

Rushwick CE Primary School Health and Safety Policy

The Governing Body recognises and accepts its responsibilities as an employer for providing, as far as is reasonably practicable, a safe and healthy work place and working environment for all of their employees.

The health and safety of all the staff and pupils of the school is of paramount importance to the governors. This commitment also extends to people, other than staff or pupils, on school premises, and as far as possible, the governors will ensure that their health and safety is not at risk. The relevant legislation is contained in the Health and Safety at Work Act 1974 and regulations issued thereunder.

The governors will, as far as possible:

- Provide and maintain healthy and safe premises and systems of work.
- Provide and maintain a working environment free of health and safety risks, and provide satisfactory facilities for staff.
- Arrange for the safe use, handling, storage and transport of articles and substances.
- Keep staff informed of any possible health risks at work.
- Ensure that any plant, machinery or equipment provided is safe and that instructions on its use are provided.
- Maintain the premises, including access and exits, in a healthy and safe condition.
- Make staff aware of what evacuation procedures to follow in the event of a fire or other emergency situation.

The Head Teacher is responsible for:

- The implementation of the health and safety policy.
- Informing the governing body, Worcestershire County Council and the Health and Safety Executive, if necessary, about an accident or incident.
- Seeking advice, and when necessary, instigating an investigation to establish the cause of an accident or incident, and inform the governing body of the outcome and any appropriate action that needs to be implemented.
- Contacting the emergency services when appropriate.

- Organising a termly evacuation practice, which should be recorded in the log book.

All members of staff are responsible for:

- Reporting all accidents and incidents of violence that result in injury, to the Head Teacher. Accident details are to be recorded in the Accident Book, which is held in the school office.
- Ensuring that they are aware of procedures for evacuation of the school in the event of fire.
- Keeping their workplace in a safe, tidy condition.
- Reporting to the School Office or senior management, any potential health and safety hazards.
- Directing visitors to the school office so that they can sign in and out.

Named staff members are responsible for:

- Co-ordinating the ordering of first aid equipment and keeping the first aider list up to date – Debbie Edmondson / School Secretary.
- A visual check of fire extinguishers, and weekly test of fire alarms – Assistant Caretaker.
- Collecting of attendance registers and visitors' book during an evacuation, and confirmation of evacuation of visitors – administration officer.

First Aiders

A notice giving details of the first aiders is located in the staff room / school office

Medication

School staff will not administer any form of medication except when authorised by the Head Teacher. Pupils with personal inhalers can administer their own medicine.

Individual Healthcare Plans

Healthcare Plans are drawn up for children who require regular medication in school, or who have medical concerns.

Plans are drawn up by school teaching staff, parents and the school nurse, and are displayed in the staff room.

Electrical Appliances

All portable electrical appliances will be checked annually by an outside contractor. No member of staff is permitted to bring into school any electrical appliance unless it has been inspected during the annual inspection, or are otherwise suitably tested.

Contractors

The Health and Safety Policy must be brought to the attention of any outside contractors working within the school.

For More Information

The Health & Safety Manual is located in the main Office. It is available for examination by any member of staff.

School Security

The Governors of Rushwick CE Primary School recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- a) provide safe systems of work, plant and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;

- f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities.
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will address health and safety issues through its terms of reference and appoint the staff governor representatives, amongst others, to the appropriate committees.

No individual member of staff shall be required to undertake specific responsibility for any health and safety function without having first been consulted.

The Governors recognise the Statement of General Policy of Worcestershire County Council Directorate of Educational Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school, as laid down in the Directorate's Handbook of Safety Information.

The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Co-ordinator of Worcestershire County Council Directorate of Educational Services or such other persons as may be necessary.

The Governors recognise the need to ensure that sufficient funds are reserved for the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

- the Management of Health and Safety at Work Regulations 1999;
- the Control of Substances Hazardous to Health (COSHH) Regulations 2002;
- the Manual Handling Operations Regulations 1992
- the Provision and Use of Work Equipment Regulations 1998 and
- the Display Screen Equipment Regulations 2002.

THE ORGANISATION

Worcestershire County Council Directorate of Educational Services:

- a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Rushwick CE Primary School (under sections 2 and 3 of the Health and Safety at Work etc. Act 1974).
- b) has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Education Authority under its Scheme for Financing of Schools.
- c) has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 1994 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

The Governing Body, through the Headteacher, is responsible for:

- a) ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- b) ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which

they have financial responsibility under the Scheme for Financing of Schools.

