



Fladbury
Church of England First School

Health and Safety Policy

(Resources, staff and
buildings)

Reviewed by Head Teacher: Julie Wilson January 2015
Approved by Governors: March 2015

HEALTH AND SAFETY STATEMENT

The Governors of Fladbury First School recognise their responsibility under the Health and Safety at Work Act (1974) so far as is reasonably practicable to:-

- a) provide safe systems of work, plant and equipment.
- b) provide for the safe use, handling, storage and transport of articles and substances.
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely.
- d) provide a safe place of work with safe means of access and egress for all persons using the premises.
- e) provide a safe and healthy working environment with adequate welfare arrangements.
- f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities.
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the Governors and management of the school in carrying out their statutory duty.
- h) be concerned for the levels of stress endured by staff. Pressure is part and parcel of all work and helps to keep us motivated. But excessive pressure can lead to stress, which undermines performance. The headteacher on behalf of the Governors where appropriate will consult with Occupational Health and arrange consultations as necessary.
- i) require all staff to report through the appropriate channels any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

THE STAFF

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a School Safety Committee, as part of the Premises Committee, on which the staff Safety Representative, amongst others, may serve, should it be requested by staff or their representatives.

No individual member of staff will be required to undertake specific responsibility for any health and safety function without having first been consulted.

Staff are encouraged to report any levels of stress that they are suffering as a result of pressures experienced at school. Staff are also encouraged to report stress being experienced by fellow colleagues. The headteacher will meet with staff experiencing stress and endeavour to alleviate responsibilities or provide time for responsibilities to be actioned. Where appropriate the Headteacher will contact Occupational Health and arrange a consultation.

THE LA

The Governors recognise the Statement of General Policy of Worcester County Council Education Department together with its organisations and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school as laid down in the Department's Handbook of Safety Information.

The Governors 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 Worcester Education Department or such other persons as may be necessary.

Finance

The Governors recognise the need to ensure that sufficient funds are reserved for the maintenance of those items of premises and equipment.

RISK ASSESSMENT

The Governors recognise their responsibility to ensure that any significant risks arising from work activities are assessed (as required under the Management of Health and Safety at Work Regulations 1992, the control of Substances Hazardous to Health (COSHH) Regulations 1988, the Manual Handling Regulations 1992 and the Display Screen Equipment Regulations 1992).

The Governors:-

- a) have overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at this school (under sections 2 and 3 of the Health and Safety at Work etc Act 1974).
- b) have responsibility for appointing competent principal contractors where building or plant maintenance work is done.
- c) have responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 1994.

The Governors, through the Headteacher, are responsible for:-

- a) ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- b) ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety.
- c) monitoring the (health and safety) need for non structural maintenance in the school. A condition survey is carried out annually by the Headteacher and representatives of the Premises Committee. Staff are asked to report any maintenance issues as they arise by recording them in the staff room. The Cleaner in Charge reports any issues to the Headteacher. Emergency items are reported directly to the Headteacher. An order for the work to be carried out is then placed.
- d) advising the Support Officer Property Services of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- e) the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- f) ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- g) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- h) the adoption of safe working practices by staff and pupils, and by contractors when on site. Contractors will be issued with a copy of the Health and Safety Policy and to be asked to sign for its receipt.

- i) acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

HEADTEACHER'S RESPONSIBILITIES

The following areas are the responsibility of the Headteacher.

- a) The implementation of the school safety policy.
- b) Advising the Governing body of the need to review the school safety policy.
- c) The day to day responsibility for health and safety in the school.
- d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1992, in all areas of significant risk.
- e) Ensuring that staff receive appropriate health and safety training.
- f) Carrying out the six-monthly safety audit required by the LA.
- g) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with and reported.
- h) Emergency procedures, including evacuation in case of fire or bomb threats.
- i) Ensuring that adequate provision is made for the administration of First Aid.
- j) Notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or any accidents to staff or other persons and any "near miss" (dangerous occurrence) situations.
- k) Notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.
(NB. Any property problems will be notified to the school's allocated Support Officer Property Services in the first instance.)
- l) Ensuring that all new material on health and safety matters, supplied by the LEA or the Health and Safety Executive, is brought to the attention of the relevant persons promptly and that folders are updated.
- m) Facilitating the meeting of a Premises Committee (School Safety Committee), if it is requested by approved trade union safety representatives, and for attending such meetings.
- n) Consultation with approved trade union safety representatives on any matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses (in accordance with procedures laid down in the Handbook of Safety Information).
- o) Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out and asbestos record).

RESPONSIBILITIES OF THE CLEANER IN CHARGE

TTB Contractors hold our cleaner in charge role. The Cleaner in Charge is responsible for:

- a) Ensuring that she is familiar with and complies with the school safety policy. She should also be familiar with the LA's Group Safety Policy "Safety of Buildings" (published in the LEA's "Handbook of Safety Information").
- b) Bringing to the attention of the Headteacher any problems or defects which

might affect the health and safety of any person on the school premises.

- c) Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under her direction, in so far as it affects the work of those persons (eg. in use and storage of equipment and materials).
- d) Ensuring that any staff under her direct control (ie cleaners) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- e) Ensuring that all equipment and materials received have adequate health and safety information (eg. manufacturer's data sheets for COSHH assessments to be carried out).
- f) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by herself or others working under her direction.
(NB This will include such things as working at heights on steps, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).
- g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (eg signs to warn of slippery floors, uncleared ice or snow etc)
- j) The safe use and maintenance of all plant and equipment and the safe use and storage of all materials used for that maintenance.
- k) Ensuring the school has a sufficient supply of salt/grit in case of snow and ice.

