



# SHANKLEA PRIMARY SCHOOL

## Health and Safety Policy

### Policy Control Details

Date policy approved:	September 2018		
Prepared by:	Helen Brown	Signature	Date
Approved for issue by:	Gareth Pearson	Signature	Date
Review period:	1 year		
Review required by:	September 2019		
Responsibility for review:	Health and Safety Committee		

## INTRODUCTION

The health and safety of both staff and pupils has always been of paramount importance in the Education Service. The Head Teacher is traditionally responsible for the discipline and internal organisation of the school, and for the safe conduct of the school and school related activities.

Under the Local Management of Schools framework, the Governing Body fulfils many of the functions of the employer and has significant responsibility for the day to day running of the school and the management of the delegated budget. Consequently the Governors share with the LEA responsibility for health and safety in the school to the extent to which they have control over the management of the school and the budget. The modern management of schools is, therefore, a well integrated partnership between the LEA and the Governing Body, with the LEA providing many of the services and technical expertise required for safety matters.

The Health and Safety at Work Act requires the employer to publish a Health and Safety Policy which sets out the policy of the employer with regard to health and safety, describes the management organisation responsible for implementing the policy, and describes all the arrangements in force with regard to health and safety. The policy must be brought to the attention of every employee.

In order to comply with this requirement, the Children's Services Safety Policy and Safety Information Manual (LEA Safety Policy) and Manual of Guidance has been issued to all schools. However, due to the inevitable differences in the internal management and organisation of schools, the LEA Safety Policy is:

- In parts, of a broad and general nature
- Unable to provide all the detailed information required by law
- Unable to describe the safety management systems and procedures adopted by different schools
- Unable to provide for the Governing Body to acknowledge its responsibilities and set out its own policy and arrangements for health and safety.

Therefore, this policy has been devised to complement the LEA Safety Policy and provide those details which an LEA policy cannot. The full concept of a school policy is described in Part 2.

In order to issue this policy, much work has already been done by many members of staff, and the Governors wish to acknowledge their appreciation of all their contributions. It is not possible to cover every conceivable topic in the first draft, and much is subject to change as time goes on. Therefore, it is important that a regular update of the policy is carried out. Further contributions from staff, or suggestions for additional information which would be useful to include, would be most welcome.

Clearly, the maintenance of a detailed policy will require a continuing commitment from staff, but in return it can offer the worthwhile advantages of a clear and well organised system of safety management, and access to clear safety information, to the benefit of everyone.

This detailed approach to Safety Management also plays a vital part in the County Council's new approach to Risk Management, to reduce the numbers of accidents and incidents as well as reducing the costs of litigation which impose an unacceptable budgetary burden. I warmly commend it to all staff.

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MR G PEARSON Chair of Governors

\_\_\_\_\_  
Date

## **Roles and Responsibilities:**

### **Governors:**

The governing body is responsible for:

- Ensuring that the Headteacher has made adequate arrangements to discharge their responsibilities for health and safety.
- In conjunction with the Headteacher, provide a monitoring role for the school for health and safety performance.
- Ensuring health and safety issues are covered at meetings of governing bodies, either through special meetings or a standard agenda item.
- To ensure adequate resources are given to safety issues.

### **The Headteacher**

The Headteacher is responsible to both the LEA and Governors for all matters concerning the safe conduct of the school and all its related activities:

- Ensuring that all full and part time employees under their control, carry out their work so as to avoid, so far as is reasonably practicable, risk to the health and safety of pupils, students, employees or any member of the general public.
- Ensuring that health and safety is an integral part of the management of the school. This will include setting objectives as part of a planned approach to full legislative compliance.
- Ensuring that all staff are aware of any literature and follow any instructions or procedures issued by the County Council relating to health and safety.
- Where appropriate, nominating staff to be responsible for specific aspects of health and safety and ensuring that all staff are aware of such delegations.
- Ensuring that there are adequate arrangements for the supervision of pupils at all appropriate times.
- To consult with school safety representatives on all matters that arise relating to the health, safety or welfare of staff under their control and take appropriate action in response to reports received.
- The incorporation of safety requirements and future objectives in the development and budget planning of the school and where appropriate, inclusion in the School Development Plan
- Reviewing the health and safety performance of the school on a regular basis in conjunction with the school governing body.

### **The Deputy Headteacher**

The Deputy Headteacher(s) assists the Head in the day to day management of the school and deputises for the Head during any period of absence.

