the premises, or while taking part in school sponsored activities.
4. The Governing Body will review this policy statement annually and update, modify or amend it as is considered necessary to ensure the health, safety and welfare of its staff, pupils, parents and visitors.

Signed: *Fay Soxby*

**Chair of Governors**

**Date: 19<sup>th</sup> November 2014**

**Date for review: As Required**

Signed: *J Wightman*

**Head teacher**

**Date: 19<sup>th</sup> November 2014**

# SUNDON PARK JUNIOR SCHOOL

## SECTION A:

### 1. Introduction:

- 1.1 This is a statement of arrangements for Sundon Park Junior School. This does not replace the Council's safety policy or the Children and Learning Department's safety policy but is in addition to it for the benefit of teaching and non-teaching staff and pupils, parents, visitors, contractors and all those on school sites. Copies of these documents along with other Codes of Practice and information on health and safety matters can be found in the school's safety manuals in the School Office.
- 1.2 This statement deals with those aspects delegated by the School Governing Body over which the Head Teacher has control and covers safety associated with the building structure, plant, and fixed equipment.

### 1.3 Luton Borough Council and Children and Learning Department Safety Policy

Attention is drawn to the general policy of Luton Borough Council with respect to the Safety, Health and Welfare at Work for all employees. This school policy must be read in the context of the Council's policy and the Children and Learning Department's policy.

### 1.4 School Policy

The promotion of the Safety, Health and Welfare of staff and pupils is considered to be a mutual objective for the LA, Governors and staff. It is therefore the school's policy so far as reasonably practicable to take the necessary steps to ensure the Safety, Health and Welfare of its staff and pupils and also the public and visitors.

- 1.5 The aim of the statement is to ensure that all reasonably practicable steps are taken to secure the Safety, Health and Welfare of all persons using the premises:
- to establish and maintain a safe and healthy environment throughout the school;
  - to establish and maintain safe working procedures among staff and pupils;
  - to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage, and transport of articles and substances;
  - to ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work, and to ensure that they have access to health and safety training as and when provided;
  - To maintain a safe place of work and access from it.

# SUNDON PARK JUNIOR SCHOOL

- to formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises;
- to lay down procedures to be followed in case of accident;
- to provide and maintain adequate welfare facilities;
- to make special arrangements to ensure the health and safety of any disabled person using the school site.

1.6 The Head Teacher has the overall responsibility for the application of the school safety policy. However, staff within the school, are responsible for implementing and maintaining compliance with the school safety policy in the areas for which they are responsible.

The responsibilities of teaching and non-teaching staff are set out in the following section.

## **SECTION B:**

### **2. RESPONSIBILITIES**

#### **2.1 The 'Employer'**

The employer is the Local Authority in maintained and voluntary controlled schools. The Governing Body is the employer in voluntary aided and foundation schools.

2.2 The Health and Safety at Work Etc. Act 1974 places a duty on **employers** to safeguard, as far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of others who may be affected by their work activities, such as pupils, parents and visitors. Employers also have additional duties under other legislation such as, for example, The Control of Asbestos at Work Regulations and School Teachers Pay and Conditions (work life balance).

2.3 The Local Authority, where it is the employer, requires that all Governing Bodies and Key Managers implement relevant health and safety enactments, policies, codes of practice/guidelines and operate effective safety management systems for all activities on all sites that they manage.

2.4 For the purposes of Health and Safety Management, all Head Teachers are deemed to be Key Managers.

### **3. Responsibilities/Duties of the Governing Body**

3.1 Governors are responsible for monitoring compliance with statutory requirements and with the Local Authority safety policy.

- (a) Health and safety will feature as a regular agenda item at governor's meetings. A Governing Body Resources Committee will monitor and review the effectiveness

# SUNDON PARK JUNIOR SCHOOL

of the school health and safety policy and ensure that any necessary changes are made.

