

ST. MARY'S BRYANSTON SQUARE C.E. PRIMARY SCHOOL.

HEALTH & SAFETY POLICY

In writing this policy, the Governors have taken cognisance of the City of Westminster's Health and Safety Policy as contained in the Education and Leisure Health and Safety Policy File 1997.

The aims of the Safety Policy are, so far as is reasonably practicable, to:

- a) Provide and maintain safe and healthy working conditions taking account of any statutory requirements.
- b) Provide and maintain accommodation, equipment and systems of work that are without risk to health.
- c) Provide training and instruction to enable employees to perform their work safely and efficiently.
- d) Make available safety equipment and protective clothing as necessary for the job task.
- e) Consult with any Trade Union Safety Representatives in order to help them in carrying out their functions.

In order to achieve the policy objectives employees have a duty to co-operate by adhering to the procedures and observing any supplementary workplace rules.

RESPONSIBILITIES.

The overall and final responsibility for Health and Safety of all members of the school community and visitors to the premises rests with the Governing Body.

RESPONSIBILITIES OF THE HEADTEACHER

The Headteacher is responsible for implementing and monitoring this policy and must ensure that health and safety considerations are always given priority in planning and day-to-day supervision of work activities.

The duties of the Headteacher include:-

- Inspecting and checking work areas for which they are responsible ensuring that safety standards are being maintained.
- Monitoring compliance with safety rules and safe systems of work.
- Developing and enforcing any additional safety rules or guidance in order to reduce risk. Copies of these documents to be retained on the school health and safety file
- Informing staff of safety rules and their legal duties, and identifying any training needs.
- Record any potential hazards, accidents or near miss situations.
- Assess workplace risks, where necessary reducing them to an acceptable level and recording significant findings with details of action taken.

SPECIAL RESPONSIBILITIES OF TEACHERS/SUPERVISORY STAFF

The safety of pupils in the classroom, and during all other school activities is the responsibility of the class teacher or person in charge of the group.

Such persons are expected to:

- Exercise effective supervision of pupils
- Ensure that they have addressed any potential emergencies, where necessary familiarising pupils of the procedures.
- Give clear instructions and warnings as often as may be necessary.
- Set an example by using safe working methods and abiding by any safety rules.
- Ensure that where personal protection is required for themselves or for pupils, that it is worn, kept in good condition and replaced as necessary.
- Make recommendations for additions or improvements where problems or risks are identified.

RESPONSIBILITIES OF EMPLOYEES

Employees have a duty to:-

- Work safely and efficiently and in accordance with any training given.
- Use equipment and items of personal protection so that they can carry out work safely and meet statutory obligations.
- Report incidents or hazards that may lead to injury or damage to their line manager.
- Observe the workplace rules and comply with legislation.
- Not misuse equipment or endanger themselves or other by their actions.
- Report all accidents and damage in their work area to their line manager at the time of the occurrence whether a person has been injured or not.

All employees have a duty to carry out agreed Health and Safety procedures for their own safety and that of the school community.

The governors will appoint one of their number as Health and Safety Governor. The Health and Safety Governor will monitor the implementation of this policy through termly inspections with the Head Teacher.

SAFETY ARRANGEMENTS

FIRE PROCEDURES

Procedures for evacuating the premises are attached as appendix 2; these are also displayed in each room.

All members of staff must ensure that they know the procedures themselves, and that the children have been taught them. Evacuation must be in silence and no child may handle any other child. It should not be necessary to give any instructions to children on hearing the alarm, unless a variation to the taught procedure is necessary.

The person discovering the fire or a suspicious object / receiving information about a bomb is to sound the alarm and to ensure that the Fire Service is called.

Class teachers are responsible for accounting for all children who are present for that session. Members of staff with children being taught separately are responsible for ensuring their return to their class group as soon as possible.

Children evacuating the first floor classrooms must be trained to use the staircase simultaneously. This requires above average self-discipline and control, and should be practised independently of the rest of the school, as well as whole school evacuations.

The assembly point is the south end of the playground.

The schoolkeeper is responsible for ensuring that everybody has left the building.

The Headteacher is responsible for fire related matters which includes:-

- Organising at least one fire drill each term
- Reviewing fire procedures as necessary
- Checking that fire notices are displayed in prominent positions throughout the building
- Ensuring that fire alarms and smoke detectors are checked regularly and maintained according to the school's Planned Preventative Maintenance Contract.
- Checking fire exits at least weekly, ensuring that they open easily and are free of obstruction on either side.
- Checking emergency lighting at least monthly.
- Ensuring that newly appointed staff receive induction training in emergency procedures.
- Identifying and arranging any additional training requirements. Arranging for annual testing of systems and maintenance of fire fighting appliances.
- Maintaining records of all tests, inspection checks and evacuations carried out.
- Co-ordinate fire arrangements with contractors on site.

Fire extinguishers

At the time of writing

Red extinguishers are for 'normal' fires.

Black extinguishers are for electrical fires.

This is subject to revision when new regulations are published.

