

**NORTH LINCOLNSHIRE COUNCIL**

**DIRECTORATE OF EDUCATION AND PERSONAL DEVELOPMENT**

**MODEL HEALTH AND SAFETY SITE SPECIFIC POLICY DOCUMENT  
FOR ALL COUNTY AND CONTROLLED SCHOOLS**

(schools should take out those paragraphs which do not apply to them)

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**PREMISES** \_\_\_\_\_

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## **PART I**

### **1. INTRODUCTION**

- 1.1 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 Manual, a copy of which is in the school.
- 1.2 This policy is designed to benefit teaching and support staff, pupils, governors, parents, visitors, contractors and all those on site and has been produced in full consultation with the trade unions.
- 1.3 The promotion of the safety, health and welfare of staff and pupils is considered to be a mutual objective for the LEA, 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.
- 1.4 The aim of this document is to ensure that all reasonably practicable steps are taken:-
- ◇ 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 connection with the use, handling, storage and transport of articles and substances;
  - ◇ to ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own and others safety and health at work, and to ensure that they have access to health and safety training when provided;
  - ◇ 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 the 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.
- 1.6 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 in the areas for which they are responsible.
- 1.7 The practice of self-monitoring has become a vital feature of health and safety on school premises. 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.

## PART II

### 2. ROLES AND RESPONSIBILITIES

#### 2.1 General

2.1.1 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, and
- ◇ general duties of persons concerned with premises to persons other than their employees under section 4.

2.1.2 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.

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

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

2.1.5 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 others 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 or welfare.

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

2.1.7 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;
- ◇ 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(s) and the enforcement officer of the Health and Safety Executive.

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

2.1.9 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.

2.1.10 The provisions of the Occupiers' Liability Acts must also be borne in mind. Under the Occupiers' Liability Act 1957, the occupier of 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 children to be less careful than adults, but can expect workers to guard against any special risks ordinarily incidental to their trade or profession (eg a decorator should know a safe way to fix his ladder, but should be warned if the wall to be decorate is dangerous).

2.1.11 The Occupiers' Liability Act 1984 deals with the occupiers' duty towards those who are not visitors (eg trespassers, those using a right of way etc). The duty is to take such care as is reasonable to ensure injury is not suffered due to the danger concerned. The duty arises if (1) the danger exists or is suspected, (2) those who are not visitors might go near it and (3) the risk is one against which some protection might reasonably be expected (eg a conker tree with a dangerous branch). The duty is discharged by a warning (eg a sign) or taking steps to discourage risk taking.

2.1.12 Both the LEA and the governors have responsibilities under the Health and Safety at Work etc Act 1974 and the Occupiers' Liability Acts of 1957 and 1984, as both could be called "employer", "person concerned with premises" and "occupier". However, given the framework within which schools are governed, more detailed roles are set out below.

## 2.2 The LEA

2.2.1 Under the Health and Safety at Work etc 1974 Act, the LEA have overall responsibility for health and safety within county and controlled schools. As the employer, the LEA must prepare a written health and safety policy. Schools are expected to keep to this policy.

2.2.2 The policy of the LEA is to advise schools to adopt the local authority Health and Safety policies, guidelines and procedures and this site specific document, and to keep them in the Health and Safety Manual provided to all schools.

## 2.3 The Governors

2.3.1 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. In effect, 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.

- 2.3.2 Governing bodies now have greater responsibility for the discipline in the school, which is a major factor in ensuring the safety of all those on the site. In LMS schools, they also have increased powers with regard to finance. This means that governing bodies theoretically have both the responsibility for health and safety and the means of discharging it.
- 2.3.3 Governing bodies should ensure therefore that they have received and understood the LEA policy and have produced their own policy for the school. They should also make periodic inspections and review detailed reports from the head or the school's safety committee arising from their inspections. They should also ensure that the school's budget contains an element for health and safety. A booklet by the Health and Safety Commission Responsibilities of School Governors for Health and Safety has been published by HMSO.
- 2.3.4 Although the overall responsibility lies with the governing body, individual governors may be liable if they consent to, or connive at any breach of the regulations or if any breach is due to neglect by an individual governor.
- 2.3.5 In practice, 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 LEA or instituting repairs.

