



Locking Primary School Health and Safety Policy Policy Statement

This document is produced in respect of Locking Primary School only and is published and maintained within guidelines from North Somerset LA's current Health and Safety manual and current legislation issued by the DfES.

In recognising the provisions of the Health and Safety at Work Act 1974, together with all related legislation and statutory guidance, the Governing Body accepts that it has a responsibility to take all reasonably practical steps to secure the health and safety of pupils, staff and others using the school premises or participating in school sponsored activities. 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 a good general education. The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors.

As specified in the Health & Safety at Work Act 1974, the following Health and Safety policy is laid out in three parts as follows:

- 1: Statement of Intent
- 2: Organisation
- 3: Arrangements

This revised policy has been agreed by the Health and Safety committee on March 16 and will be reviewed again in March 2018 or sooner if deemed necessary. It has been reviewed in line with North Somerset Policies.

Chair of Governors..... Head Teacher.....

(Print name)

(Print Name)

Signed..... Signed.....

Date.....

Date.....

Part 1 STATEMENT OF INTENT

- 1) The Governors and Senior Leadership team of the school are committed to a safety management approach to Health and Safety, and thereby to an organised, well informed and proactive approach to all health and safety and welfare related issues. All activities will be planned and executed with a systematic approach which includes an element of “context sensitive” risk assessment, and where necessary control measures will be put in place to reduce / eliminate to a safe level any foreseen risks.
- 2) This policy supplements and operates in conjunction with North Somerset Council’s policy statement on Health and Safety.
- 3) It is the policy of this school to operate at all times in a manner which ensures, so far as is reasonably practicable, the health, safety and welfare of all persons employed, visiting, working on or being taught at the school.
- 4) All school staff are reminded that they have a legal duty to carry out their work with due regard for the health and safety of themselves, other staff, pupils, contractors and visitors to the school, and to observe the health and safety requirements relevant to their activities.
- 5) A suitable assessment of all foreseeable hazards and risks to staff, pupils and visitors will be carried out. Where significant risk is identified, appropriate measures to reduce or eliminate the risks will be taken and communicated to those concerned.
- 6) Consultation will take place with any Union appointed safety representatives and members of staff on matters that effect their health and safety. If required, specialist advice will be sought at the earliest opportunity from The North Somerset School’s Health and Safety Officer, Priory School, Building Surveyors, Asset Manager or other specialist advisers, such as the local Fire Officer.
- 7) All staff are requested to support the school in achieving a safe environment for everyone. The necessary information, training, instruction and supervision will be made available by managers to achieve this, particularly to staff after recruitment, transfer or changes to their responsibilities.
- 8) Governors and the SLT of the school will ensure safe access to and safe egress from the building is maintained at all times. The safe storage of equipment and materials is achievable and regular maintenance / inspection of equipment and plant occurs at regular intervals.
- 9) A copy of this statement will be brought to the attention of all members of staff. It will be regularly reviewed and updated as necessary, or at least annually.
- 10) Additional information to implement this policy is contained in the attached schedules of duties. Further information is contained within the North Somerset Health and Safety Manual.

Part 2 ORGANISATION

The school recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within or visit the school.

The following is a summary of individual responsibilities, their consequent structure and accountability:

Governors

The Governing Body has the responsibility to ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to both staff and pupils, although it should be emphasised that unnecessary responsibility cannot fall on individual members of the Governing Body, nor can the Head of the school or employees avoid responsibility by referring urgent matters to that body for information and decision. The Governors will be kept informed of all developments relating to health and safety matters and Clerks to Governors will include such matters on the Agenda for termly meetings.

Governors must ensure:

- a) That in cooperation with the Head Teacher, an individual school Health and Safety Policy is produced that reflects the status of the school and who is the employer, and this policy is regularly reviewed and revised as and when necessary.
- b) That risk assessments are undertaken of any activity that has significant associated hazards and that a written record of these assessments are kept and reviewed regularly.
- c) That sufficient funding is allocated and authorised for health and safety issues eg major expenditure for maintenance issues, training, provision or personal protective clothing etc.
- d) That regular health and safety inspections of the premises are carried out on a monthly basis.
- e) That the Governing Body receives an annual audit of health and safety systems and standards of health and safety from the Head Teacher.
- f) That a positive health and safety culture is established and maintained.
- g) That the Governing Body appoint a Governor to the role of Health and Safety Governor.

