



St. Michael's C. E. Primary School

Health, Safety & Welfare
Policy

[Approved: January 2015]

[To be reviewed: January 2017]

Health, Safety and Welfare Policy

[see also First Aid Policy]

1 Introduction

1.1 The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health and safety of all children and members of staff.

1.2 The Governors of St Michael's Primary School are committed to providing a safe and healthy environment for all users of the school. As far as is reasonably practicable they will;

- provide safe systems of work, plant and equipment
- provide for the safe use, handling, storage and transport of articles and substances
- provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely
- provide a safe place of work with safe means of access and egress for all persons using the premises
- provide a safe and healthy working environment with adequate welfare arrangements
- provide for the health and safety of persons not employed by the school but who may be affected by its activities
- encourage all staff to take reasonable care for their own health and safety and to co-operate with the Governors and management of the school in carrying out their statutory duty
- require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

2 Comply with Health & Safety at Work Act 1974

2.1 The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives through their recognised trade unions or professional associations.

2.2 No individual member of staff shall be required to undertake specific responsibility for any health and safety function (e.g. School Safety Officer) without having first been consulted.

2.3 The Governors recognise the Statement of General Policy of Hereford Council Education Department, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school as laid down in the Departments Handbook of Safety Information.

2.4 The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Officer of Hereford Education Department, or such other persons as may be necessary.

2.5 The Governors recognise the need to ensure that sufficient funds are reserved for the maintenance of those items of premises and equipment where financial responsibility has been delegated to them under the LA's "Scheme for the Local Management of Schools" and as outlined in guidance relating to fair funding.

2.6 The Governors recognise their responsibilities to ensure that any significant risks arising from work activities are assessed (as required under the Management Of Health and Safety at Work Regulations 1992, The Control of Substances Hazardous to Health (COSHH) 1988, the Manual Handling Regulations 1992 and the Display Screen Equipment Regulations 1992).

3 The Local Authority

- has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at this school (under sections 2 & 3 of the Health and Safety at Work etc. Act 1974)
- has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Education Authority under arrangements for the Local Management of Schools
- The Local Authority (or the school if it initiates building work) has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 1994.

4 The Governors will:

- ensure that the school's safety policy is implemented, monitored and revised as necessary
- ensure that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the arrangements for the Local Management of Schools
- monitor the (health and safety) need for non structural maintenance in the school and inform the Assistant Director of Technical Services (Building User Services) (through the schools allocated Building Surveyor) as necessary
- advise the Assistant Director (Building User Services) of structural defects that could adversely affect the health and safety of staff, pupils and other persons
- ensure the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensure that such equipment can be used safely in the normal running of the school
- ensure that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health
- ensure that safety rules concerning the use of premises and equipment are enforced
- adopt safe working practices by staff and pupils, and by contractors when on site
- act to deal with potential hazards to health and safety, liaise where appropriate with representatives of the County Council and contracting organisations

5 Head teacher's responsibilities

- familiarisation with the Health and Safety Policy of the Education Department and ensuring that all persons employed at the school comply with the policy
- ensuring that health and safety matters are raised at staff meetings and meetings of the governing body
- ensuring that all accidents are investigated and accident reports completed properly
- ensuring that adequate supervision of pupils is available at all times
- the implementation of the school safety policy
- advising the Governors of the need to review the school safety policy
- the day to day responsibility for health and safety in the school

- ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1992, in all areas of significant risk
- ensuring that staff receive appropriate health and safety training
- carrying out the six-monthly safety audit required by the LA
- ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with
- emergency procedures, including evacuation in case of fire or bomb threats
- ensuring that adequate provision is made for the administration of First Aid
- notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or any accidents to staff or other persons and any “near miss” (dangerous occurrence) situations, in accordance with the procedures laid down
- notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action
- ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly
- consultation with approved trade union safety representatives on any matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses (in accordance with procedures laid down in the Handbook of Safety Information).

