

Winchelsea



All Individuals Matter

WINCHELSEA PRIMARY SCHOOL
RUSKINGTON

HEALTH AND SAFETY POLICY

Part 1: Health and safety policy statement

The board of governors regards the promotion of health and safety at work to be of the utmost importance for all personnel that attend as pupils, work in and visit Winchelsea Primary School.

It is school policy to ensure that every reasonable step be taken to prevent injury and ill-health to personnel by protecting individuals from hazards at work. This also includes pupils and visitors to the school whether it is for pursuance of their employment or other activities.

This is approached by:

- Assessing and controlling risk as part of the day-to-day management of school activity
- Providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently
- Ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out-of-school activities
- Periodic review of the safety policy as school activities and the associated risks change.

All personnel employed within the school have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.

All employees within the school have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- Complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions
- Reporting (to the School Business Manager) any incident that has led, or could have led, to damage or injury
- Assisting in any investigation with regard to accidents, dangerous occurrences or near-misses.

In line with the safety organisation set out in part 2 of this policy, it is the responsibility of all teaching staff to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures that are to be followed within the school.

Part 2: Safety organisation

Objectives

2.1 The objectives of Winchelsea Primary School's health and safety policy are to:

- Promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act 1974, other statutory instruments and approved codes of practice
- Ensure that places and methods of work are safe and healthy through the arrangements set out in part 3 and others that are adopted from time to time as appropriate to changing circumstances
- Protect personnel, whether they be employees, pupils, members of the general public visiting the school, or contractors and their employees, from any foreseeable hazards
- Ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety insofar as is reasonable and practicable
- Ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare
- Ensure that awareness with regard to all aspects of safety is fostered by all personnel
- Ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to safety
- Ensure that full and effective consultation on all matters is encouraged.

Responsibilities

2.2 Responsibilities of individuals with the school are as follows:

- **Board of Governors.** The ultimate responsibility for all aspects of health and safety at work within Winchelsea Primary School rests with the board of governors through the safety organisation.
- **Head Teacher.** The Head teacher is responsible for the effective implementation of the safety policy and for encouraging staff through regular monitoring, to implement health and safety arrangements.
- **School Business Manager.** The School Business Manager is adviser to the Head teacher on health, safety and welfare within Winchelsea Primary School. She is also to advise all personnel in meeting their individual responsibilities with regard to health and safety at work.
- **Teaching Staff.** The responsibility of applying safety procedures on a day-to-day basis rests with all teaching staff. All accidents will be investigated by them in accordance with current procedures in order that the cause of any accident can be identified and remedial action taken as appropriate. They are to ensure that all new members of staff and pupils under their control are instructed in their own individual responsibility with regard to the Health and Safety at Work Act 1974

and that they frequently make inspections of their area(s) of responsibility, taking prompt remedial action where necessary.

- **Employees and pupils.** Employees and pupils have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the school, contractors, and members of the public. They are required to co-operate with supervisors, line managers, safety representatives and the School Business Manager, and to adhere to safety guidance given in helping to maintain standards of health and safety within the school.
- **Safety Representatives.** It is the responsibility of the safety representatives – Ruth Rowlands and Karen Jones, to make such proposals as they see fit with regard to methods of achieving improvements in health and safety aspects. Stephen Riley as Caretaker should ensure that health and safety guidelines are followed at all times.
- **Contractors.** It is the responsibility of contractors and their employees to read and comply with the school health and safety policy.

Health and Safety Assistance

Lincolnshire County Council Health and Safety Team are available to provide health and safety assistance. The team can be contacted on (01522) 554917/553514 or 07584 339673 or by sending an email to corporatehealth&safety@lincolnshire.gov.uk.

The first and immediate contact for Schools Health and Safety matters, queries, questions, advice or help is the number above as no particular person is designated to individual schools. Each request will be evaluated by H&S Support and actioned accordingly.

Part 3: Safety arrangements

Introduction

The safety arrangements set out below are for the information, guidance and compliance of all personnel in Winchelsea Primary School.

Health and safety are integral parts of management. They are key considerations that should underpin and facilitate educational and financial activity. Under the Health and Safety at Work Act 1974 and common law, employers and employees must look after children in their care.

In carrying out their normal functions, it is the duty of all staff to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk and are recorded separately. These can be summarised as:

- Providing and maintaining safe equipment and safe systems of work
- Making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles
- Providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety
- Providing safe places of work with safe access to and exit from them
- Providing a safe and healthy working environment
- Providing a system for rapidly identifying and remedying hazards
- Where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment.

More specific arrangements are set out below and will be appended from time to time as necessary to address new risks.

All personnel have a statutory duty to co-operate in fulfilling the objectives of the board of governors and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.

Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to the School Business Manager.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Specific arrangements for health and safety

3.1 Accident reporting

Minor pupil injuries/first aid treatments will be recorded by the person administering first aid in the accident book kept in the medical room.

All employee injuries and significant injuries to pupils are to be reported to one of the safety representatives by the person or persons involved in the injury and entered into the accident report book. Accident books are held in the school office. The safety

adviser is to ensure that the form PO3 is completed (online); a paper copy is to be kept on file and that the board of governors is informed of all accidents of a serious nature and any dangerous occurrences. Where applicable the requirements of current legislation Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 are followed.

3.2 Accident investigation

- All significant accidents or incidents that are considered to be dangerous and near-miss situations are to be reported to the School Business Manager or the safety representative
- The safety representative is to carry out an immediate investigation into the incident in order to identify the cause of the accident and measures taken to prevent a reoccurrence
- Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum
- All contractors must ensure that accidents involving their personnel are reported to the safety representative of the school, as well as their own reporting chain.

