

Lancastrian Infant School Health and Safety Policy



**LANCASTRIAN INFANT SCHOOL
HEALTH AND SAFETY POLICY**

Statement of Intent

The governing body acknowledges West Sussex County Council's (WSCC) Corporate Health and Safety Policy, acting as Local Education Authority and employer, and provides the following additional statement of intent to cover all school buildings, activities and undertakings for which it is responsible.

Under the Health and Safety at Work Act 1974, the governing body accepts that it has the responsibility to take all reasonably practicable steps to secure the health and safety of staff, pupils and others visiting and using the school premises.

The governing body believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils. It will be the governors' policy to encourage, where practicable, the co-operation of all users of the establishment by monitoring, review, discussion and consultation to promote and develop measures which ensure health and safety at work.

David Brixey, Chair of Governors

This policy determines the health and safety procedures for Lancastrian Infant School and this includes the members of staff and children who attend Sunrise and Sunset Club.

THE ORGANISATION FOR HEALTH AND SAFETY

Health and safety responsibilities

The Governing Body has strategic responsibility for health and safety within all areas of the schools undertakings and is answerable to the LEA for its actions, on behalf of whom it makes decisions. The governing body is responsible for ensuring that advice from competent health and safety advisers is available on health and safety matters in order to comply with regulatory controls.

The Head Teacher has responsibility for the day-to-day operation of health and safety and welfare policies and practices, as delegated by the governing body, within all areas of the school's undertakings. The Head Teacher is responsible for ensuring that advice from competent health and safety advisers is sought on health and safety matters in order to comply with regulatory controls.

Classroom teachers, the bursar and the premises manager are responsible for ensuring that safe working conditions are maintained for all pupils, employees, visitors, members of the public and, where applicable, contractors throughout their individual work areas, as delegated by the Headteacher or governing body and detailed in the organisation section of the policy. Classroom teachers, the Bursar and the Premises Officer are responsible for ensuring that advice from competent curriculum and health & safety advisers is sought on health and safety matters in order to comply with regulatory controls.

All other employees are responsible for their own health and safety, that of their colleagues and members of the public who may be affected by their work activities.

ARRANGEMENTS FOR HEALTH AND SAFETY

Accident and Incident Reporting

All accidents and incidents, to staff, visitors and contractors are reported to WSCC using the online accident reporting system. Minor incidents to pupils are recorded locally major injuries and direct visits to hospital are also reported to WSCC using the online system.

The Bursar is responsible for reporting accidents.

The Headteacher will monitor accidents and incidents in order to identify trends and report to the governing body.

Administering medicines

The school's Managing Medicines Policy details the procedures followed by the school and is based on WSCC policy and procedures. The lead for the administration of medicines is *the Headteacher*. A copy of the policy is available from the school office.

Asbestos

The school holds an asbestos register and follows the WSCC Code of Practice regarding monitoring and record keeping. All contractors working on the building are made aware of the location of asbestos and sign the register. Staff are made aware of the location of asbestos and the procedures to follow if discovering disturbed asbestos. *The Premises Officer* is responsible for asbestos management

Control of Substances Hazardous to Health (COSHH)

All hazardous substances stored and used within the school are to be risk assessed and the precautions identified by the risk assessment shall be communicated to staff and implemented. These assessments will be held in the school's COSHH risk assessment file, along with the relevant data sheets and made available to all employees who are required to use these substances in their work.

The Premises Officer is the designated person for ensuring that the COSHH risk assessment file is kept up to date and communicated to relevant staff.

Contractors

Maintenance and servicing contractors receive an induction to the school site (including asbestos), its facilities and emergency arrangements. Contractors undertaking large scale building work receive all of above and an induction pack which includes relevant school policies, procedures and risk assessments. The school adheres to WSCC self-managed process and uses only WSCC approved contractors. Contractors are continuously monitored whilst on site. Contractors carrying out hot work must be in the possession of a West Sussex County Council 'Hot Work' permit and all appropriate precautions must be taken.

The Bursar is responsible for the management of contractors

Curriculum Safety

The governors recognise that some curriculum areas represent an increase in risk; these departments hold department specific health and safety arrangements, which are regularly reviewed and communicated to the relevant staff.

