



RUSKIN JUNIOR SCHOOL

Ruskin Junior School HEALTH AND SAFETY POLICY

DECLARATION

- The Governing Body of Ruskin Junior School is committed to providing a safe and healthy working conditions for employees and to ensuring that their work does not adversely affect the health and safety of other people.
- The governing body acknowledges that it also has responsibilities for the health and safety of pupils and visitors.

ORGANISATION

Level 1 The Governing Body

Level 2 The Headteacher

Level 3 The Teacher in charge of Health and Safety + The Site Manager

Level 4 Teachers + Admin Staff + Ancillary Staff

.ALLOCATION OF FUNCTIONS

LEVEL 1 Set the Health and Safety policy, 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 responsibility for health and safety matters in school.
Liaise with governors/LEA as appropriate on policy issues
Ensure that policy is implemented.
Arrange for staff training as appropriate

LEVEL 3 Draw up school procedures and review annually
Arrange for staff to be informed
Check procedures are followed in school
Act on reports from Level 4 and report problems to Level 2 within agreed time-scale.

LEVEL 4 Check classroom/ work area is safe
Check equipment used is safe before use
Ensure safe procedures are followed
Ensure protective equipment is used
Report defects to Level 3
Perform special tasks as appropriate eg. First aid

The Health and Safety at Work Act 1974 states:

“It shall be the duty of every employee while at work:

- to take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts and omissions at work, and
- as regards any duty or requirement imposed on his employer or any other person by or under any of the statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.”

NB. Full details of the 1974 and subsequent Health and Safety at Work Acts are available from the HT. A synopsis of the act is displayed in the staffroom.

It is with the HT that ultimate responsibility for all school safety organisation and activity rests.

SPECIAL OBLIGATIONS OF CLASS TEACHERS

- To exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare etc. and first aid, and carry them out.
- To give clear instructions and warnings, as often as necessary.
- To follow safe working procedures personally.
- To call for protective clothing, guards, special safety working procedures etc. where necessary
- To make recommendations to the HT on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.
- To promote good safety practices amongst pupils.

EXPECTATIONS OF PUPILS

- To exercise personal responsibility for the safety of self and other pupils.
- To observe standards of dress consistent with safety/hygiene.
- To observe the safety rules of the school and the instructions of teaching staff during an emergency.

SUPERVISION OF PUPILS OUTSIDE OF CLASSROOM

- Responsibility for pupils on the premises is only accepted for 15 minutes either side of the commencement/end of the school day ie. 8.30am and 3.25pm.
- Four teachers will supervise pupils during the morning break. Duty rotas will be displayed in the staffroom.
- MDSAs HT and SMT will supervise pupils during the lunch break (Ratio =35/1)
- Children should always walk when moving around the building

SCHOOL TRIPS

Prior to the visit:

- All visits must follow DfEs and SBC Educational Visits guidelines
- Permission to be sought from the HT

- For all residential trips SBC form EV4 must be completed and sent to SBC for clearance at least two months before proposed visit
- For visits abroad permission must be sought from the Governing Body
- For visits that involve dangerous activities permission must be sought from the Governing Body.
- All risk assessments must be completed and checked with the Educational Visits Co-ordinator (EVC) prior to visit
- Where practical staff should undertake an exploratory visit
- Details of visit must be sent to parents in writing
- Parents must give consent in writing

NB. DfES and SBC guidelines, SBC form EV4 and generic risk assessment forms are available from the EVC.

During the Visit

- Teachers responsible for supervising pupils must be expected to act as a careful parent would towards his/her children - all responsible precautions must be taken for their safety.
- Ratios must be the same as or better than DfEE guidelines.
Year 3 1 to 5 and Years 4,5 and 6 1 to 10
- Each teacher /adult should know exactly who they are responsible for
- Teachers must retain primary responsibility for supervising party at all times
- School rules should still apply to ensure discipline and control of pupils
- A roll call should be taken each time the party moves off
- A basic first aid kit must be carried.

FIRE AND EMERGENCY PROCEDURES

It is the duty of all staff to carry out the procedures as follows:

Fire Drill

Staff and children should be familiar with this procedure.