6 Teaching Staff Responsibilities

All teaching staff are responsible for ensuring that safe working practices are adopted at all times whether in school or on an educational visit

- ensuring that they are familiar with and comply with the school, and where applicable, the departmental or subject safety policy
- making use of appropriate safety equipment, protective clothing and safety devices, whenever they are needed
- taking care of their own health and safety and for that of others, particularly children
- reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person to the Headteacher
- co-operating with subject co-ordinators, Headteacher, the Governing body and officers of the education department, to enable them to comply with health and safety principles

7 The Cleaner in Charge is responsible for:

- ensuring that they are familiar with and comply with the school safety policy and also be familiar with the LA’s Group Safety Policy “Safety of Buildings” (published in the LA’s “Handbook of Safety Information)
- bringing to the attention of the Headteacher any problems or defects affecting the health and safety of any person on the school premises
- bringing the school safety policy and risk assessments to the attention of any cleaning or other staff working under their direction, in so far as it affects the work of those persons (e.g. In use and storage of equipment and materials)
- ensuring that any staff under their direct control (i.e. non contract staff) receive adequate training and instruction in the use of any equipment or materials they are expected to use
- ensuring that all equipment and materials received have adequate health and safety information (e.g. manufacturers data sheets)
- ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction, such as working at heights on steps or ladders, use of electric cleaning machines, use of chemicals and

carrying out repair or maintenance work (including correct use of protective clothing where necessary)

- ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. signs (we use yellow cones) to warn of slippery floors, uncleared ice or snow etc.)
- the safe use and maintenance of all plant and equipment (e.g. boilers) and the safe use and storage of all materials used for that maintenance

8 Access and Egress

8.1 Clearance of ice, snow and leaves etc., from footpaths and paved areas is carried out by the cleaner-in-charge.

8.2 Doorways and corridors must be kept clear. Furniture, bags and clothing must not obstruct doorways and corridors.

9 Accident Reporting

9.1 A reportable accident is an accident to any person on the premises, resulting in;

- a) death
- b) major injury
- c) injury involving incapacity for more than 3 consecutive days

9.2 The procedure for reporting accidents is;

For all persons except pupils

- a) record accident in accident book (B1510) kept in secretary's office
- b) complete form RIDDOR 3 PS01 REV MAR 98
- c) for major injury or death, telephone the County Education Department

Safety Officer

- d) for injury notifiable after 3 days absence, forward the form within 24 hours
- e) for minor accident forward the form as soon as possible

For pupils

- a) record accident in pupil accident book
- b) complete form PAR REV 4/99
- c) for major injury or death, telephone the County Education Department

Safety Officer, immediately

d) for accidents involving fracture, or suspected fracture, hospital treatment, other head injuries, defects in premises or furnishings, complete accident form A/S – forward to County Education Department Safety Coordinator within 2 days

REFER TO THE HANDBOOK OF SAFETY INFORMATION

9.3 Accident Records must include date and time, name, sex, age and occupation of injured person, nature of injury, exact location of injury, brief description of circumstances. All accident recording books must be retained for 5 years.

10 Audio-visual equipment

10.1 Care should be taken to avoid loose or trailing leads. 4 way fused socket strips should be used and not 2 or 3 way adapters.

10.2 Never lift heavy or bulky equipment alone.

11 Building work, maintenance and new construction

11.1 Refer to the HANDBOOK OF SAFETY INFORMATION

11.2 After commencement the contractor should consult regularly with the headteacher to ensure there is no danger to pupils or others. If staff feel that contractors are endangering them or their pupils they should report it to the headteacher who should consult directly with the contractor.

12 Display Screen Equipment (VDU's)

12.1 There is the possibility of a potential epileptogenic effect from pattern and photic stimulation. General lighting must be good, with no major reflections from the screen. Eye strain can occur – no person should use a screen for more than 20-25 minutes before taking a short change of activity.

12.2 The secretary (using the computer for at least 1 hour per day) is subject to the Display Screen Equipment Regulations. Refer to the HANDBOOK OF SAFETY INFORMATION.

Emergency Lighting – checked by KW & JT

Legionella – tested monthly and sheets kept as a log.

