



Huyton with Roby C.E. (Aided) Primary School

HEALTH & SAFETY POLICY

Tracy Perkins

Revised January 2014

HEALTH AND SAFETY POLICY

PART ONE

STATEMENT OF INTENT

Huyton with Roby C.E. (Aided) 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.

Governors Approval at Full Governors Body Meeting

Signed.....

Date.....

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 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 OFFICER

The Governing Body recognises the role of School Health and Safety Officer 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.

The School Health and Safety Officer 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.
 - e) Investigate any serious accidents that occur in school.
 - f) To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
 - g) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.
 - h) To ensure the provision of sufficient information to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
 - i) Carrying out any other functions devolved to her by the Headteacher or Governing Body.

Site Manager

Site Manager has the following responsibilities

- a) Apply the School's Health and Safety Policy 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) Inform all staff under of the Health and Safety Policy of the School, when needed.
- d) Resolve quickly as possible health and safety problems members of staff refer to them, or refer to the Headteacher or the School's health and safety representative any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of school premises and grounds to ensure that equipment, furniture and activities are safe and record and report these inspections to the weekly health and safety meeting with the headteacher and school's health and safety representative
- f) Ensure the provision of sufficient information to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety
- g) Ensure that the school premises are secure to enable staff to work in safe environment when working alone. This duty is very important in times before and after the school term time day and in school holidays.
- h) Prepare an annual report for the Headteacher on the Health and Safety performance of his/her department or area of responsibility.

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

CLASS TEACHERS

Class teachers are expected to:

- a) Comply with the School's Health and Safety Policy and procedures at all times.
- b) Exercise effective supervision of their pupils, to know the procedures for other emergencies and to carry them out and assist the first aider when need.
- 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 or School's Health and Safety Officer or Site Manager on Health and Safety equipment and on additions or necessary improvements to tools, equipment or machinery.
- h) 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.
- i) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- j) Report all accidents, defects and dangerous occurrences to School's Health and Safety Officer or Site Manager.
- k) Responsible for obtaining all information on trips and consent from parents and passing the correct paper work to Health and Safety Officer a week before the planned trip. **Otherwise the trip will not be authorised.**

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) To inform the site manager when they are working alone in the school. (See Lone Worker Policy)
 - e) Report to their immediate line manager any hazardous situations and defects in equipment found in their work places.
 - f) Report all incidents in line with current incident reporting procedure.
 - g) Act in accordance with any specific health and safety training received. Inform their headteacher 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:
 - Exercise personal responsibility for the health and safety of themselves and others.
 - Observe standards of dress consistent with safety and/or hygiene.
 - Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
 - 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 Health and Safety Officer following guidance of Knowsley Children's Services Health and Safety Manual.

Maternity Risk Assessment

Maternity Risk Assessments will be carried out by headteacher following guidance of Knowsley Children's Services Health and Safety Manual.

Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by relevant class teachers using Health and Safety Codes of Practice for Design & Technology, Science, PE, Art, Swimming and Drama of Knowsley Children's Services Health and Safety Manual.

Fire

A fire risk assessment will be carried out by Health and Safety Officer following of guidance Knowsley Children's Services Health and Safety Manual.

Manual Handling

Manual handling risk assessments will be carried out by all staff following guidance of Knowsley Children's services Health and Safety Manual.

Computers and Workstations

VDU risk assessments will be carried out by Health and Safety Officer following guidance contained in Knowsley Children's services of the Health and Safety Manual.

Design and Technology

- All staff should ensure that children are well supervised at all times. They must wear protective clothing when appropriate.
- All sharp edged tools are stored so that the cutting edges cannot be accidentally touched.
- All tools are stored appropriately in a commercially purchased storage unit sited in the technology resource area. The Design and Technology Leader to monitor use and storage of technology resources.
- Files and similar objects should have properly fitted handles, hammer heads must be checked regularly. All tools must only be used for their intended purpose.
- Glue guns and their uses are explained in the Technology Policy and Scheme of Work.
- Teachers should consult Technology Policy and Scheme of Work to ensure that when they work with food they observe all the Health and Safety rules.