The First Aider/Appointed Person is responsible for:

Maintaining the First Aid Box(es) in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately. (See Handbook of Safety Information).

THE ARRANGEMENTS

Access and Egress:

Doors will be kept clear of obstruction by the staff. Clearance of ice and snow will be undertaken by the Cleaner in Charge.

Accident Reporting: (Handbook of Safety Information)

Any member of staff being aware of an accident will record the incident in the children's accident book (located in the office) or the staff/adult/visitor accident book (located in the safe). When an accident of a more serious nature has occurred they will then inform the Head or secretary (First Aider) who will take necessary action eg. notifying LEA and Health and Safety Co-ordinator.

The Forms Riddor 1, used to notify the LEA of specific accidents, will also be kept in the office and completed by the Head or secretary.

If any child receives a minor bump to the head (head bump note), a note will be made available from the office to inform the parents of the incident. We will also

issue a minor injury note (bump note) to inform parents of the incident.

Building Repairs and Contractors: (Handbook of Safety Information)

The Head will discuss with any contractors appropriate working conditions to ensure the health and safety of pupils and staff at all times.

Cleaning: (Handbook of Safety Information)

Warning signs will be used by the cleaner in charge or cleaner when floors are wet and slippery.

Communications:

School Health and Safety Book. The Head or secretary will keep a record of any problems or defects reported to them by staff. The book shall be kept in the staffroom.

Consultation: Trade Union Safety Representative (Handbook of Safety Information)

Display Screen Equipment (VDU's): (Handbook of Safety Information)

HWCC Booklet Code of Guiding Principles and leaflet Information for Users.

Fire Alarms: (Handbook of Safety Information)

The alarms and subsequent evacuation of the building will be tested half termly by the cleaner in charge. A different alarm will be selected each month and a record of the alarm tested and time taken to evacuate the building will be kept.

Fire Appliances:

These will be checked annually by the fire service on behalf of the LEA. Visual checks will be carried out by the Headteacher and Cleaner in Charge.

Fire Prevention: (Handbook of Safety Information)

Teachers will be instructed to take care in the types of materials used for displays and the position of the displays relative to light bulbs and electrical appliances. Matches will be carefully used in all aspects of school life. Matches are used during assemblies. They are stored in the office and returned immediately after use.

First Aid: (Handbook of Safety Information)

Named first aiders can be located in the school office. The Headteacher is responsible for ensuring qualifications are up to date. All staff are instructed to use gloves wherever blood or other body fluids are involved. Mrs Marlow is responsible for the stocking and maintaining of the First Aid cabinet.

Flammable Substances: (Handbook of Safety Information)

Aerosols, paints and fluid will be kept out of the reach of children in the caretaker's storeroom.

Hazardous Chemicals: (Handbook of Safety Information)

Information and Publications:

The Handbook of Health and Safety Information (red folder) is kept in the school office. Publications are distributed by the Head or staff to the appropriate people.

Machinery and Plant: (Handbook of Safety Information) See Portable Electrical Appliance Testing.

The Boiler room is kept locked with the key held in the office. The Boiler room will be kept clear at all times. All electrical equipment (computer, TV's etc) will be checked once a year as required. All teaching and non-teaching staff will report any potentially dangerous machinery to the Head for immediate attention. If any machinery is potentially dangerous it will be removed from use immediately. Contractors (heating engineers) will be required to record their visit and the work carried out in a book kept in the Boiler room.

Medicines: Handbook of Information for Schools

Monitoring:

A twice yearly Safety Audit will be carried out at the end of April and November.

Protective Clothing: (Handbook of Safety Information)

Appropriate goggles will be worn when necessary eg for Science or D & T activities.

Playground Safety and Supervision: (Health and Safety Information)

At morning break one member of staff will be on duty on the playground, one will be on duty supervising the pre-school children. At lunch time similar arrangements will apply.

Portable Electrical Appliance Testing:

All staff will report any concerns or damage to appliances to the Headteacher. If potential danger exists staff will remove the appliance.

Annual tests will be carried out as required by a appropriately qualified person.

Public Performances: (Handbook of Safety Information)

Fire exits are clearly indicated and pointed out to participants. The fire exit sign will automatically light in an emergency.

Seating will be arranged to allow necessary access and exit pathways.

Reporting:

The Headteacher will report on Health and Safety issues initially to the Premises Committee and this will be reported onto the Full Governors meeting.

Risk Assessment:

Risk assessments have been completed for all areas of the school. They are reviewed as part of the School monitoring programme – SDP. Changes are made to them as necessary.

Security:

A visitor's book will be kept at the entrance to be signed by all visitors. Any visitors that are in school unaccompanied will be issued with a visitor's badge to be worn and returned when leaving the premises.

Work Experience:

The School Statement of Health and Safety will be issued to work placement students and trainee teachers, through the Student handbook, and any other appropriate persons eg those who will be in school for some length of time.

Appendix A

Procedure for the clearing of ice, snow and leaves

Snow is cleared in the first instance from the main pedestrian routes into school, from the two school gates to the front door and the doors used by children. When frost and ice form grit is thrown down. The route to the playground on the field is then cleared. Only if a large enough area is able to be cleared of ice or snow is the playground used by children. Children are allowed to play on the grass in snow and frost.

Leaves will be removed as necessary. Wet leaves will be removed in the first instance from the main pedestrian routes into school, from the two school gates to the front door and the doors used by children. The route to the playground on the field is then cleared. Only if a large enough area is able to be cleared of wet leaves is the playground used by children.

The Governing Body of Fladbury First School approved and adopted this policy on _____

Signed:
Headteacher _____ Chair of Governing Body _____

Date: _____

To be reviewed: January 2017