

Linaker Primary School Health and Safety Policy

1. Introduction

1.1 Health and Safety at Work Act 1974

The Health and Safety at Work etc. Act 1974 places a duty on employers to safeguard so far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed but who may be affected by the work activities such as pupils and visitors.

1.2 General Statement

Linaker Primary School's general aim with regards to Health and Safety is to provide a safe and healthy working and learning environment for all staff, pupils and visitors.

The Headteacher and Governors will take all reasonable steps to ensure that the LEA's Safety Policy is implemented and that Codes of practice and Guidance Notes are followed and monitored throughout the school.

2. Organisation

The responsibility for the day to day management of all Health and Safety matters lies with the Headteacher.

2.1 Communication

A successful Health and Safety Policy relies on effective communication to convey information. The following are means of dissemination:

- Staff weekly notes
- Year Group Leaders Meetings
- Staff Meetings (also used for receiving matters on health and safety)
- Health and safety literature is kept on a shelf in the staffroom(s)

3. Responsibilities

3.1 The Governors

Governors have a direct responsibility for health and safety in school. They will ensure that the LEA is fulfilling its legal requirements and that persons using the premises are safe and without risk to health. We will invite one Governor to assume the role of Health and Safety Governor

This Governor will:

- 3.1.1 ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
- 3.1.2 receive all reports on health and safety resulting from any inspection, audit or monitoring carried out by the school, LEA or enforcement agency.
- 3.1.3 keep the Governing Body up to date with new legislation, regulation or provision appertaining to school health and safety.

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The Health and Safety Governor will be expected to make reports on health and safety matters to:

- 3.1.4 The LEA
- 3.1.5 Parents, through Governors' Minutes, Annual Reports etc.

3.2 The Headteacher

The overall responsibilities for all school health and safety organisation rests with the Head, who will:

- 3.2.1 set up arrangements in school to cover all health and safety legal requirements.
- 3.2.2 produce, in conjunction with the Governors, a written statement of those arrangements and bring it, and the LEA's statement, to the attention of all staff.
- 3.2.3 be available to discuss health and safety problems with any member of staff.
- 3.2.4 report to the LEA those instances where the Head's executive authority does not allow the elimination or reduction to a satisfactory level of risk, but to take all necessary short term measures to avoid danger pending rectification.
- 3.2.5 be available to any Trade Union representatives and co-operate with them as far as is reasonable in their efforts to carry out their functions. To receive written reports from such representatives and respond in writing within a reasonable time.
- 3.2.6 call a meeting of the Safety Committee within three months of receiving a written request from 2 Trade Union Safety Representatives of the staff at school.
- 3.2.7 establish a suitable health surveillance programme where appropriate.
- 3.2.8 ensure that a system is established for the reporting, recording and investigating of accidents and that all reasonable steps are taken to prevent recurrences.
- 3.2.9 review from time to time first aid provision and emergency procedures.
- 3.2.10 review regularly the dissemination of safety information.
- 3.2.11 recommend necessary changes and improvements in welfare facilities.
- 3.2.12 report to the Governors all matters relating to health and safety necessary for them to carry out their responsibilities.
- 3.2.13 ensure that a Health and Safety Coordinator is appointed from amongst the management team.
- 3.2.14 ensure that all staff have received the appropriate training for the responsibilities they carry.
- 3.2.15 co-operate with the LEA appointed Health and Safety Officer

3.3 The Health and Safety Team (Caretaker, Appointed Governor and Headteacher)

The School Health and Safety Team shall:

- 3.3.1 oversee the day to day management of the school's Health and Safety Policy
- 3.3.2 carry out inspection of the school at least once per term and inform the Head of problems/deficiencies and ensure appropriate action is taken
- 3.3.3 administer a system for reporting, recording and investigating accidents and take reasonable steps to prevent recurrences. Report as necessary, via the Head, to the LEA. Such system is summarized in the Staff Handbook
- 3.3.4 disseminate safety information with in the school
- 3.3.5 ensure new employees are briefed about health and safety matters and are given a copy of the school's policy
- 3.3.6 ensure that effective arrangements are in force to facilitate prompt evacuation of the building in case of emergency and that fire fighting equipment is available and maintained
- 3.3.7 arrange for contractors and visitors to be informed of any hazards on site and of emergency procedures.
- 3.3.8 ensure temporary employees are given sufficient information, training and supervision to enable them to be safe and without risk to health

