

# **Policy for Health and Safety Earl Soham Community Primary School**



**Written by: Peter Lambillion Jameson**

**Written: October 2010**

**Date of approval: 14<sup>th</sup> October 2010**

***Reviewed and amended: 31<sup>st</sup> October 2011***

***Reviewed, amended and updated 18<sup>th</sup> October 2016***

**This policy has been adopted by the governing body and is signed by the chairperson on its behalf.**

\_\_\_\_\_ (chair of governors)

**The head teacher (Local Health and Safety Coordinator for the workplace)**

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## Health and Safety Policy

This statement is written in accordance with the Health and Safety at Work Act (1974) and Health and Safety: Advice on legal duties and powers (DfE Dec 2012).

The general aims of this policy statement is to provide and maintain safe, healthy working conditions, equipment and working practices for all our children, staff and helpers and to provide information, training and supervision for this purpose. Our policy and practise are reviewed and updated annually.

### General Guidelines

It is the policy of the Governing Body, so far as is reasonably practicable, to:

- establish and maintain a safe and healthy environment throughout the school;
- establish and maintain safe working procedures among staff and pupils;
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate;
- maintain all areas under the control of the Governors and Headteacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from the school premises, that are safe and without risk;
- formulate effective procedures for use in case of fire and for evacuating the school premises;
- lay down procedures to be followed in case of accident;
- teach safety as part of children's responsibilities where appropriate;
- provide and maintain well-being support structures for children and staff

### Responsibilities of the **Governors and Headteacher**

The Governors and Headteacher are responsible for implementing this policy within the school. In particular they will:

- monitor the effectiveness of the safety policy and the safe working practices described within it and review and amend it annually;
  - arrange for regular evacuation drills (normally at least once a term) to take place with pretend fire hazards placed around the building and for the results of these to be recorded in the schools' fire log book.
  - make arrangements to draw the attention of all staff employed at the school to the school safety policies and procedures and of any relevant safety guidelines and information issued by the LA using the annually reviewed staff handbook which is located in the staffroom.
  - make arrangements for the implementation of the LA's Accident Reporting Procedure and draw this to the attention of all staff at the school as necessary;
  - make arrangements for informing staff, children, parent helpers, coaches, visitors etc. of relevant safety procedures.
  - ensure that regular safety inspections are undertaken by an appropriately qualified authority.
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- maintain means of access to and egress from the school premises, that are safe and without risk;
  - formulate effective procedures for use in case of fire and for evacuating the school premises;
  - lay down procedures to be followed in case of accident;

- teach safety as part of children's responsibilities where appropriate;
  - provide and maintain well-being support structures for children and staff
- arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified through the inspection process;
  - report to Vertas any defect in the state of repair of the buildings or site which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.  
N.B. The Governing Body will deal with all aspects of maintenance which are under their control and report to the LA any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them;
  - monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
  - identify a member of staff having direct responsibility for particular safety matters, specifically delegated to assist the Governors and Headteacher in the management of health and safety at the school. This person is the caretaker.

### **Responsibilities of Staff towards Children and Others in their Care**

All staff are responsible for the health and safety arrangements in relation to staff, children and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- exercise effective supervision over all those for whom they are responsible, including children;
- be aware of and implement safe working practices and set a good example personally. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- ensure that any equipment or tools used, are appropriate and meet accepted safety standards;
- ensure that PC's are used safely in the office.
- evaluate promptly and take action on health and safety arrangements that need improvement;
- provide the opportunity for discussion of health and safety arrangements;
- investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
- where private vehicles are used to transport children to and from school functions, staff have the appropriate vehicle insurance and use child restraints and booster seats appropriate to the age of the children travelling

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Headteacher.

### **Responsibilities of Children**

All pupils are expected, within their expertise and ability, to:

- exercise personal responsibility for the safety of themselves and other pupils;
- observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;

N.B. The Governors and Headteacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction and notices.

## **ORGANISATION**

The head teacher has the responsibility in the school for day to day management of health and safety (**h&s**) issues.

Further to this all staff should have regard to their own **h&s** and that of others including pupils, clients, visitors and colleagues. They should communicate any concerns to the appropriate person(s) (see below) so that any potential hazards can be quickly rectified.