P. E. Including Swimming Supervision

- All P.E. equipment to be checked by an L.E.A. approved technical adviser annually. Unsafe equipment should be immediately condemned and not used.
- P.E. Co-ordinator to have regular meetings with the site manager to ensure that the hall floors and outside areas are safe to use.
- Children are not allowed to “knot” the ends of ropes, as not only does this make them dangerous, it also damages the fibres.
- All mats used in P.E. are non-slip.
- All teachers to ensure all equipment is used correctly and stored away in a safe way after use in all P.E. and games lessons. P.E. Leader has a copy of “Safety in Physical Education” a BAALPE publication.
- All staff should follow the guidelines and checklists as provided in “Safety in Physical Education” a BAALPE publication. The P.E. Leader has a copy of the above publication.
- There should be continuous supervision by at least one fully qualified life guard patrolling the pool at all times for each 50 bathers.

-
- The instructor working with the swimmers cannot be the lifeguard but may be used to provide cover if she/he is adequately qualified. In this case the instructor must stop teaching and pupils must leave the water.
 - The minimum Life Saving Qualification is either: -
 - a) Bronze Medallion Award enhanced by training in diving to a depth greater than 1.8m and ability to resuscitate by means of cardiac compression or preferably:
 - b) Bronze Pool Medallion Award.
 - Teachers are instructed that they do not allow children into the pool unless the pool life guard is in attendance or if the individual teacher(s) possess the relevant qualification.
 - All staff and children need to be aware of pool emergency evacuation and fire drill at the leisure centre. Teacher in charge to make sure that all children and adults at the swimming pool know of the procedures before the first swimming lesson each academic year.

Science

Clear guidance regarding health in science is recorded in the Science Policy and Scheme of Work. Staff to consult the Science Leader for guidance in this area.

Equipment and Materials

- Correcting fluids: Only staff may use correcting fluids such as Tippex as such fluids are toxic. Children are not allowed to bring their own correcting fluids to school. All staff must watch for children who might do so.
- Marker pens: Pens which are mainly water-based should be used. When other pens are used, these should only be used by staff in well-ventilated areas

Guillotines/Rotary Trimmers/ Photo- copiers

- Guillotines are housed in safe places in the school.
- Rotary trimmers can be kept in classrooms, children are not allowed to use these.
- Children are not allowed to use the photo-copiers
- Work experience under the age of 18 are not permitted to use photo copiers with out direct supervision of class teacher or LSA
- Headphones with an impedance of 400 to 1000 ohms are recommended as anything lower can damage ears.

-
- Overhead projector: The O.H.P should be kept out of sunlight and kept in a secure safe place.
 - Pen Tops: Staff need to be vigilant about open tops as there have been several accidents and deaths due to children putting pen tops in their mouths.
 - Kettles: These should not be used in classes or activity areas. Kettles to be used in the adult designated area only. All staff make refreshments by using facilities in the staffroom. **Children must not make, carry or walk around school with hot drinks under any circumstances**

Hazardous Substances

Site manager will identify hazardous substances for which no generic assessment exists in the Codes of Practice mentioned above, following guidance contained in Knowsley Children's services Health and Safety Manual.

Violence

Assessment of the risks of violence to staff will be carried out by Headteacher following guidance contained in Knowsley Children's services Health and Safety Manual.

EMERGENCY PROCEDURES

Fire and Evacuation

See - Fire Safety Policy

The Following staffs are Fire Marshals

Mrs Stratford	Mrs Whitehouse	Mrs Conboy
Mrs Wills	Mrs Wade	Mrs Parker
Mrs Sass	Miss Perkins	Mrs Cousins
Mr Hollowell		

First Aid

First aid boxes are provided at the following locations: See Staff handbook for detail.

