

Lower Peover C.E Primary School Health and Safety Policy



LOWER PEOVER
CofE Primary School

Staff Meeting:	January 2019
Governors Meeting:	February 2019
Chair of Governors:	Debbie Rutter
Review:	February 2020

Section 1

A. Statement of Intent

1. The responsibility for the health and welfare of employees, pupils and visitors at Lower Peover Primary School is shared between Cheshire County Council, the Diocese, the School's Governing Body (the employer) and the Headteacher.
2. The LA's responsibility is devolved to the Director of Education, who in turn, has appointed various Officers to assist him to fulfil these obligations under the Health and Safety at Work Act and the L.A.'s Safety Policy.
3. The diocese, (owner of the school property) is responsible for maintaining the major structural fabric of the school.
4. The Governing Body is responsible for maintaining the internal fabric of the school (see Appendix 1) and for formulating its safety policies and procedures.
5. The Headteacher is employed by the Governing Body, and is responsible for managing the school's activities and its safety performance and implementing Cheshire County Council's, the Diocesan and the Governing Body's Safety Policies.
6. Bearing in mind the foregoing division of responsibilities, Lower Peover Primary School, shall, so far as is reasonably practicable:
 - a) ensure the health, safety and welfare of the employees of the school
 - b) ensure the health, safety and welfare of registered pupils of the school
 - c) take steps to ensure the health and safety of other persons who come into the school, or who may be affected by a school activity.

B. Objectives

In exercising the responsibilities described above, the School Governors and the Headteacher will ensure, so far as it is reasonably practicable, the effective implementation of the Governors' Health and Safety Policy with a view to achieving the following objectives:

1. The provision of a safe environment for all employees and pupils of the school and working conditions which do not involve danger to health.
2. The taking of appropriate measures to remove hazards and the bringing to the attention of appropriate employees all known Health and Safety hazards.
3. The fulfilment of the requirements of health, safety and welfare legislation concerning the School's activities.
4. The taking of appropriate steps to ensure that rules and procedures governing school activities and emergencies are formulated, observed and enforced.
5. The provision of formal procedures for the reporting and investigation of accidents. An accident book is available in the staffroom.
6. The provision of formal procedures for effective employee consultation as required.

C. Statement by the Chairman of the Governing Body

1. This Safety Policy document will be brought to the attention of all staff at the school and will be used as a basis for actively encouraging all persons involved with the school to think and act safely.
2. Meetings of the Governing Body and Staff meetings will include an agenda item on health and safety where issues can be discussed and hopefully resolved.
3. The day to day responsibility for health and safety lies with the Headteacher who will always be available to discuss health and safety issues.
4. Detailed responsibilities of the Governors, Headteacher and other employees are to be found in parts **D, E & F** of this document.
5. Professional advice on all aspects of health, safety and welfare is available from the Health & Safety Advisor, County Hall, Chester, CH1 1SQ (01244 602426).
6. My aim is to achieve a high standard of health and safety at Lower Peover Primary School and it is my expectation that all members of staff will carry out their duties, responsibilities and work activity in the same way.

Signed:
 Chairman of Governors

Date:

D. The Governing Body

The Governing Body shall ensure, so far as is reasonably practicable, that:

1. carries out its responsibilities and duties under the Education Reform Act 1988, the Health and Safety at Work etc. Act 1974, the L.E.A.'s Safety Policy and the Diocesan Safety Policy.
2. allocates sufficient financial resources to the areas of the school that it is responsible for maintaining.
3. guides and monitors the Headteacher to ensure that he/she keeps health and safety as a high priority in the day-to-day management of the school
4. appoints one of the Governors a health and safety adviser (Mr Andy Williamson) who liaises regularly with the Headteacher
5. considers the health and safety implications of policies and guidance issued by L..A. AND THE Diocese and reports on health and safety matters as applicable to L..A., Cheshire County Council and the Diocese
6. draws up and issues its own policies and guidance on curricular and non-curricular topics where necessary, paying particular attention to health and safety aspects
7. discusses and resolves health and safety issues at meetings of the Governing Body
8. requires the Headteacher to include health and safety issues in the Headteacher's report at the first autumn term meeting
9. arranges the setting up of a Health and Safety Committee within the school if requested
10. Will monitor health and safety issues in respect of the grounds owned by the Richard Comberbach Trust.