- (b) Reports on health and safety will be received from the Head Teacher and any of the following as appropriate:

- \* The Local Authorities Health and safety Adviser
- \* The School Business Manager
- \* Union safety representatives

3.2 The Governing Body will, so far as is reasonably practicable, provide:

- (a) Adequate allocation of resources, including time, for work and activities with implications for health and safety to take place. Where a school does not have a delegated budget, the Local Authority will undertake this function.
- (b) A safe environment for staff, pupils, parents and visitors to go about their various activities.
- (c) Adequate welfare facilities
- (d) Necessary safety and protective equipment and clothing
- (e) Safe plant, equipment and systems of work.
- (f) Safe arrangements for the handling, storage and transport of articles and hazardous substances.
- (g) Supervision, training and instruction so that all staff and pupils can perform their activities in a safe and healthy manner.
- (h) The opportunity for all staff to receive health and safety training appropriate to their duties and responsibilities. This should be given before an employee commences any relevant work. Whatever training is required by statute, or considered necessary for the safety of staff, pupils and others, the Governing Body will ensure that such training is provided. Pupils will receive such training as is considered appropriate to the school related activities that they carry out. Records will be kept of all training. Staff and pupils training will be regularly updated.
- (i) Health and Safety Reports will be issued to parents as appropriate and in response to specific concerns.

3.3 The Governing Body, so far as is reasonably practicable and in consultation with the Head Teacher, will:

- (a) Make itself familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of the school, in particular the Management of Health and Safety Regulations 1999.

# SUNDON PARK JUNIOR SCHOOL

- (b) Adopt and maintain an effective policy, organisation and arrangements for the provision of health and safety throughout the school, to include:
- (c) Identify, evaluate and implement risk control measures in order to select the most appropriate means of minimising risks to staff, pupils, parents and visitors. Record and review risk assessments, especially in regards to:

Potential accidents  
Health hazards  
School sponsored on and off site activities  
Pupils and their behaviour

- (d) Ensure policy is adhered to with reference to the following:
  - I. Set standards and ensure responsibility is assigned for.
  - II. Reporting accident.
  - III. Recording and investigating accidents.
  - IV. Undertaking, recording and reviewing risk assessments, especially in regard to:
    - Potential accidents
    - Health hazards
    - School sponsored on and off site activities
    - Pupils and their behaviour
  - V. Monitoring adherence to health and safety standards.
  - VI. Reviewing documentation from the Local Authority etc.
  - VII. Carry out inspections.
  - VIII. Providing first aid.
  - IX. Dealing with emergencies.
  - X. Supervising storage facilities.
  - XI. Dealing with waste material.
  - XII. Monitoring housekeeping standards.
  - XIII. Dealing with complaints on health and safety.
  - XIV. Purchasing and maintaining equipment.

# SUNDON PARK JUNIOR SCHOOL

- XV. Testing of plant and equipment to ensure it is safe.
- XVI. Carrying out repairs where it is the responsibility of the school.
- XVII. Organising security and fire protection arrangements.

3.4 So far as is reasonably practicable, the Governing Body, through the Head Teacher, as Key Manager, will make arrangements for all staff, including temporary and voluntary staff and helpers, to receive a copy of this policy and comprehensive information on:

- (a) All other relevant health and safety matters.
- (b) The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

3.5 Where the Governors delegate responsibility for carrying out a particular health and safety function to an employee, they must ensure that the person is aware of the duty, knows how he/she is expected to perform it, and is provided with any necessary information, instruction, training and supervision and resources (including time). In addition suitable measures for monitoring performance measures must be in place.

3.6 Governors are directly responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health.

3.7 Where Governing Bodies award contracts independent of the Local Authority – such as cleaning, catering services and building works, etc. – they must give proper consideration to the health and safety aspects before the tendering of any such contract takes place and they must satisfy themselves that the successful contractors comply with all relevant legislation. Governors who act responsibly, taking note of relevant guidance and seeking advice when in doubt, should have no difficulty in meeting these obligations.

The Governors of SPJS will ensure that all pupils with medical conditions, either physical or mental, will be properly supported to ensure that they can play a full and active role in school life, remain healthy and achieve their academic potential.

## 3.8 The Head Teacher's Responsibilities

The Head Teacher also has responsibility for health and safety in the school and in particular he/she should:

- I. be the focal point for day to day references on safety and give advice or indicate sources of advice;
- II. co-ordinate the implementation of the safety procedures in the school;

# SUNDON PARK JUNIOR SCHOOL

- III. maintain contact with outside agencies able to offer specialist advice;
- IV. report all known hazards immediately to the Authority and/or the Governing Body and stop any practices or the use of any plant, tools, equipment, machinery, etc. he/she considers to be unsafe until satisfied as to their safety;
- V. as appropriate under LMS to take decisions about or make recommendations to the Authority for additions or improvement to plant, tools, equipment, machinery, etc. which are dangerous or potentially so;
- VI. make or arrange for investigation of premises, places of work and working practices on a regular basis and ensure that he/she is kept informed of accidents and hazardous situations;
- VII. review from time to time;  
the provision of first aid in the school;  
the emergency regulations;  
and make recommendations for improving the procedures laid down.
- VIII. review regularly the dissemination of safety information concerning the school;
- IX. recommend necessary changes and improvements in welfare facilities;
- X. inform the Governors from time to time of the safety procedures of the school, and provide them with up to date report and safety issues;
- XI. monitor the school policy on health and safety procedures and update them as new information is supplied by Luton Borough Council.

