



St. Peter's C.E. Junior School

Stilwell Close, Yateley, Hampshire GU46 6XH.

<i>Policy Number:</i> GB/4/ May 2009	<i>Date Agreed:</i> 14 th May 2009
<i>Policy Title:</i> HEALTH and SAFETY POLICY	<i>Authorised By:</i> <u>Janet Southern</u> <u>J.H.Divall</u>
<i>Area:</i> Governing Body	<i>Due for Review:</i> May 2010
<p><i>The Governing Body believes that fairness and consistency of judgement is essential to the operation of the school. All members of the school have equality of opportunity to achieve their full potential and will not be discriminated against because of age, disability, gender, sexual orientation, nationality, race, or religion. The Governing Body believes that the school always has to be aware of the potential for unconscious discrimination, to avoid assumptions about individual members of the school based on stereotypes and to use the teaching and learning arrangements actively to encourage everyone to achieve their full potential.</i></p> <p><i>All our policies are consistent with our duty of care to protect our pupils and to provide a learning environment which is safe and healthy.</i></p> <p><i>In all our dealings, we respect the strict code of confidentiality that underpins our school ethos.</i></p>	

Part 1	STATEMENT OF INTENT
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This Health & Safety Policy will be:

- reviewed and updated annually
- signed & dated by the approving local senior manager/Headteacher
- approved by the Governing Body
- signed & dated by the approving Governing Body
- made available to all members of staff
- form part of the induction process for all new members of staff

Statement of Intent

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partners, contractors, sub-contractors, employers, Hampshire County Council departments, and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Maintain control of health and safety risks arising from our activities
- Consult with all staff on matters affecting their health, safety & welfare
- Provide and maintain safe plant and equipment
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for staff/pupils/visitors
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill health
- Maintain a safe and healthy working environment ensuring the welfare of all persons
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies & procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements

Part 2	ORGANISATION
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The overall responsibility for health and safety at St Peter's CE Aided Junior School is held by the Governing Body who will:

- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult staff regarding suitable health & safety training opportunities
- Monitor and review health and safety arrangements

The Headteacher will:

- Develop a safety culture throughout the school
- Consult staff and provide information, training and instruction so that personnel are able to perform their various tasks safely and effectively
- Assess and control risk as part of the day-to-day management of the school
- Ensure staff are aware of their responsibilities
- Ensure a safe & healthy environment & provide suitable welfare facilities
- Make operational decisions regarding health & safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and suitable arrangements are made to remove or reduce the risks
- Ensure staff are aware of their health & safety responsibilities
- Update governing body
- Produce, monitor & review local safety policies & procedures
- Monitor and review the health and safety policy periodically & as required

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health & safety and that of others affected by their activities by:

- Supporting the school's health & safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health & safety arrangements or misusing equipment
- Complying with safety procedures, whether written or verbally advised for their own protection or the protection of those under their supervision and others who may be affected by their actions
- Reporting safety concerns to their staff health and safety representative or other appropriate person
- Reporting any incident that has led, or could have led, to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses.

Specific health & safety responsibilities of individuals are as follows:

- **Health and Safety Officer /Advisor**
The Safety Officer/Advisor is advisor to the school on health, safety and welfare. The Safety Officer/Advisor will also advise all personnel in meeting their individual responsibilities with regards to health and safety at work and offer or arrange appropriate training to all personnel and stakeholders as required
- **Teachers & Supervisors**
The responsibility of applying safety procedures on a day-to-day basis rests with the teachers and supervisors. Where any new process or operation is introduced in the area of their responsibility, they are to liaise with the Safety Officer/Advisor (as appropriate) so that the associated risks are assessed and any precautions deemed necessary are implemented. All accidents will be investigated by them in accordance with the current procedures in order that the cause of any accident can be identified and remedial actions taken as appropriate. They are to ensure that all new members of staff under their control are instructed in their own individual responsibility with regards to the Health and Safety at Work etc. Act 1974 and that they frequently make inspections of their areas of responsibility, taking prompt remedial action where necessary
- **Employees**
Employees have a responsibility to ensure they act in a responsible way towards the health & safety of themselves, other members of the school, visitors, contractors and members of the public. They are required to co-operate with supervisors & safety representatives and to adhere to safety guidance provided to assist in maintaining standards of health and safety within the school
- **Health and Safety Workgroup (Governors' Finance and General Purposes Committee)**
The Health and Safety Workgroup is to monitor health and safety performance and recommend any action necessary should this performance appear or prove to be unsatisfactory
- **Caretaker**
The caretaker will ensure that appropriate practices and procedures are in place with regard to the use of hazardous substances in addition to his responsibilities as an employee.

