
Health & Safety Policy

Chase View
Community Primary
School

Reviewed Oct 2018
Next Review Oct 2019

Part 3

Arrangements & Procedures for Health, Safety and Welfare

Chase View Primary School

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Accident Reporting, Recording & Investigation

All accidents are recorded. There are separate forms for children and adults. The headteacher is responsible for deciding whether accidents need to be further reported. Any accidents involving outside assistance (eg ambulance, taking pupils to health centre or hospital will automatically be recorded in the school accident book and the appropriate form completed and sent to the LEA). In the event of more serious accidents the headteacher will take responsibility for investigating the causes and possible future prevention. In the event of such occurrences, the headteacher will undertake to inform the relevant governor.

It is school policy to inform parents of any head injuries, by either speaking directly to them or by sending a standard letter home at the end of the day.

Asbestos

The headteacher is responsible for the safe keeping of the Asbestos Record for school. Asbestos fibers are dangerous if released. The location of known asbestos is in the Asbestos register. **Staff should not pin or fasten things to walls or ceilings without checking the register first.** This is kept on the shelf in the main school office in a clearly labeled red file. The Site Supervisor is made fully aware of its whereabouts and has ready access to it when needed. All contractors must sign the declaration of understanding in the register before starting work.

Contractors

When contractors are used they will be expected to have drawn up their own H&S plan relating to the work and site. School has a SLA with Property Services and contractor issues are mostly dealt with by Property Services acting on our behalf.

The Site Supervisor and headteacher will liaise with contractors to plan the work to ensure that there are no risks to the children, contractors

and the school and this is formalized in the Hazard Exchange Form. If there is any doubt about the work involving asbestos and intrusive works risk assessment will take place.

Curriculum Safety [including out of school learning activity/study support]

Staff are expected to make risk assessments before commencing any hazardous activities by consulting with the headteacher. Part of that assessment will include a preliminary visit by the teacher to the site of any out of school activity, unless the site has already been visited on a previous occasion.

Risk assessments are carried out by staff for all teaching. There exists in school general risk assessments which cover the majority of everyday lessons in school.

Staff without current lifesaving qualifications will not take children swimming unless there is a qualified life saver present at all times.

Drugs & Medications

School follows the LA guidelines on the administering of medicines in school. Parents are told at induction and in the prospectus that under no circumstances will medicine be administered to a child unless the correct form of consent has been completed. All medicines must be clearly identified with the name of the child and in the original container. A record is kept in the secretary's office of all medicines, dosages etc., administered in school.

The School nurse will train staff as required in the use of EpiPen. And provide staff with guidance on Asthma and Diabetes. Training will be refreshed as required.

Inhalers are kept in classroom. Parents are advised to keep these in school. If a child leaves the premises for an activity out of school, the inhaler should be taken with him/her. The school will undertake to complete an annual check.

Electrical Equipment [fixed & portable]

All staff are aware that if they find any defective or seemingly

defective electrical apparatus, they must cease using it forthwith, switch it off (if possible) and tell either the site supervisor or headteacher.

The site supervisor is expected to carry out visual checks on electrical equipment. This should be an ongoing process. There will be a test on portable appliances the results of which will be recorded every two years. Each appliance tested will be labeled and the date of testing clearly marked. Staff bringing in personal items should ensure they are used safely. The school will PAT test anything used regularly for curriculum use and maintenance activities. **Staff do not peel off 'failure' labels.** The County will ensure that the Fixed wiring is tested every five years. The School will respond will respond to any defects raised.

Fire Precautions & Procedures [and other emergencies incl. bomb threats]

There is a special inflammable liquids cupboard in the boiler house which is kept locked. The key is kept in a secure place.

Termly fire practices will be organised and recorded by the headteacher. These will be recorded in the school diary. The fire alarm is understood by all adults and children to be the continuous ringing of the "hooter". The main assembly points for a fire drill or real emergency are the two playground areas. Fire instructions are present in all classrooms.

The alarm system is automated to facilitate automatic contact with the fire brigade as soon as the alarm is sounded. The headteacher will be responsible for calling the fire service. If this is inappropriate then any adult on the premises should call in an emergency.

