

# **Health and Safety Policy for Messingham Primary School**

## **Introduction:**

This document describes the organisation and arrangements for the school and should be read in conjunction with the council's Health and Safety Policies and Guidelines as contained in the council's Health and Safety Manuals, a copy of which is in the office at both school sites. Other relevant policies are the Child Protection Policy, Safeguarding policy and the school Contingency Plan, copies of which are in the office and staffroom.

This policy is designed to benefit teaching and support staff, pupils, governors, parents, visitors, contractors and all those on site.

The promotion of safety, health and welfare of staff and pupils is considered to be a mutual objective for the LA, Governors and staff. It is therefore the school's policy, so far as reasonably practicable, to take the necessary steps to ensure the safety, health and welfare of its staff and pupils and the public and visitors.

The Headteacher has overall responsibility for the application of the school's health and safety policy. However, staff within the school are responsible for implementing and maintaining compliance with the school's safety policy generally and particularly the areas for which they have responsibility.

It is the responsibility of all staff to be vigilant on health and safety matters at all times and the practice of monitoring is inherent in the management structure for health and safety.

## **Aims:**

- To establish and maintain a safe and healthy environment throughout the school
- To establish and maintain safe working procedures among staff and pupils
- To make arrangements for ensuring safety and absence of risks to health and safety in conjunction with the use, handling, storage and transport of articles and substances
- To formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises
- To formulate effective procedures to be followed in case of an accident
- To provide and maintain adequate welfare facilities
- To make special arrangements to ensure the health and safety of any disabled person using the school site

## **Roles and responsibilities:**

Part 1 of the Health and Safety at Work etc Act 1974 imposes various duties on employers in respect of health, safety and welfare at work. Certain provisions are particularly applicable in schools:

- General duties of employers to their employees under section 2
- General duties of employers to persons other than their employees under section 3
- General duties of persons concerned with premises to persons other than their employees under section 4

The general duty of employers to their employees is to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees.

The duty in respect of those who are not employees is to ensure, as far as is reasonably practicable, that persons not in employment are not exposed to risks to their health or safety.

The final duty under section 4 is to take such measures as it is reasonable to take to ensure, so far as is reasonably practicable, that the premises, all means of access and exit and all plant and substances are safe and without risk to health.

The Act also imposes duties on employees and other persons. Section 7 requires employees while at work, to take reasonable care for the health and safety of themselves and others and to co-operate in ensuring that their employer and other comply with the Act. Section 8 imposes a duty on everyone not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

It is a criminal offence to fail to discharge any of the above duties. Employers, employees and other persons can face unlimited fines.

In order that the law is observed and responsibilities to pupils and other visitors to the school are carried out, **all** employees are expected:

- ✓ To know the special safety measures and arrangements to be adopted in their own working areas and to ensure that they are applied
- ✓ To observe standards of dress consistent with safety and/or hygiene
- ✓ To exercise good standards of housekeeping and cleanliness
- ✓ To know and apply the emergency procedures in respect of fire and first aid – **see Contingency Plan**
- ✓ To use and not wilfully misuse, neglect or interfere with things provided for their own safety and/or the safety of others
- ✓ To co-operate with other employees in promoting improved safety measures in the school
- ✓ To co-operate with the appointed safety representative and the enforcement officer of the HSE

All staff have the responsibility to co-operate with the Headteacher and Deputy Head teacher to achieve a healthy and safe workplace and to take reasonable care of themselves and children.

Whenever any member of staff notices a health and safety problem which they are not able to put right, they must straight away tell the appropriate person – **Caretaker; Head teacher or Business Manager in caretaker's absence**

Under the Occupiers' Liability Act 1957, the occupier of the premises must take care to ensure that visitors will be reasonably safe in using the premises for the purposes for which they are invited or permitted to be there. Occupiers must be prepared for pupils to be less careful than adults, but can expect workers and contractors to guard against any special risks incidental to their trade or profession.

