

# Astwood Bank Primary Health & Safety Policy



**Approved by:** Headteacher

**Date:** September 2022

**Last reviewed on:** September 2022

**Next review due by:** Annually

## **HEALTH AND SAFETY STATEMENT**

The Trustees of Astwood Bank Primary School recognise their responsibility, so far as is reasonably practicable, under the Health and Safety at work Act (1974), to:

- Provide safe systems of work, plant and equipment
- Provide for safe use, handling, storage and transport of articles and substances
- Provide such information, instruction; protection, training and supervision as is necessary for staff and pupils to safely undertake their work;
- Provide a safe and healthy working environment with adequate working arrangements;
- Provide for the health and safety of persons not employed by the school, but who maybe affected by its activities;
- Encourage all staff to take reasonable care of their own health and safety and to co-operate with the Trustees and management of the school in carrying out their statutory duties;
- Require all staff to report through the appropriate channels any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

### **Consultation**

The Trustees of Astwood Bank Primary School recognise the need to consult staff on matters of health and safety and will recognise the right of staff to appoint Safety Representatives through their recognised Trade Unions or professional associations. The Trustees will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

No individual member of staff shall be required to undertake specific responsibility for any health and safety function (e.g. School Safety Officer, D.Yarnold and in her absence Mr P. Mellows) without first having been consulted.

### **The Role of the Trustees**

The Trustees recognise the Statement of General guidelines of the Department of Education, together with its organisation and arrangements, and they:

- Will undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places to work for the staff and pupils of the school.
- The Trustees recognise that it may be necessary on occasions to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Co-ordinator of Worcester Education Department or such other persons as may be necessary.
- The Trustees recognise the need to ensure that sufficient funds are reserved for the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

- The Trustees recognise their responsibilities to ensure that any significant risks arising from work activities, equipment, substances or premises are assessed, as required under:
  - ✓ The Management of Health and Safety at Work Regulations 1999
  - ✓ The Control of Substances Hazardous to Health (COSHH) Regulations 2002
  - ✓ The Manual Handling Operations Regulations 1992
  - ✓ The Provision and Use of Work Equipment Regulations 1998 – ‘reach heights Procedures’
  - ✓ The Display Screen Equipment Regulations 2002
  - ✓ RIDDOR Regulations 1995
  - ✓ Health and Safety (First Aid) Regulations 1981/1999
  - ✓ The Ionising Radiation Regulations 1985/1993
  - ✓ Electricity at Work Regulations 1989
  - ✓ Noise at Work Regulations 1989
  - ✓ Control of Asbestos at Work Regulations 1987
  - ✓ Control of Lead at Work Regulation 1998

## **ORGANISATION AND PERSONNEL**

### **The Trustees**

- Have overall responsibility for all aspects of the health and safety of employees, pupils and other persons at this school (under section 2 and 3 of the Health and Safety at Work etc. 1974).
- Have responsibility for appointing competent principal contractors where building or plant maintenance work is done.
- Have responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 1974.
- Through the Headteacher, are responsible as far as is reasonably practicable for:
  - Ensuring that the school's Health and Safety policy is implemented, monitored, and regularly reviewed and revised as necessary.
  - Ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety.
  - Monitoring the health and safety need for structural and nonstructural maintenance in the school.
  - The safe condition, storage and maintenance of equipment, ensuring that such equipment can be used safely in the normal running of the school.
  - Ensuring that the premises, the means of access and exit, are safe and without risks to health.
  - Ensuring that safety rules concerning premises and equipment are displayed at the appropriate locations in the school.
  - The adoption of safe working practices by staff and pupils, and by contractors, when on site.
  - Seeking advice and liaising with the appropriate representatives of the Local County Council and contracting organizations for dealing with potential hazards to health and safety.

## The Headteacher

Is responsible, as far as is reasonably practicable for...

