



St Nicholas Primary School



Health & Safety Policy

Reviewed Spring 2016

Reviewed by: Mrs C Skipper, Spring 2016

Date Agreed by the Governing Body: Spring 2016

Date of Next Review: Spring 2018



St Nicholas Primary School's Statement of Intent

St Nicholas Primary School recognises its legal and moral responsibilities to persons who may be adversely affected by school activities.

Health and safety in schools is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE).

In **community schools**, statutory health and safety responsibilities fall on **the LA** (as the employer) and on the Head teacher and other school staff (as employees).

As the management body, **the Governing body** will ensure that school staff and premises comply with the LA's health and safety policies and practices (e.g. reporting accidents, first aid provision), and:

- Develop and regularly update the health and safety policy and advise employees of it;
- Have a critical incident/emergency contingency plan;
- Ensure, **so far as reasonably practicable**, the health, safety, and wellbeing of teachers and other education staff; the health and safety of pupils in school and on off-site visits; and the health and safety of visitors to the school including volunteers involved in any school activity and contractors working on the school site;
- Assess the risk of all activities, both in school and off-site; introduce measures to manage the risks, and instruct employees about the risks and the measures to control them;
- Ensure that staff are competent and trained in their responsibilities (including written records of training); and are actively involved in health and safety;
- Provide adequate finance for appropriate training and instruction in all aspects of health & Safety
- Take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.
- Ensure relevant staff maintain systems for recording and monitoring health & safety performance in the school

In practice, the governing body delegates specific health and safety tasks to others at the school.

The Governing body, and the head teacher, will comply with any direction given to them by the LA concerning health and safety of persons on the school's premises or taking part in any school activities elsewhere.

Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for the health, safety and wellbeing in the school. The individuals and groups identified below are expected to have read and understood the school's policies and procedures for ensuring health, safety and wellbeing and to conduct their duties in accordance with them.



Governing Body

The governing Body is responsible for ensuring that mechanisms and procedures are in place for health, safety and wellbeing. The governing Body will receive regular reports to enable them, in collaboration with the head teacher, to prioritise resources for health, safety and wellbeing issues.

The governing body has appointed a Health and Safety Governor to receive information, monitor the implementation of policies, procedures and decisions and feedback to the governing body on health, safety and wellbeing issues.

The governing body of St Nicholas Primary School will

- Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the school.
- Ensure, as far as reasonably practicable, the health and safety of pupils, staff and volunteers on off-site visits and activities.
- Endorse and support the safety policies of Hull City Council (HCC), and to assist the Council to discharge those responsibilities, which it holds as an employer.
- Seek improvement to working conditions according to priorities within existing resources.
- Recognise their responsibilities when they make available premises or equipment for hire, and will ensure that risks to the safety or health of hirers and other persons are adequately controlled as far as possible.
- Ensure that risk assessments are carried out within the school using HCC risk assessment policy and forms and to ensure the assessments are reviewed at least annually.
- Encourage informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised.
- Ensure that staff can access training to ensure their competence for their task.
- Accept the duties they may hold as a client when they arrange for work through contractors or volunteers. Follow HCC guidance for the selection of competent contractors and **will** seek assistance from the schools Property Surveyor or HCC Property Management Division when necessary. Ensure that volunteers receive adequate instruction and supervision to work safely.
- Ensure all staff accidents, significant pupil accidents and third party accidents are reported to the Hull City Health and Safety Team in accordance with the HCC accident reporting policy and procedure.
- Review on an annual basis, all accidents and incidents reported to identify trends.
- Consult with the school council and inform pupils of their responsibility for health and safety.
- Recognise the role of safety representatives appointed by recognised trade unions and co-operate with them so they may undertake their health and safety related functions, including reasonable paid time off for consultation, inspections and investigations.



Head teacher

The Head teacher has full responsibility for the risk assessments and ensures that the Site Facility Officer updates the COSHH assessments, Manual handling assessments, Display screen regulations assessments.

The Head teacher ensures that the site Facility Officer ensures all statutory inspections of plant and equipment are carried out and that he organizes the annual review of the aforementioned.

The Head teacher is responsible for the Site Facility Officer keeping up to date the Asbestos register and ensuring any asbestos is in a safe condition.

The Head teacher ensures that the Site Facility Officer tells all contractors of the location of any asbestos.

The head teacher has responsibility for:-

- Day to day management of all health and safety matters in the school in accordance with the health and safety policy.
- Ensure regular workplace inspections are carried out.
- The Head teacher will complete the inspection each term
- Submitting inspection reports to the governors.
- Ensuring action is taken on health, safety and wellbeing issues.
- Passing on information received on health and safety matters to appropriate people.
- Carrying out accident investigations.
- **Chairing the schools health and safety committee.**
- Identifying and facilitating staff training needs.
- Liaising with governors and/or the LA on policy issues and any problems in implementing the health and safety policy.
- Co-operating with and providing necessary facilities for trade union safety representatives.
- Providing necessary facilities for all employees to be consulted on health and safety matters.
- Where contracts are negotiated directly between the school and the contractor, the head teacher is also expected to monitor purchasing and contracting procedures, to ensure that the employer's health and safety policy is complied with.

The Head teacher is responsible for liaising with contractors undertaking major works and for ensuring that the risk due to having contractors on site is monitored and controlled.

The Deputy head teacher is appointed with the authority of the head teacher to request action from the contractor where conditions are considered to be unsafe.

Whilst the responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff (i.e. the school's site facility's officer).

Site Facility Officer

The Site Facility's Officer and School Business Manager will be responsible for:

- The local arrangements to ensure the effective control of risks within the specific areas under their control.
- The local arrangements for the purchase, inspection and maintenance of equipment and its specification.
- The coordination of the schools health and safety policy in their own department or area of work, directly responsible to the head teacher for the application of the health and safety procedures and arrangements.
- Establishing and maintaining safe working practices including arrangements for ensuring, as

the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools and machinery.

