

ROKEBY PARK PRIMARY SCHOOL

Health & Safety Policy



“Aim to be the best you can be.”

October 2012

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ROKEBY PARK PRIMARY SCHOOL

GOVERNING BODY STATEMENT

The governing body of Rokeby Park will so far as is reasonably practicable, ensure that all activities under its control are carried out in accordance with the Health & Safety at Work etc. Act 1974, associated legislation and the Safety Policy of Kingston upon Hull Education Services.

The governing body will ensure, so far as is reasonably practicable, that the premises, all means of entering or leaving the premises are available for use, any plant or substances in the premises, or provided for use there, are safe and without risks to health. In this respect, the governing body will comply with arrangements and procedures made by the Local Education Authority as part of its responsibilities as employer. In the case of a letting arranged by the governing body, it will ensure that appropriate health & safety arrangements are in place.

In addition, the governing body will implement systems to:

- maintain high standards for health, safety and welfare
- ensure all employees are aware of such standards through communication and consultation
- provide adequate finance for appropriate training and instruction in all aspects of health & safety
- ensure risk assessments are undertaken and reviewed as necessary
- establish and maintain systems for recording and monitoring health & safety performance at the school.

The school's health & safety policy describes the organisation and arrangements for the management of health & safety within school premises. The governing body will review this Policy annually or if circumstances change in the interim period.

The governing body recognises and endorses the need for good communication and consultation at all levels on health & safety matters.

In order to assist in the discharge of its responsibilities, the governing body will receive copies of all health & safety reports issued through the LA.

Signed:
Chair of governing body, on behalf of the governing body

Part 1: Introduction

This is the policy setting down the health & safety organisation and arrangements for Rokeby Park Primary School.

It does not replace the City Council's Safety Policy nor the Education Services Safety Policy but is in addition to them for the benefit of teaching and non-teaching staff, pupils, parents, visitors, contractors and of other people who may be affected by activities while on the school premises. Copies of these documents along with other guidance notes and information on health and safety matters will be found in the Education Services Health and Safety Handbook.

The school's policy must be read in the context of the City Council's policy and the Education Services policy.

The policy deals with those aspects delegated by the school's governing body and over which the Headteacher has day to day control.

It covers safety matters associated with repairs, maintenance, upkeep and alterations to buildings which may be the responsibility of others as outlined in the LMS/LMSS schemes of responsibility.

Part 2 describes the organisation for implementing the policy and the delegated functions of individuals.

Part 3 shows the arrangements for carrying out the functions allocated to individuals and the monitoring, reporting and recording of the effects of the safety policy.

The policy will ensure that all reasonably practicable steps are taken to secure the Safety, Health and Welfare of all persons using the premises by:-

- a) establishing and maintaining a safe and healthy environment throughout the school;
- b) establishing and maintaining safe working procedures for staff and pupils;
- c) making arrangements to ensure the safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances;
- d) ensuring the provision of sufficient information, instruction and supervision to enable all people working on site to avoid hazards and contribute positively to their own safety and health during work activities;
- e) providing health and safety training of staff as needs are identified;
- f) maintaining a safe and healthy place of work and safe access and egress from it;
- g) formulating effective procedures for use in case of fire and other emergencies and for evacuating the school premises;
- h) formulating procedures to be followed in case of accidents and incidents;
- i) the provision and maintenance of adequate welfare facilities;
- j) identifying through assessment the special needs of disabled staff and pupils and any provisions with regard to young workers and expectant or nursing mothers during normal working routines and emergency situations.

Part 2: ORGANISATION AND RESPONSIBILITIES

Under the Health and Safety at Work etc. Act 1974, the employer (see note), has overall responsibility for health and safety. The governing body have a monitoring role on health & safety issues and responsibility under the Health & Safety at Work etc. Act 1974, Management of Health & Safety at Work Regulations 1992 and associated legislation for delegated functions.

The Headteacher has the overall responsibility for the application of the school safety policy. However, staff within the school are responsible for implementing and maintaining compliance with the school safety policy in areas for which they are responsible.

2.1 Responsibilities of Governors

Governors play a vital role in the management of their school. This includes managing the schools health and safety standards.

In Maintained & Voluntary Controlled Schools, the LA remains the employer of staff in the school, whilst governors control expenditure from the schools delegated budget. With the authority to control the budget comes the responsibility to ensure that health and safety issues are considered. The extent of governors responsibilities is limited to matters over which they exercise control.

In summary, the governing body will:

- formulate a health & safety statement setting out in writing the responsibilities and arrangements for ensuring safety in the school;
- regularly review health & safety arrangements within the school by formal inspections, through the undertaking of risk assessments and through the provisions set out in this policy;
- implement new arrangements as necessary;
- provide appropriate resources from within the school's delegated budgets to implement the arrangements set out in this policy and, in particular, ensure that health & safety implications are taken into consideration when setting priorities;
- receive from the Headteacher, or other appropriate members of staff, reports on health & safety matters including accident trends, and report to the LA, or other external body as appropriate, any hazards which are their responsibility, or which the governing body is unable to rectify from its own resources;
- fully consult with Representatives of Employee Safety on all relevant health & safety issues;
- seek appropriate specialist advice from the LA and/or others on health & safety matters where the governing body is not fully competent or where additional advice could usefully be sought;
- ensure that items purchased from budgets which they control meet current health & safety requirements and that appropriate regular maintenance of such equipment is carried out;
- ensuring that health & safety is a standing agenda item at each termly full meeting of the governing body;

- promote high standards of health & safety in the school and ensure all employees are adequately informed, instructed and trained;
- ensure that a system exists for informing Safety Representatives of health & safety issues.

