



# HEALTH AND SAFETY POLICY

Issue No 20

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## Purpose

The Governors and Head teacher, as the Governing Body, believe that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school. They are committed to meeting their responsibilities under the Health & Safety at Work Act and other health & safety legislation by ensuring a safe and healthy environment and to providing safe equipment and procedures for all staff, pupils and visitors involved in school activities.

## Aims

The Governing Body will ensure, so far as is reasonably practicable, that employees, pupils and others whose health and safety may be affected by the school's undertaking, are not exposed to unacceptable risks to their health and safety. The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff, pupils and others.

The school's objectives will be achieved by:

- Providing a safe and healthy working and learning environment.
- Establishing and promoting a robust health and safety management system within the school.
- Preventing accidents and work related ill health.
- Compliance with statutory requirements as a minimum.
- Assessing and controlling risks from curriculum and non-curriculum work activities through the risk assessment process.
- Ensuring safe working methods and providing safe working equipment.
- Ensuring roles and responsibilities are understood and communicated.
- Providing effective information, instruction and training.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- Developing and maintain a positive health and safety culture through communication and consultation with employees on health and safety matters.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

## Operational Details

### 1. Organisational Responsibilities.

#### 1.1 The Governing Body

The Governing Body has the responsibility to ensure that:

- a) A clear written statement of intent is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of

them.

- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.
- h) New Health & Safety legislation or guidance is recognised and acted upon appropriately and that relevant persons attend training where appropriate to enable them to do this.

## 1.2 The Headteacher.

The Headteacher has the following responsibilities:

- a) To be fully committed to the Governing Body's Statement of Aims for Health and Safety.
- b) Ensure that a clear written policy for Health and Safety is created.
- c) Ensure this policy is communicated adequately to all relevant persons.
- d) Appropriate information on significant risks is given to visitors and contractors.
- e) Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- f) All staff are provided with adequate information, instruction and training on health and safety issues.
- g) Risk assessments of the premises and working practices are undertaken.
- h) Safe systems of work are in place as identified from risk assessments.
- i) Emergency procedures are in place.
- j) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- k) Records are kept of all relevant health and safety activities e.g assessments, inspections, accidents etc.
- l) Arrangements are in place to monitor premises and performance.
- m) Accidents are investigated and any remedial actions required are taken or requested.
- n) A report to the Governing Body on the health and safety performance of the school is completed annually.
- o) Ensure that they keep up to date with new Health and Safety legislation or guidance and attend training where appropriate to enable them to do this.

## 1.3 Staff holding Posts of Special Responsibility.

This includes the Site Agent.

He has the following responsibilities:

- a) Apply the school's Health and Safety Policy to his own department or areas of work and be directly responsible to the Headteacher for the application of adopted/approved health and safety procedures and arrangements.

- b) Carry out regular health and safety risk assessments of the activities for which he is responsible and submit reports to the Headteacher.
- c) Ensure that all staff under his management are familiar with the health and safety procedures for their area of work (including temporary staff).
- d) Resolve health, safety and welfare problems that members of staff refer to him, or refer to the Headteacher any problems to which he cannot achieve a satisfactory solution within the resources available to him.
- e) Carry out regular inspections of his areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure the 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.
- g) Ensure all accidents are recorded and investigated appropriately.
- h) Ensure that he keeps up to date with new Health and Safety legislation or guidance applicable to his specific area of expertise and attend training where appropriate to enable him to do this.

#### 1.4 Special Obligations of Class Teachers.

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid, accident/incident reporting and other emergencies, and to carry them out, applying the same principles to include off-site activities, educational visits and journeys.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written (if appropriate) health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the correct use of personal protective equipment and guards where necessary.
- e) Make recommendations to the Headteacher on health and safety equipment and on additions or necessary improvements to safe systems of working, plant, tools, equipment or machinery.
- f) 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.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- h) Report all accidents, defects and dangerous occurrences to the Headteacher.
- i) Ensure that they keep up to date with new Health and Safety legislation or guidance applicable to their area of expertise. E.g Design & Technology, PE

#### 1.5 Obligations of All Employees.

Apart from any specific responsibilities which may have been delegated to them, all employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions. In particular employees must:

- a) Comply with the school's Health and Safety Policy and procedures at all times.
- b) Act in the course of their employment with due care for the health, safety and welfare of

themselves, other employees and other persons.

