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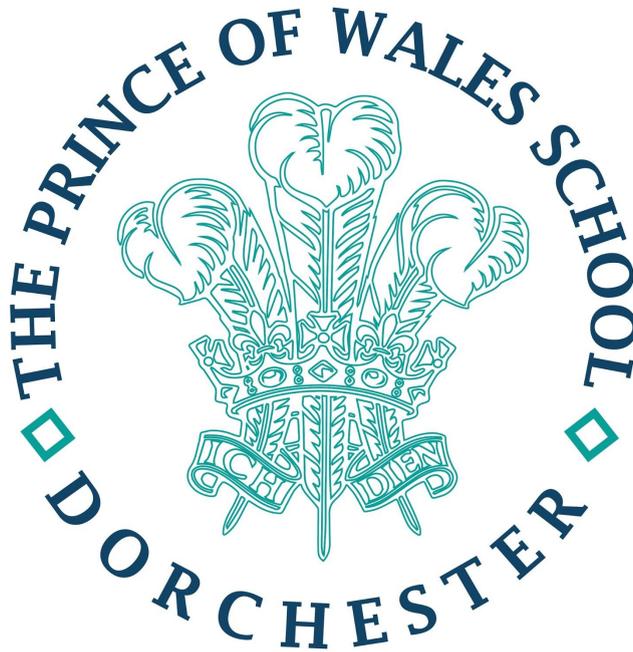
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HEALTH AND SAFETY POLICY

Date formally approved by the Full Governing Body	Pending Approval - 19th September, 2017
Name of Authorisation Signatory	Acting Chair of Governors - Timothy Emerton
Signatory and Date	<hr/> September, 2017
Dorset Model Policy	Yes
Next Review Date	September 2019
Responsible for implementation and monitoring	Gary Spracklen - Headteacher Timothy Emerton - Acting Chair of Governors All Staff, Volunteers and Governors
Other relevant policies	N/A

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The Prince of Wales School



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HEALTH AND SAFETY POLICY

Adopted by the Governing Body on Tuesday 19th September, 2017

This statement is issued in accordance with the Health and Safety at Work Act (1974). The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of The Prince of Wales School.

General Guidelines

It is the policy of the governing body, so far as is reasonably practicable, to:

- Establish and maintain a safe and healthy environment throughout the school Establish and maintain safe working procedures among staff and pupils
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided
- Maintain all areas under the control of the governors and headteacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk
- Formulate effective procedures for use in case of fire and for evacuating the school premises
- Lay down procedures to be followed in case of accident Teach safety as part of pupils' duties where appropriate

Responsibilities of the Governors and the Headteacher

The Governors and Headteacher are responsible for implementing this policy within the school.

In particular they will:

- Monitor the effectiveness of the Health and Safety Policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis.
- Ensure regular meetings with delegated staff to monitor and review Health and Safety (at least once a term).
- Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (at least once a term) to take place, and for the results of these to be recorded – see attached Fire Procedures

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- Make arrangements to draw to the attention of all staff employed at the school the school and departmental safety policies and procedures and of any relevant safety guidelines and information – refer to Risk Assessments (available in hard copy in the Staff Room or on staff 'Team Drive').
- Ensure regular opportunities for staff to consult on Health and Safety matters (at least once per term during staff meetings).
- Ensure Risk Assessments are written by appropriate members of staff and reviewed at least annually (or more frequently if change in personnel, environment or equipment).
- Ensure staff are aware of the Stress Management Policy and opportunity of self referral to the confidential Staff Counselling Service.
- Make arrangements for the implementation of the Authority's accident reporting procedure and draw this to the attention of all staff at the school as necessary.
- Make arrangements for informing staff and pupils of relevant safety procedures. Other users of the school will be appropriately informed.
- The Caretaker to ensure that regular safety inspections are undertaken to include; plant and equipment, pressure systems, gas appliances, lifting equipment and glazing.
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as unsafe or unhealthy.
- Report to the Authority any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed. (Note: the governing body will deal with all aspects of maintenance which are under its control)
- Report to the Director of Education/Director Children's Services or proper officer any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them.
- Monitor, within the limits of their expertise, the activities of contractors (in liaison with the Authority), hirers and other organisations present on site, as far as is reasonably practicable.
- Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the governors and headteacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

Duties of the person delegated to assist in the management of health and safety

Note: this role must not be confused with that of the Health and Safety Representative, which is a trade union appointment to enable the representation of staff interests in health and safety matters.