Under section 4 of the Health and Safety at Work etc. Act 1974, governors must take those steps which are within their delegated powers to ensure that the school premises and any plant and substances provided for work use, are safe and without risk to health.

Under section 36 (1) of the Health and Safety at Work etc. Act 1974, notwithstanding that the LA is the employer, if an offence is committed due to the act or default of the governing body, the governors may be charged with and convicted of an offence.

In practice, governors should have no difficulty in complying with their legal duties if they act in accordance with the guidance contained in this policy.

NOTE: In Voluntary Aided Schools, the governing body is the employer, therefore, the combined responsibilities for the LA and governors will apply.

2.2 Responsibilities of the Headteacher

The Headteacher has responsibility for the day to day maintenance and development of safe working practices and conditions for teaching and non-teaching staff, pupils, visitors and all other persons using the premises. This includes persons engaged in activities sponsored by the school, in which case the Headteacher will take all reasonably practicable steps to establish & maintain safe working practices and conditions through the delegation of duties to senior leaders, teachers and others as deemed appropriate and clearly communicated to every employee.

The Headteacher must take all reasonable actions to ensure that the requirements of relevant legislation, codes of practice and guidelines are met at all times.

In particular the Headteacher will:

- a) be aware of the basic requirements of the **Health and Safety at Work, etc. Act 1974**, the **Management of Health & Safety at Work Regulations 1992** and any other health and safety legislation relevant to the work of the school;
- b) ensure that safe working practices throughout the school are **understood and implemented** by all site users so that each task is carried out to the required standard and all foreseeable risks are controlled;
- c) **consult** with members of staff, including safety representatives and the governing body, on health and safety issues and ensure that health & safety is a standard agenda item at staff meetings;
- d) ensure co-operation and co-ordination of health & safety issues, including relevant risk assessments and safe working practices with all other site users;
- e) arrange a system for carrying out **Risk Assessments** to allow the prompt identification of potential hazards;
- f) carry out periodic reviews and **safety audits** on the findings of the risk assessments; these are carried out yearly by the LA
- g) within the financial resources available, ensure that all members of staff who have identified training needs receive **adequate and appropriate training and instruction** in health and safety matters;
- h) encourage staff, pupils, visitors and others to promote health & safety and where identified, provide adequate supervision;
- i) ensure that any defects in the premises, its equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay;
- j) report any unsafe practices of contractors to the LA Building Maintenance Surveyor;

- k) report to the LA's Education Health & Safety Team hazards which cannot be rectified immediately or from within the school's resources;
- l) ensure that instructions from the LA on health & safety matters are reported to the governing body and/or implemented as appropriate;
- m) **collate accident and incident information** and when necessary carry out an investigation (refer to para. 3.13 of this policy, 'Accident & Dangerous Occurrence Reporting');
- n) monitor the standard of health and safety throughout the school and **implement disciplinary measures** against those who consistently fail to consider their own well being or the health and safety of others;
- o) **monitor and review**, with the governors, the effectiveness of the **health & safety management system**.

2.3 Employees Responsibilities

In accordance with sections 7 and 8 of the Health and Safety at Work etc. Act 1974 and Regulation 12 of the Management of Health and Safety at Work Regulations 1992 all employees have a duty to:

- take reasonable care of their own health and safety;
- take reasonable care of the health and safety of other persons who may be affected by their acts or omissions while at work;
- co-operate with their employer to enable any duty or requirement placed on their employer to be complied with;
- familiarise themselves with the health and safety aspects of their work and avoid conduct which may create risk;
- not to intentionally or recklessly interfere with or misuse anything provided in the interests of safety, health or welfare, or do anything likely to endanger themselves or others.

In particular all members of staff will:

- familiarise themselves with this Safety Policy and all safety regulations as laid down by the LA and governing body;
- ensure that health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils;
- to use the correct tools, equipment and materials appropriate for the task to be undertaken;
- ensure that all plant, machinery and equipment is in safe working order and correctly guarded;
- not allow unauthorised or improper use of plant, machinery or equipment;
- ensure that any protective equipment, guards or safety devices supplied are used as intended;
- ensure that all toxic, hazardous and flammable substances are correctly used, stored and labelled;
- report all defects and unsafe practices in accordance with the school reporting procedures;
- take an active interest in promoting health and safety and suggest ways of reducing risk.

General Responsibilities of Staff

- No class of primary age children should be left for any reason except in an emergency and even then a colleague or the Headteacher should be made aware of the situation and asked to ensure the class is supervised.
- A particularly high level of supervision must be exercised when children are assisting in the movement of equipment
- Pupils will only be allowed off site during the school day in accordance with the governing body's policy. This is that the child be signed out by a known person over the age of 16.