E. Responsibilities of the Headteacher

1. to pursue the objectives of the L.A., Diocese and the Governing Body in respect of health and safety
2. to set up arrangements in the school to cover all health and safety legal requirements, to produce a written policy of these arrangements, and to bring it to the attention of all staff and visitors
3. to ensure that health and safety risk assessments are written for all processes and work activities as part of the health and safety policy. The policy is to be revised and republished as necessary. To monitor effectively the implementation of the arrangements
4. to be available to any member of staff to discuss and to seek to resolve health and safety problems not solved at a lower level or through the established arrangements
5. to report to the education department those instances where the head's executive authority does not allow the elimination or reduction to a satisfactory level of a hazard, but to take all necessary short term measures to avoid danger pending rectification
6. to note all health and safety instructions and advice issued by the council and to ensure that they are brought to the attention of all staff. To keep a file of such information together with information and advice published by the D.F.E.. and others about the health and safety aspects of the activities carried on in the school, and to make this information available to all staff
7. to keep a list of safety representatives appointed to represent staff at the school, to be readily available to them, and to co-operate with them as far as is reasonable in their efforts to carry out their functions. To receive reports from safety representatives and to respond within a reasonable time
8. to ensure that all areas of the school are inspected once per term
9. to ensure that a system is established for the reporting, recording and investigation of accidents, diseases and dangerous occurrences and that all reasonable steps are taken to prevent recurrences
10. to ensure that all visitors, including maintenance contractors, are informed of any hazards on site of which they may be unaware. To ensure that consideration is given to the possibilities of maintenance work affecting pupils and staff (see Appendix 4).
11. to provide all employees with any necessary training in line with best practice in education as required by Health and Safety legislation e.g. First Aid
12. to ensure the use of any necessary protective clothing and equipment, and that it is properly maintained and renewed when required
13. to consider minimum health and safety requirements for the use of work equipment, including VDUs and office equipment.
14. to meet health and safety requirements for the handling of loads on the premises
15. to ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency, and that fire fighting equipment is available and maintained and staff properly trained in its use, where appropriate
16. to provide detailed emergency procedures
17. to consider positive measures to promote the health and welfare of the staff and pupil.
18. to ensure that the Site Maintenance Officer stores all hazardous substances safely.

Deputy Headteacher

The Deputy Headteacher shall, under the direction of the Headteacher, undertake the duties of the Headteacher, so far as is reasonably practicable, bearing in mind that the responsibility for these duties still lies with the Headteacher.

F. Teaching and Non-teaching Staff

Have a duty to take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work. Shall, where appropriate and so far as is reasonably practicable

1. ensure that the L.A. and the School's Safety Policies are implemented at all times
2. be responsible for the health and safety of the pupils they supervise
3. ensure that equipment used at school is safe and presents no risks to health, also ensure that any defects should be either rectified immediately or taken out of use and reported to the Headteacher for repair or disposal
4. in the event of fire, ensure that all pupils know the fire procedure and are evacuated safely
5. in the case of an injury, arrange for suitable first aid treatment; investigate the accident that caused the injury; and record the details in the accident book or via PRIME
6. ensure that all classroom-based activities are carried out healthily and safely
7. ensure that playground activities are supervised as appropriate and ensure that any violent behaviour is stopped
8. ensure that pupils are adequately supervised whilst on midday dinner
9. ensure that whilst pupils are playing for a sports team, provision has been made for dealing with injuries and other emergencies
10. ensure that whilst transporting pupils by car, safety seatbelts are worn and the L..A.'s guidelines are followed including checking that there is appropriate insurance
11. ensure that when undertaking school trips and holidays, sufficient research, planning, precautions and supervision are undertaken as laid down in the L..A.'s procedure. Where specialist instructors are engaged to lead pupils, the role of supervision must be discussed and agreed with the instructor, (reference to the County Guidelines Safe Transport and School Trips should be made).
12. ensure that they do not bring into school any potentially dangerous article or hazardous substance without the express permission of the Headteacher
13. take appropriate action to make safe any dangerous condition caused by wet or icy weather
14. ensure that any agreed security provisions are carried out
15. co-operate with the Headteacher on all aspects of health, safety and welfare

