

School Health and Safety Policy Prudhoe West First School July 2013

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Introduction

The health and safety of both staff and students has always been of paramount importance in the Education Service. The Headteacher is traditionally responsible for the discipline and internal organisation of the school, and for the safe conduct of the staff and students and all school related activities.

Since the introduction of Local Management of Schools, the Governing Body has fulfilled many of the functions of the employer and has significant responsibility for the day to day running of the school and the management of the delegated budget. Consequently, the Governors share with the LEA responsibility for health and safety in the school to the extent to which they have control over the management of the school and the budget. The modern management of schools is, therefore, a well-integrated partnership between the LEA and the Governing Body, with the LEA providing many of the services and technical expertise required for safety matters.

The Health and Safety at Work Act requires the employer to publish a Health and Safety Policy that sets out the policy of the employer with regard to health and safety, describes the management organisation responsible for implementing the policy, and details all the arrangements in force with regard to health and safety. The policy must be brought to the attention of every employee.

In order to comply with this requirement, the Children's Services Safety Policy and Safety Information Manual (LEA Safety Policy) has been issued to all schools. However, due to the inevitable differences in the internal management and organisation of schools, the LEA Safety Policy is:

- in parts, of a broad and general nature
- unable to provide all the detailed information required by law
- unable to describe the safety management systems and procedures adopted by different schools
- unable to provide for the Governing Body to acknowledge its responsibilities and set out its own policy and arrangements for health and safety.

In view of this, the school's own safety policy has been devised to complement that of the LEA and provide those details that an LEA policy cannot. The full concept of a school policy is described in Part 2.

In order to issue this policy, many members of staff have already done much work, and the Governors wish to acknowledge their appreciation of all their contributions. It is important that a regular update of the policy is carried out, so that over a number of years the policy grows into a comprehensive and up to date resource. Further contributions or suggestions from members of staff would be most welcome.

Clearly, the maintenance of a detailed policy will require a continuing commitment from staff. In return it can offer the worthwhile advantages of a clear and well

organised system of safety management, and access to clear safety information, to the benefit of everyone.

This detailed approach to safety management also plays an essential part in the County Council's approach to risk management, and will help to reduce the rapidly increasing costs of litigation that impose an unacceptable burden on the budget.

I warmly commend it to all staff.

..... Chair of Governors

..... Date

The Concept of a School Safety Policy

The School Safety Policy is the means whereby:

- the Governing Body acknowledges its extensive role and responsibilities in the local management of the school
- the Governing Body and the senior school management express their commitment to a high standard of safety, for both students and staff
- the staff and management organisation is clearly set out and the delegation of tasks and responsibilities required for the effective management of health and safety is clearly identified
- coordinators required to fulfil key tasks or oversee the implementation of particular pieces of legislation are identified
- the LEA Safety Policy is adopted and, where relevant, additional specific details as to the safety arrangements in force in the school are set out. Where appropriate, key information is summarised, without reproducing unnecessary detail from the LEA Safety Policy
- safety standards and future objectives are identified
- key reference books and other relevant texts which include adequate safety information are adopted and listed for the purpose of statutory risk assessments
- arrangements are set out for:
 - the systematic planning of health and safety objectives and, when relevant, the inclusion of such objectives in the School Development Plan
 - the monitoring of progress towards those objectives
 - the continuous assessment of needs and priorities with regard to health and safety
 - the feeding back of this information into the planning process
- a positive safety culture is fostered, in which all staff share the safety objectives identified by management, and in which all staff, at every level, contribute to the safety effort and strive to make continuous improvements
- the school demonstrates compliance with a wide range of very detailed safety legislation concerning standards, safe systems of work and systems of safety management
- via the LEA, good practice in the safety management of schools can be disseminated, to the benefit of all the schools.