- At no time during the prescribed session hours should children be left unsupervised whether in the playground, dining hall or anywhere else in the school
- Safety of pupils is the responsibility of class teachers.
- Class teachers are expected to exercise effective supervision of the pupils and to know the school's emergency procedures and carry them out
- Where possible, staff on duty should be in position no later than 8.35 a.m. and are expected to leave no earlier than 3.15 p.m. Parents are requested to ensure that children arrive at school as near to 8.50 a.m. as possible and leave the premises at the end of the day as soon after 3.00 p.m. as possible. Pupils who arrive early or late may contact any member of staff in an emergency. On wet days children are to arrive at school as near 8.50 a.m. as possible, but doors will be opened from 8.45 a.m. to allow children in to the supervised cloakroom areas.
- Children attending the Breakfast Club must remain in the building until 8.45am unless granted permission to play on the playgrounds; they must not be allowed to leave the premises.
- Teachers must remain in the class/cloaks area, escort their whole class out onto the playground and remain there until the children have left/been picked up. Any child who is not picked up by 3.10 p.m. will be brought back into school and the parents contacted.
- The Headteacher, or in her absence a member of the SLT, will be on duty until 3.30pm to deal with any emergency.
- Teachers and support staff must ensure the children know the rules and sanctions within classroom, break time and lunchtime.
- Special care must be taken to ensure that no child leaves the school until 12 noon or 3pm.
- No child is to leave the premises during the school day unless accompanied by a parent/adult known in advance to be collecting the child. The responsible adult must sign the signing out book before taking the child out.
- Any child remaining after 3.20 p.m. whose parents have been contacted may be supervised by volunteer staff for childcare. This time will be chargeable at a rate of £6 per hour or part hour.
- In the event that a child is not collected by 4.30pm and the parent cannot be contacted, Children's Services will be contacted.

Site Manager Responsibilities:

- Ensure that he is familiar with the school's Health and Safety Policy.
- Conduct an annual health and safety survey with the Headteacher and / or Health and Safety Representative.
- Conduct a half-termly site check with the Health and Safety staff representative.
- Meet with the Headteacher and Business Manager on a weekly basis to manage site issues.
- Ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.
- Report to the Headteacher and Business Manager any defects and hazards that are brought to his notice.
- Ensure that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use.
- Test and record the fire bells and fire doors weekly.
- Inform the Headteacher whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- Maintain a record of hazardous substances used for cleaning and similar purposes.

Health and Safety Representative Responsibilities: :

- Conduct a termly health and safety survey with the Caretaker and report back to the headteacher.

Business Manager Responsibilities:

- Report to the Headteacher and Caretaker any defects and hazards that are brought to her notice.
- Liaise with the Caretaker when organising health and safety works.
- Report to the Headteacher on any financial implications for health and safety issues.
- Meet with the Headteacher and Caretaker on a weekly basis to manage site issues.
- Ensure persons booking the school for a letting will be sent a copy of the Health and Safety Policy.

Subject Leaders Responsibilities:

- Ensure staff and any other supervising adults are aware of any matters pertaining to Health and Safety in their particular curriculum areas.

Senior Midday Supervisor Responsibilities:

- Report any health and safety concerns at lunchtime to the Headteacher.
- Organise first aid cover at lunchtime.
- Ensure 'Accident / Incident / Violence' forms are completed for any serious incidents.

Pupils Responsibilities:

- Exercise personal responsibility for the safety of themselves and classmates.
- Observe standards of dress consistent with safety and/or hygiene.
- Follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their safety.

Parents Responsibilities:

- Support the school in any health and safety matters reported to them on newsletters.

2.4 Responsibilities - Outside Bodies.

General - Refer also to para. 3.23 of this policy (Use of Premises Outside School Hours)

When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities will be responsible for implementing all safe practices as required by this document.

The Headteacher must seek to ensure that hirers, contractors and others who are working on or hiring the school premises conduct themselves in such a manner that all statutory and advisory safety requirements are met at all times.

When the school premises or facilities are being used out of school hours for a school sponsored activity then, for the purpose of this policy, the organiser of the activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

All hirers, contractors and others using the school premises or facilities must familiarise themselves with the relevant parts of this policy, comply with all safety directives of the governing body and ensure that they will not without the prior knowledge of the Headteacher:

- (a) introduce equipment for use on the school premises;
- (b) alter fixed installations;
- (c) remove fire and safety notices or equipment;

- (d) take any action that may create hazards for persons using the premises at that time, or staff or pupils of the school at a later time.

Contractors

All contractors who work on the school premises are required to ensure safe working practices by their own employees and compliance with statutory regulations. They must pay due regard to the safety of all persons using the premises in accordance with sections 3 & 4 of the **Health and Safety at Work, etc Act 1974**.

Should a contractor's work create hazardous conditions and the contractor cannot/will not eliminate them or take action to make them safe, the Headteacher will take such actions as are necessary to protect persons in his/her care from risk of injury.

Consultation and liaison between contractor and school will normally be the responsibility of the LA Building Maintenance Engineer/Surveyor and/or the LA Health & Safety Team. Any problems between the contractor and the school should be passed to the LA Building Maintenance Engineer/Surveyor once any immediate safety actions to protect site users have been carried out by the Headteacher.

The governing body draws to the attention of all users of the school premises (including hirers and contractors) sec. 8 of the **Health and Safety at Work, etc 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 any of the relevant statutory provisions.

School Catering Arrangements

Whilst the Headteacher has day to day responsibility for the school and its staff, the catering contractor is responsible for health & safety matters affecting the production of meals in school kitchens

The food production side of the servery is the responsibility of the Cook in Charge. Arrangements for the pupils and the taking of the meal are the responsibility of the Headteacher.

It is the duty of the Catering Contractor to undertake assessments of risk for their work activities.

