

**HEALTH AND SAFETY POLICY DOCUMENT  
OF  
ST. ANDREW'S C.E. (AIDED) SCHOOL,  
BUCKLAND MONACHORUM**

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## **1. INTRODUCTION**

This Policy is prepared in line with the guidance issued by the Local Authority and takes into account the requirements and procedures published within the Health and Safety at Work Manual of Devon County Council volumes 1,2 & 3 (1995 to present) and DCC Health & Safety Guidelines 2008

### **1.1 DEFINITIONS**

For the purposes of this policy:

1.1.1 Employer - The Employer is defined as the Governing Body of the school.

1.1.2 Employee - An Employee is defined as anyone employed either directly or indirectly by the Governing Body to undertake duties related to the activities of the school. This includes Headteacher, Members of Staff and Ancillary Staff.

**1.2** The prevention of accidents and ill health is one of the most important functions of Managers and Supervisors.

It is recognised that accidents, unsafe and unhealthy working conditions can lead to a considerable drain on the resource of an organisation and demonstrates a lack of efficient Management.

This document has been prepared in order to outline the Management controls that St. Andrew's C.E. (Aided) School has in place in order to safeguard the health of Staff, Pupils and other persons who may be affected by its everyday activities. It takes into account the requirements of the Health and Safety at Work Act 1974 (HSAWA) and such delegated legislation as is in force at the current time.

The general duties of HSAWA are summarised as follows:

The Employer must ensure, so far as is reasonably practicable, the health, safety and welfare of his employees whilst at work by providing:

- Safe systems at work
- Information, instruction, adequate supervision and training
- Safe Plant and Equipment
- Safe means of handling, transporting and storage of substances
- A safe working environment
- Safe means of access and egress to or from a place of work

The Employer must also ensure that his work is carried out in such a way, so far as is reasonably practicable, that it does not affect the health and safety of other persons who are not in his employment, e.g. Pupils, Visitors, Volunteers, Contractors and Members of the Public.

Where the Employer employs others to work on a site or within premises over which he has control, then those premises, or anything on those premises, should not, so far as is reasonably practicable, present a risk to their health and safety.

Under HSAWA, Employees also have responsibilities detailed. It is Management's duty to ensure that these duties are adequately communicated to all employees. These duties are summarised as follows:

- To ensure that others are not put at risk due to their unsafe acts or omissions
- To co-operate with their employer in order to allow him to meet his statutory obligations
- Not to interfere with anything provided in the interests of health and safety.

A failure to comply with these duties or to breach any of the specific regulations for health and safety can lead to penalties that will affect work activities and may subsequently lead to prosecution either of the Organisation, Directors of the Organisation, Heads of Department, Supervisors or Staff.

## **2. POLICY STATEMENT**

It is the aim of St. Andrew's C.E. (Aided) School to provide working conditions and equipment that are free from risks to safety and health. In order to do this the school recognises its responsibilities under the Health and Safety at Work Act 1974. These responsibilities will be used as a base line against which organisational performance can be assessed.

The school will also apply the same standards with regard to its dealing with others who may not be in direct employment but who may be affected by its work activities.

Where necessary the school will call in outside persons to assist with the implementation of its health and safety policy. These persons will be verified as having the required skills and competence to undertake such work as directed in the most effective way to ensure that the school maintains its stated commitment to health and safety.

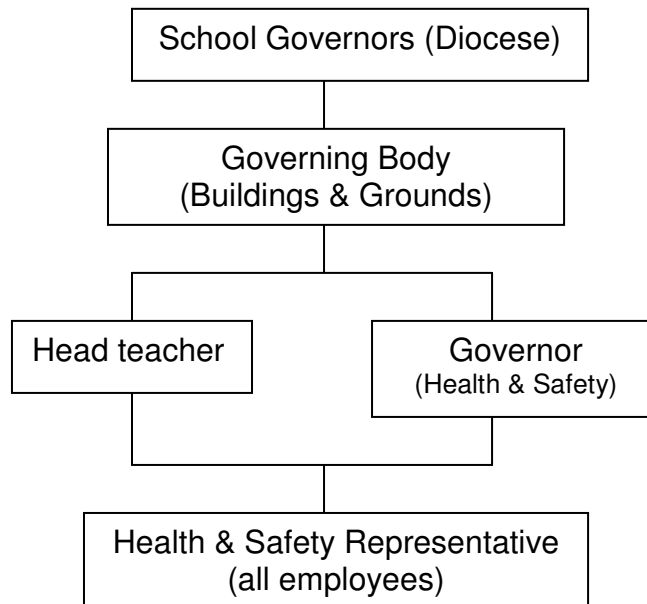
All Employees will receive appropriate training to ensure that they are fully conversant with all items, substances and work processes that may give rise to risk and be fully aware of what steps they are required to take to ensure that such risks are minimised.

