

THE EDWARD RICHARDSON PRIMARY SCHOOL TETFORD

HEALTH AND SAFETY POLICY

Review, Responsibility & General Information

Policy Category	Health & Safety
Review Cycle	Annual
Body determining Review Cycle	Governing Body
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Date due for next agreement by Governors	November 2017
Member of staff responsible for this update	Andrew Hyde
Member of staff to whom queries are directed	Andrew Hyde
Governor responsible for this update	Kevin Hyde
Policy on website	Yes
Requirement	Statutory

1. GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

This statement covers the activities of The Edward Richardson Primary School. It is to be read in conjunction with the general statement of health and safety policy issued by Lincolnshire County Council and the Education Department's Health and Safety Policy.

The Edward Richardson Primary School recognises the importance of safety, health and welfare in the successful operation of all its activities. We believe in the active participation of every person within the organisation, in order to achieve and maintain the highest practicable standards of accident prevention. Success relies on the initiative, teamwork and the cooperation of all staff.

Appropriate health and safety standards will be applied to all activities and deviations from these will not be tolerated. Any uncertainty regarding health and safety is to be raised through normal managerial channels and where necessary specialist advice and assistance will be obtained.

SIGNED (Chairman of Governors)

SIGNED (Headteacher)

DATE

2. RESPONSIBILITIES OF THE GOVERNING BODY

The Governing Body is responsible for ensuring that this Health and Safety Policy is fully operated within the school. This will include a termly Health and Safety check carried out by the Headteacher and the Health and Safety Representative of the Governing Body (nominated at the head of this document).

3. RESPONSIBILITIES OF THE HEADTEACHER

The Headteacher is responsible to the Governing Body for ensuring that:

- * Hazards are identified and that the significant risks are assessed
- * Relevant health and safety legislation is identified
- * Arrangements are made and implemented to control the significant risks and comply with the relevant Health and Safety legislation
- * These arrangements are recorded in the Health and Safety Policy as appropriate
- * These arrangements are monitored to ensure they are working
- * Staff members are capable of dealing with the health and safety requirements of their work
- * Any problems in achieving the intentions of the school general statement of health and safety policy are reported to the Governing body
- * Specialist help and assistance are obtained where necessary
- * The results of health and safety monitoring are reported to the Governing Body along with details of any major injuries to staff or pupils

The Governing Body will appoint a Health and Safety representative (named at the head of this document) who will monitor these responsibilities along with the Headteacher. This position will be reviewed annually at the AGM of the Governing Body and noted in the table at the head of this document.

4. RESPONSIBILITIES OF TEACHING AND NON TEACHING STAFF

All staff are responsible to the Headteacher for:

- * The implementation of this policy
- * Notifying the Headteacher immediately of any defects or dangers presented by the building or fixtures
- * Taking reasonable care for their own health and safety and that of others who may be affected by their acts or omissions

- * Co-operating with the management of the school to implement the requirements of health and safety legislation and the school's Health and Safety Policy
- * Using all equipment and substances in accordance with training and instructions received and following the systems of work and procedures laid down in the school's Health and Safety Policy
- * Not misusing anything provided in the interests of health and safety
- * Reporting to the Headteacher any health and safety matter they cannot deal with themselves or any perceived shortcoming in the health and safety arrangements

5. COMPETENT PERSONS

A safety professional has been appointed by the Local Authority to act as a competent person, as required under the Health and Safety Management Regulations. The Local Authority is available for advice and guidance on hazards and legislation affecting the activities of education establishments. They will also carry out safety inspections of education establishments as directed by the Director of Children's Services.

A safety professional is available at County Offices in Lincoln, telephone 01522 553298.

6. ARRANGEMENTS FOR COMPLYING WITH HEALTH AND SAFETY LEGISLATION

CONTENTS

- 6.1 General safe working practices and procedures
- 6.2 Display screen equipment
- 6.3 Workplace - Health, safety and welfare
- 6.4 Manual handling
- 6.5 Personal protective equipment
- 6.6 Control of Substances Hazardous to Health
- 6.7 Machinery and electrical equipment
- 6.8 Contractors' arrangements
- 6.9 Fire precautions

- 6.10 Fire drill
- 6.11 First aid arrangements
- 6.12 Accident reporting
- 6.13 Safety representatives
- 6.14 Induction training
- 6.15 Monitoring and review
- 6.16 Grievance and disciplinary
- 6.17 Swimming Pool
- 6.18 Caretaking departmental policy
- 6.19 Craft, design and technology departmental policy
- 6.20 Physical education departmental policy
- 6.21 Information technology and office departmental policy
- 6.22 Ancillary workers policy
- 6.23 Supply staff policy
- 6.24 Leaving School

6.1 GENERAL SAFE WORKING PRACTICES AND PROCEDURES

Proper access equipment is provided and should be used where necessary to reach items on shelves and racks above eye level. Staff should not use chairs, boxes or similar items to reach items stored in this way, and must not climb up the face of cupboards or storage racks. Heavy objects should be stored at a low level to reduce the risk of injury from falling.

