

# Parrett and Axe C.E.V.A. Primary School

## HEALTH & SAFETY POLICY

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# HEALTH AND SAFETY POLICY

## PART ONE

### STATEMENT OF INTENT

#### Parrett and Axe C.E.V.A. Primary School

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work related ill health
- c) Assessing and controlling risks from curriculum and non-curriculum work activities
- d) Complying with statutory requirements as a minimum
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- i) Setting targets and objectives to develop a culture of continuous improvement
- j) Ensuring adequate welfare facilities exist at the school
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(Chair of Premises Committee)

# HEALTH AND SAFETY POLICY

## PART TWO

### ORGANISATION

#### INTRODUCTION

To comply with the Governing Body's Statement of Intent the school's normal management structure have had additional responsibilities assigned, as detailed below.

An organisational chart showing the school's health and safety management structure is attached at Appendix 1.

#### THE GOVERNING BODY

The Governing Body has the following responsibilities to ensure:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.

#### THE HEADTEACHER

The Headteacher has the following responsibilities:

- a) To be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- b) Ensure that a clear written local Policy for Health and Safety is created.
- c) Ensure that the Policy is communicated adequately to all relevant persons.

- d) Ensure appropriate information on significant risk activities is given to visitors and contractors.
- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- g) Make or arrange for risk assessments of the premises and working practices to be undertaken.
- h) Ensure safe systems of work are in place as identified from risk assessments.
- i) Ensure that emergency procedures are in place.
- j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- k) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- l) Ensure arrangements are in place to monitor premises and performance.
- m) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- n) Report to the Governing Body annually on the health and safety performance of the school.

### **SCHOOL HEALTH AND SAFETY CO-ORDINATOR**

The School Health and Safety Co-ordinator has the following responsibilities:

- a) To co-ordinate and manage the annual risk assessment process for the school.
- b) To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- c) To make provision for the inspection and maintenance of work equipment throughout the school.
- d) To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with NPS and other contractors.
- e) To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

- g) Carrying out any other functions devolved to her by the Headteacher or Governing Body.

### **TEACHING/NON-TEACHING STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY**

This includes Curriculum Co-ordinators and Cleaning Staff. They have the following responsibilities:

- a) Apply the school's Health and Safety Policy or relevant County Council Health and Safety Code of Practice to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible.
- c) Ensure that all staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work.
- d) Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Investigate any accidents that occur within their area of responsibility.
- h) Prepare an annual report for the Headteacher on the health and safety performance of his/her department or area of responsibility.

### **CLASS TEACHERS**

Class teachers are expected to:

- a) Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- c) Give clear oral and written instructions and warnings to pupils when necessary.
- d) Follow safe working procedures.

- e) Require the use of protective clothing and guards where necessary.
- f) Make recommendations to their Headteacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- h) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- i) Report all accidents, defects and dangerous occurrences to their Head of Department.

### **SCHOOL HEALTH AND SAFETY REPRESENTATIVES**

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

### **ALL EMPLOYEES**

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- a) Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.
- b) Co-operate with school management in complying with relevant health and safety law.
- c) Use all work equipment and substances in accordance with instruction, training and information received.
- d) Report to their immediate line manager any hazardous situations and defects in equipment found in their work places.
- e) Report all incidents in line with current incident reporting procedure.

- f) Act in accordance with any specific health and safety training received.
- g) Inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Co-operate with appointed Trade Union Health and Safety Representative(s).

## **PUPILS**

- a) Pupils, allowing for their age and aptitude, are expected to:
- b) Exercise personal responsibility for the health and safety of themselves and others.
- c) Observe standards of dress consistent with safety and/or hygiene.
- d) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- e) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

# HEALTH AND SAFETY POLICY

## PART THREE

### PROCEDURES AND ARRANGEMENTS

#### INTRODUCTION

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

#### RISK ASSESSMENT

##### General Risk Assessment

General Risk Assessment will be co-ordinated by the Head Teacher.