The school is aware that for health and safety to develop within an organisation it needs to be built into its everyday activities. In order to achieve this, the school actively seeks the support of all its employees in the fulfilment of the objectives outlined within this safety policy and to ensure, through the delivery of the curriculum, safety issues become an integral part of planning. Consultation facilities are available through regular staff meetings at which the employees have opportunities to put forward suggestions in the furtherance of health and safety. Outside of these meetings reporting facilities exist that allow the prompt notification and subsequent actioning of any immediate concerns.

The school undertakes to fully co-operate with all statutory bodies and agencies in order to enable them to carry out their duties and to ensure the continuing development of the organisational safety policy.

### 3. ORGANISATION

#### 3.1 SAFETY ORGANISATION CHART



### 3.2 RESPONSIBILITIES

#### 3.2.1 GOVERNORS (DIOCESE)

The Governors have overall responsibility for ensuring compliance with this Safety Policy. In consultation with the Headteacher and Safety Representative (currently Justin Jones) the Governors will undertake an annual review of the schools safety performance. The Buildings and Grounds committee will oversee H&S issues and will examine the accident book at each meeting for trends and any problems.

#### 3.2.2 HEADTEACHER

The Headteacher has day-to-day responsibility for ensuring compliance with this Safety Policy. It is his/her duty to maintain the profile of health and safety within the school by prompt identification and actioning of any areas of weakness. Such identified areas will be communicated to the Governors at the earliest opportunity for their information and consultation.

The Headteacher is responsible for the maintenance of such records as may be appropriate to the health and safety of the school. These will include:

- COSHH
- ACCIDENT RECORDS/STATISTICS
- MINUTES OF SAFETY MEETINGS
- RECORDS OF STATUTORY EXAMINATION AND TEST
- SAFETY RELATED TRAINING
- RISK ASSESSMENTS
- RIDDOR

The Headteacher will arrange such training as is required, either by the use of outside training specialists or the undertaking of in house' training courses. Records of all training will be maintained.

Where deemed necessary the Headteacher will initiate the investigations of accidents and near misses.

Where shortfalls are recognised in procedures or systems of work, action, appropriate to the identified risks will be taken to ensure that such shortfalls are corrected and the chance of recurrence minimised.

### **3.2.3 SAFETY REPRESENTATIVE**

The Safety Representative (currently Justin Jones) is responsible for the day-to-day co-ordination and liaison between the staff and Headteacher on all health and safety matters. He/she is responsible for the prompt reporting of any safety concerns and for offering proactive solutions to specified problems. Where possible these problems are to be solved at local level i.e. between the Head and Staff. Records of action taken are to be maintained and communicated to the Headteacher.

The Safety Representative will also be present during the annual review and reporting of the safety performance of the school.

### **3.2.4 TEACHERS, LSAs, MTAs, ADMIN, CARETAKERS and VOLUNTEERS**

All staff and volunteers are responsible for:

- Fully co-operating with all aspects of this safety policy and any rules made under its cover.
- The prompt reporting to the Headteacher or Safety Representative of all accidents/significant near misses/ill health and any situation that may involve serious or imminent danger
- The use and day-to-day maintenance of any equipment, including Personal Protective Equipment (PPE), provided for their safety.
- Taking reasonable care of their own health and safety and those who may be affected by any acts or omissions, including reckless or intentional interference with anything provided in the interests of health and safety.

### **3.3 PUPILS**

Pupils will be reminded during the delivery of the curriculum and assemblies that they are expected to:

1. Exercise personal responsibility for the health and safety of themselves and others;
2. Observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines;
3. Observe all health and safety rules of the school and, in particular, the instructions of staff given in an emergency;
4. Use and not wilfully misuse, neglect or interfere with things provided for health and safety.