- The implementation of the school Health and Safety policy.
- Advising the Trustees of the need to review the school Health and Safety policy.
- The day-to-day responsibility for health and safety in the school
- Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1992, in all areas of significant risk.
- Ensuring that staff receive appropriate health and safety training.
- Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in school are dealt with.
- Emergency procedures, including evacuation in case of fire or bomb threats.
- Ensuring that adequate provision is made for the administration of First Aid.
- Notifying the Trustees of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate action.
- Notifying the Trustees of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" (dangerous occurrence) situations, in accordance with the procedure laid down.
- Ensuring that all new material on health and safety matters, supplied by the DFE or service provider, i.e. LEA, is brought to the attention of any relevant persons promptly.
- Facilitating the meeting of a School Safety Committee, if it is requested by approved Trade Union representatives, and for attending such meetings.
- Consultation with approved Trade Union representatives on any matter affecting the health, safety or welfare of any members of staff and for facilitating that carrying out of their duties, including inspections and attendance at training courses (in accordance with procedures laid down in the Handbook of Safety Information).

## Subject and Year Group Leaders

Are responsible as far as is reasonably practicable for:

- All matters of health and safety in their area.
- Bringing to the notice of the Headteacher (or the school Safety Officer) any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their area.
- Having a working knowledge of regulations, guidance materials and codes of practice in their subject area.
- Producing a departmental/subject safety policy and revising it as necessary.
- Ensuring that staff have received adequate training on health and safety aspects of their specialist areas (especially where use of potentially hazardous equipment or substances is undertaken).
- Ensuring that necessary personal protective equipment (i.e. Eye protection. or protective clothing) is available and well maintained.

- Rubber gloves for First Aid are kept in the Medical room; rubber gloves for cleaning are kept in the cleaning store.
- Ensuring that any risks specific to their area of work are adequately assessed (e.g. risk assessments for the use of tools or equipment).

### **Members of Staff**

Are responsible as far as is reasonably practicable for:

- Ensuring that they are familiar with and comply with the school Health and Safety policy.
- Reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person to the Headteacher, D.Yarnold.
- Co-operating with their employer (Trustees) to enable them to comply with the requirements of the Health and Safety at Work Act 1974.

### **The Caretaker**

Is responsible as far as is practicably possible for:

- Ensuring that they are familiar with and comply with the school Health and Safety policy. They should also be familiar with the LEA's Group Safety Policy "Safety of Buildings" published in the LEA's Handbook of Safety Information.
- Bringing to the attention of the Headteacher (or school Safety Officer) any problems or defects affecting the health and safety of any person on the school premises and recording these in the appropriate record book (kept under the whiteboard in the office)
- Bringing the school Health and Safety policy and risk assessments to the attention of any cleaning or other staff working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).
- Ensuring that any staff under their direct control receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- Ensuring that all equipment and materials received have adequate health and safety information (e.g. manufacturer's data sheets for COSHH assessments to be carried out.
- Ensuring that safe procedures are followed when work of a potentially hazardous nature is undertaken by themselves or others working under their direction.
- Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. signs to warn of slippery floors, uncleared snow or ice etc.)
- Ensure that all contractors in school sign the visitors book and wear the appropriate badge in 'out of school hours work'
- Informing contractors of any hazards that could affect their health and safety while working in the school
- Informing the Headteacher of the arrival (or expected arrival) of contractors for maintenance work.
- The safe use and maintenance of all plant and equipment and the safe use and storage of all materials used for that maintenance.

## First Aider/Appointed Persons

Mrs S Warman/ Mrs D Russell are responsible as far as is reasonably possible for:

- Maintaining the First Aid boxes and all supplies in line with the guidance given in the Handbook of Safety Information p34.

## Safety Representative (appointed by Trade Unions and Professional Associations)

The Health and safety at Work Act provides for the appointment of safety representatives by recognised Trade Unions. Such representatives will be elected by the union membership among the school's staff.

They have the right to:

- Carry out termly inspections of the premises and submit a written report to the Headteacher.
- Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- Represent their membership to the headteacher (as representative of the employer) on matters affecting the health, safety or welfare of the staff.
- Represent the staff/union membership on school safety committees.
- Receive such training as may be necessary for them to perform their duties.

## THE ARRANGEMENTS

### Access and Egress

The caretaker will ensure that all entrances and exits (especially fire exits) are kept free of snow, leaves and any other obstructions.

### ACCIDENT REPORTING

#### All persons except pupils

- All (except minor injuries) should be reported to Mrs Yarnold.(or Mrs S Warman/ Mr P Mellows if DY abs)
- Accidents must be recorded in the Accident Book (kept in the Medical Room). Riddor 3 must be completed (kept in the Medical Room) and forwarded to Mrs. S Warman, the school Business Manager.
- Serious injuries must be reported to the HSE immediately and to the Chair of Trustees.

