



# Calow Church of England (V.C.) Primary School

## HEALTH AND SAFETY POLICY

### General Policy Statement

Calow Church of England (V.C.) Primary School and its Governors intend to ensure as far as is reasonably practicable a healthy and safe environment for all who work, learn at or visit the School. Further, all reasonable provisions shall be made to ensure that the work or activities carried out by the School shall not adversely affect the health and safety of other people.

The School and Governors shall consult staff and Area Health and Safety Advisers in dealing with Health and Safety issues and when allocating responsibilities. There will be a commitment to provide adequate training and information in order that staff may carry out their responsibilities.

Refer also to the Statement of Intent immediately following the Policy.

### Organisation

#### 1) **Consultation**

The School and its Governors shall consult the staff on Health and Safety issues, in particular before allocating any Health and Safety responsibilities to individual staff. The Headteacher and Governors shall encourage and require a staff representative to act as co-ordinator between management and employees and Health and Safety issues shall be agendaed for staff meetings half termly. However issues can be raised at any time at staff meetings or directly to the Headteacher if the co-ordinator or a member of staff feels this is necessary.

The School shall seek expert advice from the area Health and Safety Adviser/team in order to deal with requirements and strategies for health and safety, and related issues / concerns.

Consultation is also carried out with Trade Union Health and Safety Representatives.

#### 2) **Duty of Care**

All employees have a duty to ensure their own safety and the safety of others in the ways that they act.

##### **Employees must:**

- Take reasonable care for their own health and safety and that of others who may be affected by what the employee does or does not do.
- Co-operate with their employer in health and safety matters.
- Not interfere with, or misuse, anything provided in the interests of health, safety or welfare.
- Use equipment, materials, etc. safely and in accordance with training and instruction provided by the employer and following their employer's rules for use.
- Inform their employer of any serious and immediate danger to health and safety and/or short-comings in protection arrangements.

The Poster, "Health and Safety Law – What You Should Know" is displayed in the staffroom.

## Arrangements

### 1. **Emergency Escape Routes**

There shall be well marked and publicised emergency escape routes from all areas. These shall be maintained in a safe, clear condition at all times and shall be made known to visitors and anyone engaged in use of the premises after school hours.

Visitors – informed by Headteacher, Secretary, Caretaker or any other member of staff available or working with the visitors.

Out of School hours – Caretaker and/or Headteacher/member of staff if present.

### 2. **Welfare Facilities and Environmental Conditions**

A staffroom/office and toilet are provided for staff which should be kept clean, heated and well lit.

Drinks and meals can be made in the staffroom kitchen. The Occupational Health Department at County Offices will provide other information as requested. Courses such as stress management are available from time to time for staff.

The school maintains policies on No-Smoking, Aids and Other Infectious Diseases in line with County Guidance in order to promote Health Issues with staff.

The School will endeavour to ensure all areas in use are adequately cleaned, heated and lit.

### 3. **Physical Provisions**

A Planned Preventative Maintenance (PPM) Scheme ensures that all equipment is systematically examined and tested to prevent breakdown and possible injury associated with such breakdown.

### 4. **Electrical Equipment**

Advice on Electrical Equipment can be found in County Health & Safety/Risk Management Handbook.

All electrical equipment must be visually examined before use. The person using the equipment should satisfy themselves that it is in working order and can be used safely. Earth leakage circuit breakers must be used, if available.

The equipment will be visually inspected for damaged leads, cracked casings, worn insulation or other signs of deterioration or inappropriate siting, once per term. This inspection will be logged, signed and dated on the School Record kept in the Health & Safety Folder with any relevant comments, and the County's Portable Electrical Equipment Record where applicable. (Found in the County Health & Safety/Risk Management Handbook.)

Any concerns shall be noted on a *Workplace Inspection/Hazard Report* (as identified within the County's Health & Safety/Risk Management Handbook) by the member of staff concerned and handed to either the Health & Safety Co-ordinator or Headteacher. **The equipment in question must not be used.** This Hazard must be acted upon, a report of the action logged against the report and staff notified.

The equipment shall be electrically tested by a competent electrician on an annual basis as defined in the County Health and Safety / Risk Management Handbook. All relevant details shall be logged, signed and dated.

For further information on reprographic equipment (photocopiers) see Appendix 1.

## 5. **Mechanical Equipment**

All mechanical equipment must be visually examined before use. The person using the equipment should satisfy themselves that it is in good working order and can be used safely.

The equipment will be inspected for general condition, mechanical wear or break down once per term by the Headteacher and Health & Safety Governor. This inspection will be logged, signed and dated with any relevant comments.

Any concerns shall be noted on a *Workplace Inspection/Hazard Report* (as identified within the County's Health & Safety/Risk Management Handbook) by the member of staff concerned and handed to either the Health & Safety Co-ordinator or Headteacher. **The equipment in question must not be used.** This Hazard must be acted upon, a report of the action logged against the report and staff notified.

