



## **Health and Safety Policy**

### **Rationale**

We are committed to safeguarding and caring appropriately for every aspect of the lives of the children at St Andrew's Infant School. We recognise our responsibility to ensure that our school is a safe place to work and play in.

### **1.0 Policy Statement**

- 1.1 The Governing Board notes that the Health and Safety at Work etc. Act 1974 states that it is their duty to conduct the school in such a way as to ensure so far as is reasonably practicable, the Health and Safety of pupils, staff, contractors and others using or visiting the premises. The Governing Board 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.
- 1.2 The aim of the Governing Board is to 'provide a safe and healthy working and learning environment for staff, pupils and visitors'.
- 1.3 The Governing Board will take all reasonable steps to provide a safe school environment, encourage safe working systems and identify and reduce hazards to a minimum.
- 1.4 Pupils, staff, contractors and others using or visiting the premises will be encouraged to be vigilant and act in such a way as to protect the Health and Safety of themselves and others.

### **2.0 The Duties of the Governing Board**

In the fulfilling of their duties, the Governing Board will familiarise itself with the requirements of the Health and Safety at Work etc. Act 1974 and other safety legislation relevant to the school and, in consultation with the Head of School will:

- a) Annually assess the effectiveness of the Health and Safety policy and ensure any necessary actions are taken;
- b) Receive reports and recommendations from the Resources Committee and make decisions as required;
- c) Select the most appropriate control measures to minimise risk and ensure those controls are in place and working;

The Governing Board undertakes to provide:

- a) Resources for supervision, training and instruction so that all pupils and staff can perform their school activities in a healthy and safe manner;
- b) Resources for the necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision;
- c) Adequate welfare facilities.

### **3.0 Duties of the Head of School (or SLT in her absence)**

The ultimate responsibility for all school safety rests with the Head of School of each school who shall:

- a) Take responsibility for the day-to-day maintenance and development of working practices and conditions for everyone using the school or engaged in activities sponsored by the school and take all reasonably practicable steps to ensure the safe practices are followed;
- b) Be familiar with information on Health and Safety issued by the Local Authority and bring relevant matters to the attention of the Resources Committee and consult with the school's Health and Safety Representatives;

- c) Ensure that safe working practices and procedures are followed at all times by staff, pupils and visitors and take firm and swift action in the case of breaches;
- d) Ensure the fire alarm is tested weekly;
- e) Ensure a fire practice is carried out termly with a full evacuation of the building
- f) Ensure that the Emergency Plan is reviewed at least yearly and updated to reflect any changes to the school building and grounds
- g) Apply the most appropriate control measures, such as disconnection, isolation or supervision, as soon as possible to minimise the risk of any new hazard identified or brought to his/her attention
- h) Carry out risk assessments, safety audits in conjunction with the school's Health and Safety representative each term
- i) Report to the Health and Safety Executive, the Local Authority and the Diocese any notifiable accidents and incidents and record them as required by RIDDOR
- j) Collate accident, incident and near miss information each term and carry out investigations if required
- k) Monitor the First Aid and welfare provision in the school each half term and all school trips
- l) Report any notifiable infectious diseases to Calderdale and implement control measures in accordance with the Health Protection (Notification) Regulations 2010
- m) Identify the training needs of new and existing staff and pupils covering awareness, practices and procedures (including emergencies), First Aid, equipment safety and COSHH, updating the analysis each term and make the resources available for the required training and instruction
- n) Arrange for all tests, such as electrical, safety lighting, alarm, fire equipment etc. to be carried out as required and record the dates and results
- o) Notify contractors of any Health and Safety information necessary to enable them to work safely (including showing them the Asbestos Record)
- p) Have Health and Safety as an agenda item at staff meetings
- q) Report each term to the Resources Committee on the above

#### **4.0 Class Teachers**

Class teachers are expected to:

- a) Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued and to ensure that they are applied.
- c) Give clear oral and written instructions and warnings to pupils when necessary.
- d) Follow safe working procedures.
- e) Require the use of protective clothing and guards where necessary.
- f) Make recommendations to their SMT on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- h) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation and PAT testing.
- i) Report all accidents, defects and dangerous occurrences to the Head of School.

#### **5.0 Non-Teaching Staff Holding Positions of Responsibility**

*This includes Senior Lunchtime Supervisor, Site manager/Caretaker, Cook/Catering Manager, Breakfast Club Leader, School Business Manager. They have the following responsibilities:*

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Head of School for the application of the Health and Safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible.
- c) Ensure that all staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work.
- d) Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Head of School and problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Investigate any accidents that occur within their area of responsibility.