#### Pupils

Accidents to pupils must be recorded in the Accident Book (kept in the Medical Room)

For serious accidents including...

- a. fracture or suspected fracture
- b. hospital treatment
- c. head injuries
- d. defects in premises / furnishings

Complete pupil accident form and forward to Mrs. S Warman, the school Business Manager who will then forward it to the HSE.

For accident involving death, the HSE and the Chair of Trustees must be involved immediately.

## Blood Borne Diseases

Staff should follow the guidelines as laid down in the handbook on blood borne diseases entitled "Control of Infection in the Workplace" (kept in the Medical Room).

## Building repairs and Contractors

It is important that pupils and workmen are segregated during the school day and that communication between school and contractors is adequate and regular to ensure that the work in progress does not interfere with the normal school work or endanger pupils on the premises. This is monitored by the Headteacher and if unavailable the Deputy Headteacher or a member of the Senior Leadership Team. (Handbook of Safety Information Pg. 19-20).

## Cleaning

Most cleaning of floors resulting in wet and slippery surfaces will be done at the end of the school day. Warning signs should be displayed if cleaning is necessary during the school day.

## Communications

Any problems or defects which could cause possible injury must be reported to the Headteacher or Deputy headteacher/Senior Leadership Team member immediately and always followed up with written details entered into the "Repairs Book", which is kept in the Office, and entered onto the Caretaker's book which is in the Office where it will be seen by the Caretaker each evening. Health and Safety will be raised at all meetings involving any staff. The Health and safety Committee will meet at least twice a year as part of the Safety Audit process. Any issues that arise will be followed up during meetings with all staff.

## Design and Technology

Please refer to the school Design and Technology policy that includes risk assessment for Food Technology.

## Display screen equipment (VDUs)

No child or adult should use the VDU constantly for more than 20 minutes before taking a break. Refer to pg. 51 in the Handbook of Safety and the WCC (Display Screen Equipment) Regulations 1992.

## Fire Alarms

The fire alarm system is tested monthly and a record of the test is kept in the Office.

## Fire Appliances

All extinguishers are checked by annual inspection from the Extinguisher Maintenance Department of the Fire Brigade. A record of this inspection is noted on each extinguisher. Staff should be made aware that red extinguishers should NOT be used on electrical equipment - refer to the Handbook of Information pg. 30.

## Fire and Emergency Procedures

Fire and emergency procedures are carried out at least once per half term

## Action on hearing fire alarm bell

1. Staff will supervise the children leaving the building by the appropriate exit.
2. Everyone **should walk calmly and quickly**.
3. No one should stop or return for any belongings.
4. A class list and record of the number of children present will be taken out by the teachers and a roll call

taken when the children have lined up at the agreed assembly point(s). The office Visitors, Staff and Pupils signing in and out books should be taken out by the secretary.

5. The Headteacher should be informed immediately if anyone is missing.
6. Small fires may be dealt with by using an extinguisher.
7. If necessary the Fire Brigade will be called.
8. Access should be kept clear for the Fire Brigade and all gates unlocked.

### **ON THE DISCOVERY OF A FIRE:**

**FIRST ENSURE THE SAFETY OF THE CHILDREN**  
**OPERATE THE NEAREST FIRE ALARM**  
**GO TO THE NEAREST LINE UP POINT**  
**OFFICE STAFF, DIAL 999**

### **Fire Exits**

All escape routes should be clearly marked and should be kept clear of any obstruction.

### **Fire notices**

In each room there is a notice showing exit and assembly points, and a map of the exit route to the assembly point.

### **First Aid**

- There is one First Aid cabinet in the office.
- All First Aid bags are maintained by Mrs. D Russell.
- There is a basic first aid kit in each classroom maintained by the lunchtime supervisors.
- The appointed First Aiders are Mrs. S Warman, Mrs. Debbie Yarnold, Mrs. D Russell, Mr P Mellows.
- Anyone receiving minor First Aid will be given appropriate treatment.
- Protective gloves will be worn by ALL staff before any First Aid involving blood or other body fluids given.
- All treatment given to children will be entered in the accident book.
- Parents will be informed about any head injury.

### **Flammable Substances** *A centre of learning and opportunity*

Most aerosols, some paints and spirit type fluids are kept in the chemical shed

### **Head Lice**

Refer to the school policy on this matter.