- Resolving health, safety and wellbeing problems referred to them by members of staff or referring to the Head teacher any problems they are unable to resolve within the resources available to them.
- Ensuring that risk assessments are carried out when necessary and reviewed, and on a regular basis within the overall programme for the school, on the activities and equipment for which they are responsible.
- Ensuring, as far as reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety.
- Obtain relevant advice and guidance on health and safety matters.

Employees

All St Nicholas employees are directly responsible for:

- Taking reasonable care for the health safety of themselves and of other people who may be affected by their acts and / or omissions.
- Co-operating fully with the head teacher or HCC employers on all matters relating to their health and safety at work.
- Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that have been provided in the interest of health and safety.
- Reporting promptly, in the first instance to their teacher/phase leader/ Deputy Head teacher or Head teacher, any accidents, injury significant near miss, incident of violence and aggression or cases of work-related ill health.
- Report to the relevant member of staff, any defects, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill-health to others. Any defective equipment should be labelled to ensure other employees cannot use the item.
- Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
- Observing safety rules, complying with codes of practice and health and safety policy and procedures, and adhering to safe working procedures at all times.
- Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.

General Responsibilities of Staff

- No class of primary age children should be left for any reason except in an emergency and even then a colleague or the Head teacher should be made aware of the situation and asked to keep an eye on the class
- A particularly high level of supervision must be exercised when children are assisting in the movement of equipment
- At no time during the prescribed session hours should children be left unsupervised whether in the playground, dining hall or anywhere else in school
- Safety of pupils is the responsibility of class teachers
- Class teachers are expected to exercise effective supervision of the pupils and to know the school's emergency procedures and carry them out
- Where possible, staff on 'before school' duty should be in position no later than 8.40am for FS, Key stage 1 and 2 and be expected to leave no earlier than 3.20pm. Parents are requested to ensure that children arrive at school as near to 8.50am and leave the premises at the end of the day as soon after as 3.00pm as possible. Pupils who arrive late must report



to the school office to register in an emergency. On wet days children are allowed in school under the supervision of their teacher when the teacher arrives in the classroom at 8.50am.

- Children attending Breakfast club must remain in the building until 8.45am unless granted permission to play on the playgrounds. They must not be allowed to leave the premises. Breakfast Club is from 8.00am to 8.45am, breakfast is served between 8.00am to 8.30am.
- Teachers must remain in the class/cloakroom area until the last child under their supervision has left the building and remain in the vicinity of the classroom until 3.20pm in case a child returns to the room.
- The Head teacher or Deputy Head teacher will be on duty until 4.45pm to deal with any emergency.
- Teachers and support staff must ensure the children know the rules and sanctions within classroom, break time and lunchtime.
- Special care must be taken to ensure that no child leaves the school until 12.00pm (and then he/she must be accompanied by an adult), or 3pm (parental written permission must be given if a Year 5 or 6 child is allowed to walk home on his/her own).
- No child is to leave the premises unless accompanied by a parent/adult know in advance to be collecting the child. The responsible adult must sign the collection register before taking the child out of school.

Other Responsibilities

- Each Key Stage Coordinator is responsible for coordinating health and safety arrangements within their key stage. This includes drawing up and reviewing procedures which are particular to the key stage in question, and acting upon all reports received. Changes to any documentation must be given to the School Business manager to hold centrally.
- Welfare, health and safety subject guidance issued by the LA detail head of subject responsibilities.

Responsibilities – Outside Bodies

- When the premises are used for purposes not under the direction of the Head teacher then the principal person in charge of the activities will be responsible for implementing all safe practices as required by this document.
- The Head teacher must seek to ensure that hirers, contractors and others who are working on or hiring the school premises conduct themselves in such a manner that all statutory and advisory safety requirements are met at all times.
- When the school premises or facilities are being used out of school hours for a school sponsored activity then, for the purpose of this policy, the organizer of the activity, even if an employee will be treated as a hirer and will comply with the requirements of this section.
- All hirers, contractors and other using the school premises or facilities must familiarise themselves with the relevant parts of this policy, comply with all safety directives of the governing body and ensure that they will not without the prior knowledge of the Head teacher:
 - a) Introduce equipment for use on the school premises:
 - b) Alter fixed installations
 - c) Remove fire and safety notices or equipment
 - d) Take any action that may create hazards for persons using the premises at that time, or staff or pupils of the school at a later time.

Insurance certificates, if necessary are required to be copied and held in the school office for any liability claims.

Volunteers

Volunteers (such as parent helpers etc.) have a responsibility to act in accordance with the schools policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified member of staff.



Contractors

All contractors who work on the school premises are required to ensure safe working practices by their own employees and compliance with statutory regulations. They must pay due regard to the safety of all persons using the premises in accordance with sections 3 & 4 of the **Health and Safety at Work, etc. act 1974**.

- Should a contractor's work create hazardous conditions and the contractor cannot/will not eliminate them or take action to make them safe, the Head teacher, SBM, or Site Facility Officer will take such actions as are necessary to protect persons in his/her care from risk of injury. All concerns/incidents must be reported to the SBM or Head teacher.
- Consultation and liaison between contractor and school will normally be the responsibility of the LA Building Maintenance Engineer/Surveyor and/or the Health & Safety Team. Any problems between the contractor and the school should be passed to the LA Building Engineer/Surveyor, if appropriate to do so. If the contractor was 'employed' directly by the school the problems must be referred to the Head teacher.
- The governing body draws to the attention of all users of the school premises (including hirers and contractors) sec. 8 of the Health and Safety at Work, etc. Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

School Catering arrangements

- Whilst the Head teacher has day to day responsibility for the school and its staff, the catering contractor is responsible for health & safety matters affecting the delivery and serving of meals in the school kitchen. Kitchen staff at St Nicholas Primary School are employed directly via Hull City Council Catering.
- The food provision side of the server is the responsibility of the Cook in Charge. Arrangements for the pupils and the taking of the meal are the responsibility of the Head teacher.
- It is the duty of the Catering Contractor to undertake assessments of risk for their work activities.
- There will be close cooperation between the Head teacher and representatives of the Catering Contractor, particularly the Cook in Charge, to ensure that high standards of health & safety exist in accordance with the school's arrangements.