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3.3.9 co-operate with the LEA Health and Safety Officer in carrying out and updating risk assessments

3.4 Employees

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992 require every employee whilst at work to take reasonable care for the health and safety of themselves and any other persons who may be affected by their acts or omissions at work.

All employees are expected to:

3.4.1 know the special safety measures and arrangements to be adopted in their own working areas and ensure they are applied.

3.4.2 inform the Head or Health and Safety Coordinator of any training they require.

3.4.3 to use and not willfully misuse, neglect or interfere with things provided for his/her safety and/or the safety of others.

3.4.4 to co-operate with other employees in promoting improved safety measures.

3.4.5 to co-operate with any appointed health and safety officers of the school or LEA.

3.5 Teaching staff

The safety of children in school is the responsibility of all teaching staff. Their responsibility cannot be delegated to a student teacher or voluntary helper.

Teaching staff are expected to:

3.5.1 exercise effective supervision of children and know the emergency procedures in respect of fire, bomb scare and first aid and carry them out.

3.5.2 know any special safety measures to be adopted in their own teaching area and ensure they are applied.

3.5.3 give clear instructions and warnings as necessary.

3.5.4 follow safe working procedures personally.

3.5.5 enforce the wearing of any special protective clothing etc. (e.g. goggles) when appropriate.

3.5.6 make recommendations to the Health and Safety Coordinator on safety equipment and on additions or improvements to equipment or machinery.

3.5.7 check regularly all equipment, protective clothing, furniture and their environment and report any defects to the Health and Safety Coordinator.

3.6 The Children

The children are expected to:

3.6.1 exercise personal responsibility for the safety of self and other pupils.

3.6.2 observe standards of dress consistent with safety and/or hygiene (including school "jewellery" rules).

3.6.3 to observe all safety rules of the school and in particular the instructions of teaching staff given in an emergency.

3.6.4 use and not willfully misuse, neglect or interfere with things provided for his/her safety.

3.7 Visitors

Regular visitors and other users of the premises should observe the safety rules of the school. In particular parent helpers should be made aware of health and safety arrangements applicable to them by the teacher to whom they are assigned.

Statement of Health and Safety Arrangements

Risk Assessment

The Head will ensure that a risk assessment survey of the premises, methods of work and all school-sponsored activities is conducted annually. The survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of such surveys will be reported to the Governors.

Accidents

Most accidents happening in school occur amongst the children, who are both inexperienced and physically immature. Almost all are trivial and are the result of play activities out of doors. They are not preventable without restricting the children's activities to an unacceptable degree.

There are, however, other situations where accidents occur and where it is vital that attempts are made to establish the precise cause.

All accidents should be recorded fully in the relevant accident book.

Any accident which is more than a trivial occurrence and which might give cause for concern to the teacher or child's parents should be reported to the school office. It is likely that an accident form will be completed and passed to the LEA.

In certain serious situations, concerning major injury or dangerous occurrences there is a requirement placed upon the school to report immediately the nature of the matter to the Health and Safety Executive. Details of these are to be found in appendices 1 and 2 of this policy.

Injury involving damage to a child's head, having been reported to the Office, may be reported to the child's parent, who will be invited into school to ascertain the child's condition. However if the injury appears to be trivial, then it is reported home via an accident card. In addition the child's class teacher will also be informed of the situation.

Other accidents in school may happen to staff, where inexperience or physical immaturity can not be regarded as a cause.

Accident Reporting Procedures

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1985) require employers to report fatalities, major accidents, dangerous occurrences and certain diseases.

All injuries to staff, however minor they may appear, must be recorded in a Staff Accident Book kept in the staff room. Failure to comply may prevent an individual from subsequently obtaining industrial injury benefit.

