



St. Mary's C of E Primary School, Timsbury

## HEALTH AND SAFETY POLICY

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## Part A - Statement of Policy

This policy is produced in respect of St. Mary's C of E Primary School, Timsbury and is supplementary to the Council and Children's Services Health and Safety Policies. The policies can be found on the Council's Intranet by following the link: [http://intranet/need\\_to\\_know/healthsafety/Pages/default.aspx](http://intranet/need_to_know/healthsafety/Pages/default.aspx).

It is the intention of the school, to pay particular attention to the provision and maintenance, so far as is reasonably practicable of:

- *a safe workplace, including entry and exit from the premises;*
- *a safe and healthy working environment;*
- *safe plant, equipment and systems of work, which are without risks to health;*
- *safe arrangements for the use, handling, storage, transport and disposal of hazardous articles and substances;*
- *adequate information, instruction, training and supervision to enable all staff and pupils to work safely;*

The school recognises its responsibility to promote a culture where H&S issues are discussed in an open and positive way to achieve improved standards and safe methods of work. The school regards the promotion of Health and Safety matters as a mutual objective of all that work here.

It is the school policy to take all such steps as are reasonably practicable to meet its responsibility for providing a safe and healthy working environment for staff and pupils and to extend such protection to visitors to the school premises. The school will also endeavour to ensure that the acts and omissions of school staff do not adversely affect non-employees.

To this end, the school endeavours to apply and enforce all current legal requirements together with other appropriate safety measures where reasonably practicable. This practice will be continued in the case of future legislation.

The school will consult with staff on health and safety issues and with individuals before delegating particular health and safety responsibilities to them.

Staff are expected to co-operate with the school's Headteacher and Governors in all measures taken to fulfil statutory health and safety duties and to protect the health, safety and welfare of staff, pupils and visitors.

## **Part B - Organisation for Health and Safety**

### **1 Responsibilities of the Strategic Director of Children's Services**

The responsibilities of the Strategic Director of Children's Services are outlined in the Children's Services Statement of Health and Safety Policy. This can be found on the Council's Intranet system.

### **2 Responsibilities of the Governing Body**

The Governing Body has overall responsibility for health and safety within the school, although because of the corporate status of Governing Bodies, individual governors cannot be held to be personally liable, when they have acted on collective decisions, taken in good faith.

The Governing Body will ensure that all reasonable steps have been taken to fulfil the school health and safety policy and to reduce the possibility of accident or injury to staff pupils or visitors. As a voluntary controlled school, Governors and the Council have joint responsibility for H&S. Governors have the responsibilities as identified in the Departmental Safety Policy.

They will ensure that:

- risk assessments of work activities are undertaken and a written record of these assessments are kept and reviewed regularly;
- sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective clothing;
- regular safety inspections are undertaken;
- a positive health and safety culture is established and maintained.

### **3 Responsibilities of the Headteacher**

The Headteacher is responsible to the Governing Body for the health safety and welfare of staff, pupils and visitors within the school and for the implementation of this policy.

The Headteacher may delegate some tasks to designated individuals, any duties not delegated are automatically their responsibility. They remain specifically responsible for ensuring that (even if delegated):

- a school health and safety policy is produced for approval by the Governing Body and that the policy is regularly reviewed and revised as necessary;
- the school appoints the necessary Health and Safety specific coordinators;
- all members of staff, pupils and so far as is reasonably practicable, visitors to the school, are aware of their general and specific health and safety responsibilities as set out in the Policy;

- information and advice on health and safety is acted upon and circulated to all relevant parties;
- where required written risk assessments of work activities are undertaken, the identified risks to which staff and pupils are exposed are recorded and regularly reviewed together with their control measures;
- if he/she delegates health and safety duties to an individual they ensure that the duties are clearly defined and the person is competent to carry them out and that sufficient resources are allocated to enable them to be carried out;
- the appropriate structures exist and operate for consultation with staff on the resolution of health, safety and welfare issues;
- regular inspections of premises, plant and equipment are undertaken;
- staff are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely;
- health and safety problems are dealt with promptly and appropriately or referred to the Governors, School Surveyor or the Council's Health and Safety Team as appropriate;
- all serious accidents are reported on the 'On-Line Incident reporting' scheme and investigated;
- ensure all Health and Safety policies/procedures are available to all relevant parties;
- he/she cooperates with the Council in meeting its legal requirements in respect of the monitoring of health and safety practice and procedures.

