

Saltersgate Junior School



HEALTH AND SAFETY POLICY

PERSONS RESPONSIBLE FOR POLICY:

MRS M E OXER: HEADTEACHER
Mrs A Webber: CHAIR OF GOVERNORS

Revision Date	Revision Version	Previous Revision Date	Previous Version	Summery of Changes
30/11/09				
04/04/11	1	30/11/09		Minor Changes
12/12/13	2	04/04/11	1	E Cigarettes update
Spring 2015	3	12/12/13	2	None
Spring 2018	4	Spring 2015	3	Governor Change

The Intent

The Governors and Headteacher of Saltersgate Junior School intend to provide safe and healthy working conditions for employees and to ensure that work done by employees does not adversely affect the health and safety of anyone else, e.g. pupils, parents, visitors, contractors, etc.

We call upon all staff members to show a proper personal concern for their own safety and that of others and for the safety of equipment, by exercising due care and attention and observing authorised methods and Codes of Practice including those inherent in their professional training.

The school will adopt as a minimum, those standards and practices laid down by DMBC as detailed in the document Education Directorate Safety Policy and any other supplementary documentation issued from time to time via the L.A.

The Headteacher is responsible for drawing the attention of staff to local procedures and making such information readily available as required. Training will be arranged as appropriate.

All members of staff will be expected to make themselves familiar with procedures specific to Saltersgate Junior School itself as well as general DMBC procedures applicable to themselves and their place of work.

This policy will be reviewed on an annual basis.

The Organisation

The Headteacher is responsible for Health and Safety issues within school and will, within the constraints of the post:

a) implement those matters which are under her direct control;

and

b) report to the LA those matters which are not.

The Headteacher may call upon the services of the DMBC Safety Section to assist with safety matters and to evaluate any systems which may be drawn up.

The Headteacher will also ensure that all safety information received by the school is recorded and maintained and is distributed to all staff as required and will ensure that the guidance issued by the LA (and other guidance from the Health and Safety Executive) on COSHH or other specialist topics is followed.

All employees are respectively responsible for drawing to the attention of the Headteacher matters of concern relating to Health and Safety.

The Inset Manager will be responsible for ensuring that all students on teaching practice are made aware of the relevant Health and Safety practices.

Note: This may be arranged through other staff by formal delegation.

Subject/Area Managers are responsible for providing appropriate guidelines for all staff, pupils and helpers in their area.

All Teachers have a duty to implement agreed procedures/routines in their teaching areas and with their classes.

All members of school staff have a duty to implement agreed procedures/routines in and around the school.

Safety Reps: The duly accredited Trades Union Health and Safety Representative will be accorded the facilities necessary to carry out his function.

The site supervisor under the general direction of the Headteacher, is responsible for the day to day upkeep of the premises and will:

- a) regularly carry out general surveys of premises inside and out and report accordingly;
- b) carry out tests of fire alarms and keep records.

THE D.M.B.C. EDUCATION DIRECTORATE SAFETY POLICY **GENERAL STATEMENT OF RESPONSIBILITIES OF ALL EMPLOYEES**

Employees are reminded of their duties under Sections 7 and 8 of the Health and Safety at Work Act 1974, which are quoted below:

Section 7

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

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

Section 8

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Employees are also reminded that failure to observe these duties could render an employee liable to prosecution by the Health and Safety Executive.

Section 33

- 1) It is an offence for a person -
 - a) to fail to discharge a duty to which he/she is subject by virtue of Section 7;
 - and
 - b) to contravene Section 8.

N.B. In 7 (a) above "other persons" includes students, pupils or visitors to Educational premises.

Guidelines

- 1. All staff employed at the school has a DUTY OF CARE
 - to themselves
 - to pupils
 - to colleagues
 - to visitors to the school

whenever they are on the school site.

This DUTY OF CARE extends off the school site when a member of staff is involved in an organised activity with pupils.

The Children Act defines acting 'in loco parentis' as exercising the same degree of care that a "reasonable, prudent and careful parent would exercise".

Health and Safety Law is complex. The LA and Headteacher will give advice as it becomes available.

The LA has a Safety Policy and issues related guidelines. Guidelines will be issued to staff. The school will develop policies for subjects/activities which involve practical work or involve higher levels of risk.

e.g. Design/Technology
Science
P.E.
Visits out of school

Staff are urged to seek and follow the advice of professional associations and subject associations, e.g. NUT, ASE etc. and to use advice received during their training.

