



# Health and Safety Policy

## Copley Junior School

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## HEALTH AND SAFETY POLICY

At Copley Junior School we recognise the need to identify organisational methods for implementing the management of Health and Safety for all persons who work within or visit the school.

This document has been compiled in order to comply with the requirements of the Health and Safety at Work Act and to provide relevant information to make the school a healthy and safe working environment. The contents have been agreed by the whole school community and have the approval of the Governing Body. This document works in conjunction with the Local Authority Health and Safety Policy and the contents may be added to, amended or modified as and when a need arises.

Copley Junior School recognises the need to provide a safe and healthy working environment and so far as is reasonably practicable will;

- ensure that all equipment is safe and maintained;
- arrange for the safe storage of all materials and substances;
- provide appropriate information and/or training to all staff;
- provide a safe place to work and safe access to it;
- provide a healthy working environment;
- maintain regular safety checks e.g. fire procedures.

All members of staff will be responsible for ensuring that safety issues relating to their areas of curriculum responsibility are documented, understood and adhered to.

It is important that everyone should actively implement and support the Health and Safety Policy in order to provide a well ordered, healthy and safe environment.

The following is a summary of individual responsibilities, accountability and of Health and Safety procedures in school.

### Governors

The Governing Body has a responsibility to ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to both staff and pupils. It should be emphasised that unnecessary responsibility cannot fall on individual members of the Governing Body, nor can the Head teacher or employees avoid responsibility by referring urgent matters to that body for information and decision. The Governors are kept informed of all developments relating to health and safety matters through half termly visits from the nominated Health and Safety governor, half termly Resources Team sub committee meetings and half termly full Governing Body meetings.

Governors must ensure:

1. An individual school Health and Safety policy is produced, in liaison with the Head teacher, and this policy is regularly reviewed and revised as and when necessary;
2. Risk assessments are undertaken for any activity that has significant associated hazards and written records of these risk assessments are kept and reviewed regularly;
3. That sufficient funding is allocated for Health and Safety issues e.g. training, provision of personal protective clothing etc.
4. That regular Health and Safety inspections of the premises are carried out;
5. That the Governing Body receives an annual audit of Health and Safety systems and standards of Health and Safety from the Head teacher;
6. That a positive Health and Safety culture is established and maintained.

### **Head teacher**

The Head teacher is responsible and accountable for the implementation of the school's Health and Safety Policy and compliance with all relevant legislation in every area and activity within the school. In order for this to be achieved, her operational duties will include the following:

1. Ensuring that all members of staff (including new staff, supply staff, newly qualified teachers, students, voluntary helpers etc.) are aware of the contents of the school's Health and Safety Policy and all safe working practices.
2. Ensuring that risk assessments are carried out on any activity that has significant associated hazards. Where significant risks are identified, appropriate measures and/or safe working practices will be introduced to minimise/eliminate such hazards.
3. Undertaking regular inspections of the school premises, plans and equipment and working practices. Where necessary implement changes and improvements.
4. Providing an annual report to the governors of the school regarding safety performance e.g. what risk assessments have been carried out? How many fire drills have been carried out? How many accidents have occurred? Are there any trends?
5. Making recommendations to Governors where Health and Safety funding is required, advising on any safety policies that need to be introduced and ensuring that existing policies are reviewed as appropriate.

### **Deputy Head teacher**

The Deputy Head is responsible to the Head teacher and acts in her place if she is absent from school.

### **Teaching Staff (including Supply Teachers)**

Teachers have a duty of care under Health and Safety legislation. In order to achieve this, their duties include the following:

1. Ensuring that they are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them.
2. Implementing the health, safety and welfare procedures for children at a level appropriate for their requirements. Ensuring that these procedures are explained to children in terms that they can readily understand.
3. Exercising effective supervision of children and maintaining an awareness of emergency procedures in respect of fire, first aid, accident reporting etc. and carrying them out as necessary.
4. Seeking information on any special safety measures to be adopted in their own teaching areas and ensuring that these are adhered to.
5. Setting a good example by personally following safe work practices.
6. Ensuring that where necessary, the appropriate protective clothing/guards etc. are available, in good condition and are used.
7. Ensuring all electrical equipment is visually checked before use, that no electrical equipment is brought into school without notifying the Head teacher and making sure the equipment is PAT tested prior to use in school.
8. Reporting to the Head teacher and caretaker any defects in equipment or identified inadequacies in procedures. (Where any defect renders the equipment potentially hazardous it should be isolated and clearly labelled "awaiting repair").
9. Integrating all relevant aspects of Health and Safety into the teaching process and if necessary giving special lessons.

