

Putnoe Primary School

Health and Safety Policy

AIM

- To establish and maintain a safe and healthy working environment

OBJECTIVES

- To raise awareness amongst employees, pupils and other site users of health and safety issues, and to encourage good practice.
- To take all reasonable precautions to protect people by reducing the risk both on and off the school site.
- To take prompt and appropriate action; this is in the event of a hazardous situation developing or an accident and emergency whether occurring on or off the school site.

RESPONSIBILITIES

1. SCHOOL GOVERNORS

- To monitor the allocation of funds based on suitable and sufficient "Risk Assessment".
- To prioritise Health and Safety matters within the Governors' and School Development Plan.
- To purchase and maintain equipment to British and European Standards.
- To have Health and Safety as a 'standing item' on the Agenda of all full Governors' meetings.
- To appoint a Governor with the responsibility for Health and Safety issues.
- To document and action all Health and Safety concerns.
- To co-operate with the employer on matters of Health and Safety.

2. HEADTEACHER

To take overall responsibility for the implementation and monitoring of the establishment's Health and Safety Policy by:

- Line managing the Senior Management Team;
- Allocating sufficient resources to meet health and safety priorities;
- Ensuring attendance on appropriate health and safety training courses;
- Liaising with the employer over health and safety issues and the Health and Safety.
- Regularly checking the Health and Safety website; <http://www.hse.gov.uk/>
- Ensuring good communications by including health and safety issues in Staff briefings, bulletins and meetings;
- Organising and implementing termly inspections in consultation with the Site Manager.
- Overseeing the completion of the arrangements and "Risk Assessment" for all on and off site activities;

- Ensuring that health and safety is a criteria for performance management and appraisal scheme;
- Formulate and implement a policy for the management of critical incidents;
- Ensure that the school follows the Borough procedures when selecting a Contractor, liaising with Contractors over health and safety matters, monitoring health and safety issues on- site, regarding either Borough or school appointed Contractors;
- Ensure all employees and Contractors are fully briefed on health and safety site issues;
- Complete all relevant "Risk Assessment";
- Carry out termly fire drills, weekly fire tests, check fire extinguishers and maintain the Fire Safety Folder;
- Ensure that all employees are aware of the policy on lone-working and that this practice is discouraged for all employees.

3. HEADTEACHER AND SENIOR MANAGEMENT TEAM

- Include health and safety in the induction of all new employees;
- Undertake annually, the health and safety training needs analysis of all employees;
- Monitor documentation, "Risk Assessment", practices and procedures;
- Encourage and support employees in completing "Risk Assessment" for any pupils giving cause for concern;
- Ensure that health and safety curriculum requirements are being delivered in lessons.
- Support employees with personal safety issues including stress;
- Ensure off-site visits are approved and appropriately staffed.

4. THE HEADTEACHER is required to ensure that:

- All office "Risk Assessment" is completed and reviewed;
- Visitors are registered, wear a badge and are briefed on the emergency procedures;
- Hazard reporting and maintenance documentation is actioned;
- Accident and Physical and Verbal Abuse documentation is completed and submitted to the Borough Council;
- All appropriate "Risk Assessment", guidance and hiring documentation is completed for community use of the school site;
- All community users are registered and made aware of emergency procedures;
- Adequate trained first aid cover is available for on and off site activities;
- Periodic checks are made of the first aid arrangements, equipment required and first aid boxes;
- Maintain accurate records of all equipment and resources.

5. HEADTEACHER AND Site Manager

- Organise the planned programmed maintenance of plant and equipment;
- Arrange for the annual electrical testing programme;
- Purchase and maintain all equipment and resources to Council prescribed standards;
- Carry out periodic water temperature tests and maintain the Water Hygiene Folder.

6. HEADTEACHER, SENIOR MANAGEMENT TEAM AND CURRICULUM LEADERS

- To carry out “Risk Assessment” and keep documentation as appropriate especially in Art, Design & Technology, ICT, Science, PE and off-site activities;
- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person;
- Ensure that pupils are aware of health and safety issues and that these are being continually reinforced.

7. ALL EMPLOYEES

- Co-operate with Health and Safety requirements;
- Report all defects to the Headteacher or Site Manager.
- Complete and action “Risk Assessment” for all potentially hazardous on and off site activities;
- Use, but not misuse things provided for your health, safety and welfare;
- Do not undertake unsafe acts;
- Inform the Headteacher of any “Near-Misses”;
- Be familiar with the emergency action plan for Fire and First Aid issues.
- Raise health, safety and environmental issues with pupils.