The Occupiers' Liability Act 1984 deals with occupiers' duty towards those who are not visitors eg trespassers. The duty is to take such care as is reasonable to ensure injury is not suffered due to any danger concerned. The duty arises if :

- a. The danger exists or is suspected
- b. Those who are not visitors might go near it
- c. The risk is one against which some protection might be reasonably be expected

The duty is discharged by a warning (eg a sign) or by taking steps to discourage risk taking.

### **The Local Authority**

*The LA has overall responsibility for health and safety within their schools. The LA must prepare a written health and safety policy. Schools are expected to keep to this policy.*

*The policy should be kept in the Health and Safety Manual provided to all schools*

### **The Governors**

*Governing bodies are obliged to take all measures within their power to ensure that the school premises are safe and not hazardous to the health of staff, pupils, visitors or trespassers. The Governing body and the head have total control and responsibility for the day-to-day health and safety of those persons using and occupying the school.*

*Although individual responsibility lies with the governing body, individual governors may be liable if any breach is due to neglect by an individual governor or if they consent to any breach of the regulations.*

*Individual responsibility is discharged by ensuring that the governing body knows its duties, listens to advice, carries out inspections, follows up complaints, calls for reports and takes appropriate action eg taking protective and preventive measures, informing the LA or instituting repairs.*

### **The Headteacher**

*The Headteacher has day to day responsibility for health and safety in the school and in particular he/she should:*

- + Be a focal point for day to day references on safety and give advice or indicate sources of advice*
- + Co-ordinate the implementation of safety procedures in the school*
- + Maintain contact with outside agencies able to offer specialist advice*
- + Report all known hazards immediately to the authority and/or governing body and to stop practices or the use of any plant, tool, equipment, machinery etc which are dangerous or potentially so*
- + As appropriate, take decisions about or make recommendations to the LA or the governing body for additions or improvements to plant, tools, equipment, machinery etc which are dangerous or potentially so*
- + Make or arrange for investigation of the premises, place of work and working practices on a regular basis and ensure that he/she is kept informed of accidents and hazardous situations*
- + Ensure that a risk assessment survey of the premises, methods of work and all school sponsored activities is conducted on a regular basis and reviewed annually, or if a significant change has occurred that might render the assessment obsolete. This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the governing body*
- + Review from time to time the provision of first aid and emergency procedures and the dissemination of safety information concerning the school, making recommendations for improvement as appropriate*
- + Inform the governors from time to time of the safety procedures of the school and provide them with up to date reports on safety issues*
- + Monitor the school's policy on health and safety procedures and update it when appropriate*
- + Ensure that a qualified teacher is designated with responsibility for Child Protection*
- + Ensure health and safety information is displayed in prominent positions in working areas*

### **Subject leaders**

*These staff:*

- ❖ Have a general responsibility for the application of the LA's and the school's safety policy to their own subject and are directly responsible to the Headteacher for the application of existing safety measures and procedures within that area of work.*
- ❖ Shall, where necessary, establish and maintain safe working practices including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.*
- ❖ Shall make every effort to resolve any health and safety problems any member of staff may refer to them, and refer to the caretaker/Headteacher any of these problems for which they cannot achieve a satisfactory solution within the resources available to them*
- ❖ Shall carry out regular safety inspection of the activities for which they are responsible and submit a report to the Headteacher as appropriate*
- ❖ Shall ensure, as far as is practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work*

### **Class teachers**

*The safety of the pupils is the responsibility of the class teachers. Class teachers are expected to:*

- *Exercise effective supervision of the pupils and to know the emergency procedures in respect of fire or bomb alert (and who the designated First Aiders are) and to carry them out*
- *Know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied*
- *Give clear instruction and warning as often as necessary*
- *Follow safe working procedures*
- *Ensure that no class of primary age pupils should be left unsupervised for any reason except in an emergency, and even then, a colleague should be made aware of the situation – the Headteacher should also be informed asap.*
- *Ensure a particularly high level of supervision is exercised when children are assisting in the movement of equipment.*
- *Carry out risk assessments and follow the policy for Educational Visits before undertaking visits*