## **6.0 The Duties of all staff, including supply teachers**

All staff will make themselves familiar with the requirements of the Health and Safety legislation appropriate to their work and the school's Health and Safety policy and procedures. They should:

- a) Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work;
- b) Comply with the school's policy and procedures and assist others to do so.
- c) Undertake training and instruction on health and safety (INSET);
- d) Not use equipment or facilities they believe to be unsafe and report hazards to the Head of School without delay;
- e) Report all accidents, incidents and near misses to the Head of School and cooperate in any investigation;
- f) Take an active interest in health and safety
- g) Not stand on chairs or tables when reaching for shelves or displays. All ladders used will not exceed 3 metres in height and will comply with the current safety standards and be regularly inspected by the Caretaker/Site Manager. No step ladders with defects will be used. It is good practice to have a colleague present if you are using a step ladder.
- h) Not lift a weight in excess of 15kg alone without first undertaking a written risk assessment with the Head of School.

## **7.0 Educational Visits Co-ordinator**

When organising visits, holidays and excursions for children, families or vulnerable adults the Minibus Policy, Driving at Work Guidance and Guidance from Children and Young People's Services on Educational Visits will be followed. **All excursions have a risk assessment and must be signed off three weeks before the trip.** All trips involving residential UK, residential overseas and adventurous activities (includes any water and rock activities, canoeing, caving, fell walking and mountain biking, rock climbing, sailing, wild country camping, improvised raft building) **must be approved through the on-line 'EVOLVE' system.**

## **8.0 Duties of contractors and others**

- a) When the school is used for purposes not under the direction of the Head of School then the principal person in charge of the activity as named on the hire/loan document shall have responsibility for health and safety as indicated in 3.0 above.
- b) Contractors must provide a Health and Safety assessment of their activities to the Head of School, School Business Manager or Caretaker before work commences.

- c) Contractors and organisations hiring/using the school must take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions and must take all reasonable steps to comply with the school's policy and procedures.

## **9.0 Codes of practice and health and safety procedures**

- a) From time to time the Resources Committee, the Head of School/the Local Authority may recommend codes of practice or new safety procedures to the Governing Board. Where these are adopted:
- b) They will be held in the school for reference and inspection;
- c) Staff will be instructed and trained as required;

## **APPENDIX A: PROCEDURES AND ARRANGEMENTS**

### **INTRODUCTION**

The following procedures and arrangements have been adopted to ensure compliance with the Governing Board's statutory duty.

### **RISK ASSESSMENT**

#### **General Risk Assessment**

General Risk Assessments will be co-ordinated by the School Business Manager/Head of School.

#### **Maternity Risk Assessment**

Maternity Risk Assessments will be carried out by the School Business Manager/Head of School.

#### **Curriculum Activities**

Risk Assessments for curriculum activities will be carried out by the relevant class teacher using health and safety codes of practice for DT, Science, PE, Art and Drama issue by the Local Authority.

#### **Fire**

A fire risk assessment will be carried out by the Head of School, School Business Manager and Caretaker following guidance from CMBC. The local fire brigade will also carry out risk assessments.

#### **Manual Handling**

Manual handling risk assessments will be carried out by Caretaker/ School Business Manager.

#### **Computers and Workstations**

VDU risk assessments will be carried out by the School Business Manager following guidance from CMBC.

#### **Hazardous Substances**

The Caretaker will identify hazardous substances for which no generic assessment exists and complete COSHH risk assessments.

#### **Violence**

Assessment of the risks of violence to staff will be carried out by the Head of School and School Business Manager.

## **EMERGENCY PROCEDURES**

### **Fire and Evacuation**

Fire and evacuation procedures are detailed in the staff handbook.

### **First Aid**

A first aid cupboard is provided at the back of the school hall. A portable first aid box is provided at break time and lunchtime by the person covering that period.

The following staff are available to provide first aid and an emergency first aid timetable is issued to all classes in September and on the staffroom wall on the H & S board behind the door and in the first aid cupboard.

**Certificated (First Aid at Work qualified) First Aiders Level 3 (3 years)**

Diane MacDonald – November 2016
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Diane is also trained in the use of an epi-pen

**Certificated Paediatric First Aiders**

Mrs Bairstow – Dec 17 – Dec 20		Mrs D Wood Nov 15 – Nov 18
Mrs Pearson – Nov 15 – Nov 18	Mrs Wright March 16 – March 19	Mr Cupryk Oct 16 – Oct 19

**In the event of requiring first aid assistance, either:**

Deal with the issue and send for a Paediatric First/First Aider at work to assist if support is required.

**Transport to hospital**

If an ambulance is required, call “999”. It may be appropriate in less severe cases to transport a pupil to a casualty department without using an ambulance, but this should always be on a voluntary basis. If a member of staff uses their own car for these purposes, the insurance must be checked by the School Business Manager at the beginning of the academic year.