### **The School Business Manager**

The School Business Manager will be nominated as the "Health and Safety Co-Ordinator"

- Be responsible for the day to day management of health and safety
- Establish a structured system of safety management, in accordance with the LEA Health and Safety policy.
- Ensuring that adequate arrangements exist for the reporting of accidents and potential hazards, and that such reports are forwarded to the County Council and relevant statutory authorities (HSE)
- Ensuring that fire safety advice forwarded by the County Council is adhered to, and that all reasonable precautions are taken by staff to minimise the risk of fire.
- Liaise with contractors to ensure an adequate exchange of health and safety information

- Ensuring that all reported defects in the buildings and grounds are dealt with promptly
- Ensuring that all staff are aware of the information contained within this document
- Ensuring that all staff comply with the procedures laid down in this document
- Reporting to the Headteacher

### **Subject Co-ordinators**

The Subject Co-ordinator is responsible to the Headteacher for the safe management of the Subject, in accordance with the LEA guidance and the LEA Safety Policy, and for implementing all school procedures relating to health and safety.

The Subject Co-Ordinators are responsible for:

- Identifying and clearly prioritising both the immediate long term requirements of the subject, with regard to health and safety, and provide this information to the Headteacher so that it may be included in the normal budget.
- Creating and maintaining a permanent file of all safety publications and guidance issued by the LEA, or any other relevant bodies or professional associations, relevant to the subject concerned or relevant to their subject area. Ensuring that this is freely accessible to all relevant staff and that all subsequent additions are brought to the attention of all such staff, and added to the file, as appropriate.
- Making appropriate arrangements for the periodic monitoring of safety standards, arrangements and progress towards identified objectives. Reporting results to the Headteacher.
- Assisting in the fostering of a positive safety culture within the subject.

### **Class Teachers:**

The safety of pupils in classrooms is the responsibility of the class teachers. They are expected to:

- Know the emergency procedure in respect of fire and first aid
- Give clear instructions and warning as often as necessary
- Follow safe working procedures personally

### **All Staff**

**The Health and Safety at Work Act 1974 places duties on all staff:**

- To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and to co-operate with the employer and his representatives so far as is necessary in order for the employer to fulfil any of the relevant statutory provisions.
- Making it an offence to 'recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions'.

The Management of Health and Safety at Work Regulations 1992 requires all staff to:

- use all materials, machinery and equipment etc. in accordance with the information, instruction and training which they have received
- report immediately to their headteacher/caretaker any defects in the equipment etc;
- report immediately to their headteacher/caretaker any serious and immediate danger to the health and safety;

- report to their headteacher/caretaker any matter which they, taking into account their instruction and training, would reasonably consider represented a shortcoming in the protective arrangements for health and safety. (It is sufficient to report a given matter once only and not to have to repeat it).

All members of staff are responsible for:

- observing all instructions on health and safety issued by the Director of Education, Headteacher, Head of Department or any other person delegated to be responsible for a relevant aspect of safety
- observing all safety rules relating to the use of specific machinery
- reporting all accidents to their Head of Department and ensuring that an accident report form is completed
- reporting all potential hazards to health and safety to their Headteacher/Caretaker
- assisting officers of the County Council in their inspections and investigations and assisting inspectors from the Health and Safety Executive to carry out inspections and investigations.

### **Unit Managers**

School is contracted to 'Northumberland Contracting' who operate their own procedures.

The Headteacher, School Business Manager and Unit Manager will liaise so as to co-ordinate any necessary safety arrangements which relate to each other's staff, and in relevant matters related to the management of the building in general.

### **Senior Caretakers, Caretakers and Cleaners in Charge**

The Caretaker is responsible to the Headteacher for the safe organisation and work of themselves and the cleaning services they are responsible for, reporting defects to the building of their equipment and any other relevant matters to the Headteacher.

### **THE MANAGEMENT OF HEALTH AND SAFETY**

The Governors, Headteacher, Deputy Headteachers, School Business Manager, Caretaker and Unit Manager form the Health and Safety Management Team. Health and Safety matters are dealt with by the Health and Safety Management Team as and when required.

### **First Aid**

Information on the location of first aid boxes in school and nominated first aiders should be made available to all staff and visitors.

First Aid boxes are clearly labelled and are located in the main school office, the school kitchen, the school hall, Nursery area, ICT Suite and the Year 5 area.

