

Hipsburn Primary School

Health and Safety Policy February 2017

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Introduction

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

Since the introduction of Local Management of Schools, the Governing Body has fulfilled 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 COUNTY COUNCIL 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 COUNTY COUNCIL and the Governing Body, with the COUNTY COUNCIL 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 that sets out the policy of the employer with regard to health and safety, describes the management organisation responsible for implementing the policy, and details 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 (COUNTY COUNCIL Safety Policy) has been issued to all schools. However, due to the inevitable differences in the internal management and organisation of schools, the COUNTY COUNCIL 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.

In view of this, the school's own safety policy has been devised to complement that of the COUNTY COUNCIL and provide those details that an COUNTY COUNCIL policy cannot. The full concept of a school policy is described in Part 2.

The Concept of a School Safety Policy

The School Safety Policy is the means whereby:

- the Governing Body acknowledges its extensive role and responsibilities in the local management of the school
- the Governing Body and the senior school management express their commitment to a high standard of safety, for both students and staff
- the staff and management organisation is clearly set out and the delegation of tasks and responsibilities required for the effective management of health and safety is clearly identified
- coordinators required to fulfil key tasks or oversee the implementation of particular pieces of legislation are identified
- the COUNTY COUNCIL Safety Policy is adopted and, where relevant, additional specific details as to the safety arrangements in force in the school are set out. Where appropriate, key information is summarised, without reproducing unnecessary detail from the COUNTY COUNCIL Safety Policy
- safety standards and future objectives are identified
- key reference books and other relevant texts which include adequate safety information are adopted and listed for the purpose of statutory risk assessments
- arrangements are set out for:
 - the systematic planning of health and safety objectives and, when relevant, the inclusion of such objectives in the School Development Plan
 - the monitoring of progress towards those objectives
 - the continuous assessment of needs and priorities with regard to health and safety
 - the feeding back of this information into the planning process
- a positive safety culture is fostered, in which all staff share the safety objectives identified by management, and in which all staff, at every level, contribute to the safety effort and strive to make continuous improvements

- the school demonstrates compliance with a wide range of very detailed safety legislation concerning standards, safe systems of work and systems of safety management
- via the COUNTY COUNCIL, good practice in the safety management of schools can be disseminated, to the benefit of all the schools.

General Statement of Policy

In partnership with the COUNTY COUNCIL, the Governing Body recognises its responsibility to provide a safe and healthy environment for teaching and non-teaching staff, students, contractors and other visitors to the premises and will take all reasonably practicable steps within its power to fulfil this responsibility. Such matters include:

- a safe place of work and a safe working environment
- safe plant and equipment
- safe systems of work
- safe access to and egress from places of work
- the assessment of all significant risks associated with work processes, and the adoption of appropriate precautions
- the provision of adequate information, instruction, training and supervision
- adequate consultation with staff on all matters relating to health and safety, and the fostering of a positive safety culture in the school
- keeping abreast of legislation by obtaining advice from the COUNTY COUNCIL and through persons competent in health and safety matters
- a written system of safety management which includes:
 - the identification of needs and objectives, in order of priority
 - the allocation of appropriate funds
 - the integration of health and safety planning within the School Development Plan
 - the regular monitoring of progress, and of safety performance, to be used in the planning process

- an annual review of the safety policy
- the inclusion of health and safety on the agenda of Governing Body meetings, at least annually.

Safety Organisation

Title	Name
Chair of Governors	Amelia Hunter
Vice Chair	Allison Wort
Governor with Safety Responsibilities	Amelia Hunter (Safeguarding)
Headteacher	Kevin Moloney
School Safety Coordinator	Kevin Moloney
Deputy Headteacher	Laura Haswell
Subject Coordinators (and areas of responsibility, if not obvious)	All teachers have broad curriculum responsibility
Coordinator - COSHH	Jeremy Gray (Caretaker)
Coordinator - Manual Handling	Jeremy Gray
Coordinator - Fire and Emergency	Jeremy Gray/ Kevin Moloney
Coordinator - First Aid	Amanda Solomon
Educational Visit Coordinator (EVC)	Kevin Moloney / Amanda Solomon
Membership of the Safety Management Team (details to be inserted by the school)	Kevin Moloney, Laura Haswell, Amanda Solomon, Jeremy Gray

Headteacher

The Headteacher is responsible to both the COUNTY COUNCIL and the Governors for all matters concerning the safe conduct of staff and students in the school and all its

related activities. Assistance in this task is provided by the senior school staff who comprise the management team, such as Deputy Heads, and the Site Manager, where appointed.

