



# Health and Safety Policy 2009 - 2010

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|--------------------|--------------------------------------|
| <b>Adopted</b>     | <b>11 November 2009</b>              |
| <b>Ratified</b>    | <b>30<sup>th</sup> November 2009</b> |
| <b>Review Date</b> | <b>November 2010</b>                 |

## 1 Statement of Intent

- The Governing body has the primary responsibility for the health, safety and welfare of all employees and non-employees of St Peter's Church of England V. A. Primary School as directed by the Health & Safety at Work Act 1974 and other local legislation.
- The Governing body recognises that all employees and pupils have a right to a safe and healthy working environment and are committed to ensuring compliance with all statutory duties and, within that legal framework, to encourage best standards as far as is reasonably practicable.
- This does not however, absolve any member of staff from their personal responsibility to ensure their own health and safety at work and the health and safety of others who may be affected by their acts or omissions including pupils, visitors and contractors.
- Joint co-operation between LEA, Governors, Headteacher and employees is essential to the successful implementation of this policy.

Duties and obligations are set out in Appendix 1, according to Health & Safety law.

## 2 Organisation

|                |                                      |               |                               |                  |                           |
|----------------|--------------------------------------|---------------|-------------------------------|------------------|---------------------------|
| <b>Level 1</b> | <b>Governing Body</b>                |               |                               |                  |                           |
| <b>Level 2</b> | <b>Headteacher: Catherine Davies</b> |               |                               |                  |                           |
| <b>Level 3</b> | <b>Teachers</b>                      | <b>T.A.'s</b> | <b>Administrative Officer</b> | <b>M.D.S.A's</b> | <b>Cleaners in Charge</b> |
| <b>Level 4</b> | <b>Parents and Pupils</b>            |               |                               |                  |                           |

### Allocation of Functions

**Level 1:** Set the Health and Safety policy, through consultation with all staff; Appoint one governor to have an overview of health and safety matters; Keep the

policy under review and review it either annually or in response to any major incident.

**Level 2:** Take day-to-day responsibilities for health and safety matters in the school; Liaise with Governors/LEA/Diocese as appropriate on policy issues; Arrange staff training.

**Level 3:** Check classroom/work area is safe Check equipment used is safe before use; Report to Level 2 any hazards Ensure safe procedures are followed; Perform special tasks as appropriate (e.g. first aid).

**Level 4:** To bring to the attention of one of the above, any potential risk or incident of which they are aware.

**Disciplinary action will be taken if employees ignore Health & Safety advice. A summary of Health & Safety management functions is found in Appendix 2**

### 3. Arrangements

- Members of the Finance and Premises Committee and/or the Governor responsible for Health & Safety, will participate in and/or arrange for regular inspection of the premises (at least once a term) in order to identify and institute remedial work necessitated by any risk to health and safety as derived from the premises, materials or equipment. Inspection sheets to be completed, defects recorded and repairs noted and dated. See H&S Guidelines for Inspection Appendix 3.
- (The Governing Body will ensure through the Headteacher that those contractors employed to undertake work at the premises undertake that work in a safe manner, so that they do not expose employees or persons using the premises to health and safety hazards.
- The Governing body will arrange for risk assessments to be made where the health and/or safety of any employee or person to whom they have a duty of care (e.g. pupils) is thought to be at risk from their work.
- The Governing Body will look to the County Council's Health and Safety Adviser for advice on detailed health and safety matters and the Education Department's Health and Safety Liaison Officer for more general advice, and where deemed necessary, follow County directives/guidance.
- The Finance and Premises committee will discuss health and safety issues regularly at their meetings. Inspection Reports to be discussed at each Full Governing Body meeting and action taken should be noted.

- The Governing Body will, with other agencies such as the LEA and Diocese as appropriate, make arrangements to:
  - Provide appropriate training for safety;
  - Disseminate health and safety information, so that everyone knows their responsibilities, understand what they must do, how they will be supervised and how they will be held accountable. A summary of the Health & Safety policy forms part of the school prospectus and a report will appear in the School Profile.
  
- Members of the Finance and Premises Committee will investigate incidents which cause or have the potential to cause, injury to staff, pupils or visitors, and will report the findings to the Governor responsible for Health and Safety.
  
- The Headteacher will ensure that any premises defect, etc. when reported, is rectified and/or action taken to prevent persons being affected by that defect. All employees must report any hazards or identified problems to the Headteacher or Health & Safety Governor.
  
- The governors will review the Health & Safety Policy and management system annually, as well as when people and activities change. The Policy will be distributed to all members of staff.

