

# Health and Safety Policy

**This is the statement of general policy and arrangements for Ladygrove Park Primary School**

**Overall and final responsibility for health and safety is that of the Governors of Ladygrove Park Primary School**

**Day-to-day responsibility for ensuring this policy is put into practice is delegated to Andrew Markham**

Statement of general policy	Responsibility of	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Andrew Markham, headteacher	Establish clear policies and procedures Carry out and update risk assessments
To provide adequate training to ensure employees are competent to do their work	Andrew Markham headteacher	September updates of policies and procedures. Specific training as appropriate eg fire drills
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Andrew Markham, headteacher	Review risk assessments, analyse causes of accidents, provide clear lines of communication for concerns to be discussed. School subscription to Occupational Health
To implement emergency procedures - evacuation in case of fire or other significant incident.	Andrew Markham, headteacher	Critical Incident Action Plan Evacuation plan
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Andrew Markham, headteacher Kevin Scott, Site Supervisor Clare Whitelock, finance and premises officer	Weekly, monthly and annual checks carried out by premises staff or external contractor. Maintenance contracts updated by Clare Whitelock.

Health and safety law poster is displayed:	School Office		
First-aid box and accident book are located: Accidents and ill health at work reporting under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)	School office, foundation stage, key stage 1 and key stage 2 Sarah Richards-Turner, office manager		
Signed: (Employer representative)	James Walthall	Date:	September 2017
Subject to review, monitoring and revision by:	Governing body	Every 12 months or sooner if work activity changes	

# Risk assessments

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment. Risk assessment must be reviewed eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

Staff must complete or update existing risk assessments before completing activities that contain risks.

**Key risk assessments applying to whole school use including breakfast / after-school clubs:**

What are the hazards?	Who might be harmed and how?	What will you do to reduce this risk?	Level of risk	What is your emergency plan if things go wrong?	Date
<b>Slips, trips and falls:</b> Slippery surfaces Spillages of wet and dry substances Changes of levels Damaged and uneven surfaces Poor housekeeping Trailing cables Rugs and mats Unsuitable footwear Poor or inadequate cleaning	Employees Children Parents and visitors Vulnerable people – eg disabled, pregnant - Slipping and tripping	Caretaker on site. Slippery floor signage. Well designed and maintained building and grounds with very few uneven surfaces. Trailing leads minimized; cover used when appropriate. Industrial mats to minimize hazard. Parents / children reminded about suitable footwear for general / sport use.	Low	Follow accident policy calling emergency services if necessary	28.09.17
<b>Working at height:</b> Falling	Employees Children Parents and visitors - Falling	Training and guidance for staff Safe equipment Long handled equipment to minimize need to work at height	Low	Follow accident policy calling emergency services if necessary	28.09.17
<b>Manual Handling:</b> Heavy loads: Furniture, Equipment, Deliveries, Children to be moved	Employees Children Parents and visitors - Personal injury eg back strain	Training and guidance for staff Sack truck for heavy loads Deliveries made into school	Low	Follow accident policy calling emergency services if necessary	28.09.17
<b>Portable Electrical Equipment Testing:</b> Electricity	Employees Children Parents and visitors - Electric shock	Users of the school electrical system are protected by RSD trip switch. Users are reminded to carry out a user check whenever they use electrical equipment. There is a clear timetable for visual inspection and testing which distinguishes between different types of equipment.	Low	Follow accident policy calling emergency services if necessary	28.09.17

What are the hazards?	Who might be harmed and how?	What will you do to reduce this risk?	Level of risk	What is your emergency plan if things go wrong?	Date
		There is a record kept of inspection and testing. New equipment is visually inspected on arrival.			
<b>Fire, smoke:</b>	Employees Children Parents and visitors - Fire - Smoke inhalation	Fire alarm Fire drill practiced termly at different times of the day. Signage Fire exits left unblocked Fire extinguishers to be regularly serviced. To be used ONLY WHEN THERE IS MINIMAL RISK TO OPERATIVE.	Low	Follow accident policy calling emergency services if necessary	28.09.17
<b>Lone working:</b> intruders, fire, illness or accidental injury	Employees. - illness or injury	Avoid working on your own in school where possible. If you have to work on your own in the school: Make sure someone knows where you are and when you are due home. Make sure you have a phone with you / know how the school phone works. Do not undertake hazardous tasks. Make sure you lock yourself in; the school is secure because of the automatic door locking / entry system. Make sure you are familiar with the fire alarm and fire fighting equipment. Make sure you would know what to do in case of a power cut at night. Be aware that you might be visible from the road, especially after dark with the building lights on. The large grey switch by the entrance will turn on the carpark lights for 5 minutes. Plan your route from the carpark to the school entrance to minimise your risk.	Low	Call emergency services. Call work colleague / caretaking staff.	28.09.17
<b>Visitors</b> who may want to cause harm	Employees Children Parents and visitors - assault, abduction	Site locked by external gates during school day. Front door electronically locked. Signing in and badge system for visitors. Office Staff control entrance. Visitors who have frequent or intensive contact with children	Low	Call emergency services. Report safeguarding concerns (abuse, grooming), to the	28.09.17