Schools have a duty to report:

- any accident to any person occurring on the school premises.
- any accident to a member of staff at any location whilst on school business.
- any accident to a pupil whilst under the supervision of a member of staff (e.g. school trips).

First Aid

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First aid is administered at various levels.

During playtimes a teacher should attend to all trivial bumps and scrapes. Where the injury is more serious the matter should be referred to a qualified First Aider on the Staff.

First Aid boxes are located :

- School Office
- Lower & Upper Junior Halls
- Junior Staff Room
- Infant Staff Room
- Infant Hall

Deficiencies in the stock should be notified to the school office.

In the event that either parents or an Ambulance have to be summoned, it will be the ultimate responsibility of the Head.

If it is necessary to accompany a child to the hospital the most appropriate person will be the first aider who dealt with the injury PLUS one other member of staff.

Where it is necessary to inform parents/governors of any accident, the responsibility lies with the Head, who may delegate when appropriate.

Amongst the teaching staff are those who have been trained to deal with first aid matters. A current list of these will be found by all First Aid Boxes and also in the staffroom and office.

Fire Precautions

The LEA expects a Fire Drill to be carried out at least once per term. Whenever possible this should take place early in the term, should take place without warning and pupils should not know that this is only a drill until roll calls are completed. It should involve all personnel on site and kitchen staff should be considered a part of the exercise. A record should be kept of all drills (see Appendix 3).

Everyone in school should know how to raise the alarm in case of fire and how to react to the fire alarm. Fire Drills must therefore always be treated with the same degree of importance and urgency as would be shown in the event of a real fire, even if it is suspected that a false alarm has been raised.

The following should be explained to all children.

In the event of Fire, the alarm will be raised by breaking the nearest fire Alarm Break Glass Unit.

Once this has been done an automatic signal is passed to the Fire Brigade.
Consequently no-one is designated to contact the Fire Brigade by telephone.

On hearing the alarm each class will:

- Stop work immediately
- Stand
- On instruction from the class teacher, walk quietly to the nearest or most appropriate exit (teacher taking class register)
- Line up on the school playground

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Registers must then be checked. Should there be any absentees then an immediate search will be made.

In the event that class registers are in the office at the time of the fire alarm being rung, office staff will bring out and distribute these to class teachers.

The school caretaker is responsible for weekly checks on the efficient functioning of the alarm system, via a different alarm point on each occasion, details of which will be recorded for future inspection. He also has responsibility for checking fire fighting equipment and reporting faults to the Head.

The staircases at each end of the building are designated as protected staircases. Consequently no materials which may easily catch fire should be stored beneath the stairwells.

Throughout the school there are many fire doors, whose purpose is to contain fire for a period of time to a limited area of the school. On no account should such doorways be wedged open.

A number of doorways are designated as fire escape doors (at the bottom of each protected stairway and in the school hall.) These must never be blocked.

Fire Fighting Equipment

It should be clearly explained to all staff that fire fighting equipment should be used only when they are confident in their ability to douse a small blaze. In most cases they should leave the area immediately by the nearest escape route.

The location of fire extinguishers with dates of inspection by a specialist company should be known and kept centrally. All fire fighting equipment should be checked to ensure that:

- it is correct located
- it has not been vandalised
- it is free from obstruction

Hazards

It can be shown statistically that a hazard will cause an accident once for every x number of times people are exposed to it. It is therefore essential that in school hazards are identified quickly and dealt with. To achieve this all members of staff should be checking for hazards as they go about their work and any matters they see and report should trigger an immediate response. Hazards should be reported to the Health and Safety Coordinator. The caretaker will normally be responsible for any interim measures to be taken pending rectification.

Environment

In the event that a member of staff notes a defect in heating, lighting, ventilation etc. this information should be passed to the caretaker, who will then be responsible for progressing any necessary repairs.

Safety Representative

It is understood that the prerogative for nominating a Safety Representative rests with the various trades unions represented in school. The initiative for appointing such representatives does not rest

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with the Head or with the Governing body.