#### **4 Responsibilities of Teaching Staff**

Teaching staff have the responsibility to familiarise themselves with the following procedures and bring them to the attention of pupils:

- i. Emergency Evacuation Procedures
- ii. Accident Procedures
- iii. Safe working practices

Teachers are responsible for ensuring that:

- they, and pupils under their control, make use of any health and safety provision as necessary;
- they undertake regular inspections of equipment and their rooms and bring any faults to the attention of the designated person;
- they bring to the attention of the designated person any health and safety concerns relating to practice, procedure, equipment or accommodation.

#### **5 Responsibilities of all School Staff**

Under the Health and Safety at Work Act 1974, all employees have a duty to take reasonable care for their own safety and for the safety of others, which may foreseeably be affected by their acts and omissions at work.

They also have a duty to cooperate with the school management in all measures taken to fulfil statutory health and safety duties and to protect the safety of staff, pupils and visitors.

Whilst recognising management responsibilities regarding health and safety at work, the school expects all staff to set an example in safe behaviour by:

- ensuring staff and pupils follow safe procedures;
- ensuring that protective equipment is used correctly by staff and pupils when needed;
- bringing safety problems to the attention of the Headteacher;
- reporting any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents;
- checking that classrooms/work areas are safe; and
- checking that equipment is safe and properly maintained before and after use.

## **6 Responsibilities of Pupils**

The school expects that pupils will follow health and safety instructions given by school staff, which may include:

- instructions about how to use and store equipment safely;
- instructions not to touch specific items or materials;
- instructions regarding the need to behave / move in a particular way;
- instructions about not entering particular areas of the school and its grounds.

When staff are giving such instructions, they will explain the reason for the request, drawing pupils' attention to and raising their awareness of how to keep themselves safe.

As they mature, pupils are also encouraged to bring Health and Safety matters to the attention of staff and to contribute to a positive health and safety culture.

All pupils are expected to behave at all times in a manner that places neither themselves nor others needlessly at risk. They are expected to:

- comply with school rules relating to general behaviour;
- to take note of and comply with information provided for safety with regards activities undertaken;
- in cases of emergency to remain quiet, listen and obey instructions given by staff; and
- not to misuse anything provided for health and safety reasons.

## **7 Responsibilities of the COSHH Co-ordinator**

The COSHH Coordinator will:

- maintain an inventory of substances covered by the COSHH Regulations;
- have responsibility for ensuring that the manufacturer data sheets are obtained;
- carry out a risk assessment on the use of substances used or generated;
- determine control measures required;
- notify staff who use or encounter the substances of control measures;
- keep the assessments under review.

## **8 Responsibilities of Educational Visits Coordinator (EVC)**

The Educational Visit Coordinator (EVC) is responsible for ensuring the planning and management of educational visits including adventure activities led by school staff.

They should organise the thorough induction of leaders and other adults taking pupils on a specific visit and make sure that Criminal Records Bureau disclosures are in place as necessary for those who may be volunteering on the trip.

### **External visits and off-site activities.**

Teaching staff are responsible for supervising pupil groups whilst they are away from school on external visits, and for ensuring that pupils are aware of their responsibility to act with due consideration for their own safety and that of other people at the site or establishment.

Trip Leaders are responsible for carrying out Risk Assessments prior to the external visit/off-site activity taking place. Whenever adventurous activities are being undertaken and/or residential take place, those responsible for leading groups off-site will have undertaken the 'Bath and North East Somerset Day Validation/Trip Leader' training.

