

HEALTH & SAFETY POLICY

THURLASTON CHURCH OF ENGLAND PRIMARY SCHOOL

Introduction

This policy statement is read in conjunction with the policy statement of Leicestershire County Council (Parts I and II), Leicestershire Authority Health and Safety Policy (Part IIIA) and constitutes Part IIIB.

In a county or controlled school, the LA is the employer. In an Aided School the Governing Body is the employer.

Context

The Health and Safety at Work Act 1974 imposes a duty of care on employers and employees in workplaces. The Governing Body will ensure compliance with all current and future Health and Safety legislation appertaining to educational establishments. Schools must ensure that the guidance already issued to schools regarding the COSHH (Control of Substances Hazardous to Health) Regulations is complied with.

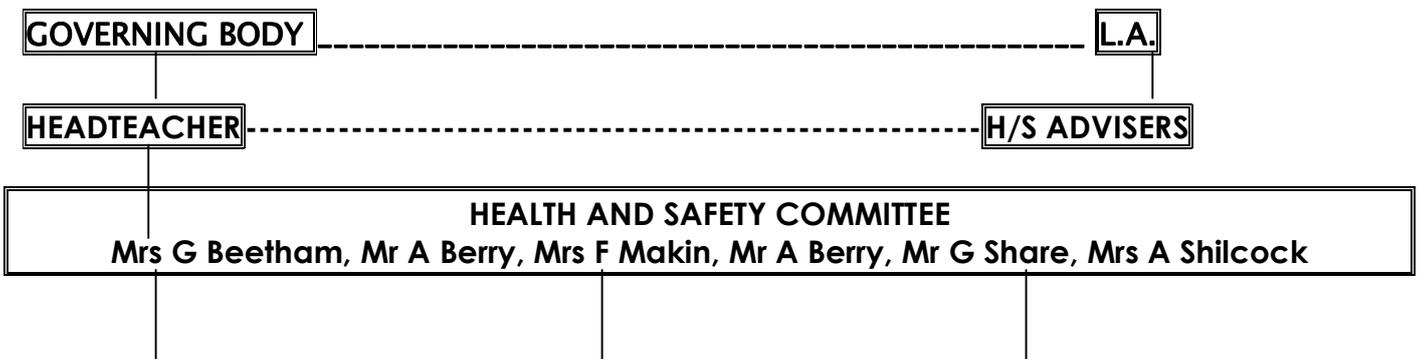
This policy is designed to ensure that the Governing Body through its delegated powers promotes, establishes and consolidates such measures as are reasonably practicable to foster the safety, health and welfare at work of all employees and all other users of these premises. It is based on the Health and Safety at Work etc. Act and EC Directives. The definition of premises for this establishment is:

THURLASTON CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL

1. Responsibilities

- a. The following diagram is a representation of the recommended organisational structure within the school.

THURLASTON C.E. PRIMARY SCHOOL



| Teaching Staff | Non-Teaching Staff | Pupils, visitors, Other workers |
|----------------|--------------------|------------------------------------|
|----------------|--------------------|------------------------------------|

The Governing Body accepts the responsibilities stated in the LA Health and Safety Policy for the responsibilities of the:

- a) Governing Body (section 4)
- b) The Headteacher (section 3)
- c) Health and Safety Representatives (page 5)
- d) The Health and Safety committee, senior staff and/or those with buildings responsibilities will:
 - draw up procedures for areas to be reviewed annually
 - arrange for staff to receive information
 - arrange for staff to receive appropriate training
 - check regularly that procedures are being followed
 - action any necessary Health and Safety reports as required
- e) All staff have, as outlined in Section 5 of the LA policy, a responsibility to:
 - Check that areas are safe before commencing activity
 - Check equipment is safe to use
 - Ensure safe procedures are followed
 - Use protective equipment as required
 - Report defects to Health and Safety Committee or senior staff as defined in school structure
 - Encourage pupils and visitors to understand and comply with Health and Safety requirements as appropriate
- f) Pupils and visitors should be made aware of their responsibilities. It is expected that each person will behave at all times in a manner which shows regard for the health, safety and welfare of themselves and others.

It is the duty of all people within this institution to raise pupils' awareness of Health and Safety matters as they affect themselves and others.