## **Non-Teaching Staff**

There is a need to identify the duties and responsibilities for the following categories of staff where appropriate. All employees have **legal** responsibilities under the Health and Safety at Work Act. These duties are to safeguard themselves, colleagues and others in the workplace.

### **Categories**

- Caretaker and cleaners
- Teaching assistants
- Office staff
- Lunchtime supervisors

## **Nominated Health and Safety Staff Representative**

Miss A. Blades-Baker, Deputy Head teacher, is the nominated staff representative regarding Health and Safety. Staff know that that they can refer any concerns regarding Health and Safety matters to the Head teacher or their staff representative.

## **Health and Safety Organisation**

The school recognises its obligations to identify organisational methods designed to make its Health and Safety policy effective.

All staff should be aware of the following:

### **Risk Assessments**

Risk assessment is a principle requirement of the management of Health and Safety at Work Regulations 1999.

Our school has completed a comprehensive list of risk assessments, the master copy of which is held in the Health and Safety Risk Assessment Folder held in the Head teacher's office. There is a further file saved on the staff common drive containing relevant risk assessments for all rooms generally used by staff and for a wide range of school activities. There is also a blank risk assessment for any member of staff to complete if a situation arises where they feel a risk assessment needs to be in place. They will then take it to the Head teacher who will check it and amend her folder as necessary.

## Fire and Emergency Procedures

(also see the school's Fire Evacuation Plan, Emergency Plan and Fire Safety Procedures)

- Each week the alarm is tested by the caretaker to ensure that it is effective. Points from different zones are used to trigger the alarm to ensure that all break glass or other points are in working order. Details are recorded in the Fire Log Book.
- Fire drills are carried out once a half term to enable everyone to be familiar with the evacuation procedure. Details are recorded in the Fire Log Book.
- In each room there is a diagram showing the exit and assembly point.
- Fire exits and routes are free from obstruction.
- All fire exits are clearly labelled and comply with legislation.
- All school visitors spending any length of time in school are made aware of the arrangements in case of fire. Details are provided on the visitor pass issued.
- The Fire Log Book is kept in the school office. Full records are kept of evacuations, alarm system servicing, fire fighting equipment checks etc.
- All members of staff have access to the school's Fire Evacuation Plan, detailing exit routes in the event of the fire alarm sounding. Copies are displayed in the staffroom, school office and in all classrooms.
- All staff must ensure that they are familiar with the school's Fire Evacuation Plan and with the alternative means of escape in case of fire.

## If You Discover a Fire

- Operate the nearest alarm call point.
- Go to the nearest telephone and dial 999.
- Carry out any previously arranged duties in the event of a fire or go to the assembly point.
- On sounding the alarm the fire service will be summoned by the Office Manager. All staff, pupils and visitors must leave the building immediately, closing doors behind them as necessary.
- Only if there is no risk to personal injury should attempts be made by one of the school's nominated Fire Wardens to tackle a fire using a suitable fire extinguisher.
- The mains isolator for electricity can be found in the boiler house.

### Action on Hearing a Fire Alarm

- The class teacher or responsible adult will supervise the children leaving the building by the appropriate exit, closing the door when the last person is out.
- Proceed to the assembly point on the school playgrounds.
- Exit quickly and calmly.
- Go directly to open air.
- DO NOT enter another part of the building.
- DO NOT stop to collect bags and belongings.
- Close the door behind you.
- All staff, on hearing the fire alarm, **must** follow the school's Fire Evacuation Plan, even if a false alarm is suspected.
- Registers will be taken to the assembly point by the Office Manager and distributed to the teachers for roll call.
- The Visitors' Book and Staff Signing In/Out Book will be collected by the Office Manager to ensure that all visitors in school are present at the assembly point.
- If the fire brigade has been called there must be clear access to the site for emergency services.