## 3.9 General Responsibilities – Staff

No class of primary age children should be left for any reason except in an emergency and even then a colleague or the Head Teacher should be made aware of the situation and asked to keep an eye on them.

- a) Scissors or sharp craft tools must be stored out of reach of children and when in use constant supervision must be exercised.
- b) A particular high level of supervision must be exercised when children are assisting in the movement of equipment.
- c) Computer screens will be sited so as to comply with the Borough Policy.
- d) Hot glue guns must **only** be used under teacher supervision.
- e) No child must be allowed out of school during school hours unless there is clear evidence or a request from the parent or guardian. The Head Teacher must be

# SUNDON PARK JUNIOR SCHOOL

notified and any letter making such a request should be kept until after the pupil's return.

- f) In all but exceptional circumstances, agreed by the Head Teacher and the parents, all children leaving during school hours must be collected by an adult and not sent unaccompanied. The adult must complete the signing out book in the office and must be over 16 years of age.
- g) In the absence of the Head Teacher, the deputy Head Teacher(s) will discharge the above responsibilities.
- h) In addition to the overall responsibility of the Head Teacher the following have delegated responsibility for day to day safety in the areas shown:

Children should be accompanied at all times when moving around the building.

Be aware of all children who have a Individual Health care Plan (IHCP)

## Area

<b>All teachers</b>	Own classroom/area
<b>Kitchen Manager</b>	Kitchen and Serving areas
<b>Site Agent</b>	Boiler House/electrical cupboard/cleaners cupboard/centre stores
<b>Senior Midday Supervisor</b>	Playground activities at lunch times

3.10 All staff have the responsibility to co-operate with the Head Teacher to achieve a healthy and safe workplace and to take reasonable care of themselves and children.

3.11 Whenever a teacher or supervisor notices a health or safety problem, which they are not able to put right they must straight away tell the appropriate person.

3.12 Other persons responsible for:

<b>Staff Safety Training</b>	Head Teacher/Business Manager/Luton Borough Council/Governing Body
<b>Carrying out safety inspections</b>	Bedfordshire Fire & Rescue Service/Luton Borough Council/Capital and Asset Management Division
<b>Recording &amp; Investigating Accidents</b>	Head Teacher/Business Manager (initially)
<b>Maintenance of buildings plant and</b>	As laid down in the local management of



# SUNDON PARK JUNIOR SCHOOL

equipment for LMS and voluntary aided schools school documentation.

## 3.13 Teaching and Non-Teaching Staff Holding Posts/Positions of Special Responsibility

These staff:

- (a) have a general responsibility for the application of the Authority's safety policy to their own department or area of work and are directly responsible to the Head Teacher for the application of existing safety measures and procedures within that department/area of work. Advice or instructions given by the Authority and the Head Teacher, including the relevant parts of this statement, shall be observed;
- (b) shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, (e.g. chemicals, boiling water, guillotines);
- (c) shall make every effort to resolve any health and safety problem any member of staff may refer to them and refer to the Head Teacher any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- (d) shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Head Teacher;
- (e) shall ensure, as far as is practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work;
- (f) shall, where appropriate, seek the advice and guidance of the relevant Adviser or Officer of the authority;
- (g) shall report to the Head Teacher requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so;
- (h) shall ensure that all cleaning materials are locked away in special stores when not in use.

## 3.14 Supervision at Playtimes

The mid-session breaks are legally deemed as part of the teaching day. The procedure and rota of supervision is designated on the staff notice board. No children should be allowed to practice activities in the hall unless personally supervised by a member of staff.

# SUNDON PARK JUNIOR SCHOOL

During wet weather, it will be considered reasonable for children to remain in classrooms with supervision. It is not reasonable to expect a class of children to be kept in during wet weather without full supervision. Staff will remain in their classrooms and supervise their classes. Arrangements will be made for supervision of the children if a member of staff wishes to visit the toilet or collect materials / resources.

