

Great Whelnetham Church of England Primary School

General Statement of Policy Health and Safety and Welfare

Approved by Governing Body:
Date of approval: 28th March 2017
Review by: 28th March 2018

The governors and Headteacher acknowledge that the Suffolk County Council has the prime responsibility for health and safety and that the governing body and Headteacher have specific responsibilities to manage health and safety at the school level. They also have responsibilities to support the published aims of the County Council to promote continuous improvement in the health and safety performance of the education service.

The Headteacher, as Local Health and Safety Coordinator has principal duty in the school for ensuring the local implementation of guidance, codes of practice and other advice from Suffolk County Council. This duty extends to ensuring that:

- Working conditions and environment.
- Substances used.
- Equipment provided.
- Working methods adopted.

do not impair the well-being of any employee, or any other person including clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

This document must be made available to all staff in the school.

Organisation and Responsibility within the School

The Headteacher has the responsibility in the school for day to day management of health and safety issues and is known as the Local Health and Safety Coordinator.

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 office manager) 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.

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.

All staff should have regard to their own Health & Safety and that of others including pupils, clients, visitors and colleagues. They should communicate any concerns to the appropriate person(s) (see below) so that any potential hazards can be quickly rectified.

See Appendix 1 – Staff responsibilities.

Health and Safety Policy Review

The school's health and safety policy should be reviewed and updated no less than annually. The updated Policy will be presented to the Governing Body and will be formally adopted and signed by the Chair. The review process will incorporate views from members of staff. Any targets included in the policy document are reflected in the school's development plan and any other prime strategic documents as appropriate.

Communication and Information Management:

The Headteacher presents a termly report on health and safety to the whole governing body, as part of the Head's Report.

The school has a health and safety working party, which meets before each Health & Safety and Premises Meeting. This consists of two representatives from the Governors – Mrs Gill Ansell and Mr Terry Clements.

The working party reports its findings to the Governing Body each term.

The proceedings of the meetings are recorded and action points brought forward for review.

The school has an information pack for new employees to ensure relevant health and safety information is passed on. Other relevant information is circulated to members of staff within the school.

There is a main Health & Safety file for general health and safety information, which any member of staff might refer to at any time. This is kept in the office.

The Headteacher will routinely check School's Choice for updated information about health and safety issues from the County Council. Any relevant information will be referred to staff. Curriculum co-ordinators (most particularly Art, DT and PE) will be made aware of such information and will be responsible for updating policies and safety instructions accordingly.

Critical Incident Management

The county's guidelines are followed and staff are aware of the advice. The Office Manager regularly updates the school's Crisis Management Pack, a copy of which is held offsite by the chair of governors, Ben Sear and the Headteacher.

Health and Safety Induction Training

All staff will receive appropriate health and safety induction training which is matched to their specific work and responsibilities. A general checklist for use with employees includes the following:

- Overview of the schools health and safety policy.
- Tour of the premises.
- Current health and safety priorities for the school – safety policy targets.
- General health and safety advice, including the schools own guidance and that from the LA.
- Where appropriate, curriculum specific guidance.
- Introduction to recognised unions and the local representatives.

- Employee problems and concerns Specific duties and responsibilities.
- Grievance procedures (as they relate to health and safety).
- Information on hazards specific to the school, and established controls or precautions.
- Use of equipment and/or tools.
- Materials and substances in use – handling and labelling systems/warning signs. COSHH requirements, risk assessments and health and safety data sheets.
- Legal responsibilities and rights.
- Work permit systems (for example, arrangements for visits and trips).
- Trained first aid personnel and first-aid facilities.
- Fire evacuation and emergency procedures.
- Fire extinguishers – location and use.
- Access to well being advice, counselling and other staff support schemes.
- Security.
- Manual lifting and handling – general advice and risk assessment.
- Defective or inappropriate tools.
- Safe procedures for machines, including design technology equipment.
- General housekeeping and maintenance of access and egress.
- Smoking restrictions.
- Reporting of incidents, hazards, work-related injuries and illnesses.
- What to do in an emergency.