Specific attention should be given to wires trailing from electrical equipment, particularly in classrooms. Trailing leads should be channelled through purpose designed equipment wherever possible.

Special care should be taken when asking pupils to manoeuvre heavy objects. The member of staff should assess the risk in asking children to perform manual handling tasks. The piano should not be moved by children.

Certain activities require their own procedural policy and risk assessments. These are listed below. If carrying out any of the listed activities please refer

to the procedural policy before carrying out such duties.

- * Caretaking
- * Design and Technology
- * Physical Education and Swimming
- * Information technology
- * School outings
- * Ancillary workers
- * Supply teachers

All glass in the school must comply with EC safety regulations. In some areas this has required the addition of a transparent safety film.

Risk assessments will be carried out for all trips out of school. Any potential hazards which are not dealt with by the separate policy on School Visits will be logged in writing and presented to the Headteacher.

6.2 DISPLAY SCREEN EQUIPMENT

The Headteacher has arranged for assessment of 'users' and 'workstations' under the Display Screen Equipment Regulations 1992 (see Education Safety Manual for information on assessment procedures). Arrangements are in place to reduce risks which were highlighted from the assessments.

Display screen equipment work will be planned so there are breaks or changes of activity and provide information, instruction and training for the usage of display screen equipment. (See Education Safety Manual for guidance).

6.3 WORKPLACE (HEALTH, SAFETY AND WELFARE)

The Governors and Headteacher will review the school in line with the Workplace (Health, Safety and Welfare) Regulations 1992 on a regular basis. Necessary improvements will ensure that school meets the standard required under these Regulations. An annual Health and Safety return is submitted to the Local Authority.

6.4 MANUAL HANDLING

Staff will assess all manual handling operations (lifting loads, lowering loads, pushing, pulling, carrying, etc), making reference to the Headteacher where they consider it necessary. Wherever possible manual handling operations will be eliminated. Guidelines suggest that a maximum safe lift is 10kg from floor level,

25kg from waist level and 5kg from eye level. Where a lift exceeds this the Headteacher should be informed. Wherever possible loads in excess of 10kg should be stored at waist height in order to minimise the lifting involved. If this is not possible then suitable arrangements will be made to reduce the risk of injury as a result of a manual handling operation.

A chair trolley is available in the furniture store room and stacked chairs should not be lifted manually to move them from one place to another. Trolleys are available for the movement of lunches from the delivery area to the point of consumption.

The Headteacher will continue to arrange for the provision of manual handling equipment where necessary and will arrange for appropriate training of personnel involved in manual handling operations.

6.5 PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment should be used where risks cannot be controlled at source. Personal protective equipment will only be used when other methods of controlling risks to health are not reasonably practicable. All personal protective equipment which is provided will be to the relevant safety standard. Instructions on the use, maintenance and cleaning of the equipment will be issued to the staff as appropriate.

6.6 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

All work involving hazardous substances has been assessed in advance and referred to the Headteacher. This assessment must be formally recorded where there is a significant risk to health. The Headteacher will ensure that the relevant safe systems of work, appropriate control measures and monitoring systems are in place and working.

The Headteacher will ensure that information, instruction and training is provided to all persons handling hazardous substances.

When dealing with swimming pool chemicals the guidelines on safe working practices will be used. These are displayed alongside or upon the chemicals in the pool shed. Only staff familiar with the use of these chemicals should have access to them.

6.7 MACHINERY AND ELECTRICAL EQUIPMENT

The Headteacher will ensure that all work equipment purchased meets the relevant safety standard required and is suitable for the intended task. In addition sufficient instruction, information and training will be provided to all operators of equipment.

The Headteacher, in cooperation with the school caretaker, will ensure that all work equipment is maintained to prevent danger. All such maintenance inspections must be formally recorded.

Staff must ensure that all safety guarding is present, serviceable and utilised when machinery is used.