## **Appendix 1 – Duties and Obligations**

### **Who has duties? What must be done?**

The law is intended to protect both employees and non-employees from the risks to their health and safety arising from work activities.

Everyone at work has obligations and duties under health and safety law. The main duties are placed on employers, but managers and employees also have duties, as do people who control premises, e.g. School governors.

### **Who is the employer?**

In aided schools, the employer is the governing body.

### **What must employers do?**

Employers must safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees. They must also safeguard, so far as is reasonably practicable, the health and safety of non-employees who may be affected by the work activity.

Education employers must protect both teaching and non-teaching staff (employees), and pupils, parents and other visitors (non-employees). These duties are supplemented by more detailed requirements, for example to assess risk to the health and safety of both employees and non-employees and to have effective arrangements for planning, organising, controlling, monitoring and reviewing any measures necessary to control risks. Employers must prepare and tell their employees about their health and safety policy and arrangements.

Employers must appoint competent people to help them carry out the measures needed to comply with health and safety law. Employees must be provided with comprehensible and relevant information on the significant risks of their work and the measures to control those risks. They must also be adequately trained.

Employers must also comply with regulations on issues such as manual handling, display screen equipment, and substances hazardous to health.

### **What must employees do?**

Employees must take reasonable care for their own health and safety and for that of anyone else who may be affected by what they do, or do not do at work. They must co-operate with their employer (and anyone else who has legal duties under health and safety law) so far as is necessary to enable those legal duties to be complied with. This means that school staff should always follow the health and safety advice and instructions of their employers. They should also tell their employers about any unsafe conditions or practices.

Headteachers and heads of departments are expected to carry greater responsibilities than classroom teachers or technicians.

Non-employees (for example pupils and visitors), like everyone else, must not intentionally or recklessly interfere with or misuse anything required by law to be provided in the interests of health, safety or welfare.

In Aided schools the governors are the employers and must comply fully with the employers' duties outlined above.

### **Cost and risk**

When considering what safety measures are necessary it is legitimate to take costs into account. Wherever possible, relevant good practice should be followed, or a similar level of precaution applied.

What is relevant good practice in a particular case may be apparent from authoritative guidance. Where this is not so, or where there is doubt:

- the magnitude of the risks (both their extent and likelihood) need to be **assessed** (trivial risks can be ignored altogether).
- the risks should then be roughly balanced against the cost of reducing them;
- measures must be taken to reduce or eliminate the risks unless the cost of doing so is obviously unreasonable compared with the risk.

Common sense is often all that is necessary. But remember the human consequences:

- the balance must be firmly on the side on health and safety.

### **Principal occupational health & safety legislation (including any later amendments) that may apply to schools:**

- The Health & Safety at work Act 1974
- The Safety Representatives and Safety Committees Regulations 1977
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985
- The Ionising Radiations Regulations 1985
- The Control of Asbestos at Work Regulations 1987
- The Pressure Systems and Transportable Gas Containers Regulations 1989
- The Electricity at Work Regulations 1989
- The Noise at Work Regulations 1989
- The Management of Health and Safety at Work Regulations 1992
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Personal Protective Equipment at Work Regulations 1992

- The Provision and Use of Work Equipment Regulations 1992
- The Manual Handling Operations Regulations 1992
- The Health & Safety (Display Screen Equipment) Regulations 1992
- The Control of Substances Hazardous to Health Regulations 1994

**Appendix 2 Health and Safety Management Functions**

|   | <b>Voluntary Aided School</b>   | <b>Key Function in Health and Safety Management</b>  |
|---|---|--|
| <b>Employers<br/>Persons in Control</b> | Governors, governing body   | Commitment, monitoring, resource management, performance reviews                             |
| <b>Senior Manager</b>                   | Headteacher   | Commitment, day-to-day management, arranging inspections, communication, resource management |
| <b>Other Employees</b>                  | School Staff<br>Teachers,<br>Maintenance Staff,<br>Cleaners, Administrators,<br>Welfare Staff, Assistants,<br>Caterers, etc | Day-to-day management, participation in inspections, reporting defects                       |
| <b>External Advisers</b>                | Safety advisers,<br>consultants, education officers, property advisers, maintenance advisers                                | Auditing, providing technical advice on standards and legal compliance                       |

## **Summary of Health & Safety Functions**

### **Headteacher**

- Day-to-day management of all health and safety matters in the school in accordance with the health and safety policy;
- Ensuring regular inspections are carried out;
- Submitting inspection reports to governors;
- Ensuring action is taken;
- Passing on information received on Health and Safety matters to appropriate people;
- Carrying out investigations;
- Identifying staff training needs;
- Liaising with governors on policy issues and any problems in implementing the health and safety policy;
- Monitor purchasing and contracting procedures, to ensure that their employer's health and safety policy is complied with.