Routine Updating Training

Training schedules for each individual member of staff are updated as appropriate.

Personal Safety procedures, Schoolsafe and control of violence

School staff have been trained to the Schoolsafe standard.

The school has a written procedure advising how staff should deal with an incident where an adult has displayed aggressive behaviour or any kind of assault (including verbal abuse). There is a clear policy on reporting and investigating such incidents. The LA Incident Report form and Incident follow-up form are used for such incidents.

Full time teaching staff, the office manager and the cleaners are the key holders. The relevant authorities are routinely advised of changes of the list.

Specific risk assessments are needed for members of staff who work on their own at school.

Personal attack alarms are located in the office and in the cleaner's cupboard. The headteacher and a member of staff from Robins class will both respond in the event of activation of the alarm. The alarms will be tested twice yearly at the start of the Summer and Autumn term and a record maintained in the Fire Log Book held in the office.

Planned Safety Checks

These will be carried out in accordance with Suffolk County Council guidelines and will include – testing of electrical equipment, fire alarm testing, PE and play equipment testing, the school's water system. A record of such checks will be kept in the Premises Log Book (NB Records of water testing are held in the Cleaner's Cupboard).

Incident Reporting/Investigation

The double-sided Incident Report form is in use in the school.

The school's ID (4 figure DfES code) number is recorded on every form used.

All staff are briefed on when and how to use the form.

Every incident is subject to investigation as appropriate with a view to preventing recurrence.

Coordination of Risk Assessment Work

Risk assessments may be required under many circumstances, but in general they will only need to be completed in schools when published guidance or recommended practice is not followed, is not completely relevant to the activity considered, or does not exist. An overview of the school premises and activities may assist with the general risk assessment and indicate the areas for more detailed risk assessment and control work. It may also require longer term planning for adequate remedies to be provided.

Examples of risk assessments, which are likely to be required due to the need for specific locally arranged precautions, are:

- First aid arrangements, (numbers of trained staff, level of training and equipment).
- Lone working situations.
- Hinge protectors for doors.
- Visits and trips.
- Display screen equipment/workstations.
- Manual handling.
- New and expectant mothers.
- Level of supervision in playgrounds and for play equipment.
- Working at height.
- School fetes, drama productions, fireworks displays etc.

Fire Procedures

A fire risk assessment has been completed.

The evacuation procedure is explained on the fire notice in each room.

Routine practice of the drill takes place in the middle of each term.

Fire extinguishers are tested during annual inspection, and checked each month by the Admin Assistant. Staff are adequately trained to enable escape in an emergency.

The Office Manager does the weekly alarm test – the details of the tests are recorded in the fire alarm logbook. Doorguards have been fitted to all fire doors in the main school block (except the Headteacher's Office) which automatically close in the event that the fire alarm is activated.

Locally Organised Building Repairs and Alterations

Procedures are in place to ensure the Request for Landlord's Consent procedure is followed. The school uses county contracts or recommended providers.

Arrangements are in place to ensure no 'hot work' is undertaken in the school without a permit. – See Premises Log Book.

The headteacher and Officer Manager know the asbestos procedures. The asbestos survey report is available for all to view in the Asbestos File in the Office

First Aid – Training and equipment

The first aid equipment is appropriately labelled and located in the main entrance. There are portable kits for playtime on the field/ visits etc.

A nominated Teaching Assistant monitors first aid kits and ensures they are replenished. Stock is ordered as necessary and is stored in the Children's Kitchen.

Records are kept of who is trained, and when their certificates expire.

The injury reporting procedures are to write minor injuries/incidents in the logbook, and report more serious injuries to the Head or teaching staff. They will decide if a County Incident Form needs to be completed.

Relevant staff have access to health centre / GP telephone numbers. The Office Manager maintains the list of staff, which is kept in the Phone Book in the office.