## 2.4 The Headteacher

- 2.4.1 The Headteacher has day to day responsibility for health and safety in the school and in particular he/she should:
  - ◇ be the 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 any practices or the use of any plant, tool, equipment, machinery etc which are dangerous or potentially so;
  - ◇ as appropriate under LMS, take decisions about or make recommendations to the authority 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 obsolescent. 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 in the school and emergency procedures and make recommendations for improvements as appropriate
  - the dissemination of safety information concerning the school
- ◇ 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 as new information is supplied by the authority;
- ◇ ensure that a teacher is designated with responsibility for Child Protection.

[On larger establishments, some of the functions listed above may be undertaken by a named Deputy Head or a member of the Senior Management Team in which case an amendment to this model should be included at Part V.]

## 2.5 Heads of Faculty/Department/Subject

- 2.5.1 Heads of Faculty/Department/Subject are responsible for inspecting specialist accommodation so as to maintain a suitable level of health and safety. Should they lack the resources to maintain the required standard of health and safety within the department, the matter should be communicated in writing to the Headteacher.
- 2.5.2 All booklets and information concerning health and safety will be passed to the relevant Head(s) of Department(s) who should ensure that they and their colleagues are fully conversant with the health rules and the literature pertaining to their particular situation issued by the authority. It is the Head of Department's duty to ensure that all such literature is readily available and, where practicable, displayed in prominent locations in the working environment.
- 2.5.3 Health and safety information warning of hazards and dangerous practices should be displayed in prominent positions in working areas. It is a health and safety legislative requirement that this is done.
- 2.5.4 Heads of Faculty/Department/Subject are responsible for producing a Safety Statement, including safety procedures and practices which are a supplement to the main policy. They will be brought to the attention of staff and pupils under their charge and posted in a prominent position.
- 2.5.5 Any training requirements necessary to ensure the continuing safe working practice of the department should be identified, and reported to the designated person who will ensure that all identified training needs are met by undertaking recognised training courses.

## 2.6 Teaching and Support Staff Holding Posts/Positions of Special Responsibility

- 2.6.1 These staff:

- ◇ have a general responsibility for the application of the council's and the school's safety policy to their own department/areas of work and are directly responsible to the Head or other designated members of staff for the application of existing safety measures and procedures within the department/area of work. Advice or instructions given by the Council/Directorate and the Head/Nominated Person, including the relevant parts of this document, shall be observed;
- ◇ shall, where necessary, establish and maintain safe working procedures 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 (eg chemicals, boiling water, duplicating fluid, guillotines, cleaning materials etc);
- ◇ shall make every effort to resolve any health and safety problems any member of staff may refer to them and refer to the Head/Nominated Person any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- ◇ shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Head, Deputy Head, Head of Department 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;
- ◇ shall, where appropriate, seek the advice and guidance of the relevant Adviser or Officer of the Council;
- ◇ shall report to the Head, Deputy Head or Head of Department where appropriate requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

## 2.7 The Class Teacher

2.7.1 The safety of pupils is the responsibility of class teachers, who have traditionally in law carried responsibility for the safety of pupils when in their charge.

2.7.2 If, for any reason, eg the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he/she cannot accept this responsibility, he/she should discuss this matter with the Head, Deputy or Head of Department as appropriate, before allowing any practical work to take place.

