



Corbridge C of E First School **Health and Safety Policy**

Part 1: Health and Safety Policy Statement

Signature of Accountable Manager:

Date:

The governors regards the promotion of health and safety at work to be of the utmost importance for all personnel that attend as pupils, work in and visit Corbridge Church of England First School.

It is school policy to ensure that every reasonable step be taken to prevent injury and ill-health to personnel by protecting individuals from hazards at work. This also includes pupils and visitors to the school whether it is for pursuance of their employment or other activities.

This is approached by:

- assessing and controlling risk as part of the day-to-day management of school activity
- providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently
- ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out-of-school activities
- periodic review of the safety policy as school activities and the associated risks change

All personnel employed within the school have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.

All employees within the school have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions
- reporting to the Headteacher any incident that has led, or could have led, to damage or injury
- assisting in any investigation with regard to accidents, dangerous occurrences or near-misses.

In line with the safety organisation set out in part 2 of this policy, it is the responsibility of all line managers to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures that are to be followed within the school.

Headteacher:

Chair of Governors:

Part 2: Safety organisation

Objectives

2.1 The objectives of Corbridge Church of England First School health and safety policy are to:

- promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act (1974), other statutory instruments and approved codes of practice
- ensure that places and methods of work are safe and healthy through the arrangements set out in part 3 and others that are adopted from time to time as appropriate to changing circumstances
- protect personnel, whether they be employees, pupils, members of the general public visiting the school, or contractors and their employees, from any foreseeable hazards
- ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety insofar as is reasonable and practicable
- ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare
- ensure that awareness with regard to all aspects of safety is fostered by all personnel
- ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to safety
- ensure that full and effective consultation on all matters is encouraged

Responsibilities

2.2 Responsibilities of individuals within the school are as follows.

- **Governors.** The ultimate responsibility for all aspects of health and safety at work rests with governors through the safety organisation.
- **Headteacher.** The headteacher is responsible for the effective implementation of the safety policy and for encouraging staff, through regular monitoring, to implement health and safety arrangements.
- **Safety adviser.** The safety adviser is adviser to the headteacher on health, safety and welfare within the school. He or she is also to advise all personnel in meeting their individual responsibilities with regard to health and safety at work.
- **Teachers and supervisors.** The responsibility of applying safety procedures on a day-to-day basis rests with all teachers and supervisors. All accidents will be investigated by them in accordance with current procedures in order that the cause of any accident can be identified and remedial action taken as appropriate. They are to ensure that all new members of staff and pupils under their control are instructed in their own individual responsibility with regard to the Health and Safety at Work Act (1974) and that they frequently make inspections of their area of responsibility, taking prompt remedial action where necessary.
- **Employees and pupils.** Employees and pupils have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the school, contractors, and members of the public. They are required to co-operate with supervisors, line managers, safety representatives and the safety adviser,

and to adhere to safety guidance given in helping to maintain standards of health and safety within the school.

- **Finance Premises and Staffing Committee.** This committee, is to monitor health and safety performance and recommend any action necessary should this performance appear or prove to be unsatisfactory.
- **Contractors.** It is the responsibility of contractors and their employees to read and comply with the school health and safety policy.

Risk assessments

2.3 Responsibility for assessing and controlling risks rests with all personnel within the school. However, risk assessment and training shall be performed in consultation with the Headteacher.

Premises and Safety Group

2.4 The Premises and Safety Group is to comprise:

- Caretaker / Site Manager
- Headteacher
- Nominated Governor

2.5 The committee will meet as deemed necessary, but not fewer than three times annually.

Terms of reference of the Premises and Safety Group

2.6 Under section 2(7) of the Health and Safety at Work Act (1974), the premises group has the function, in consultation with the staff and pupils it represents, of keeping under review the measures taken to ensure the health and safety at work of the employees and pupils.

Specific functions will include:

- the study of accident and notifiable disease statistics and trends so that reports can be made to the governors on unsafe and unhealthy conditions and practices, together with recommendations for corrective action
- examination of safety audit reports on a similar basis
- consideration of reports and factual information provided by inspectors of the enforcing authority
- consideration of reports that safety representatives may submit
- assistance in risk assessment and the development of school safety procedures and safe systems of work
- monitoring the effectiveness of safety procedures and safe systems of work
- monitoring the effectiveness of the safety content of employee training
- monitoring the adequacy of safety and health communication and publicity in the school

Part 3: Safety arrangements

Introduction

The safety arrangements set out below are for the information, guidance and compliance of all personnel in Corbridge Church of England First School.

Health and safety are integral parts of management. They are key considerations that should underpin and facilitate educational and financial activity. Under the Health and Safety at Work Act (1974) and common law, employers and employees must look after children in their care.

In carrying out their normal functions, it is the duty of all heads of faculty or area to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk.

These can be summarised as:

- providing and maintaining safe equipment and safe systems of work
- making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles
- providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety
- providing safe places of work with safe access to and exit from them
- providing a safe and healthy working environment
- providing a system for rapidly identifying and remedying hazards
- where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment

More specific arrangements are set out below and will be appended from time to time as necessary to address new risks.

All personnel have a statutory duty to co-operate in fulfilling the objectives of the governors and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.

Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to their head of faculty or area.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Specific arrangements for health and safety

3.1 Accident reporting

Any accident or injury is to be reported to the Headteacher by the person or persons involved in the accident, and entered in the student accident book or the staff accident report file. The staff file is held in the Office and the Child Accident book is with in the first aid stop in the Music Room. The Headteacher is to ensure that the governors are informed of all accidents of a serious nature and any dangerous occurrences, and where applicable follow the requirements of current legislation.