- h) Ensuring that Health and Safety keeps on the agenda by including it intrinsically with business discussions.

Employee duties

All employees have a legal duty under Health and Safety legislation, in order to achieve this their duties should include the following:

- a) Are responsible for their own Health and Safety.
- b) Ensure that their actions will not put at risk the safety of other employees, pupils or visitors.
- c) Are alert to observe and correct, or report any unsafe practices or conditions.
- d) Maintain a healthy and safe place to work and cooperate with managers in the implementation of all Health and Safety Matters.
- e) Make suggestions to improve any areas of health and Safety especially with their specific working knowledge of an area or task.
- f) Maintain an active interest in Health and Safety.
- g) Learn and follow the safe operating procedures and Health and Safety rules, for safe operation and performance on their roles.
- h) Follow the established procedure if accidents occur.

Specific duties for staff are outlined;

Head Teacher

The Head Teacher is responsible and accountable for the implementation of this policy and the compliance with all relevant legislation in every area and activity within the school. In order for this to be achieved his / her operational duties include the following:

- a) Develop strong, positive health and safety attitudes among those employees reporting directly to them. Ensuring that a health and safety culture is also developed with the pupils.
- b) Ensuring that all members of staff (including new staff, supply staff, NQT and students, voluntary helpers etc) are aware of the contents of the school health and safety policy and all safe working practices.
- c) If deemed necessary, appointing one or more members of staff to undertake specific duties in relation to health and safety. Acting as a coordinator for the school on health and safety matters affecting the school.
- d) Ensuring that risk assessments are carried out on any activity that has significant associated hazards, North Somerset recommends that a group approach to risk assessment be executed, usually consisting of an individual who has received specific training in the theory of risk assessment, a teacher / head who has the hands on experience of tasks being assessed, and any safety representatives that school may have. Where significant risks are identified, appropriate measures and or safe working practices will be introduced to reduce / eliminate such hazards.
- e) The appointed compliance contractor will undertake inspections of the school premises, plant equipment and working practices on a termly basis. Where necessary implement any changes and improvements.
- f) Providing an annual report to the Governors of the school regarding safety performance – eg fire drills, accidents, trends and risk assessments.
- g) Making recommendations to Governors where Health and Safety funding is required and to advise on any safety policies that need to be introduced.
- h) Ensuring that effective first aid provision and accident reporting procedures exist in accordance with the guidelines issued.
- i) Chair the Schools Health and Safety committee.

Deputy Head

The Deputy head is responsible to the Head Teacher for the health and safety of all staff, workplaces and activities under their control. To achieve this their duties include the following;

- a) Develop strong, positive health and safety attitudes among those employees reporting directly to them. Ensuring that a health and safety awareness culture is also developed with the pupils.
- b) Ensuring that all staff are aware of the requirements of the Health and Safety policy and the safe working practices that apply to their area of activity.
- c) Actively encouraging the participation in health and safety and welfare of all pupils.
- d) Making known to the Head Teacher any identified training needs.
- e) Establishing and regularly reviewing Risk Assessments and safe working practices for activities under their control.

- f) Taking effective action and / or immediately referring to the Head Teacher any health and safety problems brought to their attention. This includes the stopping of any practices or the use of any tools / equipment which are considered unsafe. This is to be enforced until safety levels are adequate.
- g) Check that all work equipment, items of portable electrical equipment are entered on the electronic inventory before use and that visual inspection of all equipment takes place on a termly basis. Defective or damaged equipment must be isolated and taken out of use until repaired or replaced.
- h) Checking the adequacy of fire precautions in liaison with the Head Teacher.
- i) If an accident / incident occurs, assisting in the accident investigation regarding any findings and recommendation to prevent a recurrence.
- j) Establish acceptable housekeeping and safe storage standards of all areas of their responsibility.
- k) Develop a training plan that includes specific job instructions for new or transferred employees.