Health and Safety Support

- The governing body recognize that there will be occasions when the school will require specialist advice on health and safety matters. First contact will be through the LA Health and Safety Team from here advice will be provided or actions implanted to rectify the situation.
- Service Level agreements are fully up to date

Part 3: ARRANGEMENTS Health & Safety Management in the School

Action Plan

The plan outlines the way in which safety is to be managed and monitored at the school.

At the conclusion of health & safety monitoring and health & safety audits, the Head teacher in agreement with the Governors will implement a school Health & Safety Action Plan to provide clear **objective** for the forthcoming period, with specific targets, including target dates, resource **implications** and allocation of responsibilities.

Competent Advisors

The school has access to the services of Safety Officers, Occupational Health Professionals, Building Maintenance Surveyors and Engineers. **(Refer to section to 2.6 of this policy, 'Health & Safety Support)**.



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Competent advice on Health & Safety issues is available from the Education Health & Safety Team based at Hull City Council Buildings. Employees should request Health & Safety information from their line manager or Head teacher in the first instance.

Employee Consultation

It is a legal requirement (**Safety Representatives and Safety Committee Regulations 1977** and the **Health & Safety (Consultation with Employees) Regulations 1996**) to have in place a system of consultation between Employer and Employee to enhance and encourage health and safety.

HCC and Education Services consultative arrangements for Health & Safety are detailed in the Department Safety Policy. The school recognizes the importance of consultation with all staff and will include health and safety matters as an integral part of any meeting agenda.

At the request of Trade Union Safety Representatives or other employees, safety committee meetings will be arranged at periods agreed by all participants.

School health and safety representatives

Safety representatives are appointed by recognised Trade Unions. At present there are no safety representatives. However, SLT members (*Mr Posnett, Mrs Johnson, Mrs Girtchen, Mrs Chatfield*) and the Site Facility Officer will communicate verbally or by writing to employees on H&S matters and all employees can raise concerns via their Phase Leader and the Site Facility Officer – Mr P Jordan.

Under the requirements of the Safety Committee and Safety Representative Regulations 1977, where safety representatives are appointed they will be given adequate time and facilities to fulfil their functions.

Contractors

All contractors under school control will be appropriately selected and competent in terms of health and safety.

- Contractors must be made aware of and abide by the schools health and safety policy and not endanger pupils, staff or other visitors to the site.
- They must be made aware of the location and condition of any asbestos on the school site
- The head teacher will be responsible for the co-ordination of the contractors' activities on site.
- The head teacher must ensure that any temporary rules, such as exclusion from parts of the premises, are known to all staff, pupils and visitors to the premises. This might be achieved by the posting of suitable notices by the head teacher, or by the contractor, in consultation with the head teacher. All contractors must report to the responsible person named above before any work takes place and prior to each working session. The responsible person should then inform the contractor of any conditions which may affect his safety and that of others.

Visitors and other users of the premises

Where the facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and coordinating health, safety and security policies and procedures with other occupiers, e.g. Breakfast club, catering and outside staff based in schools.



- All visitors to the school must comply with the school and DCC health and safety policy and procedures.
- Head teachers must ensure that a suitable system is implemented whereby visitors are required to record their visit to the school (visitor's book) and the time they leave. This should include all visitors to the school including Governors, Property Surveyor, and Contractors etc.
- Where applicable visitors will be required to wear a 'visitors' identification badge which will be supplied by the school.
- Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.
- Should a fire / emergency occur or the fire alarm is activated whilst visitors are on the schools premises, the person who is accompanying the visitor will take him / her to the fire assembly point.
- Should an incident / accident occur involving a visitor it must be reported using HCC accident reporting policy and procedure and form and sent to the Hull City Health and Safety Team. Also an investigation must be undertaken as soon as possible by the relevant responsible person.
- If the incident is of a serious nature or fatal the head teacher should contact the County Health and Safety Team immediately on 01482 300 301.
- Persons hosting visitors including meeting arrangers must ensure:
 1. Visitors are alerted to the establishment fire procedures.
 2. Visitors adhere to the 'no smoking' policy.
 3. Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles.
 4. Visitors record time of arrival and departure in the visitors' book.
 5. Where applicable visitors are provided with and wear identification badges.
 6. Visitors are accompanied or authorised to enter the premises.
 7. Visitors remain within authorised areas and do not enter any restricted area unless permission is granted and the person is accompanied.
 8. Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised.
 9. Visitors report all accidents, incidents and near misses to the host.
 10. Visitors wear protective clothing that is supplied when necessary.

Lettings

The head teacher will ensure that the hirer of the premises, for any event, is aware of his / her obligations under health and safety legislation and the school and HCC health and safety policies where appropriate. The school has its own lettings/charging policy.

Pupils

Pupils will be reminded that they 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, as detailed within the appropriate curriculum safety guidelines and home/school contract.
- 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.

All pupils and parents will be made aware of this section of the policy through the **prospectus & school website.**



Arrangements

Monitoring and Inspection

The school buys in to the Service Level Agreement for Health, Safety and Wellbeing. As part of this service the Hull City Health and Safety Team conduct an audit or review of the school's health and safety systems. A copy of the latest audit is available in the school office.

First aid

The school has assessed the need for first aid provision and ensures that the guidelines given within the latest HCC First Aid Code of Practice are complied with.