- c) Observe all instructions on health and safety issued by the LA, school or any other person delegated to be responsible for a relevant aspect of health and safety.
- d) Act in accordance with any specific H&S training received.
- e) Report all accidents and near misses in accordance with procedures.
- f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- g) Inform the Headteacher of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- h) Inform the Headteacher of any shortcomings they identify in the school's health and safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness.
- j) Know and apply the procedures in respect of fire, first aid and other emergencies.
- k) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.
- l) Use all work equipment and substances in accordance with instruction, training and information received.
- m) All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.
- n) Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the Headteacher.

## 1.6 Pupils

Pupils in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## 2. Practical Arrangements.

### 2.1 Fire Precautions.

The Head teacher is the "responsible person" pursuant to the Regulatory Reform (Fire Safety) Order (2006) and will undertake a fire risk assessment annually to ensure that precautions are implemented to ensure the safety of the staff, pupils and employees.

The Head teacher is also responsible for ensuring that fire drills are carried out in accordance with LA Guidelines.

The Governing Body is responsible for ensuring that up to date records are kept of the Fire Risk Assessments, Fire Safety Policy, Procedures, Training, Drills, and Installation and maintenance of

## Alarms, Emergency Lighting and Extinguishers.

The Site Agent is responsible for testing the fire alarm and the day to day checking of other fire equipment.

### 2.2 First Aid.

The school has trained first aiders. It is the responsibility of the Governing Body to ensure that their training is up to date at all times.

The first aid box is kept in the school office. The Head teacher will arrange that the contents are replenished as necessary.

Appendix A contains a list of trained first aiders.

### 2.3 Medicines.

Prescription medicines may be administered to children, but only at the specific written request of the Parent or Guardian. All such medicines will be stored away from children and will only be administered to children individually and by a competent adult.

A written record is maintained by the school of all medicines administered and a slip is sent home to parents to confirm the dosage & time given.

If medication or medical equipment (epi-pen) are removed from school for any reason parents are required to sign medication sheet to confirm removal, once medication is returned a new sheet will be created and signed by the parents.

#### Inhalers

Inhalers, suitably named, save for the pupils in the Foundation classes, will be retained in the School Office and will be made available to pupils as requested, by a competent adult.

In the Foundation Classes the inhalers will be retained by a member of staff and will be made available to the pupil on request.

If the pupils condition is severe a written request will be sought from his/her parent/guardian ( confirmed if appropriate by the pupils GP) confirming that the inhaler should be made available to the pupil at all times, including time spent away from the classroom. The inhaler will be retained by a competent adult and will be made available on request.

It is the responsibility of the class teachers to ensure that children have access to inhalers/ medicines on any off-site visits.

### 2.4 Outdoor security.

As the playing field has a public right of way running across the area, all staff must, at all times, be extra vigilant when outside with pupils.

Anyone appearing to approach pupils or staff must be challenged at the first available opportunity and be told to keep a reasonable distance from the staff and pupils at all times.

If a member of staff considers that the situation is becoming difficult the pupils must be returned to school immediately and the Head Teacher informed. A decision will then be taken as to whether it is appropriate to inform the police.

### 2.5 Protection against legionnaires disease

It is the responsibility of the site agent to monitor and maintain a legionnaire log on a monthly basis, in line with government standards. Thermostatic thermal valves have been fitted to maintain appropriate water temperature.

## 3. Accident recording, reporting and investigation.

- 3.1 All accidents will be recorded in the accident book. Injuries of a minor nature will be recorded in the "bumps and grazes" book. Both books will be kept in the school office.