Teaching staff including supply teachers

Teachers have a duty of care under Health and Safety Legislation. In order to achieve this, their duties include the following:

- a) Ensuring that the Health and Safety culture developed within the school is further developed with the pupils, by way of enforcement of health and safety rules. Also by including briefs of health and safety and referral to specific risk assessments especially before any hazardous / high risk activities and lessons.
- b) Ensuring that all students, supply teachers assigned to help are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them.
- c) Implementing the health, safety and welfare procedures for pupils at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can readily understand.
- d) Exercising effective supervision of pupils and maintain an awareness of emergency procedures in respect of fire, first aid, accident reporting.
- e) Being aware of the Risk Assessments and seeking information on any special safety measures to be adopted in their own teaching areas and ensure that they are adhered to.
- f) Setting an example by personally following safe working practices.
- g) Ensuring that where necessary, the appropriate protective clothing, guards etc are available, in good condition and are used. All electrical equipment must be visually checked before use.
- h) Reporting to the Head Teacher or Bursar any defects in equipment or identified inadequacies in procedures.
- i) Integrating all relevant aspects of health and safety into the teaching process.
- j) Highlighting any training needs deemed necessary to fulfil their role to their immediate line manager.
- k) Ensuring their direct areas of responsibility are well managed in terms of housekeeping and safe storage of materials and equipment.

Non Teaching Staff

There is a need to identify the specific duties and responsibilities over and above employee legal duties for the following categories of:

- Bursar / Buildings manager
- Office Staff
- Classroom Assistants
- Lunchtime Supervisions
- Caretakers and Cleaners
- Contractors

Please refer to Employee duties above as the minimum non specific standard.

Trade Union Safety Representative

Any Trade Union Safety Representative will be encouraged by the Head Teacher to fulfil his / her duties as well as being released for any appropriate training. The Head Teacher will also consult regularly with the Safety Representative on Health and Safety matters. He / She will be entitled to inspect the school in accordance with the agreed union procedures.

The Local Authority

To provide a model Health and Safety policy, outlining the clear policy statement, roles and responsibilities and the arrangements necessary to implement the health and safety standards.

To provide advice to schools and Governors on complying with health and safety legislation.
Monitor performance of health and safety in schools.
HSE reporting on behalf of schools on RIDDOR reportable accidents.

Health and Safety Executive

The HSE have many powers, including the right to visit the school and have sight of all relevant policies and documents.

They have the right to turn up for announced or unannounced visits, however they will usually visit in connection with an accident that has been reported to them.

If contact is made within the school by the HSE either by visit, phone or writing, the school will make contact with the Education Safety Officer to make them aware of the reason for contact.

All employees will be given access to the schools Health and Safety document and are asked to make themselves familiar with all documents relating to Health and Safety within the school. Copies of the Health and Safety Policy will be available at all times.

Part 3 Arrangements

The school recognises its obligations to identify arrangements designed to make its safety policy effective. All staff should be aware of the following requirements:

FIRE AND EMERGENCY PROCEDURES

All staff and children should be aware of the procedures and mustering areas displayed in all rooms.

- a) The alarm will be tested regularly to ensure that it is effective. Points from different zones should be used to trigger the alarm to ensure that all break glass or other points are in working order.
- b) Fire drills must be carried out at least once a term to enable everyone to become familiar with the evacuation procedure.
- c) On sounding the alarm the fire brigade must be summoned and all staff, pupils and visitors must leave the building immediately, closing doors behind them if possible.
- d) Line up points have been designated and a diagram displaying them is in each room,
- e) If there is no risk to personal injury, attempts may be made to tackle the fire using a suitable extinguisher.
- f) Temporary gas cylinder heaters are used if and when required in extreme emergencies. Fireguards must be in use when temporary gas heaters are in use.
- g) At all times fire exit doors must be unobstructed. All exit doors must be unlocked whilst there are people in the building.
- h) Exits must be clearly identified and marked.
- i) The use of display material must be controlled in fire exit routes in accordance with policy.
- j) All visitors spending a length of time in the school should be made aware of arrangements in case of fire.