### **Teaching & non- Teaching staff**

- Day-to-day management of health and safety in accordance with the Health and Safety Policy;
- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Ensuring protective equipment is used, when needed;
- Reporting problems to the Headteacher.

### **Governors**

- Monitoring and inspecting;

- Prioritising actions where resources are required;
- Ensuring actions are taken;
- Including Health & Safety on governors' meeting agenda;
- Annual Report on Health & Safety;
- Reviewing Health & Safety policy regularly.

### **Education Authority**

- Confirming or advising on priorities identified;
- Arranging and considering audits if requested Providing information;
- Analysing accident and ill health/near-miss reports;
- Providing training

## Appendix 3 Guidelines for Health & Safety Inspection

### Inspections

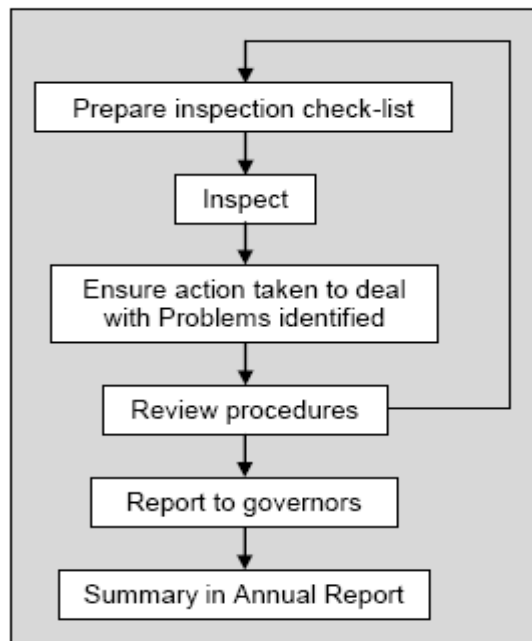
Inspections are best done by people who know the school. They check that health and safety performance meets the standards set out in the health and safety policy and, where it does not, on the action needed. Inspections are best done during the normal working day. Evening and weekend activities, such as parent social events, may also need looking at.

### Preparing for Inspection

The employer needs to prepare the inspection plan. This establishes the frequency of inspection, the areas or topics for inspection, who will do the inspections, and how. The frequency and depth of inspection will relate to the risks in the school. Most areas and activities would probably benefit from annual inspections, but those with higher risks may need inspecting more often.

The inspection plan is best written down. It should be reviewed regularly and revised if necessary.

### Outline Inspection plan for a Small Primary School



It should state clearly who will deal with any defects found. Inspections are best done by the school's own staff. The Health and Safety Governor will also inspect the site.

Inspections check-lists can ensure consistency and provide a record for follow-up action. They can also help identify recurring problems. Check-lists need careful design to ensure that the questions examine activities and procedures as well as physical standards. Check-lists need to have space for detailed comments and qualified answers rather than just tick boxes. Regular review and audit will ensure that the check-lists remain relevant.

### **Carrying out the inspection**

The inspection team will need to remind themselves about the health and safety policy and standards. The team may want to look at the school's accident records before the inspection as these can help focus attention. The team also needs to consider any health and safety issues raised by staff or pupils.

Inspections look for hazards or potential hazards and ask questions to ensure that the risk control systems are working. The team can also examine what back-up there is when key people are away. Answers and observations need to be checked against the safety policy and standards.

### **Reporting**

The Inspection team will report to the Governing Body. The report is not simply a list of defects. It should determine underlying causes of unsatisfactory conditions. It should note the actions already taken to rectify matters, and what actions remain outstanding. The team should recommend how permanent improvements can be made.

Investigating complaints, whether from staff, parents, children or others, may identify genuine health and safety problems. Some complainants may not immediately accept the results of the investigation. In such cases it is important that the outcome is carefully explained to prevent misconceptions and increased alarm.

Investigations can raise awareness of particular issues and/or of health and safety in general throughout an organisation. Good information systems ensure that this happens.

### **Key information for inclusion in reports on accidents, ill health and incidents.**

- Details of any injured people, including name, age sex, job title etc;

- A description of the circumstances, including date, place, time and conditions;
- Details of the event, including the direct causes of any injury, ill health or other loss and any underlying causes, for example failures in management control;
- Details of the outcomes, i.e; nature of injury, damage to property and other losses;
- Details of remedial actions, both immediate and long term.

NB The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 require that some incidents are reported to the Health & Safety Executive.

