

Health and Safety - Policy



Head Teacher		Mr Tim Redgrave	
Chair of Governors		Mrs Emma Safhill	
Date Adopted by Governing Body		September 2020	
Last Review Date	Sept 2020	Date to be reviewed	Sept 2022

Health and Safety Policy

Introduction

As outlined in section 2 (3) of the Health and Safety at Work Act 1974, employers have a duty to prepare a written policy statement with respect to the health and safety at work of employees. Sections 3 and 4 of the Act places additional duties in respect of safeguarding the health and safety of others who may be affected by their undertaking (e.g. pupils, visitors, contractors).

The policy is in three main parts -

The **statement** which is the commitment of the governors to ensure a safe and healthy place of work, and to employ safe systems of work.

The **organisation** for implementing the policy, including allocation of functions to individuals.

The **arrangements** for carrying out the functions allocated to individuals and monitoring the effectiveness of the policy.

Statement of policy

This is the health and safety policy of Ysgol Esgob Morgan which should be read in conjunction with the health and safety policies of Denbighshire County Council.

The governing body is committed to ensuring a high standard of health, safety and welfare for all staff, pupils, visitors and contractors, by ensuring the following -

- a) A healthy and safe environment throughout the school.
- b) Arrangements to ensure that no person is adversely affected by unsafe working practices, unsafe articles, unsafe substances or unsafe machine used in school.
- c) Provision and dissemination of health and safety information which is received from the LA and other sources.
- d) The provision of adequate health and safety training to all employees.
- e) Safe means of access and egress.
- f) Adequate welfare facilities for all staff.
- g) Procedures for emergencies such as fire, first aid and other school related incidents.
- h) Monitoring of health and safety standards in the school, together with a review of accident/near miss statistics.
- i) Access to specialist help with references to health and safety matters (LA).
- j) Encouragement for staff to participate in the promotion of health and safety standards in the school (promotion of joint consultation).
- k) This policy will be reviewed and updated as appropriate.

Safety Training	Headteacher
Carrying out safety inspections	Headteacher and Caretaker
Investigating accidents	Headteacher
Monitoring maintenance of plant and equipment	Caretaker
Basic First Aid	Trained Staff – Mrs Katie Thomas-Garnett / Mrs Wendy Morris
Cleaning equipment	Caretaker/Cleaning Services (LA)

The second section of the policy details the Organisation, where areas of responsibilities are clearly set out in an organisational hierarchy, with a précis of the levels of responsibility placed upon the designated persons.

Organisational structure

As previously mentioned, the Health and Safety at Work Act 1974 places duties on employers to safeguard the health and welfare of employees and others, with regard to education. This duty falls onto the County Council as the body corporate, with delegated responsibility to the Education Department - Local Education Authority (LA), and under Local Management of Schools (LMS), delegated responsibility to the Headteacher and Governing Body.

Responsibilities of school governors

Governing Bodies of Community, Voluntary Controlled and Foundation schools are responsible under the Health and Safety at Work etc. Act 1974 to fulfil the following responsibilities so far as is reasonably practicable:

Overall and final responsibility for Health and Safety lies with the Governing Body. Everyday management of the Health and Safety Policy is delegated to the Headteacher or the Deputy Headteacher in her absence. The Headteacher will work closely with the Health and Safety Committee members to review policy and procedures. Support will be sought from the LA Health and Safety Officer where necessary.

The following persons are responsible for:

Class Teachers	teaching areas
Caretaker	school site and security
School Clerk	office and clerical systems
Mr T Schrimshaw	PE/games equipment and playground
Mrs C Drumm	Science equipment
Mrs A Subacchi-Williams	DT equipment
Class Teachers	Field trips and out of school activities (using evolve)

All employees have the responsibility to cooperate with the Headteacher to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee notices a health and safety problem which they are not able to put right they must immediately inform the appropriate person named above.

People responsible for:

In a Health and Safety emergency the Headteacher must be informed who will if necessary contact the emergency services, the Chair of Governors and the LA Health and Safety Officer.

The designated School Health and Safety Committee with the Headteacher will identify hazards, assess risks, assign priority to the risks and decide whether they are properly controlled or if action is needed.

Inspection of the workplace by the Caretaker informally on a daily basis. An annual tour of the school of members of the H and S Committee to review risk assessments will also identify hazards.

Risk assessments are written which help to determine how urgently problems need tackling, in order to define priorities and actions which are needed to eliminate or reduce the risks.

Policy

The Governing body will ensure that the DCC's Health & Safety Policy is implemented and monitored within the school.

The Governing Body will ensure that school procedures and its own policy statement are adhered to and that they are formally approved by the Governing Body.

