

# Health and Safety Policy



## Acresfield Primary School

Last updated: April 2018

Date of Governing Body approval: July 5<sup>th</sup> 2018

Committee Responsible for Review: Environment

Signed: [Chair of Governors] -

Signed: [Headteacher] -

## 1. HEALTH AND SAFETY POLICY STATEMENT

Acresfield School recognises its duty of care for the health, safety and well-being of all the users of the school and its grounds: the staff, pupils, students, visitors and contractors, including off site and educational visits. It will take effective steps to ensure that this is achieved, so far as is reasonably practicable.

The provisions in this policy are intended to ensure that Health and Safety is an integral part of the general process of risk management which the school operates. Safeguarding is a high priority at Acresfield and this policy operates in conjunction with the school safeguarding policy.

The purpose of the Policy is:

- To provide a written guide so that procedures for identifying, controlling and reporting safety issues are understood by all staff and pupils and put into practise throughout the school.

The Governing Body is committed to securing the health, safety and well-being of employees, pupils and others affected by the school's activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected. For employees, this is not only a matter of common sense, but also a legal duty.

## 2. ORGANISATION AND ARRANGEMENTS FOR IMPLEMENTING THIS POLICY

### Responsibilities

The Headteacher has overall responsibility for the implementation of this Policy. To facilitate this, the Head has designated Mrs Kate Roberts to be the Health and Safety Co-ordinator and Dr Nick Dixon to be the named Health and Safety Governor. Mrs Roberts will deal with any health and safety complaints from the staff. The school premises officer, Colin Pritchard, is responsible for daily checks on the conditions of the premises and reporting any health and safety issues to the headteacher

The legal duties of the local authority and governing body are detailed in the **HCC guide Health and Safety: Policy and Guidance**. Governors are required to:

- take steps to ensure they are kept informed of the local authority's advice and guidance on health and safety matters
- allow recognised trade unions to appoint safety representatives and allow reasonable paid absence from normal duties so that safety representatives can fulfil their functions.
- Ensure that a Health and Safety Policy for their school is produced and reviewed regularly: this should set out the local organisational arrangements within the establishment and should both reflect and be consistent with the local authority's policy and the Education Department's arrangements.

In section D of the HCC manual **Personal responsibilities of employees and Governors**, all staff are alerted to the various responsibilities and duties which must be carried out. The Health and Safety at Work Act 1974 lists the legal duties of individual employees:

- taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
- cooperation with your employer on health and safety
- not interfering with or misusing anything provided for your health, safety and welfare.

## **Risk Assessment**

Health and safety risks are managed through risk assessment, the formal process used to make judgements about health and safety risks in the workplace. It will be the responsibility of the Headteacher, to ensure that relevant risk assessments are maintained and kept up to date. All staff are required to alert the headteacher to new health and safety hazards both verbally and by prompt entries in the **Hazard Report Book**.

The object of this health and safety policy is to make our school as safe as possible for all associated with it. Staff pay attention to this in their daily practices. However, good learning experiences for pupils are challenging and stimulating. When this involves a small element of risk, all staff endeavour to keep health and safety issues in perspective.

## **Record keeping**

The school focuses its efforts on accident prevention. We maintain a Hazard Report Book for raising and preventing hazards. Employees fill this in and it is checked each day by the premises officer. Pupils are also encouraged to report any hazards they are concerned about. To prevent slips and trips, all spillages are immediately cleared and at lunchtime a mop and bucket are available to ensure spillages do not remain on the floor. During adverse weather conditions, the headteacher or deputy headteacher will assess whether it is safe for the children to play outside at break times. This includes icy conditions, strong winds and snow.

All staff are expected to be vigilant and to report promptly to the headteacher any health and safety concerns. The following records are kept in the school office:

- **Accident Book** which records minor injuries to children requiring adult attention. The completed sheets are then kept in the accident box file in the office
- **Medication sheets** which records medication given to children. These are kept in the first aid file.
- **Hazard Report Book** for staff to log hazards requiring attention.
- **HSE Incident sheets** are copies of serious accident reports sent to HSE and kept in the first aid file.
- **COSHH Record Sheets** contains school records and a range of COSHH sheets published by suppliers to cover their own products. These are found in the health and safety file
- **Risk Assessment Files** are kept in the school office

## **Critical Incidents**

This policy runs alongside the school's Critical Incident policy. Procedures for dealing with a critical incident and the roles and responsibilities for named staff members in dealing with such an incident are also outlined.

## **First Aid**

The school has three fully trained first aiders and two paediatric trained first aiders. Every classroom has a first aid box and extra supplies are kept centrally in the blue toilet. All classrooms have a first aid notice. All members of staff have been given a portable first aid kit to take outside for break duties.