There will be close co-operation between the Headteacher and representatives of the Catering Contractor, particularly the Cook in Charge, to ensure that high standards of health & safety exist in accordance with the school's arrangements.

2.5 Health and Safety Support

The governors recognise that there will be occasions when the school will require specialist advice on health and safety matters. First contact will be through the LA Health & Safety Team from where advice will be provided or actions implemented to rectify the situation.

Part 3: ARRANGEMENTS Health and Safety Management in the School.

3.1 Action Plan

The plan outlines the way in which safety is to be managed and monitored at the school.

At the conclusion of health & safety monitoring and health & safety audits, the Headteacher in agreement with the Governors will implement a school Health and Safety Action Plan to provide clear objectives for the forthcoming period, with specific targets, including target dates, resource implications and allocation of responsibilities.

3.2 Competent Advisors

The school has access to the services of Safety Officers, Occupational Health Professionals, Building Maintenance Surveyors and Engineers. (Refer to section 2.6 of this policy, 'Health & Safety Support').

Competent advice on health & safety issues is available from the Education Health & Safety Team based at Essex House. Employees should request health & safety information from their line manager or Headteacher in the first instance.

3.3 Employee Consultation

Guidance – Education Services Health & Safety Handbook, Sections 3.2 & 3.3

It is a legal requirement (**Safety Representatives and Safety Committees Regulations 1977** and the **Health and Safety (Consultation with Employees) Regulations 1996**) to have in place a system of consultation between Employer and Employee to enhance and encourage health and safety.

The City Council and Education Services consultative arrangements for health & safety are detailed in the Departmental Safety Policy. The school recognises the importance of consultation with all staff and will include health and safety matters as an integral part of any meeting agenda.

At the request of Trade Union Safety Representatives or other employees, safety committee meetings will be arranged at periods agreed by all participants.

3.4 Safety Inspections

Guidance - Education Services Health & Safety Handbook, Section 3.1

The practice of self-monitoring is a vital feature of health & safety. It is the responsibility of all staff to be vigilant on health & safety matters at all times.

Health & safety inspections of premises will take place at least once a day by the Site Manager/Caretaker, half- termly by the staff responsible for health and safety, termly by the Governing Body and yearly by the LA. The nominated person will conduct the inspection jointly with the school's Representative of Employee Safety if possible.

Inspection and report forms (model enclosed in the Education Services Health & Safety Handbook - Section 3.1) will be completed and the top copy forwarded to the Education Health & Safety Team based at Essex House. Responsibility for follow up action on the report will rest with the Headteacher.

3.5 Identification and Control of Hazards and Risks

Guidance - Education Services Health & Safety Handbook - Section 3.4

Risk Assessments form the basis of work procedures and the control of such risks will determine the schools safety rules & procedures and identify training needed as part of the preventative and protective measures.

The governing body is responsible for ensuring such assessments are completed, recorded and monitored. Copies of risk assessments are available to all relevant employees and other site users. Written risk assessments are located in the school Office. All employees and governors should report hazards of which they become aware by means of a report of concern, handed to the Headteacher.

The Headteacher is responsible for initiating a risk assessment and any remedial action decided. If the risk cannot be reduced to an acceptable level, steps may be taken to isolate the risk and employees & other site users will be advised accordingly. The advice of the Education Health & Safety Team will be sought.

Specific risk assessments will be completed for young persons, pregnant workers and in accordance with the Disability Discrimination Act (DDA) 1995.

Parents are asked to make sure that children do not bring items to school which are hazardous or dangerous. If such items are found by any member of staff they will be confiscated and the parents asked to come into school to collect them.

3.6 Arrangements for Pupils with Special Educational Needs

Identification and management of special educational needs, including emotional and behavioural difficulties, is the duty of teachers, special educational needs Co-ordinators and schools.

Where it is identified that a pupil/pupils are in requirement of special needs, it is a duty that the following requirements are considered:

- teacher training, including manual handling of persons;
- specialist equipment;
- means of access/egress etc.

Advice can be obtained from the following specialist services

- Educational Service for the Visually Handicapped;
- Services for the Hearing Impaired; or
- Education Services for the Physical Disabilities.

3.7 Personal Protective Equipment (PPE)

Guidance - Education Services Health & Safety Handbook, Section 2.8

Suitable Personal Protective Equipment (PPE) will be provided, where identified as necessary in a risk assessment. All employees are responsible for informing the Headteacher (*e.g. their line manager*) as soon as they become aware of a need to repair or replace PPE which they use.

The Headteacher will be responsible for replacing worn PPE.

PPE will be inspected yearly or more frequently if required. Similarly, a termly check is to be made that PPE is being used by pupils and employees by the health and safety inspection team and curriculum managers e.g. science equipment to be regularly inspected by science co-ordinator.

There are special recording procedures for PPE identified by a COSHH assessment. Details are contained in Education Services Health & Safety Handbook - Section 7.1.

3.8 Lifting of Goods, People and Animals

Guidance - Education Services Health & Safety Handbook, Section 9

Suitable and sufficient manual handling assessments will be undertaken prior to any lifting activity and appropriate controls will be put in place. Risks which cannot be adequately controlled must be referred to the Education Health & Safety Team.

Assessments are kept in the head's office.

3.9 Training of Employees

Guidance - Education Services Health & Safety Handbook, Section 3.5

The opportunity is provided for all employees to have access to the information, instruction, supervision and training as is required to enable them to work in a safe environment.