## 3.15 **Special Obligations of Class Teachers**

The safety of pupils is the responsibility of class teachers; teachers have traditionally in law carried responsibility for the safety of pupils when they are in charge.

If for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he/she cannot accept this responsibility; he/she should discuss the matter with the Head Teacher before allowing practical work to take place.

Class teachers are expected:

- to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire/ bomb scare and first aid, and to carry them out;
- to know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- to give clear instructions and warning as often as necessary;
- to follow safe working procedures personally;
- to ask for protective clothing, guards, special safe working procedures, etc. where necessary;
- to make recommendations to their Head Teacher, e.g. on safe equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

## 3.16 **Supervision Before and After School**

Full time staff are expected in school no later than 8.30 a.m. and are expected to leave no earlier than 3.45 p.m. the school register will be taken promptly at 8.50 a.m. each morning, parents are therefore requested to ensure that children arrive at school before this time. However, the school gates will be open from 8.30.a.m. and children arriving at this time should go directly to class where there will be a member of staff to supervise them. If children arrive at school after the gates have been closed they must enter the school via the Reception area and sign in with a member of the administration team. The school day finishes at 3.35 p.m. and parents are requested to ensure that their

# SUNDON PARK JUNIOR SCHOOL

children leave the premises as soon after this time as possible.

A member of staff must remain in the class/cloakroom area until the last child under their supervision has left the building and remain in the vicinity of the classroom until 3.40 p.m. in case a child returns to the room.

In the event of a child not being collected, they should be escorted to the office area and handed over to a member of the administration team who will make the necessary arrangements to contact parent/carers.

The Head Teacher/member of the SLT will be on duty until 4.00p.m. to deal with any emergency.

No child must be kept in detention after school without the express permission of the SLT and Parent or Carer.

No child is to leave the premises before 3:35 unless accompanied by a parent/adult and notification must have been sent to the school in advance to confirm the date, time, reason and the person who will be collecting.

Parents are asked to make sure that children do not bring items to school, which are hazardous or dangerous. If such items are found by any member of staff they will be confiscated and the parents asked to come into school to collect them.

## 3.17 **The Pupil**

The pupils are expected:

- to exercise personal responsibility for the safety of self and class-mates;
- to observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- to observe all the safety rules of the school and in particular the instructions of teaching staff given in emergency;
- to use and not wilfully misuse, neglect or interfere with things provided for their safety.

**NB** All pupils and parents should be made aware of the contents of this section.

## 3.18 **Persons with Disabilities**

Where it is identified that a pupil/pupils are in requirement of special needs, it is a duty that these requirements are met, e.g., visually impaired, hearing impaired, etc.

- Teacher training
- Specialist equipment
- Means of access

# SUNDON PARK JUNIOR SCHOOL

The Governors of SPJS will ensure that all pupils with medical conditions, either physical or mental, will be properly supported to ensure that they can play a full and active role in school life, remain healthy and achieve their academic potential.

## **Advice can be obtained from:**

Luton Borough Services for the Visually impaired,  
Children and learning Department, Unity House,  
111 Stuart Street, Luton. LU1 5NP  
Tel: 01582 548107

Luton Borough Services for the Hearing Impaired,  
Children and learning Department, Unity House,  
111 Stuart Street, Luton. LU1 5NP  
Tel: 01582 548106

### **3.19 Visitors**

Regular visitors and other users of the premises, (e.g. delivery personnel from specific companies), should be required to observe the safety rules of the school.

Parents helping out in school will be made aware of the health and safety arrangements applicable to them through their induction meeting and from the teacher to whom they are assigned.

If any member of the public is constituting a nuisance and refuses to leave the premises, the school will dial the Police (999) and request immediate assistance.

### **3.20 Reporting Defects**

Any teacher, adult, or child, discovering a defect in the building should report the matter to the Business Manager / Site Agent. The Site Agent should take immediate steps to render the area safe or out of bounds. The defect reporting sheet can be found on the Site Agents cupboard door and it contains the date the defect was reported and the date it was rectified. The defect sheets will be examined by the Head Teacher periodically.

### **3.21 Defects in Equipment**

Any defective equipment should be taken out of use immediately and the Site Agent informed. The Site Agent should inform the Business Manager about the repair or replacement of the item.

Repaired equipment should be checked by the Site Agent, before being brought back into service.