General Statement of Policy

In partnership with the LEA, the Governing Body recognises its responsibility to provide a safe and healthy environment for teaching and non-teaching staff, students, contractors and other visitors to the premises and will take all reasonably practicable steps within its power to fulfil this responsibility. Such matters include:

- a safe place of work and a safe working environment
- safe plant and equipment
- safe systems of work
- safe access to and egress from places of work
- the assessment of all significant risks associated with work processes, and the adoption of appropriate precautions
- the provision of adequate information, instruction, training and supervision
- adequate consultation with staff on all matters relating to health and safety, and the fostering of a positive safety culture in the school
- keeping abreast of legislation by obtaining advice from the LEA and through persons competent in health and safety matters
- a written system of safety management which includes:
 - the identification of needs and objectives, in order of priority
 - the allocation of appropriate funds
 - the integration of health and safety planning within the School Development Plan
 - the regular monitoring of progress, and of safety performance, to be used in the planning process
 - an annual review of the safety policy
 - the inclusion of health and safety on the agenda of Governing Body meetings, at least annually.

Safety Organisation

Title	Name
Chair of Governors	Mr Richard Whinney
Vice Chair	Miss Pam Brown
Governor with Safety Responsibilities	Mr Richard Whinney
Headteacher	Mrs Carrie Davison
School Safety Coordinator (if appointed)	Mr Steve Baxter
Deputy Headteacher	Mrs Michelle Brewster
Subject Coordinators (and areas of responsibility, if not obvious)	Mrs S Dubery Literacy; Mrs AM Hunter Maths; Mrs A Sutcliffe SEN;
Coordinator - COSHH	Mr Steve Baxter
Coordinator - Manual Handling	Mr Steve Baxter
Coordinator – Fire and Emergency	Mr Steve Baxter
Coordinator – First Aid	Mrs Margaret Smith
Educational Visit Coordinator (EVC)	Mrs Carrie Davison
Membership of the Safety Management Team (details to be inserted by the school)	Mrs Carrie Davison; Mrs Michelle Brewster; Mr Steve Baxter; Mrs Margaret Smith; Ms Janet Burns

Headteacher

The Headteacher is responsible to both the LEA and the Governors for all matters concerning the safe conduct of staff and students in the school and all its related activities. Assistance in this task is provided by the senior school staff who comprise the management team, such as Deputy Heads, Year Heads, Department Heads and the Site Manager, where appointed.

The Headteacher, assisted by the management team, is required to:

- establish a structured system of safety management, in accordance with LEA guidance and the LEA Safety Policy, comprising:
 - the identification of safety requirements and objectives

- the clear identification of priorities
 - the incorporation of safety requirements and future objectives in the development and budget planning of the school, and where appropriate, inclusion in the School Development Plan
 - the regular monitoring and review of safety performance, progress and future needs so that this information is fed back into the planning process.
- implement a system for protecting all persons on the premises, or involved in school activities, from risks which are reasonably foreseeable
 - coordinate any necessary safety arrangements with any contractors working on the site
 - implement such procedures as are necessary to comply with all legislation concerning health and safety, in accordance with LEA guidance
 - provide regular reports on significant issues and general progress to the Governing Body
 - foster the growth of a positive safety culture, in which all the staff share the aim of continuous improvement in health and safety. **(Ref in LEA Policy: D)**

The Deputy Headteacher

The Deputy Headteacher(s) assist the Head in the day-to-day management of the school, and deputise for the Head during any period of absence.

Key Stage Managers

The Key Stage Managers are responsible to the Headteacher for the safe management of the Key Stage Group, in accordance with LA guidance and the LA Safety Policy, and for implementing all school procedures relating to health and safety.

The Key Stage Managers will identify and clearly prioritise both the immediate and long term requirements of the key stage, with regard to health and safety, and provide this information to the Headteacher so that it may be included in the normal budget planning arrangements.

The Key Stage Manager will make appropriate arrangements for the periodic monitoring of safety standards, arrangements, and progress towards identified objectives. He/she will report the results to the Headteacher, for incorporation in the regular review of safety matters and inclusion, where appropriate, in the School Development Plan and/or budget planning.

The Key Stage Managers will assist in the fostering of a positive safety culture within their Subject.

Subject Coordinators

The Subject Coordinator is responsible to the Headteacher for the safe management of the Subject, in accordance with LEA guidance and the LEA Safety Policy, and for implementing all school procedures relating to health and safety.