Managing Health & Safety

The Governing Body will make sure that the three essential elements for managing health and safety – inspection, risk assessment and monitoring – are incorporated into the school's own management approach and procedures.

Monitoring

The Governing Body will monitor health and safety in school by:

- (a) receiving regular reports from the Headteacher about current issues;
- (b) Receiving regular reports on health and safety training undertaken by staff;
- (c) Receiving annual (summary) reports from the Headteacher on the progress in the management of health and safety;

Awareness and familiarisation

The Governing Body will familiarise itself with the Health & Safety responsibilities of the Headteacher so that they are better able to:

- (a) understand the extent to which health and safety now features in the whole management of the school, and
- (b) Appreciate the importance of their help and support to the Headteacher in the management of health and safety.

Safety advice and expertise

The Governing Body will decide with the Headteacher how they can best use the advice and expertise of their own Health & Safety Competent Person and Health & Safety LAd Governor, and also the Authority's Health & Safety Adviser, officers in the Schools Effectiveness Team and other specialists such as education advisers and inspectors, Building Control fire officers, Estate and Property Services, Building Services, Environmental Services and Leisure & Recreation Services staffs and private contractors.

Communication

The Governing Body will ensure an effective communication system is established and maintained for conveying health and safety information between the Headteacher, staff, Safety Representatives and other school stakeholders including pupils and parents.

Staff Structure

The Governing Body will ensure that the school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety.

Health & Safety Issues

The Governing Body will ensure that the health and safety issues concerning the school are identified, decisions taken and effective action is carried through.

Health & Safety Lead Governor – Mr C Williams and Mrs L Minshull

The Governing Body will consider the nomination of a Lead Governor on health and safety with the role of taking a LeAd on health and safety matters on behalf of the governors and providing support to the Headteacher (see 'Functions of the Health & Safety Lead Governor').

Health & Safety Guidance

The Governing Body will ensure that they are kept informed of health and safety guidance and information issued by the DCC. They will ensure that the school arranges to comply with the guidance as appropriate.

Accidents

The Governing Body will ensure that the Headteacher provides them with reports of any significant accidents and dangerous occurrences. All accidents are recorded using the DCC H and S reporting form.

Safety Officials

The Governing Body will ensure that officers of the DCC, the Health & Safety Adviser, Inspectors of Health & Safety Executive and any other bona fide health and safety officials receive all reasonable help and information in their inspections and other monitoring of health and safety in the school.

Visits, Journeys and Adventure Activities

The Governing Body will ensure that the Headteacher keeps them informed of other visits, such as day visits, for which they do not need to give approval via the Evolve reporting form.

Security

The Governing Body will ensure that the school will take into account personal safety, risk management and security.

Functions of the health and safety lead governor

The Lead Governor on health and safety carries no more responsibilities than any other governor because he/she is acting on behalf of the body corporate. The following suggestions are **functions**, not responsibilities. Day-to-day responsibilities for the management of health and safety in the school rests with the Headteacher and the functions assigned to the Lead Governor, in relation to the Headteacher, are supportive, principally to assist, help and advise as appropriate.

Awareness

- To keep up to date with health and safety issues, regulations and guidance as they affect the school and advise the governors and/or the Headteacher as appropriate.
- To attend the Health and Safety course for Governors.

Liaison and Assistance

To liaise with and provide assistance to the Headteacher on health and safety matters.

Inspections

To represent the Governing Body and provide help to the Headteacher on inspections of the school by the Health and Safety Adviser, other Education officers, officers of the Health and Safety Executive and other bona fide safety officials.

To assist the Headteacher in the school's own health and safety inspections.

Responsibilities - headteacher

In accordance with the requirements of the Health and Safety at Work etc. Act 1974 and associated regulations, the Headteacher, or in their absence, the acting Headteacher or deputy Headteacher, will fulfill the following responsibilities.

Policy

Will implement and monitor the corporate Health and Safety Policy within the school.

Will produce the school's own Policy Statement and submit it to the Governing Body for formal approval.

Managing Health and Safety

The Headteacher will incorporate the three essential elements for managing health and safety - **Inspection, Risk Assessment** and **Monitoring** - into the school's own management approach and procedures.

The Headteacher will:

- a) Nominate a person, or persons, as a Health and Safety Competent Person who is able to help and advise the Headteacher on health and safety matters including risk assessments (see 'Functions of Health and Safety Competent Persons').
- b) Hold regular **inspections** of the school, or specific areas. Inspections help to identify hazards and allow you to look at hazards already reported to you.
- c) Consider existing and potential hazards in each area of the premises and in each work activity. **Assess the risks** from the identified hazards (as yourself "What would happen if?") Decide whether existing precautions are adequate and if they are not, what further preventative and protective measures should be taken. Make a record of any new measures required. Prioritise, programme and implement the measures decided upon. Adopt, or adapt to the school's own circumstances, generic risk assessments and health and safety guidance provided by the DCC. Read the School Safety Quick Reference List to identify the most common risk areas.
- d) **Monitor** from time to time that the measures taken as a result of the risk assessment are being followed and are effective. Revise the assessment if it is necessary.