First Aid boxes should contain a sufficient quantity of first aid materials and nothing else. Each box should have a contents list. Contents of the box should be replaced as soon as possible after use.

The following staff are First Aid at Work trained:

Helen Brown	Kay Laughton	Gail Ridley
Sharon Shires	Lesley McConnell	Sandra Sivell
Claire Crowther	Laura Morris	Jennifer Ward
Lindsay Carr	Deborah Notley	Margaret Hume
Deb Allen Coope	Fiona Robson	Helen Jackson
Sara Baxter	Maxine Short	Jade Martin
Tania Donnelly	Gillian Trood	Stacey McBride
Dawn Fenwick Dunn	Julie Turnbull	Diane Middleton
Duncan Gale	Angelina Doyle	Elaine Blackett
Fiona Gaultier	Deborah Brabrook	Peter Allan
Jan Graham	Carol Swarbrick	Hayley Hansom
Laura Greenwood	Yvonne Armstrong	Sarah Harris
Sharon Hagan	Janice Butler	Andrew King
Cherie Tyler	Beverley Heppell	Janet Harris
Joshua Rutherford	Jennifer Wealleans	Sarah Brown
Julie Kennington	Claire Ricalton	Emily Rigg

The following staff are Paediatric First Aid Trained:

Lisa Connelly	Janice Butler
Heather McClurry	Jan Graham

## Accidents

All minor accidents will be dealt with in school by a responsible adult, usually a trained First Aider. All accidents are reported in an accident log which is kept in the school office.

If the first aider considers the accident to be serious, they must inform the Health and Safety Co-Ordinator and the Headteacher. They will decide on further action to be taken.

Should a child be taken to hospital, the parents should be informed and a member of staff should accompany the child in the ambulance. The cost of any return journey made by the member of staff should be borne by the school.

Following the incident, an ACC1 form should be completed and submitted to Northumberland County Council. For more serious accidents where repercussions appear likely an ACC2 form should be completed and submitted.

## Use of Medicines in School

Medicine is administered by school staff on a voluntary basis. Medicine to be administered in school must be prescribed by a doctor. "Over the counter" medications cannot be administered by school staff and should not be brought to school.

Antibiotics and other medicines can usually be administered out of school hours ie before school, after school and before bedtime. If however, there is a need to administer medicines at school, parents must complete an "Administration of Medication to pupil's agreement between parents and school" form.

School staff should keep a written record of the time medication was given and by whom to avoid more than one person ever giving more than the recommended dose. This should be kept with the parental consent form. For each student with long-term or complex medication needs, the Headteacher will ensure that a "Healthcare plan for pupils with medical needs" form is completed. This may be accompanied by additional information from appropriate health professionals.

Inhalers/nebulizers are stored safely in the first aid cabinet at the main first aid station in the school office. They will be issued by staff to pupils as and when they need them.

## **Fire Safety**

There will be at least one fire practice each term, preferably at the beginning of the new term, the outcome will be recorded in the Fire Log Book. The time of the practices should be varied to cover all times of the school day.

Fire Evacuation procedures and maps detailing primary and secondary exit routes and instructions on what to do if the fire alarm sounds, are displayed in classrooms and other strategic positions around school.

The Health and Safety Co-Ordinator and the Caretaker are responsible for co-ordinating fire drills and maintaining records of fire drills and fire alarm tests.

## **Safeguarding**

The school has a door access system, which allows authorised access only and allows movement between different parts of the buildings at specific times.

All visitors will be expected to report to the main school office, where they will be asked to sign the visitors' book and collect a visitor badge.

ID checks may be required. Visitors will be asked to read and sign the "Visitor Information Forms". All individuals who have unrestricted access to pupils are subject to DBS arrangements and details are maintained in the School Single Central Record.

Such measures enable school to be secure and safeguard staff and pupils against the risks of unauthorised entry.

Staff are encouraged to challenge politely anyone in school they do not recognise who is not wearing either a "Visitor" or other authentic staff badge.

The school operates a strict "No Mobile Phone" policy. Visitors are asked to leave their mobile phones in the main school office.

## **Risk Assessments**

The Premises Committee has adopted the LA's generic Core Risk Assessments as the basis for the school's own Risk Assessments.

A written assessment of all activities that involve significant risk to health or safety should be produced, in which the hazards, risks and necessary precautions are identified.

Most assessments are best done in light of the particular circumstances in the school, by the school staff.