The Subject Coordinator will identify and clearly prioritise both the immediate and long term requirements of the Department/Subject with regard to health and safety and provide this information to the Headteacher so that it may be included in the normal budget planning arrangements.

The Subject Coordinator will maintain a permanent file of all safety publications and guidance issued by the LEA, or any other relevant bodies or professional associations, relevant to the subject concerned or relevant to his/her subject. He/she will ensure that it is freely accessible to all relevant staff, and that all subsequent additions are brought to the attention of all such staff, and added to the file, as appropriate.

The Subject Coordinator will make appropriate arrangements for the periodic monitoring of safety standards, arrangements, and progress towards identified objectives. He/she will report the results to the Headteacher, for incorporation in the regular review of safety matters and inclusion, where appropriate, in the School Development Plan and/or budget planning.

The Subject Coordinator will assist in the fostering of a positive safety culture within his/her Subject.

Unit Manager

Headteacher and Unit Manager/Manager of Creative Services, will liaise so as to coordinate any necessary safety arrangements which relate to both Creative and school staff, and in relevant matters related to the management of the building in general.

Caretaker

The caretaker is responsible to the Headteacher for the safe organisation and work of the service, and, as Head of a 'Service Department', for fulfilling all those functions listed under 'Head of Department', with respect to caretaking staff.

All Staff

Section 7 of the Health and Safety at Work Act places duties on all staff to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and to cooperate with the employer and his representatives so far as is necessary in order for the employer to fulfil any of the relevant statutory provisions.

Section 8 of the Health and Safety at Work Act makes reckless interference with or misuse of anything provided in the interest of health, safety or welfare an offence.

Health and safety legislation requires all staff to:

- use all materials, machinery and equipment etc in accordance with the information, instruction and training which they have received
- report immediately to their line manager any defects in the equipment etc
- report immediately to their line manager any serious and immediate danger to health and safety
- report to their line manager any matter which they, taking into account their instruction and training, would reasonably consider represented a shortcoming in the protective arrangements for health and safety (it is sufficient to report a given matter once only, and not to have to repeat it)

All members of staff are responsible for:

- observing all instructions on health and safety issued by the Executive Director of Children's Services, Headteacher, Subject Coordinator or any other person delegated to be responsible for a relevant aspect of safety
- observing all safety rules relating to the use of specific machinery
- reporting all accidents to their Subject Coordinator and ensuring that an accident report form is completed
- reporting all potential hazards to health and safety to their Subject Coordinator or Headteacher
- assisting Officers of the County Council in their inspections and investigations
- assisting Inspectors of the Health and Safety Executive to carry out inspections and investigations.

The Management of Health and Safety

The Management of Health and Safety at Work Regulations require that a thorough and modern system of safety management is adopted as described in Section B of LEA Safety Policy.

General Arrangements

The arrangements set out in Sections E to L of the LEA Safety Policy remain in effect. The purpose of this section is to amplify those arrangements with the inclusion of specific details and, where necessary, the naming of individuals. This clearly explains how the matter in question is managed within the school. It also provides an opportunity to include individual topics which do not appear in the LEA Safety Policy, so that over a period of time this section may develop into a comprehensive and valuable resource.

Over the course of time circumstances may change. It is, therefore, important that these arrangements are amended when necessary so as to remain fully up to date.

Meetings of the Safety Management Team

Purpose of Meetings:

- To direct and coordinate the necessary planning for Health and Safety, and to draft the School's Safety Policy
- To review, prioritise and direct the safety initiatives arising from:
 - plans submitted by departments and/or coordinators
 - reports concerning safety inspections, accident reports and other means of monitoring performance
 - new information or guidance received from the County Council, enforcing authorities or consultants
- To audit all parts of the safety management system on an ongoing basis.

Frequency of Meetings

The frequency of meetings is determined by the size and complexity of the school and number of issues to be dealt with; it is set by the Headteacher. Additional meetings should take place after serious incidents or where necessary.

