



Acre Heads Primary School

Health and Safety Policy

Site Specific

EDITED
01/02/16

REVIEW
01/02/18

Health and Safety Coordinator: Mrs Rachel Robinson
Health and Safety Governor: Mrs Rachel Pearson

Section 1: Policy Overview

1.1 Introduction

'...every person has a responsibility not only for their own safety but also the safety of others, and should therefore, report matters affecting safety, health and welfare to their immediate supervisor.'

County Health and Safety guidance based on the Health and Safety at Work etc.

Act 1974 and the Management of Health and Safety at Work Regulations 1992.

- The policy of this school is to provide and maintain, so far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work for all employees and other persons and to provide such information, training and supervision as is necessary to achieve this aim.
- This policy does not replace the Council (9/02) or Directorate (1/03) policies, but is additional to them, for the benefit of all employees, visitors and other individuals, including contractors.
- The East Riding Health and Safety documentation represents the overall Health and Safety policies for the school and should be considered as preceding this site-specific policy which relates only to Acre Heads Primary School.
- The county policies constitute an appendix (A) of this policy and copies of that document are available from the headteacher if required.
- Sections of this policy are drawn from the Council's exemplar school policy.

1.2 Aims of the policy statement

The overall aim of this policy is to ensure that reasonable action is taken to ensure the health, safety and welfare of all persons using the premises. In doing this the school aims to

- a) establish and maintain a safe and healthy environment throughout the school;
- b) promote and maintain safe working procedures for employees and other persons;
- c) make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- d) ensure the provision of sufficient information, instruction, training and supervision;
- e) maintain a safe and healthy place of work and safe access and egress from it;
- f) produce effective emergency evacuation procedures;
- g) produce adequate accident reporting procedures;
- h) provide and maintain adequate welfare facilities;
- i) make any special arrangements as may be necessary to ensure the health and safety of any disabled person using the premises.

1.3 Organisation

The Directorate of Children, Family & Adult Services will issue and review, as necessary, the Local Authority Policy based upon the Authority's Statement of Safety Policy. Safe systems of work and other documents which will be drawn to the attention of every employee.

Each person in charge of premises will provide a site specific Safety Policy which includes reference to the Authority's Statement of Safety Policy and the Local Authority's Policy, ensuring that the necessary steps are taken to ensure the health and safety of employees and other persons, including the public, clients, pupils, students, contractors and visitors. The Director of Children, Family & Adult Services will ensure that adequate guidance is given to employees tasked with this duty

Section 2: Roles and Responsibilities

2.1 General Responsibilities

- The Local Authority retains overall responsibility for health, safety and welfare within education establishments.
- Governing Body has responsibility for ensuring that any health and safety directions issued by the Local Authority are complied with and that there is a regular oversight of health and safety issues within the school.

- The Headteacher undertakes the day to day management of health and safety within the school and ensures inspections are undertaken in accordance with the LA policy.
- Employees have a duty to look after their own health and safety and that of others and comply with the employer's instructions regarding health and safety. Employees must tell their line management of any shortcoming in health and safety arrangements.
- For more detail regarding responsibilities refer to the Council and LA policies (see Appendix C).

2.2 Role of Health and Safety Coordinator

The Health and Safety Coordinator will

- prepare regular reports on health and safety for the school governors
- conduct regular health and safety audits
- ensure COSHH regulations are adhered to
- ensure the maintenance of health and safety records
- be responsible for the policy

2.3 Roles of all staff

All staff have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their actions or omissions at work. In addition, it is the duty of all staff to cooperate with any health and safety requirements relating to the Health & Safety at Work Act or any other relevant statutory provision. Staff also have a responsibility to report to the Headteacher any concern they may have about health and safety with regard to equipment, premises or practice. If staff are concerned about the safety of any equipment they should inform the Headteacher immediately. If necessary the equipment should be removed from use or clearly labelled as 'out of use', 'dangerous' etc.