3. (a) Good practice in Health and Safety matters is often common sense. All activities involve some element of risk. It is essential that risks are identified and assessed.

It is then possible to minimise the risk by

- changing the way in which the activity is organised
- providing a thorough briefing to pupils before the activity starts
- maintaining a high level of supervision.

If you are in doubt - do not undertake the activity
- seek advice.

If the activity cannot be carried out SAFELY it should NOT be carried out.

- (b) The local authority is now undertaking a series of risk assessment on activities commonly carried out in schools.

These will be issued to appropriate staff as they become available.

When an assessment applies to a member of staff in a subject area the Director/Co-ordinator/Head will make staff aware of the assessment and ask them to sign a log as proof that they are aware of the requirements.

- c) The school will set up a system for assessment and recording of risks in a number of areas of its work.

4. Reducing General Risks

The most common risks in schools involve tripping, falling, damage from sharp edges, breakages, burns, electrical accidents etc. Accidents are far more likely to occur when pupils are not supervised.

Risks can be greatly reduced by:

- a) effective supervision by staff
- arriving at lessons on time
 - arriving at duty position on time

- never leaving pupils unattended
- monitoring pupil behaviour between lessons

b) good housekeeping

- tidy and safe storage of materials in teaching areas, storerooms
- keeping corridors, gangways clear
- keeping doors, fire exits clear of furniture, equipment etc.
- avoiding trailing cables and other 'trip hazards'
- regular safety checks on equipment for loose parts, damage to electrical fittings, cables, etc.

c) effective briefing of pupils on correct practice

- instilling good safety habits
- giving clear instructions on how to carry out an activity
- checking that pupils understand instructions
- displaying warning signs/notices
- insisting that safety equipment e.g. eye protection is used.

Failure to supervise pupils adequately or provide adequate guidance on an activity could be considered as failure to comply with Section 7 of the Health and Safety at Work Act 1974.

If you discover a hazard

e.g. faulty electrical item
sharp edge on a chair/table
slippery floor surface

you should a) keep pupils/adults away from the hazard
 b) inform the Clerical staff immediately so that steps can be taken to isolate and remedy the problem.

Failure to report a hazard could be considered as failure to comply with Section 7 of the Health and Safety at Work Act 1974.

5. Fire Procedures

The school has a published procedure for evacuation in case of fire. emergency.

This should be displayed in all teaching rooms.

All staff should familiarise themselves with the procedures.

Class teachers should advise pupils on the procedures.

A fire practice will be held once each term, called by the Headteacher. The Headteacher will monitor the exercises and make necessary amendments to the procedures.

6. Hazardous Substances

These are most likely to be used in Science, Design, and Caretaking. Staff in these areas should be aware of COSHH regulations and follow them. Storage facilities are provided for flammable materials and they are inspected on a regular basis by the fire service.

7. First Aid/Accident Reporting

First Aid is available from the Clerical staff who are based in the main office.

If a person involved in an accident is able to walk he/she should proceed to a member of the first aid staff with an accompanying teacher or pupil. In cases of a serious accident, or if there is doubt, the person should not be moved. Assistance should be summoned from the reception area, Deputy Headteacher or Headteacher.

All accidents to pupils, staff and visitors must be reported to the Clerical staff. These will be recorded in the appropriate treatment/accident book.

Entries should show

- Name of person involved
- Date, time location of accident
- Description of the accident
- Description of the injury
- Description of treatment given.

The book for recording accidents to adults is located in the school Office. LA Guidelines on reporting accidents must be followed (see Appendix 2). The first aider will issue and ensure completion of the form which will be countersigned by the Headteacher and sent to the LA

First Aid boxes are situated in

Main Office
Year 4 area
Technology Room

for treatment of minor injuries.

Each box has a set of DMBC First Aid guidelines and a book for recording the treatment given.

8. Infection Control

When cleaning up spills of blood or other bodily fluids, disposable gloves must be worn. The area of the spillage should be disinfected. Gloves should be removed and hands washed with soap and water. Gloves should be disposed of in a clinical waste bag from the school office. The office and the site supervisor have detailed instructions on these procedures.

9. Syringes/Needles

If these items are found on the school site they should not be moved. The office staff and the site supervisor should be contacted. They have detailed instructions on the handling and disposal of these items.