Section 2

Arrangements for Health and Safety

The following explains the regulations and procedures the school is required to abide by according to the law.

2.1 Management of Health and Safety at Work Regulations 1999

These regulations require employers to make an assessment of the risk to the health and safety of their employees and anyone else affected by their work activity. As an employer with five or more employees the school must keep up to date records of the assessments. The employer will provide such information, instruction, training and supervision as is necessary to safeguard an employee's well being within an organisational health and safety framework.

2.2 Provision and Use of Work Regulations 1998

Briefly, employers need to provide safe plant and equipment and schools must meet the new standards by 1st January 2003. Second-hand, leased or hired equipment bought after 1st January 1999 is considered new equipment and must meet the new regulations immediately. The Regulations also include staff using their own equipment. Whatever the source of the equipment it must be suitable for the task for which it is being used, properly maintained and used in a safe manner by staff training in its use. The employer must ensure that there is adequate information as to how the equipment is to be used, i.e. instruction from the manufacturers. Training should be given with an emphasis on the risks that may arise and the precautions to be taken.

Where necessary guards must be placed on machines that may be dangerous. Equipment must be marked with warning signs if needed for Health and Safety reasons.

Electrical equipment must be tested regularly by the L.E.A. approved engineer who will take unsafe equipment out of use.

2.3 Manual Handling Operation Regulations 1992

These regulations apply to any manual handling operation, which may cause injury at work. These include not only lifting of loads, but also lowering, pushing, pulling, carrying or moving them. Risk assessments should be made for various areas of activity e.g. caretaker's work and P.E. where equipment is moved frequently. The National Curriculum for P.E. requires pupils to be taught 'how to lift, carry, place and use equipment safely'.

Workplace (Health, Safety and Welfare) Regulations 1992

These regulations set out general requirements in four broad areas

- I. Working environment – temperature, ventilation, lighting, room dimensions etc.
- II. Safety – glazed doors and partitions (use of safe material and marking), doors, gates, escalators (safety devices).
- III. Facilities – toilets, washing, eating and changing facilities, rest areas including arrangements for non-smokers
- IV. Housekeeping – maintenance of workplace, cleanliness and painting etc.

2.5 Personal Protective Equipment Regulations 1992

P.P.E. includes all types of protective clothing and equipment. It does not include uniform or protective clothing for food hygiene purposes. The Regulations apply to sports equipment such as life jackets in sailing and helmets in climbing instruction and this is relevant to the school's outdoor activities. P.P.E. regulations in school are especially important in laboratories where safety spectacles/safety goggles must be worn by pupils and staff during experiments.

Where P.P.E. is necessary, no charge may be made to the employees or pupil.

2.6 Health and Safety (Display Screen Equipment) Regulations 1992

The regulations cover the health and safety needs of those who spend a significant portion of the day using display screen equipment. Word processor operators and secretaries are the persons most likely in the school to be covered by these regulations.

The Employer has an obligation to assess the risks involved to work station users, to reduce the risks as far as reasonably practical and have the assessment reviewed when necessary. Training should be provided for workstation users.