8. VISITORS AND CONTRACTORS

- Report to the School Office on arrival;
- Sign the ‘Visitors’ Book’;
- Read the leaflet “Health and Safety Procedures for Visitors”;
- Contractors will be informed of hazards peculiar to this site, e.g. asbestos; including sign log.
- Wear a ‘Visitor’ badge whilst on site at all times;
- Follow evacuation procedure in the event of an emergency.

9. PUPILS

- Behave in a way that does not put your health and safety at risk;
- Observe standards of dress consistent with good health. Safety and hygiene practices;
- Follow all safety rules including the instructions of staff given in an emergency;
- Use, but not misuse, things provided for your health, safety and welfare.

10. PREMISES SAFETY

- Hazard and Maintenance System – The EVERY system is used to record any hazard or potential hazard that may be identified in the establishment. Persons entering an item on the system may wish to inform the Site Manager. It is the responsibility of the Site Manager to respond to the hazard as soon as possible, even if the decision is to do nothing.

- There should be regular reviews by the Headteacher of outstanding building maintenance works. Delegated maintenance item repairs will be based on a “Risk Assessment”, priorities set, and work undertaken to Council prescribed standards.
- School Grounds – Picking up litter is a shared responsibility. Metal cans and glass bottles **must** be removed immediately. Needles/Syringes to be collected using correct procedure.
- Car Park Slope – This entrance should not be used for pedestrian access. It is for vehicular access only and is sign posted to this effect.
- Play Equipment – Two adults at least, should be on duty during the morning play-time. Playground equipment will be checked daily, especially in regard to safe surfaces and general repair.
- Safety Signs – Regulations 1994 – This school will ensure that prescribed safety signs are displayed.
- Hiring of School Premises – As Governors are deemed to be controllers of the premises outside school hours under the Education [No. 2] Act 1986, Section 42 under Section 4 ‘Health and Safety at Work Act’, they require all persons hiring [whether charged or not], to complete and adhere to the school’s “Conditions of Hire” form.

11. CONTRACTORS

- Contractors and Sub-Contractors on School Premises – The Headteacher should receive suitable and sufficient prior notification of any programmed building/electrical or other improvement/maintenance works from Contractors commissioned by the LA to ensure that time is available to make appropriate arrangements on site. For larger works, pre-site planning meetings are essential. [See “Building Contracts undertaken on Education Premises” [HSE] check list. Contractors and Sub-Contractors must report to the Headteacher as soon as they arrive on site. If their work involves any hazards to staff or other persons, then suitable arrangements must be made to protect them. Workers inside the building are required to sign-in and state their activity.

All Contractors on site are required to sign in the visitors book on arrival. Failure to give such notice would normally result in refusal to allow such Contractors on site.

Contractor selection will be based on:

1. competence for the task;
2. performance/quality standards;
3. safety policy procedures, method statements;
4. legal indemnity;
5. cost.

12. TRANSPORT

- Vehicles on the School Site – Before commencing work, Contractors and Sub-Contractors must discuss with the Headteacher, the movement and times when vehicles will be allowed on to the school site. [This includes buses and deliveries to schools].
- MiDAS Mini-Bus Regulations – Schools will abide by the MiDAS Minibus Regulations and the Headteacher will ensure that a suitable and sufficient “Risk Assessment” is undertaken before an educational visit is undertaken.

13. EMERGENCY PROCEDURES

- First Aiders – The list of currently trained First Aiders is on the Staffroom Notice-Board.
- First Aid Equipment – It is the responsibility of **the senior First Aider** to keep the First Aid equipment well stocked, but it is the responsibility of all who use the First Aid Boxes to report any shortages or inadequacies to the Headteacher’s. The First Aid equipment is located in the Staff Room.

14. REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 1985

- Accident Reporting – ALL accidents [including minor incidents], to staff and visitors [including Contractors, Sub-Contractors, MUST be reported on the report form A01A and the appropriate parts sent to the Borough Hall. Accidents to pupils that result in the pupil being sent to a Doctor or Hospital must be reported on a first aid form,

accident form and forwarded to the Education Department. Certain injuries and conditions, details of which are listed in the Appendix, must be reported by the Headteacher or the Deputy Headteacher immediately by telephone to the Health and Safety Executive [HSE] on 01604-21233 and to the Education Department on 01865-810524.

