

Health and Safety Policy



Part 1: Health and safety policy statement

The governors regard 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 Burtonwood CP 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 _____

Date _____

Chair of governors _____

Date _____

Part 2: Safety organisation

Objectives

2.1 The objectives of Burtonwood CP 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.

Board of governors. The ultimate responsibility for all aspects of health and safety at work within Burtonwood CP School rests with the board of 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. All accidents will be investigated by him/her in accordance with current procedures in order that the cause of any accident can be identified and remedial action taken as appropriate.

Site Maintenance Officer. The site maintenance officer works in partnership with the headteacher on health, safety and welfare within Burtonwood CP School taking on delegated duties where directed. He or she is also to advise the headteacher in meetings of any issues with regard to health and safety at work.

Deputy and SMT. The heads of Key Stages are responsible for ensuring that the day-to-day requirements regarding health and safety at work are met within their areas of concern. Where any new process or operation or substance is introduced into the area of their responsibility, they are to liaise with the headteacher and site maintenance officer so that the associated risks are assessed and any precautions deemed necessary are implemented. 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.

Teachers and teaching assistants. The responsibility of applying safety procedures on a day-to-day basis rests with all teachers and teaching assistants. They frequently make inspections of their area(s) of responsibility, taking prompt remedial action where necessary. They should report any health and safety issues requiring remedial action to the head teacher and/or the site maintenance officer

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 the headteacher, line managers and site maintenance officer, and to adhere to safety guidance given in helping to maintain standards of health and safety within the school.

Health and Safety committee. The Health and Safety committee as a whole, or through individual members, 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 head teacher.

Health and Safety committee

2.4 The Health and Safety committee is to comprise:

- site maintenance officer
- nominated governors
- head teacher

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

Terms of reference of the safety committee

2.6 Under section 2(7) of the Health and Safety at Work Act 1974, the safety committee 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 board of 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
- 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 including accident and near-miss reports
- 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 Burtonwood CP Primary 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 the head teacher, deputy, SMT and site maintenance officer 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 board of 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 the head teacher.

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 serious accident or injury is to be reported to the head teacher by the person or persons involved in the accident. An on-line accident form (HSA1) must be completed. One copy should be kept in the school office, while the form should be sent to the Local Authority. The First Aid book is used to record minor accidents involving children on the playground and in the school building. The head teacher is to ensure that the health and safety committee is informed of all accidents of a serious nature and any dangerous occurrences.

The Medical and First Aid policy should be referred to for further information regarding the management of first aid in the school.

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 head teacher. S/he in turn is to report the incident to the governors.
- The head teacher 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 chair of the health and safety committee is responsible for the co-ordination of such investigations.
- All contractors must ensure that accidents involving their personnel are reported to the head teacher 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 head teacher and /or the site maintenance officer. This should include any near misses and potentially unsafe conditions. Such reports are to be recorded. Teachers and teaching assistants will be asked weekly through a standard agenda item at staff meetings to report any health and safety issues to the head teacher.

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 procedures outlined in Warrington Borough Council's Educational Visits Policy, the code of practice for schools.

For all residential and full-day trips involving children outside the school grounds, it is the responsibility of the trip leader to complete the form on Evolve and submit this to the headteacher. All day trips must be authorized through Evolve by the head teacher, while residential must also be authorized by the Local Authority.

3.5 Safe working procedures

Heads of faculty or area 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(s) 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 equipment

All defects found in equipment must be reported immediately to the appropriate coordinator, who in turn will apprise the head teacher and site officer of the details.

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 affected.

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 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.

3.9 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 affected.
- All electrical equipment must be PAT tested before it is used. PAT testing should be repeated every three years on a rolling programme, unless visual inspections of the equipment raises concerns. In those cases PAT testing should be carried out immediately. This is arranged by the site maintenance officer.

3.10 Control of substances hazardous to health (COSHH)

- 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 2002 has been carried out and clearance given for use by the site maintenance officer. All COSH reports and risk assessments are kept centrally in the office.

- Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the site manager.

3.11 Smoking

Smoking is not permitted in the school or on the school grounds.

3.12 Emergency services

Fire, police or ambulance services can be contacted by dialing 9/999 and asking for the service required.

There is always a first aider on call within the school during working hours.

3.13 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.

The site maintenance officer has the responsibility to:

- Ensure all notices detailing action to be taken in event of a fire are displayed clearly in classrooms and other areas of the school building.
- Carry out weekly call point tests for the fire alarms
- Carry out monthly checks on emergency lighting
- Organise a fire risk assessment annually by an external agency and report back to the head teacher and governors on any issues raised.
- Organise an annual check on all fire extinguishers
- Ensure full records are kept of all testing, external checks and evacuations in the fire alarm log.
- All emergency exits are to be kept clear and free from obstruction at all times.

The head teacher has the responsibility to:

- Instruct students at the start of their attendance at the school to enable them to:
 - i. identify the fire alarm
 - ii. know the action they should take on hearing the alarm
 - iii. know the location of the assembly points
 - iv. know what to do if not in a supervised group, in the event of fire

These points should be included on the fire notice, and reinforced during practice evacuations.

- Arrange a full evacuation every term and deal with any issues arising in consultation with staff. When a fire drill is held, it will be recorded in the fire alarm log, held by the site manager
- Ensure training of all employed persons forms an essential part of the school's fire precautions. The aim should be to ensure that all staff receive training in a basic appreciation of the risk of fire and the action to be taken in the event of fire, including instruction appropriate to their responsibilities in an emergency.
- Monitor all systems and procedures in respect to fire prevention, which ensure the safety of all employees and students in the school

Teachers have the responsibility to:

- Ensure they have a basic appreciation of the risk of fire and the action to be taken in the event of fire, including instruction appropriate to their responsibilities in an emergency.
- Instruct their class at the start of the year on what to do in an event of a fire, including what to do if not in a supervised group.

