



## PEASEDOWN ST JOHN PRIMARY SCHOOL (Achieving Excellence for Ourselves and Others)

### HEALTH AND SAFETY POLICY

#### Section 1

This Health and Safety Policy is to be used in conjunction with Bath & North East Somerset Corporate Health, Safety and Welfare Policy and the Education Service Health, Safety and Welfare Policy.

The school regards the promotion of health and safety matters as a mutual objective of all that work here. It is the school policy to take all such steps as are reasonably practicable to meet its responsibility for providing a safe and healthy working environment for staff and pupils and to extend such protection to visitors to the school premises.

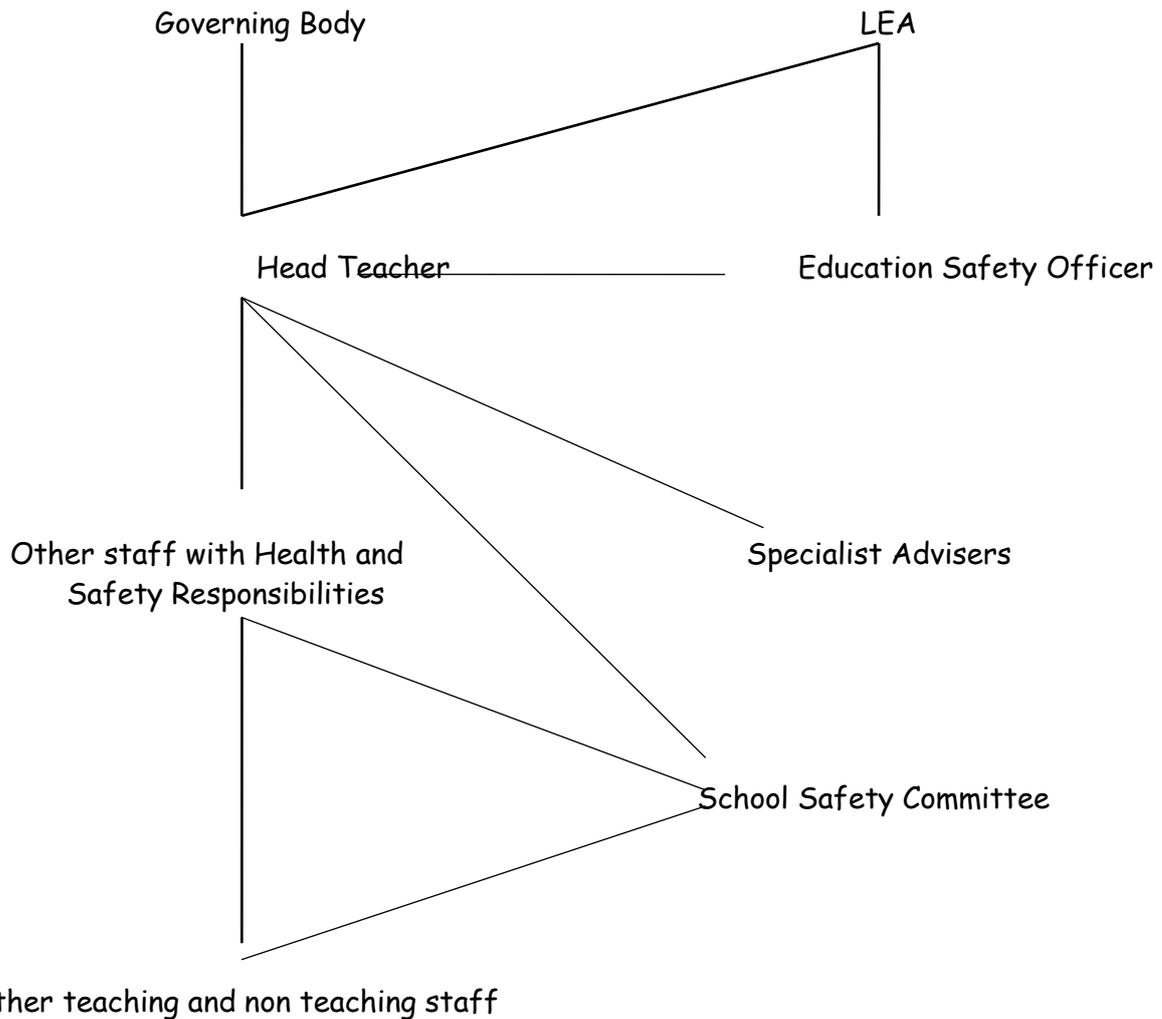
The Governors of the school recognise their responsibility, so far as is reasonably practicable, to ensure:

- \* the provision and maintenance of a safe and healthy working environment for all staff and pupils and to extend such protection to visitors to the school;
- \* the development and maintenance of sound health, safety and welfare practices;
- \* consultation with competent people to assess risks and advise on adequate control measures and other health and safety issues;
- \* adequate information, instruction, training and supervision to enable all staff and pupils to work safely;
- \* consultation with staff on health and safety issues;
- \* the allocation of resources to fulfil the above objectives.

To this end, the school endeavours to apply and enforce all current legal requirements together with other appropriate safety measures where reasonably practicable. This practice will be continued in the case of future legislation.

Staff are expected to co-operate with the school Head Teacher and Governors in all measures taken to fulfil statutory health and safety duties and to protect the health, safety and welfare of staff, pupils and visitors.

## Organisation for Health and Safety in the School



- Line Management
- Advice / Liaison

### Section 2

#### ORGANISATION FOR HEALTH AND SAFETY

##### 2.1 Responsibilities of the Children's Services' Director

The responsibilities of the Director of Education are outlined in the Education Services Health, Safety and Welfare Policy.

##### 2.2 Responsibilities of the Governing Body

The Governing Body has overall responsibility for health and safety within the school, although because of the corporate status of Governing Bodies, individual governors cannot be held to be personally liable, when they have acted on collective decisions, taken in good faith. It will ensure that all reasonable steps have been taken to fulfil the school health and safety policy and to reduce the possibility of accident or injury to staff pupils or visitors.

Specifically the Governing Body will:

- nominate a governor with responsibility for health and safety;
- set health and safety objectives and performance standards for the school;
- determine and implement the strategies to meet the objectives and standards;
- allocate funding for health and safety purposes;
- receive a termly report on health and safety performance;
- receive and review an annual health and safety audit
- ensure that the school Health and Safety Policy is produced, implemented and updated as required; and
- ensure arrangements are made to plan, organise, control, monitor and review, protective and preventative measures in the light of risk assessments.

### 2.3 **Responsibilities of the Head Teacher**

The Head Teacher is responsible to the Governing Body for the health, safety and welfare of staff, pupils and visitors within the school.

While the Head Teacher may delegate some tasks to designated individuals, s/he retains overall responsibility and remains specifically responsible for ensuring that:

- all members of staff, pupils and so far as is reasonably practicable, visitors to the school, are aware of their general and specific health and safety responsibilities as set out in the Policy;
- the Local Education Authority and Governing Body are kept informed on health and safety performance of the school.
- the risks to which staff and pupils are exposed at school are assessed, recorded and reduced to the lowest level reasonably practicable;
- regular inspections of premises, plant and equipment are undertaken;
- suitable information, instruction and training is given to all staff;
- health and safety problems are dealt with promptly and appropriately or referred the Governors, school surveyor or the LEA Safety Officer as appropriate;
- in conjunction with the school surveyor, the work of contractors on school premises is monitored, where this affects the safety of staff, pupils or visitors;
- all serious accidents are investigated to discover their cause and prevent reoccurrence;
- accidents are reported and accident records maintained;
- appropriate First Aid facilities and First Aid trained staff are available;
- appropriate arrangements are made to evacuate the school in an emergency and that regular fire drills are held; and
- the appropriate structures exist and operate for consultation with staff and the resolution of health, safety and welfare issues.