## 6. **Display Screen Equipment / Ergonomic Survey**

There shall be a Risk Assessment on the use and affects of DSE and an Ergonomic Survey for the Office Workstation carried out annually by a competent person (usually the Headteacher or Secretary). This shall be based upon the advice in the County's Health & Safety/Risk Management Handbook.

## 7. **Procurement and Disposal of Equipment**

All equipment employed within school shall be suitable and sufficient for the level of use envisaged within School. This shall be checked by the Headteacher, Secretary, Staff member, Caretaker prior to use.

Any equipment no longer of use must be disposed of safely. If its safety or service ability is in doubt, it must be destroyed, or repaired before sale.

## 8. **Technology Practices**

A log must be kept by the Design & Technology Manager, of all tools which may prove dangerous. They should be stored safely. Craft knives, staple guns, glue guns may only be used by the Y5 and Y6 children under close adult provision. Other electrical tools, such as drills, soldering irons, jigsaws are only to be used by adults and to be connected through an earth leakage circuit breaker.

## 9. **Swimming Pool**

All staff should have read and comply with Derbyshire's County Guidelines, particularly as to the supervision of pupils. A register shall be signed by staff to acknowledge this. (See Training Section)

## 10. **Out of School Activities**

Derbyshire's document Outdoor Education in Derbyshire - Safety Organisation and Resources sets out minimum standards and ratios. These must be adhered to at all times both for extended and day visits.

Transport arrangements are outlined in our Public Transport Policy

## 11. **Wildlife/Playing Fields**

Every effort will be made to ensure that animals, plants etc are checked for toxicity, infections or other harmful effects before being introduced to School. Children with adverse reaction (e.g. allergies, asthma) will be recorded in the class Health Register if the information is known - a copy of which is kept in the back of each register, as well as in the Teachers' File.

Playing fields should be checked for dog faeces, glass etc before games sessions. After working with the gardens, plants or animals all should wash their hands thoroughly.

## 12. **Playground Inspection and Supervision**

A Site Register is kept with plans, a record of inspections as noted on the Playground Site and Equipment Record (master within Health & Safety/Risk Management Handbook), and details of any development.

Inspections will be carried out by the Headteacher and Health & Safety Governor at the same time as the annual premises inspection and termly check. A daily visual check shall be made by the Caretaker prior to the start of school. Any concerns shall be passed to the Headteacher or his representative.

Supervision of pupils will be carried out in accordance with the Supervision Guidance.

## 13. **Control of Substances (COSHH)**

A COSHH register is kept in School.

The register contains details of all substances in School that may be hazardous (toxic, flammable). It outlines the composition, care and antidote/treatment for each substance. No substances should be brought into School that may prove hazardous.

Toner (for reprographic equipment) must be kept away from children, and spillages mopped up carefully and used containers wrapped in plastic bags and disposed of safely. (see Appendix 2)

## 14. **Personal Protective Equipment**

The Headteacher will act upon advice from the LEA in the form of the Health and Safety/Risk Management Handbook and any other bulletins. The School will provide the appropriate PPE together with the associated instruction and/or training. In the School in general this equipment is usually:

Latex gloves for First Aid situations

Aprons for creative art and design & technology, science in certain circumstances.

Long loose hair shall be tied back when considered a risk e.g. in PE and certain science activities.

**Property Services as provider of the Service Level Agreement** for the Caretaker shall be responsible for all PPE required in this Agreement.

An assessment of PPE shall be made where necessary by the Headteacher and/or Caretaker to ensure appropriate precautions against risk. Records shall be kept in the Health & Safety Folder using Health & Safety/Risk Management Handbook COSHH Assessment Forms.

## 15. **Risk Assessment**

The Governors recognise the requirement to make suitable and sufficient assessment of:

- risks to health and safety of employees to which they are exposed whilst at work.
- risks to the health and safety of visitors.
- for the purposes of identifying the measures needed to comply with the requirements of statutory provision.
- Risk assessments & Fire Risk Assessments will be carried out by a "Competent Person" (usually the Headteacher or Class teacher carrying out the activity), as necessary on routine and new processes/activities. They will be reviewed regularly to identify hazards present and estimate risks involved and take appropriate action if required. Records shall be kept in the Risk Assessments' Folder.
- Assessments will be linked to the Inspection of Premises.

## 16. Accident Investigation and Reporting Procedures

The Governors recognise the advice within the County's Health & Safety/Risk Assessment Handbook and staff will be required to act in accordance with this advice.

**Investigation** is used only to establish facts and in no way to apportion blame. Any trends that are noticed can then be acted upon to prevent further incidents. Investigations shall be carried out by the Headteacher or nominated responsible person.

*Accident Investigation Procedures are set out in "How to Investigate an Accident" with the associated Accident Investigation Report Form.*

**Reporting** Procedures shall come into effect immediately after an accident has occurred. Appropriate immediate action shall be undertaken **by the first responsible person attending the site of the accident; usually a member of staff.**

Minor accidents shall be reported in a Minor accidents book kept with the First Aid Box in the Library and the School office.

Reports shall be made by a nominated responsible staff member or Headteacher. Reports of off-site accidents must be reported to the senior management

## 17. Fire Alarm Procedures

### Drills

A fire evacuation practice shall be carried out at least once per term at varying times during day and using assigned escape routes. Variations may be practised to ensure flexibility of escape.