Accidents

(LEA Ref: F1) *(The school should modify the information below to reflect their local arrangements)*

Accident Procedure

- In the event of an accident any member of staff is expected to give comfort and aid to the injured person whilst ensuring that an urgent message is sent to the school office. An assessment of the injury should be made by the first aider at the earliest opportunity.

Should an ambulance be required it will be summoned from the main office unless the seriousness of the injury requires immediate medical attention. In the latter case any member of staff should summon the ambulance from the nearest telephone extension by calling 999 and send a message to inform main office as soon as possible.

- In the event of serious injury or ill health to a student, the parent (or emergency contact should the parent be unavailable) should be contacted immediately using the contact numbers held in the main office and requested to collect their child to take home or to hospital, as appropriate. *Medical treatment or advice should not be delayed if parents or emergency contacts are not available.*
- In circumstances where a student needs to be taken to hospital immediately by ambulance and a parent is not available to accompany him/her, a member of the school staff should go to the hospital to await the arrival of the parent. On occasion it may be necessary to take an injured student to hospital in a vehicle belonging to a member of staff. Before this occurs, staff should ensure that their insurance covers this eventuality. Staff should be aware that hospital; staff will stabilise the casualty's condition until the parents arrive and give consent to further treatment.
- Students should only be sent home when a responsible person is present to take care of them. This would normally be a parent/guardian, second emergency contact or close relative.

Completion of the Accident Report Form (ACC1)

- The school's accident book/form *(delete as appropriate)* should be used to record the more trivial incidents which are not recorded on form ACC1. It is important that treatment rendered by the first aider is recorded. In order to comply with the requirements of the Data Protection Act only one record per page should be completed. Each record should be detached on completion and kept in the school office.
- It is important to indicate the responsibilities of staff when reporting accidents. The Safety Coordinator or senior member of staff should check the completed ACC1 forms and countersign them and should monitor records to identify accident trends.

- The ACC1 should be completed for all significant injuries and sent to the Health and Safety Team. It is important that the member of staff supervising at the time of the accident records the details. *The injured person should not complete the form.* Again, first aid treatments should be recorded. It is important that actions to prevent recurrence are always recorded on the ACC1.
- A VI form should be sent to the Health and Safety Team in the case of a violent incident. A senior member of staff, in conjunction with the member of staff involved, should complete this.

Accident Investigation

The Safety Coordinator should advise staff on the appropriate level of response.

A senior member of staff should undertake an investigation using the form ACC2 if the incident is serious, complex or one which may have serious repercussions.

In the most serious cases the school should call in a Health and Safety Officer. If appropriate, he/she will undertake a full accident investigation and will take photographs and witness statements.

Reportable Injuries

The Health and Safety Executive (HSE) Call Centre should be contacted by telephone immediately in the following circumstances:

- 'major injuries' in respect of employees
- 'dangerous occurrences'
- 'occupational diseases'
- 'injuries resulting in hospital visits for treatment in respect of students and non-employees who are injured out of or in connection with work activities'

In the case of injuries to employees resulting in over-three days' absence from work, these should be reported to the HSE within 10 days. Again, the Call Centre can be used as an alternative to sending form F2508. Office staff should undertake these tasks using information recorded on the ACC1 or VI form. The information should then be checked and countersigned by the Safety Coordinator or senior member of staff.

The HSE Call Centre number is 0845 300 9923.

First Aid Arrangements **(LEA Ref: F3)**

First aid arrangements are given below:

- A member of staff should be nominated to act as first aid coordinator. He/she should take on the responsibility for ordering items and replenishing first aid boxes and ensuring that certificates remain current
- In High Schools at least two staff should be trained to the full First Aid at Work standard and staff in practical areas (PE, Science, Design & Technology) trained to at least the emergency aid for appointed persons level. The position should be monitored to take account of staff turnover
- First aid boxes should be located in the main office, the staff room and in the science prep room, gym and Design & Technology classroom. (*Alter as necessary*)
- Ideally a medical room should be available; supervision of this facility must always be a consideration. In more serious cases the child should be transferred to the care of parents as soon as possible
- Other relevant arrangements or need for information may include:
 - arrangements for first aid training/emergency aid training
 - arrangements for community association activities
 - arrangements for parties on out of school visits
- *The names of first aiders are –*
- *Margaret Smith*
- *Lynne Collins*

Health Matters **(Policy on Supporting Children with Medical Needs)**

- The means of identifying students' medical needs should be established:
 - in the school's prospectus
 - by writing letters to parents
 - on intake forms which require parents to identify medical needs
- Staff should only administer prescription medication with the agreement of the Headteacher and only when a parental consent form has been completed. The medication should only be administered during school hours where this is unavoidable.

