

Health And Safety

REF	SECTION
Part 1	Policy Statement
1.1	General
1.2	Staff Responsibilities
1.3	Management Responsibilities
Part 2	Arrangements for Health and Safety
2.1	Construction work and contractors
2.2	Control of hazardous substances
2.3	Electrical Appliances
2.4	First Aid boxes
2.5	Fire Drill/Safety
2.6	Gym Equipment/Games Lessons
2.7	Health and Safety Emergencies
2.8	Kitchen
2.9	Lifting and handling
2.10	Management of asbestos
2.11	Notifying Parents
2.12	No smoking policy
2.13	Offsite procedures
2.14	On site vehicle movements
2.15	Work at height
2.16	Reporting
2.17	Risk Assessment
2.18	School safety
2.19	School security/violence towards staff
2.20	Slips and trips
2.21	Staff Health and safety Training and Development
2.22	Staff well being/stress
2.23	Workplace safety for teachers pupils and visitors
2.24	Maintenance
2.25	Contacts for more information

Part 1

General Statement of Policy

This policy includes the EYFS setting.

It is the primary objective of Hale Preparatory School to achieve and maintain a high standard of Health and Safety on its premises and provide a healthy and safe environment for all employees, pupils and members of the general public using the premises.

The school will take all reasonable practicable steps to fulfil this responsibility and will pay particular attention to meeting the requirements of the Health and Safety at Work Act 1974 and all relevant statutory provisions including the DFE Non-Statutory Advice Guidance Health and Safety Advice on Legal Duties and Powers for local authorities, head teachers, staff and governing bodies (2013). The school aims to maintain safe and healthy working conditions, equipment and systems of work for all employees and to provide such information, training and supervision as they need for this purpose.

The school requires management and employees at all levels to display a positive attitude towards Health and Safety. The allocation of duties concerning safety matters and the particular arrangements which the school will make to implement the policy are set out below.

The policy will be kept up-to-date and its operation will be reviewed every year by the Head Teacher and senior staff.

1.1 General

It is not possible to cover all contingencies, but members of staff and other employees must, at all times, conduct themselves in such a way as to ensure their own safety and that of their colleagues, the children and any members of the general public with whom they come in contact during the course of their work.

1.2 Staff Responsibilities. All staff must:

- (i) Be constantly aware of any safety hazards and be alert to the possible causes of accidents.
- (ii) Appreciate the importance of reporting any faults in machinery or equipment immediately. This is reported directly to the head teacher.
- (iii) Handle electrical equipment carefully and report any faults in wiring or plugs.
- (iv) Understand that any accidents must be entered in the official Accidents Book (to be found in the secretary's office and kitchen).
- (v) Be aware of the location of First Aid boxes.
- (vi) Be aware of the location of fire extinguishers.
- (vii) Wear sensible and appropriate footwear.
- (viii) Understand the correct methods of lifting and handling.
- (ix) Take care of pupils in the same way that a prudent parent would do so.
- (x) Ongoing training is carried out in staff briefings, including risk assessment.

1.3 Management Responsibilities

The Head Teacher has overall responsibility for Health and Safety in the school. The day-to-day responsibility is placed on the Health & Safety Officer and the Deputy Head. The Health & Safety Officer is Mr John Connor.

The Head Teacher will set up arrangements in the school to cover all Health and Safety legal requirements.

A system is established for the reporting, recording and investigation of accidents in the accident book and all reasonable steps will be taken to prevent recurrences.

All areas of the school will be inspected once per term.

All visitors, including maintenance contractors, will be informed of any hazards on site of which they may be unaware.

New employees will be briefed about Safety arrangements and given a copy of the school's policy document.

The Head Teacher will ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency and that fire fighting equipment is available and maintained.

Part 2 General Procedures/Arrangements for Health and Safety

The school has regular visits by a risk assessment consultant re- health and safety policy, general risk assessment, risk management and fire risk assessment. The most recent report is always made available for inspection.

2.1 Construction work and contractors

Contractors will be informed of any hazards onsite, which they may be unaware. This is the responsibility of the Head teacher. Contractors will only work on site during holidays and at weekends. On the odd occasion when contractors are on site when pupils are in school, their DBS notification will be photocopied and kept in the office. If the contractor is without a DBS check then they will be supervised at all times whilst on site.

2.2 Control of hazardous substances

Trafford Council's Policy and Guidance (HSP6) for the Control of Substances Hazardous to Health (COSHH) will be followed by the school in respect of managing hazardous substances.