An up to date list of all first aiders is displayed in the school office and staff room.

First aid kits are located at strategic points in the school: the KS2 shared area, and the school office and portable kits are available for lunchtimes, PE lessons and school trips and visits. The contents of the kits will be checked on a termly basis and the kit will be labelled with the date of checking and signature of the person who has checked the kit.

For further information please see the School's First Aid Policy.

Accident recording

The school will record all accidents in accordance with HCC Accident reporting policy and procedure.

Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) will be completed by the Hull City Health and Safety Team on the schools behalf.

Administration of medicines

The school follows DfES guidance on the dispensing of medicines within school. For further details please see the schools Supporting Pupils with Medical Needs policy.

Off site visits

The school follows HCC Children's Services off Site Events and Adventurous Activities Policy.

Further information can be found within this policy.

Fire

The school will ensure that a fire evacuation drill is completed at least once per term and record the date in the fire log.

The fire log will be kept up to date with entries for weekly fire alarm checks and fire door checks, monthly emergency lighting checks and fire extinguisher checks and any contractor visits or false alarms.

Arrangements are in place for evacuating disabled people (a personal emergency evacuation plan PEEP).



The head teacher and governing body will ensure a fire risk assessment is completed and updated at

All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

All staff are responsible for ensuring evacuation routes and doors are kept clear at all times.

For further details please see the schools policy for fire.

Electricity

The school will undertake to inspect and test all portable appliances by a competent person on an at least two yearly basis with a written annual visual check in between the years of PAT test.

The school's Site Facility's officer is a fully trained PAT tester.

The Site Facility's Officer will produce an inventory of tests which will be kept in the Site Facilities cupboard.

All staff will visually inspect electrical equipment before use for obvious defects.

Defective equipment will not be used, will be labelled and reported as defective for replacement/repair.

The school will ensure that the fixed wiring inspections are completed on a 5 yearly basis by a competent contractor.

Personal items of electrical equipment should not be brought into school for use by staff or pupils unless they have been PAT tested by the school's Site Facility Officer.

Work equipment

All work equipment will be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The installation requirements
- The suitability for purpose
- The positioning and or storage of the equipment
- Maintenance requirements (contracts and repairs)
- Training and use of the equipment.

Staff must not use new items of work equipment unless appropriate training has been given. A risk assessment must be completed for the work equipment and staff using the equipment must have access to and comply with the risk assessment.

All plant and equipment that require statutory inspection, testing and maintenance for example, steam boilers, pressure cookers, lifting equipment, local exhaust ventilation etc. will be completed by a HCC approved or competent contractor.

Any personal protective equipment (PPE) required for the use of the work equipment will be supplied free of charge by the school. All employees will be expected to wear the PPE when operating the equipment.



Access equipment (kick-stools, ladders, tower scaffolds and steps etc.)

All access equipment must be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The installation requirements
- The suitability for purpose
- The positioning and or storage of the equipment
- Training and use of the equipment.

Staff must not use access equipment unless appropriate training has been given. A risk assessment must be completed for the access equipment or task and staff using the equipment must have access to and comply with the risk assessment.

The access equipment should be visually checked before each use. An inventory is required for all access equipment with a formal written 6 monthly check (tower scaffolds and steps will require specialist and more frequent checks).

Control of hazardous substances

All substances that may be considered hazardous to health have been assessed (except in science – these are covered by CLEAPSS hazards).

A copy of the health and safety data sheet and COSHH assessment will be available in the location of where the chemicals are used / stored.

Any person using these chemicals must ensure they have seen and follow the information given on the COSHH assessment (including the wearing of any identified PPE).

Staff must not bring any hazardous chemical onto the school site unless prior permission has been sought and a COSHH assessment has been completed.

Asbestos

The school has an asbestos register which is located in the Site Facilities cupboard.

All contractors must be shown the register before work commences.

Any damaged or suspected damage to asbestos should be reported to the head teacher who will contact the school's Property Surveyor immediately.

Legionella

The school has a legionella survey which is located in the Site Facilities cupboard. The Head teacher is responsible for ensuring that any monthly temperature checks are completed and the weekly flushing records are completed. Further information of legionella can be obtained from Mike Taylor on.

Violence

The school follows HCC policy and guidance for violence at work. For further information please refer to the HCC Violence at Work Policy (schools).

All incidents of verbal and physical abuse will be recorded on the accident / incident report form and sent to the Hull City Health and Safety Team.



Manual Handling

The school complies with the HCC Manual Handling Policy and Procedure and completes risk assessments on any significant manual handling tasks. Employees who complete manual handling tasks will have suitable and sufficient training. For further information please refer to the HCC Manual Handling Policy.

Lone working

The school complies with the HCC Lone Working Policy and completes risk assessments for any lone working scenario. For further information please refer to the HCC Lone Working Policy.

Risk assessments

Risk assessments are completed for any significant risks in accordance with the **HCC Risk Assessment** policy. These risk assessments are working documents and must be viewed by staff carrying out the activity and updated/reviewed on an at least annual basis or whenever there is a significant change to the activity / task / personnel / or following an accident. For further information please refer to **the HCC Risk Assessment Policy.**

Training and records

The school will ensure that all staff has suitable and sufficient training to complete the tasks required of them. The school will ensure all training is recorded and up-date training is completed where required.



3.1 Action Plan

The plan outlines the way in which safety is to be managed and monitored at the school.

At the conclusion of health & safety monitoring and health & safety audits, the Head teacher in agreement with the Governors will implement a school Health and Safety Action Plan to provide clear objectives for the forthcoming period, with specific targets, including target dates, resource implications and allocation of responsibilities.

3.2 Competent Advisors

The school has access to the services of Safety Officers, Occupational Health Professionals, Building Maintenance Surveyors and Engineers. (Refer to section 2.6 of this policy, 'Health & Safety Support').