Risk Assessment

In a staged programme, risk assessment regarding tenant responsibilities will be carried out by **the Premises Officer, Senior Management and Staff**, co-ordinated by **Health and Safety Working Committee** in order to comply with current and future legislation. The Governing Body will enable officers of the County Council, or their agents, to carry out risk assessments in respect of landlord items.

2. Visitors and Users of the Establishment

The Governors acknowledge their duty of care to all visitors and users of this establishment including those letting the premises and will make every reasonable effort to ensure that visitors are aware of procedures laid out in this policy.

Notices will be displayed at the following points within the school:

Warning signs at top and bottom of staircase in the School House.
Warning signs on doors leading to or on steps in the School House.

Exit or Fire Exit signs at the following locations:

Exit from 4 doors in Class 1.
Rear fire exit from Class 2 to the garden.
Rear fire exit from staircase in School House into the garden.
Exit from double entrance doors opposite Staff toilet.
Exit from Kitchen to car park.
Exit from Class 2/wet area in the direction of the office and into the garden.
Exit from Class 3 towards the main playground.
Exit from Class 4 towards the car park/also towards the main playground.
Exit from the Library towards the main playground.
Exit from the School Hall (2 exits) into the garden.

Action to be taken in case of fire signs sited adjacent to alarm call points, in each classroom and in School House.

Details of how to call the Fire Service displayed in main office.

All visitors will be reminded of their responsibility to take reasonable care for their own health and safety, for the health and safety of others and to comply with the instructions of the Governing Body or their delegated representative.

All visitors are asked to "sign in and out" at the office, and to wear a visitor's badge.

3. Arrangements for the Supervision of Pupils

- i) Beginning and end of school day
8.45am – 8.55am, the member of staff detailed for Duty.
3.15pm – 3.25pm, all class teachers and ancillary covering Bus Duty.
- ii) Breaks and Lunch times
The Headteacher or his nominated representative has overall responsibility. The Governing Body have agreed that one person will be on duty in each of the following locations during all breaks:
 1. Front playground
 2. Rear playground
 3. Class 1 playground

The Governing Body have agreed that three Dining Supervisors will be on duty in the following locations:

Dining Hall, front and rear playgrounds and school playing field (summer term only) during all lunch times. (Teaching staff may offer a voluntary duty in the Dining Hall). (NB Teachers' Conditions of Service require duty before and at the end of each session and at break times but not at lunch times.)

The Headteacher is delegated by the Governing Body to ensure that all staff engaged in supervisory duties are provided with a basic understanding of the school's agreed policy on pupil behaviour, how to report incidents and how to obtain first aid assistance.

iii) Pupils taking medicines

The Governing Body have read and agree to comply with the guidance detailed in the LA's Administrative Memorandum 53 – Medicine in Schools. (General guidance enclosed.)

iv) Laboratories and Practical Areas

The Governing Body acknowledge and agree to comply with guidance circulated by the LA regarding safe practice in specialist areas. This includes guidance regarding the necessity for PRIOR training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance of certain equipment.

The Governing Body has identified the following items of equipment as requiring servicing at the frequency specified:

| <u>Item</u> | <u>Location</u> | <u>Frequency of Inspection</u> |
|-------------|-----------------|----------------------------------|
| Kiln | Kiln Room | Five-yearly fixed appliance test |
| PE | Hall | Yearly |

(All equipment)

(See 'Appendix A' list of electrical items receiving yearly Safety Testing, and for date of last inspections.)

The name of the person designated to co-ordinate inspection is:

Mrs J Mitchell, Premises Officer

The following areas are identified by OFSTED in the Handbook for the Inspection of Schools as potentially requiring additional attention within the inspection of establishments:

Technology
Science
Art & Design
Physical Education

The Governors have delegated responsibility to monitor these areas to the curriculum co-ordinator and to provide specific reports on these issues when required. (See 'Appendix B'.)

