



**Weobley
Primary
School**

Health and Safety Policy

Implementation Date: November 2016

Review Date: November 2017 (or in line with national changes)

Signatures

<u>Title</u>	<u>Name</u>	<u>Signature</u>	<u>Date</u>
Head of School:	Mr S Warrell		November 2016
Chair of Governors:	Mrs J Hall		November 2016

Health and Safety Policy

General Policy Statement

The Governors and Senior Managers of Weobley Primary School recognise their responsibility under the Health & Safety at Work Act 1974 and the various Regulations published under the Act. We are committed, so far as is reasonably practicable, to:

- ❖ provide safe systems of work, plant and equipment
- ❖ provide for the safe use, handling, storage and transport of articles and substances
- ❖ provide such information, instruction, training and supervision as is necessary for staff, voluntary helpers and pupils to undertake their work safely
- ❖ provide a safe place of work with safe means of access for all persons using the premises
- ❖ provide a safe and healthy working environment with adequate welfare arrangements
- ❖ provide for the health and safety of persons not employed by the school, but who may be affected by its activities
- ❖ encourage all staff to take reasonable care for their own health and safety and to co-operate with the Governors and management of the school in carrying out their statutory duty
- ❖ require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy condition for themselves or others

We recognise the need to consult staff on matters of Health & Safety and approve the right of staff to appoint Safety Representatives through their recognised trade unions or professional associations.

The School Safety Officer, Mr Warrell, or any other individual member of staff shall not be required to undertake specific responsibility for any Health & Safety function without having first been consulted.

The Governors recognise the Statement of General Policy of Hereford County Council Education Department, together with its organisation and arrangements. We undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff, pupils, visitors, voluntary helpers and contractors of the school as laid down in the Department's Handbook of Safety Information. When appropriate, we will seek advice on specialist matters pertaining to Health & Safety.

We recognise the need to ensure that sufficient funds are reserved within the school budget to implement emergency maintenance of premises and equipment.

We also recognise our responsibilities to ensure that any significant risks arising from work activities are assessed (as required under Management of Health & Safety at Work Regulations 1992; Control of Substances Hazardous to Health Regulations 1988; Manual Handling Regulations 1992 and the Display Screen Equipment Regulations 1992).

Responsibilities

The Local Education Authority:

- ❖ has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at this school
- ❖ has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the LA and will be responsible for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 1994.

The School Governors:

- ❖ will ensure, through the Headteacher, that the school's Health & Safety policy is implemented, monitored and regularly reviewed and revised as necessary. Their responsibilities include areas of:
 - ❖ ensuring that sufficient funds are reserved for meeting their responsibilities for Health & Safety
 - ❖ monitoring the need for non-structural maintenance and structural defects in the school and informing the Assistant Director of Technical Services as necessary
 - ❖ safe condition, storage and maintenance of equipment, vehicles and plant at the school
 - ❖ ensuring that the premises, the means of access and exit, and any plant substance on the premises are safe and without risks to health
 - ❖ ensuring that safety rules concerning use of premises and equipment are appropriately displayed and are enforced
 - ❖ enforcing the adoption of safe working practices by staff, pupils and other persons (including contractors) when on site
 - ❖ acting to deal with potential hazards to Health & Safety and liaising appropriately with Council representatives and contracting organisations.

The Head of School

The Health & Safety role of the Head of School is already depicted above (role of the School Governors). The Headteacher, who is also the **School Safety Officer**, has the following duties:

- ❖ organisation of Risk Assessments in all areas of significant risk
- ❖ ensuring that staff receive appropriate Health & Safety training
- ❖ carrying out a 6 monthly safety audit (as required by the LA)
- ❖ ensuring that all problems or defects affecting Health & Safety are dealt with
- ❖ emergency procedures including evacuation in case of fire or bomb threats
- ❖ notifying the LA (H&S Co-ordinator) of any accidents to staff or other persons and any 'near miss' situation in accordance with the procedures laid down
- ❖ notifying the LA H&S Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action

- ❖ ensuring that all new material on health and safety matters supplied by the LA or the Health & Safety Executive is brought to the attention of any relevant persons promptly
- ❖ facilitating the meeting of a School Safety Committee if it is requested by approved Trade Union Safety Representatives and for attending such meetings

Subject Co-ordinators:

- ❖ will be responsible for all matters of health and safety within their Key Stage and/or subject. Subject policies will include, where appropriate, specific areas which carry a risk and an analysis of precautionary action to take.
- ❖ they will bring to the notice of the School Safety Officer any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their department.
- ❖ staff working in Art, Ceramics, Design and Technology, Environmental Education, Physical Education or Science should be familiar with the policies in these areas.