## **Pupil accident**

Minor injuries to pupils are dealt with by the supervising member of staff. Where necessary a first aider will be called, who will treat the child. Incidents are recorded in the accident book. Any adult

dealing with blood should wear plastic gloves and ensure any waste is carefully wrapped before being deposited in the appropriate waste bin in the women's toilet. Any child too unwell to remain at school will be seated in a quiet area and a member of staff will contact their parent or nominated person.

In the event of a serious situation requiring hospital, the supervising member of staff will seek the assistance of a first aider. Where a hospital visit is required, the office will always contact the child's parent or nominated contact and an incident form will be completed.

All children who have potentially severe medical conditions are identified through the child's health record form and this detail is recorded on the child's personal record. Conditions are brought to the attention of the class teacher and the all school staff before the child starts school.

The school has an inhaler kept centrally, as a back-up for any pupil requiring one.

### **Adult Accident**

Every injury to an adult should be reported and an accident/incident report form completed, located in the school office. The form must be signed by the Headteacher and sent to the local authority Health and Safety Team. The school also keeps records of these reportable injuries and diseases or any dangerous occurrence. All acts of physical violence will also be reported to the local authority.

### **Educational Visits**

All educational visits require a risk assessment to be completed by the member of staff responsible for the visit. These are signed by the headteacher and kept in a file in the school office. Residential educational visits are carried out only at local authority approved centres. The local authority is responsible for ensuring each site adheres to relevant health and safety guidelines. When a residential visit takes place the school completes an application form. If the visit includes an activity involving water, a risk assessment also has to be submitted to the local authority for approval.

### **Fire Security**

There are fire extinguishers located around the building, fire detection systems, fire alarms and fire notices in all rooms. There are break glass call points. Fire exits are kept clear in case they need to be opened in an emergency. In the event of a fire at the school, the emergency services will be called using 999. A fire drill and role call is carried out on a termly basis. All pupils and employees are informed of clear instructions to follow in the event of a fire.

### **School Security**

The school is secured by a perimeter fence and internal fences. During the school day the entrance to Alwyn Gardens is kept locked and visitors can only access the building via the front office, which is electronically operated via an intercom. All visitors have to sign in and wear a security badge. All staff have a security badge on a lanyard.

### **Child Protection**

See separate safeguarding policy.

### **Manual Handling**

Employees carry out a risk assessment prior to moving heavy or awkward objects and receive training in minimising risks of manual handling. In particular employees are advised to seek support from the premises officer before attempting any manual handling.

## **Contractors and School Partnerships**

Contractors carrying out work for the school will be vetted for their Health and Safety performance. They will be required to act in accordance with this Policy and the School's requirements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to liaise with the headteacher, bursar or premises officer at the start of their work to ensure all requirements with regard to health and safety are in place.

## **Named Person Responsible**

Health and Safety Governor – Hannah Munnely  
Legionella - Alchem Industries Ltd  
Asbestos - Norland  
Fire - CCS [Cheshire Consultancy Services]

## **Training and Information**

Training and development needs will be evaluated and appropriate briefing and training provided. Health and Safety training will be available to employees and records maintained by the school Bursar.

All new staff at Acresfield have an introduction to the school health and safety policy and staff responsibilities through their induction programme.

Pupils are introduced to health and safety through the curriculum and on a day to day basis as issues arise naturally.

## **Consultation**

Employees with concerns should normally raise them with the Headteacher or Health and Safety Co-ordinator. Requests for external help should be raised initially with the Headteacher or Health and Safety Co-ordinator.

## **Monitoring and Review**

Monitoring is an informal part of the professional duty of all staff, supported by the following audits and reports which are carried out on a regular basis.

[a] Termly health and safety audits – carried out by the headteacher in conjunction with the premises officer and health and safety governor. This audit will lead to a series of actions to be implemented. The proforma will be kept in the health and safety file.

[b] Headteacher's report to the governors – the headteacher/Health and Safety governor report on health and safety issues to the governors on a termly basis. The report refers to any items that are giving cause for concern and details any planned actions.

[c] Local authority audit - The local authority carry out an annual health and safety check. This leads to a list of actions and implementation times. The audit is kept in the health and safety file in the office. Other annual audits are organised by the local authority: hygiene, legionella,

[d] Annual safety checks – specific items of equipment are checked on a regular basis. This includes P.E equipment, fire equipment and electrical appliances.

[e] The environment committee review the hazard report book looking at trends and issues arising from weekly incidents twice a year.

**Policy Review**

This Policy will be reviewed annually through the Governor’s Environment Committee.