Awareness

The Headteacher will ensure that her/his knowledge of health and safety matters is kept up-to-date. Headteachers are recommended to attend one of the Health and Safety Awareness Courses offered by the DCC.

Health and Safety Guidance

The Headteacher will bring to the attention of the appropriate staff and the governors any health and safety guidance contained in this Policy Manual and issued from time to time by the DCC and ensures that the guidance is followed.

New Staff

Will ensure procedures are in place to provide health and safety advice and information to students undergoing school based teacher training, new employees including newly qualified teachers, supply teachers, and relief staff and also volunteers so that such 'new' persons fully understand what is expected of them. It is recommended that this is done by holding initial briefing meetings, providing written procedures and holding follow-up meetings as appropriate.

New staff will be briefed by the Induction Coordinator prior to commencement of work at our school. He/she will be:

- Made aware of the school Health and Safety Policy
- reminded of employees' responsibility to ensure safety of him/herself
- informed of fire evacuation procedures

Governing Body

The Headteacher will help the Governing Body to monitor health and safety by: Providing regular reports about current issues.

The Headteacher will involve the governors in any policy matters and bring to their attention health and safety guidance received from the DCC.

The Headteacher will liaise with and involve as appropriate, the Health and Safety Lead Governor (see 'Functions of the Health and Safety Lead Governor').

Accidents

The Headteacher will make sure that all accidents, incidents and dangerous occurrences on the premises are reported to her/him, or a designated member of staff, and are investigated. The Headteacher will ensure, where appropriate, that preventative measures are taken and will ensure the required reports and returns are submitted in accordance with DCC procedure. The Headteacher will inform the Governing Body of any significant incidents.

First Aid

The Headteacher will ensure that adequate first aid provision is available for staff, pupils and other persons (for example, visitors) if they are injured or become ill at school.

The Headteacher will ensure that appropriate provision is made for staff and pupils

when they are working away from school (for example, on an educational journey) in accordance with the DCC guidance.

The teacher on duty will be responsible for basic first aid during the morning and afternoon breaks. Similarly the Mid-day Supervisors will be responsible for dealing with minor accidents during lunchtime with assistance from the staff that are first-aid trained.

First-aid boxes are situated in the staff and school kitchen, with named staff in charge of extra first-aid resources. The named staff are responsible for maintaining these boxes.

Kitchen

The maintenance of equipment and the implementation of safe working systems is the responsibility of the contracted caterer, Denbighshire School Meals service.

Infectious Diseases

Any information regarding the possible existence of infectious diseases should be communicated to the Headteacher as soon as possible. In turn the Headteacher will consult with the School Nurse if appropriate, and appropriate advice will be followed.

Medication

The Headteacher will ensure there are appropriate procedures to keep and dispense pupils' own medicines brought to school, in accordance with DCC published guidance.

All medicines and asthma pumps, etc. should be lodged with the Headteacher. Medicines will only be self administered if parents request this in writing. The staff must have sight of the original administration instructions before medicines will be administered. All medicines and pumps should be clearly marked with the child's name and directions for use. Children with asthma or allergy pens have boxes, clearly marked with their pictures, accessible in their classrooms and take them with them whenever they leave the school premises.

Hygiene

A high standard of personal hygiene should be maintained. Pupils should be encouraged to wash hands particularly after using the toilet. Staff should ensure that cuts are covered with suitable dressings whilst at work. Teachers giving first-aid should use disposable gloves and also wash their hands before and after treating a pupil.

Drugs

The Headteacher will ensure that the school follows the Substance Misuse and

Alcohol Policy guidance on the management of drug related incidents.

Safety Representatives

- a) The Headteacher will consult safety representatives in good time regarding matters which may affect the staff they represent, namely:
- introduction of new measures which may substantially affect health and safety of staff;
 - arrangements for nominating competent persons health and safety information;
 - planning and organisation of health and safety training;
 - planning and introduction of new technologies.
- b) The Headteacher will be available at all reasonable times to meet Safety Representatives and make the necessary arrangements to ensure that Safety Representatives can effectively carry out their functions.

The Headteacher will consider reports on inspections carried out by Safety Representatives and take appropriate action.