### **4. ARRANGEMENTS**

#### **(a) TRAINING**

A school training plan will be prepared on an annual basis by the Headteacher in consultation with the Governors and Safety Representative. This training plan will focus on the perceived needs of the Staff to ensure that they remain fully conversant with the health and safety requirement of the tasks that they undertake and current legislation.

This training will be initially assessed for actioning on an 'in house' basis. Where such training is deemed to be beyond the capabilities or experience of school personnel then the Headteacher will liaise with such external bodies as he/she sees appropriate to satisfy the training requirement.

Safety training will include:

- INITIAL INDUCTION - for new arrivals within the school. This will take the format of an 'In House' session covering the following points.
  - Hazard Awareness
  - Accident reporting systems
  - First Aid
  - Responsibilities under HSAWA (Health & Safety at Work Act)
  - Safety Communication
  - Fire Precautions and drill
- TASK RELATED - for all employees where a specific need is identified with regard to their own jobs, and includes the following:
  - Safe Handling and Use of Substances
  - Manual Handling
  - First Aid
  - Safe use of machinery/equipment
  - Use of Fire Extinguishers

## Use of Personal Protective Equipment (PPE)

- REFRESHER - organised annually for all employees to ensure that their awareness and knowledge remain constant with the safety requirements of the job and current legislation.

### **(b) ACCIDENT/ILL HEALTH REPORTING**

Children who receive an injury should be sent to the office for treatment. Any injury more serious than a slight graze should be entered into the accident book. ALL HEAD INJURIES must be entered and parents informed immediately by way of a telephone call and a follow up letter. Any serious injury must be accompanied by the completion of form PO3 i.e. broken limbs, loss of consciousness, loss of sight etc. and careful note made of the cause of injury. ALWAYS CONSULT A FIRST AIDER (currently Justin Jones or Ros Knight) or Headteacher/Deputy Headteacher if in any doubt over an injury.

Any suspicion of accident or ill health which could be attributed to the school should be notified immediately. Any injury to an Employee should be accompanied by form PO3. Incidents involving Physical and Verbal abuse to an employee should also be reported on a form PO3. This form is in the office.

### **(c) FIRST AID PROVISION**

A First Aid drawer is maintained in the office. Two further mobile boxes are kept in the office. There are also boxes in the Hall, KS1 and KS2 and in the staffroom. An appointed person maintains these with stock regularly (At present Mrs Rookes). Any omissions should be notified. Only supplies found in these boxes should be used to treat injuries.

Plastic gloves should always be worn when dealing with any body fluids.

No prescribed medicines should be administered without the completion of form EDIS 94.

More detailed First Aid procedures can be found in the Health & Safety manual located in the staff room.

### **(d) SAFE USE OF MACHINERY**

All equipment which is hazardous to both pupils and staff should be kept in isolation and training given on their correct use. Advice should be sought in the moving of any heavy item.

A risk assessment should be made for the use of machinery by pupils and adults.

### **(e) ELECTRICITY AT WORK**

For General Information see Devon Health and Safety Manual.

Portable electrical items should be subject to checks in accordance with the schedule in the Health & Safety manuals. Any bare wires, scorching or broken plugs

should be notified to the Headteacher, safety representative or noted in the maintenance book found in the staffroom

Wherever possible use of circuit breakers should be used where children use portable electrical items.

Pupils should not use hot glue guns. Low melt guns should be used under supervision.

Children should be shown procedures for connecting and disconnecting electrical items.

#### **(f) GROUNDS SAFETY**

The immediate vicinity of the building should be inspected daily for obvious danger signs, i.e. broken glass, needles, excrement etc. This is the responsibility of the caretaker.

Members of staff on playground duty should be aware of any dangers in a wider environment.

The Buildings and Grounds committee should inspect the grounds on a termly basis, draw up an action plan and report to the full Governing Body

Children should not run at the side of the building and should be regularly reminded of boundary restrictions.

Children should be shown how to use specific play equipment.

#### **(g) FIRE PRECAUTIONS**

Each room should have a map of the school posted with instructions for Fire Escape, together with a copy of the Fire Drill

A fire practice should be rehearsed at least once a term at different times. A different fire exit each practice should be blocked as though the fire was in that location to ensure that pupils and staff practice having to use alternative fire exits.