All employees whether permanent or temporary will undergo **Induction training** which will include the following health & safety matters-

1. Emergency Arrangements
2. Fire Drills
3. First Aid Arrangements
4. Accident Reporting
5. Good Housekeeping
6. Codes of Safe Practice and Guidance
7. Health & Safety Handbook and School Arrangements
8. Special Hazards/Responsibilities Associated with Work Activity
9. Special Needs of Young Employees
10. Safeguarding
11. Confidentiality
12. Internet
13. Education Visits

Further training needs will be considered when employees transfer or take on new responsibilities or when there is a change in the work equipment or systems of work in use.

The Training Co-ordinator is the headteacher, who will identify health & safety training needs in consultation with the employees concerned.

Employees who feel that they have a need for health & safety training of any kind should notify the Training Co-ordinator in writing.

A record of individual employee training to ensure that training is up to date and appropriate for the duties undertaken is maintained by the Headteacher. Where certificates of competence are required for potentially hazardous activities [e.g. *woodworking machinery, swimming etc* Standards Fund Coordinator is responsible for checking the validity of certificates and for arranging refresher training when necessary.

Responsibility for facilitating attendance and funding of training will be allocated as set out in the Authorities approved LMS/LMSS schemes.

3.10 Emergency Procedures

Guidance - Education Services Health & Safety Handbook, Section 5

Emergency procedures exist covering a range of hazardous situations (e.g. fire, severe electrical fault, bomb alert, severe weather, and intruders) which may arise in the school or during an organised activity off site. A summary LA procedure is contained in School Circular KH55/97.

Arrangements will be made for the evacuation of disabled people if any are on site.

In an emergency, an employee is to clear the area of all people, take appropriate action, e.g. close doors, isolate services, call emergency services and summon the Headteacher or other member of the Management Team to arrange follow-up action.

FIRST PRIORITY: in all hazardous situations is the safety of people, their removal from danger, care and the application of first aid.

SECOND PRIORITY: call the emergency services where necessary.

THIRD PRIORITY: safeguard premise and equipment, if possible, without returning to hazardous areas.

The caretaker is responsible for providing the LA with emergency telephone numbers for use if an emergency occurs outside of school hours.

Fire

A fire risk assessment is required by the Fire Precautions (Workplace) Regulations 1997 which will be undertaken by the caretaker and headteacher.

The procedure will be tested with a full evacuation of the school once per term. A log of all drills and points for improvements is kept by the caretaker.

All fire doors must be kept closed at all times unless held open by electronic devices directly linked to the fire alarm. Fire exit doors must be unlocked and easily accessible and openable from within the building without the necessity for a key.

The fire alarm will be tested on a weekly basis using two different call points each time out of school hours. A log will be kept of such tests by the caretaker.

The health and safety inspection team is responsible for conducting a termly inspection of fire fighting equipment. [*This may form part of the health & safety inspection.*]

Fire extinguishers are tested on an annual basis, with the date of each test indicated on the appliance. The caretaker is responsible for organising such examinations by a competent person.

Different alarm actuation points will be used at each drill and from time to time certain escape routes will be deemed impassable. Staff will be practised in the normal escape route from their place of work and alternative routes to the muster area.

Emergency Action signs are posted in prominent positions throughout the school for the benefit of visitors and non school personnel in accordance with the Health & Safety (Signs & Signals) Regulations 1996.

Bomb Threat

The school procedure for dealing with a bomb threat will closely follow the guidelines set out in the City Council/LA policy.

The recipient of a verbal threat should never assume that the threat is a hoax.

When a threatening call is received, time is of the essence - stay calm, do not interrupt the caller, get the full details exactly as stated and **keep the telephone line open even after the caller has hung up.**

Armed with as much information as possible, inform the Headteacher, who will take charge of the situation.

When in any doubt as to the validity of the threat, the headteacher will err on the side of safety and evacuate the buildings as detailed in the school's policy.

In all cases, the police must be informed.

3.11 First Aid Provisions

Guidance - Education Services Health & Safety Handbook, Section 6

The Governors through the Headteacher will assess the first aid needs of the school taking into account actual levels of risk and for determining the required number of first-aid personnel taking into account the number of employees & other site users (i.e. pupils), out of hour workers and visitors to the site.

All employees will be aware of the First Aid provisions.

The following employees have been trained to first aid at work level (Designated first aiders):

Name	Date of expiry of certificate
Michelle Ball	April 2013
Kate Harrison	April 2013

Three paediatric first aiders are also on site.

All TAs, other support staff and teaching staff have been trained to Emergency Aid level (Appointed first aiders)

On expiry of certificates or when an employee who has been trained as a first aider leaves the school Business Manager will make arrangements for replacement cover to be provided.

First aid boxes are kept at the following locations:

- The Medical room and the nursery kitchen.
- The medical box will be maintained by a designated office staff member.
- The Travelling first aid box is kept the medical room.
-

Records of first aid administered are kept by the medical room.

The contact numbers for the nearest hospital casualty department and other medical services are in the school office or by using 999.

Guidelines dealing with specific risks e.g. Blood Borne Viral Infections, Hepatitis B and HIV

Hygiene Guidelines for Schools; Policy on Head Lice etc. are issued individually and form a section of the Education Services Health and Safety Handbook. In all cases, disposable gloves should be used.

All sharps, including hypodermic needles & syringes must be handled with great care in accordance with LA guidelines and disposed of in a suitable sharps container conforming to BS7320.