If a person is deemed to be a user then he/she may apply for an eye test. Such a request must be made through the L.E.A. who will liaise with the Occupational Health section within the Personnel and Management Services Department Spectacles for use with screens may be paid for by the school.

2.7 Risk Assessment

Principles

1. The purpose of risk assessment is to identify all the significant risks in the school and decide the necessary precautions to be taken to protect staff, pupils, visitors and contractors from ill health or injury whilst at work.
2. A risk assessment involves the identification of HAZARDS present in the school and the evaluation of the extent of the RISKS involved.

Definitions;

A HAZARD is something with the potential to cause harm. This can include substances, machines, methods of work or other aspects of work organisation.

RISK expresses the likelihood that the harm from a particular hazard is realised and the possible consequences.

RISK therefore reflects the likelihood that harm will occur and the severity of the harm (trivial risks should be ignored).

3. It is the duty of the employers to undertake a systematic general examination of their work activity and record the significant findings of that risk assessment.
4. The risk assessment should be about the present activities of the school and should remain valid for a reasonable length of time. There should be an annual review of risk assessments.

2.7 (2) Methods of carrying our Risk Assessments

The process of Risk Assessment should:

- First identify the hazards
- Assessment significant risks from the identified hazards. If there are no hazards there are no risks
- be systematic
- Ensure all activities are covered e.g. office staff, cleaners
- Address what actually happens
- Involve the employee/s exposed to the risk in the assessment process

A risk assessment should take into account

- How likely is it that something will go wrong and what would the consequences be?
- How often does the risk arise and how many people are affected?
- Are the effects immediate or chronic?

2.7 (3) Review of Risk Assessments

These shall be reviewed annually or immediately there is a change in circumstances making the current risk assessment invalid.

2.7 (4) Records

Records must be kept of the assessments. The record must include:

- a) The significant hazards identified in the assessment
- b) The control measures in place or required
- c) The actions needed when these have been completed

2.8 Fire and Evacuation

Principle

The school will take advice from the local Fire Brigade, the L..A. and its Health and Safety officers regarding safe practices during the school day and when the school is being used for lettings with regard to fire safety. Where the event is governed by the Entertainment's Licence advice will be sought from the Licensing Officer.

This will also take into account:

2.8 (2) Procedures

- a) The school will co-operate with the L.A. in ensuring that the fire equipment servicing is carried out regularly. The Site Maintenance Officer will be responsible for checking the equipment in between the annual visits. Other members of staff should report any defects that they see in the fire fighting equipment to the Site Maintenance Officer. Fire doors should not be propped open. All fire exit doors must be readily opened and free from obstruction.
- b) Arrangements for evacuation will be placed in each room in the school. Class teachers and those responsible for other rooms must check regularly that these notices are in good order.
- c) Fire drills should be carried out at least each term. The effectiveness of these procedures should be discussed with the W.S.R. (workplace safety representative) immediately and in the Headteacher's report to Governors.
- d) In the event of a fire, the member of staff or person finding the outbreak should immediately activate the nearest alarm and then evacuate any pupils in the area. Staff should not put themselves at risk in attempting to put out a fire, but personnel trained in the use of fire extinguishers may attempt to put out a small fire if there is no personal risk.

2.8 (3) Evacuation Procedure

- a) All staff should be familiar with the evacuation routes from the various rooms.
- b) When the fire alarm sounds, staff and pupils must follow explicitly the directions for the room they are in on the wall near the door and they must walk in single file without any unnecessary talking or noise (it may be necessary for emergency orders to be given). The member of staff should see that windows and doors are shut before evacuating the room last, if reasonably practicable.
- c) Each class will be given an assembly point and they must proceed to this by the shortest route, keeping in single file all the time. Any pupil with Special Needs e.g. visual handicap should be escorted personally by the member of staff (windows being left on this occasion).
- d) During lunch time and outside the school day a physical check must be made of the premises to ensure that the buildings are fully evacuated