### Evacuation

Children and staff will assemble at the designated muster points. Staff will bring out their class registers. The Visitors book will be brought out. Registers will be immediately checked. Any pupils/staff missing will be reported to the Headteacher. **Do not go back into the building.**

### Alarm tests

The fire alarm system shall be tested weekly at 7.30 am on Mondays. Each week a different alarm activation unit shall be tested and the test will last only 2-3 seconds. The test shall be carried out by the Caretaker or the Headteacher, or other staff member, to ensure familiarisation.

Alarm tests and evacuation practices will be logged on the appropriate form in the Health & Safety Folder kept by the Caretaker.

## 18. First Aid Provisions

The appointed persons are 1. Mrs. E. Freeman, 2. Mrs. P.Oxley, 3. Mr M. E. Thacker (in the capacity of Headteacher).

Appropriate provision will be made wherever possible for foreseeable absences of trained persons

The appointed person's duties are:

- to take charge of the injured person(s) and summon the appropriate help - doctor, nurse, parents or transport to hospital, if necessary.
- to ensure that staff on duty are aware that a record is kept of every incident where treatment or referral is necessary in the minor accident book for pupils kept on top of the First Aid box at the main cloakroom to School or in the appropriate log for staff/visitors. That a note is issued to parents if a pupil has received a blow to the head and that relevant forms are completed and sent

to the HSE and County Offices in the event of a “three day” injury to staff, visitors or pupils.  
AR1Forms in Office filing cabinet – Health & Safety.

- Mrs. Oxley is responsible for ensuring that First Aid kits are stocked with up to date contents.

## 19. Administration of Medicines

### Statement

The Governors see the responsibility for the administration of Medicines as that of the Parent/carer, in line with the advice and guidelines within the County’s Health & Safety / Risk Management Handbook. **They recognise the right of a child to be educated and would not wish to exclude a child purely as a result of their requirement for medication. However they also recognise the fact that this DOES NOT imply a duty on the Headteacher of Staff to administer medication. Such action is of a purely voluntary nature.**

Parents/carers shall be notified that school cannot give non-prescribed medication such as paracetamol and does not itself keep such medication at school for distribution to pupils.

### ‘Short Term Medication’

The Headteacher shall publicise to parents/carers that children recovering from illness or for other medical reasons will be expected to avoid medication at School. This can be done by asking their doctor to prescribe three times a day dosage where a dose can be taken prior to School and upon their return home after School.

Where this dosage is not possible parents/carers will be notified that any pupil requiring medication during School time will have to either return home for this or the parent come into School to administer the medicine themselves.

### ‘Other Medication – Long term’

The Governors recognise that long term medication may be required for chronic illness, allergy or ‘psychological needs’.

**The Statement above applies to all situations, and the parents/carers shall be informed that although all possible efforts will be made to adhere to timings for medication, the School cannot guarantee accuracy to particular times.**

If this is a critical requirement of the medication other means of administration must be sought for the benefit of the child, parents/carers and volunteers concerned. This would have to involve someone coming into School for the very purpose of administering the medication.

### **Parental Consent Forms must be obtained for all administration of medicines**

**Written instructions** – All medicines administered by the school must be accompanied by written instructions from the parent/carer and / or GP. Each time there is a variation in the pattern of dosage a new form should be submitted.

**Labelling** – On the few occasions when medicines have to be brought into school an original duplicate container, complete with the original dispensing label should be used. This will have to be obtained from the dispensing Pharmacist who may charge for the service. This information will be publicised in the School prospectus and by letter if necessary. If possible one dose only should be brought into the School, but if this is not possible arrangements specific will have to be made between the parent/carer and Headteacher.

Label information – Name of Pupil, Date of Dispensing, Dose and dose frequency (if this refers to previously dispensed medicine e.g. “as directed”, clear written instructions must be obtained and signed for in the presence of Headteacher or other teacher/secretary.), Cautionary advice/special storage instructions, Name of medicine, Expiry date where applicable.

**Administration** - If the pupil is capable of administering the medication him/herself e.g. the use of an inhaler, a parental consent form must still be obtained and the medicine kept safely either with the pupil or by arrangements within the school to allow access for the child, while avoiding access to other children.

If a pupil requires supervision but is capable of administering the medication and a volunteer is willing to assist, then the Headteacher shall be responsible for safe storage, access at appropriate times (see statement regarding timing accuracy) recording of the administration.

The School regards the storage of Medication as a potential hazard and therefore will carry out a risk assessment for storage arrangements annually. The following arrangements shall be met:

Medicines will be kept in a secure small container in the fridge (staffroom).

The volunteers for administering medication shall be noted and this record kept up to date.

They shall have copies of this guidance plus all other details within the County's Health & Safety/Risk Management Handbook.

*A procedural flowchart* for the administration of medicines shall be publicised and displayed in the staffroom.

Appropriate records shall be kept regarding *parental consent forms* and administration on the *School Medicine Record*. The latter shall be kept next to the flow chart.