Staff shall not attempt repairs or make modifications to machinery other than those normally associated with daily operations. Any defects or malfunctions must be immediately reported to the Headteacher.

Electrical equipment systems are subject to the Electricity at Work Regulation 1989. The Local Authority is responsible for arranging the routine testing of the sockets to ensure proper earth continuity and correct phase/neutral connections. This testing will be carried out every five years.

All items of portable electrical equipment (including those which do not belong to the school - i.e. pupils' personal equipment which will be used in school) will be visually inspected before use and inspected and tested by a competent person on an annual basis and tagged in accordance with the Electricity at Work Regulations (see Education Health and Safety Manual for procedure).

All portable electrical equipment should be fitted with safety type plug heads BS1363.

6.8 CONTRACTORS

All contractors must report to the school office on arrival and departure from the school. This is to ensure that the Headteacher or the Administrative Team can make any necessary arrangements to ensure the safety of staff and pupils. See Education Health and Safety Manual and Personnel Services Handbook reference PO62 (Health and Safety Rules for Contractors Working on County Council Premises) for further information. When contractors are working at the school the Headteacher or School Administrative Manager will liaise with the contractor and his/her supervising officer to make them aware of the relevant school rules, any particular hazards which may be present and any temporary rules which apply during the contractors' presence.

The Headteacher or School Administrative Manager will ensure that all temporary rules such as exclusion from the premises or parts thereof are made known to all staff, pupils and visitors to the premises whilst contractors are working in the school.

6.9 FIRE PRECAUTIONS

Fire prevention is part of everyone's duties. In particular attention should be paid to checking the premises before leaving at night to ensure nothing has been left which could lead to a fire developing whilst the premises are unoccupied. All electrical equipment that need not be left on should be switched off. Equipment needed to be left on should be kept clear of combustible material in case of a fault developing when unattended.

The volume of combustible rubbish must be kept to a minimum in order to reduce

the risk of fire. Arrangements must be made to have any large amounts of combustible rubbish removed from the building.

The Headteacher is responsible for ensuring that:

Termly fire evacuation practices are carried out.
Fire alarms are tested on a regular basis (usually weekly).

The Headteacher is responsible for the recording of these inspections.

The Headteacher is responsible for ensuring that all fire extinguishers and fire blankets are in the correct place. The School Administrative Manager will ensure that the fire extinguishers are inspected and maintained annually.

6.10 FIRE DRILL

On hearing the fire alarm all pupils will leave the working area in an orderly and supervised way. The person in charge of the pupils will instruct the pupils to leave by the nearest safe exit, follow behind and close all windows and doors behind them. The pupils must make their way to the fire evacuation collection point (the playground for most rooms and the grass area outside the front of school for the KS2 rooms or, if impossible, the church) in an orderly manner. Key staff members from each area will then report to the Headteacher who will unlock the pedestrian gate.

Identified members of staff are responsible for checking toilet areas on the way out from the building to ensure that no children are left behind.

The teacher of Class 1 will check the Key Stage 1 toilets, the teacher of Class 3 will check the Key Stage 2 toilets. The head teacher will unlock the gate on the pedestrian path and the Administrator will unlock the gate in the car park. The Administrative staff will take the staff 'In/Out' board to the assembly point.

The members of staff in charge of the pupils will take the Evacuation Report and inform the Headteacher either that all pupils are present or report any missing pupils.

On hearing the fire alarm the Headteacher will immediately telephone the Fire Brigade. If the school telephone is not safely accessible or out of service and no mobile is available the phone at Mrs Dixon's house (opposite the school) or The White Hart Inn might be used.

6.11 FIRST AID ARRANGEMENTS

Most staff are trained in First Aid. Some have also been trained through the school in Paediatric First Aid (these are identified on the SCR).

The first aid box is maintained in accordance with the First Aid at Work Approved Code of Practice 1990. The required list of contents is listed in the Education Health and Safety Manual.

When first aid is required children will in the first instance report to the class teacher (or the teacher / midday supervisor on playground duty if during break). If it is considered necessary the parents of the child will be contacted.

First aid materials must be available on all school trips.

The Headteacher is responsible for ensuring that there are adequate numbers of staff trained in first aid. See Education Health and Safety Manual for further details. This training is recorded in our Single Central Record.