- **Finance Manager (FM)**
The FM, together with the Headteacher, will ensure that all Health and Safety documentation is up to date at all times. The FM will liaise with the cleaning contractors, contractors and visitors regarding Health and Safety procedures as appropriate.
- **First Aid trained staff & Appointed Persons**
All trained staff will ensure that first aid is carried out and medicines given according to guidance and policy. They will also ensure that their training is up to date.
- **Fire Safety Co-ordinator** (see Fire Safety Policy)
- **Other Groups (e.g. voluntary, community organisers)**
All users of the school facilities will be informed of their Health & Safety obligations as set out in the Conditions of Hire of School Facilities document.

Part 3	ARRANGEMENTS
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The following arrangements for health and safety have been drawn up following assessments of risk in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for St Peter's CE Aided Junior School and are to be used with the school's procedures and policies as listed at the appendices.

In carrying out their normal functions, it is the duty of all managers and employees to do everything possible to prevent injury & ill-health to others. This will be achieved so far as is reasonably possible by the implementation of these arrangements and procedures.

General arrangements can be summarised as follows:

- Providing and maintaining safe equipment and safe systems of work
- Making arrangements to ensure the safe use, handling, storage and transportation of materials, substances and other articles
- Providing adequate information, instruction, training and supervision to ensure all personnel are aware of their responsibilities & how to carry out their duties safely
- Providing safe places to work with safe access to and exit from them
- Providing a healthy and safe working environment with adequate welfare facilities
- Providing a system for rapidly identifying and effectively dealing with hazards
- Implementing control measures to reduce risks to as low as reasonably practicable
- Providing suitable personal protective equipment (PPE) & clothing where hazardous conditions cannot be eliminated and where PPE is assessed to be the last resort

All personnel have a statutory duty to co-operate in fulfilling the objectives of the school as detailed in the Statement of Intent. Everyone has a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves or to others.

Employees are required to observe special rules and safe working methods that apply to their own work and to report hazards discovered by them immediately upon discovery.

Accident Reporting

Any accident or injury is to be reported and entered in the HCC Accident Report Book & a copy forwarded in accordance with SGP 17-07 (Accident & Incident Reporting & Investigation). In schools, minor accidents to pupils are to be entered in CSRF-003 (School Accident Internal Report Form). The Accident Book is held in the Finance Manager's Office. The Headteacher is to ensure that the governing body is informed of all accidents of a serious nature & dangerous occurrences. Mid day supervisors record minor cuts and grazes in the pupil accident file in the medical room. Anything more serious should be reported to the Headteacher, Deputy Headteacher in the absence of the Headteacher and the Finance Manager or Administrative Assistant who are qualified first aiders. In the case of any accident involving a bump to the head, the incident will be recorded, the child will have a bumped head sticker and the parents will be informed as appropriate.

Accident Investigation

All significant accidents or incidents and near-misses are to be reported to the unit Headteacher. A documented investigation into the incident is always to be carried out in order to identify the cause of the accident and to implement measures to prevent reoccurrence. Investigations are essential in order that accidents, damage to equipment and property, and losses, are kept to a minimum. Contractors must report any accidents to the Finance Manager and/or Headteacher.

Medicines

Prescribed medicines must be named and kept in the locked medicine cupboard in the Main School Office or in the refrigerator in the staffroom. All prescribed medicines that need to be administered will require authorisation from the parents and Headteacher on a Medicine Administration Form. School staff will not administer non-prescription medicine.

Serious Incidents

In the event of a Broadmoor escape this school will receive a telephone call from a neighbouring school. Children will be kept in the school building until we are notified that the incident has been resolved. If it is the end of the day, children should go home with an adult.

Safe Working Procedures

All staff and supervisors must ensure that safe working procedures are developed through:

- Risk assessing the tasks
- Identifying the hazards
- Defining a safe method of work
- Documenting the assessment
- Implementing the safe system of work
- Monitoring the safe system of work

- Reviewing the assessment & method statement

Once developed, safe working procedures must be circulated to protect all personnel working within the school from risks to their health and safety. They must familiarise themselves with laid-down procedures and ensure that personnel under their control are fully aware of these procedures.