The school does have a "sharps box" and on discovery of needles, etc, each case will be referred to the Headteacher and appropriate actions carried out.

Headteachers and First Aid appointees will ensure that these guidance notes are included in the overall strategy of the school Health and Hygiene policy.

Head Injuries

Parents are informed of a head injury by letter. The letter outlines the injury and symptoms to look out for.

First Aiders contact parents by phone if they have concerns about the injury

3.12 Supporting Pupils with Medical Needs - Administration of Medicines

Guidance - School Circular 19/98 and accompanying guidelines.

The governing body has approved a school based policy on managing medication and implemented management systems to support individual pupils with medical needs. A copy of this policy is available from the headteacher.

The Headteacher is responsible for deciding whether to agree to requests for the administration of medicines to pupils in accordance with the governing body's policy.

Records of requests for the administration of medicines to pupils which the school has agreed to meet are kept in the medical room and individual children's files.

Records of medical training for employees - refer to Training of Employees (section 3.9 of this policy).

3.13 Drugs Policy

Guidance - LA 'Drugs Policy for Schools & Community Education Services'

The governing body has approved a policy for drugs education & drug prevention.

The named person for drug information & co-ordination of policy is the headteacher. Guidance, advice and support to colleagues on drug related matters within the setting are available from this contact.

3.14 Accident and Dangerous Occurrence Reporting

Guidance - Education Services Health & Safety Handbook, Section 4.1

All accidents and incidents to employees will be recorded in the Statutory Accident Record Book, which is located in the office. A written report will be submitted to the Education Health & Safety Team in accordance with LA reporting procedures.

Accidents/incidents involving pupils and other non-employees must be recorded in the 'Minor Accident Book' with entries copied to the Education Health & Safety Team on a monthly basis.

Reportable accidents and incidents as set out in the RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations, 1995), (employees & non-employees) will be reported as the regulations require. RIDDOR require that fatal or major injuries arising from work activities must be reported to the Education Health & Safety Team and the Health Safety Executive (HSE) by telephone within 24 hours. A written report will be submitted to the LA as a matter of urgency in accordance with LA procedures.

Copies of all accident reports for employees will be retained on site for a minimum of 3 years following the incident.

Accident reports should be drawn to the attention of and counter-signed by the Headteacher. Where they are found to be caused by faulty plant, equipment, premises or unsafe systems of work, she will act to remove or isolate the hazard until the necessary modifications or repairs can be made. In the event of a serious accident she will report the accident to the Education Health & Safety Team as a matter of urgency.

3.15 Violence at Work

Guidelines - Education Services Health & Safety Handbook, Section 4.2

All acts of violence to members of staff, whether physical or verbal, will be reported to the Headteacher and the Education Health & Safety Team in accordance with LA guidelines.

Where injury results from a violent act, the injury should be reported in the normal way as an accident but with the violence at work report attached.

Violence and Challenging Behaviour Report forms are available from the office and will be monitored by the governing body in order that appropriate control measures can be implemented to reduce or eliminate a reoccurrence of the incident.

Support is available to employees following incidents through the Occupational Health Unit.

3.16 Workplace Stress

Guidance - Education Services Health & Safety Handbook, Section 7.6

Ill health resulting from stress caused at work is treated in the same way as ill health due to physical causes in the workplace. During the undertaking of risk assessments, the symptoms of work related stress are actively sought and steps taken to deal with the organisational causes.

Individual concerns are to be discussed with the Headteacher. Support & advice is also available from the City Council's Occupational Health Unit, telephone (01482) 613333.

3.17 Display Screen Equipment

Guidance - Education Services Health & Safety Handbook, Section 11

Employees who are assessed as Display Screen Equipment 'Users' are entitled to sight tests and corrective appliances in line with LA policy and guidelines.

'User' assessment forms are available from the LA.

Work stations and working arrangements will be assessed using the proformas issued by the LA. The Headteacher is responsible for initiating action as a result of the assessments.

3.18 Maintenance of Premises

Guidance - Education Services Safety Statement para 4.13

The Director of Education is responsible for ordering building, site or plant work related to maintenance, listed in the LMS/LMSS scheme as LA responsibility in Education Services premises and for ensuring that it is done to a satisfactory standard and in a safe manner. However, during such work Headteachers must exercise common sense in noting dangers to staff, pupils and other visitors to the site.

All arrangements for dealing with asbestos (where present) will be co-ordinated by the LA Building Maintenance Surveyor. An asbestos register is held by the School Office. The Caretaker makes it available to contractors working on site

The site manager is responsible for ordering repairs which are the school's responsibility under the LMS arrangements.

Safety Officers within the City Council have the authority to stop any activities on council owned property if in their opinion the activities give rise to imminent danger.

Co-ordination and co-operation between all parties will make stopping work a last resort.

3.19 Waste Management and Cleaning Arrangements

Waste is collected daily by the cleaners and the site manager will arrange for its safe storage in appropriately sited secure containers.

All employees are responsible for reporting accumulation of waste, or large items of waste that require special attention to the site manager who will arrange for its disposal.

All employees are responsible for arranging to clear up spillages which occur whilst they are in charge of the area concerned. Other spillages or leaks should be reported to the caretaker who will arrange for them to be dealt with.

The cleaning arrangements for the school are set out in the caretaker's office.

Hazardous materials or substances require special procedures for disposal. Reference is to be made to section 3.24 of this policy, 'Hazardous Substances'.