2.7.3 Class teachers are expected:

- ◇ to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb alert and who the designated first aiders are, and to carry them out;



- ◇ to know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- ◇ to give clear instruction and warning as often as necessary;
- ◇ to follow safe working procedures:
  - to ask for protective clothing, guards, special safe working procedures etc where necessary
  - to make recommendations to their Head, Deputy Head or Head of Department as appropriate, eg on safe equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so
  - to ensure safe storage or use of potentially harmful implements such as glue guns, craft tools, scissors etc
- ◇ to ensure that no class of primary age children should be left for any reason except in an emergency and, even then, a colleague, the Head or Deputy Head should be made aware of the situation;
- ◇ to ensure a particularly high level of supervision is exercised when children are assisting in the movement of equipment;

## 2.8 Other Specific Staff

2.8.1 In addition to the overall responsibility of the Head, the following have delegated responsibility in the areas shown:

	<b>Area</b>	<b>Any Special Responsibility</b>
All teachers	Own classroom/area	Day to day safety
Cook	Kitchen and Servery	Day to day safety
Caretaker	Boiler House	Day to day safety
Midday Supervisor	Playground activities at lunchtime	Day to day safety
Teachers' Aide	As appropriate	Day to day safety
Child Support Assistant	As appropriate	Day to day safety

## 2.9 Consultation with Trade Union Representatives

2.9.1 The health and safety concern of the school extends to all staff of the school. Each union with members employed at the school is invited to nominate a union representative whose role is to meet with the Head on matters of health and safety.

2.9.2 At such meetings, the Head is able to explain the management implications of health and safety as it affects the working conditions of the staff with the particular aim of gaining acceptance of practices designed to improve the health and safety of the whole working environment. These meetings also afford the opportunity for the views of individual staff to be communicated to senior management and can result in the review of health and safety procedures currently practised. At such meetings, information issued by the

unions with regard to health and safety can be communicated to the Head for discussion.

## 2.10 Supervision of Pupils

- 2.10.1 The mid session breaks are legally deemed part of the working day. The procedure and rota of supervision will be designated on the staff notice board, as will absence cover.
- 2.10.2 No children should be allowed to practice activities in high risk teaching areas unless personally supervised by a teacher qualified in that subject. Duty teachers are not expected to cover such activities.
- 2.10.3 The school's arrangement for the supervision of pupils during inclement weather is as shown in Part V.
- 2.10.4 Parents will be requested to ensure that children arrive at school as near to the designated start time as possible. Pupils who arrive early or leave late may contact any member of staff in an emergency.
- 2.10.5 The school has a laid down programme for the supervision of children arriving and leaving by bus or coach.
- 2.10.6 The Head or Deputy Head will be on duty until such time as shown in Part V to deal with any emergency.
- 2.10.7 No child must be allowed out of school during school hours unless there is a request from the parent or guardian. The Head/Deputy or Head of Department as appropriate, must be notified and any letter making such a request should be kept until after the pupil's return.
- 2.10.8 In all but exceptional circumstances, agreed by the Head and the parents, children of primary age leaving during school hours must be collected. The adult must complete the signing out book in the office and must be over 16 years of age.
- 2.10.9 Parents will be asked to make sure that children do not bring items to school which are hazardous or dangerous. If such items are found by any member of staff, they will be confiscated and the parents asked to come into school to collect them.
- 2.10.10 If any member of the public refuses to leave the premises or is constituting a nuisance, immediate assistance should be requested from the Police in line with the Directorate's Guidance on Disruptive and Abusive Intruders.

## 2.11 The Pupil

2.11.1 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 (this would preclude unsuitable footwear, dress and other items considered dangerous).

- to observe all the safety rules of the school and, in particular, the instructions of teaching staff given in an emergency;
- to use and not wilfully misuse, neglect or interfere with things provided for their safety;

**NB** All pupils and parents should be made aware of the contents of this section.

## 2.12 Visitors

2.12.1 Regular visitors and other users of the premises (eg parent helpers/delivery people from specific companies) 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.

2.12.2 All visitors should be required to report to and sign in at the school office and be issued with a 'Visitor' badge. Similarly, they should sign out prior to departure from the premises.

## 2.13 Contractors

2.13.1 All contractors working at the school will be acquainted with the school's and the council's health and safety policies before commencing any work.