- 3.2 Serious accidents must be brought to the attention of the Head teacher or deputy who will decide on further action.
- 3.3 Any pupil that goes home should be recorded as having done so and the class teacher informed.
- 3.4 Accidents to staff or employees must also be reported and a record kept in the accident book.
- 3.5 The Head teacher is responsible for ensuring that accidents, ill health and dangerous occurrences which are reportable to the Health and Safety Executive under the Reporting of Injuries, Diseases and Occurrences Regulations 1985 (RIDDOR) are notified within the prescribed period.
- 3.6 All contractors must ensure that accidents involving their personnel are reported to the Head teacher as well as their own organisation.

#### 4. Equipment and Electrical Testing.

- 4.1 The arrangements for periodic testing of the fused electrical Installation on the site will be undertaken every five years.
- 4.2 Day to day inspection of all equipment to detect visible signs of Damage or deterioration rests with the user, or in the case of equipment used by pupils with the Class Teacher. Any equipment found to be unserviceable or in any case of doubt, will be taken out of service, adequately locked away and the defect reported to the Head teacher who will arrange for repair or replacement.
- 4.3 The school will arrange regular testing of all portable/transportable electrical equipment.
- 4.4 All electrical equipment brought into the school from other sources e.g. on loan, will be checked for its suitability for the purpose for which it is to be used. The person arranging for its provision has a duty to ensure that this is done.

#### 5. Hazardous Substances.

- 5.1 No hazardous chemical agents will be used in the school until an assessment has been carried out in accordance with the Control of Substances Hazardous to Health Regulations 1988 (COSHH).
- 5.2 The Site Agent will keep available the relevant COSHH assessments for cleaning and maintenance chemicals used in the school. If any hazardous substances are purchased other than those for which an assessment has been prepared, this will be reported to the Site Agent so that an assessment can be prepared before it is used.

#### 6. Visitors

On arrival all visitors report to the School Office. A security device restricts access to the main school on the front door. Visitors staying are required to sign the visitors book before being given access to the school. A visitor's badge must be issued to all visitors.

#### 7. Contractors

The Site agent will liaise with contractors working on the school site to consider health and safety hazards. All contractors are to be referred to the Asbestos Log Book on every occasion. If appropriate, a Permit to Work must be signed. It is the responsibility of the Head teacher to ensure that the Asbestos Log Book is used in accordance with the instructions issued. All contractors will be provided with a copy of the Contractors on School Premises Procedure – Appendix A to this Policy. The signed copy will be retained by the Headteacher.

#### 8. School visits.

Any out of school visits are arranged with the authorisation of the Head teacher. Risk Assessments will be completed for all school trips in accordance with LA guidelines.

#### 9. Catering safety

Responsibility for health and safety aspects of the work in the school Kitchen lies with the Kitchen Manager. The Kitchen Manager and the Head teacher will co-ordinate safe working where there is common use of school facilities e.g. dining area. This service is provided by a third party.

### **Assessment, Recording and Reporting**

All health and safety logs kept by the Site Agent logs will be checked regularly by the Building and Site Committee.

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**Management Support**

The operation of this policy will be monitored by the Headteacher and the Building and Site Committee.

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**Equal Opportunities**

Scott Lower School is committed to working towards equality of opportunity for all children regardless of age, ability, gender, race and social circumstances. All pupils are of equal value and have the same right to take part in the varied activities and opportunities wherever possible. All opportunities for learning should be offered in a way which allows all children access and the ability to progress at their stage of understanding.

**Disability Discrimination**

Scott Lower School is committed to having due regard to the following

The Equality act 2010 places a duty on all public authorities, including schools, when carrying out their functions, to have due regard to the need to:

- Promote equality of opportunity between disabled persons and other persons
- Eliminate discrimination that is unlawful under the Act
- Eliminate harassment of disabled persons that is related to their disabilities
- Promote positive attitudes towards disabled persons
- Encourage participation by disabled persons in public life
- Take steps to take account of disabled persons' disabilities, even where that involves treating disabled persons more favourably than other persons.

