



STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE

Statement of Intent

This policy statement supplements and complements the more detailed statement issued by the Derbyshire Children and Younger Adults (CAYA) Department issued on the Derbyshire Net for Learning (dnfl).

The school's Governing Body and Senior Management Team recognise and accept their responsibilities both under civil and criminal law and also under schemes of delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirements to provide a safe and healthy working environment for all employees is acknowledged.

The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems of work are constantly monitored and reviewed.

In compliance with the Health and Safety at Work etc Act 1974, this schools Governing Body will ensure so far is reasonably practicable that:

The premises are maintained in a safe condition.

Safe access to and egress from the premises is maintained.

All plant and equipment is safe to use.

Appropriate safe systems of work exist and are maintained.

Sufficient information, instruction, training and supervision is available and provided.

Arrangements exist for safe use, handling and storage of articles and substances at work.

A healthy working environment is maintained including adequate welfare facilities.

In addition to the above commitment, the Governing Body also recognises its obligation to non-employees. Where it is reasonably foreseeable that pupils, members of the public, contractors etc are or may be affected by the school activities being carried out on or within the school boundaries or otherwise, the Governing Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its pupils, this commitment is seen as especially important.

Within financial restraints dictated by the County Council, the Governing Body will ensure through the Senior Management Team that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Governing Body's commitment to the continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises.

Employees are reminded of their own duties:

To take care of their own safety and that of others;

To co-operate with the Governing Body and the Senior Management Team so that they may carry out their own responsibilities successfully.

To comply with all relevant, codes of practice and standards as necessary, and point out any shortcomings in these to management.

Consultation with employees' representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

A copy of this statement has been provided to every member of staff. Copies are also posted on the staff notice-boards. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.

This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the schools Governing Body.

Name

Name

Sign

Sign

Headteacher

Chair of Governors

Date

Date



Brockley Primary School

HEALTH AND SAFETY POLICY

1. MANAGEMENT STRUCTURE

The Governors shall have overall responsibility for Health and Safety matters throughout the school and they will monitor them.

The Headteacher, Mrs Rodgers, will oversee the Health and Safety of the staff and children.

The Cook Supervisor, Mrs Chapman, will oversee the Health and Safety of the kitchen staff.

Mrs Chambers will oversee the Health and Safety of the Mid Day Supervisors.

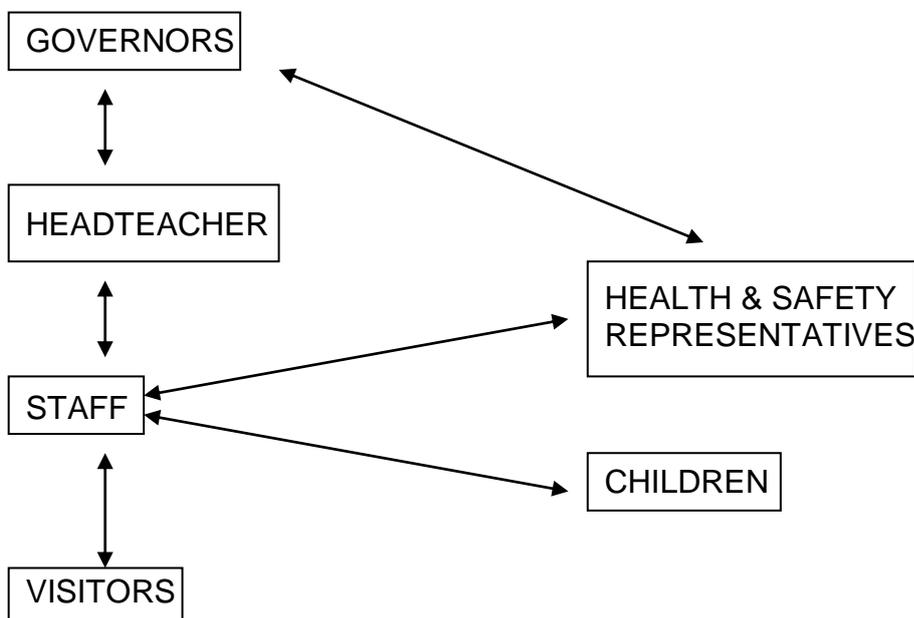
The Caretaker in Charge, Mr Williams, will oversee the Health and Safety of the cleaner.

The person with day to day responsibility for Health and Safety will be Mrs Cox, School Business Manager.

All those who work on the premises will have responsibility of Health and safety matters i.e. and will encourage pupils to be aware of such matters. They have a legal responsibility to take care of the health and safety of themselves and others.

Trade Union representatives will be consulted in matters of Health and Safety. (if appointed)

Health and Safety matters will be reported directly to Mrs Rodgers or to Mrs Cox, who will communicate to the Governors or other agencies where necessary.



Responsibilities of Governing Bodies

Governing Bodies are responsible for ensuring that health and safety is maintained within their school. In order to do this they must ensure that certain key elements are in place within the school. The responsibilities of Governing Bodies outlined below fall principally into the areas of monitoring of performance, ensuring health and safety matters are adequately resourced and ensuring that those staff who have specific health and safety responsibilities are aware of, and undertake those responsibilities.