# SUNDON PARK JUNIOR SCHOOL

## 3.22 Information

Copies of all Luton Borough Council, Health and Safety circulars are issued to schools as and when necessary. A complete file of all such documents is maintained for reference and available to all staff in the school office.

## 3.23 Electrical Safety

The Local Education Authority policy dealing with electricity at work has been implemented within these premises.

The regulations governing the renewal of the School's Public Entertainment Licence ensures an annual check by the Environmental Health Department and Fire Brigade of electrical safety of earth leakage circuit breakers, emergency exit signs, fire alarms, etc. to meet current legislation.

## 4. SECTION C:

### General Arrangements

#### 4.1 First Aid

First Aid will be in accordance with Luton Borough Council Guidelines, SPJS's First Aid Policy and the information provided in our Prospectus.

Emergency Services - telephone 999.

The Accident pad of forms is in the Main Office and/or medical room. If accidents occur an accident report must be completed in accordance with Borough requirements and the management investigation form should be completed and submitted to the Health and Safety Adviser.

Administration of Medicines in schools - in accordance with the schools prospectus.

### In case of Accident

- (a) If of a minor nature, deal as a first aid case and follow the procedures set out in Luton Borough Council Guidelines, and SPJS's First Aid Policy.
- (b) In serious or doubtful cases, attempt to contact parent/emergency contact, and/or call an ambulance (999). A child must be accompanied to hospital by a parent or member of staff. If the latter, parents must be informed as soon as possible. An accident report must be completed in line with the procedures Set out in Luton Borough Council Guidelines.

# SUNDON PARK JUNIOR SCHOOL

## 5 FIRE

### 5.1 Regulatory Reform (Fire Safety) Order 2005

The Fire Precautions (Workplace) Regulations apply to the school in their entirety, to this end fire risk assessments have been undertaken in accordance with the above Regulations, copies of which can be found in the school office.

Fire drills/bomb alerts are held during the school year. It is in the nature of the drills that they occur without warning to staff or pupils. In the fire drill or emergency procedures special consideration is given for the evacuation of pupils/staff/visitors who may be disabled. This achieves two objectives in that a degree of realism is present in the exercise and equally the results of the exercise can be assessed more accurately and measures taken to improve future performance.

Pupils are instructed in their first week at the school and at regular intervals thereafter, as to the exact procedures to follow in the event of a drill or an emergency. This work is done during tutorial time when attention is also drawn to the fire drill/bomb alert notices displayed in each room in the school.

At this time, the importance and seriousness of the fire drill bomb alert is stressed to pupils. The possible consequences of vandalism and the deliberate activating of alarms are discussed with tutor groups.

Responsibility for administration of the fire drills/bomb alerts rests with the Site Agent who has been appointed by the Head Teacher to undertake this task. All members of staff participate in fire drills/bomb alerts and report to year heads or the appointed person for the purpose of checking pupils.

### 5.2 General Fire Safety.

Ensuring fire safety rests with the: Head Teacher.

Fire doors: Must never be fastened open. Must never be obstructed by desks, etc. to impede exit.

Fire extinguishers to be serviced by: Approved contractors.

Fire alarms: Head Teacher - period of drills will be a minimum one every half term for all zones.

Fire Alarm: Break Glass At least one different break glass point to be tested on a weekly basis and a record of such test to be kept.

#### Alarm

# SUNDON PARK JUNIOR SCHOOL

- (a) Sound the alarm by breaking the glass of the alarm system. Report source of fire to the Head Teacher.
- (b) Person nearest the telephone will dial 999 and call the Fire Brigade.

**DO NOT WAIT FOR PERMISSION.**

## **Action**

- (a) Classes on playground or field will proceed by the nearest safe route to a designated location.
- (b) Main building classes will exit by the most convenient door according to the situation of the fire and proceed to a designated location.

## **Teachers**

- (a) Escort children in a calm and orderly manner to the playground.
- (b) Close all doors.
- (c) Bring attendance registers if in the classroom.
- (d) Check that all children are accounted for and report to the ICO.

## **Non-Teaching Staff:**

- (a) All Search Officers must wear a Hi-Vis jacket and carry out Search Officer duties as required.
- (b) Join the school on the playground.

## **Report to the ICO.**

- (a) If the fire appears to be a minor one, attempt to deal with it using apparatus available, if trained to do so. Never put yourself in danger.
- (b) Advice and Consultancy should be sought from your local Fire Prevention Officer.