ACCIDENT REPORTING

All accidents and work related illness to both to employees and pupils must be reported to the Headteacher. Employees must ensure that details of accidents are entered in the workplace accident book kept in the school office. Major injury accidents and over 3 day absences will be made known to the Headteacher who is responsible for informing the Safety Advisory Service in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Other incidents which fall into the various categories of the Regulations must also be reported to the Headteacher and where necessary to the City Health and Safety Officer.

COSHH

The Control of Substances Hazardous to Health Regulations can affect every employee. Hazardous substances should only be purchased and used if there is no safer alternative. It is the responsibility of the Headteacher to maintain updated assessment records and to ensure that staff have received training and instruction in the use, hazards and safety

procedures to observe. Where protective clothing is provided it is the responsibility of employees to look after items and to report to their line manager any defects.

PORTABLE ELECTRICAL APPLIANCES

The Headteacher will ensure formal testing of all such appliances is carried out on an annual basis and ensure that records are maintained.

Staff are responsible for carrying out visual checks before using any equipment, for reporting defective items and for ensuring that they are taken out of use until repaired or disposed of. Only those persons nominated to fit plugs may do so. This is the Site Manager, John Riordan.

PLAYGROUND INSPECTIONS

The Headteacher will carry out a formal inspections check of play equipment (the 'mushrooms' and 'Stepping Posts') and play surfaces each term retaining a record on file. In the interim period the Site Manager will visually inspect these items weekly informing the Headteacher of any hazards or problems.

HAZARD REPORTING

The Site Manager is responsible for carrying out checks in the following areas:- waste disposal; school grounds; boiler house. Any faults or hazards which he is not deemed competent to rectify should be reported to the Headteacher. The Site Manager will also inspect annually all ladders used in the school and record his findings. In addition, all employees have a duty to report any hazard or potential risk to the Headteacher who will arrange repair and where necessary take temporary safety measures.

DISPOSAL OF WASTE

All persons must ensure that materials, substances or items are disposed of in a safe manner and in accordance with legislation relating to health and safety, the environment and pollution. Special arrangements will need to be made by the Headteacher for disposal of unwanted chemicals and clinical waste.

FIRST AID

The Governors' policy is to have at least one trained First Aider on the staff.

Beth Henderson is the designated workplace first aider. Several other members of staff hold 'First Aid In Schools' qualifications (a list of current first aiders is displayed in the staff room and medical/physiotherapy room). Beth Henderson is also responsible for ensuring that weekly checks on the contents of first aid boxes are carried out and that stock is replenished.

When pupils are taken on visits and trips Beth Henderson will ensure that travelling first aid kits are provided for staff and the Administrative Officer will make sure that they are made aware of any health problems of pupils in their care.

ACCIDENTS AND ILLNESS.

Accidents

In the case of accidents and medical emergencies to children which require hospitalisation, the school is *in loco parentis* (having the authority of parents). Parents must be informed.

In the absence of a trained First Aider, the injured child's word should be taken at face value. He or she must not be required or encouraged to undertake any movement or position that might exacerbate an injury or undiagnosed condition.

An ambulance should be called immediately in the case of serious asthma, epileptic fits or any condition that is causing serious concern or is beyond the scope of day to day First Aid, without waiting until parents have been contacted.

Accidents to children or adults are to be recorded by the adult most closely concerned in the **Accident and Dangerous Occurrence** book, which is kept in the office. The Administrative Officer must also be informed, as accidents must be notified to the authority.

Head Injuries

Major incidents

If the injury is the sort described at the beginning of this section, the procedures for hospitalisation apply. In the case of head injuries, it is particularly important not to take any risks.

Minor incidents

In the case of a minor head injury, however apparently insignificant, this procedure must be followed:

- the injured child must see the First Aider immediately.
- the accident must be recorded in the accident book.
- A 'bump sticker' should be filled in and stuck onto the child's clothing in a prominent place.
- information must be written for the parent on the agreed format (note or sticker)
- a telephone call must be made to the parent describing the incident and giving him/her the option of coming to see or pick up the child.
- the class teacher should be told.

Illnesses

When a child is unwell these procedures should be followed:

- During lesson hours (including morning and afternoon playtimes):
 - The child is sent to a Teaching Assistant or Classroom Assistant (all hold first aid qualifications) who will assess what further steps should be taken. The TAs and CAs timetables are displayed in the staff room.
 - Children should not be sent unaccompanied to seek the help of a first-aider.
 - The TA/CA is responsible for the child's welfare until he/she returns to class or leaves the premises.
 - No child is to administer First Aid to another child.

- During the lunch hour: One of the Meals Supervisors is responsible as above.

Medicines

An up to date list of children requiring medication for asthma is kept in the School Office. Their medicines are kept in the Office where they are available at need, and are taken out with the child when the class is on an educational visit. Older children may be responsible for keeping their own medication to hand and safe.

They must only be used by the child for whom they are prescribed.