Competent advice on health & safety issues is available from the Education Health & Safety Team based at Essex House. Employees should request health & safety information from their line manager or Head teacher in the first instance.

3.3 Employee Consultation

It is a legal requirement (**Safety Representatives and Safety Committees Regulations 1977** and the **Health and Safety (Consultation with Employees) Regulations 1996**) to have in place a system of consultation between Employer and Employee to enhance and encourage health and safety.

The City Council and Education Services consultative arrangements for health & safety are detailed in the Departmental Safety Policy. The school recognises the importance of consultation with all staff and will include health and safety matters as an integral part of any meeting agenda.

At the request of Trade Union Safety Representatives or other employees, safety committee meetings will be arranged at periods agreed by all participants.

3.4 Safety Inspections

Guidance --- Education Services Health & Safety Handbook, Section 3.1

The practice of self---monitoring is a vital feature of health & safety. It is the responsibility of all staff to be vigilant on health & safety matters at all times.

Health & safety inspections of premises will take place at least once a day by the Site Facility Officers, termly by the Governing Body and yearly by the LEA. They will be initiated by the Head teacher. The nominated person will conduct the inspection jointly with the school's Representative of Employee Safety if possible.

Inspection and report forms (model enclosed in the Education Services Health & Safety Handbook --- Section 3.1) will be completed and the top copy forwarded to the Education Health & Safety Team based at Essex House. Responsibility for follow up action on the report will rest with the Head teacher.



3.5 Identification and Control of Hazards and Risks

Guidance --- Education Services Health & Safety Handbook --- Section 3.4

Risk Assessments form the basis of work procedures and the control of such risks will determine the schools safety rules & procedures and identify training needed as part of the preventative and protective measures.

The governing body is responsible for ensuring such assessments are completed, recorded and monitored. Copies of risk assessments are available to all relevant employees and other site users. Written risk assessments are located in the main school office.

All employees and governors should report hazards of which they become aware by means of the caretakers job sheets held in the main school office. Hazards of an urgent nature must be reported immediately via the internal telephone system.

The Head teacher is responsible for initiating a risk assessment and any remedial action decided. If the risk cannot be reduced to an acceptable level, steps may be taken to isolate the risk and employees & other site users will be advised accordingly. The advice of the Education Health & Safety Team will be sought.

Specific risk assessments will be completed for young persons, pregnant workers and in accordance with the Disability Discrimination Act (DDA) 1995.

Parents are asked to make sure that children do not bring items to school which is hazardous or dangerous. If such items are found by any member of staff they will be confiscated and the parents asked to come into school to collect them.

3.6 Arrangements for Pupils with Special Educational Needs

Identification and management of special educational needs, including emotional and behavioural difficulties, is the duty of teachers, special educational needs coordinators and schools.

Where it is identified that a pupil/pupils are in requirement of special needs, it is a duty that

The following requirements are considered:

- teacher training, including manual handling of persons;
- specialist equipment;
- means of access/egress etc.

Advice can be obtained from the following specialist services

- Educational Service for the Visually Handicapped;
- Services for the Hearing Impaired; or
- Education Services for the Physical Disabilities.



3.7 Personal Protective Equipment

Guidance --- Education Services Health & Safety Handbook, Section 2.8

Suitable Personal Protective Equipment (PPE) will be provided where identified as necessary in a risk assessment. All employees are responsible for informing the Head teacher as soon as they become aware of a need to repair or replace PPE which they use.

The Head teacher will be responsible for replacing worn PPE.

PPE will be inspected yearly or more frequently if required. Similarly, a termly check is to be made that PPE is being used by pupils and employees by Health and Safety governors.

There are special recording procedures for PPE identified by a COSHH assessment. Details are contained in Education Services Health & Safety Handbook --- Section 7.1.

3.8 Lifting of Goods, People and Animals

Guidance --- Education Services Health & Safety Handbook, Section 9

Suitable and sufficient manual handling assessments will be undertaken prior to any lifting activity and appropriate controls will be put in place. Risks which cannot be adequately controlled must be referred to the Education Health & Safety Team. Assessments are kept in the Site Facility office.

3.9 Training of Employees

Guidance --- Education Services Health & Safety Handbook, Section 3.5

The opportunity is provided for all employees to have access to the information, instruction, supervision and training as is required to enable them to work in a safe environment.

All employees whether permanent or temporary will undergo **Induction training** which will include the following health & safety matters---

1. Emergency Arrangements
2. Fire Drills
3. First Aid Arrangements
4. Accident Reporting
5. Good Housekeeping
6. Codes of Safe Practice and Guidance
7. Health & Safety Handbook and School Arrangements
8. Special Hazards/Responsibilities Associated with Work Activity
9. Special Needs of Young Employees

Further training needs will be considered when employees transfer or take on new



responsibilities or when there is a change in the work equipment or systems of work in use.

The Training Coordinator is the Head teacher, who will identify health & safety training needs in consultation with the employees concerned.

Employees who feel that they have a need for health & safety training of any kind should notify the Head teacher in writing.

A record of individual employee training to ensure that training is up to date and appropriate for the duties undertaken is maintained by the Head teacher. Where certificates of competence are required for potentially hazardous activities [e.g. *woodworking machinery, swimming etc.*], the Head teacher is responsible for checking the validity of certificates and for arranging refresher training when necessary.

Responsibility for facilitating attendance and funding of training will be the schools responsibility.

3.10 Emergency Procedures

Emergency procedures exist covering a range of hazardous situations (e.g. fire, severe electrical fault, bomb alert, severe weather, intruders) which may arise in the school or during an organised activity off site.

In an emergency, an employee is to clear the area of all people, take appropriate action, e.g. close doors, isolate services, call emergency services and summon the Head teacher or other member of the Management Team to arrange follow-up action.