- Arrangements should be made for the storage of medication in school in a secure cabinet, usually in the main office
- Medication should be suitably labelled with details of name and dosage
- All staff should know the location of students' health care plans, where they exist for more serious conditions. The arrangements for updating them should be agreed. First aiders should have a comprehensive list of a student's medical requirements. Medical input to the individual health care plans should be sought from the School Medical Service.
- Arrangements should be made to train staff, particularly to recognise and deal with anaphylaxis, asthma and epilepsy via the School Medical Service.
- Administration of non-prescribed Paracetamol tablets (500 mg) should be kept to a minimum, though it is permissible in certain circumstances, such as period pains and migraine. The following will still be required:
 - Parental consent
 - Record of issue
 - Details of any allergies

Building and Site Maintenance
(LEA Ref: E3, G3, H3, J1, J2)

- The Headteacher is in charge of the maintenance of the school site and its buildings. The Headteacher is responsible to ensure that protocols detailed in section E3 are applied when the school commissions services independently.
- The caretaker has a responsibility for the reporting of building/site defects to the County Council, in those cases where the County Council is responsible for the maintenance. The Property Help Desk can be reached by telephoning (01670) 534840. The need for emergency repairs should be notified in the same manner. This will enable the Property Division to prioritise and assign workloads accordingly and will allow requests for work to be traceable.

The caretaker is responsible for liaison with Community and Environmental Services staff and contractors in order to co-ordinate any necessary safety precautions during the progress of any building/site maintenance. This may entail completion of the HSC1 forms, when required. **(LEA Ref: J2)**

A contractors' induction pack should be made available to those carrying out appropriate works. *(The details of any other relevant information/procedures should be inserted by the school).*

Maintenance and Testing of Equipment

With regard to the above, appropriate arrangements need to be in place and person(s) identified to ensure that:

- internal school procedures are established and followed
- liaison with the County Council and contractors takes place
- full records relating to statutory testing are maintained. These will include:
 - Annual safety tests of 240v portable electrical appliances (**LEA Ref: L4**)
 - Weekly testing of the fire alarm system (**Fire Log Book**)

RCD testing will also be carried out and the results recorded.

Fire Safety and Emergencies **(Fire Log Book)**

- The Head should ensure that the fire risk assessment in section 4 of the Fire Log Book is completed for each building. Several parties should be involved in the completion of this task
- The Fire Coordinator (nominated by the Headteacher) is responsible for devising and coordinating fire drills and maintaining records in the Fire Log Book, such as fire drills and fire alarm tests
- Fire drills should take place each term
- The following arrangements for fire precautions should be in place to ensure that:
 - Flammable liquids are stored in a locked metal cupboard
 - Fire doors are always closed and never wedged open
 - Waste materials are collected daily and are stored in a locked area until collection by the local council
 - Electrical equipment not in use is always isolated from the mains.

Security

Most schools have security systems in place (either Videx or Pac) which afford authorised access only and allow movement between different parts of buildings at specific times. In addition, many schools have adopted signing in systems and issue visitors' badges to authorised visitors.

Such measures enable schools to be secure and safeguard staff and students against the risks of unauthorised entry to the buildings. (*School to add specific details and develop its own risk assessment*)

Risk Assessment **(LEA Ref: E6)**

A written assessment of all activities that involve a significant risk to health or safety should be produced, in which the hazards, risks and necessary precautions are identified. The Health and Safety Team provides further guidance and several general assessments have been issued to schools. However, most assessments are best done in light of the particular circumstances in the school, and by school staff.