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What will you do to reduce this risk?</b>	<b>Level of risk</b>	<b>What is your emergency plan if things go wrong?</b>	<b>Date</b>
		(one or more times a week) to be DBS checked. Visitors who have unsupervised contact with children to be DBS checked. Visitors not DBS checked to be supervised at all times.		designated person (headteacher).	
<b>Vehicles on site</b>	Employees Children Parents and visitors - Collision	Clear division between pedestrian and vehicle access. Clear rules not allowing children onto car park unescorted; give close supervision when children board a coach in the carpark. When emergency vehicles access the site, adults keep children away.	Low	In case of accident, follow first aid procedure / call emergency services.	28.09.17
<b>Field and playground</b> Cracks in the field; hedges and trees, thorns and sticks; other children; balls, play equipment, forest school equipment; stones; glass and other litter.	Children, adults - personal injury	Supervision at all times – adults spaced around the play area with particular observation of eg play equipment. Staggered playtimes to reduce numbers of children. Clear rules about safe playing. Closing the field when cracks are a risk to children.	Low	In case of accident, follow first aid procedure / call emergency services.	28.09.17
<b>Play equipment</b> High apparatus Splinters / splits in wood Other children Hard ground	Children Slips and trips Falling Injury	Clear rules for children with reminders Supervised play Equipment purchased from approved supplier Equipment meets safety standards Equipment appropriate for ages Safety surfaces where appropriate Daily visual check by staff – eg when wet Recorded monthly inspection by caretaking staff Annual safety check and report	Low	In case of accident, follow first aid procedure / call emergency services.	28.09.17
<b>Classroom</b> PE equipment. Craft tools including scissors with sharp points, saws, glue guns; craft knives; Food utensils; Hot liquids.	Children: - Slips trips and falls; minor injury; scalding	PE equipment: adult to check equipment, heights should be appropriate to children’s age. Children must wear correct PE kit, not wear jewellery. Craft tools: will need different levels of supervision for children of different ages and maturity. The correct usage should be taught – eg using a bench hook for sawing to reduce the risk of slips.	Low	In case of accident, follow first aid procedure / call emergency services.	28.09.17

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		<p>Staple guns should never be used by a child.</p> <p>Displays: teaching staff should not put up high level displays.</p> <p>The food room should be kept locked when not in use. This will keep it clean and keep sharp knives secure.</p> <p>Hot liquids: Staff to take appropriate measures to limit the chances of spillage based on an individual assessment of risk, to include: carry drinks in a closed edge tray, using a closed-top cup, ensure hot liquids are kept away from children or close supervision of children (eg during science), drink hot drinks in the staffroom, avoid the use of very hot liquids.</p>			
<p><b>Out of school visits – generic</b>  Roads, cars, coach  Strangers  Uneven surfaces / steps / stairs  Reoccurring medical condition  eg asthma</p>	<p>Children and adults  - Traffic accident  Abduction  Slips, trips and falls  Symptoms of a medical condition</p>	<p>Appropriate adult / child ratio according to age, special needs, activity.  Clear rules for children for eg crossing the road  First aider, first aid kit  Medical notes, medication  Means to access further help – mobile phones.  Specific risk assessments written for visits with particular hazards</p>	Low	<p>In case of accident, follow first aid procedure / call emergency services.  Report safeguarding concerns to the designated teacher or police.</p>	28.09.17
<p><b>Swimming</b>  Water, coach, slippery surfaces, adults who may want to cause harm</p>	<p>Children and adults  - drowning; slips, trips and falls;  inappropriate contact with adults</p>	<p>Children to be supervised at all times  Lifeguards at the swimming pool  Pupil: adult ratio follows LA guidance  Rules and regulations at the swimming pool  Appropriate vetting procedures for adults</p>	Low	<p>In case of accident, follow first aid procedure / call emergency services.  Report safeguarding concerns to the designated teacher or police.</p>	28.09.17
<p><b>Stress</b></p>	<p>All staff  Stress related illnesses</p>	<p>Clear consultation.  Good lines of communication (diary sheet, staffroom board, meetings); job related training and coaching; support from TAs and SLT to address challenging behaviour in children; well-trained support staff; regular PPA time; appraisals to identify support requirements</p>	Low	<p>Report stress risk to line manager and seek support.  Follow procedures for complaint and / or whistleblowing.</p>	28.09.17

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<p><b>Germs, bacteria</b></p>	<p>Adults and children - illness, germ transmission, food poisoning</p>	<p><b>Hand washing:</b> Before and after handling food After going to the toilet or helping a child with toileting; children should be helped to wash their hand thoroughly whenever necessary After handling animals</p> <p><b>Use of gloves:</b> <i>Latex gloves:</i> must be worn for personal care when handling body fluids such as urine, faeces, vomit and blood, e.g. wiping bottoms, if the child or carer has a skin infection, handling soiled laundry. <i>Disposal:</i> Latex gloves can be peeled off your hands leaving the dirty outside on the inside. Place in the clinical waste bin. <i>Strong Rubber gloves:</i> should be worn for cleaning. They will protect your hands from strong cleaning agents.</p> <p><b>Food in the classroom:</b> Cooking ingredients must be kept in air tight containers or clean plastic food bags. All fruit must be washed, if the skin is to be eaten. Any food that needs to be reheated must be thoroughly heated; if a cooking mixture contains eggs, do not let the children lick their fingers, spoons or bowl; ensure hands are washed; food should be prepared and set out on clean surfaces.</p> <p><b>Animals in the classroom:</b> Visiting animals should be kept under close control by their handlers and the children informed of any specific behaviour they need to adopt e.g. quiet, no touching etc. If children are allowed to handle the animal they should wash their hands thoroughly after contact; be aware of allergies.</p>	<p>low</p>	<p>Seek advice from a first aider / medical services.</p>	<p>28.09.17</p>