Information from the parents/carers regarding medical requirements must be put on the child's emergency records. (Pink Cards)

### **Educational Visits**

Parents must be asked for information relating to any 'needs' their child may have on day or residential visits using the Visit Consent Form in the Derbyshire Approach to Outdoor Education File. Some pre-planning shall be required and parental consent forms obtained. Where supervision and facilities are provided by other than the School staff the Headteacher shall ensure that adequate information is passed on by him/herself or a nominated responsible person.

Advice on Codes of Practice for the administration of medicines for particular medical conditions shall be made available to volunteers where appropriate.

## **20. Contractors and Visitors**

All visitors must sign in and out of school in the Visitors Book kept in the Entrance Lobby.

Supply staff only need do so if he/she is not replacing a usual member of staff. Parents/students helping in School are the responsibility of the member of staff he/she is with and therefore need not sign in and out.

All visitors and supply staff should be made aware of evacuation procedures. Arrangements for visitors on site are in accordance with the School's External Visitors' Policy.

## **21. Security and Personal Safety**

All exits/entrances are now security locked, restricting access from the outside. However they allow egress by simply pushing. Further advice regarding Security is given in the School Security Policy.

The Governors shall encourage an awareness of personal safety they recognise the County's advice within the Health & safety/ Risk Management Handbook and shall offer training wherever possible.

## **22. Major Incident and Crisis and Tragedy Handling**

The Handling of Crises and Tragedy affecting the School, on or off site, shall be in accordance of the guidance within the Health & Safety/Risk Management Handbook. The Head shall keep the Chair of Governors fully informed at all times.

**23. Inspection of Premises**

A formal health and safety inspection will be carried out annually. It will be carried out by: The Headteacher, the Health & Safety Governor, any staff health and safety representative/co-ordinator. The official Annual Inspection record will be used as seen in the Health & Safety/Risk Management Handbook.

The inspection will take place during the normal working day. Any comments will be written up with action passed on to the appropriate body (e.g. Technical Services) by the Headteacher. Staff will be notified of issues that arise.

**24. Safety Training Provision**

The School will endeavour to provide adequate training in all relevant aspects of health and safety.

**25. Records of Inspections and Testings**

Logs will be kept by the Headteacher of the following:

Electrical equipment	Annual tests and termly checks Portable electrical equipment checks
Medical and Safety equipment	Annual and termly checks (includes PE Equipment, gas fires, fire extinguishers).
Premises inspection	Termly.
Tools	Location and safety.
COSHH provision.	Annually
Fire drills & Alarm testing	Termly & weekly respectively
Staff and Visitors injuries.	As required
Administration of Medicines	As required
Ergonomic Survey	Annually

**26. Monitoring of Provisions and Policies**

All provisions in the policy and memos referring to Health and Safety will be monitored.

The Governors will carry out an annual audit of the policy and revise it as necessary.

Policy approved February 2007

Policy reviewed at Full Governors' on 6<sup>th</sup> July, 2015

Headteacher : \_\_\_\_\_

Chair of Governors : \_\_\_\_\_

## **HEALTH, SAFETY AND WELFARE**

### **Statement of Intent**

This policy statement supplements and complements the more detailed statement issued by the Derbyshire Children and Younger Adults (CAYA) Department issued on the Derbyshire Net for Learning (dnfl).

The school's Governing Body and Senior Management Team recognise and accept their responsibilities both under civil and criminal law and also under schemes of delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirements to provide a safe and healthy working environment for all employees is acknowledged.

The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems of work are constantly monitored and reviewed.

In compliance with the Health and Safety at Work etc Act 1974, this schools Governing Body will ensure so far is reasonably practicable that:

The premises are maintained in a safe condition.

Safe access to and egress from the premises is maintained.

All plant and equipment is safe to use.

Appropriate safe systems of work exist and are maintained.

Sufficient information, instruction, training and supervision is available and provided.

Arrangements exist for safe use, handling and storage of articles and substances at work.

A healthy working environment is maintained including adequate welfare facilities.

In addition to the above commitment, the Governing Body also recognises its obligation to non-employees. Where it is reasonably foreseeable that pupils, members of the public, contractors etc are or may be affected by the school activities being carried out on or within the school boundaries or otherwise, the Governor Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its pupils, this commitment is seen as especially important.

Within financial restraints dictated by the County Council, the Governing Body will ensure through the Senior Management Team that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Governing Body's commitment to the continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises.

Employees are reminded of the own duties:

To take care of their own safety and that of others;

To co-operate with the Governing Body and the Senior Management Team so that they may carry out their own responsibilities successfully.

To comply with all relevant, codes of practice and standards as necessary, and point out any shortcomings in these to management.

Consultation with employees' representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

A copy of this statement has been provided to every member of staff. Copies are also posted on the staff notice-boards. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.

This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the schools Governing Body.