*For further details, please see the Educational Visits Policy.*

## **9 Responsibilities of First Aid**

The school has a number of staff that hold the following First Aid qualifications:

### **First Aid At Work - one member of staff**

One person has received First Aid training at this level (which goes beyond statutory requirements). In the event of an accident, the member of staff that holds the First Aid At Work qualification is required to take charge of the situation and summon medical assistance if necessary.

This person should assist casualties when requested and keep a record of treatment or advice given and ensure that an accident form has been completed where appropriate.

This person should ensure that the appropriate person is notified if the treatment needs to be logged on the 'on-line' reporting system.

**Emergency First Aider In The Workplace**

All teachers and support staff are provided with the opportunity to complete this training and to renew it every three years. Once staff hold this qualification, they treat minor cuts, bumps and grazes, keep a record of treatment or advice given and ensure that an accident form has been completed.

If the injury is more serious, they refer it to a member of staff who holds the First Aid At Work qualification.

**Paediatric First Aid - one member of staff**

When pupils in the Reception class require First Aid, advice will be sought from a member of staff who holds the Paediatric First Aid qualification. This person records the injury and treatment given and should ensure that the appropriate person is notified if the treatment needs to be logged on the 'on-line' reporting system.

A named member of staff is responsible for ensuring that the First Aid Box is correctly stocked at all times.

## **PART C – ARRANGEMENTS FOR HEALTH AND SAFETY**

This section covers school wide procedures and general Health and Safety arrangements.

This policy must be read in conjunction with any other policy and/or procedures not specifically mentioned in this document that are in place for this establishment.

### **GENERAL ARRANGEMENTS**

- 1 Accident/Incident recording/reporting
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## **GENERAL ARRANGEMENTS**

The following arrangements have either been established through risk assessment at school level or are national standards.

### **1 Accident/Incident Recording/Reporting**

#### **Minor Injuries**

All minor injuries to pupils (e.g. bumps, bruises and grazes) should be reported in the Pupil Accident Note Book, which is kept on the First Aid shelf in the KS1 Corridor.

Any injury to a pupil, staff, or visitor that requires a visit to a medical practitioner or in the case of staff, absence from the workplace, should be recorded on the 'On-Line Incident Report Form' as soon as possible and investigated to try to prevent re-occurrence.

#### **Reportable accidents/injuries**

Major incidents are those reportable injuries, dangerous occurrences and occupational diseases (as defined by the HSE) that the Health and Safety Advisers are required to report these to the Health and Safety Executive, by the quickest means possible and on the correct form. The school must therefore telephone the Health and Safety Team on 01225 395115, as soon as a major incident occurs, and immediately enter the details on the On-Line Incident Form.

#### **Violence**

The school believes that violence to staff or pupils is unacceptable. Violence is any incident in which the person is abused, verbally or otherwise, threatened, or assaulted and may also include bullying and sexual or racial harassment. The school will endeavour to prevent violence to staff and pupils occurring, and to support and assist them should violence occur.

All violent or potentially violent incidents should be reported both to the Headteacher and the Health and Safety Team, via the On-Line Incident Form. Where actual injury occurs this should be specified on the report. It is vital that there is a written record of all such incidents, as the Council's Health and Safety team are required to report them to the Health and Safety Executive.

### **2 Emergency Procedures**

In the event of an emergency the Fire Brigade, Police or Ambulance Service may be summoned by any member of the Senior Leadership Team.

If the emergency is a fire or any other serious imminent danger, the alarm must also be raised by using the nearest call point.

On hearing the alarm all staff, pupils and visitors should immediately leave the premises and assemble in the designated areas, well away from the buildings. No one should re-enter the building until the alarm bells have stopped ringing and the Headteacher or Fire Brigade has authorised re-entry.

Fire Drills will be held at least three times a year and recorded appropriately.

### Staff Responsibilities

Emergency evacuation procedures are posted in each classroom. Staff should familiarise themselves with the procedures and bring them to the attention of pupils.

Staff will ensure:

- all fire exits are unlocked while the building is occupied - report locked exits to the Caretaker;
- fire exits are free from obstruction at all times;
- fire doors are never propped open;
- missing or empty fire extinguishers are reported to the Caretaker;
- electrical equipment not in use, is switched off and the plug removed from the socket.