##### Maternity Risk Assessment

Maternity Risk Assessments will be carried out by the Head Teacher.

##### Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by the relevant Subject Leaders.

##### Fire

A fire risk assessment will be carried out under the guidance of the Head Teacher.

##### Manual Handling

Manual handling risk assessments will be carried out by the Head Teacher.

##### Computers and Workstations

VDU risk assessments will be carried out by the appropriate members of staff.

##### Hazardous Substances

The Premises Committee will identify any hazardous substances for which no generic assessment exists.

## **Violence**

Assessment of the risks of violence to staff will be carried out by the Head Teacher using the appropriate L.A. guidance.

## **EMERGENCY PROCEDURES**

### **Fire and Evacuation**

Fire and evacuation procedures are detailed in Appendix 2.

### **First Aid**

First aid equipment is centrally stored in the lockable cabinet in the old Staff Room

All of the staff except the Head Teacher and the School Secretary have completed the First Aid for the Appointed Person in the Workplace training.

In addition, Mrs Dodson, Mrs Hobbs and Mrs Guppy have completed the full 4 day First Aid at Work training.

### ***Transport to hospital:***

If an ambulance is required, call "999". It may be appropriate in less severe cases to transport a pupil to a casualty department without using an ambulance, but this should always be on a voluntary basis. If a member of staff uses their own car for these purposes, they are covered by the school business insurance policy.

No casualty should be allowed to travel to hospital unaccompanied. Mr Evans will designate an accompanying adult in emergencies where parents cannot be contacted.

### **Incident Reporting**

See Appendix 3.

## **HEALTH AND SAFETY TRAINING**

The following staff members have received health and safety training in the following areas:

### **Strategic Health and Safety Management and Premises Management Training**

- Health and Safety Awareness (Head Teacher ,Chair of Premises Committee, Chair of Governors) Nigel Evans, Richard Dodson and Lindsay Williamson  
11.12.08
- Premises Responsible Person Update Nigel Evans and Richard Dodson  
05.11.10

- [Premises Management, Health, Safety and Risk Management – Fire Risk Assessment](#)

Whole staff 18.05.09

### **Outdoor Education:**

- [Educational Visits Co-ordinator](#)

Mr Evans 12.03.13

### **Occupational Risks**

- [Manual Handling Risk Assessment](#)
- . Whole staff LA led Awareness Session 14.09.10
  
- [First Aid at Work and Appointed Persons](#)
- Whole staff Appointed Person training 11.06.12
- First Aid at Work Refresher Mrs Dodson 23.02.12-24.02.12
- Updated First Aid at Work Mrs Hobbs 28.05.12-30.05.12
  
- [Paediatric First Aid \(for schools with children up to age 5\)](#)
  
- Paediatric First Aid Mrs Guppy 10.07.12-11.07.12

### **Caretaking**

The Head Teacher, in conjunction with the Premises Committee, will identify training needs.

## **INSPECTION AND TESTING OF PLANT AND EQUIPMENT**

### **Portable Electrical Appliances**

Inspection and testing of portable electrical appliances will be carried out regularly. The most recent portable appliance testing took place in January 2013

### **Equipment Maintenance - Curriculum**

Subject Leaders will be responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified and implemented.

## **HEALTH AND SAFETY MONITORING**

### **Inspection of Premises**

A General L.A. Audit takes place every 3 years. The most recent Audit was completed on 12.03.09

The Premises Committee conduct regular site audits. Their most recent inspection was on 06.02.13

## **CONSULTATION AND COMMUNICATION OF INFORMATION**

### **Consultation**

The Premises Committee meets regularly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by the Full Governing Body.

2012-13 Committee members are: Richard Dodson (Chair), Allison White (Secretary), Nigel Evans (Head Teacher), and Martyn Gillingham.

### **Communication of Information**

The Head Teacher will ensure that systems are established so that staff and pupils are familiar with the arrangements set out in this document.

The [Health and Safety Law poster](#) is displayed in the Staff Room

Health and safety advice is available from Lee Payne at Dorset County Council.