### **Hazardous Chemicals (COSSH)**

A hazardous substance is defined as one which is harmful, irritant, corrosive or toxic. Please refer to H.W. Handbook of safety Information pg. 49 and Data sheet in section 4. All hazardous chemicals are kept in the chemical shed or locked in the caretaker's cupboard.

### **Information publications**

The Handbook of Safety Information and other safety publications are all kept in the office.

### **I.C.T.**

Refer to school I.C.T. policy regarding safe use of equipment.

### **Journeys and Visits**

Please refer to the school policy on "Educational Visits" and the WCC booklet "Outdoor Education - Guidelines for good practice" which are kept in the Headteacher's office.

### **Lettings**

Please refer to the school's lettings policy.

### **Machinery and Equipment (e.g. Cleaner's machines)**

All breakdowns of machines should be reported immediately to the Cleaner in Charge.

### **Medicines**

Please refer to the school's Children with Medical Needs Access Policy on the administration of drugs. Inhalers and Piriton are kept and administered in the office with a written record of use being kept. Epipens are kept in the Medical Room. All teaching staff have regular training on the use of Epipens.

### **Monitoring**

The monitoring of the safety performance, including an analysis of accident records and trends, the results of the 6 monthly Safety Audit and the annual review of the Health and Safety policy, shall be the responsibility of the Trustees through the Health and Safety Committee.

### **Near Misses**

Systematic consideration of 'near misses' can help to reduce the number of actual accidents. All 'near miss' situations are to be brought up at meetings and discussed under Health and Safety items.

### **Physical Education**

Please refer to the school policy on Physical Education.

### **Playground Safety and Supervision**

Each playground is used at playtime and Lunchtime. The children are supervised at all times by either a member of the teaching staff, teaching assistants or the lunchtime supervisors. The playground surfaces and equipment are regularly checked visually and any defects are reported to the school office.

### **Portable Electrical Appliance Testing**

There should be a termly visual inspection by staff and an annual test and inspection by competent persons for all equipment used by pupils.

### **Protective Clothing**

Specialised clothing such as gloves, goggles and overalls for Forest schools may be worn as and when appropriate.

### **Public Performances**

The school should ascertain what arrangements are necessary for the safety of the public and obtain a Public Entertainments Licence.

## **Record Keeping**

Records are kept of:

- a) Accidents
- b) Boiler inspections / repairs
- c) Fire alarm tests
- d) Fire drills
- e) Fire appliance checks
- f) Portable electric appliance tests
- g) Use of stage lighting
- h) Water tests

## **Reporting**

A report on Health and Safety is included on the agenda or every full Trustees' meeting and regular meetings are held by the Health and Safety Committee.

The Trustees include a statement on Health and Safety once a year in their Annual Report to parents.

## **Risk Assessment - Activities/Equipment/Premises and Substances**

The Health and Safety Co-ordinator, D.Yarnold/ Mrs S Warman/ Mr P Mellows, in consultation with staff, carries out a risk assessment review annually.

## **Safety Inspection**

The Health and Safety Co-ordinator / Governor Representative and the Cleaner in Charge together carry out the six monthly "Safety Audit"

## **Schools Safety Committee**

The Health and Safety Co-ordinator meets regularly with the Health and Safety representative from the Trustees to review Health and Safety issues.

## **Security**

ALL visitors to school must report initially to the school office. This is manned at all times by members of the secretarial staff. Visitors then sign the visitor's book and are issued with a badge to wear while they are in school. All children coming in late or leaving early must be signed in or out at the school office. All staff leaving the premises within their working hours should also sign out at the office. Staff should also sign in and out of the premises each day.

*A centre of learning and opportunity*

## **Stage Lighting**

The stage lighting is the sole responsibility of Mr. J. George. The equipment is kept in the PE Store cupboard. If any member of staff wishes to use the lighting they must give reasonable notice to Mr. George. No lighting or wiring should be modified or altered in any way except with the agreement of Mr. George. A record of use will be kept by Mr. George in a book in the sound bay drawer. A record of any repairs and modifications to the system will also be entered into the book. The equipment is tested annually as part of the portable electrical appliance testing. Any lighting set up should be inspected personally by Mr. George before being connected to the mains and should be dismantled, inspected and packed away for storage by him. The inspection will be recorded by Mr. George and any repairs should be noted. Any lighting brought into school must be of sound construction and will be inspected before use. Staff will be trained as and when it is needed prior to use.