Defective Equipment

- Defects in equipment must be reported to the Finance Manager
- Defective equipment is to be removed from use and quarantined immediately and it is to be clearly marked as faulty until its repair or replacement
- A report is to be entered in the on-site Equipment/PAT Log or in the caretaker's book

Working at Height

When using access equipment, such as ladders or stepladders, the correct equipment is always to be used for the job to be undertaken. This selection must always be underpinned by a risk assessment and it must be used in accordance with the training provided. Contractors are to be advised of all access points within and around the building. These should include fire safety advice in the roof void and the locations of the external ladder fixing brackets. Contractors working at height are to be appropriately supervised.

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. The following is to be adhered to at all times:

- Keep corridors and passageways free from obstruction
- Ensure shelves in storerooms are stacked neatly and not overloaded
- Heavy items are to be placed on lower shelves to assist manual handling
- Keep floors clean and dry
- Do not obstruct emergency exits
- Storage of supplies to be in correct location
- Rubbish & litter to be cleaned & removed at the end of each working day

Electrical Equipment

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- The use of adaptor sockets & multi-socket adaptors is not permitted
- Protective outer sleeves of electrical cables are to be firmly secured within the plug
- Where the outer sleeve is not secure within the plug, and a wire is visible, a qualified person is to be contacted to rewire the plug correctly
- Electrical equipment that is known to be, or is suspected to be faulty must not be used and should be removed from use immediately
- All electrical equipment must be tested annually by a qualified engineer

- All electrical equipment is to be inspected in accordance with the Electrical Policy
- Private electrical equipment is not to be brought on to the premises or used unless its use is approved by management and it has been tested

Control & Use of Harmful Substances

- When using a harmful substances, whether it is a material, cleaning fluid or chemical substance, personnel must ensure that adequate precautions are taken to prevent ill-health
- No new materials or chemical substances are to be brought into use unless a COSHH assessment under the Control of Substances Hazardous to Health Regulations 2002 has been carried out and clearance given for use by the Headteacher
- Staff must not attempt to use a harmful substance unless suitably trained to do so
- Harmful substances are to be stored in the secure storage (caretaker's or cleaners' cupboards) when not in use

Smoking

- Smoking is not permitted on the school site

Food Preparation Area

- Only authorised staff are allowed access to the school's kitchen area
- Permission for access must be sought from the kitchen manager or Headteacher
- All catering staff are to operate within the requirements of the Food Standards' Act 1999 and follow the Food Standards' Agency and Hampshire County Council guidance

Emergency Provision

- Fire, police or ambulance services can be contacted by dialling (9) for an outside line, followed by 999 and asking for the service required Fire, Police or Ambulance
- The names & locations of the First Aiders are clearly signposted in the reception and medical room
- The administrative staff can locate the nearest first aider in an emergency
- First aid is not to be administered by anyone except first aid trained (in date) staff
- First Aid trained staff are to receive refresher training every 3 years
- Emergency evacuation is to be carried out in accordance with the school's emergency evacuation plan
- Personal Emergency Evacuation Plans are to be provided for those vulnerable persons to be able to ensure safe evacuation in the event of an emergency

Fire Safety

- Fire procedures are available for all personnel to read
- Fire safety & evacuation plans are to be read at induction and periodically thereafter

- Fire notices 'Action to be taken in the event of a fire' are posted in the main areas of the building close to the fire points. The notices clearly identify the evacuation routes and assembly point
- Personnel are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire
- The most important part of fire control is prevention & all personnel should be familiar with the flammable potential of materials and substances that they use, and exercise maximum care in their use, especially with those marked 'flammable'
- Fire evacuation procedures, fire safety training and fire alarm testing are to be carried out in accordance with corporate guidance and the school's Fire Safety Policy
- The fire risk assessment is to be reviewed annually and amended as new hazards or required amendments are identified

Visitors

- It is the duty of all of the personnel within the school to ensure the health and safety of all visitors
- All visitors must sign into the school at reception and sign out again when leaving
- No visitors are allowed through the security door without gaining permission from the reception staff
- Visitors are to be accompanied to their destination as appropriate
- Appropriate personnel are to be made aware of visitors to the school
- Visitors are not permitted to enter unauthorised areas of the school