The Headteacher, assisted by the management team, is required to:

- establish a structured system of safety management, in accordance with COUNTY COUNCIL guidance and the COUNTY COUNCIL Safety Policy, comprising:
 - the identification of safety requirements and objectives
 - the clear identification of priorities
 - 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
 - the regular monitoring and review of safety performance, progress and future needs so that this information is fed back into the planning process.
- implement a system for protecting all persons on the premises, or involved in school activities, from risks which are reasonably foreseeable
- coordinate any necessary safety arrangements with any contractors working on the site
- implement such procedures as are necessary to comply with all legislation concerning health and safety, in accordance with COUNTY COUNCIL guidance
- provide regular reports on significant issues and general progress to the Governing Body
- foster the growth of a positive safety culture, in which all the staff share the aim of continuous improvement in health and safety. *(Ref in COUNTY COUNCIL Policy: D)*

The Deputy Headteacher

The Deputy Headteacher assists the Head in the day-to-day management of the school, and deputise for the Head during any period of absence.

Subject Coordinators

The Subject Coordinator is responsible to the Headteacher for the safe management of the Subject, in accordance with LEA guidance and the COUNTY COUNCIL Safety

Policy, and for implementing all school procedures relating to health and safety. Some subjects need specific, additional monitoring e.g. PE and ICT.

The Subject Coordinator will identify and clearly prioritise both the immediate and 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 planning arrangements.

The Subject Coordinator will maintain a permanent file of all safety publications and guidance issued by the COUNTY COUNCIL, or any other relevant bodies or professional associations, relevant to the subject concerned or relevant to his/her subject. He/she will ensure that it 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.

The Subject Coordinator will make appropriate arrangements for the periodic monitoring of safety standards, arrangements, and progress towards identified objectives. He/she will report the results to the Headteacher, for incorporation in the regular review of safety matters and inclusion, where appropriate, in the School Development Plan and/or budget planning.

The Subject Coordinator will assist in the fostering of a positive safety culture within his/her Subject.

Unit Manager

This school manages the catering services directly and reference should be made to section E3 of the LA Safety Policy. The Headteacher and the Kitchen Manager will liaise so as to coordinate any necessary safety arrangements which relate to staff and the management of the building in general.

Caretaker

The caretaker is responsible to the Headteacher. The Caretaker will record risks and premises needs, informing the Head and discussing what action is to be taken.

All Staff

Section 7 of the Health and Safety at Work Act 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 cooperate with the employer and his representatives so far as is necessary in order for the employer to fulfil any of the relevant statutory provisions.

Section 8 of the Health and Safety at Work Act makes reckless interference with or misuse of anything provided in the interest of health, safety or welfare an offence.

Health and safety legislation 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 line manager any defects in the equipment etc
- report immediately to their line manager any serious and immediate danger to health and safety
- report to their line manager 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 Executive Director of Children's Services, Headteacher, Subject Coordinator 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 Subject Coordinator and ensuring that an accident report form is completed
- reporting all potential hazards to health and safety to their Subject Coordinator or Headteacher
- assisting Officers of the County Council in their inspections and investigations
- assisting Inspectors of the Health and Safety Executive to carry out inspections and investigations.

The Management of Health and Safety

The Management of Health and Safety at Work Regulations require that a thorough and modern system of safety management is adopted as described in Section B of COUNTY COUNCIL Safety Policy.

General Arrangements

The arrangements set out in Sections E to L of the COUNTY COUNCIL Safety Policy remain in effect. The purpose of this section is to amplify those arrangements with the inclusion of specific details and, where necessary, the naming of individuals. This clearly explains how the matter in question is managed within the school. It also provides an opportunity to include individual topics which do not appear in the COUNTY COUNCIL Safety Policy, so that over a period of time this section may develop into a comprehensive and valuable resource.

Over the course of time circumstances may change. It is, therefore, important that these arrangements are amended when necessary so as to remain fully up to date.

Meetings of the Safety Management Team

Purpose of Meetings:

- To direct and coordinate the necessary planning for Health and Safety, and to draft the School's Safety Policy
- To review, prioritise and direct the safety initiatives arising from:
 - plans submitted by coordinators
 - reports concerning safety inspections, accident reports and other means of monitoring performance
 - new information or guidance received from the County Council, enforcing authorities or consultants
- To audit all parts of the safety management system on an ongoing basis.

Frequency of Meetings

The frequency of meetings is determined by the size and complexity of the school and number of issues to be dealt with; it is set by the Headteacher. Additional meetings should take place after serious incidents or where necessary. The Premises and Health and Safety Sub Committee monitor the need for meetings.