Individual members of staff are responsible for the particular areas as follows:

Task	Name of person responsible
<b>H&amp;S Policy review</b>	Peter Lambillion Jameson
Communication and Information management	Peter Lambillion Jameson
Critical Incident Management	Peter Lambillion Jameson
H&S Induction Training	Peter Lambillion Jameson
Routine updating training	Peter Lambillion Jameson
Personal safety procedures (also SchoolSafe)	Peter Lambillion Jameson
Planned checks (procedures)	Peter Lambillion Jameson
Planned checks (equipment)	Peter Lambillion Jameson
Planned checks (premises)	Peter Lambillion Jameson
Incident reporting/investigation	Peter Lambillion Jameson
Coordination of risk assessment work	Peter Lambillion Jameson
Fire procedures	Peter Lambillion Jameson
Locally organised building repairs and alterations	Tracey Sayer
First Aid (training and equipment)	Tracey Sayer/Chris Lock
Vehicle control and pedestrian safety	Peter Lambillion Jameson
Educational visits coordinator (EVC)	Peter Lambillion Jameson
Supporting pupils with medical needs	Tracey Sayer
Premises Security	Celia Peacher
Contractors on site	Celia Peacher
Outside lettings	Celia Peacher

### Health and Safety Policy Review

The school’s health and safety policy will be reviewed and updated annually by the Governors Premises, Health and Safety Committee. This is based on recommendations from the annual Health and Safety Review undertaken by Safety Boss.

### Communication and Information Management:

A report is given to the Governors Premises, Health and safety Committee at each termly meeting.

The proceedings of the meetings are formally recorded and action points are brought forward for review

There is a specific h&s file for general health and safety information which any member of staff might refer to at any time. This is kept in the Headteacher’s office.

The “Education Health and Safety – Local Management of Schools” manual is kept up to date by the Headteacher.

### Critical Incident Management

The county’s guidelines have been followed in the school’s Critical Incident Policy.

### Health and Safety Induction Training

All staff must receive adequate induction training including training which is matched to their specific work and responsibilities. A general checklist for use with employees includes the following, which includes both basic and more specialised criteria. The appropriate elements of this information are included in the induction programme offered to all staff.

Overview of the school’s health and safety policy and organisational structure

Tour of the premises

Current health and safety priorities for the school

Communication and relationships with other departments, schools and Suffolk County Council (the LEA)

General health and safety advice, including the schools own guidance and that from the LEA

Where appropriate, curriculum specific guidance and arrangements for working with the county subject advisers

Introduction to recognised unions and the local representatives

Employee problems and concerns specific duties and responsibilities

Grievance procedures (as they relate to h&s)

Information on hazards specific to the school, and established controls or precautions

Use of equipment and/or tools

Materials and substances in use – handling and labelling systems/warning signs. COSHH requirements, risk assessments and health and safety data sheets  
Use and care of PPE (personal protective equipment)  
Housekeeping procedures for policy documents and local rules  
Legal responsibilities and rights  
Arrangements for visits and trips  
Physical examinations in pursuit of statutory maintenance requirements eg. Electrical equipment, exhaust ventilation equipment, lifts,  
Trained first aid personnel and first-aid facilities  
Fire evacuation and emergency procedures  
Fire extinguishers – location and use  
Access to well being advice, counselling and other staff support schemes  
Security  
Restricted areas and equipment  
One-on-one instruction and supervision of young and inexperienced workers (and work experience students)  
Manual lifting and handling – general advice and risk assessment  
Safe stacking of materials  
Defective or inappropriate tools  
Correct use of guards  
Safe procedures for machines, including design technology equipment  
General housekeeping and maintenance of access and egress  
Smoking restrictions  
Reporting of incidents, hazards, work-related injuries and illnesses  
What to do in an emergency

#### **Personal Safety procedures, Schoolsafe and control of violence**

- Visitors and people entering the building must sign in at the main office, and are issued with an identity badge.
- Visitors are clearly directed to use the main entrance to the school. Signs indicating the need to report to the Main Office are clear and visible from the outside of the building and the car park.
- A record is kept of the key holders and are the relevant authorities routinely advised of those responsible during school holidays.
- *Based on a review of our procedures, the school has developed a new entrance area (May 2011) which has increased the level of security for all members of our school community. A new gate has been installed near the main entrance (2015) making the playground area safer.*

#### **Planned Safety Checks:**

##### **Procedures, Equipment & Premises**

The school uses the County's EMU scheme for routine maintenance of equipment.