In particular the Governing Body should ensure that:-

- The school has a health and safety policy which is implemented within the school and that the effectiveness of this policy is monitored. The Governors should formally approve this policy.
- Health and safety is effectively managed in the school through appropriate management systems including risk assessments, inspections, communication systems, guidance, reviews and monitoring.
- The school considers health and safety as an on-going priority and ensures that health and safety obligations are included in school development plans.
- Health and safety responsibilities are allocated to appropriate staff within the school's organisational structure.
- When decisions on staffing levels are being considered that the health and safety implications of such decisions are fully considered.
- Adequate resources for health and safety are identified.
- They seek health and safety advice from CAYA Health and Safety Section as necessary and that this advice is acted upon as far as is reasonably practicable.
- There is an appropriate forum for discussing health and safety issues, taking decisions and ensuring action is carried out. This could be full Governors' meetings or a sub-committee of the Governors where health and safety is a standing agenda item.
- They receive an annual report on the school's health and safety performance from the Headteacher to include, for example, the findings of risk assessments, any problems the Headteacher feels need referring to the Governors, accident statistics, any changes in working practice and any budgetary implications (this is not an exhaustive list).
- They receive on a regular basis any guidance issued by the Authority and take appropriate action as necessary.
- They review annually the health and safety performance of the school and set targets for achievement for the next year.
- All the County guidance on school journeys and adventure activities and licensing where appropriate is complied with.

Responsibilities of the Headteacher

The Headteacher is ultimately responsible for the day to day implementation of health and safety in their school. This includes ensuring there are arrangements in place for the safe use of the school after hours for lettings and other events.

In order to effectively discharge this responsibility, the Headteacher should ensure that:-

- A school health and safety policy is developed with the Governing Body in line with the CAYA health and safety policy and guidance and that this policy is fully implemented and monitored within their school.
- The policy is brought to the attention of all employees and is periodically reviewed.
- Her knowledge of health and safety issues is kept up to date.
- Individuals within the school staff are allocated appropriate duties in terms of health and safety management and that these are recorded in the school health and safety policy document.
- Staff are made aware of the health and safety guidance, and any guidance issued by the CAYA which is relevant to their work.
- An annual report on health and safety is prepared and presented to the Governors.
- Inspections of the school are carried out as per CAYA guidance and that appropriate action is taken to deal with the findings of these inspections.
- The school has a relevant number of people trained to carry out risk assessment.
- Risk assessments of all significant risks are carried out and that the findings of these risk assessments are communicated to all those who may be affected by the risk.
- Following risk assessment, an action plan is drawn up to ensure the identified risk reduction measures are followed up.
- Adequate resources are made available to ensure that the school meets its statutory obligations as far as is reasonably practicable.
- Staff training needs in terms of health and safety are identified and that staff receive adequate health and safety training where required. This should include ensuring that all staff (including supply, part-time and temporary staff, staff undergoing teaching training and students on work experience) receive as a basic minimum induction training on their first day in school.
- An appropriate hazard reporting system is set up and that there is a follow-up procedure to ensure actions have been taken.
- All equipment (both personal protective equipment and general equipment, eg tools, goggles, gloves, ladders etc) required to ensure health and safety, is provided and is suitable for the task for which it is intended and that it can be adequately and safely stored.
- Systems exist to ensure equipment is checked and where it is found to be faulty that it is taken out of use until repaired/disposed of.
- Safe systems of work are adopted and are documented.
- All goods purchased comply with the relevant safety standards and where there are health and safety implications for their use that these are considered prior to purchase and appropriate systems of work and risk assessments are put in place.

- Appropriate emergency procedures, eg fire drills, fire alarm testing, etc, are carried out in accordance with CAYA guidance and that the results are recorded and where appropriate acted upon.
- Where contractors are appointed to work on the site that all appropriate health and safety documents (eg safety policy/risk assessments) have been seen by the school. That all risks presented by the contractor's work have been assessed and appropriate controls put into place and that the contractor has been made aware of any risks that there may be to their health and safety from working on the site.
- That there are systems in place to ensure that all necessary permits to work are completed for work by contractors.
- All parts of the premises and plant that the Governors are responsible for the repair and/or purchase of are regularly inspected and maintained in safe order. That any unsafe items which are the responsibility of the Authority are reported to them in the appropriate form.
- Where a situation presents an imminent risk of serious personal injury that action is taken to minimise that risk as far as is reasonably practicable irrespective of who is ultimately responsible for dealing with it under the LMS scheme.
- Appropriate first aid provision is ensured and maintained.
- Where the premises are used or let after hours that all appropriate health and safety considerations eg access, lighting, emergency escapes, access to a phone, access to first aid facilities, have been considered and the necessary actions have been put in place. That all the necessary insurance is in place and that a lettings agreement has been signed.
- Any health and safety guidance received from CAYA is made available to the Governing Body so that appropriate action may be taken as necessary.
- There is appropriate liaison and consultation with Trade Union representatives.

Responsibilities of the School Business Manager

The School Business Manager is ultimately responsible for the day to day implementation of health and safety in their setting. This includes ensuring there are arrangements in place for the safe use of the setting after hours for lettings and other events.