2.2 Role of Health and Safety Governor

The Health and Safety Governor will

- liaise with the health and safety coordinator on any matters arising
- conduct termly health and safety inspections with the health and safety coordinator
- ensure legal requirements are being met
- review health and safety documentation
- report on health and safety matters to the Governing Body

Section 3: Emergency Procedures

3.1 Emergency procedures overview

- In any school there is always the potential risk of a fire and to a much lesser degree a bomb threat. It is necessary to nominate a Principal Fire Marshall and Fire Wardens. The Principal Fire Marshall also being the Bomb Alert Warden – those roles are fulfilled by the headteacher, with other staff acting as wardens with responsibilities towards the safe evacuation of the children.
- It is imperative that all building users are aware of and understand the emergency evacuation procedures. To this end, emergency evacuation notices are posted in classrooms and various other places.
- In the event of a fire or bomb threat, building users must follow the instructions on the emergency evacuation notices, evacuating the building and assembling at the designated assembly point.
- Escape routes and doors must be clearly signed and free of obstructions at all times and doors easily openable.
- Fire fighting appliances should be periodically checked by the Fire Warden(s) and must be annually inspected by the Authority's designated contractor.
- A record must be kept of all fire drills and practices.
- Further information can be found in the Log Book and Risk Assessment Procedure.

3.2 Fire regulations/Emergency Evacuation (see classroom notices)

- In the event of a fire the procedures detailed on the evacuation notices around the school must be followed.
- All doors should be unlocked when the premises are in use. Fire doors should never be fastened open or obstructed in any way. A fire drill is practised each term.
- Evacuation is a simple procedure and should be calm and orderly. All occupants assemble normally on the field (or playground, depending on the nature of the emergency, e.g. in the event of flames/smoke making the field unsuitable).
- The fire alarm is a loud siren. In the case of electrical failure, a klaxon or intermittent whistle will be sounded outside the school.
- On hearing the alarm staff will lead the children through the nearest fire exit onto the playground, shutting all doors behind them where possible. Fire exits and exit routes are clearly marked with green signs.

- All children will assemble on the field at the back near the hill, facing the school. If for any reason, the field is not accessible, all children will assemble on their own playgrounds. FS will assemble with KS1.
- Staff and visitors must all go to the playgrounds. Teaching staff supervise their own classes, other staff may have particular duties or assist teaching staff. Visitors should go to the nearest playground.
- Registers will be brought out by the administrative staff. If registers are in the possession of other staff they must take them out with them. Once the children are assembled in class lines, classes can be checked to ensure all children have evacuated the building. Staff and visitor registers are also checked. Missing children or adults should be immediately reported to the Head teacher or whichever Senior Leader is in charge.
- Nobody must return to the building before the verbal 'All Clear' from the Head teacher or whichever Senior Leader is in charge.
- If fire breaks out in your area, the first priority is to evacuate, alerting the rest of the school via a fire alarm point (sited near most exits), the Headteacher or administrative staff.
- In the event of an electrical appliance catching fire, do not attempt to turn off the appliance itself – switch off at the wall socket if this can be done safely, then evacuate.

3.3 Use of fire extinguishers

In the event of a fire, the first priority is always to evacuate the building. Fire extinguishers should only be used in circumstances where

- an individual does not have a responsibility to oversee the evacuation of others
- an individual is trained in the use of the device (different extinguishers are used on different types of fire – use of the wrong extinguisher can be dangerous)
- Its use is required in order to action evacuation safely.

Section 4: Safety Information

4.1 Safety Circulars

Safety Circulars are available on the school network or to view from the headteacher. Urgent or clearly relevant circulars are either circulated or pinned up in the staffroom.

4.2 Electrical Safety

The use of personal electrical appliances on site is prohibited unless evidence is produced to show a test/examination or arrangements are made for such test/examination. Staff should therefore seek approval for use of such items from the Headteacher. Equipment which has been checked for electrical safety may be used freely so long as sensible and reasonable precautions are taken. Adapters of the three into one plug type and similar devices must not be used. Extension cables may only be used with an appropriate circuit breaker and should not be used in teaching areas. 4-way socket blocks should not be 'daisy-chained' together.

All portable electrical appliances will be examined on a twelve monthly schedule using contractors who are NICEIC registered. The examination of the fixed equipment, i.e. from the mains distribution board to the socket outlet, will be arranged by the Department of Planning, Environment and Technical Services.