FIRST PRIORITY: in all hazardous situations are the safety of people, their removal from danger, care and the application of first aid.

SECOND PRIORITY: call the emergency services where necessary.

THIRD PRIORITY: safeguard premises and equipment, if possible.

Head teacher/Caretaker is responsible for providing the LA with emergency telephone numbers for use if an emergency occurs outside of school hours.

Details of the position of mains isolation points are kept in the Site Facility Officers lobby.

Fire

A fire risk assessment is required by the Fire Precautions (Workplace) Regulations 1997 which will be undertaken by the Head teacher.

The procedure will be tested with a full evacuation of the school once per term. A log of all drills and points for improvements is kept by the Head teacher.

All fire doors must be kept closed at all times unless held open by electronic devices directly linked to the fire alarm. Fire exit doors must be unlocked and easily accessible



and easy to open from within the building without the necessity for a key.

The fire alarm and lighting will be tested on a weekly basis using two different call points each time out of school hours. A log will be kept of such tests by the office. There are 2 members of staff who act as fire wardens. They are responsible as a team for ensuring all staff; visitors and children are evacuated in an orderly manner and accounted for.

Fire extinguishers are tested on an annual basis, with the date of each test indicated on the appliance. Caretaker is responsible for organising such examinations by a competent person.

Different alarm actuation points will be used at each drill and from time to time certain escape routes will be deemed impassable. Staff will be practiced in the normal escape route from their place of work and alternative routes to the muster area.

Emergency Action signs are posted in prominent positions throughout the school for the benefit of visitors and non-school personnel in accordance with the Health & Safety (Signs & Signals) Regulations 1996.

Bomb Threat

The school procedure for dealing with a bomb threat will closely follow the guidelines set out in the City Council policy.

The recipient of a verbal threat should never assume that the threat is a hoax. St Nicholas Primary School's Bomb Threat policy is to be followed at all times.

When a threatening call is received, time is of the essence --- try to stay calm, do not interrupt the caller, get the full details exactly as stated and keep the telephone line open even after the caller has hung up.

Armed with as much information as possible, inform the Deputy and the Head teacher who will take charge of the situation.

When in any doubt as to the validity of the threat, the Deputy or Head teacher will err on the side of safety and evacuate the buildings as detailed in the school's policy.

In all cases, the police must be informed.

3.11 First Aid Provisions

The Governors through the Head teacher will assess the first aid needs of the school taking into account actual levels of risk and for determining the required number of first--aid personnel taking into account the number of employees & other site users (i.e. pupils), out of hour workers and visitors to the site.

All employees will be aware of the First Aid provisions.



St Nicholas Primary School



The following employees have been trained to first aid at work level (Designated first aiders):

Paula Priestley
Peter Jordan
Lynda Stephenson
Susie Hansom
Val Fletcher
Sharon Counter
Charlie Jacob

Selected TAs, support staff and teaching staff have been trained to an one day Emergency Aid level

On expiry of certificates or when an employee who has been trained as a first aider leaves the school, the Office will make arrangements for replacement cover to be provided to ensure continuity of training and first aid care.

First aid boxes are kept in all classrooms, main office and with each lunchtime supervisor. It is the responsibility of classroom staff to ensure the first aid boxed is kept up to date. Staff on duty and lunchtime staff will ensure they have first aid equipment near and again it is their responsibility to ensure the equipment is up to date and replenished.

The Travelling first aid box is kept in the school office

Records of first aid administered are kept by main office, Foundation Stage 2 and senior lunchtime supervisor.

The contact numbers for the nearest hospital casualty department and other medical services are in the school office.

Head injuries must be referred to a first aider in all cases. All reasonable efforts are made to contact parents/contact of those children with head injuries. In all cases parents are asked to come and check their children. It is then the decision of the parent to seek further medical advice. Cut heads are referred to the hospital should a parent not be contactable.

Guidelines dealing with specific risks e.g. Blood Borne Viral Infections, Hepatitis B and HIV -- Hygiene Guidelines for Schools; Policy on Head Lice etc. is issued individually and forms a section of the Education Services Health and Safety Handbook. In all cases, disposable gloves should be used. All infectious illnesses are reported to the Health Authority under their specific guidelines.

All sharps, including hypodermic needles & syringes must be handled with great care in accordance with LA guidelines and disposed of in a suitable sharps container conforming to BS7320. The sharps container is held in the main school office store room.



Head teacher and First Aid appointees will ensure that these guidance notes are included in

The overall strategy of the school Health and Hygiene policy.

3.12 Supporting Pupils with Medical Needs --- Administration of Medicines

The governing body has approved a school based policy on managing medication and implemented management systems to support individual pupils with medical needs. A copy of this policy is in the school office and with each member of staff.

The Head teacher is responsible for deciding whether to agree to requests for the administration of medicines to pupils in accordance with the governing body's policy.

3.13 Drugs Policy

The governing body should approve a policy for drugs education & drug prevention.

The named person for drug information & coordination of procedure is; Sarah Collins and policy is; Amanda Blake. Guidance, advice and support to colleagues on drug related matters within the setting are available from this contact.

3.14 Accident and Dangerous Occurrence Reporting

All accidents and incidents to employees will be recorded on the first aid forms and handed directly to the School Office. A written report will be submitted to the Governors.

Accidents/incidents involving pupils and other non---employees must be recorded in the 'Minor Accident sheet' with entries filed each week and held in the main school office storeroom.

Reportable accidents and incidents as set out in the RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations, 1995), (employees & non---employees) will be reported as the regulations require. RIDDOR require that fatal or major injuries arising from work activities must be reported to the Education Health & Safety Team and the Health Safety Executive (HSE) by telephone within 24 hours. A written report will be submitted to the LA as a matter of urgency in accordance with LA procedures.