The Caretaker and School Business Manager:

- Assist the Headteacher in the implementation, monitoring and development of the safety policy within the school.
- Monitor general advice on safety matters given by the Authority and other relevant bodies and advise on its application to the school.
- Co-ordinate arrangements for the design and implementation of safe working practices within the school.
- Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action.
- Order where necessary that a method of working ceases temporarily on health and safety grounds, subject to further consideration by the Governors and Headteacher.
- Assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified.
- Ensure that staff with control of resources (both financial and other) give due regard to safety.
- Co-ordinate arrangements for the dissemination of information and for the instruction of employees, pupils and visitors on safety matters and make recommendations on the extent to which staff are trained.

Responsibilities of staff towards pupils and others in their care

All staff are responsible for health and safety arrangements in relation to staff, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible.
- Be aware of and implement safe working practices and to set a good example personally – See Risk Assessments relating to specific tasks (available in hard copy on the Staff Room or on the staff intranet)
- Identify actual and potential hazards by using termly inspection checklist which to minimise the possibility of mishap.

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- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
- Provide written job instructions, warning notices and signs as appropriate.
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process – See Lone Working Policy and Risk Assessments.
- Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements.
- Provide the opportunity for discussion of health and safety arrangements.
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
- Provide for adequate instruction, information and training in safe working methods and recommend suitable off the job training – Refer to Pupil Focused Moving and Handling Policy & Procedures.
- Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used – Refer to Driving at Work Policy.
- Ensure staff are aware of Risk Assessment related to SEN pupils and PEEP's (Personal Emergency Evacuation Plan).

Note: when members of staff consider that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the headteacher.

Responsibilities of all employees

All employees have a responsibility under the Act to:

- Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.
- Co-operate with the Director of Education/Children's Services Director and others in meeting statutory requirements.
- Not interfere with or misuse anything provided in the interests of health, safety and welfare.

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- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts and, where in doubt, seek immediate clarification from the Headteacher – Refer to relevant Risk Assessment.
- Ensure that tools and equipment are in good condition and report any defects to the Caretaker.
- Use protective clothing and safety equipment provided and ensure that these are kept in good condition.
- Ensure that offices, general accommodation and vehicles are kept tidy.
- Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Headteacher.
- Whenever an employee is aware of any possible deficiencies in health and safety arrangements s/he must draw these to the attention of the Headteacher.

Additional notes

- It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage, this is included in the Induction process.
- While it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and workplaces, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
- All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees. All Volunteers are given a copy of the Volunteer Policy.

Responsibilities of pupils

All pupils are expected, within their expertise and ability, to:

- Exercise personal responsibility for the safety of themselves and their fellow students.
- Observe standards of dress consistent with safety and hygiene (this would preclude unsuitable footwear, knives, and other items considered dangerous).
- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency.

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- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

Note: The governors and headteacher will make pupils (and, where appropriate, parents) aware of these responsibilities through direct instruction, notices and the school prospectus.

Visitors

Regular visitors and other users of the premises (eg, contractors and delivery people) are expected, as far as reasonably possible, to observe the safety rules of the school. Refer to Code of Conduct for Contractors.

Lettings

The governors and headteacher must ensure that:

- The means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Headteacher knows of any hazard, s/he should take action to make hirers aware of it.
- Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness.
- Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures are prominently displayed.
- Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly.
- Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his/her staff.
- Hirers must have Public Liability Insurance with the minimum indemnity limit of five million pounds.
- Hirers using the premises to undertake out of school activities with children must have a relevant Child Protection and Safeguarding Policies, which should stipulate that CRB checks have been carried out.

Fire and emergency evacuation procedures

- Copies of the evacuation procedures for both sites are appended to the policy and these notices can be found in every room.
- These procedures will be updated as appropriate.
- The log book for the recording of practice and evacuation drills is available and kept by the Caretaker.

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- Arrangements are made regularly to monitor the condition of all fire prevention equipment. This includes regular visual inspection of fire extinguishers and the fire alarm system.
- Fire practices will be held once every term (minimum).
- All employees will receive prevention of fire training every three years.
- All employees must make themselves aware of Fire and Emergency Evacuation Risk Assessment found in the Policies folder in the Staff Room or on the intranet.
- - All employees responsible for SEN children must make themselves aware of Personal Emergency Evacuation Plan (PEEP) for child in their care.

First aid and accident reporting procedures

- All members of staff to receive Emergency First Aid training every three years.
- First aid is available from the Medical Room and an additional first aid box is kept in Year 4 Classroom.
- There are three First Aiders, listed in the Medical Room. Refer to them for assistance with injuries.
- The person responsible for administering the first aid accident reporting procedure must be notified of serious accidents causing death or major injury and dangerous occurrences and ensure such accidents reportable under RIDDOR are carried out.
- The person administering first aid must then make sure an accident form and an entry into the first aid book is completed. The first aid book is located in the Medical Room. For any bump to the head a first aider's opinion must be sought and a bump note completed, a sticker given to the child and the bump note handed to the parent at the end of the school day. See First Aid Policy.
- Accident reporting forms are found in the School Office. These forms are to be completed by the injured party or a responsible member of staff.
- Information is kept with the accident book and report forms about arrangements if the person injured is unable to complete an accident report form or is not an employee of the Authority or pupil at the school.
- The Health and Safety Executive (HSE) must be notified of any fractures or major injury or accidents causing death.
- The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.