With regard to teaching, in most cases identifying and adopting the relevant reference books and/or HAZCARDS, and noting any variations or special circumstances existing in the school, will be sufficient.

Where appropriate, the precautions detailed in the risk assessment should be transcribed into relevant working documents, such as a lesson plans or worksheets. Risk assessments should be numbered for easy retrieval.

Manufacturers' safety data sheets should be obtained for all hazardous products used in school (except where HAZCARDS are provided for Science chemicals). Risk assessments should be completed for all activities. Further information is contained within the COSHH section of the LEA Safety Policy **(LEA Ref: H1)**

(The names of person(s) co-ordinating and maintaining records of risk assessments- Steve Baxter).

Manual Handling **(LEA Ref: L1)**

A written assessment of all manual handling tasks likely to involve risk of injury should be produced. Wherever reasonably practicable, procedures and practices should be changed to eliminate or otherwise reduce manual handling tasks.

Display Screen Equipment **(LEA Ref: L2)**

Staff who are using a computer workstations regularly and for a significant part of their working day should be provided with a suitable workstation, ergonomically designed to minimise the stresses and strains of this type of work. In practice this requires the provision of adjustable furniture to provide optimum support and comfort for the user and a clear screen display which is set up to avoid unwanted reflections.

Each school should have a member of staff who is trained in carrying out DSE workstation assessments. All workstations must be assessed periodically and new workstations must be assessed before being put into use.

In 2000 the costs of eye tests for users and the provision of corrective spectacles, where deemed necessary solely for DSE use, were delegated to schools.

Machinery and Work Equipment **(LEA Ref: G1)**

All new machinery and work equipment should be selected through assessment to ensure that it is appropriate for the intended purpose. All such equipment must be maintained in safe working order.

Educational Visits

A School Educational Visits Coordinator (EVC) should be appointed and attend the County Council's recognised training course. The EVC should ensure that members of staff have access to the County Council's guidance for educational visits. In the case of Category 2 visits the school must submit the correct forms to the Outdoor Education Safety Adviser for approval.

The EVC should ensure that risk assessments are in place to cover the trips made by the school for both Category 1 and Category 2 visits. All school visits must be supervised by a trained Visit Leader.

Play Equipment

The school play equipment is to be checked regularly by school staff and inspected at least annually by a competent contractor via the SLA with Community and Environmental Services. For further information C&ES should be contacted on (01670) 533490. (*Insert alternative arrangements if appropriate*).

Further details about outdoor play equipment can be found in section G5 of the Children's Services Health and Safety Policy.

Information and Training

Staff will be provided with appropriate information and training to enable them to undertake and supervise school activities. Examples of such activities include the safe use of substances, machines and other items of work equipment. Any specialist safety training requirements should be identified through training needs analysis, prioritised and costed to allow appropriate allocation of the school's training budget.

Personal Protective Equipment **(LEA Ref: L7)**

Where PPE is identified as a control measure in a work activity risk assessment, the equipment selected must be appropriate for the task so as to ensure that it will provide adequate protection and must be compatible with other equipment in use.

The assessment should be reviewed if there is significant variation in the activity. Advice on the selection of PPE is available from the Health and Safety Team.

All PPE must be maintained in good working order, and any defect reported immediately to the Head of Department, for repair or replacement.

Respiratory protective equipment (RPE) must be maintained in good working order, kept hygienically clean, stored in clean condition, and inspected at monthly intervals (3 monthly where use is infrequent) by the Head of Department. A written record will be kept for inspection. Alternatively, disposable RPE can be used provided that this is suitable for purpose and worn in line with the manufacturer's instructions.

Subject Areas

Each subject area within the school may have health and safety arrangements that are unique. Where appropriate, Subject Coordinators may submit a summary of key issues and procedures for inclusion in the School Safety Policy. Topics may include:

- How safety is planned and managed within the Department
- Where safety information is filed
- Special safety rules
- Responsibilities of certain individuals with regard to safety tasks or functions
- Special training requirements
- Liaison with regard to safety tests and inspections
- Maintenance of equipment, etc
- Provision of protective equipment