Information about children suffering from other chronic conditions is passed to class teachers in their cumulative folders, unless the information is confidential in which case parents will disclose it on a 'need to know' basis. Disclosing confidential information about the health of any member of the school community is a disciplinary matter.

Children who bring medicine to school must deposit it in the Office. It must be clearly named and have written instructions for its administration. No medicine, prescribed or otherwise, will be given under any circumstances by a member of the school staff. Medicines can only be administered by the parent/relation of the child who may need to come into school for this purpose. Older children may be able to self-administer under the supervision of a member of staff holding a first aid certificate. This does not apply to the administration of asthma medication or the use of epi pens which may be administered by staff when necessary. Medicine must never be kept anywhere else in the school. Throat/cough sweets are not permitted.

TRAINING

The Headteacher is responsible for measuring the safety performance of staff and for identifying any training needs. The Headteacher will ensure that training is extended where necessary to volunteer workers, that new staff undergo health and safety induction and that up to date records of training are maintained.

CONTRACTORS

Where services such as catering and cleaning are contracted out, the Contractor is responsible for setting, monitoring and enforcing their own health and safety standards and for ensuring that work practices do not put other people at risk. The Headteacher should liaise with contractors in order to assess risks associated with the proposed work and to ensure that their supervisory staff set up systems for reporting to him health and safety matters.

RISK ASSESSMENT

The Headteacher is responsible for ensuring that formal risk assessments have been carried out, that any necessary action has been taken to eliminate or reduce risk and that assessments have been reviewed where necessary. Risk assessment records exist for:

- After school clubs
- Children arriving at the beginning of the school day
- Classroom
- Communicable Diseases
- COSHH (Control of Substances Hazardous to Health)
- Display Screen Equipment
- Electrical Safety
- Fire Safety

Fire Safety - disabled pupils
First Aid
HIV/AIDS and Blood Borne infections
Intruders on Site
Manual Handling
Medical Conditions and Medication
On Site PE and Games
Playground Safety
School Security
Violence to staff by adults
Violence to staff by children
Work related stress

There are also generic risk assessments for off-site visits. Teachers taking their class to a venue for which a risk assessment does not exist, must complete a risk assessment before the trip takes place.

The Headteacher will ensure that staff are made aware of the significant findings of any assessment affecting them or their work activities and retain up to date master copies on file.

SMOKING

No smoking is allowed in the main school building or in the school playgrounds.

SAFETY ADVICE AND ASSISTANCE

The Headteacher will bring to the attention of staff any publications or relevant information in respect of health and safety activities undertaken at the school. Copies of such documents will be retained by the Headteacher and can be accessed by staff.

PREMISES CRISES

'Premises Crises' are unforeseeable dangers that may occur to the building.

As in all circumstances, the children's safety must have priority.

Adults responsible must make decisions in the particular circumstances of the crisis, bearing in mind:

- emergency help for those injured or endangered,
- prevention of any further injury or risk to any person on the scene.

The procedures will have much in common with those for evacuation or accidents, but may demand initiative and immediate decision making from those concerned. The school's Emergency Procedures and Fire Evacuation Procedures are appended to this policy.

PREMISES SECURITY (abridged)

All members of the school community and visitors are expected to use this door to enter the building. There are three 'entryphone' points in the offices. Members of staff responding to the door buzzer should use this facility before opening the door to any one they do not know.

Children are not allowed to open the front door to admit anyone unless asked to do so by a member of staff.

Members of the school community entering or leaving the building must ensure that nobody is admitted without identifying themselves.

Strangers seeking access.

Bona fide visitors will ring the front door bell, state their business, and, if they are to be admitted beyond the office area, will be given a badge by the Admin Officer.

All members of staff should be ready to offer help to a stranger in the building courteously, but if there is any sign of antipathy, should desist immediately and seek help.

MISUSE OF OBJECTS.

Many harmless, everyday objects can be dangerous if used for a purpose for which they were not intended, or in the hands of a person who is irresponsible through ignorance or intent. Children are particularly liable to have or cause accidents through handling or mishandling items of equipment or items such as small toys or other objects they have brought from outside.

Members of staff should be ready to anticipate such dangers and:

- remove any objects which could possibly be dangerous;
- ensure that children do not use equipment for purposes for which it was not intended;
- train children in the proper use of any equipment to which they are to be given access and supervise its use.

HAZARDOUS ACTIVITIES.

Certain areas of the curriculum and play activities pose above average hazards.

These include:

- all areas of the Physical Education curriculum.
- certain aspects of: Science
 Design Technology
 Practical Mathematics
- any part of the curriculum involving the use of electrical equipment
- off site visits

All these activities are safe and necessary, provided guidelines are included in subject and other policies, and that they are adhered to.

All co-ordinators are responsible for:

- ensuring that possible hazards are pointed out,
- training is given if necessary in the correct use of equipment,
- raising awareness of health and safety issues for their subject or area of responsibility,

All teachers are responsible for:

- ensuring children understand what is allowed and not allowed during playtimes
- ensuring dangerous activities are stopped immediately.
- making every effort when on duty to ensure compliance.