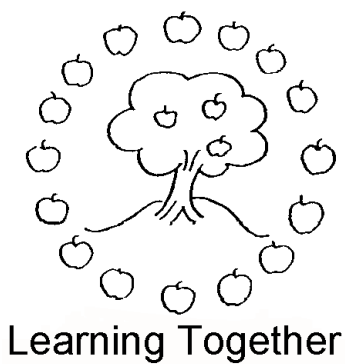


# **Kingsbury Episcopi Primary School**

## **Health and Safety Policy**



**Autumn 2009**

**Review Date: Autumn 2010**

## THE LAW

Health and safety in schools is governed by legislation and associated regulations. These are enforced by the Health and Safety Executive (HSE).

In community schools, community special schools and voluntary controlled schools statutory health and safety responsibilities fall on the LA (as the employer) and on the Headteacher and other school staff (as employees).

As the management body, **the governing body** must ensure that school staff and premises comply with the LA's health and safety policy and practices (eg, reporting accidents, first aid provision), and:

- to institute a health and safety policy and advise employees of it;
- to have a critical incident/emergency contingency plan;
- to ensure, **so far as is reasonably practicable**, the health, safety and welfare of teachers and other education staff; the health and safety of pupils in school and on off-site visits; and the health and safety of visitors to schools, and volunteers involved in any school activity;
- to assess the risk of all activities, both in school and off-site; introduce measures to manage those risks, and tell employees about those measures;
- to ensure that staff are competent and trained in their health and safety responsibilities; and are actively involved in health and safety;
- to take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

In practice, the governing body may delegate specific health and safety tasks to others at the school.

The governing body, and headteacher, must comply with any direction given to them by the LA concerning the health and safety of persons on the school's premises or taking part in any school activities elsewhere.

## THE ROLE OF EMPLOYEES IN SCHOOL

Employees must take reasonable care of their own health and safety, and that of anyone else who may be affected by what they do at work. They must also cooperate with others who have duties for health and safety by carrying out instructions and reporting unsafe practices. The headteacher, who has delegated responsibility for the day-to-day management of the school, has a particular role in seeing that the governing body's health and safety policies and procedures are carried out.

## AIMS AND OBJECTIVES

The Governors of Kingsbury Episcopi Primary School will:

1. Provide as far as reasonably practicable, a safe and healthy environment for all persons who work at, attend or visit the school.
2. Endorse and support the safety policy of Somerset County Council, and to assist the Council to discharge those responsibilities, which it holds as employer.
3. Seek improvement to working conditions according to priorities within existing resources.

4. Recognise their responsibilities when they make available premises or equipment for hire, and will ensure that risks to the safety or health of hirers and other persons are adequately controlled as far as possible.
5. Ensure that Risk Assessments are carried out within the school using an identified method for recording and to review as appropriate.
6. Encourage informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised.
7. Ensure that staff have access to training to ensure their competence for their tasks.
8. Accept the duties that they may hold as a client where they arrange for work through contractors or volunteers. Follow the Council's guidance for the selection of competent contractors and **will** seek assistance from the Council's Property Services when necessary. Ensure that volunteers receive adequate instruction and supervision to work safely.
9. Report all incidents/accidents, using the Accident Reporting Module in EEC Safety Suite and ensure appropriate follow up action has been carried out.
10. Review on an annual basis, all accidents and incidents reported to identify trends.
11. Consult with the school council and inform pupils of their responsibilities for Health and Safety.
12. To designate one member of staff as the school's health & safety representative and to provide appropriate training for that person.
13. To formulate effective procedures for use in case of fire, bomb, other hazards and for evacuating the school premises.
14. To include health and safety awareness as part of pupils' studies.
15. To make basic first aid training available for employees and to designate one member of staff as the school's First Aider and give appropriate advanced training.

## **ORGANISATION IN SUPPORT OF HEALTH AND SAFETY**

The Headteacher is responsible for the implementation of this policy in all areas and activities within the school.

The Headteacher and Governors recognise the importance of all staff being competent and possessing the necessary current skills, knowledge and qualifications for the use of specialist equipment or facilities.

The Governors will monitor safety performance within the school against the standards of Somerset County Council and provide an annual summary of their findings. With regard to premises issues this will include a check of the school buildings, in conjunction with their property surveyor and prioritisation of needs on the school's Asset Management Plan.