Maintenance of firefighting equipment is carried out annually under LA contract.

The Site supervisor will be responsible for carrying out regular (weekly) checks on the school fire alarms.

The Caretaker is testing Emergency lighting monthly. It is also maintained under LA contract.

All fire exits should be kept clear.

Fire Risk Assessment

The headteacher is responsible for carrying out an annual fire risk assessment and the formation of any relevant action plan.

First Aid

The school has assessed its first aid requirements. School has trained first aiders. Their training will be refreshed as required. These are identified throughout the school. First aid equipment is kept in a marked cupboard in the medical room. Children are not allowed to access the first aid box. The replenishing of the first aid box is the responsibility of the school secretary.

All first aid should be recorded (see section on accidents).

The summoning of the emergency services will be the headteacher's responsibility, based upon consultation with trained staff. Clearly any member of staff should call for emergency help if the situation arises wherein the headteacher or deputy are not available. Parents should be contacted. If unavailable a member of staff must accompany the child to the hospital.

There is a defibrillator in school that can only be used by the trained personnel. At the moment this currently includes all staff, TAs and lunchtime supervisors.

Glass & Glazing

All glazing is of the required safety standard and any glass requiring replacement will be to the same standard.

The last Glazing survey took place in 2012.

Hazardous Substances (COSHH)

School will purchase non-hazardous substances where possible and safety data sheets will be obtained for all substances. These contain safe usage and emergency first aid guidance. Where data safety sheets indicate there is a hazard e.g. flammable or toxic a risk assessment will be developed for use. All hazardous substances will be kept secure and inflammable storage if required.

Asbestos – see above. Other hazardous materials are all kept in locked cupboards.

Health and Safety Advice

School has a SLA for H & S advice from the County. The school's advisor is currently John Burdett. He can be contacted by the Duty desk no. is: 01785 355777.

Housekeeping, cleaning & waste disposal

The Site Supervisor is responsible for preventing an unreasonable accumulation of rubbish. Daily checks should be made of the premises to ensure there are no accumulations of dangerous or unhygienic materials. Large waste bins will be emptied on a weekly basis and their filling is the responsibility of the Site Supervisor.

Staff are responsible for dealing with any spillages during the day. Warning notices etc must be posted to advise others of the hazard.

Snow clearance is the responsibility of the Site Supervisor who is expected to maintain a supply of salt and sand to facilitate easier clearance. The Site Supervisor and the headteacher will decide together whether the school is safe to open in the event of extreme weather.

Handling & Lifting

Any significant handling task will be risk assessed and action will be taken to reduce the risk. These will include the provision of equipment i.e. trolleys, sack trucks, training for staff and purchasing in smaller

quantities. Staff are expected to ask assistance from the Site Supervisor when confronted by lifting issues. Children may not lift, carry or push, large electrical items such as televisions, stereos or computers on or off trolleys. There exists a separate risk assessment relating to handling and lifting.

Jewellery

School policy on jewellery is published in the school prospectus and repeated in the school newsletters to parents. Children are not encouraged to wear any form of jewellery to school. Earrings other than studs are not permitted. Stud earrings must be removed before all forms of Physical Education. The only exception to this is when ears are newly pierced and then they may be taped over for a six week period. Children must be able to remove their stud earrings themselves

Lettings/shared use of premises

All events (such as School Association fund raising events) to be organised with H&S in mind. Correct lighting to be used, explanations of fire exits to be given at the start of events, delegated adults to be on duty at key exits etc. All staff and helpers involved to be familiar with siting of first aid equipment. Access to telephone always available.

Lone Working

If working alone in school staff must always:

- Staff must always inform somebody
- Have access to a phone
- Don't work at height e.g. use ladders, steps or kick stools
- Ensure the doors are kept shut
- Lock the school securely when you leave
- Staff are further advised to contact the local police if intruders are seen on the premises, using the grounds etc for their own use.