Copies of all accident reports for employees will be retained in personal files for a minimum of 3 years following the incident.

Accident reports should be drawn to the attention of and counter---signed by the Head teacher. Where they are found to be caused by faulty plant, equipment, premises or unsafe systems of work, he/she will act to remove or isolate the hazard until the necessary modifications or repairs can be made. In the event of a serious accident he/she will report the accident to the Education Health & Safety Team as a matter of urgency.



3.15 Violence at Work

All acts of violence to members of staff, whether physical or verbal, will be reported to the Head teacher via the Deputy Head on the internal contact sheets.

Where injury results from a violent act, the injury should be reported in the normal way as an accident but with the violence at work report attached. The Police will also be informed.

Violence and Challenging Behaviour Report incidents are to be reported on the normal school contact forms and reported to the School Business Manager.

Support is available to employees following incidents through the Occupational Health Unit via the School Business Manager.

3.16 Workplace Stress

Ill health resulting from stress caused at work is treated in the same way as ill health due to physical causes in the workplace. During the undertaking of risk assessments, the symptoms of work related stress are actively sought and steps taken to deal with the organisational causes.

Individual concerns are to be discussed with the Head teacher and/or School Business Manager. Support & advice is also available from the City Council's Occupational Health Unit, telephone (01482) 613333.

3.17 Display Screen Equipment

Employees who are assessed as Display Screen Equipment 'Users' are entitled to sight tests which will be reimbursed through school and corrective appliances for computer use only will also be reimbursed.

Work stations and working arrangements will be assessed by the School Business Manager or Head teacher.

3.18 Maintenance of Premises

Asset Management are responsible for ordering building, site or plant work related to maintenance in accordance to the LA guidelines and funding. The LA is responsible in Education Services premises for ensuring that it is done to a satisfactory standard and in a safe manner. However, during such work Head teachers, School Business Manager and Site facility staff must exercise common sense in noting dangers to staff, pupils and other visitors to the site.

All arrangements for dealing with asbestos (where present) will be co-ordinated by the Asset Management Team.

School Business Manager and the Caretaking staff are responsible for ordering repairs which are the school's responsibility.



Safety Officers, Head teacher, School Business Manager and Caretaking Team have the authority to stop any activities on council owned property if in their opinion the activities give rise to imminent danger.

Co-ordination and co-operation between all parties will make stopping work a last resort.

3.19 Waste Management and Cleaning Arrangements

Waste is collected daily by the cleaners and Site Facility Officer. The caretaking team will arrange for its safe storage in appropriately sited secure containers. All employees are responsible for reporting accumulation of waste, or large items of waste that require special attention to the caretaker who will arrange for its disposal.

All employees are responsible for arranging to clear up spillages which occur whilst they are in charge of the area concerned. Other spillages or leaks should be reported to the caretaker who will arrange for them to be dealt with.

The cleaning arrangements for the school are set out in the school office.

All 'sharps' finds should be reported to the school office/head teacher who will arrange for an employee to collect the sharp for storage in the sharps container stored in the storeroom on the main office.

3.20 Entering and Leaving the Premises

Site Facility Officers for opening and securing the building. The procedure is set out (including disarming of intruder alarms where appropriate) in the Site Facility Officer's lobby. The Senior Cleaner may also open and close the school by prior arrangement with the Head teacher and School Business Manager.

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises are determined by the Head teacher.

3.21 School Security

A security survey has been completed for this site and is monitored & updated by the Caretaking staff. Any issues in relation to school security must be reported to the School Business Manager and/or Head teacher immediately. PCSO's for the school is also involved in this survey.

The survey assessed the type & scale of risk present to all site users and formed the basis of the sites overall security policy.

3.22 Vehicle Movement in the School Grounds

For site traffic, routes need to be properly organised to allow for pedestrians and vehicles to circulate safely. The vehicles which need to be moved when the pupils are out on the playground will always be escorted by a member of the caretaking staff or SLT.

Suitable measures have been developed to ensure



- pedestrian and/or vehicles can use a traffic route without causing a risk to persons near it;
- sufficient separation of vehicles from doors or gates or pedestrians which lead on to the traffic route;
- that where vehicles & pedestrians use the same route, there is sufficient operation between them.

3.23 Use of Premise Outside School Hours

The Head teacher is responsible for coordinating lettings of the premises in accordance with the LA's 'Directed Community Use of School Premises' guidelines.

The Site Facility Officer is responsible for informing other users of the building of the presence of any hazards which have not been rectified.

Where use is sought of specialist equipment or fittings a suitable qualified person must be available to supervise such use and no equipment or fittings will be removed or adjusted without previous approval from the governors.

The Site Facility Officer is responsible for checking that the premises are left in reasonable order by others before locking up.

3.24 Adaptations or Improvements to Premises (Buildings & Grounds) --- Self Help Schemes the Head teacher is responsible for submitting proposals to the Asset Management Team and for gaining the necessary approvals before work starts. This includes work financed by an external body.

All arrangements for dealing with asbestos (where present) will be coordinated by the Asset Management Team.

3.25 Housekeeping

All corridors, passageways and gangways should be kept clear of rubbish and obstructions. The Site Facility Officer will make a daily check. All employees and other site users are required to cooperate with decisions taken as a result of this check.

An employee encountering any damage or wear and tear of the premises which may constitute a hazard should report to the Head teacher by means of contact.

Site Facility Officer must ensure periodic checks are made of the school both internally and externally and report issues/works to the School Business Manager, Head teacher and Governors.

Defective furniture should be reported to the Site Facility Officer.

3.26 Smoking

The governing bodies recognise the right of individuals to work within a smoke free environment if they choose to do so, but that the needs of those who wish to smoke should be taken into account.



In order to improve the health, safety and welfare of all school employees, the Head teacher has agreed to control smoking in the school and LA owned vehicles.

