

Health and Safety Policy

Health and Safety Policy

General Statement

The Federation accepts its responsibilities under the Health and Safety at Work Act 1974, for providing a safe and healthy workplace and working environment for all its employees, pupils, visitors and other persons who may be affected by its activities.

All members of staff should avoid any actions or omissions which may adversely affect the health, safety and welfare of themselves, the children and others in the school.

All members of staff are first and foremost responsible for their own health and safety and the students/visitors in their care. Staff should report any concerns to the Senior Leadership Team.

All staff must ensure that classroom/work areas are safe; equipment is checked before use, safe working procedures are followed and that protective equipment is used when needed. They should carry out risk assessments for the areas they are responsible for.

In line with the 'Every Child Matters' outcomes, children should be taught how to "be healthy" and "to stay safe".

The Governing Body

The Governing Body has a direct responsibility for health and safety in the school. They will ensure that they are fulfilling their legal requirements and that persons using the premises are safe and without risk to health.

The Governors will (in consultation with the Head):-

- a) Make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and with any other Health and Safety Legislation and Codes of Practice which are relevant to the work of the school.
- b) Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school and that it is brought to the attention of all staff.

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- c) Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
- d) Receive all reports on health and safety resulting from any inspection, audit or monitoring carried out by the school, the L.E.A., or agency such as the Health and Safety Executive.
- e) Identify and evaluate all risks relating to accidents, health or school-sponsored activities.

In particular, the Governing Body undertakes to provide:-

- a) A safe place for staff and pupils to work, including safe means of entry and exit.
- b) Plant equipment and systems of work which are safe.
- c) Safe arrangements for the handling, storage and transport of articles and substances.
- d) Safe and healthy working conditions which take account of all appropriate statutory requirements, Codes of Practice (whether statutory or advisory), Guidance (whether statutory or advisory).
- e) Members of the premises subcommittee will carry out inspections of all the buildings at least termly and report on their findings and arrange appropriate work

The Head Teacher

The Head Teacher has responsibility for the day to day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end.

In particular the Head will:-

- a) Be aware of the basic requirement of the Health and Safety at Work Act 1974 and any other Health and Safety legislation and Codes of Practice relevant to the work of the school.
- b) Ensure at all times the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities.
- c) Ensure safe working practices and procedures throughout the school.
- d) Consult with members of staff on health and safety issues.

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- e) Arrange systems of risk assessments to identify potential hazards.
- f) Review periodically the findings of the risk assessment.
- g) Identify training needs in health and safety matters.
- h) Encourage staff, pupils and others to promote health and safety.
- i) Take any necessary measures to make safe any defects which may affect the health and safety of staff, pupils and others.
- j) Monitor the standard of health and safety throughout the school.
- k) Report to Governors on matters relating to health and safety.
- l) Co-operate with the L.E.A. Health and Safety Advisor.
- m) Monitor first aid and welfare provision.

All Employees

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992 require every employee to take reasonable care for the health and safety of themselves and of any other persons, including pupils and visitors, who may be affected by their acts or omissions at work.

All employees are expected to familiarise themselves with the health and safety aspects of their work and to avoid contact which would put them or anyone else at risk.

In particular, all employees will:-

- a) Be familiar with the safety policy and any and all safety regulations as laid down by the governing body.
- b) Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils.
- c) See that all plant, machinery and equipment are adequately guarded.
- d) See that all plant, machinery and equipment are in good and safe working order.
- e) Not make unauthorised or improper use of plant, machinery and equipment.
- f) Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labeled.
- g) Take an active interest in promoting health and safety and suggest ways of reducing risks.

Class Teachers

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The safety of children in classrooms is the responsibility of class teachers.

Class teachers are expected:-

- a) To exercise effective supervision of the children and to know the emergency procedures in respect of fire, bomb scare and first aid, and to carry them out.
- b) To know the special safety measures relevant to their own teaching areas and to ensure that they are applied.
- c) To give clear instructions and warnings as often as necessary.
- d) To follow safe working procedures.
- e) To enforce the use of protective clothing, goods, special safe working procedures.
- f) To report any safety defects in their working environment.

Pupils

Pupils are expected:-

- a) To exercise personal responsibility for their own safety and other pupils.
- b) To observe standards of dress consistent with safety and/or hygiene.
- c) To observe all safety rules of the school and in particular, the instructions of teaching staff given in an emergency.
- d) To use and not willfully misuse, neglect or interfere with things provided for his/her safety.

Parents

Parents have a responsibility to:-

- a) Make provision for full time education.
- b) Abide by/support the rules and regulations of the school.
- c) Comply with this document.
- d) Act as a "reasonable parent".

Visitors

Regular visitors and other users of the premises should observe the safety rules of the school. In particular, adult volunteers will be made aware of health

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and safety arrangements applicable to them by the teacher to whom they are assigned. No visitors should be left unsupervised with children.

All visitors to school must adhere to our safeguarding procedures.

All visitors to the main body of the school (i.e. beyond the entrance hall) must sign the book outside the office and wear a security/identity badge.

See Policy on Visitors/Contractors for further information.

Hirers, Contractors and Others

When the premises are used for purposes not under the direction of the Head teacher then the principal person in charge of the activities for which the premises are in use will have sole responsibility for safe practices.