2.13.2 Employees who are in charge of equipment that belongs to the school or the authority, must not lend it to contractors who are not Commercial Services employees. The contractor is expected to supply any/all equipment needed to complete safely the work that they have undertaken to do.

## 2.14 Community Use

2.14.1 Under the 1996 Education Act, the Head and Governors recognise that community use of premises will be required, eg Adult Education/Youth Service and Community Groups. Such groups' attention will be drawn to the detail of this safety policy which they will be required to comply with so far as it affects their operation. Safety provisions over and above those contained in this safety policy may be appropriate for particular common use activities and each group will be responsible for producing their own safety procedures which compliment those in existence within the school.

## PART III

### 3. SCHOOL HEALTH AND SAFETY PROCEDURES

#### 3.1 Accident Reporting Procedures

- 3.1.1 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 Head/Deputy Head or Head of Department if deemed necessary. It is then the responsibility of this individual 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 or health and safety action.
- 3.1.2 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. To this end, it is vital that the teacher in charge of the situation is aware of the health and safety requirements of that situation.
- 3.1.3 If the accident is of a minor nature, this will be dealt with as a first aid case following the procedures in this section.
- 3.1.4 In serious or doubtful cases, an ambulance (999) should be called and attempt to make contact with the parent/emergency contact. A child must be accompanied to hospital by a parent or member of staff. If the latter applies, parents must be informed as soon as possible.
- Staff will be made aware that they should call an ambulance if in doubt about the seriousness of the injury to visitors, pupils, adults or staff.
- 3.1.5 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 main office. Whilst the form is straightforward enough to complete, staff should ensure that the information noted is accurate and as informative as possible.
- 3.1.6 The location of the accident record book is shown in Part V. If accidents occur, an accident report must be completed in accordance with the authority's requirements. In addition, the following forms must be completed as appropriate:

SUF1 This form is to be used to report all accidents/incidents which do not require reporting to the Health and Safety Executive (see below).

Three copies of the form are required, one to be kept on the premises, one sent to the Corporate Safety Unit and one sent to the Directorate of Education and Personal Development (Personnel Team)

F2508 Reporting of injuries and dangerous occurrences to the Health and Safety Executive as specified under council policy

Relevant accidents/incidents involving staff are to be reported. Those involving pupils, students and members of the public should only be reported if the accident is work related.

Four copies of the form are required. In addition to the above SUF1 circulation list, the original one must be sent to the Health and Safety Executive, Festival House, Jameson House, Hull within 10 days.

3.1.7 In the event of a fatality, the Health and Safety Executive (tel. 01482 223487) are to be informed by the quickest possible means. The council's Corporate Safety Unit (tel. 01724 297605/13) should also be informed as soon as possible. When an F2508 form is completed, an SUF2 form should also be filled in and submitted to the Insurance Section, Directorate of Corporate Affairs, Pittwood House, Scunthorpe.

### 3.2 Violence and Challenging Behaviour

3.2.1 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 the Corporate Safety Unit and, where necessary, the Health and Safety Executive using the appropriate forms (SUF1, F2508, SUF2, SUF4). Details of such incidents will also be passed to trade union representatives. Employees will be required to report incidents promptly and fully.

### 3.3 First Aid

3.3.1 First aid arrangements will be in accordance with the council's and DfEE Guidelines.

3.3.2 The locations of the Medical Room and First Aiders are shown in Part V. The number and names of designated First Aiders and Appointed Persons for the school are also shown in Part V. The names of these first aid personnel will be displayed on First Aid notices in the school.

3.3.3 As a general rule, first aid supplies are kept in all science laboratories and practical rooms. These supplies are stocked in accordance with the council's Guidelines.

