

# MESSINGHAM PRIMARY SCHOOL

## **PREMISES MANAGEMENT/ HEALTH & SAFETY** **POLICY**

### **Section A**

#### **General Statement**

This policy in so far as it is reasonably practicable, is intended to provide for the maintenance of a safe and healthy working environment, equipment and systems of work for staff, pupils, voluntary workers, contractors, visitors and others, within the school concerned.

The allocation of duties with regard to managing safety matters and the particular arrangements, which will serve to implement this policy are detailed below.

### **Section B**

#### **Responsibilities**

**Responsibility for the day-to-day management of health and safety in the premises falls to the Head Teacher and other nominated staff. They should therefore ensure that they;**

1. Are familiar with health and safety legislation in so far as it relates to the premises with which they are concerned.
2. Are familiar with the school's health and safety policies and arrangements and should take the necessary action and that they should take the necessary action to ensure that they are adhered to.
3. Ensure as far as is reasonably practicable that safe systems of work are in place.
4. Ensure that the school premises are generally kept clean and tidy.
5. Ensure that appropriate equipment is provided
6. Ensure that appropriate training is provided for the tasks and situations that staff will have to deal with.
7. Ensure that all equipment and tools are maintained in good condition.
8. Ensure that adequate fire precautions and fire-fighting equipment is available and maintained and that they are aware of who the appointed person is with regard to fire risk assessments.

9. Are aware of the location of the school’s accident book, Health & Safety Policy and Manual together with other relevant safety related documentation; (Adapt the table below as appropriate).

<b>Document</b>	<b>Location</b>	<b>Person Responsible</b>
Health & Safety Policy		
Health & Safety Manual		
Accident Book(s)		
Asbestos Register		
Water Management File		
Fire Risk Assessment		

**Section C**

1. **Accidents and First Aid**

All accidents (and near misses whenever practicable) should be entered in the premises accident book. Staff should be made aware that the book is held in a central location and is available to all. In accordance with current data protection legislation once the details of an accident have been entered the page(s) should be removed from the book and kept in a secure container. Only authorised persons should have access to the completed forms.

**The location of the first aid book is;**

.....

\* Note see also para’ 6 below.

First aid kits should be placed in appropriate locations and should have their contents regularly checked by a first-aider or an appointed person. A list of contents can be obtained from the HSE website and is included in the council’s First Aid at Work policy.

First aid boxes are to be found at the following locations (see below);

<b>Location of first-aid box(es)</b>	<b>Person(s) responsible</b>

Ideally a list should be maintained of current first-aiders in the school (see below);

<b>Name of First Aider</b>	<b>Workplace location</b>	<b>Level of first-aid qualification</b>	<b>Date of expiry of qualification</b>

## **2. General Fire Safety**

**The Appointed Person for Fire Safety is;**

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**The Appointed Person is responsible for ensuring ;**

- (i) That an assessment of the fire risks in the school has been completed and is regularly reviewed.
- (ii) That where ever possible volunteer Fire Wardens are appointed to take charge in the event of a fire emergency ( if sufficient volunteers cannot be found, then the responsibility for taking charge in the event of an emergency falls to teaching staff ).
- (iii) That an acceptable level of fire detection and fire fighting equipment is provided.
- (iv) That all fire exits and escape routes are kept clear and are appropriately signed and lit.
- (v) That regular checks are carried out on alarms, detectors and sprinklers as appropriate.
- (vi) That a minimum of one fire evacuation drill is carried out every term.

## **3. Electrical Safety**

**The Head Teacher should ensure that;**

- (i) Any electrical repairs required are carried out by a competent electrician.
- (ii) Portable appliances should be regularly inspected in accordance with school and/or council policy.
- (iii) No privately owned electrical items are brought onto school premises without prior permission and appropriate PAT testing.

#### **4. Water Systems**

**The Appointed Person for dealing with Water Management is;**

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**The appointed person should ensure that;**

- (i) All boilers and water systems are regularly checked in accordance with school and/or council policy, particularly with regard to Legionella risks.**
- (ii) That they re aware of the location of the school's Water Management File.**

#### **5. Lighting**

**In order to ensure that the school and its surroundings are adequately lit, staff should inspect local lighting regularly and report any faults promptly to the appropriate person.**

#### **6. Floors and entrances**

**In order to reduce the risk of slips and trips staff should regularly check that the floors in their working area and the main access routes are clean and free from trip hazards. They should ensure that;**

- (i) They observe the school policy with regard to dealing with of spillages**
- (ii) They monitor the level of slip and trip accidents and near misses, with a view to taking remedial action if the number of instances reaches an unacceptable level.**

#### **7. Contractors**

**Anyone arriving at the school for the purposes of carrying out work, other than an employee or voluntary worker, should be regarded as a contractor. Head Teachers should ensure that all contractors are registered as entering the premises and that dependent upon the nature of the work concerned, they;**

- (i) Have relevant risk assessments and safe systems of work and are able to provide a copies when requested.**
- (ii) Can provide evidence of their public and employer's liability insurance.**
- (iii) Are given access to the school's asbestos register and are aware of the requirements of the asbestos policy, as appropriate.**

- (iv) Are made aware of the school's fire evacuation policy.
- (v) Have with them evidence of the appropriate level of their CRB Clearance

**8. Waste**

Waste produced on the School's premises is can be classed as commercial waste and must be treated as such. Producers of waste have a duty of care to ensure –

- (i) Any waste removed from the site is carried by an approved contractor with a Waste Carriers Licence
- (ii) Waste Transfer Notes must be kept proving where waste has been taken and by whom
- (iii) Special waste i.e. asbestos may have specific requirements for handling, carriage & disposal

**Signature and name of the Head Teacher approving this policy;**

Signature.....Name.....

Date.....

**Corporate Safety Team  
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