### **Other staff**

*Other staff eg caretaker, cooks, lunchtime supervisors, teaching assistants, office staff have responsibility for day to day safety in their areas of school.*

### **Supervision of pupils**

Morning and afternoon breaks - duty rota is displayed in both staff rooms; copies emailed to all staff

During wet playtimes/lunchtime, KS1 pupils are supervised by the staff on break duty. KS2 pupils remain in their classrooms with a member of staff supervising – TAs help the midday supervisors with this if necessary.

Parents are reminded of the school start time and are requested not to send pupils to school before 8:45am when they go into their classrooms. Pupils who arrive earlier may contact a member of staff in an emergency.

There is a member of staff on duty to ensure pupils leaving by coach are supervised until they leave school. Bus pupils arrive a few minutes before the doors are opened – KS2 pupils wait in the playground until the classroom doors are open; KS1 pupils come into school through the front entrance and wait until 8:45 am when they go into their classroom.

No child is allowed out of school during school hours unless there is a request from a parent/carer. Any letter making such a request must be kept until the pupil has returned.

In all but exceptional circumstances, agreed by the Headteacher and parents, children of primary age leaving during school hours must be collected by an adult (over the age of 16) and the signing out book must be completed.

Pupils are asked not to bring items to school which are hazardous or dangerous. If such items are found by a member of staff, they are confiscated and the parent asked to come into school to collect them.

If a pupil refuses to come into the building following playtime/lunchtime, they may be left outside with a door open for them to access school when they are ready. There will be an adult watching the child during this time, though they may be inside school if this is appropriate. An Individual Behaviour Plan will be written following such an incident and parents informed.

### **Visitors to school**

If a member of the public causes a disturbance on school premises, they will be given a written warning, advising that future incidents may result in a temporary banning from the school site.

If any member of the public refuses to leave the premises or constitutes a nuisance, immediate assistance should be requested from the police.

There is a written protocol for addressing unacceptable behaviour by visitors towards school staff to ensure that all staff can work in an environment free of foul or abusive language and threatening behaviour.

### **The pupils**

*Pupils are expected:*

- *To exercise personal responsibility appropriate to their age and understanding, for the safety of themselves and their classmates*
- *To observe standards of dress consistent with safety and/or hygiene*
- *To observe all of the safety rules of the school and, in particular, the instructions staff give in an emergency*
- *To use and not wilfully misuse, neglect, or interfere with things provided for their safety*

### **Visitors**

*Regular visitors and other users of the premises are required to observe the safety rules of the school. In particular, parents helping out in school should be made aware of the health and safety arrangements applicable to them by the teacher to whom they are assigned. Visitors should be required to report to and sign in at the school office and they should sign out prior to departure from the premises.*

*All visitors will be given either a badge or Visitor sticker on arrival. There is a risk assessment for times when we have a number of visitors in school eg open morning, Pupil of the Week Collective Worship.*

*Regular visitors will be DBS checked before working with pupils in line with LA policy (see Safeguarding Policy)*

### **Contractors**

*All contractors working at the school will be acquainted with the school's and LA's H&S policies before commencing any work. Employees who are in charge of equipment that belongs to the school must not lend it to contractors who are not Commercial Services employees. The contractor is expected to supply the equipment needed to safely complete the work that they have undertaken to do.*

### **Community Use**

*Under the 1996 Education Act, the Headteacher and governors recognise that community use of the premises will be required. This policy will be shared with such groups. Each group will be responsible for producing their own safety procedures which compliment those in existence within the school.*

## **Health and Safety Procedures:**

### **Accident Reporting Procedures**

Where an accident or potentially dangerous situation occurs, it is essential that follow up action is taken to prevent possible recurrence of the situation with more drastic consequences. The action taken in the first instance should be to inform the Headteacher or Deputy Head if deemed necessary. It is then the responsibility of this person to follow the problem through to achieve effective action. On occasions, a dangerous situation will be highlighted during a routine self-monitoring exercise. At other times, it may well be that an incident where personal injury was narrowly avoided would be the catalyst for health and safety action.