3.3.4 The school's Medical Room should contain a chair(s) and a folding bed, to be used as required.

3.3.5 First aid supplies are also kept in this room for use by appropriately qualified staff.

- 3.3.6 A book is kept in the Medical Room and any treatment given to pupils is written in it, noting - name, date, injury sustained and treatment given. Each entry has to be signed.
- 3.3.7 In addition to normal first aid supplies, a resuscitator is also provided for use on mouth to mouth resuscitation.
- 3.3.8 First aid supplies are available to be taken by staff in charge of outside school trips or field courses as deemed appropriate.
- 3.3.9 Disposal gloves and aprons should be used in line with hygiene guidelines.
- 3.3.10 Administration of Medicines in school will be undertaken as per the council's Guidelines.

### 3.4 Fire

- 3.4.1 Fire drills and bomb alerts 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 or emergency procedures, 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.
- 3.4.2 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. This work is done during tutorial time when attention is also drawn to the fire drill/bomb alert notices displayed in each room in the school. At this time, the importance and seriousness of the fire drill/bomb alert is stressed to pupils. The possible consequences of vandalism and the deliberate activating of alarms are discussed with the pupils.
- 3.4.3 Responsibility for the administration of the fire drill/bomb alerts rests with the person so named in Part V.
- 3.4.4 All members of staff participate in fire drills/bomb alerts and report to year heads or the appointed person for the checking of pupils.

#### 3.4.5 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 and tests are recorded in Part V.

Ensuring fire safety rests with the:	Headteacher
Escape routes:	All doors to be unlocked when the school is in use
Fire doors:	Must never be fastened open. Must never be obstructed by desks etc which impede exit

Fire extinguishers to be serviced by: See Part V

Fire alarms: The period of drills will be one every term for all zones

Fire alarm: Break Glass Where fitted

- 3.4.6 The alarm can be sounded by breaking the glass of the alarm system.
- 3.4.7 The source of the fire should be reported to the Head.
- 3.4.8 The person nearest the telephone will dial 999 and call the Fire Brigade.
- 3.4.9 Classes in the building will exit by the most convenient exit according to the situation of the fire and proceed to a designated location.
- 3.4.10 Classes on the yard or field will proceed by the nearest safe route to a designated assembly point.
- 3.4.11 All doors are to be closed once room is checked as being empty.
- 3.4.12 Attendance registers should be brought to the designated location point.
- 3.4.13 A check will be made to ensure that all children are accounted for.
- 3.4.14 Support staff and others on the premises will join the rest of the school at the designated location point.
- 3.4.15 If the fire appears to be a minor one, staff may attempt to deal with it using apparatus available, if trained to do so, but must not put themselves in danger.
- 3.4.16 In case of a bomb alert, all pupils and staff must vacate the building as in a fire alert. The emergency services must be informed and no-one should re-enter the building until it is declared safe.
- 3.4.17 Advice and consultancy should be sought from the local Fire Prevention Officer.

### 3.5 COSHH - Control of Substances Hazardous to Health Regulations 1988

- 3.5.1 Under the above Regulations, all staff have a duty to prevent or control exposure of employees or pupils and visitors to the school to substances hazardous to health. (Details of prescribed maximum exposure limits are available from the council's Corporate Safety Unit.)
- 3.5.2 These Regulations apply to all potentially hazardous substances such as dusts, printing products, pesticides, detergents, bleaches, fumes, micro-organisms, paints, dyes and solvents.
- 3.5.3 No new substances may be brought into school without carrying out a full COSHH assessment. This is a legal requirement.