In order to effectively discharge this responsibility, the School Business Manager should ensure that:-

- A health and safety policy is developed in line with the CAYA health and safety policy and guidance and that this policy is fully implemented and monitored within their setting.
- The policy is brought to the attention of all employees and is periodically reviewed.
- Her knowledge of health and safety issues is kept up to date.
- Individuals within the setting staff are allocated appropriate duties in terms of health and safety management and that these are recorded in the settings health and safety policy document.
- Staff are made aware of the health and safety guidance, and any guidance issued by the CAYA which is relevant to their work.
- An annual report on health and safety is prepared and presented to the Headteacher.

- Inspections of the setting are carried out as per CAYA guidance and that appropriate action is taken to deal with the findings of these inspections.
- The setting has a relevant number of people trained to carry out risk assessment.
- Risk assessments of all significant risks are carried out and that the findings of these risk assessments are communicated to all those who may be affected by the risk.
- Following risk assessment, an action plan is drawn up to ensure the identified risk reduction measures are followed up.
- Adequate resources are made available to ensure that the setting meets its statutory obligations as far as is reasonably practicable.
- Staff training needs in terms of health and safety are identified and that staff receives adequate health and safety training where required. This should include ensuring that all staff (including supply, part-time and temporary staff, staff undergoing training and students on work experience) receives as a basic minimum induction training on their first day in the setting.
- An appropriate hazard reporting system is set up and that there is a follow-up procedure to ensure actions have been taken.
- All equipment (both personal protective equipment and general equipment, eg tools, goggles, gloves, ladders etc) required to ensure health and safety, is provided and is suitable for the task for which it is intended and that it can be adequately and safely stored.
- Systems exist to ensure equipment is checked and where it is found to be faulty that it is taken out of use until repaired/disposed of.
- Safe systems of work are adopted and are documented.
- All goods purchased comply with the relevant safety standards and where there are health and safety implications for their use that these are considered prior to purchase and appropriate systems of work and risk assessments are put in place.
- Appropriate emergency procedures, eg fire drills, fire alarm testing, etc, are carried out in accordance with CAYA guidance and that the results are recorded and where appropriate acted upon.
- Where contractors are appointed to work on the site that all appropriate health and safety documents (eg safety policy/risk assessments) have been seen by the setting. That all risks presented by the contractor's work have been assessed and appropriate controls put into place and that the contractor has been made aware of any risks that there may be to their health and safety from working on the site.
- That there are systems in place to ensure that all necessary permits to work are completed for work by contractors.
- All parts of the premises and plant are regularly inspected and maintained in safe order. That any unsafe items which are the responsibility of the Authority are reported to them in the appropriate form.
- Where a situation presents an imminent risk of serious personal injury that action is taken to minimise that risk as far as is reasonably practicable.
- Appropriate first aid provision is ensured and maintained.
- Where the premises are used or let after hours that all appropriate health and safety considerations eg access, lighting, emergency escapes, access to a phone, access to first

aid facilities, have been considered and the necessary actions have been put in place. That all the necessary insurance is in place and that a lettings agreement has been signed.

- There is appropriate liaison and consultation with Trade Union representatives.

School health and safety co-ordinator – School Business Manager

The school health and safety co-ordinator has the following responsibilities:

To co-ordinate and manage the annual risk assessment process for the school.

To co-ordinate the general workplace inspections and performance monitoring process.

To make provision for the inspection and maintenance of work equipment throughout the school.

To manage the keeping of all health and safety records including management of the building fabric and building services in liaison with County Property division and other contractors.

To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.

To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

Carry out any other functions devolved to them by the Headteacher or Governing Body.

Teaching/non-teaching staff holding positions of special responsibility

This includes Senior Teachers, Curriculum Co-ordinators, School Business Manager, and Caretaker - they have the following responsibilities:

Apply the school's health and safety policy or relevant CAYA department health and safety guidance to their own department or area of work and to be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.

Carry out regular health and safety risk assessments of the activities for which they are responsible.

Ensure that all staff under their control are familiar with the health and safety code of practice, if issued, for their area of work.

Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.

Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.

Ensure so far as is reasonably practicable, provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.

Investigate accidents that occur within their areas of responsibility.

Prepare an annual report for the head teacher on the health and safety performance of their department or area of responsibility.

Class teachers

Class teachers are expected to:

Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.

Follow particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant guidance, if issued and to ensure that they are applied.

Point out any shortcomings in health and safety arrangements relevant to their area of work.

Give clear oral and written instructions and warnings to pupils when necessary.

Follow safe working procedures, be aware of all risk assessments and appropriate control measure relevant to there area of work and teaching.

Require the use of protective clothing and guards where necessary.

Make recommendations to their Headteacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.

Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.

Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior permission.

Report all accidents, defects and dangerous occurrences to the Headteacher or School Business Manager.

Set a good personal example.

All Employees

All employees have health and safety responsibilities as outlined by the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

The health and safety responsibilities of employees are as follows. Whilst at work all employees will:-

- Make themselves familiar with and conform to the schools/department health and safety policy.
- Be aware of and comply with all schools/department health and safety guidance and instructions, safe systems of work and risk assessments, including control measures relevant to their area of work.