3.20 Entering and Leaving the Premises

Guidance - Education Services Health & Safety Handbook, Section 10.5

The site manager is responsible for opening and securing the building. The procedure is set out (including disarming of intruder alarms where appropriate) in the Entering and leaving the premises document.

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises are determined by the site manager in consultation with the Headteacher.

3.21 School Security

A security survey, outlined in the DfEE publication 'Improving Security in Schools' has been completed for this site and is monitored & updated by the health and safety inspection team.

All concerns/issues should be referred to the Headteacher.

The survey assessed the type & scale of risk present to all site users and formed the basis of the sites overall security policy.

3.22 Vehicle Movement in the School Grounds

Vehicles are not allowed on site except in very exceptional circumstances with the permission of the Headteacher or the site manager out of school hours, who will make the appropriate safety arrangements.

3.23 Use of Premise Outside School Hours

Reference – Education Services 'Directed Community Use of School Premises'
Refer also to section 2.5 of this policy 'Responsibility - Outside Bodies General'

The Headteacher is responsible for co-ordinating lettings of the premises in accordance with the LA's 'Directed Community Use of School Premises' guidelines.

The site manager is responsible for informing other users of the building of the presence of any hazards which have not been rectified.

Where use is sought of specialist equipment or fittings a suitable qualified person must be available to supervise such use and no equipment or fittings will be removed or adjusted without previous approval from the governors.

The site manager is responsible for checking that the premises are left in reasonable order by others before locking up.

3.24 Adaptations or Improvements to Premises (Buildings & Grounds) - Self Help Schemes

The Headteacher is responsible for submitting proposals to the Senior Education Officer (Development) and for gaining the necessary approvals before work starts. This includes work financed by an external body or the school.

All arrangements for dealing with asbestos (where present) will be coordinated by the LA Building Maintenance Surveyor.

3.25 Housekeeping

All corridors, passageways and gangways should be kept clear of rubbish and obstructions. The site manager will make a daily check. All employees and other site users are required to co-operate with decisions taken as a result of this check.

An employee encountering any damage or wear and tear of the premises which may constitute a hazard should report to the Headteacher by means of a written report (and verbally).

A tour of the premises is undertaken termly by the non-teaching health and safety rep and the site manager.

Defective furniture should be reported to the caretaker.

Hot Drinks

Staff should ensure that they only transport hot drinks around school when it is quiet in the corridor areas. Hot drinks should not be transported when large numbers of pupils are moving around school. If a member of staff has a hot drink in the classroom s/he should ensure that a pupil cannot reach it and that it is in a safe position.

Cooking

Cookers should not be used without essential fire precautions being immediately available e.g. fire blanket, fire extinguisher.

Staff should ensure pupils receive instructions and on the job training to enable them to be safe during a cooking activity.

PE Equipment

Gymnastic equipment is checked annually by an accredited contractor and repaired or removed as appropriate.

PE Safe Practice

Guidance on safe practice in PE is detailed in the school's 'PE Policy', held by each teacher.

Playground

Staff actively encourage pupils to play safely and discourage fighting or other rough games.

Two members of staff supervise the playground during morning playtime.

We have a minimum of four Midday Supervisors on duty at lunchtime.

3.26 Smoking (See non-smoking policy)

Guidance - Education Services Health & Safety Handbook, Section 7.2

Smoking in public places is against the law.

Employees and other site users (including parents and visitors) are not permitted to smoke anywhere on the school premises with effect from 16th April 2007.

3.27 Hazardous Substances

Guidance - Education Services Health & Safety Handbook, Section 8

The governing body will ensure that the use of all hazardous substances is assessed and that adequate controls are in place to protect the health & welfare of all employees and other site users.

The master set of COSHH (Control of Substances Hazardous to Health) assessment records are kept in the caretaker's room and maintained/updated as and when new substances present.

No new substance may be brought into school without carrying out a full COSHH assessment. This is a legal requirement.

Relevant assessment records will be circulated to all staff and appropriate site users who are aware of the location of the central record.

Inventories of hazardous substances used in the school are maintained by the caretaker who will ensure their safe use in accordance with LA guidelines. Stocks will be checked on a regular basis, at least annually and a list maintained of all substances which are no longer required and are for disposal. This will be co-ordinated by Caretaker.

3.28 Work Equipment

Guidance - Education Services Health & Safety Handbook, Section 10.1

All work equipment purchased by the school should bear the relevant CE or BSEN Safety standard applicable to its safe design and manufacture.

The governing body will keep an inventory of all equipment which will include details of maintenance arrangements. This will be monitored by the Admin & Business Manager

3.29 Electricity at Work

Guidance - Education Services Health & Safety Handbook, Section 10.3

All portable electrical equipment will be visually examined before use by employees. Portable electrical equipment will be examined and tested every 12 months by a competent person and a record of the inspection is kept by the caretaker.

Faulty equipment is to be taken out of use and reported to the caretaker and business manager.

Testing of fixed electrical equipment (mains circuit to outlet socket) is the responsibility of the Education Services who will employ competent electricians to carry out this work.

The use of personal electrical equipment will be at the discretion of the Headteacher who reserves the right to insist that such equipment is tested before it is used on the school premises. The cost of the test resting with the individual concerned. The Headteacher will ensure that unsafe equipment is removed from the premises.

Residual current devices will be tested on a weekly basis, the results of which will be recorded by the site manager and kept in his office.