Display Screen Equipment (DSE)

Every DSE user will have a risk assessment completed to make sure they know how to adjust and set up the workstation correctly. It is the responsibility of *the Bursar* to ensure assessments are completed by relevant staff. The risk assessment can be carried out by the workstation user through the e-Learning programme and assessment checklist. This is available on Health and Safety A-Z pages of the WSSfS.

DSE user risk assessments will be reviewed periodically by *the Bursar*, at least annually, or if there have been any significant changes to the workstation. A review of the original assessment must be undertaken as soon as practicable by the line manager when an employee complains of musculoskeletal or other health issues that could be attributed to, or aggravated by, working with DSE

Electricity

All portable electrical equipment within the school is to be tested annually and records of these tests will be held at the school.

Private portable electrical equipment must not be brought into the establishment and used without the appropriate checks.

A 5 yearly check of the fixed electrical installation is completed and records kept.

Electrical safety is managed by *the Premises Officer*

Emergency Provision/Business Continuity

The Emergency Plan details procedures and arrangements to be used in the event of an emergency. This includes liaison with WSCC and the emergency services, provision for the continuation of school business and arrangements to contact interested parties i.e. parents and the press. All staff are trained in the procedures contained within the emergency plan and are able to take the appropriate action if required. The emergency plan is regularly monitored and reviewed by *the Headteacher*.

Fire Safety

The Premises Officer is the designated person for fire safety within the establishment. The designated person will ensure that:

- The school's fire risk assessment is kept up-to-date by annual review or in response to significant changes to premises or work arrangements.
- There is reasonable fire-fighting equipment in the school, it is maintained and maintenance records are kept.
- The fire safety equipment, e.g. fire alarm, emergency lighting, etc. is regularly checked, maintained and records are kept.

- There are no general fire hazards around the building, particularly near escape routes, escape routes are unobstructed and that there is access for fire fighters.
- Staff and pupils are practised in evacuating the premises by performing termly drills, monitoring their effectiveness and keeping records.
- Ensure that personal emergency evacuation plans (PEEP) have been developed for those staff and/or pupils who require additional assistance to evacuate the premises. (These will be developed by the SENDCo.)
- Any contractors on site comply with the regulations for hot works (see above).

They will also ensure that the establishment has in place an up to date **Emergency Fire Plan (Appendix 1)**, which details the procedures to be followed in the event of a fire. The plan must be prepared to ensure that people within the establishment know the action to take if there is a fire, and to ensure the establishment can be safely evacuated.

Where necessary, the Emergency Fire Plan will include the following features:

- Action on discovering a fire and calling the fire service (these notices will also be displayed throughout the establishment)
- The location of the assembly point for roll call
- Liaison with emergency services
- Identification of key escape routes
- The type and location of fire-fighting equipment provided
- Specific responsibilities in the event of fire (adequate number of fire wardens to assist with the evacuation)
- Training (in house fire safety awareness training is carried out annually for all staff).
- Any need to co-operate or co-ordinate with other responsible persons that will be operating within the premises.

First Aid (see First Aid Policy)

The Headteacher is responsible for ensuring there is adequate first aid provision in the school. There is a designated lead First Aider and several other first aid trained members of staff. This includes staff who work at Sunrise and Sunset Club. Details of the school's first aid trained staff is displayed in the first aid room/area and can be found on the first aid risk assessment. The Bursar monitors first aid training to ensure certification remains in date.

A first aid risk assessment has been completed (**Appendix 2**) and provision is in place, following the findings of the risk assessment. Suitable and appropriate first aid cover is provided at all times during the working day and after hours to cover breakfast and after school clubs and all staff members are aware of the arrangements in place.

The Bursar is the designated person for ensuring the first aid kits are kept fully stocked and items are within date, checks of first aid kits are recorded as completed.

Food Safety

The lead for Food Safety is *the Bursar*. The Food Safety lead will ensure that there are arrangements for safely and hygienically receiving food from suppliers and preparing it for serving to pupils. The kitchen, servery and dining area are to be cleaned daily and after each use.

A risk assessment is in place for lunchtime meals (hot and cold) **Appendix 3**. Midday Meals Supervisors must cordon off a spillage, cleared up immediately and the floor surface left clean and dry before being opened up to pupils again.