- c) monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.
- d) advising the Head of WCC Property Services of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- e) the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- f) ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- g) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- h) the adoption of safe working practices by staff and pupils, and by contractors on site.
- i) acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

The Headteacher is responsible for:

- a) The implementation of this school safety policy.
- b) Advising the Governing body of the need to review the school safety policy.
- c) The day to day responsibility for health and safety in the school.
- d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1999 in all areas of significant risk as well as those required under the Control of

Substances Hazardous to Health (COSHH) Regulations 2002; the Manual Handling Operations Regulations 1992, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.

- e) Ensuring that staff receive appropriate health and safety training.
- f) Carrying out audits required by the LA.
- g) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- h) Notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the procedures laid down.
- i) Notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.
- j) Emergency procedures, including evacuation in case of fire or bomb threats.
- k) Ensuring that adequate provision is made for the administration of First Aid.
- l) Ensuring that all new material on health and safety matters, supplied by the LEA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- m) Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- n) Consultation with approved trade union safety representatives on any matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses (in accordance with procedures laid down in the LA's Handbook of Safety Information).

Subject Co-ordinators are responsible for:

- a) all matters of health and safety in their subject area.
- b) bringing to the notice of the Headteacher (*or the School Safety Officer*) any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their faculty, department or subject area.
- c) having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d) producing a subject safety policy and revising it as necessary.
- e) ensuring that staff have received adequate training on health and safety aspects of their specialist areas (especially where use of potentially hazardous equipment or substances is undertaken).
- f) ensuring that necessary personal protective equipment (ie. eye protection or protective clothing) is available and kept well maintained.
- g) ensuring that any risks specific to their area of work are adequately assessed (eg. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- h) ensuring that relevant safety signs and notices are displayed (eg. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

Other Teaching and Technician/Support Staff are responsible for:

- a) ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy.
- b) reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their *Head of Faculty, Department or Subject Co-ordinator* to the *Headteacher or School Safety Officer*. (*Delete as appropriate*)

- c) co-operating with their employer (*LEA or Governing body as appropriate*) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974.

The Assistant Caretaker:

- a) Ensuring that he/she is familiar with and complies with the LA safety policies. He/she should also be familiar with the LA's Safety Policy "Safety of Buildings" (published in the LA's "Handbook of Safety Information").
- b) Bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person on the school premises.
- c) Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).
- d) Ensuring that any staff under his/her direct control (ie. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- e) Ensuring that all equipment and materials received have adequate health and safety information (eg. safety data sheets to allow COSHH assessments to be carried out).
- f) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction.
- g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises.
- h) Informing the Headteacher (*or School Safety Officer as appropriate*) of the arrival (or expected arrival) of contractors for maintenance work.

- i) Informing contractors of any hazards that could affect their health and safety while working in the school. (If not on premises, this should be done by the Head-teacher or secretary.
- j) The safe use and maintenance of all plant and equipment and the safe use and storage of all materials used for that maintenance.

The First Aider / Appointed Person is responsible for:

Maintaining the First Aid boxes in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately.

Safety Representatives (Appointed by Staff / Trade Unions / Professional Associations) have the right to:

- a) Carry out inspections of the premises and submit a written report to the headteacher.
- b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- c) Represent their membership to the headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- d) Represent the staff / union membership on school safety committees.
- e) Receive such training as may be necessary for them to perform their duties.

Lunch-Time Supervisors are responsible for:

- a) Ensuring that they are familiar with and comply with the school safety policy.
- b) Bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the Health and Safety of any person in the area for which they have responsibility.
- c) Co-operating with their employer (LA or Governing Body) to enable them to comply with the requirements of the Health & Safety at Work etc. Act 1974 (ie. By following LA guidance).

THE ARRANGEMENTS

Access and Egress

- a. Assistant Caretaker is responsible for the clearance of ice, snow, leaves etc. in accordance with the policy agreed between the Headteacher, H&S Officer and Assistant Caretaker.
- b. Assistant Caretaker is responsible for taking steps to keep all fire exits/entrances clear of obstruction.
- c. For the maintenance and upkeep of exits/entrances any defects to be reported to the Headteacher.

Accident Reporting

- a. Any accidents to be entered into appropriate Accident Handbook according to Handbook of Health and Safety Information pp2-1 – 2-3.

The Arts/ Design & Technology

- a. Any adult teaching pupils in this area should be aware of the risk assessments made by the subject co-ordinator.
- b. Any teaching adult should make provision of safe surroundings and equipment appropriate to the age and ability of the children.
- c. There should be adequate supervision in all hazardous activities.