- 3.5.4 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/Deputy Head or Head of Department for filing with the COSHH assessments. It is their responsibility as purchaser to obtain any hazard data sheet so these must be requested as part of any order.
- 3.5.5 If there is any change to a scheme of work, the staff involved must inform the Head/Deputy Head or Head of Department in writing of any COSHH assessments required and that all relevant safety warnings are included on pupils worksheets etc.
- 3.5.6 Departments holding stocks of hazardous substances are required to check stock on a regular basis and list for disposal all substances no longer required. Flammables should be stored in a locked flammables cupboard which is suitably marked in accordance with the Safety Signs Regulations 1980. All hazardous substances and containers will be appropriately labelled and all lids etc will be kept in place whenever practicable.
- 3.5.7 All staff must make proper use of control measures and report any defects to the Head/Deputy Head or Head of Department.
- 3.5.8 All COSHH assessments must be reviewed on a regular basis or whenever there is a change in circumstances concerning use.
- 3.5.9 In all work with their pupils, staff must bring any relevant safety procedures to their notice.
- 3.5.10 Pupils will not be allowed to bring substances from home unless they are categorised as of very low risk.
- 3.5.11 To comply with the COSHH Regulations, a full survey of the school was carried out to assess which products may be harmful, on the date shown in Part V.
- 3.5.12 Relevant assessment records have been circulated to all staff and are available for reference as detailed in Part V.
- 3.5.13 This is an ongoing procedure and all staff have been made aware of assessment record and data sheet.

### 3.6 Repair, Maintenance and Upkeep of Buildings

- 3.6.1 The Chief Estate and Property Services Manager is responsible for ordering building or other similar work in premises used by the council. Heads may also order such work under the agreed Self Help Scheme.
- 3.6.2 Where possible, prior to any commencement of work, designated routes for the movement of vehicles should be planned to reduce risks to other persons.
- 3.6.3 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 involve injury to their own staff or to other persons.



- 3.6.4 Any teacher or child discovering a defect in the building should report the matter to the designated person. The designated person should take immediate steps to render the 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.
- 3.6.5 In the event of dangers when work is in progress, the following procedure should be followed:
- ◇ the operator in charge of the building should take any steps deemed necessary to exclude persons from 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 Estates and Property Services, the matter should be reported to the Clerk of Works/Principal Building Surveyor.
  - ◇ in cases of 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/Principal Building Surveyor should always be consulted or notified of the identified danger and what is being done by the contractor to avoid it.
- 3.6.6 Any defective equipment should be taken out of use immediately and the designated person informed. The designated person should inform the Head/Deputy Head or Head of Department about the repair or replacement of the item.
- 3.6.7 Repaired equipment should be checked by the designated person, before being brought back into service.
- 3.6.8 The council's policy dealing with electricity a work has been implemented within the school to comply with the relevant legislation.
- 3.6.9 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.
- 3.6.10 Residual Current Devices should be tested regularly and the results recorded.
- 3.6.11 An approved contractor will be appointed for routine inspections of plugs and cables for loose connections and faults. The Commercial Services Department of North Lincolnshire Council or the approved contractor will be contacted in the case of an emergency.

3.6.12 An approved contractor has been appointed for the maintenance of appliances, audio visual equipment etc, that contractor being as shown in Part V.

### 3.7 Manual Handling Operations

3.7.1 Manual handling assessments for the handling of articles, persons and animals will be undertaken by the appropriate Headteacher/Deputy or Head of Department and the assessments are to be retained.

### 3.8 Personal Protective Equipment

3.8.1 The provision of personal protective equipment will be determined by the appropriate Head of Department and agreed with the Headteacher/Deputy. This will be done in line with the council's policy.

### 3.9 Provision and Use of Work Equipment

3.9.1 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 the council's policy.

### 3.10 Display Screen Equipment

3.10.1 The council's policy applies to all types of Display Screen Equipment, together with associated furniture and installations. DSE users (employees) are entitled to free eyesight testing and contributory costs towards lenses/spectacles where appropriate. Any costs incurred for eyesight tests/prescriptions will be the school's responsibility under LMS.

### 3.11 Educational Visits

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

### 3.12 Sports Activities

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

3.12.2 Maintenance of Physical Education equipment should be undertaken on an annual basis by an approved contractor.

3.12.3 The Supervision of Physical Activities should be undertaken in accordance with guidelines laid down by the relevant body for each activity.