- **Injury to Face, Head or Mouth** – This will be communicated to the Parents, either by telephone, in person or in a note from the Class Teacher.
- **Form A01A** – Details of any accident/incident to an employee or trainee which results in an absence from normal duties for more than three days, must be submitted on Form A01A. All employee or trainee work related absences/illnesses e.g. work related stress must be reported to the Head Teacher.
- **Staff Involved in Fire Procedures** – A separate section(Appendix A) should be enclosed with this document outlining in clear detail the appropriate action to be taken in any of the circumstances which are likely to be encountered. Fire exits and recommended routes are clearly sign posted. Consideration will be given to a Teacher or a Pupil has a disability. (Appendix A)

Fire Practices will be held termly

- **Visitors involved in a Fire Practice** – Visitors will make their way out of the building by the nearest available exit door. If possible the Headteacher or Secretary will bring the Visitors' Book to the assembly area so that visitors can be accounted for.

Assembly Point – KS1 Playground

- **Fire Log Books** – Fire Log Books will be updated periodically and reviewed by the Governing Body and the Council's authorised Health and Safety Monitoring Officer.

15. Equipment Safety

- **Standards – 'Equipment and Maintenance'** – It is the policy of the school to purchase and maintain equipment at recognised British or European standards. The County Council has planned preventative inspection and monitoring programmes usually on an annual basis. This establishment will co-operate with such programmes of work and take such action as is necessary to comply with this requirement.
- **Electricity at Work Regulations 1989: 'Electrical Testing'** – The Site Manager will ensure that an annual inspection of portable electrical equipment is made and adequate records kept.
- **Electrical Equipment** – The electric pencil sharpener should not be used by children. Other electrical items e.g. Glue Guns, etc., should only be used with close adult supervision. Children must never be left unsupervised when using this equipment.
- **Control of Substances Hazardous to Health Regulations 1988** – All substances/materials will have had a suitable and sufficient assessment made before

being allowed on to this site. It is our objectives to eliminate hazardous substances and substitute with safer alternatives.

- **Provision and use of Work Equipment Regulations 1992** – The Site Manager will ensure annual inspection and repair of PE and any other equipment and keep suitable records.
- **Pressure Systems Regulations 1989 – Lifting Machinery – Hoists/Lifts etc.** – Passenger and platform lifts are serviced at statutory times. The Academies insurer will examine such equipment on site as is required by legislation.

16. PERSONAL HEALTH AND SAFETY – [Management of Health and Safety at Work Regulations 1992]

This school:

- o will make a suitable and sufficient “Risk Assessment” for all its activities where a significant risk is identified.
- o will take the necessary preventative and protective measures to adequately control risk.
- o will comply with the other requirements made under this and other Health and Safety Regulations.
- **Personal Safety** – Members of Staff are reminded that they must not stand on tables or chairs when putting up or taking down displays. It is recommended that Teachers work together when working with displays.
- **Personal Property** – Money and valuables should not be left unattended. Responsibility for personal items rests with the individual member of staff.
- **Cash** – Cash on the premises should be kept out of sight and sent up to the Office as soon as possible. In the Office, cash should be locked away as soon as possible in the floor fitted safe. Money should not be counted in a public place.
- **Contingency Arrangements for Persons with Special Needs** – The individual person’s special needs will be assessed and any appropriate action taken, to ensure their health, safety and welfare when they are employed by Putnoe Primary School.
- **Children’s Safety** – Children must not be left unsupervised in the classroom. In an emergency, please send a child to the Office to bring an adult to the classroom, rather than leaving the children without an adult in the room. The school cannot accept responsibility for pupils before 8.50am. The staff are expected to be in their classrooms from this time.
- **Smoking on Educational Premises** – This school does not permit smoking on its premises. This rule applies to all persons on the whole of the school site.
- **Food Safety Act 1990** – This school operates under the Food Safety Act and other Food Hygiene Regulations. Persons involved in regular food preparation and/or serving will undertake appropriate training to comply with these requirements.
- **Visitors to the School** – All visitors to school are required to report to the office and sign the visitors’ book, which is kept in the entrance hall. If they are new to the school, visitors are asked to take a “procedures card” to familiarise themselves with the various safety procedures that may affect them.
- **Violence towards Staff** – This school does not approve of any form of violence towards staff, be it physical, verbal or mental, and will report such incidents to the LA on the “Physical and Verbal Abuse of Staff” incident report forms A01A.
- **Manual Handling Operations Regulations 1992** – This school will undertake to identify employees who need to move loads as part of their work. The school will take any appropriate steps after undertaking a “Risk Assessment”, necessary to prevent the risk of injury during manual handling operations including lifting/carrying objects including people.
- **Personal Protective Equipment Regulations 1992** – This school will provide and maintain

all necessary and appropriate personal protective equipment required to ensure that its activities are carried out safely and without risk to health.