**FIRST AIDERS.  
(as at 06.10.15)**

**ANITA BARKER  
CAROLYN ADAIR  
ZOE ROSS (including paediatric first aid)  
CHRISTIE BUCKINGHAM  
SAM SCHOBBS  
CHARLOTTE Mc.CARTHY**

**All Teaching Assistants and Lunch-time Supervisors undertook a  
refresher First Aid course in **January 2011.****

**Contractors on School Premises**  
Procedures for the Safe Conduct of Building and Maintenance Works

1. Contractors working on School premises have a legal duty to ensure that their activities/equipment/substances etc, do not cause risks to the health or safety of themselves or others. The Governors and Head Teacher also have a legal duty to ensure that they inform contractors of any risks on the premises that might affect them (e.g. asbestos). Contractors, sub-contractors and specialists working on School premises – whether for day to day repairs, contract servicing, or on major works projects – are required to comply with all relevant health and safety legislation and HSE guidance, as well as the following rules. (In this document the term ‘contractor’ is deemed to include sub-contractors.)
2. The Site Agent is the Site Contact, who must keep the Head Teacher fully informed at all times. The Site Contact must be contacted by the Contractor, giving reasonable advance notice, regarding:
  - prior arrangements for parking on site (not always possible)
  - prior notice of work commencement, scale and possible disruption
  - date / time of proposed visit / works commencement
  - special arrangements to be agreed before work commences.
3. The Site Contact/Head Teacher will provide the Contractor with information on fire and emergency evacuation arrangements for the School; information on the location of asbestos containing materials; and any other information about premises risks that may affect the Contractor – prior to work commencing.
4. Only the Site Contact/ Head Teacher or her nominee has authority to require Contractors to stop work.
5. The Contractor must report to the Site Contact/Head Teacher:
  - any suspected asbestos area not indicated on the Asbestos Register (such asbestos not to be disturbed or removed)
  - all accidents / near miss-incidents, no matter how minor and must give the Site Contact/Head Teacher, or his/her nominee, adequate prior notice of
  - all planned changes to programme or location
  - any possible disruption of services
6. Contractors are responsible for:
  - Removing and responsibly disposing of all rubbish / debris at the end of each day and responsibly disposing of it
  - testing all works on completion as necessary and supplying the Site Contact / Head Teacher with commissioning/test data
  - the provision of all necessary protection of floor /wall /door surfaces against damage through works – including the provision of dust sheets etc
  - the provision of their own First Aid facilities
  - posting notices to inform staff, students and the public of works being undertaken, as an aid to their safety.
7. The following activities are banned on School premises:-
  - smoking
  - alcohol brought on to, or consumed on, School premises
  - the playing of radios/ CDs etc
  - illegal substances being brought on to , or consumed on, School premises

- shouting, swearing, over-familiarity with pupils or staff
  - working alone and in isolation unless adequate safety arrangements are provided by the contractor and approved by the School.
  - The use of mobile phones is prohibited if working in classroom environments.
8. Contractor staff will be dressed appropriately for the work being undertaken, including the wearing/use of correct personal protective clothing/equipment at all times.
9. Contractors will be required to:
- provide a copy of their Health & Safety policy
  - comply with all relevant Health & Safety legislation
  - keep noise and dust to a minimum
  - ensure that no products containing asbestos or CFCs are used on School premises
  - be aware of and comply with the School's fire and emergency evacuation procedures
  - evacuate buildings at the sound of fire alarm, report their safe evacuation to the Head Teacher/person in charge and go to nominated assembly area(s)
  - Provide written risk assessments/method statements before any major work commences.
10. Contractors will also be required to:
- work in a safe manner and not to endanger staff, pupils, the public or themselves
  - work behind substantial physical barriers/closed doors, with appropriate warning signs, at all times unless agreed otherwise with the Head Teacher
  - adequately control physical/chemical hazards to prevent risks to School staff/pupils/visitors (eg.trailing leads, solvent fumes, absence of lighting or fire alarm, etc)
  - avoid obstructing the means of escape or interfering with fire doors. Fire doors must not be propped or wedged open. Blocking of corridors/staircases or other fire escape routes may take place only after agreement by the Head Teacher
  - get prior agreement to break through fire compartments and make good any damage, e.g. when running electrical/data cabling or pipework.

Signature.....School .....Date.....  
 (Site Contact)

Signature.....Company name..... Date.....  
 (Contractor's representative)