The administrator will bring registers and visitors book to staff outside school.

The caretaker and Headteacher will administer a weekly check of fire alarms, together with a visual check of the fire extinguishers.

All fire appliances and emergency lighting will be checked in accordance with the Authority's Property Department procedures. Emergency lighting will also be checked monthly by the caretaker.

Records of maintenance and tests will be kept.

The school operates a no-smoking policy.

## **(h) CONTRACTORS**

All contractors must report to the office or Headteacher before commencement of any work. Any hazards, including positioning of vehicles, must be discussed before permission is given to continue.

Short and long term contractual work must conform to regulations as stated in Health & Safety Manual and in accordance with CDM regulations (Construction Design Management). A copy of these regulations and all necessary forms for completion are located in a file in the office.

All contractors should be shown the asbestos register which is located in the office and an Asbestos File in the Headteacher's office. All contractors must also sign to say they have read and understood the register.

## **(i) VISITORS , VOLUNTEERS AND MEMBERS OF THE PUBLIC**

All visitors must report to the office or Headteacher and must conform to all the school's Health & Safety regulations and where necessary should be made aware of these. They must sign in and out of the visitors book.

## **(j) FABRIC AND FIXTURES**

It is the responsibility of all in the school to report to the Headteacher or Safety Representative any items of furniture or fittings that are a potential hazard. These should then be noted along with the appropriate response.

## **(k) SAFETY COMMUNICATION/MEETINGS**

Termly meetings will be held with the Health & Safety Representatives in conjunction with the Buildings and Grounds Committee. Any representations by the staff will be noted and reports made by all Risk Assessment procedures.

Health & Safety inspections will be conducted by the Health & Safety Governor and one other Governor. An action plan will be drawn up and presented to the Headteacher and to the full Governing Body. This is in addition the day to day checks which the Headteacher will perform in accordance with the day to day running of the school.

## **(l) TRANSPORT**

Any parent or member of staff transporting children or other members of staff in their own private car must have the necessary insurance cover. Parents transporting children on official school business ie. Sports fixtures, must sign a consent form ensuring insurance, seatbelt and MOT arrangements are fully in place. Booster seats must be provide by parents for children under 135cm in accordance with current regulations

### **(m) ASBESTOS**

Asbestos within the school will be managed in accordance with DCC guidelines. All contractors will be shown the asbestos register and sign to say they have read it. Form ASB1 will be completed prior to work being carried out and relevant procedures followed if asbestos is to be disturbed. If asbestos is accidentally disturbed DCC is to be informed immediately. The Staff is to be made aware of location of asbestos and reminded at annual training.

**(n)** A Legionella Regime is to be maintained in accordance with ACOPL8. Weekly flushing of deadlegs and taps/ flushes/water fountains is to be carried out by caretaker of systems which have not been used within 7 days. Monthly temperature checks are to be carried out either by the caretaker or by a contractor if one has been hired and results recorded. Six monthly and Yearly checks to be carried out by a recognised contractor. Risk assessment to be reviewed every two years.

## **5. RISK ASSESSMENTS**

These will be carried out by the Headteacher or staff (or Governors if they have sufficient knowledge) where there is a perceived risk in accordance with Health & Safety at Work Regulations 1993, Manual Handling, DSE, PPE, COSHH & RIDDOR and all other potential health and safety issues as laid out in the Devon Health & Safety Manual. A fire risk assessment has been carried out and will be reviewed on an annual basis. Fire Risk Assessments will also be carried out for events outside the normal running of the school i.e. Christmas Play and Christmas Fair. Teachers will undertake risk assessments for all outdoor visits and for any areas of risk within the day to day curriculum.

## **6. OCCUPATIONAL HEALTH**

### **6.1 Pre-employment Medical**

This will be pursued in accordance with Devon County Personnel Procedures.

### **6.2 Management of Stress**

This policy recognises that stress is a dangerous element of any occupation and the governors will ensure that wherever possible, health and safety structures are in place to minimise stress in the work place and that the teaching environment is as conducive as possible.

For all other information, please refer to the Devon County Council Health and Safety Manuals (volumes 1 2 &3) and H&S Guidelines 2008 on the G server on the computer.

Agreed by B&G committee November 2008

Review Date: Nov 2008

Date for Next Review: Nov 2009