Safety Officials

The Headteacher will make himself available to meet *bona fide* safety officials and offer them help and information to carry out inspections.

Safe Working Practices

The Headteacher will make sure that safe working practices are adopted at all times to protect the health and safety of employees, pupils and other persons who may be affected.

Staff with Specific Responsibilities

The Headteacher will ensure that staff with specific health and safety responsibilities know, accept and carry out these responsibilities.

Protective Clothing and Equipment

The Headteacher will make sure that all staff and pupils have access to suitable protective clothing and equipment, where appropriate and are actively encouraged to use it.

Maintenance Premises

The Headteacher will ensure that all parts of the premises and plant which the governors are responsible for the purchase and/or repair of are regularly inspected and maintained in safe order. That any unsafe items which are DCC responsibility are reported to them and that any item which constitutes a health and safety hazard is taken out of use or secured out of bounds.

Hazards/Repairs

Examples – broken window panes, damaged fencing, slippery floor, etc.

- All staff are responsible for their identification.
- These should be reported to the Caretaker and Headteacher.
- Staff may feel the need to cordon off an area or evacuate the area temporarily.
- The Headteacher is responsible for arranging remedial work. Repairs will be carried out using only materials appropriate for the specific purpose.

Advice will be sought, if necessary, from the LA Health and Safety Officer.

Maintenance: Equipment

The Local Authority will identify and arrange for the inspection, testing and maintenance of certain equipment and facilities which have significant health and safety implications.

Communication

The Headteacher will establish and maintain effective communication channels to convey information concerning health, safety, welfare and security to and from governors, staff and Safety Representatives and pupils and parents as appropriate.

COSHH

The Caretaker and cleaner will comply with the Control of Substances Hazardous to Health Regulations 1994 (COSHH) and ensure that up-to-date assessments for hazardous products and substances are maintained at the school.

Safe Systems

The Caretaker and cleaner will ensure that products and substances are used, handled, transported and stored safely.

Contractors

The Headteacher will make sure that contractors working on the premises work safely to protect the health and safety of pupils, staff and other persons using the premises.

Liaise with the contractor/LA and involve the Health and Safety Adviser) if there are any problems.

The Headteacher

- (a) will liaise with and observe the performance of contractors working on the premises to ensure that they have safe systems of work which protect the health and/or safety of pupils, staff and other persons using the premises.
- (b) will take up any problems with the contractors and if necessary involve building services.

Contractors working on site must:

- report to the Headteacher before beginning work
- liaise with the Caretaker about the storing of equipment
- liaise with the Headteacher before undertaking any work near places where children are working or playing
- be informed about children's break times, lunch period and the start and end of the school day so as to be aware of movements of pupils and parents
- ensure all equipment is out of reach of children
- ensure ladders are secure and surrounded by a safety barrier
- ensure vehicles are only driven onto site out of the playtimes

For their own health and safety contractors will be informed of the following:

- fire evacuation procedures
- fire muster point
- location of first-aid boxes
- local/temporary hazards, e.g. other workmen on site, repairs awaiting/in progress

Instruction and Training

The Headteacher will facilitate appropriate instruction and training for staff to use and operate new processes, materials, systems of work, and changes in working practices, equipment and machinery. In conjunction with the Health and Safety Adviser, arrange for staff, particularly those involved with the higher risk practical subjects, or maintenance operations, such as Caretakers or who have health and safety responsibilities to receive health and safety training.

Fire Prevention and Evacuation

The Headteacher will put in place and regularly review satisfactory procedures for fire prevention and emergency evacuation of the premises as outlined in the DCC's published guidance.

Fire Precautions

Responsibilities

Escape routes	Caretaker – daily
Fire extinguishers	Caretaker – LA annually

Fire drills	Headteacher and caretaker – once a term
Summoning Fire Service	Red care link.

Fire drill and fire precautions

As soon as an outbreak of fire is discovered the nearest fire alarm should be sounded and the Fire Service must be informed.

On hearing the alarm, teachers should at once proceed with the orderly evacuation of classes to the main assembly point, at the back of the yard.

Teachers should close all doors in an endeavour to prevent fire spreading, if safe to do so.

Children using the toilets, work areas or on messages should be instructed to Leave the building by the nearest safe exit and join their classes in the appointed area.

At the assembly point staff should check that all pupils are present using class registers, which will be brought by the School Admin officer if in attendance.

Fire Safety Education

Pupils will be given presentations by Fire Officers and take part in activities which will increase their awareness of the dangers of fire, and involve them in fire prevention strategies. Together with survival techniques, this fire safety programme is an extremely important element in the child's education.