3.2 Accident investigation

- All significant accidents or incidents that are considered to be dangerous and near-miss situations are to be reported to the class teachers. They in turn are to report the incident to the Headteacher.
- The Headteacher is to carry out an immediate investigation into the incident in order to identify the cause of the accident and measures taken to prevent a reoccurrence.
- Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum.
- The Governor named on the Safety and Premises Group is responsible for the co-ordination of such investigations.
- All contractors must ensure that accidents involving their personnel are reported to the safety adviser of the school, as well as their own reporting chain.

3.3 Reporting procedures

Any practice or condition that is likely to have an adverse effect on the health and safety of personnel, or damage to equipment or property, is to be reported to the Headteacher. Such reports are to be recorded.

3.4 Out-of-school visits and activities

All personnel that arrange or actively participate in school visits or out-of-school activities must follow the Evolve Risk Assessment procedures outlined in the Educational Visits Policy.

3.5 Safe working procedures

Class teachers with support of the Headteacher must ensure that safe working procedures are developed through:

- assessing the tasks
- identifying the hazards
- defining a safe method
- implementing the system
- monitoring the system

Once developed, safe working procedures must be promulgated to protect all personnel working within their area of responsibility from dangers to their health and safety. They are also to familiarise themselves with laid-down procedures and ensure that personnel under their control are fully conversant with these procedures.

3.6 Defective tools and equipment

- All defects found in hand-tools, power tools or any other equipment must be reported immediately to the Headteacher.
- The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be reissued for further use until repair has been effected.

3.7 Means of access

- When using access equipment, such as ladders, crawling boards, etc, the correct equipment is to be used for the job to be undertaken. Stepladders should always be supported by an assistant.
- Always use correct routes of access. Do not use short cuts; they can result in serious accidents.

3.8 Machinery

Legislation lays down requirements for employers regarding the safety and safe use of all work equipment including machinery. Work equipment should not give rise to risks to health and safety, irrespective of its age or place of origin.

The following safety checklist should be adhered to:

- Only trained and authorised users must be allowed to operate machines.
- Training checklists should be used to ensure all the relevant points are covered.
- Machines must never be used without all proper guards in place and working correctly. Posters and signs should be used to remind workers of the need to use guards.
- Operators should check that all necessary guards are in place before starting any machine.
- Areas around machines should be clean, tidy and free of obstructions.
- Sufficient clear space should be provided to allow easy movement and reduce the risk of accidental interference from other works.
- Appropriate safety clothing should be worn when operating machines.
- A sufficient standard of lighting must be provided around machines. In particular, 'flicker' must be prevented as this can cause problems when working with moving parts.
- A clear system of signing must be implemented for defective machines in order to prevent unauthorised use.
- Defects must be remedied promptly.

3.9 Good housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean.
- Do not obstruct emergency exits.

3.10 Electrical equipment

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- Where 13-amp sockets are in use, only one plug per socket is permitted.
- The protective outer sleeve of electrical cables is to be firmly secured within the electric plugs. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to rewire the plug correctly.
- Electrical equipment that is known to be, or suspected of being faulty must not be used.
- If electrical equipment becomes faulty whilst in use, it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected.

3.11 Use of harmful substances

- When using harmful substances, whether they be material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.
- No new materials or chemical substances are to be brought into use unless an assessment using the Control of Substances Hazardous to Health Regulations 1994 has been carried out and clearance given for use by the Headteacher. The user department is to be in possession of a safety data sheet. See also the CLEAPSS guidance at http://openlibrary.org/books/OL17230488M/CLEAPSS_laboratory_handbook .
- Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the Headteacher.

3.12 Skin infections and hand care

- To reduce the risk of dermatitis, oil acne or skin cancer, always avoid unnecessary skin contact with oils and chemicals. Always wear gloves and protective clothing where necessary.
- Use barrier creams before commencing work. These provide a barrier between the skin and harmful chemicals, oils and dirt.
- Do not put oily or chemically soiled rags in pockets.
- Always change clothing if it has become contaminated with chemicals, flammable liquids or oils.

3.13 Smoking

Smoking is not permitted in the school.

3.14 Consumption of food

Food is only to be consumed in recognised rest rooms and dining areas.

3.15 Emergency services

- Fire, police or ambulance services can be contacted by dialling 9/999 and asking for the service required.
- There is always a first aider within the school during working hours.

3.16 Noise

Where noise cannot be controlled at source, all personnel must be protected from high noise levels as required by the Noise at Work Regulations.

3.17 Fire prevention

- Fire orders are available for all personnel to read in their faculty or area. They cover all aspects of fire prevention.
- A notice, 'Action to be taken in the event of a fire' is posted in all buildings at fire points and each classroom has a printed notice clearly identifying the evacuation route and assembly area to be used.
- Personnel are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire.
- The most important part of fire control is prevention. It is with this in mind that all personnel are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked 'flammable'.
- Fire evacuation procedures, fire prevention training and fire alarm testing are to be carried out in accordance with current legislation.

3.18 Visitors

- It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school.
- Visitors should not be allowed to enter work areas unaccompanied and, where protective clothing is issued for a specific area or task, the same level of protection is to be afforded to any visitor proceeding to that area.

3.19 Contractors

Contractors working within the school are required to comply with the working rules as issued by this school. Any breach of these rules is to be reported to the head of faculty or area and/or safety adviser.

3.20 Use of vehicles

Only those persons authorised and in possession of the appropriate licence are to drive vehicles on school business.

3.21 Legionellosis

The primary aim is to prevent the build-up of the Legionella pneumophilla organisms in water systems and to prevent inhalation of infected water droplets.

NCC checks are in place following adhering to current legislation.

3.22 Manual handling of loads

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.

Health and safety information and advice are available on all aspects of health, safety and welfare from the safety adviser.

Additional arrangements will be appended as they are developed out of risk assessments carried out in accordance with this policy.