13 Fire and other procedures

13.1 **Fire Alarms:** The fire alarms system is tested regularly (monthly) by the headteacher and records of each test kept. **Breakglass call points – rota system 1 point (weekly check).**

13.2 **Fire Extinguishers:** Regular visual inspections will be made to ensure that no accidental discharge or damage has occurred. An annual inspection of all fire appliances is carried out by the Extinguisher Maintenance Department of the Fire Brigade. Monthly checks are carried out by KW & JT.

13.3 **Fire Evacuation and Fire Drills:** The fire evacuation procedure is explained on the blue posters in every classroom. Fire drills are carried out at least once each term at different times of the day.

13.4 **Fire Prevention:** Rubbish and waste materials will be collected daily and placed in the school's bins. Fire doors are kept unlocked when the school is occupied. Fire notices and alarm buttons are displayed prominently. Combustible materials are stored away from heat sources. All **?** rubbish bins are secured and cannot be moved.

REFER TO THE HANDBOOK OF SAFETY INFORMATION.

14 First Aid

See separate policy.

15 Flammable Substances & Hazardous Chemicals

15.1 All flammable substances are stored in the locked cleaners' cupboard.

15.2 The only hazardous chemicals used in the school are cleaning substances – these are kept locked in the cleaners' cupboard when not in use.

16 Information and Publications

All documents relating to health and safety are located in the school's office. For arrangements to view them please contact the secretary or headteacher.

17 Journeys and Educational Visits

17.1 The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips (see also the policy for Off-Site Visits). In all journeys off the school premises teachers will ensure that the number of accompanying adults is sufficient to allow educational, administrative and safety needs to be met. If the journey is not part of the every day curriculum written consent will be sought. For trips abroad, or any that involve potentially hazardous activities, such as abseiling, rock climbing or canoeing, the County's Insurers will be contacted via the County Treasurers Office to take out insurance. (1:8 ksl 1:10 ksz)

17.2 Parents must be given adequate information in writing prior to the visit or journey. This information should include:

- a) the purpose and destination of visit
- b) dates, places and times of departure and arrival
- c) full cost of visit
- d) name of the party leader (and possibly other accompanying staff)
- e) the method of transport to be used
- f) information about insurance cover
- g) emergency contact number (usually that of the school for visits within the school day, but an out of hours number will be needed for longer journeys).

17.3 All residential or overnight visits should be notified to the Schools Health and Safety Officer at least three weeks before departure, using form OE5 "Notification of Off-Site Visit" provided in "Outdoor Education – Guidelines for Good Practice). EVOLVE carried out by the school.

18 Machinery and Plant

18.1 Refer to the Handbook of Safety Information.

18.2 Arrangements for guarding, inspection and repair (including cleaners machines).

19 Medicines

See First Aid policy and the statement from St. Michael's nursery at end of this policy.

20 Playground Safety and Supervision (ROSPA Playground inspections (annually))

20.1 The safety of the play surfaces and equipment is the responsibility of the headteacher and Governors.

20.2 Wherever children are at play they will be supervised by teachers, teaching assistants or lunchtime supervisors. Supervision is carried out in accordance with job descriptions. Matters concerning safety or accidents are referred to the Headteacher.

20.3 Alarm Bell: There is an alarm bell at adult height by the playground doors, which rings in the Staff room, enabling help to be summoned, if needed, quickly and easily.

21 Portable Electrical Appliance Testing

There will be an annual visual inspection, arranged by the Headteacher. An annual test by an approved electrical contractor for all equipment in school is arranged by the Headteacher.

22 Reporting

The Headteacher makes a report to the Governing body, which will include any notable incidents regarding health and safety. The conclusions from the March and October LA Safety audits are similarly reported. The Governing body makes an annual report on health and safety by including it as part of the governors' annual report to parents.

23 Safety Inspections

KW and JT walk around each half term.

24 School security

While it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).

We require all adult visitors who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.

Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.

24.4 If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the headteacher immediately. The headteacher will warn any intruder that they must leave the school site straight away. If the headteacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.