In the event of the fire alarm sounding, staff should ensure that wherever possible all doors and windows are closed, and electrical equipment is switched off. Staff may tackle small fires using the appliances provided if trained to do so, but only if this can be done without putting themselves at undue risk. Use of the fire appliances must only be regarded as a "first aid" measure and the Fire Brigade must always be summoned without delay.

Teachers should accompany their classes to the designated assembly point, where they should check their registers. If anyone is missing, the Headteacher should be informed as soon as possible. No one should stop to collect personal belongings in an emergency, or re-enter the building until authorised to do so.

### **Safety of People with Disabilities**

Individual arrangements for the safety and safe emergency evacuation of pupils with disabilities will be determined before their entry to the school. For staff with disabilities, a meeting will be arranged between them, the Headteacher and the Health and Safety Team, if appropriate, as soon as possible after their appointment. For staff or pupils with temporary mobility problems, e.g. a broken leg, similar meetings will be held.

### **Security**

Every endeavour will be made to ensure that the school is kept secure from unauthorised access at all times. All staff are expected to cooperate with this and to ensure that security does not compromise emergency evacuation in case of fire.

### **3 First Aid**

First aid cover in the school is provided to deal with injuries resulting from accidents, or medical crises, which occur on school premises. It consists of:

- the treatment of minor injuries, which do not require medical attention;
- first assistance to a casualty, while waiting for medical help.

First Aid Boxes are located in the First Aid area in the KS1 corridor office and in the main school office.

The list of nominated first aid trained staff is displayed on notices around the school.

First Aid trained staff are authorised by the school to render first aid strictly in accordance with the First Aid Regulations 1981 (amended 2009). No treatment of any kind, outside of the Regulations, such as dispensing pain-killing drugs, is authorised. If there is any doubt about the extent of an injury or the seriousness of an illness, an ambulance should be called without delay. In the absence of any First Aid trained staff, the Headteacher assumes this responsibility.

First aid boxes are kept on site and these only contain approved materials. The boxes are available for use by all staff/adult visitors on site.

Injuries Involving Bleeding - Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and disposal aprons are provided for this purpose and kept in/next to the first aid box.

#### **Administration of Medication**

We have a separate and detailed Administration of Medicines Policy.

### **4 Infectious Diseases**

The school follows the national guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and Nurseries'. This is displayed on the wall, behind the First Aid table, in the main office.

### **5 Medical Needs**

The school will accommodate pupils with medical needs wherever practicable in line with the School Policy on Managing Medical Needs and Administration of Medication Policy.

## 6 Risk Assessments

### Teaching Activities

The significant outcomes from the risk assessments on teaching activities, i.e. those specifically related to educating pupils, are either included in the point of use text/scheme of work/job sheet or in teachers' planning.

### Manual Handling

Equipment/Materials - Manual handling is defined as the transporting or supporting of a load which includes lifting or supporting people. Where ever possible manual handling will be avoided or done by mechanical means, so that the risk of injury to both staff and pupils, from manual handling is reduced to the lowest level reasonably practicable. All staff that carry out unavoidable manual handling tasks on a regular basis will be trained. Under no circumstances will pupils be allowed to move heavy items of furniture or equipment. Staff are reminded to reduce loads whenever possible and to seek assistance if necessary.

Pupils - All pupils who may need to have manual handling support are assessed using the manual handling assessment forms. This initial assessment will identify if there is a significant risk of injury and subsequent to this if a significant risk of injury is identified further assessment information will be identified.

Only staff who have received manual handling training or instruction are to participate in tasks involving the lifting of persons.

### Display Screen Equipment (DSE)

Any member of staff who is a USER of DSE has completed the Display Screen Equipment - Computer Workstation Risk Assessment (from the Council's Intranet).

All staff that are classified as "Users" of Display Screen Equipment (DSE) will be given information and training on its correct use. They will be entitled to eye or eyesight tests and, if spectacles are necessary for DSE work exclusively, these will be supplied free of charge. This will normally apply to office staff only.