Maintenance / Inspection of Equipment (including selection of equipment)

Steps-large	Site Supervisor (SS)	Bi-annual
Steps-small	Site Supervisor (SS)	Bi-annual
PE equipment	Mercury Sports	Annually
Fire Extinguishers	SS Chubb	Monthly in-situ check Annual Service
Fire Alarms	SS Trinity	Weekly rotating call point check 6 monthly service
Emergency Lighting	SS Trinity	Monthly test 6 monthly service
Electrics – Portable	External contractor	Every two years
Electrics – Fixed	LA Approved Contractor	Every 5 years

Monitoring the Policy and results

The Headteacher and Governors will monitor the application of this policy and H&S arrangements through:

- Completion of the Annual Premises Checklist
- Completion of the Annual Self Audit
- Review of accident data
- Monitoring of the application of procedures and risk assessments

Poster on Health and Safety Law

The headteacher is responsible for siting the poster on Health & Safety Law and for ensuring that this is kept up to date. Posters are currently displayed in the kitchen, the boiler house and the staff room.

Personal Protective Equipment (PPE)

School provides suitable clothing for the site supervisor. Protective clothing will be provided for children as appropriate.

Children now wear High-viz jackets if they walk to any out of

school activities.

Reporting Defects

Any hazards or defects in equipment should be reported to the headteacher, deputy headteacher or the site supervisor as soon as possible. They will then decide what if any action needs to be taken to ensure continued safety.

There is a book in the staffroom in which staff can record their concerns relating to faulty / defective equipment. If staff are unable to report a defect and deem it to be unsafe then they should take the appropriate action themselves to withdraw the item from use.

Risk Assessments

The headteacher and deputy headteacher are responsible for ensuring that risk assessments are undertaken. Staff will be expected to read the risk assessment relevant to their activities and follow the control measures laid down. They should raise any concerns if they do not feel if hazards are sufficiently controlled. Risk assessments will be reviewed regularly and staff input into this process encouraged. Any special risk assessments will be arranged by the headteacher. Children with special educational needs will have their own individual risk assessments. Risk assessments are reviewed annually.

School Trips/ Off-Site Activities

All Educational visits must be planned in advance through the EVOLVE system and be signed off by the EVC and Headteacher. Planning must involve risk assessment. Parents are informed that walks out of school to study, for example, local housing, will take place from time to time. These will always take place with a qualified teacher and appropriate ratio of other adults present. Parents are asked to sign a general consent to allowing this type of activity to take place.

Trips, activities which involve out of school transport etc., will always require parental consent. There should be information for parents regarding the purpose of the trip and details of activities to be undertaken, together with details of times, costings etc. If parental consent is not forthcoming, then the headteacher will contact the

parents concerned.

Children taking part in school trips will be covered by the LEA's School Journeys insurance policy. Activities undertaken by children at their Outdoor Education Centre stay may require higher risk cover. This will be taken after advice from the OEC staff.

All outside school trips will be covered by a risk assessment form available from EVOLVE electronic system.

In the event of an emergency school staff will contact parents of children concerned. School can use text messaging service to contact a large group of parents at once. Senior staff will contact LA in the event of an emergency.

School Transport – e.g. minibuses

School follows completely the LA guidelines for school transport. Only those staff who have passed the appropriate LA assessments will drive approved minibuses. The headteacher undertakes to see that this policy is adhered to. Children may only be driven in staff or parent helper cars with written consent, appropriate insurance and use of booster seats if needed.

Smoking

The governors have agreed that the buildings and premises of Chase View Primary school shall be a no smoking area. If visitors need to smoke, they are requested to do so outside the school premises.

Staff Consultation and Communication

Staff meetings will include H&S and Safeguarding as standard agenda items. All staff can raise issues of concern through meetings as agenda or AOB items, or through speaking directly to Headteacher or deputy headteacher.

Staff will be consulted on this policy and the content of risk assessments.

Governors Health & safety committee meetings will be held once a term and minutes are shared with the full governors.

H & S items will be raised with parents through newsletters, website and

text as appropriate.

