

Madresfield CE Primary School

Health and Safety Policy

**This policy should be read in conjunction with our Child Protection/Safeguarding Policy
August 2016 – to be reviewed August 2017**

General Guidelines

The Governors recognise the Statement of General Policy Of Worcestershire County Council Education Department together with its organisation and arrangements. They undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for staff, visitors and pupils as laid down in the department's Handbook Of Safety Information. The Governors and staff recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Co-ordinator of Worcestershire Education Department or such other persons as may be necessary.

It is the policy of the Governing Body, so far as is reasonably practicable, to:

- establish and maintain a safe and healthy environment throughout the school;
- establish and maintain safe working procedures among staff and pupils;
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
- maintain all areas under the control of the Governors and Headteacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
- formulate effective procedures for use in case of fire and for evacuating the school premises;
- lay down procedures to be followed in case of accident or near miss.;
- teach safety as part of pupils' duties where appropriate;

Responsibility of the Governors and Headteacher

The Governors and Headteacher are responsible for implementing this policy within the school. In particular they will:

- monitor the effectiveness of the safety policy and the safe working practices described within it, shall revise and amend it, as necessary, on a regular basis;
- carry out a regular safety audit and safety walk.
- arrange for an annual check on Gym equipment, outside fixed play equipment, fire prevention equipment
- arrange for electrical appliance testing on portable appliances as required
- prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
- make arrangements to draw the attention of all staff employed at the school to the safety policies and procedures and of any relevant safety guidelines and information issued by the Authority.
- make arrangements for the implementation of the Authority's accident reporting procedure and draw this to the attention of all staff at the school as necessary
- make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed.
- ensure that regular safety inspections and risk assessments are undertaken
- ensure that adequate provision is made for the administration of first aid

- arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe
- monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
- monitor staff sickness absence levels on a termly basis and ensure that as far as possible levels of stress in the workplace are kept to the minimum.

Responsibilities of Staff Towards Pupils and Others in their Care

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. exercise effective supervision over all those for whom they are responsible, including pupils;
2. be aware of and implement safe working practices and to set a good example personally. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
3. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
4. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
5. minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
6. evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
7. provide the opportunity for discussion of health and safety arrangements;
8. investigate any accident (or near miss) where personal injury could have arisen and take appropriate corrective action;
9. provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
10. provide adequate instruction, information and training for regular, thorough hand washing.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Headteacher.

Responsibilities of all Employees

All employees have a responsibility to:

1. take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
2. make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Headteacher;
3. ensure that tools and equipment are in good condition and report any defects to the Headteacher;
4. use protective clothing and safety equipment provided and ensure that these are kept in good condition;
5. ensure that offices, general accommodation and vehicles are kept tidy;
6. ensure that any accidents, or near miss injury occurs, and potential hazards are reported to the Headteacher.

Please note the following:- It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.

1. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
2. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Specific responsibilities of the Caretaker/Cleaner-in-charge

1. Ensure that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises e.g. signs to warn of slippery floors
2. Undertake and regularly update COSHH assessments
3. Ensure ice, snow and leaves are cleared from steps, playgrounds and pathways. Salt to be spread as necessary
4. Ensure that flammable and toxic substances are locked away

Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to: exercise personal responsibility for the safety of themselves and their fellow pupils;

1. observe standards of dress consistent with safety and/or hygiene
2. observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
3. use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

N.B. The Governors and Headteacher will make pupils aware of these responsibilities through direct instruction and notices.

Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school. All visitors should report to the school office on arrival.

Lettings

The Governors and Headteacher will ensure that:

1. the means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Headteacher knows of any hazard associated with the above, she/he should take action to make hirers aware of it;
2. fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building;
3. hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment;
4. hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;
5. arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

Fire and Emergency Evacuation Procedures

1. A fire drill takes place at least on a termly basis. A log book records and evaluates each drill and is kept in the school office.

Fire Prevention Equipment

Arrangements are made to monitor the condition of all fire prevention equipment annually by the fire brigade. The caretaker checks the fire alarm system every week and a record is kept of the test.

First Aid and Accident Reporting Procedures

First Aid kits are available in the Staff Room including 'bum bags' for use in the playground and on school visits.

The accident book and report forms are to be found in the Staff Room.

1. The name of the appointed person is Mrs. A Watson. Mrs Moore is also a fully trained First Aider.
2. Gloves are worn at all times by members of staff whenever blood or other bodily fluids are involved.
3. In most cases, parents, not teachers, will administer medicines to their children out of school hours. In exceptional cases, medications may need to be administered by a fully certified First Aider following instructions from a hospital physician if they are required to be taken during school hours. In the case of this being necessary, any medication will be kept securely in the school office. In the case of asthma, reliever inhalers are kept by the pupils in their classrooms for easy and immediate access. Diabetics may need to bring additional food supplements and/or insulin into school. These will be kept in a secure named container in the child's classroom. Children who have been prescribed an EpiPen by their G.P. should bring two pens into school which will be kept in a safe place in the child's classroom. It is the responsibility of the parent to ensure that the EpiPen is updated as necessary. Staff are trained in the use of administering an EpiPen should it become necessary. In no circumstances will staff administer medicines such as 'Calpol' or paracetamol based/pain killing medicines to pupils nor will pupils be permitted to bring in such medicines for personal administration.
4. The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.

Health and Safety sub committee The Health and Safety sub committee will meet once every term or more often as necessary.

