

E21C Trust Primary School

Health and Safety Policy

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Responsibilities

Final responsibility for health and safety within the schools, lies with the Head who designates day to day responsibility to the School Business Manager.

The following areas are the responsibility of the School Business Manager:

- Classrooms
- Workshops
- Admin. Offices
- Gymnasiums and sports areas
- Stairs, corridors, foyers
- Boiler room
- Toilet and Shower rooms
- Medical room
- Kitchen and servery
- Laboratories
- Libraries
- Music Rooms
- Playground and garden areas

It is the duty of every member of staff, both teaching and non-teaching to report any unsafe conditions to the Head or Business Manager. In addition an attempt should be made to eliminate the danger before reporting it.

All employees have the responsibility of co-operating with the Head to achieve a healthy and safe workplace and to take reasonable care of themselves, pupils and others.

Review of Training Needs

The Head shall be responsible for keeping under constant review the safety training needs of staff within their jurisdiction. This will include induction and update training.

Risk Assessments

It is accepted that some of our activities may, unless properly controlled, create risks to members of staff, pupils or visitors. We will take all reasonably practicable measures to reduce these risks to an acceptable level.

Risk assessments for all areas of the school will be completed on an annual basis by the Business Manager.

1. Electricity

The “competent” person for carrying out tests on portable electrical equipment is designated by the Business Manager.

Contracted out to external contractor, to be confirmed annually by the Business Manager.

Visual inspections of electrical equipment are to take place pre-termly and tests using a portable appliance tester are to be carried out annually.

Results of all tests are to be recorded on a locally produced form.

Any electrical items brought into the school for whatever reason must be reported to the “competent” person to enable a test to be carried out before their use. This includes items on loan or gifts.

The use of multi adaptors is to be avoided as is the use of extension leads unless they are fully unwound and protected. Trailing leads should be avoided unless they are correctly protected to prevent trips.

Minor electrical repairs, plugs changed, bulbs changed will be carried out by the site team, and other repairs will only be carried out by a qualified electrician.

2. Fire

Fire drills are to be carried out termly and results recorded locally in the Fire Register.

These drills will be either specific areas of the school, or the whole school, with the whole school evacuating a minimum of twice a year – Business Manager to determine and arrange.

The Site staff are responsible for carrying out fire alarm call point tests on a weekly basis using a rota system. Records must also be kept and held in the Fire Register.

All staff are to be familiar with what types of extinguisher are in their vicinity and on what types of fire they may be used.

All staff must be familiar with emergency drills, escape routes, muster points and bomb evacuation procedures.

3. First Aid

In addition to First Aiders, there are also First Response first aiders, list displayed in medical room and staff room.

The school policy on administering drugs to children is contained in The Code of Practice 3.01, which can be found in the Health and Safety Manual held in the Business Managers’ Office.

All staff must be aware of the contents of the Education Code of Practice 3.03 (found in the Health and Safety Manual, kept in the Business Managers office) which deals with reducing the risk of infectious diseases when dealing with blood and body fluids.

4. Manual Handling

Simple common sense measures can be taken to reduce the risk of injury through manual handling activities. Senior teachers/heads of sections must ensure that risk assessments include any high risk manual handling activity. Staff must follow any control measure identified such as use of handling aids or safe system of work. Staff must not take personal risks when manual handling. Staff should report any problems with working activity or equipment as soon as they occur.

5. Display Screen Equipment (DSE)

Computer based equipment can be used in complete safety if a few common sense measures are taken. Adjust furniture and equipment to suit your needs – do not adjust your posture to the workstation. Avoid a static posture and prolonged DSE work without a change of activity. Always report problems with your furniture, equipment or eyesight as soon as these arise. A close assessment of such users work areas will be needed and records kept.

6. Reporting Accidents

The method of reporting all accidents and incidents is clearly laid down in the Education Department Code of Practice 2.02.(found in the H&S manual, kept in the Business Managers office) The criteria for informing parents is also contained. Procedures and criteria for filling in the Accident form and RIDDOR and their method of dispatch should also be followed.

All Accident forms, once completed should be entered onto the monthly control log, which should then be passed to the Business Manager for investigation and signature. The Business Manager will check each accident form to see if it constitutes a report under RIDDOR.

All incidents of physical violence or verbal abuse are to be reported on an incident form.

7. Use of Premises Outside Working Hours

To ensure lessees are fully aware of their responsibilities during the period of the letting, the Education Conditions of Booking form should accompany every acknowledgement of a booking. This will be sent out by the Business Manager.

When the caretaker opens the school prior to the letting he must show the person responsible for the event the whereabouts of the nearest fire alarm call point, fire extinguishers, and fire exits to the area to be used. He should also acquaint that person with any special emergency arrangements such as wheelchair routes, disabled evacuation equipment etc.