2.3 Electrical Appliances

Checks on all electrical appliances will be made regularly by a qualified electrician and all electrical wiring will be maintained in a safe condition. Adequate electrical sockets will be provided to obviate the need for unnecessary trailing flexes.

2.4 First Aid Boxes

First aid boxes are located in:

- | | |
|-----------------------------|------------------------------------|
| 1. The Headmaster's office. | 4. Infant Toilets |
| 2. The office | 5. The mobiles |
| 3. Kitchen | 6. The reading room (Medical room) |

Spills Kit:

The specially prepared kit should be used for mopping up blood (or other body fluids).

The Spills Kit will contain:

- Bowl
- Disinfectant cleaner
- Disinfectant wipes
- Disposable plastic gloves
- Disposable apron
- Plastic bin liner
- Paper towels/kitchen roll

This is kept in the infant toilets at the top of the stairs

Procedure:

1. Wearing disposable apron and gloves, mop up the spill using paper towels.
 2. The area in which any spills have occurred should be disinfected using one part bleach diluted with ten parts of water.
 3. All disposable items and soiled towels should be placed in the plastic bin liner, appropriately labelled and safely disposed of, preferably by burning.
 4. Clothing may be cleaned in an ordinary washing machine using its hot cycle.
- It is the responsibility of the First Aid Officer to adequately maintain First Aid Boxes.

2.5 **Fire Drill/Safety**

Fire extinguishers provided at points recommended by the Fire Officer will be maintained in good order. Regular fire drills (once per term) will be carried out. Fire doors must be kept closed at all times. The Head or Assistant Head are responsible for summoning the Fire Brigade if necessary.

It is the responsibility of each teacher to be aware of :

- (a) The fire bell's ring.
- (b) Nearest point of exit from classroom.

The Alarm Bell sounds a long continuous note until switched off. It is set off by breaking the glass - the heel of a shoe is suitable for this purpose.

Fire Extinguishers are sited at:

- | | |
|------------------------|-----------------------------|
| 1. Outside staff room | 7. Outside Lab, on corridor |
| 2. Computer suite | 8. Mobile classrooms |
| 3. First floor landing | 9. Library |
| 4. By front door | |
| 5. Kitchen | |
| 6. Hall | |

The alarm bell will be sounded by the member of staff discovering, or suspecting, a fire on the premises.

On the sounding of the alarm bell, the practised procedure will be adopted and strictly adhered to, unless circumstances make it impossible.

The first essential is to clear the building of children.

Immediately on arrival at the "Assembly Point", each teacher will check the number of children against the register.

Having become aware of a fire, the head/assistant head will notify the Fire Brigade and then leave the building, ensuring that all doors are closed. A fire drill is carried out every half term.

Testing of alarms, equipment and evacuation procedures are carried out by Chubb twice a year.

2.6 **Gym Equipment/Games Lessons**

All equipment will be checked termly by Mrs Jo Baker, Head of PE. Adequate supervision will be provided at all times in both the gym, changing areas and sports field. Children will be supervised at all times in the playground, on buses to and from sports.

2.7 **Health and Safety Emergencies**

The Head Teacher will deal with any health and safety emergencies in an effective and organized manner, keeping the safety of staff, children and visitors of paramount. Health and Safety advice can be obtained from Trafford Council's Health and Safety Unit on 0161 012 4509, or from other competent persons.

2.8 **Kitchen**

General safety in the kitchen is the responsibility of the Cook.

Health and Safety in Kitchens and Food Preparation areas published by HMSO and various guides issued by Government, eg "The Food Safety Act 1990".

2.9 **Lifting & Handling**

Trafford Council's Policy and Guidance on Manual Handling (HSP11) will be followed by the school. The regulations apply to any manual handling operation that may cause injury at work. These include not only lifting of loads, but also lowering, pushing, pulling, carrying or moving them.

Any activities that involve significant manual handling tasks shall be risk assessed and where appropriate training provided for staff.

The head Teacher is responsible for assessing the appropriate approach to handling task and may seek professional advice from the Council.

2.10 **Management of asbestos**

There is no asbestos at Hale Prep.

2.11 **Notifying Parents**

The Secretary, following instruction by the Head Teacher or Mrs Busby, will notify parents where required. Where an ambulance is required, it will be the Head Teacher or Mrs Busby's responsibility to call for it. Any child being taken to hospital by a member of staff must have written details of name, address, date of birth, doctor and any medical history that may be relevant.