### 2.4 **Responsibilities of Co-ordinators**

Subject or other Co-ordinators are responsible to the Head Teacher for the day to day management of health and safety in their areas of responsibility.

They must ensure, as far as is reasonably practicable, that:

- a safe working environment is provided for staff and pupils;
- the Head Teacher is informed of any health and safety problems that they are unable to resolve;
- safe working arrangements are specified for each work area under their control and that all staff and pupils working there are informed of these and adhere to them;

- all equipment is selected with regard to working conditions and its suitability both for its use and the users;
- all equipment and tools meet statutory requirements and are properly maintained;

## 2.5 **Responsibilities of Teaching Staff**

Teaching staff have the responsibility, to familiarise themselves with the following procedures and bring them to the attention of pupils:

- i. Emergency Evacuation Procedures.
- ii. Accident Procedures.
- iii. Safe working practices.

Each pupil will be instructed in the safe working practices and the specific risks associated with their particular task at the outset, such as those involving tools, machinery or hazardous substances.

- iv. External visits.

Teaching staff are responsible for supervising pupil groups whilst they are away from school on external visits, and for ensuring that pupils are aware of their responsibility to act with due consideration for their own safety and that of other people at the site or establishment.

See also Educational Trips Policy and Safety in Offsite Activities Book

## 2.6 **Responsibilities of all School Staff**

Under the Health and Safety at Work Act 1974, all employees have a duty to take reasonable care for their own safety and for the safety of others, which may foreseeably be affected by their acts and omissions at work.

They also have a duty to co-operate with the school management in all measures taken to fulfil statutory health and safety duties and to protect the safety of staff, pupils and visitors;

Whilst recognising management responsibilities regarding health and safety at work, the school expects all staff to set an example in safe behaviour by:

- ensuring staff and pupils follow safe procedures;
- ensuring that protective equipment is used correctly by staff and pupils when needed;
- bringing safety problems to the attention of the Head Teacher
- reporting all accidents and dangerous occurrences;
- checking that class rooms/work areas are safe; and
- checking that equipment is safe and properly maintained before and after use.

## 2.7 **Responsibilities of Appointed Persons**

In the event of an accident the Appointed Person is required to take charge of the situation and summon medical assistance if necessary. Appointed Persons should assist casualties when requested and keep a record of treatment or advice given and ensure that an accident form has been completed where appropriate. All Appointed Persons will receive Emergency First Aid training. The Appointed Person must ensure that the First Aid Box is correctly stocked at all times.

## 2.8 **Responsibilities the COSHH Co-ordinator**

The COSHH Co-ordinator will:

- maintain an inventory of substances covered by the COSHH Regulations;
- carry out a risk assessment on the use of substances used or generated;
- determine control measures required;
- notify staff who use or encounter the substances of control measures;

- keep the assessments under review;

## 2.9 Responsibilities of Pupils

All pupils are expected to behave at all times in a manner that places neither themselves nor others needlessly at risk.

### **Staff Holding Responsibilities for Health and Safety as at 1<sup>st</sup> September 2010.**

<b>Position</b>	<b>Name</b>
Chair of the Governing Body	Linda Day
Governor responsible for health and safety	Colin Rich
Head Teachers	David Tilling/Julia Battersby
Deputy Headteacher	Sarah Savage (Carolyn Donnelly during maternity leave)
D T Co-ordinator	Michelle Proudler
Science Co-ordinator	Jo Green
Sport and PE Co-ordinator	Simon Lucy
COSHH Co-ordinator	Lesley Boucher/Nicky Lanning
Premises Supervisor	Lesley Boucher/Nicky Lanning
Transport Co-ordinator	N/A
Kitchen Manager	Dawn Savine
Caretaker	Lesley Boucher/Nicky Lanning
Trade Union Safety Representative	N/A
Appointed Persons	Kath Clark

For health and safety advice please contact B&NES Education Safety Officers on 01225 395115

## Section 3

### ARRANGEMENTS FOR HEALTH AND SAFETY

#### 3.1 Emergency Procedures

In the event of an emergency the Fire Brigade, Police or Ambulance Service may be summoned by members of the SMT or the school office.