25 Training

25.1 Cleaning staff are required to be conversant with this policy and are responsible for safe use of equipment and substances.

25.2 Teachers are required to be conversant with this policy and to ensure that all children and adults within their areas of the school act in accordance with the safety principles. New staff and regular visitors/helpers are trained with regard to the policy by the headteacher or delegated member of staff. This training includes the use of fire extinguishing equipment, safety procedures, fire drills and location of alarms and first aid boxes.

26 Vehicles

26.1 No school vehicles exist.

26.2 Contractor's vehicles are used for transporting some of the pupils and there are clear procedures for their loading and unloading. The Headteacher or delegated member of staff is responsible for moving the assembled pupils from the school to the vehicle safely.

26.3 We use coaches and mini-buses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

27 Car Parking – Staff and Visitors

27.1 Staff parking is within school grounds but away from the main pupil access.

27.2 Visitors and parents park in the public car park across the lane. Parents are requested not to stop at the gate and to take care whilst parking.

28 The school curriculum

28.1 We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum. For example, in the geography curriculum, Key Stage 1, the unit of work entitled 'People who help us' deals with the work of the police and fire services. Through this topic we teach children about the danger of fire, and how to avoid accidents. Likewise, through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.

28.2 We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons, and we reinforce these points in design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

28.3 We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.

28.4 Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as harvest festivals, and through the daily act of collective worship.

28.5 Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

29 School meals

29.1 Our school provides the opportunity for children to have a meal at lunchtimes. If parents are in receipt of Income Support, a Job Seeker's Allowance, Support under the Immigration and Asylum Act of 1999, or Child Tax Credit (with income below a certain limit) they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998. Children under five, and those whose parents receive the above benefits, are entitled to free milk each school day.

29.2 If children choose to bring their own packed lunch, we provide them with a suitable place to eat it, and we supervise them during this time.

Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school.

30 School uniform

30.1 It is our policy that all children wear the school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours. We agree the requirements for school uniform with parents, and we review these requirements regularly.

30.2 We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs. We have drawn up regulations regarding the recognition of cultural diversity in this respect, and these stipulate that we do not discriminate on grounds of race, creed or gender.

30.3 It is the responsibility of the headteacher to ensure that the school uniform policy is enforced. It is however not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.

30.4 On grounds of health and safety we do not allow children to wear jewellery in our school. An exception is ear-ring studs in pierced ears. We ask children either to remove these during PE and games, or to cover them with a plaster.

31 Safety of children

31.1 It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, they should bring them to the attention of the headteacher before that particular activity next takes place.

31.2 We do not take any child off the school site without the prior permission of the parent.

31.3 If an accident does happen, and it results in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep a first aid box in the main school office. The staff at the school that have been trained in first aid are stated at the front of the First Aid policy.

31.4 Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, the school secretary will telephone for emergency assistance.

31.5 We record in the school logbook all incidents involving injury, and in all cases we inform parents. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents inform us when contact details change.

31.6 There may be rare occasions where it is necessary for staff to restrain a pupil physically, to prevent them from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made.

32 Theft or other criminal acts

32.1 The teacher or headteacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the headteacher will inform the police, and record the incident in the incident book.

32.2 Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive, and support the teacher in question if he or she wishes the matter to be reported to the police.

33 The health and welfare of staff

33.1 The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the headteacher without delay.

33.2 The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the LA's protocol on school and the police.

34 Major Incidents

34.1 In the event of a major incident, the school's Serious Incident Plan will be implemented under the leadership of the Headteacher and Serious Incident Group (see separate document).

This policy will be reviewed at any time on request from the governors, or at least once every two years.

Signed:

Date:

Appendix 1

St. Michael's Nursery Statement Regarding Medication

It is the policy of St. Michael's Nursery NOT to administer medicines to any of our children. This policy would, however, alter if a child requiring vital medication wished to attend Nursery sessions. In this instance, we would liaise with the child's parents and health care professionals, and put in place a method of recording the administration and storage of the required medication. Staff would also receive any appropriate training that may be necessary.