Any incident involving personal injury will be followed up by the procedures already established by this authority. If the incident involves a child during lesson time, it is the immediate duty of the supervising teacher to create a safe situation thereby obviating the potential for further injury. It is vital that the teacher in charge of the situation is aware of the health and safety requirements of that situation.

If an accident is of a minor nature, this will be dealt with as a first aid case following the procedures in this section.

In serious or doubtful cases, an ambulance should be called and attempt to make contact with the parent/carer. A child must be accompanied to hospital by a parent or member of staff. If the latter applies, the parent/carer must be contacted a.s.a.p.

Staff will be made aware that they should call an ambulance or NHS Direct if in doubt about the seriousness of the injury to visitors, pupils, adults or staff.

The member of staff in charge of the situation at the time of the incident will obtain and fully complete the appropriate accident form from the school office. Whilst the form is straightforward enough to complete, staff should ensure that the information noted is accurate and as informative as possible.

The location of the accident book is in the medical room. If accidents occur, an accident report must be completed in accordance with the authority's requirements. In addition, the following forms must be completed (see Health and Safety Manual for copies):

- F2508 – to report all accident/incidents which do not require reporting to HSE. 3 copies of the form to be completed; one kept in the H&S file at school, one sent to Corporate Safety, one sent to HR.
- There is an accident book for all minor injuries that have required first aid.
- F2508 - Relevant accidents/injuries involving staff are to be reported. Those involving pupils, students and members of the public should only be reported if work related. 4 copies of the form should be completed and sent out as SUF1, but also a copy to the HSE.

In the event of a fatality, the HSE are to be informed a.s.a.p. the Council's Corporate Safety team should also be informed.

### Violence and Challenging Behaviour

Arrangements for addressing issues of violence and challenging behaviour will be in accordance with the council's policy and guidelines.

All situations where members of staff are likely to encounter violence or challenging behaviour should be the subject of a properly conducted risk assessment and appropriate control measures.

Records of all incidents of violence and those involving verbal abuse and threats will be kept and reported to Corporate Safety and, where necessary, HSE using the appropriate forms (SUF1, SUF2, SUF3, SUF4). Employees will be required to report incidents promptly and fully, with a written account to be made a.s.a.p.

### First Aid

First Aid arrangements will be in accordance with the LA's and DCSF guidelines.

First aid is carried out, when possible, in the Medical Room

The designated First Aiders at Work are Dawn Tebb and Diane Cookson. Adam Wales has also had the training.

The designated Paediatric First Aider is Kate Potter, Jane Turner has also been trained

These names are displayed on First Aid notices in the school.

A number of other staff have undertaken basic first aid training

First Aid supplies are kept in the medical room.

The First Aid book is kept in the medical room and any treatment given to pupils is written in it, noting the following: name, date, injury sustained and treatment given. Each entry has to be signed.

In addition to normal first aid supplies, a resusciaide is also provided for use on mouth to mouth resuscitation

First aid supplies are available to be taken by staff in charge of outside school trips or field courses.

Disposal gloves and aprons should be used in line with hygiene guidelines.

Administration of medicines in school will be undertaken in line with LA policy.

## Fire

Fire drills are held during the school year. It is in the nature of the drills that they occur without warning to staff or pupils. In the fire drill, special consideration is given for the evacuation of staff/pupils/visitors who may be disabled. This achieves two objectives in that a degree of realism is present in the exercise and, equally, the results of the exercise can be assessed more accurately and measures taken to improve future performance.