Safety Committee

In a school as large as Linaker, it is desirable to put Health and Safety issues on a formal footing by creating a Health and Safety Committee which meets at least on a termly basis. Items for consideration at such meetings would be along the following lines:

- Discussion of all accidents which have occurred since the last meeting and of any remedial action that was taken to prevent a recurrence.
- The arrangement for the next termly inspection of the premises and consideration of any matter arising out of the previous inspection.
- Consideration of the implementation in the school of any new safety instructions advice issued by LEA, DfES etc.
- Consideration of progress on remedying any hazards which may have been identified.
- To receive a report on fire drills held since the last meeting and to discuss any matters arising.
- Action sheets will be prepared after each meeting to be displayed in the staffroom. Copies will be made available to the next ordinary meeting of the school governors.

Inspections

Inspections, carried out by the school's Health and Safety Governor, will make a positive contribution to the safety of the school if any hazards found are recognised as symptoms of possible failures in our implementation of our Health and Safety arrangements.

It is desirable that inspections be carried out three times each year. Following each inspection a brief report should be produced, indicating any items of concern or any hazards which have come to light. These inspections should always precede any meeting of the Health and Safety Committee.

Before any future inspection, the previous report should be reviewed in order to check that any listed hazards have been remedied.

Substances

It is not expected that within the normal routine of a primary school there will be any need to make use of hazardous substances. Were this to be the case then the Science Coordinator would be required to give advice on their use.

Please note that extra guidance may be found in "Be Safe! Some aspects of safety in school science and technology for key Stages 1 and 2."

Substances used for the purposes of cleaning or maintenance of the school will be contained in locked cupboards or storerooms whilst school is in session.

New Staff

Each newly appointed member of staff (and also supply staff) will receive a copy of this policy statement, when receiving the staff handbook. Any items which require further clarification will be the responsibility of the Health and Safety Coordinator.

Electrical Safety

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The Electricity at Work Regulations 1989 apply to school premises. They place a duty upon employers to ensure, so far as is reasonably practical, that an electrical installation and all electrical equipment is constructed, maintained and used so as to prevent danger.

The Health and Safety at Work Executive has updated earlier guidelines regarding Electrical Safety in School and amongst the many points raised, the following may be regarded as the most important:

- The fixed electrical circuits should be inspected and tested at least every five years by a competent person. Where wiring is subject to damage and abuse such inspections should be carried out more frequently (i.e. once every three years)
- A register of all electrical equipment should be maintained. It should not be possible for apparatus previously discarded as defective to slip back into use.
- All electrical equipment operating at over 50 volts should be visually checked each term and any defective items rectified. Further points:
- All electrical equipment fitted with power plugs should be correctly fused according to the manufacturer's specifications.
- Cable sheathing should always be effectively gripped within the plug and equipment should not be used if it is possible to see the colour coded inner conductors of the cable.
- Damage to any cable sheath must not be repaired by taping.
- Damaged power plugs or power sockets must not be used.
- In the interests of safety all power plugs will be examined at least once a year by being opened up and having all connections checked and, whenever necessary, having the plug rewired.
- Home made or modified equipment should be inspected and tested by a competent person before use.
- Any additions to the school's wiring must be inspected and tested by a competent person before power is applied.

Infectious Diseases

Cases of some infectious diseases are notifiable. The responsibility for notifying the Medical Officer for Environmental Health rests with the school doctor. Following notification the school doctor and the MOEH may instruct that precautionary measures, such as the decontamination of certain areas, are implemented.

On a lesser note, if a member of staff is informed by a parent that a child has contracted any infectious disease, this information should be forwarded to the Head. It may be desirable to inform all staff and this step will be most likely to ensure that such information is passed on. Diseases that should be notified to the Medical Officer of Environmental Health are as follows:

Diphtheria, Hepatitis A, Measles, Meningitis, Poliomyelitis, Scarlet Fever, Tuberculosis, Dysentery, Food Poisoning, Non specific Gastroenteritis, Typhoid.