All incidents are to be reported to the Food Safety Lead.

Glazing

The school holds an up to date Glazing Survey and regularly monitors glazing as part of the premises inspection. *The Premises Officer*, is responsible for glazing management.

Gas Safety

The school ensures that the gas boilers and other gas appliances are serviced and maintained regularly. *The Premises Officer* is responsible for gas safety.

Induction

All new employees are informed of the school's health and safety arrangements and procedures using the induction checklist available within the Health and Safety A-Z on the WSSfS. Staff will also complete the eLearning 'Your Own and Others' and records will be kept. *Linda Cooper, Bursar* is responsible for the induction of staff.

Lone Working

Lone working is discouraged, however where employees are required to work alone, the risks should be assessed and adequate controls put in place. There is a lone working risk assessment in place. (Appendix 4).

The Headteacher is responsible for risk assessing and producing lone working procedures.

Play equipment

External and internal play and physical education (P.E.) equipment is serviced regularly by an external company. P.E. equipment is checked prior to every use by the teaching staff any defects are reported immediately to the Head teacher. *The Premises Officer* regularly monitors external play equipment and defects are reported immediately to the Headteacher. Faulty equipment is immediately decommissioned.

Premises Maintenance

The internal and external premises will be inspected at regular intervals by *the Premises Officer*, the inspections are recorded and resulting issues reported to the Head teacher. The school is to be kept clean, tidy and free from hazardous obstacles. Staff must report any defective equipment, furniture or premises issues to *Tim Smart, Premises Officer* using the defects log. The *Premises Officer* will sign and date completed actions in the premises maintenance log.

Monitoring, audit and review

The Governing Body shall receive termly reports on Health and Safety and will regularly inspect and monitor the premises. Regular review of procedure shall be undertaken in the light of operational practice, new laws and new policy/directives of the Local Authority. The operational practice and procedure shall be constantly monitored by the head/local safety officer. The Governing body shall prepare an annual action plan to address deficiencies in health and safety arising from the Head teachers' annual report.

Moving and Handling of Pupils and the Manual Handling of Inanimate Loads

Manual handling is defined as the transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force. Consequently, the Manual Handling Operations Regulations apply to a wide range of operations; in this context it applies to both the moving of inanimate loads (manual handling) and the moving and handling of children where they are unable to do this unaided (moving and handling) – ref reasonable force policy.

Where manual handling or moving and handling tasks are undertaken, The Governing body will designate suitably competent staff to undertake risk assessments of the activities, and ensure staff working in these areas receive the necessary training and instruction. *The Headteacher* is responsible for developing and reviewing moving and manual handling risk assessment.

New and Expectant Mothers

Any staff member who becomes pregnant is to inform the Head Teacher of this and an appropriate risk assessment is to be undertaken following the guidance contained within the Health and Safety A-Z on the WSSfS. The school recognises the changing nature of pregnancy and will regularly review risk assessments to ensure that working at the school will not pose any risk to their health and safety and that of their unborn child.

Off-site activities

All off site activities are risk assessed using the WSCC system. The schools systems are audited by WSCC Outdoor Education Advisor. *The Headteacher* is the schools Educational Visit Co-ordinator (EVC).

Risk Assessments

Risk assessments are a legal requirement under health and safety law and the Head Teacher will assess all risks arising out of the curriculum and associated work which the school undertakes. In accordance with corporate guidance risk assessments will be recorded in writing and reviewed annually or following a significant accident and or incident.

Staff Welfare/Stress

The governing body considers staff welfare of paramount importance, and seeks to promote a work/life balance amongst their staff. The Head teacher is constantly monitoring staff workload and every effort is made to make effective changes if staff are experiencing stress either at home or work. The school also utilizes the services of Health Assured and Occupational Health.

Training

The school ensures that all staff are provided with adequate information, instruction and training to perform their roles. Training requirements are discussed during induction, professional development reviews and one to one supervision. Training records are kept and reviewed by *Zoe Gordon, Headteacher*.

Water quality

The Premises Officer is responsible for monitoring and recording water temperatures at the school to ensure water quality is maintained. A bi-annual water quality risk assessment is produced and reviewed by SSE.