The following staffs are available to provide first aid:

Mrs Williams	Miss Perkins	Mrs Garvey
Mrs Seddon	Mrs Graham	Mrs Sass
Mrs Keiley		Mrs Mansfield

In event of needing first aid assistance, either: -

Locate the nearest first aider or phone either office for on call person who will locate the nearest first aider and cover their class if required.

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, therefore if parents can not be contacted this should be done by taxi only.

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

Incident Reporting and Investigation

All incidents will be reported and recorded then passed to School Health and Safety Officer.

The Employee Accident Book is kept by Health and Safety Officer.

To comply with the Data Protection requirements, individual incident reports will be removed from the Accident Book, by the Health and Safety Officer 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’.

Investigation of Incidents and Remedial Action

School Health and Safety Officer or Headteacher will investigate all incidents and make appropriate recommendations to the premises manager to prevent a recurrence.

Reporting

The person responsible for recording and reporting of incidents to and maintaining records is School Health and Safety Officer.

Bomb Hoaxes and Bomb Alerts

Responses to bomb threats will follow guidance contained in Knowsley council policy.

The Headteacher, or in their absence, the most senior member of staff available, will decide on action to be taken in the event of an incident.

The control point from where such an incident will be handled is school office.

The signal for evacuation of the building, should this be necessary, will be setting of the fire alarm.

The normal evacuation procedure should be followed.

Gas Leaks

Any member of staff discovering a suspected gas leak should inform a senior staff member who will make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone National Grid on 0800 111 999.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

HEALTH AND SAFETY TRAINING

Health and Safety induction training will be provided for all new employees by the Health and Safety Officer

The following staffs have received or will receive health and safety training in the following areas:

Strategic Health and Safety Management and Premises Management Training

- Headteacher and Site Manager- training for asbestos
- School Health and Safety Officer. and Headteacher training - risk assessment management
- P.E. leader- training on risk management in P.E. and School Sports
- School health and safety Co-ordinator - PAT testing
- Breakfast Club Leaders - CIEH Level 2 Award in Food Safety (formerly Foundation Certificate in Food Hygiene)
- Mid day Supervisors - First Aid at Work and Appointed Persons
- School Health and Safety Officer. and Headteacher training – educational visits
- Teacher and Support Staff- team teach

INSPECTION AND TESTING OF PLANT AND EQUIPMENT

Statutory Inspections

Portable Electrical Appliances

Inspection and testing of portable electrical appliances will be carried out following by the Health and Safety Officer will carry out annual portable appliance testing in every two years.

Equipment Maintenance - Curriculum

The Health and Safety Officer will be responsible for ensuring maintenance of P.E. equipment.

Ladders and Access Equipment

Site Manager will be responsible for inspection and maintenance of ladders and other access equipment.

HEALTH AND SAFETY MONITORING

Inspection of Premises

General Workplace Inspections will be co-ordinated by headteacher, site manager and school health and safety co-ordinator.

Performance Monitoring

Performance monitoring will be co-ordinated by Headteacher.

CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation

The premises Health and Safety Committee meets weekly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

Committee members are: headteacher, site manager, school's health and safety co-ordinator

The Trade Unions' appointed Safety Representative(s) on the staff is: Miss Perkins.

Communication of Information

The school's Health and Safety Officer 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 at staffroom.

Health and safety advice is available from School Health and Safety Officer or the Children's Services Health and Safety Adviser.

PREMISES MANAGEMENT

Supervision of Pupils

Class Teacher and LSA working with the children supervise children during the day, except for play and lunch times. See behaviour policy.

Deputy Headteacher responsible for arranging morning playground duty rota. Staffs on duty have the responsibility to look after the children at morning break.

Mid day supervisors under the leadership of the Learning Mentor look after the children during the dinner time period. See lunch time policy for lunch time supervision.

Security and Visitors

All visitors must report to school office where they will be asked to sign the visitors' book and wear an identification badge.

Vehicles on Site/Parking

Cars must be parked in designated areas.

The risks of persons and vehicles coming into contact will be controlled by site manager.