3.30 Use of School Equipment by Contractors & Outside Bodies

Due to insurance requirements and legal liabilities, the school will not lend tools or equipment to contractors or outside bodies

Contractors should supply all equipment needed to complete their work.

3.31 Visitors

Guidance - Education Services Health & Safety Handbook, Section 12.2

All visitors and contractors should report on arrival on site to the school office who will:

- carry out an identification check;
- Issue of an identity badge and asked the visitor to sign in;
- Check the single central record or their CRB certificate (if applicable)
- identify a contact person;
- provide them with relevant health & safety information and visitors information booklet;
- A reminder of their duties to the school community, if applicable (e.g. Contractors)

Visitors will be invited to sign the visitor's book.

An employee seeing an unidentified person on the school premises should act in accordance with the agreed procedures.

The Headteacher / SLT should be informed immediately.

Parent helpers should be made aware of the health & safety arrangements applicable to them through the teacher to whom they are assigned.

If any member of the public refuses to leave the premises or is continuing a nuisance, dial the police (999) and request immediate assistance. Complete the City Council's Violence & Challenging Behaviour report form if appropriate.

3.32 Educational Visits

Guidance - Education Services Policy & Guidelines for Educational Visits – new guidelines, arrangements, forms and risk assessments now in place (Autumn 2012).

All visits are to be arranged in accordance with the above guidelines.

No staff member will take pupils off school premises without specific insurance cover as governed by current LA requirements. Such visits are co-ordinated and signed by the Headteacher.

A risk assessments should always be carried out before setting off on an educational visit.

When planning to use adventure activity facilities offered by a commercial company or by a local authority the group leader must check whether the provider is licensable under law and, if so that the provider actually holds a licence (ref: Activity Centres (Young Persons Safety) Act, 1985 and the associated Adventure Activities Licensing Regulations, 1996).

A travelling first aid kit and pupil consent forms with their contact details will be taken on all outside visits and staff will carry a mobile phone on all visits.

Swimming

We follow the LA's Policy Guidance for all aspects relating to swimming.

Swimming instruction is provided by qualified swimming instructors.

3.33 Work Experience Arrangements

Guidance - Kingston upon Hull Work Experience Policy & Guidelines

The guidelines are concerned with all work experience placements arranged on behalf of pupils & students following courses offered in schools.

Assessment of the risks to young people, under 18 years old, before they start work are to be completed by the headteacher in line with the Health & Safety (Young Persons) Regulations, 1997.

Work Experience placements are co-ordinated by the Headteacher.

3.34 Hire or Purchase of Vehicles

Guidance - LA Policy & Regulations for the Use of School Minibuses

The Headteacher is responsible, in conjunction with the driver, for ensuring that vehicles hired by the school are operated in accordance with the law and the City Council regulations for the use and hire of buses.

3.35 Activities of Non-Employees

It is the responsibility of contract staff (Cleaners, Catering etc.) to complete all risk assessments - including COSHH - covering their particular work activities.

Copies of such assessments will be made available to the Headteacher if requested and in all cases where an assessment may affect pupils and school staff.

Copies of relevant assessments should be filed along with the school assessment records. (Refer to section 3.23 of this policy, 'Hazardous Substances')

3.36 Slips, Trips and Falls

It is unrealistic to expect pupils never to fall, especially at playtime. However, staff or other supervising adults should report any conditions considered hazardous e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables to the Headteacher, Business Manager or Caretaker.

3.37 Provision of Information

The Headteacher is responsible for distributing all health & safety information received by the school from the Director of Education or elsewhere.

All health & safety documentation is kept with the Health & Safety Handbook which is located in the School office and is readily available for reference by all employees. A CD of the handbook is located in the headteachers' office and copied on the staff shared area.

This is the master file. Curriculum Safety Guidelines are maintained by the relevant subject co-ordinator. In such cases, employees will be informed of the location of such documents with a record kept in the master file.

The original of all health & safety information received at the school will be kept on the appropriate file. The Headteacher will decide on the circulation of each document. Employees will sign to confirm that they have read and understood the information.

Part 4: CONCLUSION

4.1 Monitoring Performance

This document is not a finite statement of policy. It will require regular revision where necessary. It cannot include all items necessary to achieve safe working conditions at all times.

This policy is the commitment of the School's governing body and the Headteacher to comply with all statutory requirements with the aid of the Health and Safety Handbook, HSE publications and education guidance notes, to provide a safe and healthy place to work.

The Headteacher is responsible for sending a copy of the school's Health & Safety Statement to the Education Health & Safety Team based at Kingston House within one year of the date of the issue of this model.

4.2 Review

The governing body is responsible for:

- carrying out a review of the Health & Safety arrangements for the school;
- preparing a health & safety action plan detailing improvements to the arrangements.

This Health and Safety Statement has been approved by the School governing body

on.....

Signed: Date:
Chair of Governors.

Signed: Date:
Headteacher

EMERGENCY EVACUATION PROCEDURES

1. Alarm activated by caretaker or Senior Member of staff.
2. All personnel leave the building by the nearest available exit:
3. The muster point is on the back of the playground away from the building.
4. All registers and visitors book to be taken out by Administrative staff and roll call taken.
5. All toilets to be checked by class teacher nearest to them as they leave the classroom
6. Alarm to be tested weekly by the caretaker.

Everyone must leave the building in an orderly way – DO NOT RUN.

Senior Leadership Team and the caretaker are responsible for ensuring all buildings are empty.