The Governing Body has delegated responsibility for any areas not specified above as follows:

Senior Management and all staff

v) Offsite Activities

The Governing Body has read and agrees to comply with the guidance from the LA detailed in

Code of Practice 11 – Conduct of Outdoor Pursuits

Administrative Memorandum 16 – Use of Minibuses by Schools and Colleges

Code of Practice 14 – Policy on Driving on LA Business

The Governing Body (or the Chairman acting on the Governors behalf) must give approval to any visits outside the county. The Governors have agreed that all teachers driving a minibus for school purposes must have taken and passed a proficiency test as recommended in Administrative Memorandum 16 – Use of Minibuses. The Governing Body agrees to comply with the guidance given in this memorandum.

The Governing Body requires the Headteacher to provide a report on out of school activity prior to it taking place. The Governors may agree that the Headteacher receives a report on their behalf to ensure adequate provision of care. This will apply to the following type of activity:

School Trips including local class visits i.e. farms, village studies etc.

And will cover the following aspects:

- **pupil/adult ratio**
- **transport**
- **level of qualification for certain activities**
- **first aid**

4. First Aid

The Governing Body acknowledges its responsibility for implementing the requirements of the First Aid Regulations and has identified an appointed person/people to ensure that the establishment has first aid cover at all times. For the names of the school's appointed persons see 'Appendix B'.

The school's first aid boxes are located:

- 1) **within Class 2**
- 2) **within the Mobile classroom cloakroom**
- 3) **within Class 1**

And are marked with a white cross on a green background. It is the responsibility of the appointed person or the qualified first aider to maintain the first aid boxes in accordance with the regulations.

5. **Emergency Procedures**

i) Illness

The appointed first aid person will assess the situation and take appropriate steps.

In the case of students, parents will be asked to provide an emergency contact number and to alert the school of any known health problems e.g. diabetes, asthma, etc. This record will be kept within the School Office.

In the event of serious illness/accident the parents will be informed and an ambulance may be called or advice taken from a doctor. See also 'Appendix C', Administration of Medicines.

ii) Accidents

The Governing Body has read and agrees to comply with the guidance detailed in Administrative Memorandum 39 – Reporting Accidents and Dangerous Occurrences.

The Governing Body acknowledges its legal duty to notify the Health and Safety Executive of major accidents and occurrences as identified in the RIDDOR regulations.

iii) Fire and Other Emergencies

The Governing Body acknowledges its responsibility to ensure that where practicable all visitors are aware of these procedures and has read and agrees to comply with the guidance detailed in Administrative Memorandum 41 – Fire Precautions in Educational Establishments, and has agreed the following procedures for evacuation of the premises in the event of fire or other emergencies:

See enclosed map of premises and Fire Routine including:

- **alarm procedure**
- **evacuation**
- **calling the Fire Brigade**
- **reporting to Assembly/Muster points**

- roll calling
- new intake
- notices
- test fire drills and records

the fire fighting equipment available within the school is named in Appendix E', also dates of next inspection.

NB. Children and adults working away from their class teacher will be guided to their class after exiting the building by the nearest exit, for roll call.

6. **Snowfalls and Emergency Closure of Schools** – see parents letter 'Appendix D'.

7. **Arrangements for Reporting and Investigating**

The Governing Body delegates to the Headteacher the responsibility to report all accidents and serious occurrences to the LA (and HSE where appropriate) on the forms provided (see 5(ii) above). In addition the reporting arrangements for incidents not necessarily leading to accidents are detailed in item (5(ii) above). The Headteacher is responsible for instigating an investigation and, where appropriate, authorising remedial work or action and reporting on a termly basis to the Governing Body.

8. **Arrangements for Consultation on Health and Safety Matters**

The Governing body has agreed the following mechanism for consultation with teaching staff, non-teaching staff and where appropriate contractors:

Any person on these premises has a duty to report to the Headteacher or the appointed representative any item of concern relating to Health and Safety.

9. **Arrangements for Training**

The Headteacher is required to maintain an up-to-date record of training on Health and Safety issues for current staff and provide regular briefings on new issues. Temporary, part-time and supply staff must be informed of their responsibilities and the school's agreed policy PRIOR to the commencement of their duties.

10. **Self-Financed Projects**

The Governors have noted and agree to follow the guidance given in Administrative Memorandum 57 – Self-Financed Projects.

11. **Environmental Protection Act**

The Governing Body has previously established procedures to comply with the Environmental Act 1990 and the Code of Practice. This will need to be reviewed as part of this policy.