ACTION ON HEARING THE FIRE ALARM

Teacher or responsible adult will supervise children leaving the buildings by appropriate exits, closing doors when the last person is out. Diagrams are displayed in each room.

Proceed to line up point in the playground.

Everyone should walk quickly and quietly, but do not run.

Do not stop or return for any clothing, belongings or books.

Registers will be taken by the teacher for roll call.

If necessary, the fire brigade will be called.

Access must be clear for the fire brigade.

GENERAL EMERGENCIES

A red card system exists to summon help in the case of serious illness or similar emergency occurring in any area of the school.

SECURITY

1. Digital locks are fitted to classroom areas and should be in the locked mode.
2. All visitors should report to the office on arrival and the appropriate badge should be collected if working within the school environment.

3. There is a web system between schools in the area for reporting incidents involving strangers which give rise for concern. Children are encouraged to report unknown people within or in the vicinity of the school.
4. All the main areas are alarmed. The alarm should be armed whenever the building is empty.
5. There is a system of Key holders who will be contacted by the security control room in the event of the alarms being activated. Vanguard are the 1st call out.

LETTINGS

Details of fire procedures will be given to hirers.

Precautions must be taken for a large gathering.

All emergency exits must be unlocked.

A telephone must be available for emergency calls.

A designated person must inspect premises after their evening use and check for possible fires.

If the designated person discovers a fire when the school is unoccupied he / she must sound alarm and call the fire brigade.

The Head Teacher must be informed immediately.

Those hiring to be informed of No Smoking policy in the school.

RUBBISH AND COMBUSTIBLE WASTE

This should not be left in the boiler room or in the area beneath the stage, in escape routes or in the passageways.

Such materials should be put in metal or non-combustible containers and properly disposed of as soon as possible.

ACTIVITY AREAS

Care must be taken to ensure the easy passage of pupils to fire exits.

DISPLAYS AND DECORATIONS

Decorations must not be placed near temporary gas heaters or suspended from light fittings.

SMOKING

The school is designated as a no smoking area.

ELECTRICAL SUPPLIES AND FITTINGS

Any faults must be reported immediately to the Head Teacher, Caretaker or Bursar.

BOILER ROOM

Combustible items must not be stored in the boiler rooms.

The boiler rooms must be inspected annually.

PORTABLE HEATING

Fan heaters are used occasionally.

FIRE LOG BOOK

This is kept in the school office

FIRST AID

- The appointed person with responsibilities is the Head Teacher.
- Other members of staff who have attended First Aid Training will take responsibility.
- All teaching staff act in loco parentis during the time that the school is open for children.
- First aid cupboards are kept in the little room, staff room and PSA room. It may only be stocked with items identified and agreed.
- The Head Teacher will assume the responsibilities of the Appointed person in the absence of a nominated First Aider.

The responsibilities are:

- To take charge in the situation where personal injury or illness has occurred and where further medical help is needed.
- To ensure that a first aid box is provided and stocked with designated items only.
- In cases of serious injury, responsibility of the appointed person ends when the patient is handed over to medical care or parent / guardian.
- All injuries, whether staff, pupil or visitor must be entered in the accident book.
- Accident books as well as Health and Safety / hazard forms are kept in the school office.
- All serious injuries should be transported to hospital by ambulance.
- No attempt to move an injured person should be made until appropriate examination and assessment have been completed.
- Minor injuries may be treated on a self-help basis or by any members of staff in loco parentis.
- Notices giving details of whereabouts of First Aid Facilities will be displayed.
- This policy will be reviewed annually and amended as appropriate.

- A copy will be displayed in the staffroom.