REJB conduct the routine maintenance checks of PE equipment.

Churches Fire maintain all fire equipment.

CalBarrie conduct annual tests of portable electrical appliances.

The caretaker maintains a log of all water system hygiene, temperature and Legionnaires disease checks.

The whole school is inspected at least once a year by a member of the school's management team, and the risk assessment report is presented to the Governors.

#### **Incident Reporting/Investigation**

The double sided Incident Report form is in use in the school.

The school's ID code (029) is recorded on every form used.

All staff are briefed on when and how to use the form. The completion of the form is usually under the guidance of the Office Manager.

A reportable incident is one which would fall into one of the following categories:

If the injured person is absent for more than 3 days (not including the day of the accident but including Saturdays and Sundays).

If the accident results in major injury such as a broken bone, amputation or dislocation of a major bone, or if a member of staff is hospitalised for more than 24 hours.

If a child or visitor to the school is injured on the premises as a result of the equipment, facilities or systems of work, and taken to hospital by whatever means.

In all instances a completed incident form must be sent to SCC as soon as possible. SCC will in turn inform the HSE by using the official accident form F2508 within 10 days of the accident occurring.

### Coordination of Risk Assessment Work

Risk assessments are to be undertaken for any specific task where it is perceived that there may be a risk over and above routine practices and procedures throughout the school.

Examples of such activities/tasks are:

First aid arrangements, (numbers of trained staff, level of training and equipment)

Visits and trips

Tree maintenance (Contracted out to Grounds Service)

Display screen equipment/workstations

New and expectant mothers

Level of supervision in playgrounds and for play equipment

Clinical waste

School fetes, drama productions, etc.

### Manual Handling, Lone Working and Working at Height

Generic risk assessments will be in place for manual handling, lone working and working at height.

These assessments have developed through whole staff meetings, ensuring that staff are involved and aware of the contents.

### Fire Procedures

All users of the building have an ongoing responsibility to use the building safely and to bring to the attention of the school caretaker any situation or practice which is considered unsafe.

We want everyone who uses these premises to be safe and confident in responding in the unlikely event of a fire on the premises

The premises has a fire alarm system that will activate automatically in the event of an emergency. However this is no substitute for common sense and vigilance on behalf of all users of the premises.

It is the responsibility of the person in charge to ensure safe evacuation of the building. Please take a moment to read and understand the guidance given below which outlines your responsibility with regard to fire safety and tells you what to do in the event of a fire.

#### FIRE ALARM EVACUATION PROCEDURE

1. Office Manager telephones Fire Brigade - 1<sup>st</sup> General Assistant takes registers onto field.
  2. Children and staff leave building quietly and orderly by nearest exit, closing doors and windows behind them.
  3. Do not stop to collect your possessions
  4. Everyone assembles in register order in their own YEAR and class groups on the playground, standing well away from the wall.
  5. Staff check registers and report any missing persons to Head teacher.
  6. School, hall and toilets checked by Mrs Sayer & Mrs Lock
  7. People should be made aware of where the fire extinguishers are located.
- A notice showing which exit is to be used in an emergency is displayed on the wall near the door of each teaching space. The golden rule is: get out as soon as possible by the nearest convenient exit.

### Personal Emergency Evacuation Assessment Plans

The Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999, the Disability Discrimination Act 1995 and The Regulatory Reform (Fire Safety) Order 2005, place duties on Earl Soham Community Primary School to implement effective arrangements for access and emergency evacuation for employees, students and visitors who may be at special risk. We will undertake and update these plans on an annual basis.

#### Location of Fire Extinguishers:

Main Entrance	1 Carbon Dioxide 1 Foam
Red Class	1 Carbon Dioxide
Yellow Class	
Blue Class 3	1 Foam
Multi-purpose Room	1 Carbon Dioxide
Kitchen	1 Carbon Dioxide
Hall	1 Carbon Dioxide 1 Foam

Fire drills take place every half term.

Routine maintenance of the fire extinguishers is undertaken by the County's contractors (currently Churches Fire) the fire alarm system is maintained by T & P Electrical.