**Incident Reporting**

All incidents are reported to the Head of School/School Business Manager or SLT in her absence. When a pupil/staff member goes straight to hospital as a result of an accident causing injury, this needs to be reported to Calderdale Council within 2 hours by telephoning the Corporate H & S section on 01422 393067 or 07734 395176. Details of the incident must be investigated fully and written down before telephoning.

Any accident involving a member of the public on this site must be recorded in the accident book with “person alleged...” if a report is requested, refer them to a member of the SLT or the SBM and inform them that someone will get back in touch once all of the details are gathered. If they state that they want to make a claim, take all of their details, then the SBM or Head of School will inform the insurance officer.

All forms must be completed by staff members.

**Bomb Hoaxes and Bomb Alerts**

Bomb hoaxes and bomb alert procedures are detailed in the staff handbook and Emergency Plan. The Head of School, or in their absence, the most senior member of staff available, will decide on action to be taken in the event of an incident.

**Gas Leaks**

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone **National Grid on 0800 111 999**. If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

**HEALTH AND SAFETY TRAINING**

Health and safety induction training will be provided for all new employees by the Head of School following the Induction Checklist.

**The following staff have received or will receive health and safety training in the following areas:**

<b>Strategic Health and Safety Management and Premises Management Training</b>
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**IOSH Managing Safety in Schools:** Mrs Jo Swallow

**Premises management, Health, Safety and Risk Management – Part 1:** Mr Chris Manley

**Risk Management in PE and School Sport:** Miss Emma Burrell

<b>Outdoor Education:</b>
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**Educational Visits Co-ordinator:** Mrs Jo Swallow and Miss Erica Lord

EV will be organised following guidance from the school policy and CMBC health and safety section.

## Occupational Risks

### General Risk Assessment

Mrs Jo Swallow

Mrs Heather Rooney

How to physically assist and support pupils with physical disabilities: Mrs Dayle Wood

## INSPECTION AND TESTING OF PLANT AND EQUIPMENT

**Statutory Inspections:** all plant and equipment requiring statutory inspection and testing (i.e. boilers, kitchen appliances, lifting equipment, tables, gym equipment, outdoor play equipment) will be inspected by appropriate contractors through the Service Level Agreement with Building Consultancy, CMBC or through private contractors.

## HEALTH AND SAFETY MONITORING

### Inspection of Premises

General Workplace Inspections will be co-ordinated by the School Business Manager and Caretaker or appointed H & S governor. Issues are brought to the Head of School and communicated to staff at briefings.

### Communication of Information

The Head of School will ensure that systems are established so that staff and pupils are familiar with the arrangements set out in this document. **The Health and Safety Law** poster is displayed in the Staff Room, further health and safety advice is available from Gary Laird (School Health and Safety Co-ordinator) CMBC.

## PREMISES MANAGEMENT

### Supervision of Pupils

Children must be supervised at all times and never left unattended. At playtimes there is a rota for supervision displayed in the staffroom. We employ a minimum of 6 lunchtime staff to cover this period.

### Security and Visitors

All visitors must report to the main reception area where they will be asked to sign the visitors' book and wear an identification badge and escorted through the building unless a Calderdale Council employee or has a DRB which has been seen by the SBM.

### Vehicles on Site/Parking

Staff cars must be parked in the car park or on the main road when the car park is full. Parents must not use the school car park or cut across the car park with children.

### Building Maintenance

General building maintenance is carried out by contractors, under the direction of the Caretaker/SBM.

### Doors

Fire doors must be kept shut (not wedged open)

### Asbestos

The asbestos register is held in the office. The SBM/Caretaker are responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified sign the register and that any changes to the register are notified to CMBC.

### Control of Contractors

All contractors must report to the main reception area where they will be asked to sign the VC01 book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

### Lettings

Lettings are managed by the School Business Manager following CMBC guidance.

## OTHER PROCEDURES

### Managing Medicines (see Medicines in School Policy)

The Head of School accepts responsibility in principle for staff giving or supervising children taking prescribed medication in exceptional cases during the school day. Details of storage and access to medication and our emergency procedures are shown in the individual care plans (form M2) and the record of administration of medicine (form M3) which are to be found in the office. Any administration of medicine in school will be recorded on Form M3. This form should be completed whenever ANY medicine is administered to a child.

Medicines cannot be self-administered by children or be given by school staff unless nominated by the Head of School. Please refer parents who request that medicines be administered, to the school office.

**Nominated staff:**

Mrs Heather Rooney	Miss Erica Lord	Mrs Jo Swallow	
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Two adults **MUST** be present when administering medicine.

- Antiseptics, ointments or similar are NOT to be applied to open wounds.
- Aspirin or paracetamol (Calpol) CANNOT be issued to children or staff.