4.3 Mandatory Safety Checks

The school will comply with all regulations relating to mandatory checks of services, buildings and equipment as defined in the cyclical maintenance programme devised by the Operational Services Department Building and Related Services section. A list of the cyclical maintenance tasks and copies of safety check details is held by the headteacher as part of the Premises Manual and associated documentation.

Section 5: Accidents

5.1 First Aid

First Aid and First Aid box contents will be in accordance with WHS Circular 3/92. First Aid boxes are found in the medical room and the disabled toilet. The designated first aiders for the school are Mrs S Kelsey, Mrs S Hunter, Mrs V Percy and Mrs A. Rogers. If none of those staff are available the headteacher should be contacted. Ref: First Aid policy

5.2 Accidents

All accidents in school must be recorded in the accident books which are kept in the medical room and reception.

The accident reporting procedure must be followed by authorised members of staff, these include designated first aiders, administrative staff and members of the school's management team. Queries regarding accident reporting should be made initially to the staff above in that order. All significant accidents or injuries must also be brought to the attention of the headteacher as soon as possible.

Different procedures must be followed for different types of accidents and resulting injuries. The procedures for reporting accidents are defined in the associated documents and can be found as follows. For pupils: In the front of the yellow 'Minor Accident Record Book:Pupils only' kept in the medical room For adults (staff and visitors): At the front of the Accident Book BI 510 kept in reception

School Specific Details

Accidents to pupils which may require further treatment or monitoring at home will be followed up by a phone call or a note sent home, outlining the concern.

For all accidents check if the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 apply, details of which are found in the Accident Book BI 510 and are available from the Welcome Desk.

The detailed accident and dangerous occurrence forms (AIR 1 and F2508) are kept at the welcome desk. Guidelines for their use are found in the procedures in the accident books.

Section 6: Medical Information

6.1 Administration of medicines

The Governors and staff have agreed that medicines will be administered by school staff This includes the use of creams and sprays. Parents making a request for the use of medication in school fill in a form with specific details and hand it into the Welcome Desk. For children with complex or serious medical conditions requiring medication or special care during school time, a school care plan will be created, in consultation with parents and carers and following medical advice.

6.2 Infectious Diseases

The school will take all reasonably practicable precautions in accordance with the Health and Safety at Work, etc. Act 1974 to protect all persons on the premises. This includes the maintenance and promotion of good hygiene. Information and advice on infectious disease can be obtained from the Occupational Health Unit at County Hall.

Section 7: Regulations

See Appendix A for further information

7.1 EC Directive Regulations: Specific Arrangements

The following regulations will be complied with. Details can be found on the school network (see Appendix A).

Display Screen Equipment Regulations 1992(as amended 2002)

All DSE work stations should comply with the Authority's 'User' Assessment Form.

Display screen equipment users will be entitled to eye and eyesight tests and provided with corrective appliances (spectacles) if deemed necessary. Further information is available from the Occupational Health Unit.

Manual Handling Operations Regulations 1992

Assessments for the manual handling of loads, persons and animals will be undertaken by the appropriate premises manager or line manager and the assessments will be retained by the health and safety coordinator. Refer to the Guidance Relating to Manual Handling.

In lifting or moving heavy or awkward objects, staff are responsible for ensuring this is done with no risk of injury. Common sense precautions such as breaking the load into lighter items, using devices such as trolleys and sack barrows, seeking assistance and keeping your back straight should all be considered.

Personal Protective Equipment Regulations 2002

The provision of personal protective equipment will be determined by the appropriate line manager and agreed with the Director of Education, Leisure and Libraries. Advice on these regulations can be obtained by contacting the Safety Services Unit.

Workplace (Health, Safety and Welfare) Regulations 1992

All buildings, extensions and building modifications must comply with these regulations. To ensure compliance reference may have to be made to the Education (School Premises) Regulations 1996. Advice on these regulations can be obtained by contacting the Safety Services Unit.