## **PREMISES MANAGEMENT**

### **Security and Visitors**

All visitors must report to the School Office where they will be asked to sign the Visitors Book and wear an identification badge.

### **Vehicles on Site/Parking**

Staff and visitors cars must be parked in designated areas.

The risks of persons and vehicles coming into contact will be controlled by the Head Teacher.

## **Building Maintenance**

General building maintenance is carried out by Dorset County Council and The Diocese of Salisbury through their allocated Property Surveyors, John Wilson and Nick Dolman.

## **Asbestos**

The asbestos register is held in the Head Teacher's Office. Mr Evans is responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified sign the register and that any changes to the register are notified to Dorset County Council.

## **Control of Contractors**

All contractors must report to the School Office where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

Mr Evans is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work

## **Lettings**

Lettings are managed by the Finance Personnel Committee using their agreed policy.

## **OTHER PROCEDURES**

### **Critical Incident Management**

The County Council's [Critical Incident Management guidelines](#) are followed and staff are made aware of the advice given.

### **Managing Medicines**

Prescribed medication will be administered to pupils following the relevant guidance.

[Jane Hobbs, Kathleen Guppy and Janet Dodson](#) have been nominated as responsible people for control of administration of medicines to pupils.

### **Educational Visits**

Educational visits will be organised following guidance contained in DfES (DCSF) documentation and the [Children's Services guidance document](#). The Educational Visits Co-ordinator is Nigel Evans