2.8 (4) Arrival at Assembly Point

- a) On arriving at the assembly point the class teachers take a count of the children in the class and report to the Headteacher.
- b) Staff must remain with the class and ensure as little noise as possible – it will be necessary to issue instructions in an emergency
- c) Staff await instruction for dismissal

2.9 Accident Reporting Procedure

- a) All accidents to employees, pupils visitors and contractors personnel working on the premises must be reported as must any employee who is suffering from a reportable disease
- b) These incidents have to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- c) Details of what constitutes a major incident, dangerous occurrence or prescribed disease are contained in the H.S.E. booklet
- d) When an accident happens to any pupil, employee or other person then Accident report form must be completed by a member of the teaching or non teaching staff who has witnessed the incident using the online PRIME system. Where the incident comes under the RIDDOR regulations urgent action must be taken..
- e) The Governors Health and Safety representative will scrutinize the pattern and causes of accidents as recorded and will bear these in mind when introducing preventative measures against risks
- f) An accident book for minor playground injuries sited in the staffroom **2.10 First Aid**

Introduction

The Governors and the Head recognise that it is the statutory duty of employers to provide equipment and appropriate facilities for first aid for employees, pupils and visitors to the school.

2.10 (2) The Qualified First Aider and Other Qualified Staff

- a) The majority of staff are qualified First Aiders, with 2 day training or paediatric training.
- b) All teaching staff undertake regular First Aid refresher courses.

2.10 (3) Records

- a) Records must be kept of the First Aid qualifications of staff and when they are up-dated by further training
- b) Records must be kept of when First Aid is given and kept in the central safeguarding record in the office.

2.10 (4) Location of First Aid Boxes

First Aid boxes are situated in:

- a) PPA room
- b) Staffroom
- c) Caretakers Store
- d) Hall

2.10 (5) Contents of First Aid Boxes

The boxes should be labelled with a green cross on a white background.

These boxes should contain:

- a) one guidance leaflet (General Guidance of Inclusion in First Aid Boxes)
- b) twenty individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment (which may be blue detectable dressings for the catering industry)
- c) two sterile eye pads, with attachment
- d) six individually wrapped triangular bandages
- e) six safety pins
- f) six medium sized individually wrapped unmedicated wound dressings (approx. 10cm x 8cm)
- g) two large sterile individually wrapped unmedicated wound dressings (approx. 13cm x 9cm)
- h) three extra large sterile individually wrapped unmedicated wound dressings (approx. 26cm x 17.5cm)

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300ml. And should not be re-used once the sterile seal is broken. At least 900ml. should be provided. **Eye baths/eye cups/refillable containers should not be used for eye irrigation.**

Disposable plastic gloves should be stored near these boxes.

2.10 (5a) Travelling First Aid Kits

First Aid Kits must be available to groups taking part in outside activities. These should include:

A card giving general advice on First Aid

6 individually wrapped sterile adhesive dressings

1 large sterile unmedicated dressing

2 triangular bandages

2 safety pins

Individually wrapped moist cleaning wipes (these wipes should not be impregnated with alcohol)

Disposable gloves

2.10 (6) Reminder

Staff are reminded of the new regulations for the treatment of injuries and the disposal of soiled dressings. Disposable gloves are provided in the staffroom and when used should then be disposed of carefully. This is to protect staff and children from infection e.g. from A.I.Ds/H.I.V. or Hepatitis.

The school does not have a designated medical room but sick children are brought to the staffroom or Head's room until departure, if there is a member of staff available to supervise them.

2.10 (7) Special Medical conditions

Parents are asked to inform the school on entry of any special medical conditions e.g. asthma or anaphylaxis affecting their child. Medication for anaphylaxis is the only medication kept in school. This is kept in the staffroom. The Head, Deputy Head and all teachers in school are trained to administer this in case of emergency. A list of staff who have undertaken training is by the telephone in the staffroom.