The Head teacher or the co-ordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the school premises or facilities are being used out of normal school hours for a school- sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the governing body and that they will not without the prior consent of the governing body:-

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the Health and Safety at Work Act 1974.

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In instances where the contractor created hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head teacher will take such actions as are necessary to prevent persons in his care from risk of injury.

The Governing Body draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the Health and Safety at Work Act 1974 which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

See Policy on Visitors/Contractors for further information.

Risk Assessment

The Governors of the Federation are guided by EC Harris regarding Statutory requirements for ensuring builds are safe and compliant.

Fire

Fire drills will take place every half term. All staff/visitors/contractors are informed of fire procedures. Please see fire procedures policy for further information.

The caretakers/Cleaner in charge maintains fire log books and carries out all appropriate tests.

All fire escape routes must be kept free from obstruction. It is an offence for an employee to obstruct a means of escape. Similarly, fire doors must not be wedged or left open.

Firefighting equipment is to be provided and maintained in accordance with the appropriate regulations. Firefighting equipment in school is checked annually and issued a certificate. This equipment must not be interfered with or misused.

The Fire Brigade is authorised to make spot checks to ensure regulations are fulfilled.

All staff should be familiar with the instructions on fire-fighting equipment.

Bomb Evacuation Procedure

The bomb evacuation procedure will be identical to that of a fire drill. Staff will be notified at the Assembly point of the bomb scare and children will be taken into the far corner of the school playground where they will remain until an all clear is given, or they receive further instructions.

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Bomb Alert Emergency Procedures

Bomb Threats Received by Telephone

Usually bomb threats come in anonymous telephone calls, although they could be mailed or even surreptitiously delivered.

It should be borne in mind that "Bomb Hoax" telephone calls are unfortunately a common occurrence.

As soon as it is clear that a caller is making a bomb threat the recipient should let the caller finish the message without interruption. If any response is essential, as to a statement such as "This is about a bomb, are you listening?" Keep it to one or two words. While the caller talks, get the message EXACTLY and also listen for clues to:

- i) Caller's gender and approximate age.
- ii) Noticeable conditions affecting speech, such as drunkenness, laughter, anger, excitement, incoherency.
- iii) Peculiarities of speech, such as foreign accent, mispronunciations, speech impediment, tone and pitch of voice.
- iv) Background noises audible during the call, such as music, traffic, talking, machinery etc.

When the caller has given his/her message try to keep him/her in conversation. The following are key questions and should be asked, if possible.

After the caller has given the message:

- Where is the bomb located?
- What time will it explode?
- What does it look like?
- When was it placed?
- Who are you?
- Where are you
- Why are you doing this?

Note whether the caller repeated his/her message or any part of it. Note the exact time of this receipt. Write the message down. Immediately after that, notify the Head teacher. Repeat the message exactly as you received it, then fill in other details you were able to get.

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BE CALM AND LISTEN CAREFULLY - REPORT EXACTLY.

Suspect Packages

If you receive a suspect letter or package or discover a suspect package left in a building:

- Do not handle it.
- Warn other members of staff.
- Immediately inform the Head teacher. Urgent enquiries should then be made of employees known to have been working etc. near the point where the object was found in an effort to eliminate it as a cause for concern.

Depending on the circumstances a decision will be made by the Head teacher or a senior member of staff on whether to activate the evacuation procedure and notify the Police.

Bombs in the Post

These bombs are designed to maim or kill when opened and the danger from such packages should not be under-estimated. If, for any reason, staff have the slightest suspicion that the letter or package may be an explosive device, it should immediately be isolated in a locked room, away from windows, thin partition walls and preferably placed in a specially designed container. Inform the Police and the Head teacher.

The person handling the device should be readily available for interview by the Police when they arrive.

There are a number of indications which should alert you to the possibility that a letter or package is an explosive device.

- grease marks
- an odour of marzipan or almonds
- visible wiring or tin foil especially if the package is damaged
- the envelope or package may feel heavy for its size
- uneven weight distribution, rigid contents in flexible envelope
- excessive wrapping
- poor handwriting, spelling or typing

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- wrongly addressed or coming from an unexpected source
- excess postage for the weight of the package
- delivered by hand from an unknown source

Where the sender's address is shown on a letter or package you may be able to verify its authenticity. Regular correspondents should be encouraged to adopt this practice.

Whenever a suspect parcel or letter has been isolated, enquiries should be made of the addressee and onto its origin. It may well be that the addressee is expecting the envelope or package.

IF IN DOUBT CALL THE POLICE.

Health and Safety should be considered across the curriculum

Staff must be familiar with any apparatus and abilities of the pupils.

Pupils must wear appropriate footwear and clothing at all times this includes personal appearance e.g. hair.

Staff should be aware of a child's medical condition, e.g. asthma, heart disease, epilepsy etc.

All equipment must conform to the standards of the British Standards Institute and should be inspected annually.

Insecure or broken equipment should be removed from the working area and be clearly marked as unfit for use.

Runways should be straight and unobstructed and apparatus should be assembled and disassembled systematically. Although pupils should take part in this process, no children should be left unsupervised at any time.