Accidents

(COUNTY COUNCIL Ref: F1)

Accident Procedure

- In the event of an accident any member of staff is expected to give comfort and aid to the injured person whilst ensuring that an urgent message is sent to the school office. An assessment of the injury should be made by the first aider at the earliest opportunity.

Should an ambulance be required it will be summoned from the main office unless the seriousness of the injury requires immediate medical attention. In the latter case any member of staff should summon the ambulance from the nearest telephone extension by calling 999 and send a message to inform main office as soon as possible.

At Hipsburn, there are named Red Cards in each area of the school, and attached to the playground whistle, so that in a crisis, a member of staff can send for help urgently, without needing to give details.

- In the event of serious injury or ill health to a student, the parent (or emergency contact should the parent be unavailable) should be contacted immediately using the contact numbers held in the main office and requested to collect their child to take home or to hospital, as appropriate. *Medical treatment or advice should not be delayed if parents or emergency contacts are not available.*
- In circumstances where a student needs to be taken to hospital immediately by ambulance and a parent is not available to accompany him/her, a member of the school staff should go to the hospital to await the arrival of the parent. On occasion it may be necessary to take an injured student to hospital in a vehicle belonging to a member of staff. Before this occurs, staff should ensure that their insurance covers this eventuality. Staff should be aware that hospital; staff will stabilise the casualty's condition until the parents arrive and give consent to further treatment.
- Students should only be sent home when a responsible person is present to take care of them. This would normally be a parent/guardian, second emergency contact or close relative.

Completion of the Accident Report Form (ACC1)

- The school's Accident and Incident Book should be used to record the more trivial incidents which are not recorded on form ACC1. It is important that

treatment rendered by the first aider is recorded. In order to comply with the requirements of the Data Protection Act only one record per page should be completed however, Hipsburn School records more than one incident on each page and would arrange to transcribe or photocopy relevant entries if a parent requested sight of entries about their own child. The Incident and Accident Books are stored in the office, on completion.

- It is important to indicate the responsibilities of staff when reporting accidents. The Safety Coordinator or senior member of staff should check the completed ACC1 forms and countersign them and should monitor records to identify accident trends.
- Adults who log an accident or incident in the book are responsible for informing the class teacher and when appropriate, the Headteacher. Efforts will be made to inform parents of all bumps to the head, on the same day. This may involve a phone call during or after school. The bumped child will be given a 'bumped head' sticker to wear, in order to alert other children and staff.
- An Emergency Contact file is kept in the office with a list of appropriate contacts and details of allergies and medical conditions.
- The ACC1 should be completed for all significant injuries and sent to the Health and Safety Team. It is important that the member of staff supervising at the time of the accident records the details. *The injured person should not complete the form.* Again, first aid treatments should be recorded. It is important that actions to prevent recurrence are always recorded on the ACC1.
- A VI form should be sent to the Health and Safety Team in the case of a violent incident. A senior member of staff, in conjunction with the member of staff involved, should complete this.

Accident Investigation

The Safety Coordinator should advise staff on the appropriate level of response.

A senior member of staff should undertake an investigation using the form ACC2 if the incident is serious, complex or one which may have serious repercussions.

In the most serious cases the school should call in a Health and Safety Officer. If appropriate, he/she will undertake a full accident investigation and will take photographs and witness statements.

Reportable Injuries

The Health and Safety Executive (HSE) Call Centre should be contacted by telephone immediately in the following circumstances:

- 'major injuries' in respect of employees
- 'dangerous occurrences'
- 'occupational diseases'
- 'injuries resulting in hospital visits for treatment in respect of students and non-employees who are injured out of or in connection with work activities'

In the case of injuries to employees resulting in over-three days' absence from work, these should be reported to the HSE within 10 days. Again, the Call Centre can be used as an alternative to sending form F2508. Office staff should undertake these tasks using information recorded on the ACC1 or VI form. The information should then be checked and countersigned by the Safety Coordinator or senior member of staff.

The HSE Call Centre number is 0845 300 9923.