The procedure for calling ambulance / local GP surgery, etc is to check with a member of the teaching staff first. Stay with the person needing the ambulance, ask for another adult for support and to notify the Headteacher, and ask another member of staff to telephone for help, and then arrange supervision for other children.

First aid arrangements for visits and trips are outlined in the risk management undertaken for each visit.

Vehicle Control and Pedestrian Safety

Only staff, visitor and delivery vehicles are permitted to enter and/or park on site. Pedestrians have been asked to use the pedestrian gate on Stanningfield Road only. The main gate is closed to pedestrians and unauthorised vehicles and signed indicating there should be no pedestrian access are clearly on display.

Refuse collection vehicles do not present significant risks to any pedestrians since they empty bins during the early afternoon.

Education Visits Coordinator (EVC)

The current county council advice is being followed. The school has nominated 3 co-ordinators, Mrs Kath Parkin, Mrs Angela Kimber and Miss Charlotte Kiddy.

Well Being Co-ordinator

Miss Charlotte Holloway is the school's well-being coordinator. The school buys into the LA Wellbeing package and the wellbeing questionnaire is completed annually

Supporting Pupils with Medical Needs

The latest County Council and Department for Education guidelines are followed and there is a policy confirming guidelines.

Premises Security

Current County Council guidance is followed.

Contractors on Site

When contractors arrive on site they should report to reception.

They are told about fire procedures, safeguarding procedures, smoking restrictions and use of mobile phones, local management arrangements and vehicle movement restrictions etc.

The Head has responsibility for monitoring the contractor's safety performance in order to prevent danger to people other than the contractor's staff. This includes checking the contractor's site is adequately fenced; materials are stored safely, etc. Also this person needs to be aware of the need to ensure the contractor is behaving reasonably safely in respect of his/her own staff, ie following common sense safety precautions and not acting recklessly.

Site security – Visitors

Visitors to the school will be monitored. All visitors are directed to the main entrance by means of signs, clearly visible around the school. Individual visitors who wish to see a member of staff, or whose responsibilities or work to undertake, whether under constant supervision or not, will be required to enter relevant personal and business details in the Visitors' Book maintained in reception and to wear an appropriate badge for the whole duration of their stay in school. All such visitors will be expected to sign out on leaving the building.

Visitors attending any public or group function will be under supervision throughout, to prevent inadvertent access to any parts of the school, deemed by the Headteacher to be out of bounds for each such occasion. All such public and group visitors will be advised verbally and before commencement of any proceedings, of the positions of the exit and emergency doors and of the signal that will be given, in the unlikely event of an emergency. This may be the sounding of a fire alarm or some other clear signal, communicated beforehand to the public or group visitor in question. The school will be responsible for the orderly evacuation of the building, should this be necessary.

Visitors without DBS checks are not permitted unsupervised access to pupils.

Outside Lettings

The hall will be available for outside lettings.

Information must be provided to inform people who are booking the premises about any necessary health, safety or security information relating to the premises and any equipment which may be used

The school enters into a written agreement with the leasee. Coordination is needed in respect of first aid kits and telephone access.

This policy will be reviewed annually or more often if required.

APPENDIX 1

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

Task	Name of person responsible
H&S Policy review	HT & H & S & Premises Committee
Communication and Information management	HT & OM
Critical Incident Management	HT
H&S Induction Training	HT
Routine updating training	HT
Personal safety procedures (also Schoolsafe)	HT
Planned checks (procedures)	HT
Planned checks (equipment)	HT & OM
Planned checks (premises)	HT & GB
Incident reporting/investigation	HT
Coordination of risk assessment work	HT
Fire procedures	HT OM
Locally organised building repairs and alterations	HT OM
First Aid (training and equipment)	TA & CT
Vehicle control and pedestrian safety	HT
Educational visits coordinator (EVC)	HT, AK & CK
Wellbeing Co-ordinator	CH
School Minibus	n. a.
Supporting pupils with medical needs	HT & teaching staff
Premises Security	HT & CT
Contractors on site	HT & OM
Outside lettings	HT & OM
Other (specify)	