All site staff to complete Loan workers risk assessments annually.

8. Security

The procedures for clearing the school and setting the alarms are:

- During school holidays, register to be used to track who is on site.
- Each classroom to be checked and locked with key by site staff.
- Car Park/Grounds to be checked for vehicles
- In the case of lettings, the person in charge of the letting is to confirm to the site staff that all the people who are with him have left the premises before leaving themselves.

The users of dangerous or high value items such as chemicals, radioactive sources, TVs and videos should ensure that those items are secure on completion of use.

The procedure for visitors is to report to Reception as soon as they enter the premises. They should sign the visitor's book and obtain a visitors badge. They should then wait for their escort/point of contact or proceed if authorised.

All staff should be aware of unidentified people wandering around the school and be prepared to challenge them or report their presence to the Head Teacher.

9. Contractors

All contractors must report to the reception desk to sign in before work commences. Out of hours, such work must be authorised and contractors briefed.

Monitoring of contractors on site will be carried out by the Business Manager, the school surveyor, school staff and client officer. If staff feel that something is dangerous then the Head should be informed. Segregation of the work area must be maintained.

No vehicles should be manoeuvred to or from the site whilst children are in the area.

No grass mowing is to take place while children are on the fields.

No equipment is to be left outside the segregated area and all equipment is to be secured at the end of the working day.

All contractors must provide evidence of adequate Public Liability Insurance, and be prepared to submit to the school, risk assessments if requested.

10. Action on Identifying Potential or Actual Hazards

If any member of staff identifies a hazard it is their duty to report the fact to the Business Manager or member of the Site Team as soon as possible.

If the hazard is of a nature that it may cause imminent actual harm then staff have a further duty to prevent any harm from occurring before reporting the matter. This may involve segregation, isolation, removal or any other means necessary.

Once reported the Business Manager may seek expert help from a specialist to eliminate the hazard or report the matter further to HSE.

11. Communicating Health & Safety

The Head has the duty of ensuring all members of staff read this Safety Policy and that copies are displayed on the Health & Safety notice board.

Any amendments to any policy will be circulated to all staff. Any hazards that are brought to the attention of the Head from any source will also be circulated to staff who may be affected.

Heads are responsible for ensuring that staff are trained in the use of new equipment and for the dissemination of any handbooks to the relevant staff.

The Business Manager will investigate all injuries, accidents, near accidents and damage that may lead to a hazard and ensure that they are reported to the appropriate authority.

Safety will be a regular item on the agenda of staff and departmental meetings.

A full Health and Safety report will be produced by the Business Manager and submitted to Directors on an annual basis.

Heads are responsible for ensuring that personal protective equipment for use by staff is of the correct type for the hazard it is required to counter. Staff are to be trained in its use, maintenance and cleaning. Regular checks should be undertaken to ensure its usability. Any defects should be reported to Heads.

12. Physical Education

i) Conduct and supervision

All sports and activities are to be carried out in accordance with the following references:

- Safety in Physical Education (HMSO)
- Safety in Outdoor Pursuits (HMSO)
- Safe Practice in Physical Education (BAALPE)
- Out of School Activities (LBB Education)

If any sport or activity other than those mentioned in the above references is to be included in the curriculum then guidance from the National Governing Body of that sport/activity is to be obtained before any participation. No teacher is to take responsibility until they have received appropriate training.

In the interests of health and safety, appropriate kit should be worn for each activity. Long hair to be tied back.

All jewellery and personal effects, must be removed before a lesson commences.

ii) Abilities

It should be remembered that pupils vary considerably in ability and physical co-ordination and care should therefore be taken to ensure that any activity a pupil may be asked to do is fully understood by them and within their capabilities.

iii) Equipment

The PE equipment must be subjected to an annual check by a Specialist company TBC annually and records kept of all such inspections. Any defects must be reported to the Head.

The supervising teacher must ensure that all equipment is inspected and safe to use before each lesson. On completion of the lesson, all equipment is to be replaced securely and correctly.

No pupil is to move equipment unsupervised.

iv) Accidents

Any accidents occurring during organised activities whether in the school or away from the establishment must be reported at the earliest opportunity. On return, the supervising person is to fill in an Accident Report.

13. Technology

The Head has the duty of seeing that the advice of the LA is followed by other members of staff; that staff, particularly new staff, are familiar with this policy; that the delegation is working and that delegated duties are being carried out.

The Head is also responsible for ensuring that risk assessments are carried out and for prioritising effort to reduce the higher risks.

No substance is to be used unless a COSHH assessment is held for it. If an assessment cannot be found for a particular substance then the Central Safety Unit must be contacted for further guidance.

14. Animals and Plants in School

DES AM 3/90 summarises the laws and regulations concerning the keeping of animals and plants in schools. Section 14 of the CLEAPSS Handbook contains the same information in more detail.