- Point out any shortcomings in the schools/department arrangements for health and safety (guidance, instruction, safe systems of work and risk assessments) to the Headteacher or School Business Manager as appropriate.
- Report all hazards and incidents occurring during the course of their work to their line manager. In addition to this, where the hazard is such that it represents an imminent risk of serious injury, the employee must take all steps within their control to make the situation safe.
- Use appropriate safety equipment and personal protective equipment/clothing which is provided by the employer and ensure that it is used by persons under their charge where appropriate.
- Co-operate with management in any situation related to health and safety, for example, the introduction of new procedures, initiatives or requirements.
- Co-operate with any investigations related to health and safety, e.g. accident investigations.
- Ensure that all persons for whom they have responsibility obey safety rules and safe systems of work.
- Not use equipment which they have not been trained to use.
- Take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions.
- Report all accidents however minor or near misses.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

School Health and Safety Representatives

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching hours. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Head teacher or Governing Body.

Pupils

Pupils, allowing for their age and aptitude, are expected to:

Exercise personal responsibility for the health and safety of themselves and others.

Observe standards of dress consistent with safety and/ or hygiene.

Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.

Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Accident/Incident Reporting

All accidents and incidents in Brockley Primary School will be reported and recorded in line with the Local Authority accident reporting guidance. In Brockley Primary School all staff will report all accidents to Mrs Tricia Cox who will ensure that they are recorded in line with this guidance and who will be fully familiar with it. A copy of the guidance is held in the School Office.

Details of all but the slightest accidents are entered into the accident books, which can be found in the Office and the FSU.

In the case of a child bumping his/her head, where the skin is not broken the child is given a bumped head sticker and a certificate outlining the incident given to the teacher to pass on to the parent at home time. Mrs Rodgers /Mrs Cox should be informed and the necessary action is taken this may mean contacting the parent advising them of their child's accident the same day.

In the case of an accident in which a child has visible injuries and/or is distressed, the parent or emergency contact will be notified by telephone. The parent will then be asked to collect the child from school. Upon collection, the parent is required to sign the child out of school.

In the case of a severe accident, an ambulance will be called, and the parent will be notified. A member of staff will accompany the child and remain at the hospital in loco parentis until the parent arrives.

Accident Investigation

Accidents that are RIDDOR reportable will also be reported to the CAYA Health and Safety officer for our area (Gary Booth) at County Hall, Matlock. A meeting will be arranged between the HSE Officer, Headteacher and School Business Manager to investigate the accident and the reporting process that takes place. Witness Statements will be taken from all parties involved and these will be collated into a case file for assistance with HSE if they decide to visit. These documents will be kept in archive for a period of time dictated by DCC guidance.

Administration of Medicines

If a child needs to take prescribed medicine of any kind, the parent/guardian should arrange for them or another adult to come into school and administer it, if this is not possible, then permission should be given at the Office and a form filled in to authorise a member of staff to administer and a record of the medicine given completed. Any child taking insulin will have an adult present but the adult will not administer the dose. This will only be done at the member of staff's discretion. Training will be arranged for specific medical needs by all staff concerned. Staff are not permitted to administer non-prescription medication to any child. A phone call home will be made to advise the parent/carer that their child is unwell and it is the parents responsibility to come and administer non-prescription medication.

Animals

Arrangements for the keeping of animals, e.g. supervision ratios, cleaning and feeding arrangements. Care, obviously, must be taken to ensure the suitability of the animals kept for the age and abilities of the pupils, as well as the well-being of the animals in terms of environment, etc. Consideration should be given to care of animals during school holidays.

Asbestos

The school has an asbestos survey and a record of the registered areas where asbestos is known is kept in the School Office. A duty holder is trained. The guidance also deals with how exposure to asbestos is to be prevented

Communication

Health and Safety matters will be reported directly to Mrs Rodgers or to Mrs Cox, who will communicate to the Governors or other agencies where necessary.

Consultation with Staff

Arrangements are in place for consultation with staff and governors, e.g. safety committee, inclusion of health and safety on the agenda of staff meetings, etc, including consultation with union elected health and safety representatives.

Contractors

All contractors must report to the office and sign the visitors' book. Signs conveying this requirement are displayed in the main entrance. Contractors must conform to the regulations governing their particular industry, eg. Construction (Working Places) Regulations 1966 and any safety guidelines issued by the Director of Technical Services.

Before a contractor starts work on site, a meeting should be held between the contractor and management to ensure all eventualities are catered for. A permit to work must be issued and signed by authorised personnel prior to work commencing.

If work is contracted to an outside agency or business, then careful vetting should take place by the Governors. This should include the company's Health and Safety policy and work statements. The level of insurance cover held by the contractor should also be taken into consideration.

COSHH

The school will adhere to the COSHH regulations 1999. Those using registered substances will be informed of their relevant dangers. A COSHH inventory will be kept on the premises and the staff will be informed of its location. All hazardous substances will be subject to COSHH assessment and added to the inventory. This inventory will be the subject of yearly reviews by the caretaker and a log will be kept of them, and reported to the staff.