Name

Name

Sign

Sign

Headteacher

Chair of Governors

Date

Date

Policy Reviewed: March 2011

## **RESPONSIBILITIES**

### **A – Responsibilities of Governing Bodies**

Governing Bodies are responsible for ensuring that health and safety is maintained within their school. In order to do this they must ensure that certain key elements are in place within the school. The responsibilities of Governing Bodies outlined below fall principally into the areas of monitoring of performance, ensuring health and safety matters are adequately resourced and ensuring that those staff who have specific health and safety responsibilities are aware of and undertake those responsibilities.

In particular the Governing Body should ensure that:-

- The school has a health and safety policy (which can be based on the CAYA policy and guidance) which is implemented within the school and that the effectiveness of this policy is monitored. The Governors should formally approve this policy.
- Health and safety is effectively managed in the school through appropriate management systems including risk assessments, inspections, communication systems, guidance, review and monitoring.
- The school considers health and safety as an on-going priority and ensures that health and safety obligations are included in school development plans.
- Health and safety responsibilities are allocated to appropriate staff within the school's organisational structure.
- When decisions on staffing levels are being considered that the health and safety implications of such decisions are fully considered.
- Adequate resources for health and safety are identified.
- They seek health and safety advice from CAYA Health and Safety Section as necessary and that this advice is acted upon as far as is reasonably practicable.
- There is an appropriate forum for discussing health and safety issues, taking decisions and ensuring action is carried out. This could be full Governors' meetings or a sub-committee of the Governors where health and safety is a standing agenda item.
- They receive an annual report on the school's health and safety performance from the Headteacher to include, for example, the findings of risk assessments, any problems the Headteacher feels need referring to the Governors, accident statistics, any changes in working practice and any budgetary implications (this is not an exhaustive list).
- They receive on a regular basis any guidance issued by the Authority and take appropriate action as necessary.
- They review annually the health and safety performance of the school and set targets for achievement for the next year.
- All the County guidance on school journeys and adventure activities and licensing where appropriate is complied with.

### **B – Responsibilities of the Headteacher**

The Headteacher is ultimately responsible for the day to day implementation of health and safety in their school. This includes ensuring there are arrangements in place for the safe use of the school after hours for lettings and other events.

In order to effectively discharge this responsibility, the Headteacher should ensure that:-

- A school health and safety policy is developed with the Governing Body in line with the CAYA health and safety policy and guidance and that this policy is fully implemented and monitored within their school.
- The policy is brought to the attention of all employees and is periodically reviewed.
- His/her knowledge of health and safety issues is kept up to date.
- Individuals within the school staff are allocated appropriate duties in terms of health and safety management and that these are recorded in the school health and safety policy document.
- Staff are made aware of the health and safety guidance, and any guidance issued by the CAYA which is relevant to their work.
- An annual report on health and safety is prepared and presented to the Governors.
- Inspections of the school are carried out as per CAYA guidance and that appropriate action is taken to deal with the findings of these inspections.
- The school has a relevant number of people trained to carry out risk assessment.
- Risk assessments of all significant risks are carried out and that the findings of these risk assessments are communicated to all those who may be affected by the risk.
- Following risk assessment, an action plan is drawn up to ensure the identified risk reduction measures are followed up.
- Adequate resources are made available to ensure that the school meets its statutory obligations as far as is reasonably practicable.
- Staff training needs in terms of health and safety are identified and that staff receive adequate health and safety training where required. This should include ensuring that all staff (including supply, part-time and temporary staff, staff undergoing teaching training and students on work experience) receive as a basic minimum induction training on their first day in school.
- An appropriate hazard reporting system is set up and that there is a follow-up procedure to ensure actions have been taken.
- All equipment (both personal protective equipment and general equipment, eg tools, goggles, gloves, ladders etc) required to ensure health and safety, is provided and is suitable for the task for which it is intended and that it can be adequately and safely stored.
- Systems exist to ensure equipment is checked and where it is found to be faulty that it is taken out of use until repaired/disposed of.
- Safe systems of work are adopted and are documented.
- All goods purchased comply with the relevant safety standards and where there are health and safety implications for their use that these are considered prior to purchase and appropriate systems of work and risk assessments are put in place.
- Appropriate emergency procedures, eg fire drills, fire alarm testing, etc, are carried out in accordance with CAYA guidance and that the results are recorded and where appropriate acted upon.
- Where contractors are appointed to work on the site that all appropriate health and safety documents (eg safety policy/risk assessments) have been seen by the school. That all risks presented by the contractor's work have been assessed and appropriate controls put into place and that the contractor has been made aware of any risks that there may be to their health and safety from working on the site.
- That there are systems in place to ensure that all necessary permits to work are completed for work by contractors.

- All parts of the premises and plant that the Governors are responsible for the repair and/or purchase of are regularly inspected and maintained in safe order. That any unsafe items which are the responsibility of the Authority are reported to them in the appropriate form.
- Where a situation presents an imminent risk of serious personal injury that action is taken to minimise that risk as far as is reasonably practicable irrespective of who is ultimately responsible for dealing with it under the LMS scheme.
- Appropriate first aid provision is ensured and maintained.
- Where the premises are used or let after hours that all appropriate health and safety considerations eg access, lighting, emergency escapes, access to a phone, access to first aid facilities, have been considered and the necessary actions have been put in place. That all the necessary insurance is in place and that a lettings agreement has been signed.
- Any health and safety guidance received from CAYA is made available to the Governing Body so that appropriate action may be taken as necessary.
- There is appropriate liaison and consultation with Trade Union representatives.