Similar use will be made of the Police Liaison Officer, PC Mel who will be involved in social and safety issued with the children. This would promote the development of positive attitudes between themselves and the community, and thus emphasise care whilst highlighting the potential for danger.

The use of the Road Safety Officers is used to promote safety on our roads and in our grounds.

Emergency Cut-Off Points

The Headteacher will identify the school's gas, electric and water emergency cut-off systems. Make sure they are effectively signed and labeled and that arrangements for their use are part of the school's emergency procedures. Ensure that any failings and defects are reported to the DCC.

Job Descriptions

The Headteacher will include suitable and sufficient health and safety responsibilities in the job descriptions of school staff.

Staff General Responsibilities

The Headteacher will ensure that all staff are aware of their responsibilities under Sections 7 and 8 of the Health and Safety at Work etc. Act 1974. (See Responsibilities of Employees).

Inspections

The Headteacher will inspect the school at regular intervals to check that the safety measures are being maintained and that safety instructions and safe practices are being followed by all persons within the school. Any failures should be recorded and action taken to correct them. It is recommended that the Health and Safety Adviser is periodically invited to attend inspections to provide advice.

ESTYN Inspection Reports

The Headteacher will ensure that health and safety issues and defects, which are school responsibility, identified in ESTYN inspection reports, are addressed.

Purchase of Goods

The Headteacher will make sure that goods purchased from the school's budget and from voluntary contributions conform to necessary safety standards, principally British Standards and European Standards and that all equipment purchased is safely installed.

Sale of Goods

The Headteacher will make sure, so far as is reasonably practicable, that equipment and materials offered for sale by the school are safe by checking they are free from any inherent defects, hazards or lack of guarding.

Visits, Journeys and Adventure Activities

See EV Policy.

Additional Learning Needs

The Headteacher will make sure that health and safety facilities and procedures take into account pupils with additional learning needs, especially those with disabilities which may present specific health and safety risks and ensure that the staff assigned to teach and care for them have appropriate health and safety equipment, training and guidance.

Asbestos

Nearly all asbestos has been removed – the asbestos report is available in the foyer.

Lifting and Handling

The Headteacher will consider the lifting, handling and moving operations in the school and decide if any present risks to staff and pupils which would need a formal risk assessment to be undertaken, and introduce preventative and protective measures to reduce the identified risks and monitor their effectiveness.

All staff should remember the importance of correct manual handling procedures and encourage our pupils to adopt similar practice. This is particularly important if our pupils are to avoid causing long-term injury to themselves through poor handling.

Electrical Safety

Portable electrical equipment will be inspected according to LA advice, currently on an annual basis.

All staff should inspect electrical equipment prior to use and report damage to the Headteacher.

Staff should ensure that there are no trailing leads which may present a hazard.

Violence

The Headteacher will put in place and regularly review procedures to safeguard the health, safety and welfare of staff for whom there is a foreseeable risk of assault. This could be from those they come into contact with in the course of their work, both on the school premises and in any visits they make.

Display Screen Equipment

The Headteacher will identify the risks associated with the use of display screen equipment in the school and take measures to eliminate or reduce risks to the minimum in accordance with the DCC published guidance.

Ladders

The Headteacher will ensure that staff are made aware of DCC published guidance on the safe use of ladders and that the caretaker or other persons who use ladders are given a copy. The Headteacher will liaise with the caretaker regarding the safe use and storage of school ladders and will make sure contractors working at the school use their own ladders and do not borrow the schools in accordance with the DCC's published guidance.

Meningitis

The Headteacher will ensure the school has strategies in place based on the DCC's guidance to address the problems should a pupil be diagnosed as suffering from meningitis.

Science and Technology

Pupils should be supervised at all times when taking part in Science and Technology lessons. They should be taught the safe use and storage of all equipment and tools. No personal equipment should be brought into school from home by staff or pupils. Advice from CLAPPS will be sought.

Administrative and clerical staff

The Headteacher will analyse the health and safety needs of administrative and clerical staff and will provide appropriate training, information, advice and guidance for them as appropriate.

Cleaning/maintenance

The Headteacher will liaise with the caretaker regarding any health and safety issues arising out of the cleaning of the premises and the caretaker's maintenance tasks.

Lettings

The Headteacher will

- (a) will ensure that those who hire the premises receive the necessary health and safety information.
- (b) will liaise with the caretaker or other appropriate staff regarding any health and safety problems regarding lettings and decide what measures should be taken in consultation with the head teacher.

Transport

The Headteacher will take health and safety implications into account when dealing with school transport arrangements.

Responsibilities of employees

All employees have the following health and safety responsibilities under sections 7 and 8 of the Health and Safety at Work, etc. Act 1974.