3.3 Reporting procedures

Any practice or condition that is likely to have an adverse effect on the health and safety of personnel, or damage to equipment or property, is to be reported to the School Business Manager. Such reports are to be recorded.

3.4 First aid arrangements

It is the policy of the school to train as many staff as possible in emergency first aid so that there is always cover for the most likely times that injuries occur and for absences/school visits etc. This training is repeated every three years to maintain competence. All teaching staff now have their own first aid boxes in their classrooms. They are responsible for restocking any items used (Please see Karen Jones about restocking). There is an additional first aid box in the medial room which Karen Jones is responsible for.

Staff should administer first aid treatment in accordance with their training and always err on the side of caution by referring pupils for further medical attention as set out below or when in doubt.

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil, should be referred immediately for further medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via the standard letter of any non significant head bumps which show no signs or only slight reddening.

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention.

Aids and hepatitis B viruses are a risk to staff involved in the provision of first aid. The universal precautions for cleaning up body fluid spillages detailed in the Department of Health poster “Guidance on infection control in schools and nurseries” should be followed to prevent the spread of infection.

3.5 Out of school visits and activities

All personnel that arrange or actively participate in school visits or out of school activities must follow the procedures outlined on EVOLVE. The forms raised need to be authorised by the Visits Co-ordinator and the Head teacher.

3.6 Safe working procedures

Teaching staff must ensure that safe working procedures are developed through:

- Assessing the tasks
- Identifying the hazards
- Defining a safe method
- Implementing the system
- Monitoring the system

Once developed, safe working procedures must be promulgated to protect all personnel working within their area(s) of responsibility from dangers to their health and safety. They are also to familiarise themselves with laid-down procedures and ensure that personnel under their control are fully conversant with these procedures.

3.7 Defective tools and equipment

- All defects found in hand tools, power tools or any other equipment must be reported immediately to the School Business Manager
- The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be reissued for further use until repair has been affected.

3.8 Means of access

- When using access equipment, such as ladders, crawling boards, etc, the correct equipment is to be used for the job to be undertaken. Stepladders should always be supported by an assistant
- Always use correct routes of access. Do not use short cuts; they can result in serious accidents.

3.9 Good housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below:

- Keep corridors and passageways unobstructed
- Ensure shelves in storerooms are stacked neatly and not overloaded
- Keep floors clean

- Do not obstruct emergency exits.

3.10 Electrical equipment

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- The protective outer sleeve of electrical cables is to be firmly secured within the electric plugs. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to rewire the plug correctly
- Electrical equipment that is known to be, or suspected of being faulty must not be used
- If electrical equipment becomes faulty whilst in use, it is to be isolated from the source of supply and secured so that it cannot be used until repair has been affected.

3.11 Use of harmful substances

- When using harmful substances, whether they be material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health
- No new materials or chemical substances are to be brought into use unless an assessment using the Control of Substances Hazardous to Health Regulations 1994 has been carried out and clearance given for use by the safety representative. The caretaker is to be in possession of a safety data sheet (copies of which are to be held in the H&S file in the office).
- Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the safety representative.

3.12 Emergency services

- Fire, police or ambulance services can be contacted by dialling Line/999 from the main office phone or 9/999 from other handsets and asking for the service required
- There is a first aider on call within the school during working hours.

3.13 Fire prevention

- Fire orders are available for all personnel to read. They cover all aspects of fire prevention
- A notice, “Action to be taken in the event of a fire” is posted in all buildings at fire points and each classroom has a printed notice clearly identifying the evacuation route and assembly area to be used
- Personnel are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire
- The most important part of fire control is prevention. It is with this in mind that all personnel are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked “flammable”
- Fire evacuation procedure, fire prevention training and fire alarm testing are to be carried out in accordance with current legislation.

3.14 Visitors

- It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school
- Visitors should not be allowed to enter work areas unaccompanied and, where protective clothing is issued for a specific area or task, the same level of protection is to be afforded to any visitor proceeding to that area.

3.15 Contractors

Contractors working within the school are required to comply with health and safety guidelines. Contractors should sign in so that, if necessary, they can work on the school site without an escort. They should report back to the school office to sign out before leaving the site. Any breach of these rules is to be reported to the School Business Manager and/or safety representative.

3.16 Legionellosis

The primary aim is to prevent the build-up of the *Legionella pneumophilla* organisms in water systems and to prevent inhalation of infected water droplets.

Control measures are as follows:

- The water temperature is to be below 20 degrees C or above 55 degrees C and this is to be checked monthly
- Records are to be maintained of all cleaning and temperature checks carried out
- Water storage tanks are to be covered
- Records are to be maintained of any maintenance, water treatments or disinfection.

3.17 Manual handling of loads

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.

Statutory Notices

The following statutory notices are displayed in the school entrance, in the Foundation unit and in the mobile classroom:

“Health and Safety Law” poster.

Employee Induction Procedures

The capabilities of all new staff with regard to their own health and safety and that of pupils in their care will be taken into account before employment starts. Adequate information and training will be given to ensure that they are aware of the school’s health and safety arrangements, particularly:

- Evacuation procedures
- First aid and injury reporting arrangements

- Any other relevant emergency procedure.

Risk Assessment Procedures

Risk assessments shall be recorded separately.

Risk assessments will be reviewed every year or when circumstances change.

Health and safety information and advice are available on all aspects of health, safety and welfare from the safety representative or by contacting the Health and Safety Team (01522) 554917/553514 or 07584 339673.

Signed: _____
Chair of Governors

Dated: _____