Governors have agreed the delegation for approval of off-site visits and activities and review on an annual basis.

The Governors have appointed the following Governor to have a watching brief for health and safety issues, and bring to their notice such issues that require their attention: Mr M Lloyds.

Assistance on health and safety issues is provided by The Corporate Health and Safety Unit, Somerset County Council.

The Governors adopt the standards of the following publications, which are endorsed by the Children and Young People's Directorate as standards for its schools:

- Safe Practice in Physical Education, published by BAALPE - 2004 Edition
- Building Bulletin 100: Design for Fire Safety in Schools: DCSF 2007
- Health and Safety of Pupils on Educational Visits: published by DCSF 1998
- Guidance on First Aid for Schools: published by DCSF
- Supporting Pupils with Medical Needs: published by DCSF

### **Responsibilities and Duties of the Headteacher**

1. The identification and control of risks associated with any hazardous or dangerous substances.
2. The selection of equipment which is suitable for its purpose, and ensuring that it is properly used.
3. Identifying and securing the training needs of school staff.
4. Ensuring that all members of staff and governors (including new staff, supply teachers, students and voluntary helpers) are aware of the contents of the school safety policy together with relevant safe working procedures.
5. The provision of suitable personal protective equipment when its need is identified, and ensuring that it is properly used.
6. Ensuring that effective first aid provision and accident reporting procedures are in accordance with those contained within the Incident Reporting (IR1) guidelines.
7. To receive safety and maintenance inspection reports (including fire safety) from any inspecting officer or agent and the fire service, where necessary taking any appropriate immediate action. Ensuring that the LA is aware of the report and brings the recommendations to the attention of the governors and the appropriate staff.
8. Ensuring that before purchasing equipment, materials, substances or furniture that health and safety specifications and standards (if appropriate) will be fully met.
9. Ensuring that inspections of the school premises, plant, equipment and working practices are carried out on a regular basis and where necessary implement/recommend changes and improvements.
10. To investigate accidents and incidents involving staff, pupils or visitors where there is a suspected breach of legislation, a failure in a system of work, or a hazard identified which could result in further accidents/incidents. Complete the necessary IR1 forms.
11. To ensure that a full inventory of all portable electrical equipment is kept up to date and that regular tests/inspections are carried out.
12. To ensure that appropriate staff carry out Risk Assessments where necessary using the format adopted by the school and available on the computer network.
13. To ensure that all relevant staff are aware of current Risk Assessments.

14. To ensure that COSHH assessments have been completed for all substances in use within their area of responsibility and that no new substances are brought into use without an assessment having been carried out. All assessments should be reviewed annually, or if the process changes, to ensure they remain current.

### **Responsibilities and Duties of Teaching Staff (including Supply Teachers)**

All teaching staff are directly responsible for the health and safety of all pupils when under their control whether on the school premises (including playgrounds/playing fields) or not. This includes the following duties:

- To ensure that all staff assigned to help them are aware of the health and safety requirements of the school and activities relevant to them.
- To implement the health, safety and welfare procedures of pupils at a level appropriate for their requirements. Ensure these procedures are explained in terms they can readily understand.
- To exercise effective supervision of pupils and ensure that you are aware of emergency procedures in respect of fire, first aid, accident reporting etc. and carry them out as necessary.
- To carry out the school's adopted format of Risk Assessments and to ensure that copies of relevant Risk Assessments are referred to when undertaking relevant activities.
- To seek information on any special safety measures to be adopted in your own teaching areas and ensure that they are applied.
- To set an example by personally following safe working practices.
- To ensure that where necessary the appropriate protective clothing, guards etc. are available and in good condition.
- To report to the Headteacher any defects in equipment or identified inadequacies in procedures. Where any defect renders the equipment potentially hazardous to use, it should be placed out of use until repaired or replaced.
- To integrate all relevant aspects of health and safety into the teaching process and, if necessary, give special lessons.

### **Responsibilities and Duties of Lunchtime Supervisors and Learning Support Assistants**

- If there is a minor accident it should be dealt with and the child's teacher informed.
- If there is a rather more serious accident it should be referred to the Headteacher who will, on investigation of the accident, follow the appropriate instructions for dealing with accidents.
- A 'Mr Bump' note may be issued which will draw parents' attention to a minor injury. Copies of notes are kept as part of the school's accident log.
- The Headteacher will ensure that the appropriate accident forms are filled in and will notify parents as necessary.