First Aid Arrangements ***(COUNTY COUNCIL Ref: F3)***

First aid arrangements are given below:

- Amanda Solomon is the nominated First Aid coordinator. She is the responsibility for ordering items and replenishing first aid boxes and ensuring that certificates remain current.
- All appropriately trained staff members are expected to deal with first aid situations, using the staff available effectively.
- At Hipsburn there is always at least two staff with up to date training in Emergency First Aid at Work including Paediatric First Aid. In line with EYFS Statutory requirements, we also have a Paediatric First Aider.
- First aid boxes should be located in the staff room and travel packs are taken on all school outings.
- The staff room is used as a medical room; supervision of this facility must always be a consideration. In more serious cases the child should be transferred to the care of parents as soon as possible
- Other relevant arrangements:
 - arrangements for first aid training/emergency aid training :every three years; (most recently 5.9.16 see CPD file)

- arrangements for community association activities:
 - during the day, at a school/community event, a trained member of staff is usually on site and can be called on if necessary but evening bookings are expected to provide their own first aiders
 - arrangements for parties on out of school visits: risk assessments will indicate whether staff on school visits have sufficient training and there is always a named First Aider
- The names of first aiders are entered below:
Emergency First Aid at Work including Paediatric First Aid:
Louise Dawson 24.3.15
Rachel Jones 24.3.15
Irene Watson 5.9.16
Lucy Maddison 5.9.16
Amanda Solomon 5.9.16
Jillian Dexter 5.9.16
Karen Crossman 5.9.16
Shirley Hutchinson 5.9.16
Carol Hawkins 5.9.16
Angela East 5.9.16
Carol Hawkins 5.9.16
Jo Johnson (Oates) 5.10.15 Paediatric First Aid

Health Matters

(Please see Supporting Children with Medical Needs Policy 2015)

Building and Site Maintenance

(COUNTY COUNCIL Ref: E3, G3, H3, J1, J2)

- The Headteacher is in charge of the maintenance of the school site and its buildings. The Headteacher is responsible to ensure that protocols detailed in section E3 are applied when the school commissions services independently.
- The caretaker has a responsibility for the reporting of building/site defects to the County Council, in those cases where the County Council is responsible for the maintenance. The Property Help Desk can be reached by telephoning (01670) 534840. The need for emergency repairs should be notified in the same manner. This will enable the Property Division to prioritise and assign workloads accordingly and will allow requests for work to be traceable.

The caretaker is responsible for liaison with Community and Environmental Services staff and contractors in order to co-ordinate any necessary safety precautions during

the progress of any building/site maintenance. This may entail completion of the HSC1 forms, when required. (*COUNTY COUNCIL Ref: J2*)

A contractors' induction pack should be made available to those carrying out appropriate works. This is located in the school office and includes a recent asbestos report with appropriate forms to be completed. The Site Maintenance File and Risk Assessment File are also kept in the school office.

Maintenance and Testing of Equipment

With regard to the above, appropriate arrangements need to be in place and person(s) identified to ensure that:

- internal school procedures are established and followed
- liaison with the County Council and contractors takes place
- full records relating to statutory testing are maintained. These will include:
 - Annual safety tests of 240v portable electrical appliances (*COUNTY COUNCIL Ref: L4*)
 - Weekly testing of the fire alarm system (*Fire Log Book*)

RCD testing will also be carried out and the results recorded.

School equipment is tested regularly and staff may not bring untested electrical equipment to use in school. Equipment must be purchased from reliable suppliers.

The school has an SLA contract with the LA for statutory testing.

Fire Safety and Emergencies (*Fire Log Book*)

- The Head should ensure that the fire risk assessment in section 4 of the Fire Log Book is completed. Several parties should be involved in the completion of this task
- The Fire Coordinator (Mr Moloney) is responsible for devising and coordinating fire drills and maintaining records in the Fire Log Book, such as fire drills and fire alarm tests. The Head will arrange and log fire drills and the Caretaker will be responsible for testing fire alarms and emergency lighting equipment and logging tests

- Fire drills should take place each term
- The following arrangements for fire precautions should be in place to ensure that:
 - Flammable liquids are stored in a locked metal cupboard
 - Fire doors are always closed and never wedged open
 - Waste materials are collected daily and are stored in a locked area until collection by the local council
 - Electrical equipment not in use is always isolated from the mains.

Security

Most schools have security systems in place (either Videx or Pac) which afford authorised access only and allow movement between different parts of buildings at specific times. We have adopted signing in systems and issue visitors' badges to authorised visitors at the main entrance. Staff also wear identity badges Teachers are responsible for closing outside doors to the classrooms at 9.00am and during the school day. The Headteacher or Office Manager ensures access from playgrounds to the school is padlocked during the school day.

Signage requests that all school stakeholders keep gates closed around and within the school site.

Such measures enable schools to be secure and safeguard staff and students against the risks of unauthorised entry to the buildings.