If the emergency is a fire or any other serious imminent danger, the alarm must also be raised by using the nearest call point.

On hearing the alarm all staff, pupils and visitors should immediately leave the premises and assemble in the designated areas, well away from the buildings. No one should re-enter the building until the alarm bells have stopped ringing and the Head Teacher has authorised re-entry.

Fire Drills will be held once a term.

#### Staff Responsibilities

Emergency evacuation procedures are posted in each classroom. Staff should familiarise themselves with the procedures and bring them to the attention of pupils.

Staff will ensure:

- all exits are unlocked while the building is occupied - report locked exits to the Caretaker;
- fire exits are free from obstruction at all times;
- fire doors are closed at all times and never propped open;
- missing or empty fire extinguishers are reported to the Caretaker;
- electrical equipment not in use, is switched off and the plug removed from the socket.

In the event of the fire alarm sounding, staff should ensure that wherever possible all doors and windows are closed, and electrical equipment is switched off. Staff may tackle small fires using the appliances provided, but only if this can be done without putting themselves at undue risk. Use of the fire appliances must only be regarded as a "first aid" measure and the Fire Brigade must always be summoned without delay.

Teachers should accompany their classes to the designated assembly point, where they should check their registers. If any one is missing, the Head Teacher should be informed as soon as possible. No one should stop to collect personal belongings in an emergency, or re-enter the building until authorised to do so.

#### 3.2 Reporting of Accidents and Dangerous Occurrences

All minor accidents to pupils (those that require some First Aid treatment) should be recorded in a Pupil Accident Note Book. An Accident Report Form should be completed for all accidents to adults and serious accidents to pupils that require hospital treatment.

This should be forwarded to the Education Safety Section as soon as possible after the incident. These accidents should also be recorded in the school Accident Book.

For Reportable Injuries and Dangerous Occurrences see also Appendix 1

#### 3.3 First Aid

First aid cover in the school is provided to deal with injuries resulting from accidents, or medical crises, which occur on school premises. It consists of:

- the treatment of minor injuries, which do not require medical attention;
- first assistance to a casualty, while waiting for medical help;

First Aid Box(es) are located at the bottom of stairways in the old building and in the shared area of the new building.

Appointed Persons are authorised by the school to render first aid strictly in accordance with the First Aid Regulations 1981. No treatment of any kind, outside of the Regulations, such as dispensing pain-killing drugs, is authorised. If there is any doubt about the extent of an injury or the seriousness of an illness, an ambulance should be called without delay. In the absence of an Appointed Person, the Head Teacher assumes this responsibility.

### **3.4 Drug Administration**

For the school Drug Administration Policy, see policy.

### **3.5 Infectious Diseases**

The school follows the advice of the Avon Health Authority on infectious diseases.

Their Handbook for Schools can be found in the school office.

### **3.6 Safety in Curriculum Delivery**

Procedures for the safe delivery of potentially hazardous parts of the curriculum can be found in the relevant subject policy. See also the Code of Practice for Health and Safety in Science and Design Technology in Bath and North East Somerset Primary Schools.

### **3.7 Manual Handling**

Manual handling is defined as the transporting or supporting of a load which includes lifting or supporting people. Where ever possible manual handling will be avoided or done by mechanical means, so that the risk of injury to both staff and pupils, from manual handling is reduced to the lowest level reasonably practicable. All staff who carry out unavoidable manual handling tasks on a regular basis will be trained. Under no circumstances will pupils be allowed to move heavy items of furniture or equipment such as the piano. Staff are reminded to reduce loads whenever possible and to seek assistance if necessary.