Policy

Employees will make themselves familiar with and conform to DCC's Health and Safety Policy and the Substance misuse and alcohol policy.

Guidance and Risk Assessments

Employees will comply at all times, with guidance, instructions and safe systems of work including control measures arising from risk assessments devised for their health, safety, welfare and security.

Hazards and Incidents

Employees will report all hazards and incidents occurring during the course of their work to the Headteacher or Caretaker, as appropriate.

Protective Clothing and Equipment

Employees will use appropriate safety equipment and protective clothing and ensure it is used by those persons under their charge in accordance with the DCC's published guidance.

Safety Rules

Employees will ensure that persons for whom they have a duty of care follow the safety rules, safe systems of work and security procedures.

Reasonable Care

Employees will take reasonable care of their own health and safety and that of other persons who may be affected by his/her acts or omissions at work.

Co-operation

Employees will co-operate with management in any health and safety initiatives, investigations or requirements.

Accidents

Employees will follow DCC's laid-down incident reporting procedures and assist the Headteacher in the investigation of accidents.

Avoid Misuse of Equipment, etc.

Employees will not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, welfare and security.

Responsibilities of caretaker

The caretaker is responsible for ensuring that he implements safe working practice in respect of their activities on and around Ysgol Esgob Morgan and complies with LA policies, procedures and guidance as appropriate.

N.B. In general the caretaker's sphere of activities is quite broad and in some instances failure to implement safe working practices could affect all persons on the school site. Work activities including the changing of light fittings, external and internal maintenance, general labouring, security, movement of furniture, etc. are activities with a degree of risk and appropriate controlled measures are taken to reduce risk to ensure that staff, pupils and visitors to Ysgol Esgob Morgan, are safe and without risk.

Functions of health & safety competent persons

The Management of Health & Safety Regulations 1992, requires Head teachers and other managers to identify a member or members of staff to assist them in the management of health and safety. Such staff may be named as Health & Safety Competent Persons and will require training unless they already have sufficient knowledge, experience and awareness of health and safety issues.

The Health & Safety Competent Person does not have extra health and safety responsibilities other than those assigned to their particular job. The responsibilities rest with the Headteacher. Their role is to provide assistance, advice and practical help to the Headteacher by undertaking some or all of the following functions as agreed with the Headteacher.

Attend Training Courses

To attend DCC health and safety training courses as appropriate.

Awareness

To remain aware of current health and safety issues and regulations relevant to the school.

Advice

To advise the Head teacher, if not the head teacher, so far as they can, of possible health and safety implications for the school, of any new legislation or of any proposed changes in use of the premises or working practices.

Policy – Assistance

To assist the Headteacher to implement the LA's Health & Safety Policy and Guidance Notes within the school and/or to formulate the school's own policy and procedures.

Identify Hazards – Assistance

To assist the Headteacher to identify hazards and prepare risk assessments and adopt DCC's generic risk assessments in the school.

Implement Procedures – Assistance

To assist the Headteacher to implement procedures to reduce any significant risks to the minimum. Assistance may also include specific duties regarding evacuation in case of fire or other emergencies, such as fire marshal functions or isolating gas, electric and water supplies.

Inspect the School – Assistance

To assist the Headteacher with health and safety inspections of the school in order to monitor the school's health and safety performance.

Functions of first aiders

First aiders will carry out the following functions in accordance with the terms of the Health & Safety (First Aid) Regulations 1981.

First Aid Stock

To maintain stock, regularly check and refill first aid containers and cabinets and maintain first aid equipment all in accordance with DCC's published guidance. Where problems are identified ensure that they are reported to the Headteacher.

Administer First Aid

To administer first aid to those who suffer injury or illness in accordance with the first aid training they have received.

Records

To keep suitable records of first aid treatment given and of first aid certificate dates and the dates of additional or refresher training.

Accidents – Liaison

To liaise with the person named to complete accident records and reports in order to make them aware of first aid treatment given for each accident.

Qualifications

To ensure that their certificate of qualification in first aid meets the standards required by the Regulations and is current.

Training

To attend training courses and refresher courses before their certificate or qualification

expires as requested by the Headteacher or other manager.

Manager Involvement

To ensure that any first aid issues which they cannot deal with themselves are brought to the attention of the Headteacher.

General

This policy incorporates the aspects of the LA health and safety policy that are relevant to the school. However, the requirements of the LA policy should be regarded as minimum requirements.

Arrangements

Accident Reporting

The school will ensure that all accidents, incidents of ill health and dangerous occurrences are reported in accordance with the LA Accident Reporting procedure.

Administration of Medication

The school will comply fully with the LA policy/guidance on the "Administration of medication" pack.

The Governors and Headteacher will produce a school safety policy on the administration of medication.