Working at height

Teaching staff have been given instruction and guidance from The premises officer on how to work from height for the purpose of putting up displays. *The Premises Officer has* attended West Sussex approved 'Working at Height' training. Staff should follow working at height risk assessment when necessary. Ladders, step stools and other access equipment are kept on a ladder register and regularly inspected and maintained.

Work Experience Students

Any students on placement will be given an induction that covers safeguarding and Health and Safety. Relevant DBS checks will be made for students for whom that is relevant. Students will be supervised when working with children. School staff will be briefed on any additional needs that the student may have and will ensure that these are taken into account during the placement.



Emergency Fire Plan (Appendix 1)

(2017)

CONTENTS

1. Initial actions
2. Office Staff
3. Fire wardens
4. Teaching Assistants
5. Teaching staff
6. Premises Manager
7. Head Teacher
8. During Assembly
9. Lunchtime/Playtime

A copy of this document is to be given to all staff.

1. Initial actions in discovering a fire

- Person who notices fire to set off nearest alarm which will sound immediately (if it fails- sound the next nearest)
- Fire alarm sounding will automatically alert the emergency service that there is a fire on the premises.
- The fire alarm sounding will alert all in the building to the presence of a fire and evacuation procedures will start.
- All staff, visitors, children and anyone else on site at time will evacuate to the muster point.

The School muster point is the pathway at the back of the car park leading Central School.

2. Office Staff

A member of the office staff will take the class registers, emergency response folder, the visitor's book and a mobile phone and go directly to the muster point. Following safe evacuation a member of office staff will be responsible for contacting parents to inform them of incident. (This will be done by texting service or school website).

3. Fire wardens

If not teaching, a fire warden should carry out his/her duties checking all areas are clear (including toilets and communal areas) and fire doors are shut before exiting the building. He/she should do this in a safe way avoiding the source of the fire and keeping him/herself safe.

4. Teaching Assistants

Teaching Assistants who have children in their care should leave the school by the nearest emergency exit and go straight to the muster point. They should check any toilets that they pass on their way out and should close doors if possible. They will also be responsible for taking any parent helpers and students who have been working with them.

The children should be taken to the correct position at the muster point for their class to wait for their teacher.

When Teaching Assistants are in class, they should help the teacher to maintain a calm atmosphere in the classroom and be responsible for ensuring that the room is cleared and that the door is shut.

5. Teaching Staff

Each teacher is responsible for the group of children s/he is teaching at the time. They should take the most direct route out of the building away from and avoiding the source of the fire. Teachers should lead the children quietly to the correct position for their class, where they should stand in a straight line, facing the front. Any adult helpers, students or visitors should be asked to accompany the class. Once the teacher is with his/her class, s/he should wait to be given the register and initially make a head count. If this proves incorrect, then a roll call should be taken. The names of any children believed still in the building will be reported to the Head Teacher immediately.

All teachers must have a generic padlock key to unlock the playground gate if necessary.

If a class swap is in progress, teachers will return to their own classes once they have reached the muster point or as soon as is practicable.

Children must be quiet at all times, answering their names at roll call and listening for any instructions which may be given.

AT NO TIME MUST ANY MEMBER OF STAFF RE-ENTER THE BUILDING IF THIS WILL PUT HIS/HER LIFE AT RISK.

Fire extinguishers are only to be used by the fire wardens and are positioned outside the staff room, alongside the exit doors near the girl's toilets, in the main entrance lobby and in the Fire Exit lobby near EY.

6. Premises

If on site, the premises manager (caretaker) should open any gates to give access to the emergency services and free access to staff and pupils. They should then go to the muster point with the school keys to await further instruction from the Head Teacher.

7. Headteacher

If the Premises Officer or Caretaker is not on site, the Head teacher will take the keys and open the gates to allow access to the emergency services. The Head teacher will then go to the muster point and if anyone is thought to be missing, she will instruct appropriate members of staff to make a search. The Headteacher will liaise with the emergency services or delegate this responsibility if appropriate. If the Head teacher is not on site, then the Deputy Head teacher or Teacher in charge will take over this responsibility.

8. During Assembly

Teachers should return to the hall immediately they hear the fire bell ring. They should collect their class from the hall and lead them via the nearest emergency exit to the muster point.