The caretaker will be responsible for identifying all substances which need a COSHH assessment and these are reported to Mrs Cox. He will be responsible for ensuring all actions identified in the assessments are carried out.

The disposal of hazardous substances will be done as safely as possible; if in doubt about safe disposal, advice will be sought from the Education Department's Health and Safety Officer.

Curriculum Areas

A personal example should be set to encourage a safe attitude to work among all employees and pupils (eg use of steps, not tables, to climb on to mount displays).

Safety Education will form part of the School's curriculum and regular Safety assemblies will remind pupils of safe practices eg Road Safety at home, Personal Safety, Safe Food ie if there is a need to ban peanuts and other foods containing nuts, because of someone with an allergy.

All staff must comply with instructions contained in the relevant Codes of Practice, see Health and Safety Portfolio in Office.

Disaster Plans

The schools Critical Incident Plan will be followed in the case of serious incidents. The CIP is kept in the school Office.

Display Screen Equipment

The regular monitoring of workstations and safe use of DSE equipment will be carried out as part of the inspection visits by Resources Committee of the Governing Body. Display Screen Equipment (DSE) is the legal term for visual display equipment such as word processors, personal computers etc.

Using a computer is not generally thought of as being one of the most hazardous activities to engage in. Yet health and safety risks do exist for both adults and children. Computers should not be seen as toys but as items of electrical equipment to be treated with respect.

Educational School Visits

Responsibility for all off-site educational visits rests with the Governing Body and Headteacher.

The nominated Educational Visits Co-ordinator (EVC) is Mrs Tricia Cox.

- All Educational visits will be processed in accordance with the Authority guidelines and the Educational Visit policy held in the school Office.
- The school will monitor the implementation of this policy by ensuring that the documentation required has been produced to a satisfactory standard.
- All educational visits are planned and approved using the Evolve system.
- We book coaches from the County Council's approved list of coach companies.
- We take out insurance for children and adults on all journeys.
- We expect all children to remain seated and well behaved throughout the journey.

It is recommended that on occasions the EVC, Head teacher or a member of the Governing Body will accompany a group.

The school may also request that the Education Visits Advisor (EVA) to undertake a monitoring visit of a planned trip. This will be used for the school's own monitoring purposes.

External Play areas

All play equipment is situated in the appropriate places on the school playground.

The adventure playground is at the rear of the building, this area is fenced off and a gate for the protection of the pupils.

Equipment inspections are carried out daily by staff on duty. A more detailed check is done termly by the health and safety team.

The adventure playground is only used by one class at a time, all children from the same year group. This is supervised at all times by an adult. No children will be allowed on the equipment when it is wet or slippery or seemed to be dangerous. The school field is used for sports events and PE, also at lunchtime, in the summer months, or weather permitting. There is an adult supervising all the time the field is in use.

Outdoor classroom – not to be used when wet as slippery and children liable to accidents.

No dogs allowed signs are displayed around the outside of the school building this includes the school field area, to stop dogs soiling on the playing field.

Environmental

Everything possible will be done to provide a safe environment with adequate light and heat. Care will be taken to minimise dust and noise. Monitoring will be carried out during periodic checks of premises by the Facilities Management Committee.

Fire

Fire procedures, to include:

- I. The duty holder is Mrs Caroline Rodgers, Headteacher and in the event of her absence, Mrs Tricia Cox, School Business Manager.
- II. Fire Risk Assessment details are located in the Red Box, situated in the entrance of school.
- III. All fire bells shall be checked at the same time weekly, in rotation. (Friday mornings). A record will be kept by the Caretaker.
- IV. Derbyshire County Council checks Fire Extinguishers every year as part of the Option 1 package.
- V. Emergency evacuation shall be tested termly, at varying times, without prior notice. These will be recorded in the Fire Risk Assessment folder by Headteacher/School Business Manager.
- VI. In the event of the fire bells failing, the school bell will be rung.
- VII. All staff and persons new to the school will be made aware of fire procedures, which are clearly displayed, in each room.
- VIII. Fire extinguishers are checked annually as part of the Option 1 package purchased from County. Records of visits are recorded on Landlords Asset Management form located in the Red Box in the entrance lobby.
- VII. Action to be taken 'In The Event Of A Fire' is posted in all buildings at the fire points and each classroom has a printed notice clearly identifying the evacuation route and the necessary area to be used. Office staff will be responsible for calling emergency services

The first day of a new term the class teacher makes the children aware of the fire procedures this includes what to do if the fire bell sounds where the fire exits are and where the assembly points are. Make them aware not to block any fire escape routes and keep gangways clear. Fire drill and building plans are displayed in all areas.

First Aid Duties

The appointed person is Mrs Tricia Cox, the School Business Manager who will :-

- Take charge of injured person(s) and summon appropriate assistance.
- Take charge of First Aid arrangements.
- Inform employees of First Aid arrangements, namely

- Check the contents and location of the first Aid boxes (see below for contents list). They are currently situated in the School Office, in all Classrooms in use, in the FSU and in the kitchen. Also MDS's have individual first aid bags to carry with them throughout lunchtime.
- **All** head injuries must be reported to the Headteacher or the School Business Manager and the accident recorded in the accident book, kept in the office, by the member of staff present at the time of the accident. Parents must be informed both by personal contact on the **same day** and the child will wear a bumped on the head sticker to inform staff who may come into contact with the child after the accident. A note is to be sent home with the child at home time to inform parents of the incident.
- Any doubts about the medical fitness of a child or adult **by any one person** must result in the parent being contacted or medical advice being sought. Casualties should not be transported to hospital in staff cars, an ambulance should be called.
- Mid Day Supervisors should keep a record of dinner time accidents on the yards, including the field and inform the Headteacher/ School Business Manager. These incidents are recorded on post-it notes and, depending on the severity of the incident, is either reported to the class teacher, a member of the SLT or the Headteacher. All accidents which occur during lunch-time are recorded in the accident book.

First Aid Boxes and Kits

They should contain a sufficient quantity of suitable first aid material and nothing else, including: -

- One guidance card
- Twenty individually wrapped sterile adhesive dressing (assorted)
- Two sterile eye pads, with attachment
- Six individually wrapped triangular bandages
- Six safety pins
- Micro pore tape
- Six medium sized individually wrapped sterile unmedicated wound dressing
- Three extra large sterile individually wrapped unmedicated wound dressings

Contents of the boxes should be replenished as soon as possible after use. Items should not be used after the expiry date shown on the packets. The boxes should be checked regularly.

First Aid Kits used for travelling and trips should contain the following: -

- Card giving the general first-aid guidance
- Six individually wrapped sterile adhesive dressings
- One large sterile un-medicated dressing
- Two triangular bandages
- Two safety pins
- Micro pore tape
- Individually wrapped moist cleansing wipes

Injured persons who need to lie down should be taken to the Headteachers Office.

A list of emergency telephone numbers is available next to the phones in:-

The Main School Office
The Foundation Stage Unit

Cleaning up spillages of bodily fluids eg faeces, urine and vomit

- Wear disposable gloves and aprons.
- Ensure adequate ventilation.
- Cover spillages with germicidal floor sweeping compound and leave for a few minutes contact time before sweeping up and washing area with hot water, disinfectant and detergent.
- Discard disposable gloves, aprons and debris into plastic bag for incineration.
- Wash hands.

Housekeeping/Storage

The school grounds - dog fouling

Notices are displayed around the site to discourage dog owners from using the school grounds to exercise their dogs. The grounds are inspected regularly for fouling, especially in the summer months, when children play on the grass. Parents are required not to bring their dogs on to the school grounds

Rest Areas will be provided for members of staff. These will have adequate toilet and washing facilities. This school has a No Smoking Policy by Law. The grounds and premises of this school have been deemed to be No Smoking areas.

Tidiness, cleanliness and efficiency are essential factors in the promotion of Health and Safety. Accidents can be prevented by following the guidelines listed below:

- ❖ Keep corridors and passageways unobstructed.
- ❖ Ensure shelves in storerooms are stacked neatly and not overloaded.
- ❖ Keep floors clean.
- ❖ Do not obstruct emergency exits

Inspection of the Premises

It is everyone's duty to report immediately any defects likely to cause injury. Termly inspections and risk assessments will take place with the School Health and Safety Representative Mrs Cox, and at least two Governors from the Facilities Management Committee. A log will be kept of these inspections. Any defects will be reported to the appropriate authority. A full report will be submitted to the next Governors' meeting. The HSE committee will monitor the implementation of actions to reduce defects or dangers. An annual Health and Safety Self Audit will be carried out and an Action Plan drawn up. This will be reported to the full governing body and evaluated throughout the year. All Health and Safety issues will be dealt with on a priority basis, high being immediate and low being as and when budgets allow.

Legionnaires Disease

The school will follow the advice given by CAYA. It will also follow the precautionary principles listed below.

Keep Cold Water Cold

Checking the temperature of the water coming out of your cold taps should be 20°C or below within 2 minutes of opening the tap. This will be done on a half-termly basis.

Keep Stored Hot Water Hot

Valve testing is done on an annual basis to check water is the correct temperature.

Run Every Tap Every Week

Lone Working

All situations where staff are Lone Working will be risk assessed and identified. Staff will be provided with suitable information/instruction on training on what they should and can't do as a

Lone Worker. If at all possible Lone Working should be avoided to safeguard the pupil and the member of staff against allegations.

Lone Worker Staff will be supplied with suitable safety equipment as identified in the risk assessment and instructed in its use.

A regular monitoring system will be followed to periodically check on the wellbeing of Lone Workers.

Manual Handling

The Manual Handling Regulations establish a clear hierarchy of measures for dealing with risk from manual handling, these are:

- Avoid hazardous manual handling operations so far as is reasonably practicable;
- Assess any hazardous manual handling operations that cannot be avoided; and
- Reduce the risk of injury so far as is reasonably practicable.

School will make arrangements so far as is reasonably practicable, to avoid hazardous manual handling tasks or assess those manual handling tasks that cannot be avoided, so as to reduce the risk of injury to staff to the lowest level reasonably practicable.

Mechanical/Electrical

a) Electrical Equipment

- Electrical Equipment (fixed): This is the responsibility of the LA and the listing of fixed electrical installations, eg. wiring, switchgear, etc will be carried out over a five year cycle.
- Electrical Equipment (portable): The testing of portable electrical equipment that plugs into 13 amp sockets and has flexible leads, is the responsibility of the school. This will be carried out on an 18 monthly basis by a competent person as defined in Regulation 16 of the Electricity at Work Regulations 1989.

Before any portable equipment is used, the member of staff using it should subject it to a visual check. If there are any apparent faults, or if any doubts arise, the equipment should be effectively removed from service, eg remove the plug and fix a warning label, or secure the appliance under lock and key. An authorised person shall dispose of obsolete or defective equipment in a safe, effective manner.

- Electrical Equipment (portable): used by children must have a circuit breaker and children should be shown how to use them.

a) Mechanical Equipment

All mechanical equipment purchased will be of a standard based on the usage of such equipment. Advice will be sought from various agencies eg. Central Purchasing if any doubt exists as to the quality required.

Staff prior to using mechanical equipment should make a visual check. If there are any apparent faults or if any doubts arise, the equipment should be effectively removed from service, eg secure under lock and key.

Any unrepairable equipment will be disposed of effectively by an authorised person.

Monitoring Auditing

The policy will be constantly monitored to ensure compliance with legislation and best practice. There will be an annual audit and review of the policy to ensure any lapses in the continuous monitoring process are dealt with.

Records of the testing and inspection of equipment and maintenance work carried out shall be maintained as part of our health and safety management system documentation.

The following list is a guide to which records are kept:

- Fire-Fighting Equipment
- Electrical Equipment and Machinery
- Fire Alarms
- Evacuation and Practice Drills
- PE Equipment
- Legionella testing
- Alarm system testing
- Fixed Electrical systems
- Gas appliance/soundness tests

Health and Safety Plan Monitoring Schedule

Annual Checks

Item	Check By	Comments
Risk Assessments		
Policy and Management Plan		
COSHH		
Review of Procedures		
Risk Assessments		
Manual Handling of Risk Assessments		
Accident Reports		
Cleaning Staff Procedures		
Record Fire Appliance Test		
Record PE Equipment Check		
Check Completion of PAT Testing		
Whole Staff Training- Refreshers		
Non Accidental Injury Reports		

Weekly Checks

Item	Check By	Comments
Playground, Walls, Fences, Gates and Seats		
Fire Alarm Tests		

Daily Checks (by observation, discussion etc)

Item	Check By	Comments
Physical Intervention		
PE Safety		
Lettings (Safety)		
Communication of Health and Safety concerns to all staff		

Termly Checks

Item	Check By	Comments
Health and Safety Report by Headteacher at Governors' meetings		
Premises Inspection		
Fire Log		
Accident Reports		
Fire Evacuation		
Visual Check of Electrical Equipment		
Premises Security		
Legionella testing		

Out of School Activities

All such activities will be supervised to a minimum of LA regulations and guidelines. Trips will be organised in accordance with the Governors' Road Safety Policy. The schools Health and Safety Policy covers school led study support sessions, after school activities e.g. 1:1 tuition classes, Sports activities and residential. Suitable clothing for bad weather must be encouraged. Suitable precautions, ie sunhats, cream, plenty of drinks, must be encouraged or provided in hot weather.

Coaches leading afterschool clubs, holiday clubs etc must know safety procedures in case of accidents eg where to find the relevant information, how to contact parents/Headteacher or School Business Manager.

The teachers and parental volunteers must know the Health and Safety procedures and implement them.

The adults must have read and signed the Schools Safeguarding and Child Protection Policy and Anti Bullying Policy.

Premises

See Lettings Policy for information available in the School Office.

Playground Safety

1. The teacher on duty will be responsible for supervising everything that happens on the playground and in the porches.
2. TAs, students and other adults on the playground should support the teachers by helping to patrol all the danger areas and by encouraging the children to remember to keep the playground rules.
3. If a child is injured, the accident/incident must be reported to the class teacher of the child concerned and entered into the accident record in the School Office.
4. The teacher will complete the accident book for accidents, which happen outside breaktimes, and if necessary, complete the accident forms (available from the office).
5. Injured children with minor cuts and grazes can be assessed by an adult, where the necessary first aid is administered and the child is sent back out onto the playground. If first aid can be administered without leaving the playground it should be done to ensure the correct staff:child ratio is maintained. For more serious injuries the teacher holding a current First Aid certificate should be sent for.
6. Children should be encouraged to use the toilet at the beginning of play.
7. The top yard is to be used by infants (FSU., Y1 and Y2) who may play with toys on the ramp near the hall. The bottom yard is to be used by Y3, Y4, Y5 and Y6 and the children should not play beyond the edge of the bottom block.
8. Teachers, TAs should ensure only children designated on the rota should play on the outside activity area.
9. Talking Town/ Pergola Area is for children who want to sit and talk. There should be no play equipment in this area.