Provision and Use of Work Equipment Regulations 1998

Wherever possible, any equipment provided for use at work will be purchased to meet an appropriate (Conformité European) mark or relevant British Standard, in line with the Guidelines Relating to the Provision and Use of Work Equipment.

7.2 COSHH - Control of Substances Hazardous to Health Regulations 2002

All staff have a duty to prevent or control exposure of employees, pupils and visitors to the school to substances hazardous to health (e.g. dusts, printing products, pesticides, detergents, bleaches, fumes, micro-organisms, paints, dyes and solvents etc.).

- COSHH assessments should be carried out where there are significant risks from hazardous substances and COSHH assessments must be brought to the attention of all relevant employees.
- All hazardous substances and containers will be labelled, be adequately sealed and stored in the correct manner.
- If required, the school will conduct air flow testing of ventilation systems to ensure compliance with the regulations and design criteria.
- Further information can be found in the Guidelines Relating to the Control of Substances Hazardous to Health Regulations 2002.
- Any potentially hazardous new substances brought into the school for use should be checked against the COSHH regulations. The Health and Safety Coordinator must be advised of this to ensure that the substance can be used in the school.
- A master set of COSHH assessment records is held by the Health and Safety Coordinator. Such assessments should be carried out on all substances in use and will be brought to the attention of employees as necessary
- Assessments will be reviewed on a regular basis or whenever there is a relevant change in circumstances concerning use.
- Stock of substances held by the caretaker and cleaning staff is checked annually and substances no longer required are disposed of accordingly. All hazardous substances and containers must be secure and labelled accordingly.

Section 8: Assessment and Audit Arrangements

8.1 Safety Audits

Regular 'walkabout' health and safety checks take place.

Portable electrical equipment is subject to regular on site inspections by an approved contractor.

The use of personal electrical equipment is at the discretion of the headteacher as noted above.

8.2 Risk assessment

Periodic risk assessments will be carried out to determine any risk to staff and site users.

The Management of Health and Safety at Work Regulations 1999 require that assessments are undertaken to determine any significant risk to employees and other persons. Significant findings of assessments should be recorded and action taken to reduce the level of risk.

The risk assessment should identify the hazards present and evaluate the extent of the risk. Reference can be made to the Guidelines Relating to the Management of Health and Safety at Work and further information can be obtained from the Safety Services Unit. Risk assessments will initially be conducted by qualified risk assessors and in the interim by the health and safety coordinator, the governor with responsibility for health and safety and other school staff as required. A copy of the school's risk assessments is available for view in the school from the health and safety coordinator.

Section 9: Reporting Procedures

9.1 Defects in Buildings

Any person discovering a building defect must report the matter to the caretaker or headteacher. The area must be rendered safe or made out of bounds and reported to the Building Surveyor or relevant person for action.

9.2 Defective equipment

Any defective equipment must be taken out of use immediately and arrangements made for either its repair or disposal. Repaired equipment must be checked prior to use. Defective equipment should be reported to the caretaker or the headteacher.

Section 10: Site Specific Information

10.1 Smoking

The Authority has adopted a no smoking policy which, for most purposes, **bans smoking in all buildings and vehicles.** There are some limited exemptions. In accordance with local authority policy the school is a no smoking school. Ref: Smoking Policy

10.2 Security

To maintain the security of the school, staff are expected to be vigilant in their observation of any unknown people in the school, approaching them if it is considered safe and appropriate to do so to ascertain their business at the school. If staff have concerns they should be immediately communicated to the Headteacher via the school office. All staff and visitors to the school must sign in on arrival at reception.

10.3 Visitors

All visitors to the school should report their arrival at the welcome desk, sign the visitors' book and receive an appropriate visitor's badge. Personnel in school such as parent helpers should be made aware of health and safety arrangements and issues applicable to them.

10.4 Supervision before and after school

Staff will supervise orderly entrance and dismissal from the school at the start and end of the day.

10.5 Playtime supervision

Staff on duty should be on the field or the playground as soon as possible at the start of playtime. Staff should ensure that pupils only play in authorised areas and check cloakrooms and classrooms. Only authorised pupils are allowed in at playtime and at these times they must be under the supervision of a member of staff. Supply teachers should not take playground duty.