Contractors

- Contractors are to report to the reception upon arrival and departure
- Contractors are to be provided with a fire safety brief immediately upon arriving, prior to them commencing their work
- Contractors must comply with the school's safety policies and safe working procedures, reading and signing the asbestos register as appropriate
- If there are any breaches of safety, then these must be reported to the Headteacher at the earliest opportunity
- All contractors are to be appropriately supervised at all times
- Contractor risk assessments & safe working systems are to be inspected prior to work commencing
- Appropriate supervision will need to be determined dependent upon the type of work, levels of perceived risk and length of time that the work will take to complete

Legionella Safety

All procedures to prevent an outbreak of Legionnaires Disease are laid down in the Legionella guidance (HCC) and should be followed at all times.

Lone Working

- All lone working is to be approved by the Headteacher
- Lone working risk assessments are to be carried out prior to any lone working

- The appointed communication link is to be available at all times
- Lone working is to be carried out in accordance with the Lone Working Policy

Security

- If a parent wishes to speak to his/her child during the school day and especially at a break time, he/she must report to the school office or to the teacher on duty. At lunchtime the Lunchtime Supervisor on duty must inform a member of staff. An adult supervisor or teacher must be present with the child.
- In the event of a court order applying, the Headteacher, or Deputy Headteacher in the Headteacher's absence, must be present with the child and parent. The Headteacher keeps a list of names of children for whom court orders apply.

Moving & Handling

- Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and a moving & handling risk assessment has been carried out.
- Where any doubts exist about the handling of awkward or heavy loads, then advice is to be sought from management prior to any manual handling operations commencing
- All information is contained within the Moving & Handling Policy

Risk Assessments

- Local responsibility for identifying, assessing and controlling risks rests with the personnel within the area of work
- Risk assessments are to be undertaken for all areas where a significant risk is identified or a possibility of such risk exists
- Risk assessments are to be carried out by competent persons only
- Any individual undertaking a risk assessment must have completed appropriate risk assessor training
- All risk assessments & control measures are to be approved by the Headteacher prior to implementation
- Completed risk assessments are to be stored in the Risk Register
- Risk assessments are to be reviewed periodically in accordance with the determined risk assessment review date

Appendix 1

Other health & safety arrangements which may need to be considered or referred to are as follows:

- ❖ Emergency evacuation procedures
- ❖ Security
- ❖ Off-site activities
- ❖ Supervision, before and after school, breaks and lunchtimes and at other times
- ❖ Administration of medicines
- ❖ ICT: safe use of computers and other display screen equipment
- ❖ Safe use of mobile phones
- ❖ Upkeep of buildings and grounds
- ❖ Drugs & alcohol
- ❖ ICT safe use of computers & other display screen equipment
- ❖ Safe use of mobile phones
- ❖ Pond & water hazards
- ❖ Safe use & storage of pressurised cylinders
- ❖ Aggressive behaviour & violent incidents
- ❖ Pedestrian safety
- ❖ Open days and community events
- ❖ Maintenance and use of equipment
- ❖ Hazard reporting procedures
- ❖ Higher risk aspects of curriculum activities in schools
- ❖ Vehicles & traffic on site
- ❖ Contractors on site
- ❖ Arrangements for staff training
- ❖ Arrangements for monitoring and reviewing of policies
- ❖ Health and Safety Committee terms of reference / Finance and General Purposes Committee terms of reference

Appendix 2:

The following policies and procedures may need to be referred to in conjunction with this policy:

- A. Policy Review Procedure
- B. Accidents & Incidents Reporting & Investigation Procedures including Broadmoor escape procedures
- C. First-aid & Emergency Arrangements
- D. Control & Safe Use of Substances Safety Policy
- E. Drugs, Alcohol & Smoking Policy
- F. Fire Safety Manual/Policy
- G. Security Policy
- H. Working at Height Safety Procedure/Policy
- I. ICT or Display Screen Equipment Safety Policy
- J. School Events & Outdoor Activity Safety Policy
- K. Moving & Handling Policy
- L. Child Protection Policy
- M. Physical Restraint Policy
- N. Lone Working Policy
- O. Legionella Safety Procedures
- P. Administration of Medicines Policy

For advice & guidance please contact the Children's Services Health & Safety Team through their website at:

<http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety.htm>

This policy was approved by:

Signed:

Headteacher

Date:

Signed:

Governing Body Representative

Date: