

WILSON PRIMARY SCHOOL HEALTH AND SAFETY POLICY

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Appendix: List of Wilson Primary School Health and Safety Documentation available

1. POLICY STATEMENT

The Headteacher and the Governing Body recognise their responsibility for giving effect to the safety policy of Reading Borough Council in relation to all school staff, and any other persons such as pupils and members of the public liable to be affected by the operations and activities of the school.

In association with the Governing Body, the Headteacher will manage the health and safety functions of the school to prevent, so far as is reasonably practicable, injuries to any person as a result of the operations of the school. This will be achieved by provision of safe premises and equipment, together with effective management of the activities over which the Headteacher exercises control. Applying the principles of risk management the Headteacher will ensure that any necessary risk control measures are introduced and maintained. The Headteacher (on behalf of the governing body) also has a duty to report and investigate incidents.

So far as it is reasonable, the Headteacher will ensure that staff who are designated with health and safety responsibilities are competent to achieve the aims prescribed by the authority.

It is equally the duty of all school staff to co-operate with the Headteacher and Governing Body to ensure the safety of themselves, co-employees, pupils and other persons, liable to be affected by their activities at work and adhere to the operational procedures prescribed for the school.

Signed Headteacher

Signed Chair of Finance & Facilities Committee

Date

2. ORGANISATION

2.1 Headteacher's Responsibilities

The general responsibilities of the Headteacher are listed as Level 3 of the Reading Borough Council safety manual and include the following:

- Implement Policy
- Implement Codes of Practice and Local Safety Practices
- Monitor through 1:1s
- Carry out Annual Safety Audit
- Investigate accidents and incidents
- Ensure training is available
- Produce an Action Plan to improve safety performance

The Headteacher will ensure full compliance with all duties and responsibilities outlined in the safety manual. This will include application of all relevant procedures as listed within the guidance sections of the manual.

The Head shall have responsibilities for ensuring effective management, 'so far as is reasonably practicable', of all health and safety matters affecting the operations and activities of the school. These include those organised on behalf of the school but being undertaken away from the school site. To do this effectively the Headteacher will work with the Governing Body and keep them fully informed of the authorities policies affecting the health, safety and welfare of staff, pupils and other persons of their responsibility. The following points summarise the main responsibilities and duties of the Headteacher:

- a) Ensuring at all times the health, safety and welfare of staff pupils and others using the school premises or facilities or services or attending or taking part in school sponsored activities
- b) Ensuring safe working practices and procedures throughout the school
- c) Day-to-day responsibility for all health and safety matters in the operations of the school

- d) Ensuring effective co-ordination of safety management by either assuming the role of safety co-ordinator or nominating another appropriate person to take on this role
- e) Ensuring compliance with the policy and procedures of Reading Borough Council as set out in the safety manual
- f) Ensuring that the school produces an action plan which is kept up to date by regular review
- g) Ensuring effective communications on health and safety matters exist between the school and the Borough Councils Safety Officer
- h) Providing Governors with a Health and Safety action plan on all matters affecting health and safety in the school
- i) In accordance with the RBC policy on risk assessment, ensuring that the school carries out adequate assessments and controls the risks to health and safety of all persons from hazards within the school and any other of its activities, wherever they are undertaken
- j) Ensuring that the school provides equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained
- k) Periodically evaluating the need for health and safety training of staff and arranging its delivery
- l) Bringing to the attention of the Governing Body and the authority any matters of health and safety that cannot be resolved, or are of imminent danger to any person
- m) Ensuring the school's health and safety policy is kept under review and any amendments brought to the notice of all staff

The Headteacher will be advised and guided in these responsibilities by specialists appointed by the authority. Particulars of these specialists will be made known to the Headteacher and Governing Body through health and safety publications and information circulated by Reading Borough Council.

2.2 Governors

The governing body will be responsible for monitoring the schools arrangements for health and safety management. This will be achieved by ensuring:

- That health and safety is considered regularly, at least 3 times a year, (and more frequently should circumstances require), on the agenda of Finance and Facilities committee meetings, and responsibility for monitoring the schools health and safety matters is included in the terms of reference of the Finance and Facilities committee, with a duty to report at least 3 times a year to the full governing body
- Consideration of the school safety action plan presented annually by the headteacher, to the Finance and Facilities Committee
- That an annual report on health and safety is sent to the authority
- That adequate resources are available for compliance with health and safety legislation and to meet the standards set by Reading Borough Council
- Good consultation with employee representatives
- That a full safety inspection of the site is carried out each year with the full involvement of at least one member of the governing body
- Periodical review of accident statistics by the governing body
- Regular fire alarm checks and evacuation drills are carried out by the school. Evacuation procedures and maps are located in each room
- That any contractors appointed directly by the school are competent, have good safety arrangements in place and are aware of any inherent risks present in the building or because of any specific activities likely to take place. All contractors need to adhere to our health and safety procedures

2.3 Safety Co-ordinator (currently the Headteacher)

This person/s will be responsible for ensuring that action is taken to formulate and monitor action at the school to comply with the requirements set out in this policy and in the safety manual.

The person will generally support the Head of Establishment in the setting of objectives for the school and staff. They will also monitor progress taken to meet those objectives and provide assistance and guidance to staff involved.

The safety co-ordinator will be seen as the first point of contact for support with issues that cannot be resolved by staff.

The safety co-ordinator will be responsible for: -

- a) Co-ordinating health and safety arrangements, carrying out continuous programmes of audits and checks, ensuring that the requirements of the establishment's health and safety standards are being met, reporting on standards, and recommending provision of such additional facilities and procedures, including financial provision
- b) Ensuring that all accidents and 'near misses' are fully investigated and that action is taken to eliminate the cause, as so far as is reasonably practicable
- c) Ensuring good liaison between the school and contractors, or their representatives undertaking any works on the school site, to ensure the safety of all persons exposed

2.4 Deputy Head, Caretaker and Curriculum Co-ordinators Responsibilities

The Deputy Headteacher is responsible to the Headteacher for:-

- a) all health and safety matters of the school in the absence of the Headteacher;
- b) reporting to the Headteacher any problems or imminent dangers that they are aware of.

The Caretaker is responsible to the Headteacher for:-

- a) ensuring, so far as it is reasonably practicable, the safety and health provisions and procedures affecting cleaning, catering or ground maintenance contractors are adhered to
- b) ensuring that cleaning materials and equipment liable to be a danger to pupils or staff are correctly used and properly stored when not in use
- c) ensuring that all waste materials from the school are disposed of in accordance with DSC policy
- d) maintaining a clean and effective boiler area
- e) maintaining a high standard of housekeeping
- f) monitoring and testing fire safety arrangements in consultation with the Headteacher
- g) running the water taps every Monday to flush through the system in order to avoid any bacteria building up
- h) reporting to the Headteacher any problem or imminent danger associated with his/her responsibilities, as soon as it is practicable to do so

Curriculum Co-ordinators

- a) Co-ordinators of Science, Art, Design and Technology, ICT and Physical Education oversee the safety policy for their subjects. (These are contained within such subject policy.)
- b) The safety policies are reviewed periodically and brought to the attention of the staff
- c) Risk assessments are carried out for all hazardous activities and records are kept
- d) Regular safety inspections are carried out

- e) Any problems that cannot be addressed by the Co-ordinator for any reason should be reported to the Headteacher

2.5 All Employees

Each employee is responsible for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person.

In addition all employees:

- a) Must use safety equipment or clothing in a proper manner and for the purpose intended
- b) Must not intentionally or recklessly misuse anything supplied in the interests of health and safety
- c) Must work in accordance with any health and safety instruction or training that has been given
- d) Must co-operate fully with the employer
- e) Must not take part in any task for which they have not been authorised and for which they are not adequately trained
- f) Must bring to the attention of a responsible person any perceived shortcoming in our safety arrangements; and have a duty to familiarise themselves with this policy

3. RISK ASSESSMENT

The management of Health and Safety at Work Regulations requires every employer to make a fully recorded, suitable and sufficient assessment of risks to health and safety of employees. Detailed guidance on risk assessment may be found in the safety manual.

Headteacher and Governors are responsible for ensuring that suitable and sufficient risk assessments and safety audits are carried out in relation to all school activities. These should be reviewed at least annually but more frequently if there are significant changes in buildings, machinery, equipment, work practices, or personnel.

The assessment team in each area will consist of at least one member of staff who is competent to undertake the assessment. They should be knowledgeable of the processes or procedures that the assessment is concerned with.

In our primary school each risk assessment will be led by a member of staff with some expertise or experience in the area. Thus the PE Co-ordinator will lead the PE risk assessments and other staff will contribute by discussion, feedback, etc.

The annual safety plan will establish targets for carrying out and reviewing risk assessments. The safety co-ordinator will agree these deadlines with staff involved and check on progress throughout the year.

A copy of the completed Risk Assessment records shall be filed in the safety manual for the information of all employees.

4. ARRANGEMENT AND PROCEDURES IN SCHOOL

4.1 Safety Problem Reporting

Staff have a responsibility for their own areas of work. This involves making sure that health and safety issues are addressed. Staff can address many problems themselves. Where the member of staff involved cannot solve problems the safety co-ordinator should be informed. This may be a verbal report initially but may need to be put in writing. Where the risk is immediate and significant, it is not enough for staff to report the issue and leave it at that. The member of staff responsible for the area must ensure that action is taken to address the issue. Where the problem cannot be addressed satisfactorily in the short term then action may be required to cordon off the area, change or stop the activity. The member of staff responsible for the area will make the decision in consultation with the safety co-ordinator or a senior member of staff. Where the safety co-ordinator is not available the members of staff may need to make that decision themselves.

Pupils are encouraged to report anything dangerous to their class teacher or member of staff on duty.

4.2 General Fire Safety

All staff are expected to make sure that they are familiar with the fire evacuation procedure that is enclosed in the safety manual kept in school. The main aim of the procedure is to raise the alarm, evacuate the building and notify the emergency services.

Relevant staff are also expected to familiarise themselves with any fire fighting equipment available for use, however the first priority is to evacuate the building.

A fire evacuation drill will be carried out at least 3 times a year and a record kept in the fire logbook.

The caretaker will test the fire alarm system each week and a record will be kept in the fire log.

Fire doors must not be blocked, locked or permanently propped or wedged open.

Flammable liquids may not be stored in classrooms and must be kept in the flammable liquids cupboard in the cleaner's cupboard.

Wilson Primary School is a non-smoking site.

4.3 Accident and First Aid Procedures

Employees must report all injuries to their manager immediately after treatment. The Accident Book located in the medical room must be fully completed for all injuries incurred, however minor.

As a minimum 1 person for every area or 1 person per 50 employees is first aid trained.

Anyone requiring an ambulance should contact the emergency services by selecting line 1 or 2 then, 9 then 999 using the phone in the reception office.

Anyone requiring first aid treatment should contact the school office who will arrange for a first aider to attend to the injured or sick person.

Staff are reminded that first aiders in school are there to provide first aid treatment and are not medical practitioners. Pupils suffering from every day problems such as headaches, etc must be dealt with by the class teacher and should not be automatically referred to the headteacher.

Supplies of first aid material are available from the medical room or in classrooms and in addition travel first aid kits are available for school educational visits.

Staff arranging educational visits will be responsible for ensuring that a suitable number of competent first aiders are involved. The minimum training for a member of staff providing this support is attendance on an emergency first aid course.

Staff are made aware of any allergies and/ or medical conditions that pupils may have. Pictures and relevant information are displayed on the staff notice board in the staffroom and in the medical room cupboard.

4.4 Medication

The school will provide a safe system for administering, monitoring and reviewing the taking of medication.