12. **Stress Management (formerly Appendix F)**

i) Recognition

This Governing Body recognises that Stress creates many harmful effects for both the institution and for the individual, and acknowledges its importance for resource management and individual welfare.

Stress is usually caused by situations over which people feel they have little control.

ii) Identification

The school will carry out an audit of the causes of stress identified by all the staff.

iii) Monitoring

The following will be monitored to give an identification of the on-going stress levels:

- a. levels of sickness absence, frequency and duration
- b. reported incidents of actual or potential violence
- c. class size and composition
- d. reports from staff of stressful feelings or situations

iv) Strategies

- a. The Governing Body is committed to reducing stress by effective management techniques and by providing an environment where stress can be openly discussed.
- b. Staff will be supported, in particular, when stress is a potential factor in the following areas:
 - Training and Career Development
 - Classroom situation – workload, resources, relationships
 - Physical environment
 - School organisation – management and communications
 - External factors – political and community expectations
- c. The Governing Body will support activities designed to assist positive health management in the school, of staff, pupils and Governors, relating to diet, exercise, drugs, smoking and drinking.

All members of staff are encouraged to be open about their need for support in any of the areas outlined above (a, b, or c.)

- d. The Governing Body adopts the County Council Policy – ‘Return to work on a part-time basis for therapeutic reasons’.

v) Violence at work

Violence at work, actual or potential, is an increasing cause of stress. The Governing Body acknowledges its duty of care to take such steps that are practicable to protect staff from any incident in which an employee is abused, threatened or assaulted by a pupil or member of the public in circumstances arising out of his or her employment.

Violence considered in this statement not only includes physical force to the person or property but also verbal abuse, threats, gestures, innuendoes and sexual and/or racial harassment.

The Governing Body requires a register to be kept of recorded incidents of violence and the investigations and preventative actions subsequently taken.

The Governing Body declares its full support for staff who have suffered violence at work and will not perceive the reporting of acts of violence as a reflection on an individual's ability to carry out their duties. The Governing Body adopts the County Council Policy on Violence at Work (January 1989), which applies to all employees covered by the Conditions of Service of the NJC for Local Authorities' APT & C Services; manual workers and craft workers, and officially authorised volunteers. The Governing Body expects incidents of actual assault to be reported to the Police and to County Hall by a senior manager, with the employee's agreement. Legal advice to support the employee will be sought from the County Council Solicitors, and actions such as Section 40 letters will be requested if appropriate.

vi) Working Alone

It is acknowledged that working alone can be stressful and increase the risk of that individual being subject to violence at work.

The Governing Body recognises the situations when it is necessary to work alone in the school and will explore practicable mechanisms to support the staff.

There are times when a member of staff may be working alone in the building e.g. the premises officer.

These are times of potential danger. To minimise the danger it is recommended that all doors remain locked as for normal school times i.e. the security tabs are used to open the doors to the main building & Class 1.

It is recommended that the person working alone have a mobile phone.

When answering the door consideration should be given as to whether visitors are expected and also any ID should be checked. If in doubt entry should be refused until advice is taken using the telephone.

Care should be taken when locking up and leaving the site. Before exiting the building it may be advisable to check for intruders on the exit route using the CCTV equipment.

It is not advisable that members of teaching staff meet with parents on their own in the building. If this is unavoidable another member of staff must be informed that the meeting is taking place, the reason for the meeting and the expected duration. It is also advisable to contact that member of staff when the meeting has finished.

13. Arrangements for Monitoring and Reviewing the Policy Statement

The Governing Body will review this Policy Statement on an annual basis.

14. **Any additional procedures, arrangements**, etc. that are deemed necessary will be included as and when necessary (See Section 11 above.)

15. Crisis Line and Emergency Planning for Schools

The school's policy on Emergency Planning takes note of Health & Safety Circular G33/96 and can be seen as an appendix to this policy.

See appendices for other relevant policies.

The following policies may also be considered relevant:

Drugs
Child Protection
Security
Asthma
Fire Emergency Procedures
Anti-Smoking Policy
Healthy Snacks Policy
First Aid

(copies of the above can be seen in school.)