10.6 Wet playtimes

School staff are responsible for the supervision of pupils in classrooms. Wet playtime activities should be available.

10.7 Asbestos

The school still contains small quantities of asbestos. This is situated in the 'old building' wherever there is artex on the ceiling. Those ceilings should not be touched and certainly not pierced or broken in any way, for example through the use of drawing pins. The best advice is simply to leave any artex in the school untouched. Areas containing asbestos are labelled. If staff notice any new cracks, holes or discolourations in the artex in their areas, it must be reported to the caretaker or headteacher. An asbestos information file is held by the health and safety coordinator.

10.8 Miscellaneous site specific health and safety points and reminders

Note: This list is by no means exhaustive and will periodically be reviewed and updated

- Low glass will always be made safer using protective materials or safety glass.
- Cleaning markers will be placed on wet floors.
- Movement around the school both inside and outside on the paths should always be at walking pace and orderly.
- Access to fire extinguishers must be clear. Fire extinguishers must not be moved except for inspection purposes and when they are in use by persons trained in their use.
- To ensure safety the car park gates will be kept closed at certain times when the pupils are using paths near the car park to exit. Cars parked in the car park should whenever possible be parked so as to avoid the need to reverse out of spaces.
- Areas of the school which are out of sight of playtime supervisors should not be used during playtimes.
- The side gate will be kept locked at times when it is not expected to be used. It will be fastened back when in use.
- Staff should ensure that any spillages of water or sand are cleared up at the earliest opportunity
- Exit routes down corridors and fire exits must not be blocked by trolleys, belongings, equipment, furniture or rubbish.
- **Exit routes through the LRC must not be blocked by chairs**
- Trailing leads should be avoided as much as possible and if used, must follow the shortest route and be marked or covered in some way if they are on a thoroughfare
- Electrical devices must be safety checked and approved by the headteacher before they are used in the school
- Items containing chemical substances not purchased via the office, should be brought to the attention of the headteacher, before their use in the classroom
- All work at any height from which a fall could cause an injury must be properly planned and organised to ensure the activity is as safe as possible, work at heights above the height reachable from the second to last step of the stepladder must be discussed with the headteacher (Ref : The national Work at Height Regulations 2005)
- Kick stools are provided in all classrooms and most communal areas. Stepladders are provided in the hall store. Kick stools and step ladders must be used safely, only on the floor and, if the higher steps are to be used, with support from another adult
- All storage spaces must be kept tidy, this is the responsibility of all staff – if voluntary helpers or pupils use a storage space, the member of staff who sent them is responsible for ensuring it is left tidy after use
- PE equipment must be stored and handled with care. Staff must supervise pupils who help with this equipment
- Staff must heed slippery floor and other warning signs

- Staff must not enter a dark area without first switching on appropriate lights
- Fire doors must **be** closed
- Stores and cupboards containing electrical switchboards must allow access to the switches
- Free standing whiteboards/flipcharts should be handled with care, stored safely when not in use and must not be left in positions where they are liable to be knocked over
- Entry to the kitchen must be **by respectful** and arranged with the cook, catering manager or headteacher
- Entry to the caretaker's store is restricted to the caretaker, the cleaning staff, the administrative staff, the headteacher, the assistant headteacher, the midday supervisors and other personnel authorised by the headteacher
- Whiteboard projector safety notices must be heeded
- Any medication required by pupils during school time must be brought to the attention of the admin staff
- Except in specific circumstances where signed permission has been given, staff must not administer or allow children to self-administer medication
- First aid boxes are located in the medical room and the disabled toilet.
- The designated first aider is Mrs Kelsey. All staff have basic first aid training.
- If a child is sent for first aid at any time other than lunchtime they must be sent to the Welcome Desk, not the medical room
- Mrs Kelsey maintains the accident book, which is kept in the medical room
- Accidents or dangerous occurrences should be reported to Mrs Kelsey, Mrs Hunter or Mrs Robinson if neither is available.
- The Health and Safety Coordinator for the school is Mrs Robinson.
- The Governor with responsibility for Health and Safety is Mrs Pearson.
- Hazards should be reported to Mrs Ringrose or Mr Longbottom. If neither is available then they should be reported to Mrs Robinson. If none are available they should be reported to the school office, who will pass the details on as soon as possible.
- Equipment or building defects which may constitute a health and safety risk should be reported to Mrs Ringrose or Mr Longbottom. If neither is available then they should be reported to Mrs Robinson. If none are available they should be reported to the school office, who will pass the details on as soon as possible.
- In lifting or moving heavy or awkward objects, staff are responsible for ensuring this is done with no risk of injury. Common sense precautions such as breaking the load into lighter items, using devices such as trolleys and sack barrows, seeking assistance and keeping your back straight should all be considered. Staff should seek help and advice from Mrs Ringrose or Mr Longbottom if they are not sure they can move something safely.