Other workstations incorporating DSE have been assessed to ensure they meet the minimum requirements as contained in the DSE Regulations.

### Workplace

An inspection of the workplace, buildings/grounds, has been undertaken in order to identify any failures to meet the requirements of The Workplace (Health, Safety and Welfare) Regulations 1992 as supplemented by the Education (School Premise) Regulations. The school also undertakes regular, bi-termly, inspections to proactively identify defects with the workplace.

Staff and pupils are encouraged to report any defects they note. All works identified are prioritised and the work is then either carried out or programmed

for completion as and when funding becomes available. The school's Caretaker is responsible for keeping a record of inspections and associated remediation works.

### **Control of Substances Hazardous to Health (COSHH)**

The School will ensure that the risk to staff and pupils from substances hazardous to health is prevented or controlled so far as is reasonably practicable. Risk assessments will be carried out by the COSHH Coordinator, combining information from the 'Manufacturer's Safety Data Sheets (MSDS)' and its use. No new substances should be generated or brought into school, unless a risk assessment has been carried out and the 'MSDS' is held.

The COSHH Records are kept in a folder in the main school office and are available for inspection at all times.

### **Competence**

All staff are considered to be competent to perform the tasks they are given. Competence is viewed as one of the key elements of risk management. This is the only way to control dynamic work situations by having a competent person in charge, who will react to changes and take appropriate measures.

The school considers its staff to be competent but will provide training/instruction or supervision as required. To facilitate this, training records are kept and training updates delivered.

### **Fire Precautions**

The school has undertaken a fire precautions risk assessment and evacuation procedures can be found in the specific arrangements section of this policy.

- a) A fire plan is displayed in the main entrance lobby. This indicates the position of call points, fire exits, detectors, fire extinguishers and any other relevant fire equipment. It also indicates the location of the isolation points for Gas, Electricity and Water.
- b) Fire evacuation notices are displayed in each workroom.
- c) Information is kept on maintenance arrangements, e.g. checks on alarms and fire extinguishers.
- d) Fire drills are carried out regularly and monitored accordingly.

## **7 Contractors on Site**

Contractors will be given sufficient information to enable them to work safely in the school. They are required to cooperate with the school in all measures taken to ensure the safety of pupils, staff and visitors.

In conjunction with the School Surveyor, the work of contractors on school premises is monitored where this affects the safety of staff, pupils or visitors. All contractors on site will be given access to the Asbestos register.

The Construction Design and Management Regulations (2006) are complied with as relevant to the work being undertaken.

## **8 Consultation with Employees**

The school will ensure staff are consulted regarding all Health and Safety matters and are encouraged to bring Health and Safety matters to the attention of the Caretaker, Headteacher, Deputy Head and Trade Union Safety Representatives.

## **9 General Maintenance Arrangements**

All equipment on site will be maintained in efficient working order to ensure that it is safe to use. The following arrangements have been made.

### **Fire Extinguisher/Fire Alarms**

Fire extinguishers are subject to an annual check by '**Complete Fire Security**' and are checked on a weekly basis by the school's Caretaker to ensure that they are in position and that the pins are in place.

Fire Alarms are serviced and maintained by '**Multi-Alarm Systems (GB) Ltd**'.

### **PE Equipment**

All PE equipment is subject to regular visual inspection, carried out by staff prior to use. If defects are noted the designated person will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

On an annual basis an independent service contractor '**Sportfix**' inspects the PE equipment.

### **Portable Appliance/Electrical Equipment (PAT) Testing**

All portable electrical equipment is the subject of regular visual inspections, carried out by staff prior to use of equipment, to identify any damage to the equipment, plug or cable. If defects are identified then the equipment it is put out of use until it is checked, to ensure safe operation, or the defect is remedied.

Portable electrical equipment, including the personal property of staff on school premises, will be tested annually by a competent person. No equipment should be used unless it has been tested.