All medication will be kept in a secure space.

Full records will be kept and maintained on all medication administered by staff. These will be stored in the medicine cupboard.

Parents will be expected to deliver the medication directly to the school office. Children are not allowed to bring medicine into school themselves, without prior written agreement. The medication must be accompanied by written authorisation from a parent, written confirmation of the dosage, spoon or similar, and frequency/times when the medicine is to be administered. The name of the child must be clearly written on the container. Unless essential, the administration time should not be allowed to take place during lesson time. Special arrangements will need to be made and recorded for the use of epipens and inhalers on the advice of the school health service.

The School should have regard to DfEE Circular 14/96 "Supporting pupils with medical needs" and "supporting pupils with medical needs: a good practice guide" (DfEE 1996).

4.5 Electrical Safety

The safety co-ordinator will draw up an inventory of all electrical equipment on the premises, with the help of other staff. All items of electrical equipment, from kettles in the kitchen areas to photocopiers must be placed on this list. Staff obtaining new equipment must ensure that the list is updated by informing the safety co-ordinator.

Staff will be responsible for visually checking all portable appliances as and when used, and a thorough electrical test will be carried out at least once year (PAT testing).

The fixed wiring installation supplying electrical sockets, lighting, etc will be inspected by a competent specialist electrical contractor every 5 years.

Any work on electrical systems will be carried out by competent electrical engineers who belong to an appropriate body and comply with all relevant safety standards, and to current wiring regulations.

4.6 Safe Use of Chemicals

Some substances have the potential to cause ill health and we will introduce measures to identify what substances our employees use or are exposed to in the course of their work. Detailed guidance on the control of substances hazardous to health may be found in the safety manual.

In accordance with *The Control of Substances Hazardous to Health Regulations 1994*, our policy will be to avoid the use of harmful substances by looking for suitable and less hazardous substances wherever possible.

Where hazardous substances cannot be avoided they will be assessed and control measures introduced to prevent risk to employees and others affected by school activities.

The safety co-ordinator must be informed of any new substances that are hazardous and COSHH assessments carried out before they are used.

Information, instruction and training will be provided for all employees and others who may be exposed to hazardous substances.

4.7 Manual Handling

Staff should be aware that the school policy is one of avoiding hazardous manual handling where there is a risk of injury. Where this is not possible a risk assessment will be carried out using the guidelines in the safety manual. The manual handling assessment will consider all factors involved including the load, working environment, task and individual capabilities of staff. Particular consideration may be required in relation to the safety of young people and pregnant or nursing mothers.

Training in the principles of safe manual handling can significantly reduce the risk of injury and will be provided for staff involved in all operations identified as having a significant risk.

Manual handling includes the moving and supporting of people. Any disabled pupils in school may need support, which involves lifting, supporting, pushing, pulling, standing, sitting, etc. This may be to support children in school with curriculum activities or in relation to their personal needs. Specific guidance on this may be found in the safety manual. These guidelines must be followed strictly in relation to the moving and handling of pupils. Consideration may need to be given to this in relation to pupils with temporary problems such as broken limbs. Staff should seek the support of the safety co-ordinator in relation to this issue.

4.8 Security

All visitors will be expected to report to reception immediately on arrival. They will be required to sign the visitors' register. The visitors are then issued with a visitors' badge and are given details of the 'Fire Alarm Procedures' which clearly gives instructions on what to do if the fire alarm sounds. Any person, (other than a member of staff) on the school site not in possession of a visitors' badge will be challenged and, if necessary, asked to leave.

4.9 Safety in the School Office

All DSE workstations will be assessed, using the assessment checklist provided in the safety manual. Those used by employees classified as DSE users will receive priority for corrective measures, if any are needed.

4.10 New and Expectant Mothers

The Management of Health and Safety at Work (Amendment) Regulations 1994 and the Maternity (Compulsory Leave) Regulations 1994 apply to any employees who are pregnant, breast-feeding or who have given birth within the last six months.