### **Locally Organised Building Repairs and Alterations**

- The Form 13 procedure is followed for all buildings alterations.
- The asbestos survey report indicates where asbestos may be found in the building. This is available for all contractors and is offered for their use on arrival.

### **First Aid – Training and equipment**

- The first aid equipment is maintained by the school's designated First Aider.
- Sanitary waste is disposed of by the County contractor.
- Records are kept of who is trained in First Aid, and when their certificates expire.
- Injury reporting procedures use the Accident Book and the Incident Report Form.
- Care plans are held for all pupils who have medication in school
- Health centre / GP telephone numbers are prominently displayed in the main office.
- The procedure for calling ambulance / local GP surgery is that the Main Office is responsible for contact.
- First aid arrangements for visits and trips are part of the school's routines.
  - First Aid Box
  - A First Aid box is located in the store cupboard. In addition, the Midday Supervisors wear first aid "bumbags" whilst on duty in the hall and on the playgrounds. The MDSA's are responsible for replenishing their own stocks, Mrs Sayer replenishes all other first aid boxes, as required and orders new stock as appropriate.
  - Trained Emergency First Aiders (September 2014 – September 2017)
  - Samina Stoney, Anji Rico, Sonya Exton, Celia Honess, Sandra Johnson, Karren Piper, James Arbon, Karen Hazlewood, Claire Ling
  - Early Years 1<sup>st</sup> aiders Chris Lock (March 2015-March 2018) Tracey Sayer (June 2014-June 2017)
  - Anaphylaxis training 2016 Chris Lock, Tracey Sayer, Peter Lambillion Jameson, Sonya Exton, Karren Piper, Sandra Johnson, Jane Bagnall

The Saxmundham Health Visiting and School Nursing Team - Tel: 01728 403109

Casualty

The nearest A&E is at Ipswich Hospital Tel: 01473 702033

### **Administering Medicines to Children**

Local authority regulations state that medication cannot be administered by staff. The school requires written notification of those children for whom an inhaler, epi pen, antibiotics etc has been prescribed.

### **Vehicle Control and Pedestrian Safety**

- Due to a high percentage of our pupils being out of catchment, pre and post school times can see congestion within the car park. A small area is designated as the coach turning area, which must be kept clear at all times. Parents and pupils are frequently reminded of the need to keep to the pathway which runs around the outside of the main car park. The school must remain vigilant in this area and will continue to look at any solutions which may ease the situation.
- Staff supervise the children leaving at the end of the school day

- Parents of pupils in blue class are able to sign a consent form allowing their child to leave the classroom and either wait on the playground or walk home. A list of names is displayed in blue class.
- Refuse collection vehicles do not present risks to any pedestrians (staff, pupils, parents etc.) on site.

#### **Education Visits Coordinator (EVC)**

- Peter Lambillion Jameson – head teacher

#### **Well Being Co-ordinator**

- The school subscribes to the County Well Being and EAP schemes. The coordinator is Peter Lambillion Jameson

#### **Premises Security**

- Current county council guidance is being followed.
- The Head teacher and custodian/caretaker will be the only staff members with a master key and key to the main entrance. A spare key will be kept in the school safe.
- Teaching staff will have a key to enable them to access the main building via a side entrance.

#### **Contractors on Site**

- When contractors arrive on site they must always report to reception.
- The caretaker or office manager briefs them about fire procedures, smoking restrictions, local management arrangements, vehicle movement restrictions etc.
- The Headteacher monitors the contractor's safety performance in order to prevent danger to people other than the contractor's staff. This includes checking the contractor's site is adequately fenced, materials are stored safely, etc.

#### **Outside Lettings**

- The school's hall is available for lettings.
- The caretaker is responsible for security when letting the premises.
- Information must be provided to inform people who are booking the premises about any necessary health, safety or security information relating to the premises and any equipment which may be used
- The school enters into a written agreement with the lessee through the booking form. Coordination is needed in respect of first aid kits and equipment, telephone access etc.

*Whilst this is not an exhaustive list, it is intended to be reasonably comprehensive. It will be subject to revision as new topics arise.*

#### **County Health and Safety Officer**

**The County Health and Safety Officer is Mr. Nick Wilding Tel: 01473 584074**