Alarm:

- Continuous bell-all personnel must vacate the school
- On hearing the alarm children must stop talking and listen to instructions
- They should walk out of school quietly by the nearest available exit
- Classes 9 and 10 walk to the north playground and around the perimeter of the building to assemble on the south playground at a point furthest from the building
- Class 11 to exit building through fire door and continue around the perimeter of the building to join others on south playground.
- Classes 5, 6, 7 and 8 to exit through fire doors and continue around perimeter of the building (alongside the field) to assemble on south playground.
- Classes 1, 2, 3, 4 and 12 assemble directly on south playground.
- Classes in the Studio will exit straight on to north playground and continue around the perimeter of the building
- Classes in JDs will exit through the fire door and continue to the south playground
- Beehives and M&M room to exit onto the south playground
- Children working independently/or with visiting peripatetic teacher should exit through the nearest available door and join their class on the south playground

- Teachers will carry out a roll call.
- Admin Officer/ Headteacher to call the Fire Brigade.
- No-one is to re-enter the building without the express permission of the HT or DH
- An emergency evacuation practice will be carried out each term. The Health and Safety representative will keep a fire drill log book
- The Site Manager will keep a record of when the alarms are tested
- These procedures will be reviewed each year by the Health and Safety representative

ELECTRICAL EQUIPMENT

All electrical equipment is to be identified, tested and a record made in accordance with Portable Appliance Testing regulations. Testing to be carried out by the Site Manager

HEALTH AND SAFETY REPRESENTATIVE

The Health and Safety Representative will be appointed by the staff to fulfil the following functions:

1. To investigate potential hazards and dangerous occurrences in the work place (whether or not they are drawn to his attention by the employees he/she represents) and to examine the causes of accidents in the workplace.
2. To investigate complaints by an employee relating to that employees health, safety or welfare at work
3. To make representations to the employer on matters arising out of sub-paragraphs 1 and 2 above
4. To make representations to the employer on general matters affecting the health, safety and welfare at work of employees at the workplace
5. To carry out inspections
6. To represent the employees he was appointed to represent in consultations at the workplace with inspectors of the Health and Safety Executive and any other enforcing authority.
7. To receive information from inspectors
8. To attend any meetings of safety committees where he attends in his capacity as safety representative in connection with any of the above functions

IDENTIFICATION OF HAZARDS/CONTROLS

Risk assessments /identification of hazards will be carried out termly by teaching and office staff and by the H&S rep along with the Site Manager and the governor responsible for health and safety

- Road, playground, gymnasium, sports and workshop/science/DT accidents

Risk: Medium

Control: reminders/instructions re. Green Cross Code, rules in PE/Games lessons

- Misuse or abuse of electrical or mechanical appliances and machines, defects in such appliances

Risk;medium

Control: electrical appliances checked annually, staff only to plug in, only used under supervision

- Trailing wires, cables over floors

Risk: medium

Control: clipped back, persons made aware eg. OHP in hall

- Spillage of liquids on floors and passages causing slippery surfaces. Spillages on classroom tables

Risk: medium

Control: warning sign displayed, chair placed over spill, mopped as soon as possible. Each class will have dettol spray and J cloths to wipe tables down.

- Obstruction of passages and emergency exits with furniture or other impediments

Risk: medium

Control: all passages to be kept clear, all radiators to remain clear of clutter

- Misuse or non-use of ladders and steps (over reaching, unsafe structures, chairs and tables), misuse of materials and substances (reprographic or photographic chemicals)

Risk:Medium

Control: no working at over 11 feet in height, all other boards and lights within reach), chemicals only used by trained personnel Use of scaffold tower

- Non use of guards on machines, trimmers, copiers etc

Risk: medium

Control: all damaged/unguarded equipment withdrawn.

- Careless fire precautions (eg disposal of cigarette ends, obstructed fire exits)

Risk: low

Control: no smoking in school, fire extinguishers checked annually, reminders to staff about safety exits

- Faulty electrical wiring and unauthorised alterations to wiring

Risk: low

Control: all repairs/alterations by approved electrical contractor

- Badly lit corridors

Risk: low

Control: automatic lighting

- Uneven/over waxed floors or damaged floor coverings

Risk : low

Control: damaged floor coverings repaired immediately or made safe

- Rough or sharp edges (furniture, equipment)

Risk: low

Control: Withdrawn or repaired as necessary. Running replacement of furniture

- Defective or misused seating

Risk: low

Control: defective seating disposed of

Risk: low

- Inadequate procedures in workshops, classrooms, kitchens and other areas

Control: rules to be enforced and reminders given.