Appendices

1 Notifiable Major Injuries

A notifiable injury is defined as:

- the death of any person as a result of an accident
- any person suffering any of the following injuries or conditions as a result of an accident:
 - fracture of the skull, spine or pelvis;
 - fracture of any bone in the arm or wrist, but not a bone in the hand; or in the leg or ankle, but not a bone in the foot;
 - amputation of a hand or foot, or a finger, thumb or toe, or any part thereof if the joint or bone is completely severed;
 - the loss of sight of an eye, a penetrating injury to an eye or a chemical or hot metal burn to an eye;
 - either injury (including burns) requiring immediate medical treatment or loss of consciousness, resulting in either case from an electric shock from any electric circuit or equipment, whether or not due to direct contact;
 - loss of consciousness resulting from lack of oxygen;
 - decompression sickness (unless suffered during an operation to which the Diving Operations at Work Regulations 1981 apply) requiring immediate medical treatment;
 - either acute illness requiring treatment or loss of consciousness, resulting in either case from absorbing of any substance by inhalation, ingestion or through the skin;
 - acute illness requiring medical treatment where there is no reason to believe that this resulted from exposure to a pathogen or infected material;
- any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.

2 Dangerous Occurrences

These may be summarised as:

- Collapse or overturning of a lifting appliance
- Explosion or bursting of a pressure vessel
- Major electrical fault causing fire or explosion
- Major explosion or fire of process materials
- Uncontrolled release of a large quantity of highly inflammable liquid
- or liquefied petroleum gas
- Major collapse of a high scaffold
- Unintentional collapse of a building under construction, alteration or repair.
- Unintentional release of anything likely to cause injury or damage
- to health
- Medical treatment due to exposure to any substance or lack of oxygen
- Medical treatment due to pathogens or infected material
- Unintentional ignition of explosives
- Failure of any freight container while being moved
- Explosions etc. of pipe line or its contents

Overturning/serious damage to a road tanker containing hazardous substance

3 Fire Drill Record

- Date of Drill

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- Approximate number of participants
- Optimum Evacuation Time
- Actual Evacuation Time
- All Present at Roll Call?
- Person Responsible for Drill
- Type and extent of Drill
- General Assessment of Drill
- Action taken
- LEA Fire Drill Report sent

4 *Portable Appliance Testing*

The Electricity at Work Regulations (1989) require employers to maintain electrical equipment used at work so that it stays safe.

Nothing is laid down in law concerning how often equipment is checked, the frequency of testing will depend on the type of equipment, fixed or portable the manner and frequency of use.

All equipment will be subject to an initial visual inspection as follows:

- check equipment casing/body for signs of damage
- check mains supply cable for signs of damage or wear that might compromise insulation
- check mains supply plug for damage to the pins, cover or cable clamp
- check the point of cable entry to the equipment
- check on/off switch for signs of damage or incorrect operation
- open up mains plug, check security and polarity of wiring (unless plug is sealed)

5 *Contents of First Aid Kit*

Item	Quantity
Guidance Card	1
Individually wrapped sterile adhesive dressings	20
Sterile eye pads, with attachment	2
Individually wrapped triangular bandages	6
Safety Pins	6
Medium sized individually wrapped sterile unmedicated wound dressings	6
Large size individually wrapped sterile unmedicated wound dressings	2
Extra large sized individually wrapped sterile unmedicated wound dressings	3
Individually wrapped moist cleaning wipes	10

Where tap water is not readily available for eye irrigation, sterile water or sterile normal saline in sealed disposable containers should be provided (each to hold at least 300ml)

NB First Aid Kits should not contain medication of any kind.

6 *Fire Precaution Check List*

Daily Check exit doors and emergency routes are free from obstruction

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Weekly	Test fire alarm via different call alarm point	
Monthly	Check fire extinguishers for correct location and that they have not interfered with	been
	Check any fire signs are in place	
Termly	Fire drill/evacuation	
6 Monthly	Check battery systems for emergency lights	
Annual	Fire extinguishers (carried out by service engineers)	

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