2.12 **No Smoking policy**

The school follows a no smoking policy, preventing smoking in a room or outside play area where children are present or about to be present. Please see no smoking policy.

2.13 **Offsite visit procedures**

Please see separate policy on school trips including residential visits.

2.14 **On Site Vehicle Movements**

No vehicles are on the school premises during term time. Contractors can enter the school grounds from the back entrance during holidays and weekends.

2.15 **Work at height**

There is a low risk at working at height at Hale Prep. However, where this is deemed necessary the appropriate equipment must be used.

2.16 **Reporting**

When an accident occurs the Head or Mrs Busby must be notified as soon as is practicable. A written report of the incident must be put in the Accident Book.

RIDDOR

Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR.

Injuries to pupils and visitors who are involved in an accident at school or an activity involved by the school are only reportable under RIDDOR if the accident results in:

- The death of the person arising from or in connection with a work activity
- An injury arising from or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment. (Examinations and diagnostic procedures do not constitute treatment.)

Mrs Busby will report the incident to RIDDOR by calling this number: 0345 300 9923. More information is available here: www.hse.gov.uk/riddor/report.htm Any referral to RIDDOR will also be recorded by Mrs Busby and kept in school in the office upstairs.

2.17 **Risk assessment**

In order to monitor, establish and review measures needed to meet satisfactory health and safety standards the school has regular visits by a risk assessment consultant re- health and safety policy, general risk assessment, risk management and fire risk assessment. The most recent assessment is always made available on inspection. Following the assessment, staff will receive training with regards to risk assessment at the staff briefing.

2.18 **School's safety and rules which relate to the safety of those within the school building:**

1. When moving about the school building, children must walk in an orderly manner.
2. All corridors and stairs are to be kept clear of obstacles such as bags/brief cases.
3. Children must not interfere in any way with electrical plugs or fittings.
4. Children may not leave the school building without an attendant guardian (except in the case of older children whose parents have submitted written permission).
5. Parents are requested to inform the school if a child is to be collected by someone other than usual.

2.19 **School Security / violence towards staff**

The Head Teacher is responsible for assessing the risks of violence to staff. Risks to personal security, premises and property will be assessed through the risk assessment process and where violence is identified as a significant risk, the Head Teacher will ensure that appropriate control measures are put in place. Staff must report incidents of violence and aggression in the same manner as accidents.

2.20 **Slips and trips**

Slips and trips will be reported in the accident book. The regular risk assessment will keep these to a minimum. The Head Teacher is responsible to repair any risk on site.

2.21 **Staff Health and Safety Training and Development**

The Head Teacher will undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and will ensure that appropriate training is delivered. The Head Teacher will make arrangements for full and proper consultation with employees on health and safety matters. The half termly risks assessments are carried out by Belinda Wilson in conjunction with the headmaster. All training for carrying out risk assessments are led by the Head Teacher. Staff immediately report any issues directly to the Head Teacher who acts promptly to resolve them. All records are held in the school office.

2.22 **Staff Wellfare / Stress**

The Head Teacher will include workplace stress as part of the risk assessment process identifying areas of concern and implement appropriate control measures, so far as is reasonably practicable, this will include the activities of the Head Teacher. Where workplace stress arises the Head Teacher will deal with the issue in a sensitive and constructive manner. The head teacher will keep a confidential record of this in his office.

2.23 **Workplace safety for teachers, pupils and visitors**

Visitors and members of the public should be asked to co-operate with the health and safety arrangements put in place by the school to protect them when using the school premises or land. Where volunteers are employed to undertake work on behalf of the School they will for all intents and purposes be regarded as employees. The Head Teacher will

therefore have responsibilities for undertaking, in particular, thorough risk assessment and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking. All teachers are DBS checked and list 99 checked, all visitors ID is checked and they are signed in at reception where they are shown the fire regulations. The safety of the pupils is paramount; please see safe guarding policy for further information.

2.24 **Maintenance**

All electrical appliances will be PAT tested when deemed necessary. The last PAT test was carried out in November 2013.

2.25 **Contacts for more information**

Trafford

Telephone: 0161 912 4295/4509

E-mail: healthandsafetyunit@trafford.gov.uk

Health and Safety Executive website: www.hse.gov.uk

Teachernet: <http://www.teachernet.gov.uk/wholeschool/healthandsafety/>

Policy Updated January 2017