6.12 REPORTING OF ACCIDENTS

All accidents to pupils, staff and visitors must be recorded on the appropriate documentation (see Education Health and Safety Manual for accident reporting procedure). All major injuries and dangerous occurrences must be reported to the Health and Safety Executive and to the Governing Body by the Headteacher. In all cases the Headteacher is responsible for ensuring that any necessary remedial action is taken to avoid a repetition of the incident.

6.13 SAFETY REPRESENTATIVES

The staff may elect one of their number to act as a Trade Union safety representative who must be a member of, and appointed by, a recognised trade union. Any member of staff has the right to take up an issue on health and safety with his/her safety representative. Safety representatives will be given copies of all health and safety material and information received by the Governing body from outside agencies (i.e. Health and Safety Executive and County Council), or produced by the school. Safety representatives shall be consulted by the Governing Body on all health and safety matters.

The Headteacher has a duty to respond to safety initiatives put forward by safety representatives or other employees.

6.14 INDUCTION TRAINING

All new members of staff must be given a copy of the Health and Safety Policy. This requirement is recorded in the Staff Handbook. Staff and placement students will be required to sign to confirm that they have read this document. Their duties under the Policy must be discussed and understood. New members of staff should be made aware of any special responsibilities under the Health and Safety Policy.

The relevant Key Stage Coordinator or an experienced Teaching Assistant is responsible for the induction training of new members of staff.

Supply teachers must be fully aware of any local arrangements for emergency action, e.g. fire evacuation, accident procedures and reporting, and any other safety arrangements which may affect them whilst in the school. The relevant Key Stage Coordinator is responsible for supplying the relevant information.

6.15 MONITORING AND REVIEW OF PERFORMANCE

Regular monitoring of these arrangements is the responsibility of the Governors. Ongoing monitoring of the safety within the school will be carried out by the Headteacher through the normal managerial arrangements within the school.

The Headteacher will carry out a safety inspection of the premises termly with the Governors Health and Safety Representative. A Health and Safety check will be carried out by the Local Authority on a four yearly basis. The Governors Representative will be advised of the outcome of this check and will be invited to attend where this is practicable.

The local arrangements will be reviewed annually taking into account the findings of any safety inspections and changes in Health and Safety legislation and amended where necessary.

6.16 GRIEVANCE AND DISCIPLINARY

All matters concerning Health and Safety matters will be dealt with under the procedures laid down in the appropriate terms and conditions of employment.

6.17 SWIMMING POOL

Suitable clothing will be available to be worn when working on the swimming pool. This will include goggles when working with chemicals. Training in procedures for pool maintenance will be given to sufficient staff to ensure that there are TWO staff who are fully conversant.

6.18 VISITS OFF THE PREMISES

All such visits should be organised in line with the policy on Educational Visits.

DEPARTMENTAL HEALTH AND SAFETY POLICIES

6.18 CARETAKING

COSHH REGULATIONS

The caretaker is responsible for using all cleaning chemicals in accordance with the manufacturers' instructions. It is necessary to ensure that information, instruction and training including safe working methods and COSHH assessments for hazardous substances are provided for all cleaning products used within the school. The caretaker must use these chemicals in accordance with this information, instruction and training. Full product information, safe working methods and COSHH assessments are provided for all Premier Products used within the school. These safe working methods and COSHH assessments are concluded to be a suitable assessment to the risk to health if used in accordance with the instruction and training provided. If alternatives to Premier Products

are used then an adequate COSHH assessment must be carried out on all hazardous products before they are used. If not the product must be disposed of.

The caretaker is responsible for storing cleaning materials in a safe manner and ensuring that they are locked away out of children's reach at all times during school hours. Cleaning materials will NOT be left in classroom or toilet areas.

MANUAL HANDLING - SAFE WORKING METHODS

Caution will be used in all manual handling operations.

WORKING AT HEIGHTS

The caretaker will ensure that the following safe working practices are carried out when working at heights:

- * Only specially designed access equipment will be used, i.e. ladders, steps, 'elephant's foot' steps and scaffolds.
- * Regular checks **MUST** be carried out on all access equipment to ensure its safety. These checks are carried out three times a year and are recorded by the Headteacher.
- * Access equipment must be long enough to reach the place of work without the user having to over-reach in any direction. Only appropriate access equipment will be used i.e. steps must never be used unless the legs can be opened to their widest extent.

If the caretaker does not have the correct equipment to carry out the required task the Headteacher must be informed immediately, and in turn will make adequate arrangements for the work to be carried out safely (this may require a formal risk assessment in some cases).