The LA will monitor compliance.

Asbestos

It is the responsibility of the Council to ensure a survey/Risk Assessment is carried out in each school.

A central register of asbestos is held by the school and kept accessible in the foyer.

The Headteacher is responsible for ensuring that reference is made to the register where the school commissions maintenance and repair works.

Reference must be made to County Guidance (on site copy) of Managing Asbestos.

Building/Premises Defects

The school will ensure that regular formal inspections of buildings, premises (including walls, fences and pathways) and written records of defects are noted and a programme for remedial measures planned.

The school will maintain a defect sheets where all members of staff can enter defects noted. Sheets will be continually monitored to ensure defects are remedied.

Particular matters requiring attention:

School will ensure that all steps, stairs, and thoroughfare (hard based areas and grassed areas) are maintained in a condition which is safe.

Regular inspections of the school site will be carried out (defects noted and remedial measures put in place)

Matters such as e.g. spillages, wet floors, trailing cables etc. must be identified and rectified.

Maintenance regimes must ensure a standard of adequate lighting particular to stairwells, external steps etc.

Arrangements will be in place for treating pedestrian thoroughfares when ice, snow, leaves etc. because a slipping risk.

The LA will monitor for compliance.

Cleaning & the Use of Substances Hazardous to Work

School will ensure that only approved cleaning materials are used and premises are kept in a clean, hygienic condition.

All cleaning materials will be kept under locked storage.

Contractors

School will ensure that all small works commissioned by the school or otherwise will be monitored and liaison with the contractors by the school to ensure a safe interface between school and contractor.

Any problems regarding health and safety of the works will be referred by the school to the Building Services Section.

Large scale works will be undertaken under the control of the Modernising schools teams who will liaise with the Building Services Department and private contractors. The LA will monitor where appropriate for compliance.

Display Screen Equipment

The school will ensure full compliance with the DCC Policy on Display Screen Equipment

Electricity

The school will comply with the LA H&S policy on Electricity at Work and will

periodically monitor compliance.

School will ensure only "approved" appliances are used and all testing, inspection and repairs and maintenance are carried out by a competent person.

Finger traps in doors and gates

All doors/gates will be risk assessed and appropriate safeguards put in as necessary.

Fire

The school will ensure a Fire Safety Risk Assessment has been carried out by the local authority.

N.B. The Health and Safety Officer will assist schools in implementing this requirement.

The school will action any requirements resulting from the Risk Assessment.

The school will ensure compliance with termly fire drills in accordance with LA guidance.

First Aid

School must ensure the provision of First Aid is in accordance with LA guidance which covers the number of Certificated First Aiders/Appointed Persons etc.

N.B. Schools should be aware of the strict need for refresher courses on these subjects.

Furniture/Equipment

School will ensure that all new furniture is purchased in consultation with the LA and to ensure compliance with the relevant British Standards etc.

The School will ensure that formal checks are made on the condition of furniture/equipment and any defects found rectified / taken out of use.

Gas

Manually Operated Gas Boilers

The school will ensure in the event of flame failure, re-ignition must not be attempted by the cleaner/caretaker but referred to Building Services, Competent Gas Engineer.

Other Gas Equipment

School will ensure that all gas equipment is regularly inspected by a competent engineer e.g. CORGI engineer as per LA policies.

Out of Hours

School will ensure that the premises are safe for out of hours letting and the necessary security measures are in place.

Out of School Visits

School will ensure full compliance with all the requirements of the "Educational Visits" document and this information will be brought to the attention of all relevant staff.

Physical Education

The school will ensure that all P.E. activities fully comply with the standard as set out in the current BALPE (British association of Advisers and Lecturers in physical education) Safe Practice in physical education guidance and that this be brought to the attention of all staff.

These standards are generic in nature and the school will ensure that site conditions are taken into consideration during the Risk Assessment process.

Staff should lead pupils into and out of PE/Games lessons in a quiet orderly fashion. Staff should ensure PE/games equipment is safe before use. Pupils should be supervised at all times, and should wear appropriate kit. Order and discipline should be maintained at all times. Pupils should not be asked to perform any task beyond their capability. As part of our PE work pupils should be taught the correct use and safe storage of all equipment, but it is the teacher's responsibility to ensure that the equipment is stored correctly. For further information colleagues should consult the 'Safe Practice in Physical Education' publication, BALPE.

Playground Equipment

All playground equipment must be maintained to relevant British Standards and approved by the LA.

A maintenance regime must be in place to ensure equipment is kept in a safe and serviceable condition.

Members of staff on duty should proceed to the yard immediately so that pupils are supervised at all times, and check that the main gate from the drive has not been left open by delivery vehicles.