### **3.8 School Transport**

Parent volunteers who convey other parent's children in their cars on school business will complete a self-certification form, so that the school may check that such transport is legally used and safe. (See Appendix)

### **3.9 The Control of Substances Hazardous to Health**

The School will ensure that the risk to staff and pupils from substances hazardous to health is prevented or controlled so far as is reasonably practicable. Risk assessments will be carried out by the COSHH Co-ordinator. No new substances should be generated or brought into school, unless a risk assessment has been carried out.

The COSHH Record is kept in the Caretakers office.

### **3.10 Electricity**

The school will ensure that all electrical equipment is constructed and maintained so as to prevent danger as far as is reasonably practicable, and will comply with the standards detailed in the Electricity at Work Regulations 1989.

An inventory of all electrical equipment will be kept in the school office.

Portable electrical equipment, including the personal property of staff on school premises, will be tested annually. No equipment should be used unless it has been tested.

### **3.11 Safety Monitoring**

The Head Teacher and other nominated staff will monitor the safety performance of the school. This will be done informally by observation and formally by the use of checklists. The results will be presented to the Governors.

### **3.12 Smoking at Work**

The school has an obligation to its staff to provide a safe working environment, without risk to health. It accepts that passive smoking presents a risk to staff and therefore has a no smoking policy. The smoking ban applies to all employees, visitors and pupils whilst on school premises or in school vehicles and to the premises in and out of normal school hours.

### **3.13 Training**

Health and safety information and / or training will be provided for all staff when they join the school and when ever they are exposed to new risks at work.

### **3.14 Health**

An independent Occupational Health Service supervises the physical and mental health of staff in the school.

### **3.15 Violence**

The school believes that violence to staff or pupils is unacceptable. Violence is any incident in which the person is abused, verbally or otherwise, threatened, or assaulted and may also include bullying and sexual or racial harassment. The school will endeavour to prevent violence to staff and pupils occurring, and to support and assist them should violence occur.

All violent or potentially violent incidents should be reported both to the Head Teacher and the Education Safety Officer, on the Violent Incident Form. Where actual injury occurs this should be done, in addition to completing the Accident or Dangerous Occurrence form. It is vital that there is a written record of all such incidents, as the LEA is required to report them to the Health and Safety Executive.

The school will develop a policy on bullying to protect vulnerable pupils and staff.

### **3.16 Contractors**

Contractors will be given sufficient information to enable them to work safely in the school. They are required to co-operate with the school in all measures taken to ensure the safety of pupils, staff and visitors. (See Appendix 2)

### **3.17 Safety of People with Disabilities**

Individual arrangements for the safety and safe emergency evacuation of pupils with disabilities will be determined before their entry to the school. For staff with disabilities, a meeting will be arranged between them, the Head Teacher and the Education Safety Officer, if appropriate, as soon as possible after their appointment. For staff or pupils with temporary mobility problems, e.g. a broken leg, similar meetings will be held.

### 3.18 Lettings

Safety arrangements for the use of the premises outside normal working hours can be found in the Lettings Policy.

### 3.19 Display Screen Equipment

All staff who are classified as "Users" of Display Screen Equipment (DSE) will be given information and training on its correct use. They will be entitled to eye or eyesight tests and, if spectacles are necessary for DSE work exclusively, these will be supplied free of charge. This will normally apply to office staff only.

### 3.20 Repairs and Maintenance

Buildings, services, and plant will be inspected termly by the Caretaker and Mr Colin Rich. Staff should report any defects or problems that they notice promptly by entering them in the defects book held in the school office.

### 3.21 Security

Every endeavour will be made to ensure that the school is kept secure from unauthorised access at all times. All staff are asked to co-operate with this and to ensure that security does not compromise emergency evacuation in case of fire.

### 3.22 Hazardous equipment

All hazardous equipment such sports equipment will be tested annually.