Building Repairs and Contractors

- a. A monthly inspection of buildings and grounds to be carried out by Grounds Person and any faults to be reported to Headteacher.
- b. Any maintenance and new construction by contractors should follow the regulations as set out in the local authority Handbook of Safety Information.

Cleaning

- a. Any members of staff using cleaning apparatus are responsible for the placing of warning signs when floors are wet and slippery.

- b. The cleaning company is expected to undertake basic precautions when handling common cleaning materials and ensure that they are stored safely.
- c. The cleaning company is aware at all times of the risk assessments for the use of equipment whilst children/adults are still in school.

Communications

- a. Any members of staff are responsible for bringing to the attention of the Headteacher, school secretary or School Assistant Caretaker any problems or defects affecting the health and safety of any person on the school premises.
- b. The Assistant Caretaker should record any reported defects and take the appropriate action to rectify the problem.

Consultation (Staff / Trade Union Safety Representatives)

- a. The Trade Union Safety Representative has statutory rights as set out in the Handbook of Safety Information Section 2.80-2.81 to promote measures to ensure the health, safety and welfare of employees and check the effectiveness of these measures.
- b. The Union Representative should not be appointed as School Safety Officer.

Display Screen Equipment (VDU's)

- a. It is the responsibility of the School Safety Officer to ensure that all workstations and furniture are suitable for the purpose intended (See Handbook of Safety Information).
- b. School staff are entitled to regular eye-tests as arranged through the County Council following the LA guidelines.
- c. Any staff or children suspected of having Photosensitive Epilepsy should seek medical opinion before using computers.

Educational Journeys and Visits

- a. All staff in consultation with the EVC should undertake risk assessments before embarking on any off-site visits according to Outside Education Guidelines.
- b. Parents of any new pupil should complete a Parental Consent Form to give written consent for emergency treatment should the pupil take part in an off-site day visit.

- c. All schools visits must have a named leader who will have overall responsibility. Any volunteer helpers or other adults not on the School Staff should be police checked.
- d. The Visit Leader must be aware of any special medical or dietary needs in their group.
- e. The Visit Leader should ensure that all guidelines are followed as set out in the Handbook of Safety Information and WCC Outside Education Guidelines.

Fire Alarms

- a. The Assistant Caretaker undertakes a weekly test of the fire alarm system which is recorded in the black file, kept in the office.

Fire Appliances

- a. The Assistant Caretaker undertakes a monthly visual inspection of all fire appliances and records the information in the back of the Hazard Book held in the General Health and Safety box file in the office.
- b. An annual inspection of all fire appliances is carried out by the Fire Service.

Fire Evacuation and Fire Drills

- a. The Headteacher is responsible for organising a six monthly fire drill.
- b. The Secretary is responsible for taking registers and visits book to enable staff to check the presence of all children and adults at the designated muster point.
- c. The school secretary or one of the SMT will be responsible for ringing the fire service.

First Aid/ Blood-borne Diseases

- a. Any qualified first aider should ensure that the first aid boxes are adequately stocked. The school secretary should be informed of any shortages and an order placed as soon as possible.
- b. All major and minor injuries are dealt with according to the school's First Aid Policy in line with LA guidelines.
- c. Any injury to a pupil or adult should be treated/checked by a qualified first aider and entered into the appropriate accident book.

- d. Gloves must be worn whenever blood or other body fluids are involved according to the Handbook of Safety Information.
- e. A current list of Qualified First Aiders is displayed on the door to the first aid cabinet.

Flammable Substances and Hazardous Chemicals

- a. All flammable substances and hazardous chemicals that are necessary for school are kept in the caretaker's cupboard which is kept locked while children are on the premises.
- b. Any substances brought in to school of a hazardous nature must be checked with the Health and Safety Officer who will undertake the necessary risk assessment and then stored safely.

Lettings

See separate lettings policy.

The Governors and Headteacher must ensure that:

- a. the means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Headteacher knows of any hazard associated with the above, she/he should take action to make hirers aware of it;
- b. fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
- c. hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed;
- d. hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;
- e. arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

Medicines

See separate medicines section in the Drugs Policy.

Portable Electrical Appliance Testing

All electrical equipment is tested yearly under county guidelines.

Risk Assessment

A risk assessment file is kept on line in within the school's secure system. The H&S Officer and governors must ensure that these are regularly checked and updated.

School Safety

This is overseen by the appropriate governing body committee (currently Finance and Facilities).

Working Alone

All staff should be made aware of the procedures for working alone. The alarm must be set when leaving the building.

Review

This policy will be reviewed at least every two years by the full governing body.

Policy Reviewed: September 2019

Next Review: September 2021