An asthma register is kept in the school office

Staff are allowed to administer medication to pupils with written parents' consent. Inhalers are kept in a child's bag or by the class teacher in the case of a nebulizer. Any medicines given are noted on the sheet in the staff room.

When pupils go on school trips, it is very important that parents provide full details of any medication needed for their child.

2.10 (8) When Pupils Cannot be Treated at School

If a pupil is taken ill at school or has an accident, they are taken to the Heads' room or staffroom to be given first aid. The qualified First Aider, or the Head, in her absence, will decide whether the child is too ill to be kept in school and the parent will be contacted. Parents will be asked to agree to pay the cost of a taxi fare if they are unable to fetch their child themselves. In case of serious illness/accident the ambulance service will be called to take the pupil to hospital usually accompanied by a qualified First Aider. The parents will be contacted and asked to go to the hospital to meet their child.

It is essential that the school be given a telephone number at which a parent may be contacted during the school day in event of illness or any other emergency. This number should be updated if changed.

2.11 Traffic Safety

2.11(1) Principle

The school will build links with the parents, police, road safety officers and the local community to improve awareness of traffic safety on the roads.

2.11 (2) Procedures

- a) The school, by means of the prospectus, meetings, circulars or posters will ensure that parents and staff know and consider the implications of setting a good example of safety when accompanying children either as pedestrians or passengers or drivers of cars.
- b) School, with the co-operation of parents and neighbours, will operate a one way system turning right at the top of the Cobbles and then to the front of school.

- c) The school will encourage and support cycle training and the use of cycle helmets and high visibility garments.
- d) The school will ensure the safety of pupils when travelling in staff cars i.e. adequate insurance, seatbelts.
- e) The school will operate a code of good practice when taking children on school visits, with reference to pupil/adult ratios and pedestrian and vehicular transport of pupils and will observe any L.A. Transport regulations in force.
- f) The school will incorporate safety education within the P.S.E. curriculum and will invite outside speakers such as the Railway police and Road Safety Officers to speak to the pupils.

2.12 Contractors on the School Site

2.12(1) Work Undertaken by Finance and Property Department of Engineering and Planning Department or any company on behalf of the Diocese

When major and minor works are undertaken by the appropriate Technical Department, that Department takes responsibility for the drafting of contracts, vetting of contractors and inspection of works and must liaise with the Head about contractual arrangements such as access and egress, hours work etc. In the case of the Diocese being the initiating body, then the company employed by them will follow the same procedures.

2.12(2) Local Contracts

Devolved maintenance service contracts, self-help projects may all involve the school in the letting of contracts (under LMS arrangements).

The contractor is responsible for ensuring, so far as is reasonably practicable, the health and safety of himself, his employees and persons who might be affected by his activities. These duties include not only his manner of working, but also the work done, e.g. the item of machinery, after repair, must be serviceable and safe.

2.12(3) Monitoring

It is essential that a designated person warns, checks, controls or keeps a continuous record of the progress of the contract.

2.12(4) Action to be taken by the Head in Unsafe Conditions

In the event of unsafe conditions or imminent risk arising the Head must be prepared to act to safeguard employees, pupils and visitors etc.

2.13 Contingency Plan

At some time a school may be involved in a crisis/disaster incident in which some of its pupils or staff may be injured or killed. The purpose of this plan is to think ahead about what is needed to assist the school community to best cope with the crisis.

Types of crisis:

the death of a pupil or member of staff through natural causes such as illness or through suicide or murder

traffic accident involving a pupil or staff member

a deliberate act of violence – using a knife or gun

a school fire or an explosion

out of school activities ending in tragedies e.g. the death of canoeists in Lyme Bay, the M40 crash

(Reference to Cheshire booklet Managing the response to critical incidents in schools should be made.)

AUTHORISATION

This policy has been reviewed by the Governing Body and Headteacher and has been approved by them for implementation.