## **Bomb Alert**

In case of a bomb alert all pupils and staff must vacate the building as in a fire alert. The emergency services must be informed (999) and no-one should re-enter the building until it is declared safe.

## 6. **SECTION D:**

# SUNDON PARK JUNIOR SCHOOL

## 6.1 General Information

Specialist advice can be obtained from:  
The Health and Safety Officer,  
Health and Safety Service  
Corporate and Customer Services,  
Apex House,  
30-34 Upper George Street,  
Luton LU1 2RD  
Telephone Number (01582) 548042.

Health & Safety Executive  
6-8 Stuart Street  
Luton  
Tel: 01582 444200

Safety Circulars are kept in the Health and Safety folders in the main office. The Department to contact in case of emergency repairs is the Capital and Asset Management Division.

## 6.2 Electrical Equipment

An approved contractor will be appointed to carry out PAT testing and routine inspections of plugs and cables for loose connections and faults. See Appendix 3. The Department to contact in case of emergency is the Capital and Asset Management Department or the approved contractor.

## 6.3 Other Equipment

Boiler House	Site Agent	As laid down in Luton Borough Council Manual of inspection on the use, planning and cleaning of machinery and heavy equipment
Kitchen	Kitchen Manager	

The Kitchen Manager is responsible for contacting the Capital and Asset Management Division if any defects are found.

An approved contractor will be appointed for the maintenance of appliances, audio-visual equipment, etc.

## 6.4 Working at Heights

To be undertaken in accordance with Luton Borough Council Children and Learning Department Guidelines and procedures.



# SUNDON PARK JUNIOR SCHOOL

All staff carrying out activities that require working at heights must have received the appropriate training.

## 6.5 **Asbestos**

Under The control of Asbestos at work Regulations (CAR) 2006, all staff have a duty to prevent or control exposure of employees, pupils and visitors to the premises from asbestos products. As detailed in the Asbestos Policy (Operation Non Housing properties).

**No work** should take place without reference to the Asbestos log, which should be held centrally and is located in the main office.

## 6.6 **Legionella**

Legionella testing is undertaken in line with Council procedures in accordance with ACOP L8.

The risk assessment is contained within the legionella log book which is located in the main office.

## 6.7 **COSHH - Control of Substances Hazardous Health Regulations 2002**

Under the COSHH Regulations 2002 all staff have a duty to prevent or control exposure of employees or pupils and visitors to the premises to substances hazardous to health.

These Regulations apply to all potentially hazardous substances such as dusts, printing products, pesticides, detergents, bleaches, fumes, micro-organisms, paints, dyes and solvents as well as substances used in science experiments.

The master set of COSHH assessment records will be kept in the Main Office. Copies of relevant assessments will be issued to individual department/s personnel.

No new substances may be brought into school without carrying out a full COSHH assessment. This is a legal requirement.

All hazardous materials will be purchased through County Supplies or other recognised scientific suppliers who provide hazard data sheets and/or appropriate labels with each substance purchased. A copy of any hazard data sheet so obtained must be filed with the COSHH assessments and examined by the Head Teacher periodically. It is our responsibility as purchaser to obtain any hazard data sheet so these must be requested as part of any order.

If there is any change to a scheme of work the staff involved must ensure that the Head Teacher is informed in writing of any COSHH assessments required and that all relevant safety warnings are included on pupils' worksheets, etc.

# SUNDON PARK JUNIOR SCHOOL

Departments holding stocks of hazardous substances (Science, Art, Technology, Office, Site Agent, Ground staff, etc.) are required to check stock on a regular basis (at least annually) and list for disposal all substances no longer required. Flammables (e.g. aerosols) should be stored in locked flammables cupboard, which is suitably marked in accordance with the Safety Signs Regulations 1980. All hazardous substances and containers will be labelled and have tops on.

All members of staff must make proper use of control measures and report any defects to the Head Teacher.

All COSHH assessments must be reviewed on a regular basis or whenever there is a change in circumstances concerning use.

In all work with their pupils staff must bring any relevant safety procedures to their notice.

Whilst we do not discourage pupils from bringing substances from home, a stringent check is kept on the type and amounts for use, to comply with the regulations.

## 6.8 COSHH ASSESSMENT RECORDS

To comply with the 2002 COSHH Regulations, a full survey of the premises at Sundon Park Junior School will be carried out to assess which products may be harmful. Relevant assessment records have been circulated to all staff and are available for reference in the main office.