Section 11: Miscellaneous

11.1 Contractors and Visitors

All contractors and visitors must report to reception, sign in and obtain an identification badge as appropriate, and be informed of any known hazards on site. Any site safety rules must be explained.

11.2 Stress Management

The Governors have agreed to follow the LA's suggested policy for stress management, a copy of which can be found in the non-curricular policies file in bookcase outside the staffroom.

11.3 Training

When deemed necessary, training will be arranged for employees to meet health and safety requirements. All employees shall have access to relevant information, instruction, training and supervision to enable them to work safely, efficiently and effectively.

11.4 Safety Services Unit

Advice and information regarding health and safety issues can be obtained from the Safety Officers employed in this Unit. The Unit will issue health and safety information, as necessary. A Safety Officer is employed as a consultant who can be employed by schools to undertake risk assessments on their behalf.

11.5 DBS Checks

The school will comply with the current legislation and procedures for ensuring that **Disclosure and Barring Service** checks are administered for all staff and regular volunteers at the school.

School Health and Safety Documentation

This policy is part of the school health and safety portfolio.

Review

This policy will be reviewed on a two yearly basis or when changes in legislation so warrant.

Limitation

This document is not a finite statement and cannot include all items necessary to achieve safe working conditions. It is incumbent upon us all to comply with statutory requirements and internal arrangements to help achieve and secure a safe and healthy place to work.

Appendices

Appendix A: List of all Council H&S documents

Appendix B: H&S Induction Checklist



Acre Heads Primary School



Health and Safety Policy: Site Specific

Appendix A

Council Health and Safety Documentation

Directorate (Lifelong Learning) Health and Safety Policy

- SSU 01 - Corporate Health and Safety Policy
- SSU 02 – Management of Health and Safety at Work.
- SSU 03 – Manual Handling
- SSU 04 – Control of Substances Hazardous to Health.
- SSU 05 – Scaffolding with Safety.
- SSU 06 – Violence, Challenging Behaviour & Working Alone in Safety.
- SSU 07 – First Aid Regulations.
- SSU 08 – Corporate Accident & Incident Reporting Procedure.
- SSU 09 – Construction, Design & Management Regulations.
- SSU 10 – Contract Health and Safety Requirements.
- SSU 11 – Council's Reps Handbook on Health & Safety Requirements.
- SSU 12 – ERYC Policy on Smoking.
- SSU 13 – Confined Spaces
- SSU 14 – Personal Protective Equipment
- SSU 15 – Display Screen Equipment.
- SSU 16 - Provision and use of Work Equipment
- SSU 17 – Application for use of Council Land & Services.
- SSU 18 – Asbestos at Work
- SSU 19 – Fire Precautions
- SSU 20 – Lifting Operations and Lifting Equipment
- SSU 21 – Electricity at Work Guidelines
- SSU 22 – Electricity at Work Code of Practice
- SSU 23 – Hand Arm Vibration Syndrome
- SSU 24 – Code of Practice and Guidelines Relating to Prevention or Control of Legionellosis including Legionnaires Disease
- SSU 25 – Health and Safety Policy Acceptance List Questionnaire
- SSU 26 – Guidance for Risk Assessing New and Expectant Mothers at Work
- SSU 27 – None available
- SSU 28 - Safe Use of Mobile Telephones

Copies of these documents are available on the internet. For further information and instructions, the headteacher should be consulted.