### **C – Supervisory Staff**

All supervisory staff (section Headteacher and senior staff as appropriate) should make themselves familiar with the basic requirements of the *Health and Safety at Work Act 1974* and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.

In addition to the general duties which all members of staff have (Section D below) supervisory staff will be directly responsible to the Headteacher or member of staff nominated by the Headteacher to have overall day to day responsibility for the implementation and operation of the School's Health and Safety Policy within their relevant departments and areas of responsibility.

Supervisory staff will take a direct interest in the School's Health and Safety Policy with regard to relevant pupils, members of staff and others so as to enable compliance with its provisions.

As part of their day to day responsibilities supervisory staff will ensure that:

- i) Safe methods of working exist and are implemented throughout their department or section.
- ii) Health and safety regulations, rules and procedures and codes of practice are being applied effectively.
- iii) Pupils, staff and others under their jurisdiction are instructed in safe working practices.
- iv) New employees working within their department or section are given instruction in safe working practices.
- v) Regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary.
- vi) Positive corrective action is taken where necessary to ensure the health and safety of pupils, staff and others.
- vii) Machinery and equipment in their area of responsibility is adequately guarded as appropriate, and reasonably practicable steps are taken to prevent the unauthorised or improper use of such equipment.
- viii) Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available with regard to their area of responsibility.
- ix) Toxic, hazardous and flammable substances in their area of responsibility are correctly used, stored and labeled.
- x) The standard of health and safety throughout their area of responsibility is monitored, with appropriate encouragement and remedial action being taken as necessary with regard to relevant pupils and staff.
- xi) All signs within their area of responsibility meet statutory requirements.

- xii) Health and Safety information is communicated to the relevant persons.
- xiii) Health and Safety concerns are reported to the appropriate individual.

## **D – Class Teachers**

Class teachers are expected to:

Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.

Follow particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant guidance, if issued and to ensure that they are applied.

Point out any shortcomings in health and safety arrangements relevant to their area of work.

Give clear oral and written instructions and warnings to pupils when necessary.

Follow safe working procedures, be aware of all risk assessments and appropriate control measure relevant to there area of work and teaching.

Require the use of protective clothing and guards where necessary.

Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.

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.

Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior permission.

Report all accidents, defects and dangerous occurrences to their Head of Department.

Set a good personal example.

## **E – All Employees**

All employees have health and safety responsibilities as outlined by the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

The health and safety responsibilities of employees are as follows. Whilst at work all employees will:-

- Make themselves familiar with and conform to the schools/department health and safety policy.
- Be aware of and comply with all schools/department health and safety guidance and instructions, safe systems of work and risk assessments, including control measures relevant to their area of work.
- Point out any shortcomings in the schools/department arrangements for health and safety (guidance, instruction, safe systems of work and risk assessments) to their Section Head or Headteacher as appropriate.
- Report all hazards and incidents occurring during the course of their work to their line manager. In addition to this, where the hazard is such that it represents an imminent risk of serious injury, the employee must take all steps within their control to make the situation safe.
- Use appropriate safety equipment and personal protective equipment/clothing which is provided by the employer and ensure that it is used by persons under their charge where appropriate.

- Co-operate with management in any situation related to health and safety, for example, the introduction of new procedures, initiatives or requirements.
- Co-operate with any investigations related to health and safety, e.g. accident investigations.
- Ensure that all persons for whom they have responsibility obey safety rules and safe systems of work.
- Not use equipment which they have not been trained to use.
- Take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions.
- Report all accidents however minor or near misses.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

## **F – School Health and Safety Representatives**

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching hours. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Head teacher or Governing Body.

## **G – Pupils**

Pupils, allowing for their age and aptitude, are expected to:

Exercise personal responsibility for the health and safety of themselves and others.

Observe standards of dress consistent with safety and/ or hygiene.

Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.

Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## **H- Hirers, Contractors and Others**

When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Headteacher or relevant coordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that statutory and advisory safety requirements are met as appropriate.

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with appropriate requirements regarding health and safety legislation and codes of practice.

When the premises are hired to persons outside the employ of the Governing Body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with relevant requirements and procedures and that they will not without prior consent:

- i) Introduce equipment for use on the school premises.
- ii) Alter fixed installations.
- iii) Remove fire and safety notices or equipment.
- iv) Take any action that may create hazards for persons using the premises or the pupils, staff and other members of the school community.

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the *Health and Safety at Work Act 1974* and must pay due regard to the safety of all other persons using the premises.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe the Headteacher will take such action as necessary to protect pupils, staff and other members of the school community from potential injury.

The Governing Body draws the attention of all users of the school premises, including hirers and contractors, to the *Health and Safety at Work Act 1974*, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of the relevant statutory provisions.