Risk Assessment

(COUNTY COUNCIL Ref: E6)

A written assessment of all activities that involve a significant risk to health or safety should be produced, in which the hazards, risks and necessary precautions are identified. The Health and Safety Team provides further guidance and several general assessments have been issued to schools. However, most assessments are best done in light of the particular circumstances in the school, and by school staff.

With regard to teaching, in most cases identifying and adopting the relevant reference books and/or HAZCARDS, and noting any variations or special circumstances existing in the school, will be sufficient.

Where appropriate, the precautions detailed in the risk assessment should be transcribed into relevant working documents, such as a lesson plans or worksheets. Risk assessments should be numbered for easy retrieval.

Manufacturers' safety data sheets should be obtained for all hazardous products used in school (except where HAZCARDS are provided for Science chemicals). Risk assessments should be completed for all activities. Further information is contained within the COSHH section of the COUNTY COUNCIL Safety Policy (*COUNTY COUNCIL Ref: H1*)

Risk assessments for the school and for visits are coordinated by the Headteacher. The Caretaker is responsible for maintaining cleaning and caretaking risk assessments and manufacturers data sheets for cleaning chemicals. Only approved chemicals may be used in school.

Manual Handling (*LEA Ref: L1*)

A written assessment of all manual handling tasks likely to involve risk of injury is produced by the Local Authority. Wherever reasonably practicable, procedures and practices should be changed to eliminate or otherwise reduce manual handling tasks. Staff are expected to request assistance to prevent accidents as a result of manual handling.

Display Screen Equipment (*COUNTY COUNCIL Ref: L2*)

Staff who are using a computer workstations regularly and for a significant part of their working day should be provided with a suitable workstation, 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.

Machinery and Work Equipment (*COUNTY COUNCIL Ref: G1*)

All new machinery and work equipment should be selected through assessment to ensure that it is appropriate for the intended purpose. All such equipment must be maintained in safe working order.

Educational Visits

A School Educational Visits Coordinator (EVC) has been appointed and has attended the County Council's recognised training course. Kevin Moloney as EVC should ensure that members of staff have access to the County Council's guidance for educational visits. In the case of Category 2 visits the school must submit the correct forms to the Outdoor Education Safety Adviser for approval.

The EVC should ensure that risk assessments are in place to cover the trips made by the school for both Category 1 and Category 2 visits. All school visits must be supervised by a trained Visit Leader.

The Hipsburn Policy for Educational Visits gives detailed advice and must be followed. The Office Manager can advise teachers when logging visits through the LA Evolve system.

Play Equipment

The school play equipment is to be checked regularly by school staff and inspected at least annually by a competent contractor via the SLA with Community and Environmental Services. For further information C&ES should be contacted on (01670) 533490. Inspection reports are files with building works.

Further details about outdoor play equipment can be found in section G5 of the Children's Services Health and Safety Policy.

Information and Training

Staff will be provided with appropriate information and training to enable them to undertake and supervise school activities. Examples of such activities include the safe use of substances, machines and other items of work equipment. Any specialist safety training requirements should be identified through training needs analysis, prioritised and costed to allow appropriate allocation of the school's training budget.

Personal Protective Equipment *(COUNTY COUNCIL Ref: L7)*

Where PPE is identified as a control measure in a work activity risk assessment, the equipment selected must be appropriate for the task so as to ensure that it will provide adequate protection and must be compatible with other equipment in use.

The assessment should be reviewed if there is significant variation in the activity. Advice on the selection of PPE is available from the Health and Safety Team.

All PPE must be maintained in good working order, and any defect reported immediately to the Head of Department, for repair or replacement.

Respiratory protective equipment (RPE) must be maintained in good working order, kept hygienically clean, stored in clean condition, and inspected at monthly intervals (3 monthly where use is infrequent) by the Head of Department. A written record will be kept for inspection. Alternatively, disposable RPE can be used provided that this is suitable for purpose and worn in line with the manufacturer's instructions.

Subject Areas

Each subject area within the school may have health and safety arrangements that are unique. Where appropriate, Subject Coordinators may submit a summary of key issues and procedures for inclusion in the School Safety Policy. Topics may include:

- How safety is planned and managed within their subject area in school
- Where safety information is filed
- Special safety rules
- Responsibilities of certain individuals with regard to safety tasks or functions
- Special training requirements
- Liaison with regard to safety tests and inspections
- Maintenance of equipment, etc
- Provision of protective equipment

Premises Sub-Committee Chair
Hipsburn Primary School

Signed.....

7.2.17

Review date

7.2.18