## **Assessments of Procedures and COSHH**

- Section 8 of the Health and Safety Guidance for Schools Vol. 4 refers to the control of substances hazardous to health.
- All cleaning materials will be kept in a locked cupboard at all times.
- Risk assessment for any activities within the school and for any substances or procedures in use will initially be made by the teachers concerned in consultation with the Headteacher. Copies of these Risk Assessments are kept in the Headteacher's office in the Risk Assessment file. If the teacher does not regard him/herself as competent to make such assessments, the matter can be referred as required to the Headteacher and then to the County health and Safety Unit if necessary.
- Swimming pool chlorination chemicals will be kept in a locked, ventilated area of the swimming pool.

## **Notes**

- Hazardous Assessments for Substances Hazardous to Health are kept in the office.
- Play Safe is held by the Headteacher.
- The Policy and Administration Handbooks are kept by the Headteacher.
- Instructions for organising trips and visits out of school, both in this country and abroad are kept in the office.
- Risk Assessment templates and completed pro formas are on the computer network and copies are in the Risk Assessment folder in the Headteacher's office.

## **Guidance for Schools**

The following guidance, produced by the Council, is available for schools to use for their own standards:

- [Guidance for Schools Volume 4](#)
- [Outdoor Education and External Visits Website](#)

The Governors adopt the standards of the following publications which are endorsed by the Children and Young People's Directorate as standards for its schools:

- Safe Practice in Physical Education, published by BAALPE - 2004 Edition
- Building Bulletin 100: Design for Fire Safety in Schools: DCSF 2007
- Health and Safety of Pupils on Educational Visits: published by DCSF 1998
- Guidance on First Aid for Schools: published by DCSF
- Supporting Pupils with Medical Needs: published by DCSF

## **Appendix 1**

### **Fire Drill and Evacuation Procedure**

#### **Fire Drill Notice**

If you discover a fire raise the warning by operating the nearest fire alarm.

If you hear the fire alarm, then quickly and calmly assemble your class by the nearest fire exit, checking the toilets etc. and walk to the assembly point which is at the back of the rear playground, facing the field.

Class registers and the Visitor Book will be brought out to the assembly point by a member of the office staff or the Headteacher.

The Headteacher or office staff will ring for the fire brigade, check staff toilets and then go to the assembly point.

There will be regular fire drills each term to familiarise staff and children and there will be a weekly check and log of the fire bell by the Health & Safety Co-ordinator.

Any visitors to classes or the school will join the class evacuation.

#### **Guidance to Staff: Fire Drill and Evacuation Procedure**

On hearing the alarm (continuous bells) all persons must leave the building in an orderly way as quickly as possible and then assemble for checking in the playground. The Headteacher is in charge of the arrangements for checking personnel and the secretary is responsible for liaising with the emergency services.

Outside normal school hours, the member of staff on site or the hirer of the premises has the responsibility for checking personnel and alerting the emergency services.

Copies of the Fire Drill must be displayed in each classroom. Replacement copies may be obtained from the office.

The responsibility for the safe evacuation of any disabled persons in the school at the time will be that of the teacher of the class that the disabled person is visiting, or the member of the staff that the disabled person is meeting with.

## **Appendix 2**

### **Medical Care**

#### **General**

If a child is unwell at school, the school will make every effort to contact the parent/guardians. It is very important that we have up-to-date home/work telephone numbers or other contact numbers. Until we have contacted the child's parents we will take any action required in the interests of the child.

Administration of Medicines – see Managing Medicines in School Policy.

First Aid – see First Aid Policy.

#### **Accidents**

In the event of an accident injuring one or more people, the first priority is to ensure, within the limits of personnel and facilities, the safety of other pupils and adults in the vicinity. Appropriate action will be taken with the injured.

If the accident is of a serious nature a decision will then be taken by the Headteacher or Senior Teacher as to whether or not an ambulance should be called. Parents will be contacted as soon as possible.