Governors need to check school records regularly to identify any causes that might be remedied. Recurring events may alert you, where a single one might not.

## Appendix 4 Auditing Health and Safety

Health and Safety audits are carried out by competent, independent people. Those who carry out audits will usually need specific training.

A good audit report identifies both strengths and weaknesses in the management system. It makes recommendations giving priority to the main weaknesses and enables Governors to review the health and safety policy and management performance.

### **Audit systems assess:**

- the policy – its intent, scope and adequacy
- the organisation, including:
  - the acceptance of their health and safety management role by line managers;
  - arrangements for communicating the policy and relevant information;
  - adequacy of control, allocation of responsibilities and supervision; Involvement of employees in the health and safety effort;
  - Arrangements for information and training to ensure Competence;
  - planning and policy implementation including;
  - overall control and direction of the policy;
  - adequacy and relevance of standard setting;
  - allocation of resources;
  - the extent of compliance with standards;
  - effectiveness of risk control;
  - long-term improvement in health and safety performance;
  - the adequacy and relevance of monitoring/inspection systems;
  - the reviewing process and the ability of the organisation to learn from experience.

## Appendix 5 Health and Safety Procedures

### General Matters affecting School Risk Assessment:

At the beginning of each School Year, a separate Risk Assessment sheet will be filled out for all the different areas by the Head Teacher with the Health & Safety Governor, who will then report back to the Governing body.

New risk assessment sheets are stored in the Health and Safety file along with completed ones.

### School Security

The fire alarm system was installed in XXXX .The intruder alarm was fitted prior to XXXX. The Alarms are serviced annually, a record of which is maintained, and set every evening either by staff or the Cleaner-in-Charge.

Visitors are asked to check in at the office on their arrival where they are asked to sign the Visitor's Book and where they will be issued with a Visitor's Badge. When this is not possible (due to the office is not being manned all day) visitors will need to ring the doorbell to be let in by a member of staff and they will request that the visitor fills in the Visitor's Book.

Staff are instructed to approach anyone unexpected on-site to check the nature of their business. Children are reminded to alert staff to any visitors who are on the premises without the visitors badge but are warned not to approach the visitor themselves.

Access to dangerous parts of the premises e.g. roof, boiler room etc. can only be granted by Headteacher (or person in charge of school in her absence).

### Lone Worker

If any member of staff is going to work in or around the school site **ON THEIR OWN** they must firstly let either **the headteacher** know the times that they are going to be there and to let a family member know what time to they are expected back.

### First Aid

All First Aid supplies are kept in the office.

A First Aid box for playground use, is situated in the office. Also kept in the office is a soft green First Aid Kit dedicated to off-site activities e.g. trips, sporting activities, etc.

The First Aid boxes are checked weekly using the checklist of contents, by a person who holds a current First Aid certificate.

First Aid should be given, as far as knowledge and skills allow. The patient must be reassured and removed from danger.

If illness occurs during the school day, a parent will be contacted and the child taken home. No child will ever be sent home unless a responsible adult can receive them.

If medical attention is required, the parents will be contacted. If serious, an ambulance will be summoned using the 999 procedure. If appropriate to transport a child directly to Casualty without using the ambulance service, this must be considered on a voluntary basis and - only with parent's permission. If a staff member uses their own car for this purpose, they must ensure that they have specific cover from their insurance company and complete a transport form as parents who offer to drive are asked to do.

Following an accident, the Wiltshire County Council's reporting procedure must be followed as seen in "Is an incident reportable" in the office. Further details are available in the Health and Safety For Schools Manual copies of which are in the head teacher's office.

In the case of a **minor head injury** the supervising adult will complete a letter proforma (kept in the staffroom) which will be sent home to notify parents.

**All accidents** must be logged in the Accident Book kept in the office. If the accident is more serious a green form must be completed and sent to County hall. Green Forms are kept in the Health and Safety File in the staffroom. (See copy attached) Incidents and accidents must also be reported **VERBALLY** to relevant staff at time. (This ensures that all staff are informed at all times of the accident, particularly at lunchtimes).

### **First Aid Training**

At least 2 members of staff will have current First Aid certificates which will be renewed as necessary.

Staff with First Aid certificates in date currently are; \_\_\_\_\_

\_\_\_\_\_

### **Administration of Medicine and Drugs in School**

Medicines will only be administered by staff at parental request. To safeguard members of staff, such requests must be in writing using the approved form (see attached copy) which will be kept in the staffroom and the admin office. The

drugs or medicines **MUST** be given precisely in accordance with the pharmacist's instructions. Where there is any doubt whatsoever, the School Doctor and/or parents of the child must be contacted immediately.