### Lettings

(also see the school's Lettings Policy)

- Details of fire procedures are given to hirers.
- Precautions must be taken for large gatherings e.g. concerts.
- All emergency exits are accessible.
- There is always access to a telephone.
- The caretaker cleans and inspects the premises after the hiring.
- The school's no smoking policy is explained to the hirers.

### Contractors on Site

(also see the school's Visitors to School Policy and Contractors Working on School Premises Policy)

We ensure that before any contractor is employed we know that they have a good work record and we investigate that they have a good health and safety record.

Some pertinent questions that we ask are:

- Has the contractor got any history of working with schools in the area, how did the work go and what reputation have they got?
- What is their accident rate? When was the last time they had a reportable accident?
- Have they had any Health and Safety prosecutions/investigations in the last three years?
- Before any contractors are appointed we will check with the Local Authority asset maintenance section to make sure that all checks are done and the work can go ahead.

We use the professional expertise of the Local Authority in the appointment of suitable contractors for most planned works.

### When contractors arrive on site:

- All staff are informed of the work to be carried out and any areas likely to be affected.
- Any changes to the planned programme of work must be discussed with the relevant officers of the Local Authority in liaison with the Head teacher.
- Any contractors working on site must be familiar with the Health and Safety Policy. A copy of the Health and Safety Policy Statement will be given to them to read.
- A contractor's performance will be monitored during the works and appropriate action will be taken if any aspect of work is deemed to demonstrate unsafe health and safety practice. In the event of this decision being made the contractors will be asked to stop the work until we are satisfied with the health and safety practices.



### **Asbestos**

There is a register held in the Office Manager's office showing where asbestos is held on this site. Before any work is carried out the Asbestos register is shown to a contractor. All staff have a duty to report asbestos and suspected asbestos.

### **Rubbish and Combustible Waste**

This should not be left in the boiler room (boiler rooms should never be used for any kind of storage), in corridors, entrance routes, classrooms and must be collected and removed daily.

Such materials should be put in a non-combustible container and be disposed of as quickly as possible. Bins stored outside are sited well away from the building.

### **Smoking**

(also see the school's Smoke Free Policy)

This school operates a NO smoking policy. This applies to the smoking of cigarettes and the use of e-cigarettes.

### **Electrical Supplies and Fittings**

All faults must be reported immediately. Any faulty fittings should be isolated and labelled for repair. All portable items must be PAT tested annually by an approved contractor. The hardwire testing of the school is undertaken every five years.

### **Boiler Rooms**

The boiler room must not be used for the storage of items.

### **First Aid**

(also see the school's Managing Medicines Policy and Supporting Pupils with Medical Conditions Policy)

The appointed school first aiders who hold the fully qualified two day First Aid Certificate are:

Mrs E. Roebuck

Mrs C. Sutton

Miss D. Newton

Mrs H. Gray

Mrs L. Keep

All members of staff (teachers, learning support assistants, Senior Midday Supervisor and midday supervisors) undertake the Emergency First Aid Certificate training every three years.

School ensures that these first aid certificates are renewed at the appropriate time.

The responsibility of the appointed first aiders is:

- To take charge of the situation where personal injury or illness has occurred and where further help is needed.
- In the case of serious injury the responsibility of the appointed first aider ends when the patient is handed over to the emergency services or parent/carer.

First aid supplies and first aid boxes are kept in the photocopier room. All accidents are recorded in the appropriate accident book. On at least an annual basis the contents of first aid boxes and medical supplies are checked to ensure all items are in use by date and that new stock is ordered as necessary.

### **Design Technology**

Members of staff should ensure that:

- Children are well supervised at all times and are briefed regarding safe use before the start of the activity;
- Protective clothing is worn at all times when appropriate;
- Sharp edged tools are stored so that the cutting edge cannot be accidentally touched;
- All tools are appropriately stored in the D.T. store room;
- Tools must only be used for their intended purpose;
- Scissors must be handled correctly and be of the round edge type.