Employees and other site users (including parents and visitors) are not permitted to smoke anywhere on the school premises. All smoking must be off the school site at all times.

3.27 Hazardous Substances

The governing body will ensure that the use of all hazardous substances is assessed and that adequate controls are in place to protect the health & welfare of all employees and other site users.

The master set of COSHH (Control of Substances Hazardous to Health) assessment records are kept in the office and maintained/updated by Site Facilities Officer. No new substance may be brought into school without carrying out a full COSHH assessment. This is a legal requirement.

Relevant assessment records will be circulated to all staff and appropriate site users who are aware of the location of the central record.

Inventories of hazardous substances used in the school are maintained by Site Facility Officers who will ensure their safe use in accordance with LA guidelines. Stocks will be checked on a regular basis, at least annually and a list maintained of all substances which are no longer required and are for disposal. This will be coordinated by Site Facility Officer.

3.28 Work Equipment

All work equipment purchased by the school should bear the relevant CE or BSEN Safety standard applicable to its safe design and manufacture.

The governing body will keep an inventory of all equipment which will include details of maintenance arrangements. This will be monitored by Health and Safety governor.

3.29 Electricity at Work

All portable electrical equipment will be visually examined before use by employees. Portable electrical equipment will be examined and tested every 12 months by the site facilities officer and a record of the inspection is kept by the Site Facility Officer.

Faulty equipment is to be taken out of use and reported to Site Facility Officer, School Business Manager/Head teacher.

Testing of fixed electrical equipment (mains circuit to outlet socket) is the responsibility of the Education Services who will employ competent electricians to carry out this work.

The use of personal electrical equipment will be at the discretion of the Head teacher who reserves the right to insist that such equipment is tested before it is used on the



school premises. The cost of the testing personal items rests with the individual concerned. The Site Facility Officer will ensure that unsafe equipment is removed from the premises.

Residual current devices will be tested on a monthly basis, the results of which will be recorded by the Site Facility Officer and kept in the school office.

3.30 Use of School Equipment by Contractors & Outside Bodies

Due to insurance requirements and legal liabilities, the school will not lend tools or equipment to contractors or outside bodies

Contractors should supply all equipment needed to complete their work.

3.31 Visitors

All visitors and contractors should report on arrival on site to the school office staff who will:

- identify a contact person;
- issues an identity badge;
- provide them with relevant Child Protection and health & safety information;
- remind them of their duties to the school community, if applicable (e.g. Contractors)

Visitors will sign the visitor's book.

Contractors will be issued with a Safeguarding Contractors information leaflet.

An employee seeing an unidentified person on the school premises should act in accordance with the agreed procedures.

Parent helpers should be made aware of the health & safety arrangements applicable to them through the teacher to whom they are assigned.

If any member of the public refuses to leave the premises or is continuing a nuisance initially the local PCSOs will be informed and then the police rang if required. Tel: 101.

3.32 Educational Visits

All visits are to be arranged in accordance with the visit and pupil insurance guidelines. Such visits are coordinated by Mrs. Leaf.

A risk assessment should always be carried out before setting off on an educational visit.

When planning to use adventure activity facilities offered by a commercial company or by a local authority the group leader must check whether the provider is licensable under law and, if so that the provider actually holds a license (ref: Activity Centres (Young Persons Safety) Act, 1985 and the associated Adventure Activities Licensing Regulations, 1996).



A travelling first aid kit will be taken on all outside visits.

3.33 Work Experience Arrangements

The guidelines are concerned with all work experience placements arranged on behalf of pupils & students following courses offered in schools.

Assessment of the risks to young people, under 18 years old, before they start work are to be completed by the Head teacher in line with the Health & Safety (Young Persons) Regulations, 1997.

Work Experience placements are coordinated by the Head teacher.

3.34 Hire or Purchase of Vehicles

The Head teacher is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law and the City Council regulations for the use and hire of minibuses.

3.35 Activities of Non---Employees

It is the responsibility of contract staff (Cleaners, Catering etc.) to complete all risk assessments - including COSHH --- covering their particular work activities.

Copies of such assessments will be made available to the Head teacher/school Health and Safety Coordinator if requested and in all cases where an assessment may affect pupils and school staff.

Copies of relevant assessments should be filed along with the school assessment records. (Refer to section 3.23 of this policy, 'Hazardous Substances')

3.36 Provision of Information

The Head teacher is responsible for distributing all health & safety information received by the school from the Director of Education or elsewhere.

All health & safety documentation is kept in or with the Health & Safety Handbook which is located in the school office and is readily available for reference by all employees. This is the master file. Curriculum Safety Guidelines are maintained by the relevant subject coordinator. In such cases, employees will be informed of the location of such documents with a record kept in the master file.

The original of all health & safety information received at the school will be kept on the appropriate file. The Head teacher will decide on the circulation of each document. Employees will sign to confirm that they have read and understood the information.

Part 4: CONCLUSION

The Site Facility Officer has his own risk assessment outlining working from height and power tool which need to be used in conjunction with this policy.



4.1 Monitoring Performance

This document is not a finite statement of policy. It will require regular revision where necessary. It cannot include all items necessary to achieve safe working conditions at all times.

This policy is the commitment of the School's governing body and the Head teacher to comply with all statutory requirements with the aid of the Health and Safety Handbook, HSE publications and education guidance notes, to provide a safe and healthy place to work.

The Head teacher is responsible for sending a copy of the school's Health & Safety Statement to the LA Health and Safety Team.

4.2 Review

The governing body is responsible for:

- carrying out a review of the Health & Safety arrangements for the school;
- preparing a health & safety action plan detailing improvements to the arrangements.

This Health and Safety Statement has been approved by the School governing body on

Signed: Date:
Chair of Governors.

Signed: Date:
Head teacher



St Nicholas Primary School