MEDICINES

- These treatments must not be given, including aspirin / paracetamol.
- No child may carry prescribed medicines at school.
- The Head Teacher or nominated representative will be responsible for administering medicines providing the parent / guardian completes and signs a medical form.
- Asthma inhalers may be used and may be kept in the child's classroom.
- Pupils with ongoing illnesses such as cystic fibrosis or epilepsy will have an individual health care plan.

INFECTIOUS DISEASES

A separate handbook deals with this and is available in the school office and staff room.

FIRST AID BOXES

According to the Revised Code of Practice, First Aid Boxes will contain for employees use when required;

- Guidance card.
- Individually wrapped sterile adhesive dressings.
- Sterile eye pads with attachments.
- Individually wrapped triangular bandages.
- Safety pins.
- Individually wrapped unmedicated wound dressings in different sizes.
- Disposable plastic gloves.
- Plastic bags.

ACCIDENTS INVOLVING EXTERNAL BLEEDING

- a) Whenever possible the first aider must wear disposable gloves. If contact is made without gloves first aider should wash hands before and after administering first aid.
- b) When bleeding has stopped blood should be washed off surrounding skin with plenty of soapy water.
- c) Splashes of blood in eyes or mouth of another person should be washed out immediately with plenty of water.
- d) Contaminated surfaces should be washed thoroughly using gloves.
- e) In the case of small cuts, whenever feasible, person should wash the affected area themselves.

CUTS AND PUNCTURE WOUNDS

Free bleeding should be encouraged and the part washed with soap and running water then dressed.

ACCIDENTS

1. All accidents must be reported to the Head Teacher and entered in the accident book in the school office.
2. Fatal or Major injuries must be reported using the appropriate forms and to the Chair of Governors.
3. Dangerous occurrences must also be reported immediately. Accident forms must be completed and sent to North Somerset.
4. In the event of a fatal or serious injury, nothing at the site of the accident must be moved, except for helping the injured, until an examination has been carried out.

IMMEDIATE ACTION

1. Necessary medical attention must be given as first priority and the safety of all ensured.
2. Parents / guardians must be contacted as soon as possible. If parents cannot be contacted or are unable to cope where possible the school will provide an escort. An ambulance should be called for anyone requiring hospital treatment.

PARENTAL CONSENT

The written approval of parents must be obtained when there is a significant risk of injury before children participate in any activity. This will also be required for any outings or trips.

CRAFT DESIGN TECHNOLOGY

Members of staff should ensure that:

- Children are well supervised at all times.
- Protective clothing is worn when appropriate.
- Sharp edged tools are stored so that cutting edges cannot accidentally be touched. Scissors must be handled correctly and be of the round edged type.
- All tools are stored appropriately.
- Files and similar objects should have properly fitted handles.
- Hammer heads must be checked regularly.
- Tools must only be used for their intended purpose.

GLUE GUNS

- Hot melt guns should be trigger operated. They should not be used by pupils under 7.
- Only low temperature guns must be used.
- Glue guns should be located on stands ready for use.
- Use glue guns over a mat to avoid damage to property.
- Electrical checks must be carried out one per year with faults reported.

FOOD

- Area should be uncluttered, passageway free for safe movement. Coats and bags must be kept outside area.
- All furniture and working surfaces should be of the same height.
- Windows and ventilation should be properly controlled.
- A stocked first aid box should be kept in the area or nearby.
- A fire blanket / extinguisher to be kept near the oven cooker area.
- Staff should note various means of exit from cookery area.
- There must be no displays of cards, pictures or pinboard near the cooker.

SAFETY

- Any faults must be reported immediately.
- Safe and adequate working space is required around cookers.
- No two or three way adaptors should be used.
- Trailing leads must not be stapled.

HYGIENE

- Staff and pupils must wash their hands with warm soapy water and use disposable towels before handling food.
- All foodstuffs should be stored in suitable containers in clean cupboards out of the reach of vermin, flies etc.
- Food waste disposal bins must be emptied daily or immediately after cookery sessions.