### 3.13 Health and Safety in Specific Curriculum Areas

3.13.1 The Local Education Authority 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 LEA and the school adopts these for implementation insofar as they relate to curriculum activities at the school.

### 3.14 Infectious Diseases

3.14.1 The schools policy and hygiene guidelines will be adhered to and are available on request from the Head.

### 3.15 Safety Officers

3.15.1 Officers of the Corporate Health and 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 after consultation with the Headteacher and the Director of Education and Personal Development.

3.15.2 If an Improvement or Prohibition Notice is served by an enforcement officer (eg Health and Safety Executive), the Head should immediately advise the Director of Education and Personal Development and the Corporate Safety Unit. If a Prohibition Notice is issued with immediate effect, the activities specified should cease forthwith.

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

### 3.16 Working Alone/Home Visits

3.16.1 The school has responsibility for the health, safety and welfare of employees working alone or away from their workbase, including home visiting. The principles of the council's Guidance for Lone Workers document will be applied in such situations and risk assessments undertaken as appropriate (see paragraph 2.4.1). The school will develop its own arrangements covering approved situations of working alone/home visiting with practical precautions and support for staff.

3.16.2 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.

## **PART IV**

### **4. CONCLUSION**

- 4.1 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 for everyone is accident free.
- 4.2 This document is not a finite statement of policy. It will require regular consideration and revision where necessary. It cannot include all 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.
- 4.3 Any member of staff noticing a failure to comply with this statement of organisation and arrangements, or other advice/guidance issued by the authority or Head in pursuance of the Safety Policy, should immediately report the circumstances to the Head. The Head should then initiate appropriate remedial action. If it proves impossible for the Head to resolve the matter, they should report the matter to the Directorate of Education and Personal Development.

**PART V**

**5. ANNUAL UPDATE OF INFORMATION AND REVIEW OF HEALTH AND SAFETY POLICY DOCUMENT**

5.1 The following information provides specific details relating to particular references in the text of the document as indicated below.

- ◇ Names and position of any staff who are delegated to undertake specific health and safety functions which are the responsibility of the Headteacher under paragraph 2.4.1:-

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- ◇ Risk assessments of premises, methods of work and activities as referred to in paragraph 2.4.1 were carried out on (date)

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- ◇ The school's arrangement for the supervision of pupils during inclement weather as referred to in 2.10.3 is as follows:-

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- ◇ The Head and Deputy Head will be on duty until pm to deal with any emergency (para 2.10.6 refers).

- ◇ The accident record book is located in \_\_\_\_\_

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(paragraph 3.1.6)

- ◇ The medical room is located \_\_\_\_\_

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(paragraph 3.3.2 refers)

◇ First aiders' and appointed persons names and locations are \_\_\_\_\_  
\_\_\_\_\_

(paragraph 3.3.2 refers)

◇ Responsibility for the administration of the fire drill/bomb alerts rests with (Name) \_\_\_\_\_  
\_\_\_\_\_

(paragraph 3.4.3 refers)

◇ Fire drills and alarm tests took place on the following dates during the last year:  
(paragraph 3.4.5 refers)

Fire Drills: \_\_\_\_\_  
\_\_\_\_\_

Alarm Tests: \_\_\_\_\_  
\_\_\_\_\_

◇ Fire extinguishers are serviced by \_\_\_\_\_  
\_\_\_\_\_

(paragraph 3.4.5 refers)

◇ To comply with COSHH Regulations (paragraph 3.5.11 refers), a full survey of the school was carried out to assess which products may be harmful on (date)

◇ Relevant COSHH assessment records have been circulated to all staff and are available for reference (paragraph 3.5.12 refers) in (location)

◇ The school's approved contractor for the maintenance of appliances, audio visual equipment etc (paragraph 3.6.12 refers) is \_\_\_\_\_  
\_\_\_\_\_

5.2 This Health and Safety Policy Document has been subject to an annual review and approved by the School Governing Body on:

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Head

Signed: \_\_\_\_\_ Chair of Governors