10. Dangerous Substances/Items carried by pupils

If a member of staff is aware that a pupil is carrying dangerous substances/items

e.g. drugs/medication (prescription/non-prescription)
offensive weapons
alcohol
source of ignition (matches/lighters)
fireworks
syringe/needle

the pupil should be asked to hand over the substance/item. If the substance/item is handed over it should be passed to the Headteacher or Deputy Headteacher for safe keeping.

If a pupil refuses to hand over the substance/item the Headteacher or Deputy Headteacher should be summoned.

11. Medication

Pupils who bring medication to school (prescription items) must hand it to the office staff for safe keeping. The child will report to the office as appropriate. Medication will only be dispensed according to

(i) as the prescribed amount indicated on a prescription medicine;

12. Visitors on Site

All visitors are required to sign in/out at the main office. All visitors including those that are wearing a DMBC identity badge will be given a Visitors Badge. Fire evacuation information is printed on the reverse of the badge. This must be returned to the main office when the visitor signs out.

Staff are asked to challenge any visitors on the site without badges and to escort them to the main office to sign in.

If the visitor refuses to co-operate or the visitor is causing nuisance/disturbance the incident must be reported to the Headteacher or Deputy Headteacher immediately.

13. Equipment

Equipment for use in school will be purchased according to DMBC guidelines.

All portable electrical equipment will be tested and installed in accordance with DMBC guidelines. New equipment should be submitted for testing on delivery to the school.

Any equipment deemed unsafe should be clearly marked 'unsafe' and the plug removed to prevent further use.

Personal equipment should not be brought into school unless essential. In this case the equipment should be submitted to electrical testing before use.

All members of staff are responsible for visual checking of equipment before they or pupils use it.

14. Manual Handling

It is very common in schools for pupils/adults to move chairs, desks, equipment, books etc.

Risks should be assessed and minimised by

- only allowing small, appropriate loads to be carried
- providing advice on safe lifting, handling and stacking
- ensuring that there is adequate visibility and a clear passage
- taking great care on steps, stairways, corners etc.
- never allowing pupils to carry items up a ladder
- never stacking items above head height which could fall and cause an injury

15. Violence to Staff

Violence to staff is a serious matter and positive action should be taken to minimise risks.

Every attempt should be made to diffuse difficult situations, by

- avoiding aggressive body language/physical contact
- staying calm and talking slowly
- avoiding confrontation in front of an audience
- involving other members of staff
- walking away from the situation and summoning help.

If it is thought that a pupil, visitor, parent etc. could be violent in a one -to-one interview a second member of staff, ideally the Headteacher or Deputy Headteacher, should be present.

If a member of staff is attempting to break up a fight verbal commands should be issued. If this fails help should be summoned and great care should be taken in any physical intervention.

16. Stress at Work

Inevitably some staff will suffer stress in their work. Stress is not a weakness. The Headteacher is fully supportive of staff and will attempt to alleviate the perceived causes of stress.

This may involve

- counselling
advice on alternative strategies (possibly after classroom observation)
- training
- intervention in the classroom with disruptive pupils.

See Stress Policy

17. Smoking at Work

In line with DMBC policy smoking is banned on the school site including the use of Electronic Cigarettes.

18. Contractors on Site/Asbestos

When a contractor is working on site during the school day arrangements with regard to Health and Safety of pupils, staff and visitors will be agreed between the Headteacher (or his representative) and the contractor (or his representative).

Contractors are expected to sign in at the main office and are normally escorted to the working site by the caretaker or Clerical Assistant. They will make arrangements for closing off an area, movement of pupils etc. in consultation with the Headteacher.

All Contractors should sign to say they have consulted the school's asbestos report before commencing any work or disturbing surfaces, panels, etc.

Copies of the report are lodged with the Caretaker and the Headteacher.

19. Contract Services

Employees of Metroclean, Doncaster Schools' Catering, Public Works, Grounds Maintenance etc. are expected to comply with all Health and Safety requirements of the contractor and of Saltersgate Junior School.

If there is any concern about the working practices of contractors it should be reported to the Administrative Officer or Headteacher immediately.

ACCIDENT REPORTING

Objects of Accident Reporting

The main objects of the accident reporting procedure are:

- (1) to prevent a recurrence through the analysis of causes and the circulation of advice and information;
- (2) to achieve the best use of preventative resources;
- (3) to meet statutory requirements; and
- (4) to provide a written record.