Delivery/contractor vehicles must park at delivery area near the school kitchen

Arrangements for Disabled Persons

There is car parking space available for blue badge holders.

There is a disabled toilet available for children and adults with special needs.

Building Maintenance

General building maintenance is carried out by Rhonda Bryne Buildings Management Officer and Mr Robin Wolley Chartered Architect.

Asbestos

The Asbestos Register is held in school office and in Health and Safety cupboard in staffroom. Site Manager is responsible for ensuring that contractors who are working in any areas of the school premises read the Asbestos Register and fill out a contractors risk assessment record and sign to say they have read Asbestos Register and that any changes to the register are notified to Knowsley Asset Manager. When Site Manager is off site School Office Staff to give contractors file.

Control of Contractors

All contractors must report to school office where they will be asked to sign the visitors book and wear an identification badge. Contractors will follow the school health and safety policies of the school

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

Lettings

Lettings are managed by the Business Manager.

OTHER PROCEDURES

Critical Incident Management

The Knowsley 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 guidance contained in staff handbook.

Headteacher and SENCO have been nominated as responsible persons for control of administration of medicines to pupils.

Employees working under the School Teachers' Terms and Conditions of Employment have no contractual obligation to administer medicine. The Governors of Huyton with Roby C.E. Primary School advises all staff not to administer medicine to children. However if teachers and support staff do voluntarily agree to administer medicine then the parents and staff must jointly complete a medical plan in the presence of the headteacher. (SEN or life threatening circumstances.)

Parents/carers are responsible for administering medicines to children. If children are receiving medicines over a long period of time then they need to complete a medical care plan. If children fall ill during the day then parents should be informed immediately and children collected as soon as possible.

Asthma - is a physical condition and affects at least one in every ten children. Asthma can be controlled by firstly avoiding known irritants and secondly, by inhaling specific drugs. Drugs can be self administered by the child concerned. Only limited and low level Asthma inhalers to be kept in a safe place in the classroom by the class teacher.

Epilepsy - affects one person in every hundred. Some seizures, “petit mal” involve a brief interlude of unconsciousness. Some seizures are convulsive.

- If a known epileptic suffers a short seizure and shows rapid signs of recovery, then it is appropriate to sit the child quietly down and to monitor closely his/her condition.
- If the fit is violent and /or prolonged, medical help should be sought, or an ambulance called as well as contacting parents or partners in the case of an adult.
- All staff should be informed of children who are epileptic and should be aware of action to be taken.
- If a child with no past history of epilepsy has a seizure, parents should be contacted immediately and medical advice sought.

Diabetes - is a disorder in which the body is unable to control the amount of sugar in the blood. Insulin, a hormone secreted by the pancreas, essential to the sugar conversion.

- All staff must ensure that they have a written record and agreement between the school and the parents about the handling of the child's diabetic disorder.

HIV/AIDS - there are publications available regarding the care of children and adults who suffer with HIV/AIDS. More information available from the Knowsley/St Helens Health/ Authority via the School Nurse.

Allergies – See School Policy for Management of Life Threatening Allergies

Animals in School

It is felt that children can benefit from observing animals in class. Teachers should discuss with the Headteacher the possibility of bringing animals into school.

The animals must be among the approved kinds mentioned in the Dangerous Wild Animals Act 1976. Staff and children are not allowed to bring in unscheduled animals into school. This would be an offence.

The animals not allowed in school are included

- a) All canines, except the trained domestic dog;**
- b) All cats, except the domestic cat**
- c) Monkeys; apes; crocodiles or alligators; poisonous snakes, including adders.**

School Transport Policy

Children on all (including swimming trips to the Leisure centre) school trips will use coaches that have seat belts and bucket seats (children 145cm and smaller need to sit in bucket seats in a car). Teachers to use only companies that are approved by the Governors of the school.

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 Health and Safety Officer.

Parental Consent

The written approval of parents must be obtained when there is a significant risk of injury before children participate in any activity. This will also be required for any outings, trips, activity holiday or after school activities.

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.