- For further guidance refer to the Medication Policy, procedures for Educational Visits and Risk Assessments for P.E. and visits.

Electrical Safety

- PAT testing is carried out annually by the Caretaker.
- All electrical items will be PAT tested and a date sticker placed on the item.
- Any new electrical items purchased for school use will be included in the following annual PAT test.
- Any electrical items brought into school for one off use must have a formal visual inspection by the Caretaker before use.
- Any faults found with electrical equipment must be reported to the Caretaker and not used until made safe.

Fire Procedure Main School Building



1. IF YOU SEE A FIRE

- Activate the alarm by pushing the Break Glass Point.
- Leave the building.
- Fire extinguishers are only there to tackle a small fire. Never place yourself in danger or jeopardize your ability to raise the alarm.

2. On hearing the fire alarm all children and adults should **IMMEDIATELY STOP** what they are doing and **LISTEN** to instructions from the Teacher or other responsible adult.

3. All Adults and all children are required to leave the building immediately via the nearest safe exit. Do not stop to collect bags or belongings.

4. Go directly to **Fire Assembly Point 'A'** situated between the main school and the preschool.

5. No one should re-enter the building to rejoin their class, but should proceed directly to the assembly point.

6. The adult in charge of the classroom should be the last to leave the room closing the door as they leave.

7. Members of staff responsible for children, who may need assistance leaving the building, must make themselves aware of the pupils Personal Emergency Evacuation Plan (PEEP).

8. At the assembly point classes to do a head count followed by the register.

9. A member of the office team will check the fire panel and ring the Fire Brigade.

10. A member of the office team will bring the fire staff and visitor registers and checks them.

11. A member of the office team will wait for and inform the Fire Brigade of any missing persons.

12. In the event of a fire the Fire Brigade is the only authority to allow access back into the building. In a fire drill the Head of School, will give the all clear.

Fire Procedure

Pre School Building

1. On hearing the fire alarm all children and adults should **IMMEDIATELY STOP** what they are doing and **LISTEN** to instructions from the Teacher, Therapist or other adult.
2. Talking is to be kept to a minimum to ensure all can hear instructions.
3. Adults and children are required to leave the building via the nearest safe exit and make their way to **Fire Assembly Point 'B'** situated at the **play wall – main school**. Most classrooms have a direct exit out.
4. There should be no running.
5. The adult in charge of the classroom should be the last to leave the room.
6. At the assembly point the children should line up quietly and the teacher in charge of the group should do a head count and check this against the total in the register, followed by taking the register.
7. Each user group should nominate a member of staff to take responsibility to collect the registers and visitors books.
8. If the calling of the register indicates someone is missing it is the responsibility of the nominated FIRE MARSHALLS to determine if it is safe to search for that person.
9. Nominated FIRE MARSHALLS on hearing the alarm should make their way to the fire panel and determine where the fire is and collect reflective vests. Fire Marshalls will be allocated communal areas to check as they exit, e.g. toilets, hall, hydrotherapy room, sensory room, medical room, staff room, but only if safe to do so. Then proceed to FIRE ASSEMBLY POINT 'B' and await the arrival of the Fire Brigade.
10. In the event of a fire the Fire Brigade are the only authority to allow access back into the building. In a fire drill the Nominated Fire Marshall, will give the all clear.
11. It is part of every adult's responsibility under Health and Safety Legislation to find out about this procedure and pass it on to adults and children who are not aware.

IF YOU SEE A FIRE

- Activate the alarm
- Telephone the fire brigade 9 then 999 and state our location The Prince of Wales Pre School, Maiden Castle Road, Dorchester, DT1 2HH.
- During school hours also telephone the main school office on 201,202 or the Headteacher 203 or the staff room 204.
- Leave the building.
- Fire extinguishers are only there to tackle a small fire. Never place yourself in danger or jeopardize your ability to raise the alarm.

Additional notes for Lunch Time.

- The Lunch Time Supervisors' responsibility is to get the children in their care out of the hall where they are eating and to assembly point 'B'.
- A Lunch Time Supervisor should be the last to leave the hall and ensure where safe to do so that doors and windows are closed.
- If not already done so a Lunch Time Supervisors should activate the alarm and call the fire brigade.
- Senior or office staff from the main school will bring out the hot lunch register to allow checks to be made.
- This is in addition to the procedures set out above.