Pupils are instructed in their first week at the school, and at regular intervals thereafter as to the exact procedures to follow in the event of a drill or an emergency.

Responsibility for the administration of the fire drill rests with the Headteacher.

All members of staff participate in fire drills and report to the Headteacher following a check of pupils.

## General Fire Safety

Proper housekeeping arrangements are in place to remove or minimise potential fire hazards and there is regular monitoring to prevent the accumulation of rubbish and ensure fire escape routes are maintained. Records of fire drills are recorded in the Fire H&S manual.

Ensuring fire safety rests with the Headteacher.

Escape routes    all doors to be unlocked when the school is in use

Fire doors        must not be obstructed. There are fail open devices on the doors so people can evacuate the building quickly

Fire Extinguishers    to be serviced annually by Fearl

Fire alarms        drills to be carried out each term and the alarms are checked regularly by caretaker

In the event of a fire:

- The alarm will be sounded
- The source of the fire reported to the head
- The fire brigade will be called
- Classes will evacuate by the nearest convenient location and proceed to the assembly point.
- Doors to be closed when a room is checked as being empty
- Attendance registers and visitor book brought to the assembly point
- Check all pupils and staff/visitors are accounted for
- If the fire is minor, staff may attempt to deal with it using apparatus provided **if trained to do so** but must not put themselves in danger.
- No-one must re-enter the building until it is declared safe.

## COSHH

All staff have a duty to prevent or control exposure of employees or pupils and visitors to the school to substances hazardous to health. These regulations apply to all potentially hazardous substances such as dusts, detergents, bleaches, fumes, micro-organisms, paints and solvents.

No new substances can be brought into school without carrying out a full COSHH assessment. This is a legal requirement. Copies of these assessments are kept in the office on both sites.

All hazardous materials will be purchased through recognised suppliers who provide hazard data sheets and/or appropriate labels with each substance purchased. A copy of any data hazard sheet so obtained must be passed to the Head for filing with

the COSHH assessments. It is their responsibility as purchaser to obtain any hazard sheet so these must be requested as part of any order.

If there is any change to a scheme of work, the staff involved must inform the Head in writing of any COSHH assessments required and that all relevant safety warnings are included on pupil worksheets etc.

Flammables should be stored in a locked flammables cupboard which is suitably marked.

All staff must make proper use of control measures and report any defects to the Head.

All COSHH arrangements must be reviewed on a regular basis or whenever there is a change in circumstances concerning use.

In all work with their pupils, staff must bring any relevant safety procedures to their notice.

Pupils will not be allowed to bring substances from home unless they are categorised as very low risk.

#### Repair, maintenance and upkeep of building

Property Services manager is responsible for ordering building or other similar work in premises used by the council. Heads may order in such work.

Where possible, prior to any commencement of work, designated routes for the movement of vehicles should be planned to reduce risks to other persons.

Contractors will be required to report to the person in charge of the premises all accidents and injuries which occur on the premises, whether such accidents involved injury to their own staff or to other persons.

Any teacher or pupil discovering a defect in the building should report the matter to the designated person. The designated person should take immediate steps to render the work area safe or out of bounds and should contact the Clerk of works. He/she should note the date of contact with the Clerk of Works in the Defects Book which should be regularly examined by the Head.

In the event of danger when work is in progress, the following procedures should be followed:

- ✚ The operator in charge of the building should take any steps deemed necessary to exclude persons for the danger until such time as it is rectified
- ✚ The contractor should be told what the person in charge has identified as dangerous and what has to be done to ensure that persons are not endangered
- ✚ Where work has been ordered by Property Services, the matter should be reported to the Clerk of Works/building surveyor
- ✚ In cases of a less urgent nature, the person in charge of the building should discuss with the contractor's representative on site, and if possible, agree a solution
- ✚ The Clerk of Works/building surveyor should always be consulted or notified of the identified danger and what is being done by the contractor to avoid it.