- **Occupational Health** – Bedfordshire Borough Council has developed an Occupational Health Service. The service is now operational and can be contacted via the Personnel Section [Tel: 01234 267422]
- **Managing Stress in School** – It is recognised nationally by the Health and Safety Commission [HSC], that stress related problems in education are costly. This school will positively examine stress levels throughout the school and take appropriate action as necessary.
- **Environmental Protection Act 1990** – This school will dispose of its waste in accordance with both national and local guide-line
- **Educational Activities** – Staff responsible for developing schemes of work will implement “Risk Assessment” and monitor their effectiveness for all hazardous activities undertaken on or off site.
- **Educational Visits** – This school will ensure all necessary selection, vetting and monitoring procedures are adhered to in accordance with the local authority guide-lines. A member of the senior leadership team is trained in Educational Visits and necessary paperwork and risk assessments for all visits is kept on the Evolve system.
- **Critical Incident Management** – This school will develop emergency arrangement plans to ensure effective communications and controls are established BEFORE a major incident occurs. There are two outside lines for the telephone. Parents are regularly reminded to keep the school updated of contact numbers and addresses.
- **Working at Height** – Staff are advised to always have another adult present when they undertake work at height. Staff are NOT allowed to use ladders unless they have been on an approved “ladder training” course.

17.INSPECTION AND MONITORING [HEALTH AND SAFETY]

- **Monitoring Arrangements** – This policy will be reviewed annually.

These will include:

- o inspections
 - o direct observations of staff compliance
 - o managerial reports monthly/termly/annually [as necessary]
 - o surveys
 - o tours
 - o investigations of good practice/incidents/documents
 - o record keeping
- **“Risk Assessment”** – The Trade Union Health and Safety Representatives together with the Governor responsible for Health and Safety will carry out a “Risk Assessment” once a term and record their findings.
 - **Performance Monitoring** – This school expects full co-operation from all staff at all times.

18.CURRICULUM SAFETY POLICIES

- The teaching staff of the school will comply with all aspects of the school’s Safety Policy and take account of National Recommendations and Guide-Lines.
 - Staff will develop and use safe procedures within the different curriculum areas. It is the responsibility of all staff to be aware of potential hazards and act accordingly. Staff will ensure that risks to Health and Safety are minimized by vigilance, particularly in respect of apparatus and equipment used to teach safe practice and awareness of obvious, presumed and anticipated hazards.
 - Staff should ensure that adequate “Risk Assessment” has been made before commencing activities.
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- **Physical Education** – The PE subject leader should monitor Health and Safety procedures and act upon information received concerning faulty equipment and together with the Headteacher ensure that regular checks of all equipment are carried out. Sport Safe UK hold the contract and all items that are condemned must be put out of use immediately. Teachers of PE should check safety and suitability of equipment before use and take all reasonable care of students in their charge. Investigate and report accidents as well as near misses to help prevent reoccurrence. All staff and students should wear suitable clothing and footwear and either remove jewellery or if it cannot be removed it must be made safe.
 - **Science/I.T./Art** – Staff in the teaching of Science, Technology, Art and practical subjects should work within the school policy, check safety and suitability of equipment, take all reasonable care of students in their charge. Particular attention should be paid to the use of tools. Suitable protective clothing should be worn where appropriate.

Approved by Governors: November 2016

Review date: November 2017

Appendix A

Putnoe Primary School Evacuation Procedure

1. The evacuation alarm is a continuous sounding of the class change tone.
2. When the sounder continues longer than 3 tones, all personnel and children including visitors must leave the building by the nearest exit and meet on the main playground.
3. Pupils should line up in their class groups.
4. The receptionist is responsible for calling the emergency services.
5. When the alarm sounds, a member of the office staff will take the class registers, staff register and visitors signing-in book to the main playground.
6. A headcount against these registers will then take place to ensure all persons are accounted for.
7. The senior member of staff on site will be informed of the result of all checks carried out.
8. A member of the office staff will go to the main gate once a head count is done to, direct the emergency services on arrival at school.
9. The senior member of staff will liase with the Fire Officer on arrival as necessary.
- 10. NO PERSON WILL RE-ENTER THE BUILDING UNTIL DIRECTED TO DO SO.**
11. The Site Manager, in consultation with the senior teacher, will complete all the necessary paperwork following the evacuation.