Teaching staff and supervisors will be vigilant in ensuring that children do not go into 'out of bounds' areas where they cannot be seen, e.g. behind the school building.

The school is fortunate in having alternative playing areas, thus making a range of activities possible, including ball games. Lunchtime Staff will need to ensure that such games are organised so as not to cause difficulties for others.

Pupils are not allowed to raise feet/hands to others even in fun, as this can often end in injury.

Staff should collect children and lead them into classes at the end of breaks/lunchtime and out at the end of the day.

In wet weather the staff of this small school will cooperate in providing the extra supervision necessary to maintain pupils' safety during break.

Pupil movements around school

Although the school is compact and straightforward for pupils to travel from one area/class to another, it is important that children walk with care at all times. As far as is practicably possible pupils will be supervised by an adult when moving around the school interior.

The floor space in all lobby areas should be kept free of coats, bags, etc. to avoid slips and trips which could cause serious injury. Toilet areas will be kept as clear and as dry as possible for the same reason.

Classes will enter and Leave the dining hall in an orderly manner under the supervision of the mid-day supervisors and show courtesy and consideration whilst waiting and being served.

Pregnant/Nursing mothers/staff undergoing I.V.F. (In vitro fertilization treatment)

The school will ensure that in the event of an employee notifying the Headteacher of being pregnant or undergoing I.V.F. treatment a full pregnancy risk assessment will be undertaken and the necessary control measures put in place.

Residential courses

Guidance for residential courses is generally as for outside visits except for:

- Parents should be informed of all proposed activities prior to the visit.
- Extra care should be taken to ensure asthma pumps/medication is taken and individual medicine needs are known by all staff accompanying the children. A full risk assessment should be sought or completed by the Lead teacher through a prior visit.
- Premises should be inspected to ensure they are safe for pupils' use.
- Activities should be tailored according to the age/ability of the group.
- A basic first-aid kit should be taken out each day.
- Pupils should be supervised at all times.
- The telephone numbers of the local doctor/emergency services should be to hand in case of accident/illness.
- Consent forms should be retained until all pupils have returned safely to school.

School Ponds

School must adhere to guidance on Installations of a school pond regarding the construction and safe use of schools ponds and ensure periodic monitoring to ensure that gates and fencing are in good condition. The school pond has a robust covering.

School Security

Visitors are asked to contact the School Office. Any unauthorised persons should be challenged and their presence reported to the Headteacher or Deputy Headteacher.

The school has a secure, single entry system in operation. Children are not to be involved in opening the door to visitors. If there is no-one in the office to respond to the door bell children must inform the nearest class teacher.

Smoking

Schools will comply with the County Policy and meet requirements of any new legislative changes for the convenience and good health of everyone there will be no smoking on the school premises.

Stress

Schools to comply with the advice and guidance package produced by the LA. Any specific problem regarding stress should be referred to Personnel section of the LA.

Traffic management

The School has emphasised stopping parents driving cars into the playground when bringing and collecting children must be adhered to, in the interests of our children's safety. Parents will be reminded that his decision also applies on occasions of bad weather as these are the very times when children could be particularly at risk. The Headteacher and staff will be vigilant on this issue.

Drivers of delivery vehicles will be reminded of the need to travel slowly in the main drive and across the playground and will only be allowed access outside of playtimes. Staff will only be allowed to move their vehicles to and from the playground at break times after having consulted the teacher on duty or mid-day supervisor. The gate must be closed on arrival and departure.

Vermin/ pests on site

Action to control vermin and pests must be in strict compliance with the requirements of the Pest Control SLA – which is on a needs basis.

Violence

Staff have the right to work without being subjected to violence. Parents are encouraged to share complaints initially with the Headteacher.

Volunteers

Schools will ensure the safety of all volunteers on site and must make reference to the LA guidance which covers controls in respect of using volunteers. The school will take advice from HR as to the need for DBS checks

Working at Heights

School must ensure that all persons working off floor level are carefully Risk Assessed and appropriate control measures in place.

Work Life Balance

10% PPA time is entitled for all teaching staff (to improve their work-life balance). Twenty-one administrative tasks have been removed from the job descriptions of teaching staff and non-teaching associate staff's hours have been increased to address these tasks. Both of which are aimed to provide a more sensible work-life balance.

Monitoring the health and safety policy

Governors may also wish to monitor the policy as follows -

- a. As an agenda item during governing body meetings.
- b. Monitoring the accident reports.
- c. Carrying out health and safety inspections
- d. Checking maintenance reports e.g. gas appliances, electrical equipment inspection etc.
- e. Investigating complaints from staff, pupils, visitors, and parents and taking appropriate action.