10. The outdoor classroom is for children 'to perform in' it is not for general playground games. Children can practice dancing etc in there. This area should not be utilised in bad/wet weather – slippery surface.

DANGER AREAS AND PLAYGROUND RULES

No playing on:

- the walls
- the playground perimeter wooden fence
- the Foundation Unit fence
- the grass (unless previously agreed)
- the playground benches (only for sitting on)

There shall be no fighting, kicking, name-calling or any behaviour that results in any child getting hurt. Such behaviour or similar, on the yard, will mean the class teacher is informed, Mrs Rodgers and the parents.

Risk Assessments

The Headteacher or Health and Safety Co-ordinator will undertake the process of identifying all Hazards for the establishment. Risk assessments will be carried out and recorded for the hazards that present a significant risk. Suitable and sufficient efforts will be put in place to ensure these risks are controlled to an acceptable level. All risk assessments will be shared with staff via staff meetings or individual copies will be made available. This will be recorded in the staff meeting minutes.

All new areas of work will be risk assessed before their use.

Risk Assessments will be reviewed on a termly basis to ensure they remain suitable and sufficient. This will be recorded on the record sheet located in the Health and Safety Policy document.

Road Safety & Site Access

See the Road Safety policy in school.

Site access is obtained via the main entrance gate for visitors who will report to the School Office to sign in before entering the building. A visitors sticker will be issued for the visitor to wear during the duration of their visit. The procedure for Parents and Pupils access the site at the beginning and end of the day will be :- The top green gates will be opened at 8.40am and pupils and Parents will walk down the side of the building and onto the playground where they will be able to wait until the bell goes at 8.50am. Members of staff will be on duty from 8.40am and will take charge of the children at 8.50am. Parents will leave via the green gate that will be locked at 8.55am. At the end of the day the gate will be opened at 2.55am and parents will follow the same route round and pick up their child from the playground. Any late comers will have to sign in the late book in the main reception and will be allowed through the main door into school.

Security

The main entrance area has a secure door to prevent unauthorised access. All visitors must sign in the Visitors book which is located in the entrance lobby. Security fencing is erected around the perimeter of the school grounds. Security gates are closed at 8.50am and kept locked at all times until 2.55pm.

Stress Management

School have adopted the LA Stress Management Policy and a copy is available in the School Office.

Training

All members of staff/supply staff and volunteers will receive Health and Safety training/information as part of their Induction training. This will be included in the Staff Handbook that is supplied before work in school commences. The record of receipt book will be signed by the person on receipt of the booklet.

Staff will have access to any necessary Health and Safety training for them to carry out the duties effectively. A record of training is kept for all staff in the School Office. Any refresher training will be made available to personnel as and when necessary.

Violence at Work

The school has adopted a Violence at Work policy, which is reviewed annually. This clearly sets out the responsibilities and duties.

Welfare Facilities

Rest Areas are provided for members of staff. These areas have adequate toilet and washing facilities. They also include facilities for staff to make a hot drink and heating food. Coat pegs are provided for hanging wet clothes and lockers are available to keep personal belongings safe.

This school has a No Smoking Policy by Law. The grounds and premises of this school have been deemed to be No Smoking areas.

Drinking water fountains are located outside the Lion Class for children's use and at the top of the staff room stairs for staff use. Fridges are provided to keep children's fruit snacks and milk at required temperature.

Waste Management

Dustbins are located at the front of the school in a locked area above the boiler house entrance. The school has an annual contract with PHS Group which ensure the regular collection and disposal of Sanitary and Nappy waste. The nappy waste bins are emptied weekly during term time and Sanitary bins monthly. The contract is reviewed annually to ensure best value.

Wildlife Areas

The school has a garden/allotment area where Forest Schools and Woodies are responsible for all the plots which are planted and maintained by the children. Adult pupil ratios are always considered and adequate supervision is maintained at all times.

The garden is fenced and access is through a single gate. The garden area is located within the security fencing surrounding the school.

Work Related Learning

The school is actively involved in providing opportunities for pupils and students to learn about work.

The School regularly hosts students from a variety of colleges and universities. All students on placement have an induction prior to the placement with either the Headteacher, School Business Manager or Senior Staff. All aspects of Health and Safety are discussed, ensuring all students are familiar with Fire Procedures, access issues, First Aid procedures and facilities and all other Health and Safety aspects.

Pupils also learn about the world of work through our PSHE scheme which covers a wide range of topics including Safety at home, work and play.

Working at Heights

All staff working at height will be given a copy of the Risk Assessment and any other instruction or information necessary to carry out the task.

If required, staff will receive specific training in the task and in the use of any equipment. Suitable equipment will be provided to allow the work at height to be carried out safely.

Appropriate measures will be taken to prevent a fall from height and ladders will be individually marked.

All ladders and step ladders will be formally inspected and a record kept at six monthly intervals.

All work at height tasks will be identified and unnecessary work at height tasks will be avoided. All work at height tasks will be carried out by an authorised person only.

Cross Reference policies

No Smoking

Administration of Medication

Lettings

Child Protection

Anti-bullying

Road Safety

Stress Management

Violence at work.

Review Date: January 2016