## **Manual Handling**

A written assessment of all manual handling tasks likely to involve risk of injury should be produced. Wherever reasonably practicable, procedures and practices should be changed to eliminate or otherwise reduce manual handling tasks.

## **Hazard and defect reporting**

All defects and hazards relating to the buildings or grounds should be reported immediately to either the Caretaker or the Health and Safety Co-Ordinator. The "Defects Report Log" which is held in the school office should also be completed.

The Caretaker or Health and Safety Co-Ordinator will report building/site defects to the County Council, in those cases where the County Council is responsible for the maintenance. Property Help Desk can be contacted on 01670 622339.

A contractor's induction pack is made available to those carrying out appropriate works.

The Health and Safety Co-Ordinator is responsible for monitoring the progress on all defects reported.

Health and Safety issues are discussed during weekly staff meetings.

## **Control of Substances Hazardous to Health**

The responsibility for carrying out COSHH assessments will rest with the Caretaker. COSHH will be carried out according to the LA's guidance. The Caretaker has a file of COSHH sheets relevant to substances used on site.

## **Electrical Safety**

All electrical equipment used in school is tested annually by a qualified electrician. This is undertaken via a Property Services SLA through Northumberland County Council. Staff must not use their own electrical equipment in school.

## **Display Screen Equipment**

Staff who are using computer workstations regularly and for a significant part of their working day (defined as "computer users") should be provided with a suitable workstation which is ergonomically designed to minimise the stresses and strains of this type of work. In practice this requires the provision of adjustable furniture to provide optimum support and comfort for the user and a clear screen display which is set up to avoid unwanted reflections.

## **Educational Visits**

All school trips are planned by a competent Party Leader. The details relating to the planning process are then entered into the County Council's EVOLVE system. These details are then checked by the appointed School Educational Visits Coordinator (EVC) who has undertaken the County Council's recognised training course. The EVC must ensure that risk assessments are in place to cover the trips made by the school for both Category 1 and Category 2 visits. Additionally, the EVC should ensure that members of staff have access to the County Council's Code of Practice for educational visits.

In the case of Category 2 visits the school's submission is assessed by the Outdoor Education Safety Adviser (OESA) before final approval is made for the trip to go ahead. Trips must not proceed unless approval by the Headteacher and, where relevant, the OESA is verified.



## **Play Equipment**

The school play equipment is checked regularly by school staff and inspected at least annually by a competent contractor. This is undertaken via an SLA through Northumberland County Council.

Any actions identified in the Play Equipment Inspection report are initiated immediately. Where necessary, equipment is taken out of use temporarily until repairs are completed.

## **Smoking Policy**

The school operates a strict no smoking policy

## **Dogs on site**

Dogs are not allowed on the school site, with exception of guide dogs.

## **Summary**

### **Rationale**

To ensure as far as is reasonably practicable, the provision of a safe and health working environment for all adults and children in school.

### **Aims**

- 1) To ensure that everyone working in school carries out their duties so as to Avoid risk to the health and safety of others
- 2) To make all staff aware of health and safety literature issued to schools Especially the Health and Safety Policy and information manual issued by Northumberland County Council
- 3) To ensure that all potentially hazardous activities are supervised by a Qualified and experienced member of staff
- 4) To ensure that adequate arrangements exist for the emergency evacuation of the building, that all staff are aware of these arrangements, and that they are practised regularly
- 5) To ensure that adequate arrangements exist for reporting of serious accidents and that all adults are aware of these
- 6) To ensure that all defects and unsafe equipment is reported to the member of staff concerned
- 7) To ensure the adequate provision of First Aid materials placed strategically around school and that at all times there is at least one member of staff with a recent qualification in First Aid
- 8) To ensure adequate consultation with staff on all matters relating to Health and Safety

In order to foster a positive attitude towards safety, the children shall be taught:

- The need for care and consideration when moving around the building
- The safe methods for handling and storing materials and equipment
- The need for hygiene when handling food
- The correct way of lifting and moving P.E. apparatus
- The need for suitable clothing for activities such as P.E.
- The correct use of tools
- Fire procedures

#### **Related School Policies and Documents:**

School Fire Safety Policy  
School First Aid Policy  
School Accident and Reporting Policy  
School Managing Medication Policy  
School Smoke Free Policy  
School Security Policy  
School Drugs Education Policy  
School Risk Assessment Policy  
School Safeguarding Policy  
School Outings and Visits Policy  
School Infectious Diseases and Infection Control Policy

This policy will be reviewed in February 2017