First Aid Co-ordinator

- ❖ will ensure adequate provision is made for the administration of First Aid
- ❖ will maintain the First Aid boxes in line with the guidance given by the professionals
- ❖ will notify Fire Risk and Management Services and the LA Health & Safety Co-ordinator of any serious accidents to pupils in accordance with the procedures laid down

The School Caretaker

- ❖ will ensure familiarity with and compliance with both the School Safety policy and the LA's Group Safety Policy "Safety of Buildings" (published in the LA Handbook of Safety Information)
- ❖ will bring to the attention of the School Safety Officer any problems or defects affecting the health and safety of any person on the school premises
- ❖ will bring the School Safety Policy and risk assessments to the attention of any cleaning or grounds staff working under his or her direction
- ❖ will ensure that all equipment and materials received have adequate health and safety information (e.g. manufacturer's data sheets for COSHH assessments to be carried out)
- ❖ will ensure that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by self or others working under caretaker's direction (including working at heights on steps, ladder, scaffolds; use of electrically powered cleaning machines; use of chemicals; carrying out of repair or maintenance work)
- ❖ will ensure that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (eg signs to warn of slippery floors, uncleared ice or snow etc.)
- ❖ will ensure the safe use and maintenance of all plant and equipment (eg boilers etc)
- ❖ will ensure that all those who hire the school premises for the purpose of 'lettings' are aware of any hazards that could affect their health and safety whilst in the school (particularly in the light of risk assessments being carried out)

All Staff, Visitors & Contractors:

Have a moral and legal obligation to take reasonable care for their own health and safety and of other persons who might be affected by any acts or omissions. They should familiarise themselves

with the school procedures in the event of fire or emergency evacuation and they must comply with the codes of Safe Working Practice and school safety rules. They should immediately report any accident or potentially dangerous situation.

In addition, staff are required to:

- ❖ take reasonable care whilst at work to ensure that they do not endanger themselves or anyone else who might be affected by their activities
- ❖ make full and proper use of any clothing and equipment provided by the school for personal protection
- ❖ inform their immediate superior if the working conditions are considered to be unsafe
- ❖ use machinery, equipment etc in a correct and safe manner and ensure that they are maintained in good condition. Any defects to these or premises should be reported to their immediate superior
- ❖ make him/herself fully conversant with the safe working instructions and codes of practice applicable to the tasks he/she is required to undertake and to comply with their contents
- ❖ report to the immediate superior immediately (within one working day) if an incident/accident occurs
- ❖ set a personal example
- ❖ respond positively to appropriate staff development programmes

Please refer to Appendix 1 for a list of names of the people whose role is defined in this section.

The Arrangements

An A - Z of How to implement Health & Safety Procedures at Weobley Primary School

Access

The Caretaker will endeavour to keep these points clear of hazardous substances such as snow, ice, leaves. All staff are responsible for ensuring safe passageway throughout the school.

Accident Reporting

All pupil related accidents must be reported as per procedures in the First Aid Policy.

All staff or other adult accidents must be reported to the School Safety Officer- Miss C Elsey

Blood-borne Diseases

Refer to the risk assessment for information.

Building Repairs and Contractors

The need for adequate segregation between contractors and pupils and H&S risks assessed before and during work.

Car Parking

The car park is for the use of staff and legitimate visitors only. Parents must not use the car park solely for collecting and delivering their children to and from school.

Cars must only park in the car park in designated parking spaces. Emergency access must be maintained at all times.

Cleaning

The need to place warning signs when floors are wet and slippery. The safe storage of materials and equipment. The safe use of materials and equipment.

Communications

Problems or defects should be reported to the School Safety Officer.

Display Screen Equipment (VDU's)

Administrative staff who have frequent use of VDU's are fully informed of their right to eye tests and assistance with cost of spectacles if it is felt that their work with VDU's has contributed to the deterioration in their eye sight.

Fire Alarms/Appliances/Evacuation/Drills/Prevention

The Caretaker tests the alarms on a weekly basis and keeps a record of the tests. Fire Appliances are checked by the Fire Service on an annual basis and regular visual inspections are made by the Caretaker. Any defects that become apparent should be reported direct to the School Safety Officer.

Fire Drills (which include evacuations) are practised each term. (Time of day varied to cover normal lesson time as well as lunch and break times.)

All staff are responsible for ensuring that they are aware of the evacuation procedure for themselves and the pupils/visitors in their charge.

Fire Prevention is pursued mainly by acting upon the advice of the Fire Service when their Officers carry out their annual check of the building.

The school has five appointed Fire Wardens.

First Aid

The Head of School ensures that there are sufficient members of staff holding current First Aid At Work Certificates.