The school will ensure that all electrical equipment is constructed and maintained so as to prevent danger as far as is reasonably practicable, and will comply with the standards detailed in the Electricity at Work Regulations 1989.

An inventory of all electrical equipment is kept.

### **Repairs and Maintenance**

Buildings, services, and plant will be inspected termly. Staff should report any defects or problems that they notice promptly by entering them in the defects book held in the school office.

## **10 School Trips**

A separate '**Educational Visits Policy**' has been produced. This is available from the Policies Folder in the main school office.

The safety of every trip is considered using the Council's Trip Safety Checklist as a reference.

Educational visits will be recorded and monitored through the computerised 'EVOLVE' system.

## **11 Transport**

The school has adopted the Council guidelines for the transport of pupils.

### Staff transporting pupils/equipment in their own cars

Staff who use their own cars must confirm that their insurance policy covers them for this purpose and the vehicle is fit for purpose. This insurance cover is not provided by the Council.

### Transport and drivers hired in

Transport and drivers hired in, are only from a reputable source.

### Parent/volunteers who convey other parent's children in their cars on school business

Parents will complete a self-certification form, so that the school may check that such transport is legally used and safe.

## **12 Safer routes to and around the school**

The school will take appropriate measures to ensure the safety of pedestrians and vehicles accessing and leaving the school premises. Pedestrian routes are clearly defined and vehicle movements controlled.

Consideration is also given to road safety and traffic schemes around the school, walking bus arrangements, keep clear markings and information and instructions for staff, pupils and parents.

### **13 Health and Safety Training**

Health and safety information and/or training will be provided for all staff when they join the school and whenever they are exposed to new risks or changed work activities.

### **14 No Smoking Policy**

The school has an obligation to its staff to provide a safe working environment, without risk to health. It accepts that passive smoking presents a risk to staff and therefore has a no smoking policy. The smoking ban applies to all employees, visitors and pupils whilst on school premises or in school vehicles and to the premises in and out of normal school hours.

### **15 Lone Working**

In accordance with the Management of Health and Safety at Work Regulations 1999, special attention should be given to staff that are identified as lone workers. Many of the hazards that lone workers face are similar to those faced by other workers however the risks involved may be greater because the worker is on her/his own.

Managers should ensure that lone workers have no medical conditions, which make them unsuitable for working alone and must seek medical advice if necessary. Lone workers should endeavour to ensure that managers are aware of the times they may be working alone.

Managers should ensure wherever reasonably practicable that lone workers are not at more risk than other employees and risk. This may require extra risk control measures.

### **16 Staffing**

The appendix relating to staff names will be updated as changes are required. This will not require a full policy review.

This policy also applies to volunteers transporting staff or pupils on school business.