## **Sun Safety**

The school is to follow guidelines not to administer sunscreen to children in school.

## **Training**

The Cleaner in Charge is trained in “Chemical and Manual Handling” and is responsible for the training of other cleaning staff. All other members of staff are made aware of the Health and Safety policy and its requirements when they start employment at the school.

## **Vehicle Access - Car Parking**

The car park is clearly segregated from play areas and is securely fenced and gated to prevent access by pupils. It should only be used by staff, visitor and parents with disabled children. Parents should not use the car park to drop off or pick up children - including those attending before and after school clubs. Parents and children are regularly requested not to walk through the car park but to keep to pedestrian pathways around school.

## **Violent Incident Reporting**

All incidents should be notified by means of the accident reporting procedure. Handbook of Safety Information pgs 2.1 - 2.3 and 2.7 for all incidents.

## **Water Safety**

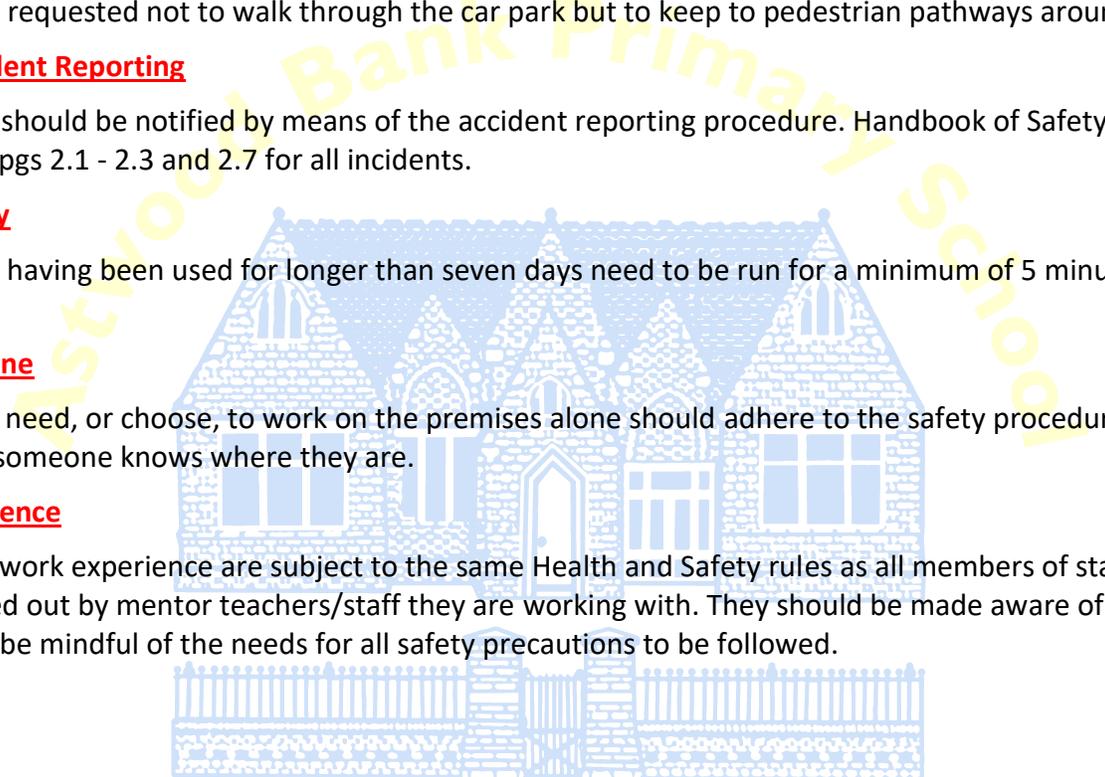
Any taps not having been used for longer than seven days need to be run for a minimum of 5 minutes to clear the system.

## **Working Alone**

All staff who need, or choose, to work on the premises alone should adhere to the safety procedures and ensure that someone knows where they are.

## **Work Experience**

Students on work experience are subject to the same Health and Safety rules as all members of staff. Training will be carried out by mentor teachers/staff they are working with. They should be made aware of potential hazards and be mindful of the needs for all safety precautions to be followed.



*A centre of learning and opportunity*