9. Lunchtime or Playtime

Lunchtime Supervisors will take the children to the muster point and instruct them to line up in the allocated position. Teachers and any additional support staff will then join the children in the playground, checking any toilets, cloakroom areas on their way

Appendix 2- First Aid risk assessment

N°	Assessment Factor	Apply?		Impact on First Aid Provision
		Yes	No	
	Does your school have higher risk areas such as science labs or workshops?		X	You will need to ensure that first aid is available close to these rooms.
	Are there any specific risks such as hazardous substances, dangerous tools or machinery or animals?		x	You will need to consider: <ul style="list-style-type: none"> ○ Provision of additional first aid cover ○ extra first-aid equipment ○ precise positioning of equipment
	Is there adequate first aid provision close at hand for sports activities (consider curriculum and out of hours activities), and also for all off-site activities and visits?	x		You will need to ensure: <ul style="list-style-type: none"> ○ Adequate numbers of EFAW or EYFAs for these lessons, events or visits. ○ Travelling first aid kits have been maintained ○ For outdoor events, there is equipment to keep casualties warm e.g. survival bag or blanket. ○ Where first aid cover is spread out with a travelling group that there is a reliable and efficient method

N°	Assessment Factor		Apply?	Impact on First Aid Provision
				<p>of communication with first aiders.</p> <ul style="list-style-type: none"> ○ Where an off-site visit is to a rural or remote area, where emergency services may take longer to arrive, you may need additional first aiders and with better qualifications, e.g. FAW ○ Qualified sports or adventurous activity leaders may already hold a First Aid qualification recognised by their sport or activity national governing body. Before deciding to depend upon this provision, you should check that it meets the minimum standard of EFAW and if they will supervise primary age children and that it includes the resuscitation of that age group.
	Does your curriculum contain swimming lessons?		x	<ul style="list-style-type: none"> ▪ Unless you use facilities with qualified lifeguards, you will need to train supervising staff to perform rescues and resuscitation.
	Do you have pupils and visitors who have special health needs?		x	<ul style="list-style-type: none"> ○ Individual health care plans should be undertaken with the school nurse and should include any specific emergency procedures. ○ There must be sufficient staff trained to provide emergency care to pupils with medical needs at all times.
	What is your history of accidents and cases of ill health? What type are they and where did they happen?			<p>You will need to check your records You may need to:</p> <ul style="list-style-type: none"> ○ locate first aid in certain areas ○ review the provision
	Are the premises spread out, e.g. are there several buildings on the site or multi-storey buildings?		x	<p>You will need to consider provision in each building and on several floors.</p>

N°	Assessment Factor		Apply?	Impact on First Aid Provision
	Is there shift work or out-of-hours working or after school activities?		x	First-aid provision is required at all times while people are at work or in your duty of care.
	Do you have staff that travel a lot or work alone? (cf lone working risk assessment)	x		You will need to consider: <ul style="list-style-type: none"> o issuing personal first-aid kits and training staff how to use them; o issuing personal communications.
	Do any of your staff work at sites occupied by other employers?	x		You must make sure that adequate arrangements for first aid exist at all sites used by your employees.
	Do you have any temporary workers, volunteers or other children on site?	x		Your first-aid provision must cover them.
Member of staff responsible for overseeing First Aid: Zoe Gordon				
Agreed First Aid Provision (Provide staff names)				
Paediatric FA: Jackie Savage Emily Fenwick Joan Clark Eva Giakem Carol Mascal Linda Cooper Charlotte Udell Hart Tracy Goodeve				
EFAWs:				
EFAW-EYFAs: n/a				
Poolside Resuscitation: n/a				
Location of First Aid Kits: Classrooms				

N°	Assessment Factor	Apply?	Impact on First Aid Provision
	Staffroom Adult toilet (located next to HT office) Horsa Hut		
	Additional first aid equipment (e.g. eye irrigation in laboratories):		

This risk assessment will be updated annually

Date: December 2019

Review: December 2020

Responsibility: Z Gordon Headteacher

To be read in conjunction with :

- Health and safety Policy
- First Aid Policy
- Medicines Policy
- Managing medicines policy