This is an on-going procedure and all staff have been made aware of assessment records and data sheets.

## 6.9 Educational Visits

No teacher/member of staff must take children off school premises without specific insurance cover as governed by current Borough requirements. See the schools educational visits policy.

## 6.10 Sports Activities

To be undertaken in accordance with Luton Borough Council Children and learning Department Guidelines.

## 6.11 Maintenance of Physical Education Equipment

To be undertaken in accordance with Luton Borough Council Children and learning Department Guidelines.

# SUNDON PARK JUNIOR SCHOOL

## 6.12 **Supervision of Physical Activities**

To be undertaken in accordance with Luton Borough Council Children and Learning Department Guidelines.

## 6.13 **Repair, Maintenance and Upkeep of Buildings**

The Head of Capital and Asset Management is responsible for ordering building and other similar work in premises used by the Borough Council, as laid down in Section 4 of local management of school buildings. The Head Teacher may also in delegated schools order such work.

Contractors working on Luton Borough Council premises must comply with any appropriate legislation and any Borough Council rules governing the particular premises. To this end contractors will agree with the Head Teacher what working arrangements will be applied before starting work.

Where possible, prior to the contractor's staff starting on site, designated routes for the movement of vehicles should be planned to reduce the risks to other persons.

They will also be required to report to the person in charge of the premises all accidents and injuries which occur on the premises whether such accidents involve injury to their own staff or to other persons on the premises.

## 6.14 **Notification of dangers when work is in progress**

The following procedures should be followed:

In the event of danger, the operator in charge of the building should take any steps deemed necessary to exclude persons from the danger until such times it is rectified.

The contractor should be told what the person in charge has identified as dangerous and what has to be done to ensure that persons are not endangered.

Where work has been ordered by The Head of Capital and Asset Management, the matter should be reported to the Clerk of Works/Principal Building Surveyor.

In cases of less urgent nature, the person in charge of the building should discuss the problem with the contractor's representative on site and if possible agree a solution.

The Clerk of Works/Principal Building Surveyor should always be consulted or notified on the apprehended danger and what is being done by the contractor to avoid it.

## 6.15 **EC DIRECTIVES 1992**

### **MANUAL HANDLING OPERATIONS**

# SUNDON PARK JUNIOR SCHOOL

Manual handling assessments for the handling of children will be undertaken by the appropriate staff as and when the need arises in the school.

## **PERSONAL PROTECTIVE EQUIPMENT**

The provision of personal protective equipment will be determined by the appropriate Head of Department and agreed with the Deputy Head Teacher/Head Teacher. This will be done in line with the Luton Borough Council policy and guidance notes.

## **PROVISION AND USE OF WORK EQUIPMENT**

Wherever possible any equipment provided for use at work will be purchased to meet an appropriate CE mark or relevant British Standard, in line with the Luton Borough Council policy and guidance note.

## **DISPLAY SCREEN EQUIPMENT**

These apply to all types of Display Screen Equipment, together with associated furniture and installations. DSE users (employees) are entitled to free eyesight testing and contributory costs towards lenses/spectacles where appropriate. (Eyesight testing can be arranged via the Borough Personnel Department's Principal Occupational Health Nurse - tel: 01582 546373). Any costs incurred for eyesight tests/prescriptions will be the school's responsibility under LMS in line with Borough Policy.

Refer to Welfare, Health and Safety EC Directives Binder for further information on the above directives.

### **6.16 Use of Borough Council (schools) Equipment by Contractors**

Employees who are in charge of such equipment must not lend it to contractors who are not employees. The contractor is expected to supply any/all equipment needed to complete the work safely that they have undertaken to do.

### **6.17 Lunchtime Duties – Supervisors**

Within the terms laid down by Luton Borough Council, specific duties to include:

- (a) Responsibility for all children on school premises between 12.30 p.m. and 1.30 p.m. including children returning from home.
- (b) Deal with misbehaviour during the dinner period. Place written details in the log where appropriate.
- (c) Provide emergency first aid cover throughout the duty period.
- (d) Perform all clerical duties related to the post, e.g. time sheets, accident reports, etc

# SUNDON PARK JUNIOR SCHOOL

On arrival the Senior Supervisor will:

- Check weather conditions and decide if indoor activities are appropriate.
- Determine availability of hall and other classrooms.
  - Delegate specific supervisors and activities to these areas
- Liaise daily with the inclusion manager after the dinner time period