# **APPENDICES**

## ***Appendix One***

### **Arrangements for Health and Safety**

This is perhaps the most important part of the Health and Safety Policy. In effect it can be described as a list of rules to be followed by staff.

**The following list of topics for which arrangements may need to be produced is intended only as a guide and you may need to add to the list, or delete from it as required. Some procedures may be available in the form of “guidance notes” or “policies” produced by the LA. These should be scrutinised and adapted to suit the particular circumstances of your school. An example of this is shown in the Accident/Incident Reporting section below.**

The “arrangements for” list is as follows:-

### **Accident/Incident Reporting**

All accidents and incidents in Calow Primary School will be reported and recorded in line with the Local Authority accident reporting guidance. In Calow Primary School all staff will report all accidents to the Headteacher who will ensure that they are recorded in line with this guidance and who will be fully familiar with it.

### **Accident Investigation**

All serious accidents will be investigated by the Headteacher.

1. The Headteacher carries out a full investigation taking written statements from all the staff present at the time.
2. Where an incident of a serious nature has occurred, the key person/ staff writes an incident report detailing:
  1. the date and time of the report;
  2. what staff/ children were involved;
  3. what has taken place since then;
3. A conclusion is drawn as to the seriousness of the event.
4. Parents and/or agencies are informed as appropriate.

### **Administration of Medicines**

Refer to pages 6 and 7 of the Policy.

### **Animals**

No animals are to be kept at Calow Primary School.

## **Asbestos**

The School should have an asbestos survey and received a register of the areas where asbestos is known to be present and a trained duty holder. The guidance will deal with how exposure to asbestos is to be prevented.

## **Communication**

All Health and Safety concerns are to be reported to the Headteacher.

## **Consultation with Staff**

Staff are consulted at meetings such as Leadership Team, Staff meeting and the Teaching Assistants' Forum.

## **Disaster Plans**

Calow Primary School has a Critical Incident Plan.

## **Educational School Visits**

1. We have agreed procedures for the safe conduct of outings.
2. Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
3. Parents always sign consent forms before major outings.
4. A risk assessment is carried out before an outing takes place.
5. Our adult to child ratio is high, normally one adult to two children.
6. Named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children.
7. Outings are recorded in our day book:
  1. the date and item of outing
  2. the venue and mode of transport
  3. names of staff assigned to named children
  4. time of return
8. Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, a snack and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
9. Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
10. A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.

## **Environmental**

1. Our outdoor area is securely fenced.
2. Our outdoor area is checked for safety and cleared of rubbish before it is used.
3. Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
4. Where water can form a pool on equipment, it is emptied before children start playing outside.
5. All outdoor activities are supervised at all times.

## **Fire**

Mr. M. E. Thacker is the duty holder.

## **Inspection of Premises**

The Caretaker is expected to carry out a daily inspection of the site. Duties include inspecting playground equipment, all parts of the grounds and the environs of the School buildings. The Caretaker completes a proforma for playground inspections. Members of staff on playground duty are responsible for inspecting the playground before children access the area. Teachers are required to inspect any part of the premises in which they are teaching to ensure that the area is safe and suitable for use by children. The Governors' Health & Safety and Premises Committee carry out a full inspection of the School three times a year. Where Health and Safety issues arise, they are recorded on a proforma approved by Derbyshire County Council and actions are taken accordingly.

## **Lone Working**

Members of staff who carry out lone working from time to time are made aware of the potential difficulties that may arise. To avoid lone working members of staff are reminded that they should be on site with someone else present e.g. during school holidays to arrange a time when the Headteacher is on site, or colleagues or the caretaker. Lone workers on site are identified as the Headteacher and the Caretaker. A Lone Working Risk Assessment has been provided to both.

## **Manual Handling**

The Manual Handling Regulations establish a clear hierarchy of measures for dealing with risk from manual handling, these are:

- Avoid hazardous manual handling operations so far as is reasonably practicable;
- Assess any hazardous manual handling operations that cannot be avoided; and
- Reduce the risk of injury so far as is reasonably practicable.

Staff at Calow Primary School are not expected to lift loads that fall within the Manual Handling Regulations. Where appropriate the School Caretaker will be asked to undertake such tasks.

## **Playground Safety**

A playground rota is devised each school year. Before school arrangements are from 8.45am until 8.55am one member of staff is designated to supervise the Nursery gate and two members of staff are on duty in the Key Stage Two playground. For morning playtimes from 10.15am until 10.30am one member of staff is designated as the First Aider based in the library area and four members of staff are on duty in the playground. There are five midday supervisors responsible for the supervision of children in the dining hall and on the playground during lunch times. A member of staff is designated to supervise the Key Stage Two

playground gate at home time from 3.05pm until 3.15pm. All staff are reminded of the need to be punctual for duties.

Playground equipment and surfaces are inspected on a regular basis by the School Caretaker and issues reported to the Headteacher.