Any defective equipment should be taken out of use immediately and the designated person informed. The designated person should inform the Headteacher about the repair or replacement of the item.

Repaired equipment should be checked by the designated person before being brought back into service.

The regulations governing the renewal of the school's Public Entertainment Licence ensures an annual check by the relevant bodies of electrical safety of earth leakage circuit breakers, emergency exit signs, fire alarms etc to meet current legislation.

Residual Current Devices should be tested regularly and the results recorded.

An approved contractor will be appointed for routine inspections of plugs and cables for loose connections and faults.

An approved contractor has been appointed for the maintenance of appliances, audio visual equipment etc; that contractor is **BMP solutions (Hull)**

#### Manual Handling Operation

Manual Handling assessments for the handling of articles, persons and animals will be undertaken where required, and the assessments are to be retained.

#### Personal Protective Equipment

The provision of PPE will be determined by the Headteacher in line with LA policy

#### Provision and use of work equipment

Wherever possible, any equipment provided for use at work will be purchased to meet an appropriate CE mark or relevant British Standard, in line with LA policy.

#### Display Screen Equipment

The LA's policy applies to all types of DSE, together with associated furniture and installations. DSE users are entitled to free eyesight testing and contributory costs towards lenses/spectacles where appropriate. Any costs incurred for eyesight test/prescriptions will be the school's responsibility.

#### Educational visits

No teacher/member of staff must take pupils off school premises without specific insurance cover as governed by council requirements.

EVOLVE and risk assessments to be completed in line with the EV policy

#### Sports Activities

Sports activities should be undertaken in accordance with guidelines laid down by the relevant body for each activity.

Maintenance of PE equipment should be undertaken by an approved contractor on an annual basis.

The supervision of physical activities should be undertaken in accordance with guidelines laid down by the relevant body for each activity.

#### Health and Safety in Specific Curriculum Areas

The LA endorses the health and safety guidance issued by various expert bodies covering different aspects of the school curriculum. A list of these is produced by the LA.

#### Infectious diseases

The LA's policy and hygiene guidelines will be adhered to.

#### Safety Officers

Officers of the Corporate Safety unit and other officers designated by the directorate shall have the authority to stop any activity on the premises if it is in their opinion giving rise to imminent danger. Where practicable, this must only be done after consultation with the Headteacher and the Director of HR.

If an Improvement or Prohibition Notice is served by an enforcement officer (eg HSE) the Head should immediately advise the Director of HR and Corporate Safety. The activities should cease forthwith.

The activity will not be allowed to restart until such time that the cause of the danger is removed or rectified.

#### Working alone/home visits

The school has responsibility for the health, safety and welfare of employees working alone or away from their workbase, including Home Visiting. The school will develop its own arrangements covering approved situations or working alone/home visiting with practical precautions and support for staff.

Home visits must not be carried out by a lone member of staff unless the risk of circumstances such as violence or aggression has been assessed as very low. Lone home visits will only happen in exceptional circumstances.

Employees required to work alone or undertake home visits will receive appropriate training covering issues of particular relevance in such circumstances including, for example, dealing with aggression and violence, security and "reporting in" measures, and the school's specific arrangements for managing those situations referred to above.

### **Conclusion**

The whole staff are committed to make these arrangements work. This will ensure, so far as is reasonably practicable, that working conditions are safe and without risks to health and safety so that the working life of everyone is accident free.

This document is not a finite statement of policy. It will require regular consideration and revision where necessary. It cannot include all the items necessary to achieve safe working conditions and due consideration must be given by all employees to the statutory requirements and internal arrangements which can, and will, help the achievement of a safe and healthy place to work.

Any member of staff noticing a failure to comply with this statement of organisation and arrangements, or other advice/guidance issued by the LA or Headteacher in pursuance of the Safety Policy should immediately report the circumstances to the Head. The Head should then initiate the immediate remedial action. If it proves to be impossible for the Head to resolve the matter, they should report the matter to the LA.