## 6.18 Dining Hall – Supervisors

- Midday Supervisors to supervise the various groups and to settle children on arrival in dining hall.
- Organise children in serving and clearing of meals, maintaining reasonable levels of noise, good order and table manners.
- Deal with any accident and ensure that hazards from spillage, breakage, sickness, etc. are kept to the minimum and dealt with immediately.
- Organise in a disciplined manner, the children leaving the dining hall for outdoor play. Provision must be made for children returning to school prior to the end of their lunch hour.
- Organise the supervision of children remaining in the dining hall finishing meals, etc.

## 6.19 Play

- Ensure the safety of the children at all times. Midday Supervisors must patrol their zone and not remain in one space.
- Make provision for children returning early.
- Organise outdoor or indoor activities to prevent boredom, which leads to misbehaviour.
- Reduce fights, squabbles, gangs or rough games to a minimum.

# SUNDON PARK JUNIOR SCHOOL

- Note new children and help them settle in.
- Report breakages and hazards to the Business Manager/Site Agent.
- Control the supervision of toilets.

## 6.20 Discipline

- During the lunch time period the Senior Supervisor has total responsibility for the conduct of the Midday Supervisors and the children.
- Punishment, **NEVER CORPORAL**, must be fair and is normally a form of 'time out' or 'restriction' of privilege.
- Give as few orders as possible; try to keep a quiet calm voice level and do not threaten punishment unless you intend to carry it out.
- In cases of persistent disobedience, rudeness, serious misbehaviour:
  - (i) give the child a verbal warning and report to the Senior Midday Supervisor.
  - (ii) If bad behaviour continues the Senior Midday Supervisor should seek support from a member of the Senior Leadership Team or designated person.

## 6.21 Community Use

Under the 1986 Education Reform Act the Head Teacher and Governors recognise that community use of premises will be required, e.g., Adult Education/Youth Service and Community Groups. Such groups' attention will be drawn to the detail of this safety policy with which they will be required to comply with so far as it affects their operation. Safety provisions over and above those contained in this safety policy may be appropriate for particular common use activities and each group will be responsible for producing their own safety procedures, which complement those within existence within the school.

## 6.22 Self-Help Projects on Education Premises

As per LA policy and notification procedure set out in Section (i) of Local Management of Schools (Buildings) documentation.

# SUNDON PARK JUNIOR SCHOOL

## 6.23 Infectious Diseases

The school will take all reasonably practicable precautions in accordance with the requirements of the Health and Safety at Work, etc. Act 1974 to protect all persons on the premises.

The school policy and hygiene guidelines will be adhered to and are available on request from the Head Teacher.

**Pupils and staff should be familiar with these arrangements.**

## 6.24 Conclusion

The whole staff are committed to make these arrangements work. This will ensure, so far as is reasonably practicable, that working conditions are safe and without risks to health and that the working life of everyone is accident free.

If an Improvement or Prohibition Notice is served by an enforcement officer (e.g. Health and Safety Executive), the Head should immediately advise the Corporate Director of Children and Learning, also the Borough Council's, Children and Learning Departments Health and Safety Service. If a Prohibition Notice is issued with immediate effect the activities specified should cease forthwith.

## 6.25 Future Safety Policy

This document is not a finite statement of policy. It will require regular consideration and revision where necessary. It cannot include all items necessary to achieve safe working conditions and due consideration must be given by all employees to the statutory requirements and internal arrangements which can, and will, help the achievement of a safe and healthy place to work.

## 6.26 Health and Safety Advisers

Health and Safety Adviser for the Children and Learning Department have the right to stop any activity on Council owned property if it is, in their opinion, giving rise to imminent danger. The work activity will not be allowed to restart until such time that the cause of the danger is removed or rectified. Officers acting in this manner will be indemnified.

Any member of staff noticing a failure to comply with this statement of arrangements, or other advice/guidance issued by the Authority or Head Teacher in pursuance of the safety policy, should immediately report the circumstances to the Head Teacher. The Head Teacher should then initiate appropriate remedial action. If it proves impossible for the Head Teacher to resolve the matter, he/she should then report the matter to the Children and Learning Department Health and Safety Adviser.

Hazardous situations should also be reported immediately and the same procedure followed.

# SUNDON PARK JUNIOR SCHOOL

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Head Teacher and Governors.