No member of staff will carry out any task requiring the use of ladders when alone in the building. When ladders are being used another member of staff should be informed and, with full sized ladders, arrangements should be made for a colleague to keep the base of the ladder stable throughout the task.

GENERAL DUTIES AND RESPONSIBILITIES

The caretaker is responsible for the maintenance of floor surfaces to ensure that there are no tripping hazards or slippery surfaces. In the event of a floor surface becoming dangerous it must be reported to the Headteacher immediately.

The caretaker is responsible for the maintenance of fixtures and fittings, i.e. replacing light bulbs, and broken door handles etc. When working with electrical systems, for example changing light bulbs, it is necessary to ensure that the electrical supply is isolated before carrying out any work. If there is doubt over

any task, expert advice should be sought.

The caretaker is responsible for ensuring the serviceability of the fire alarm system and also for the maintenance of the emergency trip wire in the Boiler Room. The caretaker will notify the Headteacher immediately of any defects or dangers presented by the building or fixtures.

The caretaker is responsible for the Boiler Room. It must be clean and tidy and free of all flammable and combustible materials. The air ventilators must be open and never obstructed. Cleaning and servicing of electrical or moving parts must never be carried out without isolating first. A warning sign must be attached to the switches and equipment that are isolated and if repairs are being carried out the warning signs must remain until all repairs are complete.

All instructions issued for boiler or plant must be displayed on a wall adjacent to the system to which it refers.

The caretaker is responsible for the general cleanliness of the school. Hygiene is particularly relevant in the toilet facilities which will be maintained to a high standard and will be subject to random health and safety checks. All toilets will be cleaned and disinfected on a daily basis and the floors mopped clean at least twice per week.

The caretaker will carry out a check at the beginning of each term to ensure that all items requiring minor maintenance are fully functional. This will include door closers, fire doors, door handles, and locks.

6.19 DESIGN AND TECHNOLOGY

Safe practice will be employed in the use of all tools. A thorough check should be carried out when replacing tools to ensure that none are missing. The use of sharp and pointed tools should be supervised by an adult.

6.20 PHYSICAL EDUCATION

Care must be taken to ensure that children are not required to attempt activities which are potentially dangerous. Proper use of safety mats must be made.

Training will be available in the safe putting out of PE equipment prior to use.

6.21 INFORMATION TECHNOLOGY/OFFICES

Workstation assessments will be carried out in line with the Health and Safety (Display Screen Equipment) Regulations 1992 as required.

6.22 ANCILLARY WORKERS

Additional training and manual handling assessments will be carried out for ancillary staff as appropriate.

6.23 SUPPLY STAFF

Information relating to basic routines, including safety procedures, will be available for all new supply staff.

6.24 LEAVING SCHOOL

The children will be monitored upon leaving school at the end of the day. This will normally involve one member of staff at the pedestrian gate, one checking each of the buses, one supervising the Key Stage 1 cloakroom and one the Key Stage 2 cloakroom.

We aim to ensure that no child is left uncollected. All bus children will be put on the bus unless we have been notified to the contrary by their parent or guardian unless there is significant doubt about the intention of the parent in which case the child will be kept in school where they will be safe. Other children who are uncollected will be kept in school and their parents will be notified. At all times the safety of the children is the paramount consideration.

6.25 SECURITY

The Security Policy is crucial to Health and Safety and is designed to ensure the safety of the children and staff during the school day and beyond. It should be fully enforced by all staff at all times.

6.26 RISK ASSESSMENT

All activities should involve a risk assessment. Any likely danger should be reported in advance to the headteacher. Staff should, where practicable, visit the location of any out of school activity in advance in order to carry out a risk assessment. This assessment should also consider the medical needs of the individual pupils. Reference should be made to the policy on School Visits. If such a visit is not possible the Headteacher must be informed. A repeat visit to a venue, where the organising staff have been before, may not require a fresh preparatory visit as long as any changes to the venue in the intervening period have been discussed with venue staff. Reference should be made to the Headteacher in such circumstances.

Staff should note that any job which has a clear element of risk, for example jobs involving the use of ladders or the changing of light bulbs, should never be carried out whilst alone in the building. Another member of staff should always be aware that such tasks are being undertaken.

Equipment, including door closers, taps, flushes etc will be checked by the Caretaker and reported to the Headteacher in advance of the termly inspection with the Health and Safety Governor.

Any manual handling operations should be assessed in advance. The maximum safe limit for lifting is 10kg from the floor, 25kg from waist height and 5kg from eye level.