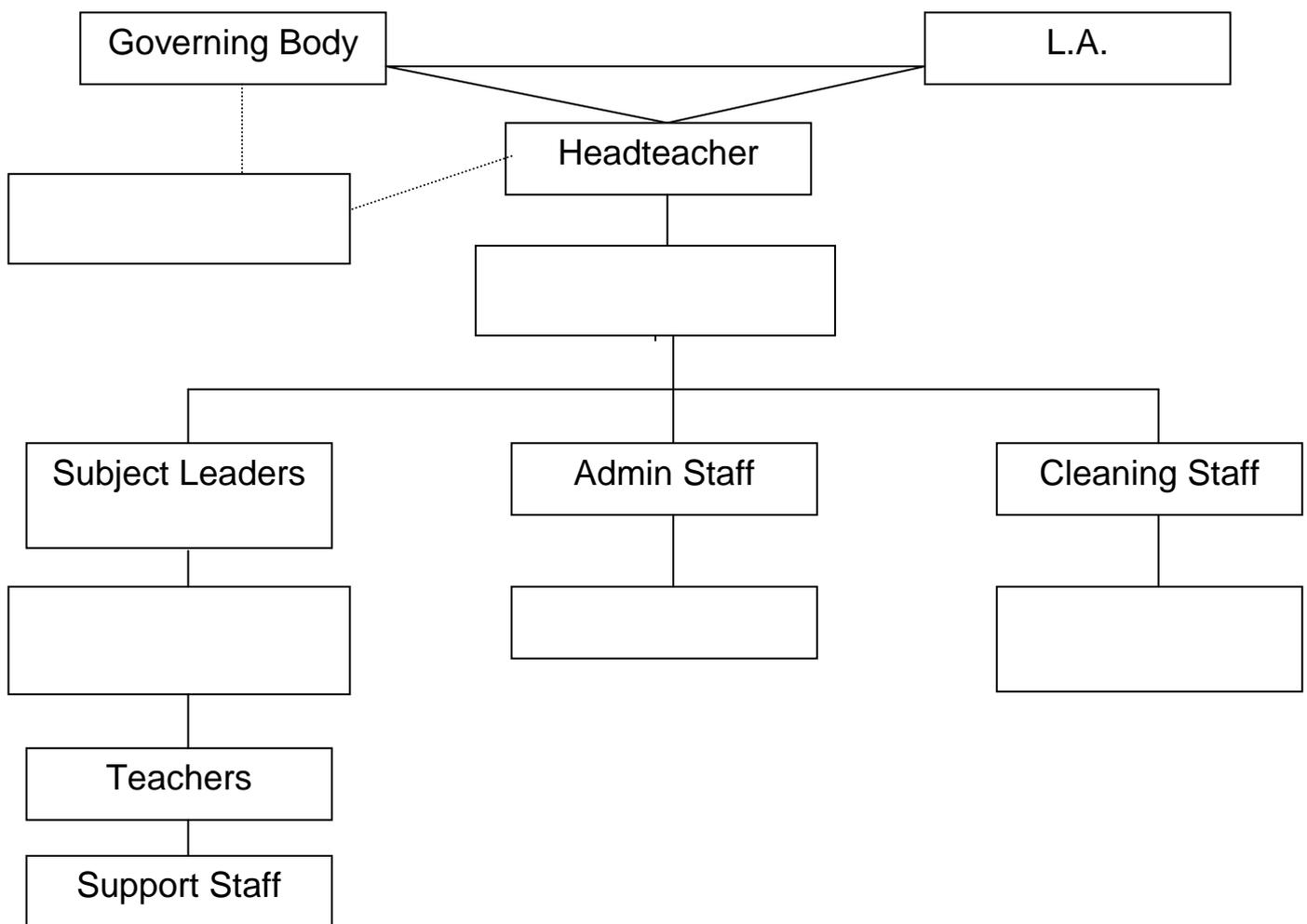
## **REVIEW**

These arrangements will be reviewed annually and revised as new topics arise which may affect the process of managing health and safety for staff, pupils, contractors and other visitors.

Appendix 1

PARRETT AND AXE C.E.V.A. PRIMARY SCHOOL

HEALTH AND SAFETY ORGANISATIONAL CHART



## Appendix 2

### FIRE AND EVACUATION PROCEDURES

- Fire notices are displayed in all classrooms
- Escape routes are checked by the Premises Committee as part of their site inspections.
- Fire Extinguishers are maintained and checked by Churches Fire Security annually
- Alarms are tested by [Dorset Electrical and Fire Alarms](#) every 3 months

Emergency evacuation procedure will be tested once every term.

**PREMISES EVACUATION ARRANGEMENTS** in case of an alarm being activated are as follows

- Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm. They should then notify the main office of the exact location.
- The EMERGENCY WARNING is the ALARM BELL ringing continuously.
- Office staff will dial 999
- On hearing the alarm, pupils should leave in single file when instructed by the teacher in charge of the class. Pupils should then leave by the nearest available marked escape route. The last person to leave the classroom must close the door. Pupils should remain with their teacher on the playground.

If a pupil is not in a classroom when the alarm sounds, he/she must walk to the playground leaving the building by the nearest marked escape route.

In the event of an emergency during BREAK or the LUNCH HOUR, pupils must leave the building by the nearest marked escape route and go to the playground.. Pupils should assemble in their classes.

Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to the office staff on the playground.

Immediately pupils arrive on the playground, they must stand in their classes in silence while the staff check their registers. Registers will be taken out by Office staff. The result of this check must be reported to the person in charge as soon as it is complete

The senior member of staff will liaise with the Fire Brigade on their arrival.

When the senior member of staff is satisfied that it is a false alarm, he/she will direct staff, pupils and visitors to return to the building.

If the building cannot be reoccupied following an evacuation, arrangements will be made immediately to contact parents.

## **INCIDENT REPORTING AND INVESTIGATION**

All incidents will be reported in accordance with L.A. guidance

To comply with the Data Protection requirements, individual incident reports will be removed from the Incident Book, passed to the Head Teacher and stored securely to ensure that personal details remain confidential.

Minor accidents to pupils and visitors will be reported on the premises' 'Non-Employee Accident Record'. These forms are held in the School Office.

### **Investigation of Incidents and Remedial Action**

The Head Teacher will investigate all incidents and make appropriate recommendations to prevent a recurrence.

### **Reporting**

The person responsible for recording and reporting of incidents to County Hall and maintaining records is the Head Teacher, Mr Evans