Flammable Substances

The Caretaker is responsible for the safe storage of flammable substances such as some paints, spirits, cleaning fluids etc.

The use of aerosols in schools should be avoided when possible. When not in use, aerosol containers should be stored safely.

Good Housekeeping

Clutter is a major cause of accidents; therefore a clean and tidy environment is desired and promoted throughout the school. All staff are responsible for their own areas and other designated areas around the school.

Health & Safety in the Curriculum

Health & Safety issues are raised in various curriculum policies, particularly in practical subjects such as DT, Art, PE etc.
The School Safety Officer should be informed of any other issues of Health & Safety as they arise.

Journeys and Visits

Staff are aware of, and must adhere to, the regulations concerning trips. (Consent forms, First Aid requirements, pre-visits etc.) Risk assessments and trip information must be completed using the Herefordshire LA 'Evolve' system. Trips are approved by the EVC /Headteacher or approved by the LA for residential trips.

Machinery and Plant

All Portable Electrical Equipment used by pupils is tested on an annual basis. The School Safety Officer will ensure we follow the guidelines as set out in the HCC Electrical Inspection of Schools Leaflet, Nov. 94. Other visual checks to all machinery and plant must be made by the users and defects reported to the School Safety Officer (via the department head if appropriate).

Medicines

The administration of medicines to pupils will be carried out as per the arrangements in the school Medicines policy.

Near Misses

Should be reported to the School Safety Officer - systematic consideration of near misses can help to reduce the number of actual accidents.

Playground Safety & Supervision

Staff on duty should make visual checks of all playground equipment, seating and surfaces.

Public Performances

BEFORE a performance commences the audience should be told and shown which direction they should follow to evacuate the building in the case of an emergency. Seating in halls must be arranged to consider safe emergency evacuation.

Reporting

The Headteacher will report at least annually to the Governors on Health & Safety issues affecting the school, including a conclusion from safety audits.

Risk Assessments

Periodically a School Safety Committee will be established, consisting of:

- ❖ School Safety Officer
- ❖ Caretaker
- ❖ 2 Governors
- ❖ 1 member of staff from Nursery/Infant Department

- ❖ 1 member of staff from Junior Department

Assessments will then be carried out and findings recorded and reported to the Headteacher.

School Safety Committee

The School Safety Committee will meet by request from any 3 members or at the request of the Head of School or the appointed Trade Union Safety Representative.

Security

- a. The staff in the Reception Office must operate the Visitors Pass system rigorously. School employees will look for Visitors Passes being worn by visitors to the school - if a pass is not apparent the visitor should be approached and questioned as to why one is not visible.
- b. ALL staff must operate the "IN/OUT" system of recording their presence in school. (This could be of vital importance in the case of emergency evacuation.)
- c. It is a requirement of the school that all pupils must be met by the person taking them home at the class dismissal point. The Class Teacher will accompany the children to this point to ensure they are safely collected.

ALL pupils are clearly and frequently instructed to stay with their Class Teacher if the person they expect to be taking them home is not waiting for them at the end of the day.

Nursery children must be accompanied to and from Nursery by an adult.

- d. Parents collecting and delivering children to and from school must wait in the designated areas, allowing Teachers to supervise the movement of pupils.
- e. Parents of pupils who are absent from school must inform the school of the absence by 9.20 am on the first day of the absence (either by telephone, message, letter).
- f. Out of hours working by staff involves certain considerations to personal safety. Recommendations include that staff avoid being alone in the building if possible. Once inside the building, staff should lock themselves in and carry keys upon their person in order to execute emergency evacuation from any exit point if necessary. The main gates to the school should be closed (even if not locked).
- g. During the school day the gates should be kept closed. The pedestrian gate to the junior playground will be locked during the day to deter members of the public entering the school grounds.

Vehicles

When carrying pupil passengers, the school minibus should only be driven by staff who have undergone assessment for driving minibuses. The assessment training includes the safe use of the vehicle and the maintenance procedures that need to be carried out. Staff detecting problems concerning the minibus should report them immediately to the school office.

Appendix 1 - Names of those with defined responsibilities

1. Health & Safety Provider.....Fire Risk and Management Services

2. Chair of Governors Mrs Julia Hall

3. a. Head of SchoolMr Stephen Warrell
b. School Safety OfficersMr Stephen Warrell
Mrs Maggie Argent

4. First Aid Co-ordinator..... Mrs Marita Drew
Miss Trish Bufton
Mrs C Hill

5. Caretaker..... Mr Phil Dyer

6. Fire Wardens..... Mrs Marita Drew
Mrs Donna Reid
Mrs Christine Hill
Mr Harry Argent
Mrs Maggie Argent
Mr Stephen Warrell