## **GUIDELINES**

The following safeguards should be observed in any case where a head teacher agrees to accept responsibility for the administration of medicines to children.

- Where appropriate a doctor's note should be received, preferably delivered by the parent, to the effect that it is necessary for the child to take medicine during school hours. The note should give clear instructions concerning dosage;
- Long-term illnesses, such as epilepsy or asthma should be recorded on the child's record card together with appropriate instructions;
- If the parent is available to undertake the task of administering the medicine, they should be asked to do so. Where this is NOT possible, the Headteacher or member of staff will only administer medicine on written request.
- The medicines should be self-administered if possible under adult supervision, and a written record kept of the dates and times of the administration and countersigned.
- The Headteacher should obtain a written indemnity from the parent in favour of the Headteacher or the member of staff involved. However, it should be remembered that in spite of any form of disclaimer the Headteacher must continue to exercise the responsibility, in loco parentis.
- The medicine will be delivered to school, preferably by the parent and in the form of a single dose.

## **Cases Demanding Caution**

There are certain circumstances in which headteachers should exercise special caution before accepting responsibility for administering medicine. These are:

- Where the medicines or tablets are dangerous;
- Where the timing or nature of the administration are of vital importance and where serious consequences would result if a dose is not taken;
- Where some technical or medical knowledge or expertise is required;

- Where intimate contact is necessary.

**NB.** Injections may only be administered by a qualified nurse or doctor. Under no circumstances should a headteacher, or any other member of staff, administer an injection. In an emergency, for example if a diabetic pupil urgently needs glucose, the headteacher should summon medical assistance.

## Fire Safety

A Fire Drill must be enacted at least 3 times a year, and dated on the Governor's Inspection Record Sheet.

Pupils are to leave quickly and quietly with NO FUSS via the appropriate route. Fire drills need to be varied ie. the fire must be in a different place, so that staff and pupils do not get complacent about how they exit the building.

Fire doors must be labelled clearly. The staff and pupils must assemble on the playground, as far away from any building as possible, or in a similarly safe place e.g. outside the church, and a roll call taken. The emergency services will be called using the 999 procedure,

The Headteacher will check the building to make sure that it is unoccupied. No one will re-enter the building until the emergency services have given the all clear.

Fire notices are posted at various points in the building.

All incidences involving fire, illegal entry, theft or vandalism must be reported to the Chief Education Officer (form DP/G2/250) found in "Safer Schools Seminar July 1996 in the Fire Section of the Health and Safety file, the Fire Brigade, the Police as appropriate.

Fire extinguishers are located around the school.

## Electrical Safety

All electrical items must be thoroughly checked on a regular basis. This is usually performed by \_\_\_\_\_.

## Transport & School Visits

All coaches/mini buses booked by staff at Kennet School must have seatbelts, and front facing seats.

Staff must ensure that every child is safely belted-in before the vehicle leaves the site. A head count must **always** be done on/off the coach.

Risk assessments **must** always be done for every visit – further details of all school visits, whether day or residential, are found in the Educational Visits file in the Headteacher's office. There are times when pupils may be transported to events in cars. Permission **must always be sought** from parents for this, and everyone providing a car and driver **must** fill in a form stating that licence, M.O.T. and insurance are all up-to-date.

### Swimming

Some pupils have weekly swimming lessons at Devizes Leisure Centre. Staff follow the Risk Assessment procedures and swimming guidelines. There are two fully qualified swimming instructors on the pool side at all times and at least 3 members of staff / CRB checked adults accompany the children.

### Emergency Conditions

St Peter's School follows the Emergency guidelines set out by Wiltshire County Council. Critical incident guidelines are found in a red booklet, filed in the office.

### Curriculum Safety

- Science and Technology Safety Guidelines are followed as shown in the copy of "Be Safe!" produced by the Association for Science Education. This document is found in the red Health and Safety File in the Office.
- Large P.E. equipment kept in the Hall store cupboard is checked for safety by an outside contractor. The arrangement of Large Apparatus for P.E. lessons must be carefully supervised by each member of staff. Children must support each end of the benches and tables and must be taught the correct skills and techniques for lifting and carrying.
- All dangerous substances must be kept in secure places ie. locked cupboards away from the reach of all pupils.
- At Peter's School maintains a "**NO SMOKING**" Policy anywhere on the school site.

### Review of Emergency Procedures

From time to time it will be necessary to review the First aid and Emergency procedure in school. The Headteacher, or Governor responsible for Health & Safety, will make recommendations to the Governors as and when the need arises.