ALL SCHOOLS, SUPPORT SERVICES AND OFFICES

Doncaster Metropolitan Borough Council Accident Report Forms

(Report of Accident to Employee, Report of Accident to Pupil Forms)

All accidents arising out of the course of employment and causing any injury to an employee or pupil are to be reported in the accident book and on the appropriate accident report form. This should be taken to include both residential and non-residential visits, overseas visits, school and community activities such as work experience, sports competitions and any other activity organised and approved by or in conjunction with the school.

In general, employees should complete the report in the accident book and on the appropriate form unless they are unable for some reason to do so, in which case it is acceptable for the school staff to make the entry on their behalf.

In the case of pupils, the teacher or midday supervisor present at the time the accident took place should complete the form.

Reports for both employees and pupils should be countersigned by the Head, Head of Centre, or appropriate deputy.

Non-injury causing accidents may also be reported where it is felt that serious consequences could have arisen or there are implications for other schools.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

In addition to internal accident reporting procedure certain injuries, diseases and dangerous occurrences are required, by statute, to be reported to the Health and Safety Executive. The regulations define "responsible person" for the purpose of making reports using the approved form F2508. This function will be carried out by the Assistant Director (Core/Corporate Services) or an Education Officer, through the Accommodation and Development Section with the advice, where necessary, of the Safety Officer.

Heads should on no account take any action with regard to insurance claims which may be received in respect of an accident, other than to acknowledge such claims and refer them to the Education Department.

On no account must information be released to the news media without first obtaining permission of the Director of Education and being certain that the parents, guardians or next of kin have been informed.

Where an accident involving death or serious injury has occurred it is important that the Director of Education is informed without delay.

General Advice in Respect of Visitors, Contractors and other Non-DMBC Employees

There are no formal reporting requirements for accidents involving minor injuries. However, where it is believed that the condition of the premises or any equipment or materials contributed to the causes of the accident, or where there are implications for other premises or employees, a brief written report should be made to the Assistant Director (Core/Corporate Services). The advice of the Safety Officer may be sought in these cases.

GUIDELINES ON OUT OF SCHOOL ACTIVITIES

BASED ON DMBC GUIDELINES

1. 'In Loco Parents'

Staff/Helpers are expected to exercise the same degree of care that a "reasonable, prudent and careful parent would exercise" (Children Act). A 'duty of care' still exists for pupils over age 18.

2. Delegation

The member of staff in charge (cannot) delegate responsibility (in loco parentis) to a helper.

3. Level of Competence

A teacher or helper/instructor must have the appropriate training and qualifications to lead an activity (to meet the 'loco parents' duty of care).

e.g. A teacher, supervising sailing, is at most a 'talented amateur' if he/she has no qualifications to teach sailing.

4. Suggested Levels of Supervision

Category A - Low risk, curriculum based, within school hours.
 - e.g. Visits to Leisure Centre, library, church. Housing survey.
 - Assistance available with 2 minutes.

Key Stage 3 and beyond: 1:25

One adult must be a qualified teacher and must remain with the group.

Required: Headteacher, Parental consent.

Category B - Medium risk, not universally available in the curriculum.
 - Extends outside school hours.
 - Within easy reach of assistance.
 - e.g. Full day trip, going to watch a match.

Key Stage 3 and beyond: 2:25, 1:15 thereafter.

All adults to be qualified teachers.

Required Headteacher, Parental Consent.
 Inform Governors' Section (Form SV1)

Category C - Medium/High Risk.
 - Last more than 24 hours/overnight stay.
 e.g. overnight at Youth Hostel, D.o.E. expedition, area remote
 from assistance.

Key Stage 3 and beyond: 2:25, 1:15 thereafter.

Male and Female

FIRE PROCEDURE AND DRILL

All employees should be familiar with the fire escape procedures devised for their particular places of work, including alarm sounder points, escape routes and assembly areas.

Fire drill must be held once in each academic term.

Fire Regulations

1. The alarm will be given by the continuous sounding of a siren.
2. Any adult detecting fire should break the glass on the nearest alarm.
3. Any pupil detecting fire is to inform the nearest teacher immediately. The teacher will then break the glass of the nearest alarm.
4. On notification of the location of the fire the office staff will dial 999.

Evacuation of the Building

All occupants of the building must leave without delay

Teachers will be responsible for the orderly evacuation of pupils, via the appropriate exit, and for supervising their progress to the assembly points.

It is essential to avoid congestion in the corridors and on the staircase. The pupils should be instructed to move in single file and **not to run**.

All persons will convene in large (bottom) playground.

All doors and windows are to be closed if possible on exit. The office staff will take the registers into the playground and distribute them to the staff for completion of the role call.