PUPIL PROTECTION

- All pupils should: wear aprons, tie back long hair, remove rings and be discouraged from wearing loose clothing.
- Pupils must walk in the area.
- No pupils may carry bowls of hot water.
- Children should be closely supervised at all times.

EQUIPMENT AND MATERIALS

Risk and COSHH assessments are available for materials and equipment such as cleaning fluids, trimmers etc. These are stored in the school office.

ELECTRICAL EQUIPMENT

Only approved contractors will be used after consultation with Property Services or reference to the County list. All electrical equipment will be checked annually as recommended by Avon Health and Safety Executive. The approved contractor has been contracted to undertake this testing in accordance with the LEA agreed specification. It should be noted that only electrical equipment tested should be used on the school premises.

EXTENSION CABLES

Those with multi sockets may be used for computers. They may only be used elsewhere as a temporary measure.

CHECKLIST FOR ELECTRICAL EQUIPMENT – Health and Safety manual E1.

3 amp fuses on: Radio or TV, Refrigerator, CD players.

13 amp fuses on: Iron, Vacuum cleaner, kettle, toaster, polisher, portable cooker, OHP Projector.

ELECTRONIC INVENTORY

All equipment details should be entered on to the electronic inventory.

All equipment should be regularly tested and labelled by the electrical technician undertaking the test.

Any defective equipment should be marked UNSAFE DO NOT USE.

PRINTING AND REPROGRAPHICS

The relevant machines are housed in the Learning Resource Base.

Fluids / Solvents/ Wax inks must be stored in suitable containers in a separate cupboard.

SEE COSHH PACKAGE GAS

- 1) Gas supply isolators are: Covered area outside KS1 kitchen, Storeroom next to boiler room.
- 2) Faults must be reported immediately to Property Services.

- 3) The caretaker and approved contractor are responsible for ensuring the safety of the heaters.

PE AND SWIMMING – AFTER SCHOOL ACTIVITIES

Staff are reminded that:

1. If a parent has put a restriction on a child's activity on medical grounds it is the parent alone who can remove it.
2. If a child taking part in an unaccustomed physical activity is known to be disabled or have an ongoing medical complaint, rigorous supervision should be maintained.

Where these two points are not followed a serious situation could develop.

SWIMMING

Parents / Guardians will be informed beforehand if their children are involved in swimming sessions organised by the school.

AFTER SCHOOL ACTIVITIES

Parents / Guardians will be informed of any out of school activity organised and will be notified in advance if school activities have to be cancelled.

EQUIPMENT

Any defects or damage should be reported immediately.

GYMNASIUM – ROPES

Children are not allowed to knot the ends of ropes as not only does this make them dangerous, it also damages the fibres.

SWIMMING SUPERVISION (see S4 Health and Safety manual)

There should be continuous supervision by at least one fully qualified lifeguard patrolling the pool at all times.

There should be adequate qualified cover for this lifeguard should he /she leave the pool for any reason.

The instructor working with swimmers cannot be the lifeguard but may be used to provide cover if he /she is adequately qualified.

In this case the instructor must stop teaching and the pupils must leave the water.

Teachers are instructed that they do not allow children into the pool unless the pool lifeguard is in attendance or unless the individual teacher(s) possess the relevant qualifications.

SCHOOL OUTINGS

Staff should follow agreed procedures relating to all school outings. Parents will be fully informed and the school charging policy should be adhered to at all times.

PIANO

1. The pianos are sited in the community room and KS2 class.
2. Only adults should move them.
3. There should be one person at each end then moved to a smooth level surface.
4. Children are not allowed to move pianos.
5. A visual check on castors should be made to check that they are adequate.
6. A piano should not be moved up or down stairs.
7. A piano should be kept away from direct sunlight and radiators.

VIOLENCE TO STAFF

1. The Governors are concerned about the possibility that staff may be subject to violence of any kind while working in school.
2. If any staff is subjected to any aggression on school premises the Head Teacher must be informed immediately.
3. Staff are asked to keep written records of such episodes.
4. If necessary the Governors and LA will be informed and involved.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

Please see COSHH package of Health and Safety manual.