Risk assessments will need to consider new and expectant mothers. These will be recorded and employees informed of any additional risks they may face if they become pregnant or are breast-feeding.

Staff should inform their headteacher as soon as possible after the pregnancy has been confirmed. An additional risk assessment will be made when a woman notifies her manager that she is pregnant.

New or expectant mothers are entitled to rest facilities which include the facility, where necessary, to lie down. The medical area should be used for this purpose. Nursing mothers requiring a private area to express milk should also use the same facilities.

In the case of pupils, a risk assessment will also be appropriate, and advice from individual support services should be sought.

4.11 Contractors

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992 impose duties to safeguard the health and safety of non-employees who may be affected by our activities. The school has therefore a responsibility to inform contractors of any risks that they may encounter whilst on site. These duties also require contractors on the premises to safeguard pupils and employees in relation to risks arising from their work activities. They would therefore need to inform the school of any risk factors and ensure that they were adequately controlled.

The school will only employ competent contractors, who will be selected according to the procedure set out in the contractor safety guidance document in the safety manual.

One of our main duties is to ensure adequate co-operation between the school and the contractor. All staff will be informed before work commences and will be notified of any steps that they may need to take. No contractor will be allowed on site without the permission of the safety co-ordinator. All contractors must sign in and out when visiting the site.

4.12 Educational Visits

All visits must be arranged in accordance with the advice set out in the Off-Site and Hazardous Activities Manual and with the prior approval of the headteacher. Regular trips to Ufton Court and The Butlins Centre Minehead have been approved by the Governors. Any new activities involving an overnight stay or overseas visit must have the prior approval of the Governing Body.

The Headteacher will be responsible for ensuring full compliance with the RBC policy. All such visits must have been subject to risk assessment before the visit takes place.

It will also be necessary to ensure adequate provision of first aid trained staff and a travel first aid kit.

Outdoor visits will require consideration in relation to clothing and sunscreens. All pupils involved must be suitably dressed bring their own waterproof clothing, cap and sunscreen, depending on weather conditions. The sunscreen should be applied by the pupil under staff supervision.

It will be necessary to ensure that staff are aware of any allergies and/or medical conditions that pupils may have.

4.13 Hirers

It will be the condition for all hirers of school premise or facilities to comply with the following. Hirers shall not, without prior consent from the headteacher:-

- a) Remove or obscure fire and safety notices;
- b) Block fire exits or routes;

- c) Alter fixed installations;
- d) Use any equipment on the school site without the prior permission of the headteacher or head of department;
- e) Take any action that may create hazards for persons using the premises or the pupils or staff of the school.

4.14 Other Sections

The following subjects are covered in separate policies and guidelines.

- a) Science
- b) Design Technology
- c) Art
- d) Physical Education + Safety in school swimming
- e) School uniform
- f) Safety during lunch and playtime breaks
- g) Arrival and departure from school
- h) Use of play equipment on site
- i) Playground safety
- j) Pupils with special needs
- k) Work experience arrangements.

HEALTH AND SAFETY DOCUMENTATION

Health and Safety information is contained in the following documents and reviewed/up-dated regularly.

Governors' documents

Health and Safety Policy
 Committee Terms of Reference
 (Finance & Facilities committee)

LA guidance

Health & Safety Manual as contained in a file available in the headteacher's office.
 Child protection procedures
 Accident reporting procedures

Regulations, Advice and Procedures: Off-site and Hazardous Activities.

School Brochure

Clothes (shoes, jewellery)
Administration of medicines
Attendance at school after illness
Head-lice
Bicycles
Behaviour management

Staff Induction pack

Information as above plus:
School visits procedures
First Aid and Accident Reporting
Child protection leaflet (Summary advice)
Behaviour management policy
Behaviour management guidance
Fire procedures
General school procedures

Schemes of work: include information on handling of materials and equipment in the curriculum. See statements under Science, P.E., Design and Technology, Art and ICT.

Playground procedures: up-dated regularly and displayed.