All employees have the responsibility to:

- Ensure they have a basic appreciation of the risk of fire and the action to be taken in the event of fire, including instruction appropriate to their responsibilities in an emergency.

3.14 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.

3.15 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 teacher and/or site maintenance officer.

3.16 Use of vehicles

Only those persons authorized by the headteacher and in possession of the appropriate licence are to drive the school minibus. Clear guidelines for the use of the school minibus have been written and can be found in the staff handbook.

3.17 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. The headteacher and site maintenance officer have received legionella awareness training.

Control measures are as follows.

- All showers are to be turned on and left running for five minutes weekly.
- All showers are to be cleaned termly, to prevent slime, corrosion and scale build-up. This will involve dismantling the showerheads to clean and disinfect inside the spray nozzle.
- The water temperature is to be below 20 degrees C or above 55 degrees C and this is to be checked monthly by an outside agency.
- At the start of each new term the domestic water will be switched on to operating temperature. All hot and cold taps run for 1 minute ensuring hot water comes through.
- Records are to be maintained of all cleaning and temperature checks carried out.
- Biannually there is a legionella risk assessment of the water system by an external contractor.
- Records are to be maintained of any maintenance, water treatments or disinfection.

The headteacher will monitor the controls carried out by the site manager on a half-termly basis.

3.18 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.

The site manager has been trained in manual handling and should be consulted before staff move any heavy or awkward loads.

3.19 Security

All visitors to the school should be directed by means of prominent, unambiguous notices, to reception where they will be required to sign the visitors book giving the following details:

- name
- time in and out
- which organisation they are from
- who they are seeing

They will be issued with a visitor's badge, which they should be instructed to wear at all times whilst on school premises.

The school is equipped with intruder alarms, which are serviced twice a year.

3.20 Issue of keys

Keys should be issued to staff only on the basis of demonstrable, work-related necessity. An inventory of issued keys should be prepared and kept up to date by the site manager.

3.21 Playground safety

In the playground children are supervised at all times and given clear guidelines as to where they can and cannot play.

- The play area opposite the main entrance has the following procedures to ensure the children's safety:
- Half-termly checks are made by both headteacher and by Maintenance officer.
- Equipment checked by council approved outside contractor annually.
- Supervision of use at all times to ensure that behaviour is appropriate and that the number of children on the apparatus is monitored.

- All morning and afternoon playtimes are at different times for younger and older children, reducing the number of children on the playground. At lunchtime when all children are out, there is increased supervision.
- Apparatus is checked daily and is not to be used when wet and slippery.
- School uniform policy means that children wear appropriate footwear
- Covering of bark beneath the play equipment is checked half-termly.

Rock salt will be used in the winter to grit icy surfaces on the playground by the site maintenance officer.

3.22 Waste Disposal

- The site maintenance officer holds the hazardous waste list in the waste disposal file and ensures all waste is disposed of correctly.

3.23 PE equipment

- The PE apparatus in the hall is checked annually by an outside contractor.
- The PE coordinator has attended safety training from the Local Authority and disseminated information to the teachers.
- Clear guidelines for teachers on safety in PE are found in the staff handbook.

3.24 Swimming Pool

The head teacher has the responsibility for health and safety with regards to the swimming pool. S/he will delegate the operational running of the pool to the site officer.

The head teacher has the responsibility to:

- Ensure all procedures are carried out to ensure that the pool is a safe environment for the children
- Employ a qualified swimming instructor and a qualified lifeguard for every swimming session

The site officer has the responsibility to:

- Ensure the quality of the water follows Cheshire County Council guidelines and is checked by the enforcement technician from Warrington County Council before swimming starts in April, followed by checks in June and when appropriate September.
- Keep daily records of the water quality during the swimming season

- Ensure the swimming pool is kept in good condition with daily checks on water temperature, visual checks of the water and the removal of debris.
- Provide a footbath for the children, which is cleaned daily and treated with iodine.
- Ensure the pump and filter are working throughout the non-swimming season to maintain the quality of water.

The teacher has the responsibility to:

- Inform the children of the rules and procedures regarding swimming and ensure their behaviour is appropriate and does not endanger the safety of themselves and others.
- Clear guidelines for teachers on safety in swimming are found in the staff handbook.

3.25 Lone Working

A procedure and risk assessment is in place for managing lone working activities. Only the site manager and head teacher should work alone on the premises and both should be made aware of the procedure and risk assessment.

3.26 Management of Stress

The management of stress is a high priority for all staff at the school. The staff are aware of the Warrington Borough Council Stress Management Policy. The head teacher and senior management team manage stress through regular communication both informally and formally. Workload needs to be managed carefully, with additional tasks signposted early to allow appropriate time for completion. The head teacher will provide time out of the classroom for teachers for subject leadership, monitoring and training. Any member of staff returning to work following a stress-related illness or if they are suffering from stress will have a meeting with the head teacher to discuss how the school can support the member of staff.

3.27 Display Screen Equipment (DSE)

DSE assessments have been carried out for the head teacher, office manager and clerical assistant. These assessments have been carried out by the office manager, who has received the relevant training through Warrington Borough Council. The completed DSE assessments are stored in the school office and will be reviewed whenever there are any significant changes to workstations.