### **Risk Assessments**

Teaching Staff are responsible for carrying out risk assessments in curriculum areas as appropriate e.g. use of scissors, tools or any other implement that may be a concern. Risk assessment information should be recorded as part of medium term curriculum planning. Any activity that takes place off School premises must have the express permission of the Headteacher. Such activities should be risk assessed using the EVOLVE system and in accordance with guidelines for submitting visit information. Risk assessments for Educational Visits are retained in a file stored in the office stockroom. All other forms of risk assessment such as COSHH are carried out in accordance with Derbyshire County Council guidelines.

### **Stress Management**

Governors have formally adopted Stress Management Guidelines from Derbyshire County Council and as such Calow Primary follows all procedures outlined therein.

### **Working at Heights**

Be safe; always use the right equipment when working at height. Every year 4,000 people suffer a major injury, sometimes fatal, as a result of a fall from height in the workplace. In the last 6 years there have been 5 deaths and over 3,000 injuries in the education sector.

## **Appendix Two**

### **Treatment of body fluid spillages**

1. Gloves and aprons are not always necessary as you would of course avoid touching a wound if possible. Where there is a substantial amount of spilt blood or other body fluid they should be worn and disposed of with care.

If in doubt and there is any spilt blood or other body fluid **WEAR GLOVES**.

2. Any cuts or abrasions on you hands should be covered with a waterproof plaster and gloves. Intact skin is the best defence against infection. First aiders should take care of their skin, by wearing gloves while gardening for example. If you do have extensive or numerous cuts, gloves should be worn.
3. Wash your hands carefully before and after giving treatment. Do not use nail brushes vigorously as you may damage the skin, and do not use bleach or other disinfectants on the skin. Splashes of blood should be washed off any other parts of the body, with soap and water.
4. Splashes of blood into the eyes must be dealt with immediately. Rinse for five minutes with plain water. Splashes onto the mucous membrane of the inside of the nose and mouth must be treated immediately by rinsing with plain water.
5. If the skin has been cut or punctured and there is a risk of blood to blood contact, such as through assault, bite or needlestick injury, the wound should first be encouraged to bleed a little, which may mean squeezing out some blood. Then wash the wound with soap and water, or, if the skin is badly damaged, with plain water. Cover the wound and attend your general practitioner or the nearest accident and emergency department without delay. Inform them of the nature of the injury and of any known risk factors.

Accidents or incidents such as these must be reported according to the Authority's procedure.

6. Clothes contaminated with blood should be washed using the hot cycle of the washing machine, as the virus is destroyed at 60-70 degrees Centigrade. Dry cleaning processes with kill viruses. Care must be taken while transferring soiled clothes to the machine.
7. Swabs or dressings contaminated with blood should be disposed of using double impervious plastic bags. Aprons and gloves must be wrapped in the same way. Ideally these should then be burnt. Swabs should never be left unwrapped in open bins.
8. Where blood has been spilt onto hard surfaces, these should be cleaned with ordinary household bleach diluted 1 in 10, that is, one part of bleach to nine parts of water. This solution should be left on the contaminated area for 30 minutes, then cleaned up using paper towels which are then disposed of into double impervious plastic bags.

## **Appendix Three**

### **First Aid Equipment**

First Aid boxes will contain:

- a) one guidance card.
- b) twenty individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment.
- c) two sterile eye pads with attachment.
- d) two individually wrapped triangular bandages.
- e) six safety pins.
- f) six medium sized individually wrapped sterile unmedicated wound dressings (approx 10cm x 8 cm).
- g) two large sterile individually wrapped unmedicated wound dressings (approx 13 cm x 9 cm).
- h) three extra large sterile individually wrapped unmedicated wound dressings (approx 28cm x 17.5cm)
- i) Gauze swabs for cleaning wounds
- j) contour bandage - if allergic to adhesive dressings or adhesive dressings impractical.

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 300 ml and should not be reused once the sterile seal is broken. At least 900 ml should be provided. Eye baths/eye cups/refillable containers should not be used for eye irrigation.

Sterile first aid dressings should be packed in such a way as to allow the user to apply the dressing to a wound without touching that part which is to come into direct contact with the wound.

That part of the dressing which comes into contact with the wound should be absorbent. There should be a bandage or other fixative attached to the dressing and consequently there is no reason to keep scissors in the first aid box. Dressings, including adhesive ones should be of a design and type which is appropriate for their use.

Where an employee has received additional training in the treatment of specific hazards, which require the use of special antidotes or special equipment, they may be stored near the hazard area or may be kept in the first aid box.

#### **Travelling First Aid Kits:-**

Stored in staffroom.

A travelling first aid kit will be kept for school visits containing

- a) card giving general first aid guidance
- b) six individually wrapped sterile adhesive dressings
- c) one large sterile unmedicated dressing
- d) two triangular bandages
- e) two safety pins
- f) individually wrapped moist cleansing wipes

#### **Supplementary Equipment:-**

Disposable plastic gloves should be provided near the first aid materials.

Blunt ended scissors (at least 12.7 cm long) should be kept where there is a possibility that clothing might have to be cut away. These should be kept with items of protective clothing.

Latex disposable bags for soiled or used first aid dressings should be provided. Employers should ensure that used dressing etc are safely disposed of in sealed bags.