## **Food Technology**

- Housekeeping in areas used for food technology needs to be good. The area must be clear of clutter at all times for safe movement.
- The floor should be kept clean and "clean as you go" practices should be adopted.
- Spillages must be cleared up immediately.
- Children are not allowed to use or work near the oven unless an adult is present.
- Staff should note the various exits from the dining area and food technology area.
- There must be no displays, pictures or pin boards near the oven.
- Fire fighting equipment is in close vicinity.
- There must be adequate and safe working practices drawn up for this area and all pupils must:
  1. wear clean aprons
  2. wash hands before starting any food technology activity
  3. tie back long hair
  4. not carry hot substances
  5. not do any frying
  6. use of D.T. food technology safety knives (in staffroom drawer)

## **Physical Education**

(also see the school's Risk Assessment for *Gymnastics, Games* etc.)

- All indoor and outdoor apparatus is inspected annually and the certificate kept in the school office.
- Every teacher ensures that a safety check is made after apparatus is set out, prior to the children starting their lesson.
- All relevant staff have received training in how to set up the apparatus.

## **Equipment and Materials**

### **Correction Fluids**

- Correction fluids should only be used by staff and are kept securely.
- Children should not bring their own correction fluid into school.

### **Marker Pens**

- Pens which are mainly water based should be used.
- If and when any other type of pen is used it should only be used when supervised by staff and in a well ventilated area.

### **Paper Trimmers**

- Care should be taken whilst carrying one and they should not be carried by children.
- Only adults should use a paper trimmer.

### **Kettles**

- Kettles should not be used in classrooms or activity areas.

### **Extension Cables**

- The use of extension cables is limited as much as possible. Any extension cables in use will be PAT tested annually.

### **Electrical Equipment**

- All electrical equipment details are entered in the school inventory which is kept up to date by the school office.
- All equipment is PAT tested annually by an approved contractor and is labelled once tested.
- Any defective equipment must be isolated and labelled for repair.

### **P.E. and Swimming/After School Activities**

- Staff are aware that:
  1. if a parent has put a restriction on a child's activity on medical grounds, it is the parent alone who can remove it.
  2. if a child taking part in a physical activity is known to have a disability or have an ongoing medical complaint (e.g. asthma, epilepsy etc.) rigorous supervision must be maintained.

If these two points are not followed a serious situation could develop.

There is specific guidance from the Local Authority and the AFPE 'Safe Practice in Physical Education' document which we follow.

- A note of consent must be signed by the parent/carer before a child can take part in swimming. Parents sign to give permission for an after school activity, visits etc. either through a signed letter or ticked consent via the parents' online account on ParentPay.

### **Cancellation of Activities**

Parents/carers are notified in advance if an after school activity has to be cancelled. Where this is not possible children are supervised in school until the time that they would normally be collected at the end of the activity.

### **School Equipment**

Any defects or damage should be reported immediately and taken out of use awaiting repair if necessary.

### **Educational Visits**

(also see the school's Educational Visits Policy and Procedures)

All teachers undertake a risk assessment when planning an educational visit out of school. This is undertaken via the Exeant website. The completed risk assessment is emailed to the Head teacher for consideration. Risk assessments for all visits out of school and participation in sporting events are reported to the Curriculum and Standards sub committee of the Governing Body. Nominated governors review and approve new visit risk assessments and all residential visit risk assessments. Risk assessments for residential visits are also sent to the Local Authority for approval.

### **Piano**

- There is one piano in school.
- Only adults should move the piano.
- There should be one person at each end of the piano and it should be on a smooth, level surface.
- A visual check on casters should be made.

## **Violence to Staff**

(also see the school's Dealing with Aggression and Violence Policy)

- The Head teacher and governors have the responsibility to take steps to protect employees from foreseeable risks of violence and/or aggression in connection with their employment.
- If any member of staff is subjected to ANY aggression on school premises they must inform the Head teacher immediately.
- Staff are asked to keep written records of any such incidents.
- An accident report should be completed and sent to the Local Authority.
- The Head teacher has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the calm running of the school. Any such individual will be directed to leave the school premises immediately and law enforcement authorities will be called if necessary.
- However, employees need to differentiate between behaviour that challenges the services provided by the school/Local Authority and an aggressive and/or violent incident that impinges on an individual's health, safety and well-being.

## **Security**

(also see the school's Security Risk Assessment and Building Security Policy)

Security procedures for the school are monitored by the Head teacher and governors of the Resources Team sub committee. These procedures are reviewed regularly and amended as necessary.

Policy reviewed and updated by all staff and governors of the Resources Team sub committee: September 2018