### **Conclusion**

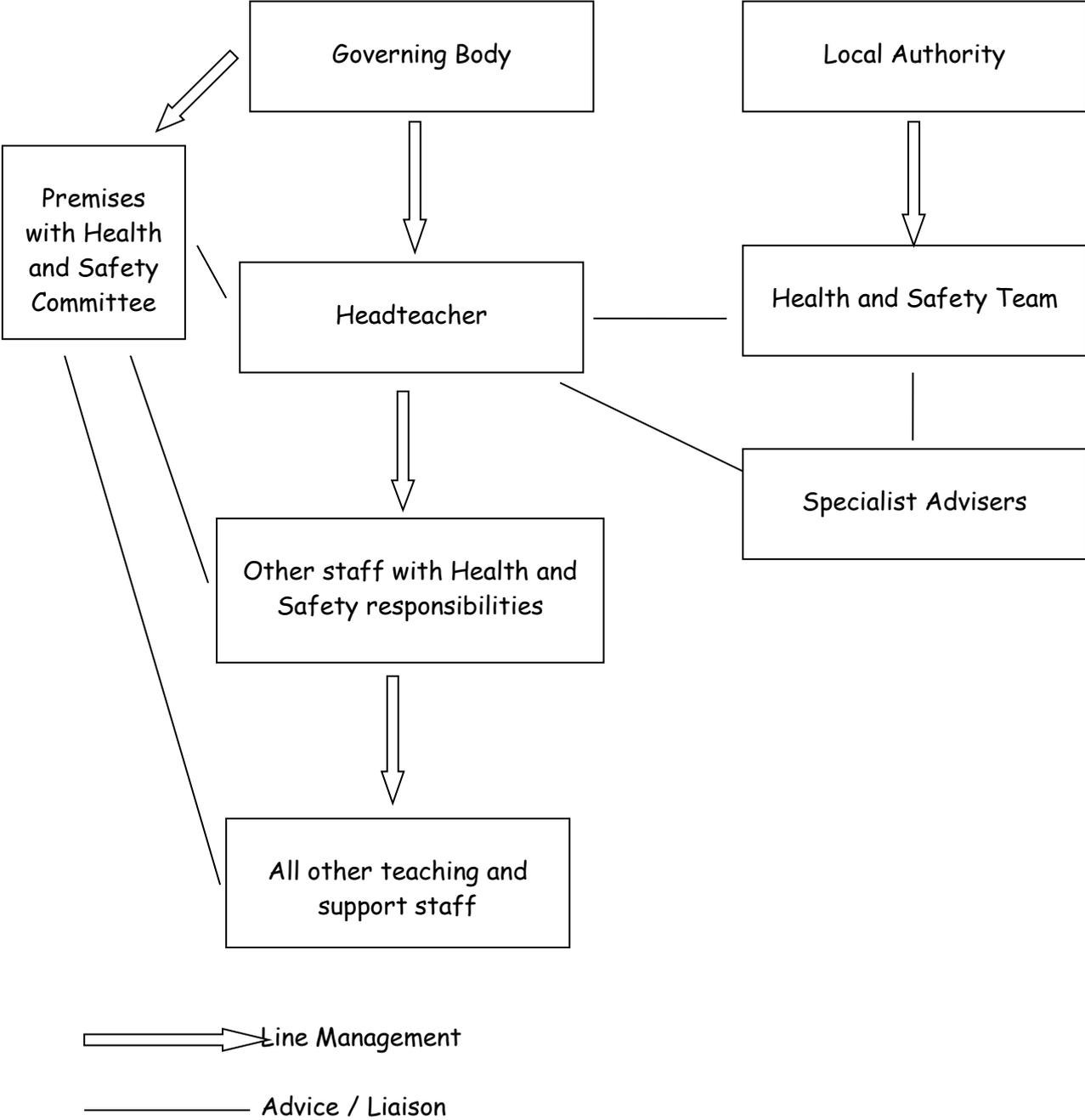
This policy will be reviewed annually unless circumstances require an immediate review.

Signed ..... Chair of Governors                      Date.....

First Reviewed	April 2015	
Second Review	January 2016	
Third Review	March 2017	
Fourth Review	March 2018	Full Governing Body

**Part D APPENDICES**

**A - Organisation for Health and Safety in the School**



## B - Staff Holding Responsibilities for Health and Safety

Date: March 2018

Name of Establishment; St. Mary's C of E Primary School, Timsbury

Position	Name
Chair of the Governing Body	Mr Steve Boxall
Chair of Finance, Personnel and Premises with Health and Safety Committee	Mr Steve Boxall
Governor responsible for health and safety	Mrs Gill Jones
Headteacher	Miss Alice Brown
Education Visits Coordinator	Miss Alice Brown/Mrs Claire Brewer
COSHH Coordinator	Mrs Jeni Elsam
Science	Mr Chris Daniels
Physical Education Leader	Mr David Finlay
Physical Development and Health and Well-being Leader	Mr David Finlay
Premises Supervisor	Mr Paul Sage
Transport Coordinator	Mrs Natalie Platten
Kitchen Manager	Mrs Michelle Sharp
Caretaker	Mr Paul Sage
Trade Union Safety Representative	
Responsible person for First Aid	Miss Alice Brown
Appointed Person - First Aid	Mrs Claire Bramley/Mrs Natalie Platten
Paediatric First Aid	Mrs Munro/ Mrs Janet Barnes