## APPENDIX 3

### DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL

**Name of School: Kingsbury Episcopi Primary School**

**Headteacher**

Mrs Jane Chubb

**Delegated Senior Teacher:**

Mrs Karen Crisp

Area	Location of Policy/Guidance	Name of person responsible
<b>ACCIDENTS/INCIDENTS (NEAR MISSES):</b>		
Incidents/Injuries	<a href="#">Incident Report Form (IR1)</a> and <a href="#">Guide</a> on SiX: Quick Links - Health and Safety	Headteacher
<b>EMERGENCY PROCEDURES:</b>		
Critical/Major Incidents	<a href="#">Critical Incidents in Schools</a>	Headteacher
Emergency Procedures	<a href="#">School Closures</a>	
Updating your Contingency Plan	<a href="#">Dealing with Major Incidents</a> <a href="#">Major Incidents Out of Hours</a>	
<b>EXTERNAL VISITS:</b>		
External Visit Co-ordinator	<a href="#">Outdoor Education and External Visits Website</a> <a href="#">EEC Safety Suite&gt;External Visits Management</a> <a href="#">Policy for Offsite Visits and Activities – in school</a>	Mrs K Crisp
<b>MEDICAL:</b>		
Hygiene Control	<a href="#">Guidance for Schools: Volume 4</a>	Headteacher
Infection Control	<a href="#">Health Protection Agency Guidance</a>	Headteacher
Medicines in school	<a href="#">Guidance for Schools: Volume 4</a>	Headteacher
Needlestick Injuries	<a href="#">H &amp; S Policy Manual</a> - HS007	Headteacher
New and Expectant Mothers	<a href="#">H &amp; S Policy Manual</a> - HS017	Headteacher

Area	Location of Policy/Guidance	Name of person responsible
Pupils with medical needs	<a href="http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=2629">http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=2629</a>	Headteacher
<b>RISK ASSESSMENTS:</b>		
Computer Use	<a href="#">DSE Assessment Form</a> , Managers Guide, User Guide and also training course and descriptions	Headteacher
COSHH	<a href="#">H &amp; S Policy Manual</a> Hazardous substances COSHH Assessment Form (F08)	Headteacher
First Aid	<a href="#">H &amp; S Policy Manual</a>	Headteacher
<b>SITES AND BUILDINGS:</b>		
Asbestos	Asbestos Register - in School	Headteacher
Construction Work/ Contractors on School Site	Corporate Property Standards and Guidance - School Building Projects <a href="http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=13775">www.six.somerset.gov.uk/sixv3/content_view.asp?did=13775</a>	Headteacher
Electrical Safety • Portable Appliance Testing	<a href="#">Guidance for Schools: Volume 4</a>	Headteacher
Fire Safety • Arson Prevention	<a href="#">H &amp; S Policy Manual</a>  Contact Dawn Barrowman, ext 5548, e-mail: <a href="mailto:dbarrowman@somerset.gov.uk">dbarrowman@somerset.gov.uk</a>	Headteacher
Gas Appliances • Boilers • Kitchen	Contact Property Services: Contracts available for purchase. School responsibility unless Special.	Headteacher
Equipment Maintenance • Lifting Equipment • PE Equipment • CDT Equipment • LEV	Contact Property Services  - Contracts available for purchase by schools.	Headteacher
Minibus Safety	<a href="#">Guidance for Schools: Volume 4</a>	Headteacher

## Appendix 4

**ESTABLISHMENT: Kingsbury Episcopi Primary School**

**Documents relating to this Policy are listed below along with the locations in which they can be found:**

<b>Document</b>	<b>Location (eg office, web address)</b>
<b>Guidance for Schools</b>	Headteacher's Office
<b>Health &amp; Safety File</b>	School Office
<b>Risk Assessments</b>	Headteacher's Office
<b>Asbestos Register</b>	School Office
<b>Managing Medicines in School Policy</b>	Headteacher's Office
<b>First Aid Policy</b>	Headteacher's Office
<b>Off Site Visits Policy</b>	Headteacher's Office

## Appendix 5

The monitoring/review arrangements in place are summarised below:

### External Monitoring

Safety Audit  
Inspection Report (CHSU)  
Accident/Incident Report  
Safety Representation Reports (Recognised Trade Union/Professional Association)  
Property Services Report – Capital Support  
Fire Risk Assessment  
Legionella Risk Assessment

### Internal Monitoring

Governors Annual Report  
H & S Committee Inspection  
Annual Safety Self review  
Self Audits