Stress and staff Well-being

School undertakes to be sensitive and aware of staff well-being and stress issues. Staff will be regularly surveyed to help identify potential pressure points. Where appropriate individual / team stress risk assessment will be developed to support staff. There is a confidential counseling service available that staff can self-refer to. Health provision support is also available through the insurance service. Further details are available from the headteacher.

Staff are encouraged to discuss issues with headteacher, if appropriate.

PPA will be adhered to by the school.

Supervision

It is school policy that a class of children will not be left unattended. It is also agreed that all adults who may at any time be left unsupervised by a teacher with a group of children must have CRB clearance.

All school trips will be adequately staffed by adults. The exact ratio will depend partly on the age of the children involved and the activity to be undertaken. Relevant risk assessments will be undertaken.

Swimming Pool Operating Procedures (where applicable)

Staff without current lifesaving qualifications will not take children swimming unless there is a qualified life saver present at all times.

All staff must read the normal and emergency operating procedures for the pool being used.

Training and Development

New staff are expected to complete the H & S checklist. The school will identify competencies required by staff and will arrange H & S training as required. This may include First aid, safeguarding, asbestos

awareness, back care awareness, caretakers training and risk assessments.

Use of VDU's / Display Screens / DSE

Identified users must complete a self-assessment of their workstation and follow the training guidance on the SLN. The school will pay for eye tests every two years.

Vehicles on Site

Parents are informed that vehicles are not allowed onto the school site at the beginning or end of the school day, and are requested to park at the bottom of the school drive and walk up. Regular reminders are sent on this issue.

Delivery vehicles are permitted onto the premises. Vehicles which need to access the back of school for delivery of building materials etc., are expected to consult the headteacher or site supervisor before doing so.

Violence to Staff / School Security

Any incidents of violence (verbal or physical), towards members of staff must be reported immediately to the headteacher or deputy headteacher. An annual return is sent to the LEA detailing any such incidents and the subsequent action taken.

Security at school is maintained at all times. The front, main entrance to the school is only opened by use of a four digit code known only to staff. Other openings of this door are controlled from inside. The four side doors can only be opened from the inside. All visitors are required to wear a visitors' badge and to sign into the official visitors' book. Staff are required to challenge any unknown visitors onsite. Children are regularly reminded not to open the outside doors to visitors but must fetch an adult to do so.

School security has been further enhanced by the installation of CCTV cameras. Appropriate notices inform visitors of the fact that cameras are in operation.

Working at Height

Staff are reminded regularly that they should not climb on desks, gym tables, chairs etc to display work etc. In each key stage there is a step stool available for staff to stand on. Avoid over reaching which may put strain on your back.

The site supervisor keeps a record of safety checks on ladders, steps etc Any work on ladders must be of short duration e.g. maximum of 15 mins. Person must have 3 points of contact and not lean outside the uprights of the ladder. Someone must foot the ladder at all times. If this cannot be done more suitable access equipment must be used i.e scaffolding, cherry picker etc. Children are not allowed to climb on ladders or steps.

Water Hygiene

The County risk assesses the school's water system every two years. Any recommendations will be addressed. Reassurance checks on water hygiene are completed by the LA's appointed agents - currently Hertel . A folder containing the records of the hygiene tests is kept in the main school office. The site supervisor makes regular checks on the temperature of the water – once a month.

Work Experience

Work experience is co-ordinated by headteacher. Usually work experience involves students from either of the two Rugeley High Schools or from Stafford College. In all cases H&S issues are considered when placing students at this school. Details of Insurance policies, working conditions, expectations etc. are fully completed in conjunction with the student's school or college.

Local Health and Safety Key Performance Indicators (KPI's)

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

The County Council Health Safety and Welfare Policy also requires feedback on certain KPI's more details of these can be obtained from your Health and Safety Adviser.

Our performance indicators are:

- Completion of the Annual Premises Checklist
- Completion of the Annual Self Audit
- Premise Tours
- Review of accident data
- Monitoring of the application of procedures and risk assessments
- Annual H & S report to Governors
- Completion of Fire Risk Assessment annually
- Formal structured review of H & S Policy.

H&S issues are reported to governors through the termly committee meetings, the minutes of which are reported to the full governing body.