



Alexandra Primary School Health and Safety Policy

Last Updated : November 2014
Agreed at: FGB November 2014



Safety policy

Introduction

The “Health and Safety at Work etc. Act 1974” (HSWA) and subsequent regulations place obligations upon employers, their employees, and the self employed, in respect of measures to safeguard everyone involved in, or affected by, work activities.

These obligations have been developed during the years since the original HSWA and through the issuing of regulations and approved codes of practice.

This process of development may be expected to continue and has been given additional impetus through the embodiment into UK law of EC Directives, of which the “Management of Health and Safety at Work Regulations 1992” is a significant example.

This health and safety policy serves the dual purpose of drawing together into one document those procedures and guide-lines which have been developed within the school in response to the regulations that currently apply and a framework for future developments and updating that may apply as necessary.

Responsibility for the production, updating, and development of this policy lies with the Head Teacher, but the actual updating and amendment may be delegated.

All employees and contractors are required to be familiar with this policy, to understand it and to act in accordance with its requirements.

All employees and contractors have a legal obligation to work and act with due regard to the health and safety of themselves and others, to co-operate in complying with statutory duties, and not to intentionally or recklessly misuse anything provided by the school in the interests of health, safety and welfare.

This policy is issued with the authority of the Head Teacher and its requirements are binding upon all employees.

Safety policy statement

The Head Teacher of Alexandra Primary school fully accepts his/her responsibilities under the "Health and Safety at Work Act 1974" to provide the resources to ensure the health, safety and welfare of both staff and pupils.

The school is committed to identifying, then eliminating or controlling, any hazards encountered in the school or on the site.

The Head Teacher will monitor this safety policy and revise it as necessary.

The school is also committed to the safety of others, not employed by the school, who may be affected by the activities of the school, i.e. pupils.

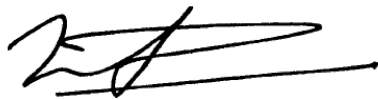
This statement, together with the safety policy, will be communicated to all members of staff via the school's regular training sessions and through induction training for new staff. A copy of the policy is included in the staff handbook, which is issued to every member of staff.

Signed

Head Teacher

Date. 27/11/14

Signed



Chair management Committee

Date: 27/11/14

Safety policy

Roles and responsibilities.

Governors

Whilst Governors do not have to actually implement the health and safety policy of the school, they do have a role in ensuring that the school has a suitable health and safety policy in place and that it is acted upon.

By ensuring that the health and safety policy is developed and implemented the Governors will be discharging their legal requirement of ensuring the health, safety and welfare of the school's employees and the health and safety of those not in their employment i.e. pupils, parents, visitors and contractors.

The Governors must also ensure that the senior school management operates safe school premises with safe equipment, materials and substances.

The Governors should also ensure that the policies and standards laid down by the LA are adhered to.

To ensure that the above are in place it will be necessary for the Governors to periodically inspect the school and ask specific questions of senior school management to ensure compliance.

Head Teacher

The Head Teacher retains overall responsibility for ensuring the health, safety and welfare of all the employees and the health and safety of pupils, visitors and contractors. The following duties normally relate to the Head Teacher but any of them may be delegated to suitable staff. Note that even if duties are delegated, overall responsibility rests with the Head Teacher to ensure they are carried out.

Head Teacher duties include activities organised on behalf of the school but being undertaken away from the school site.

The Head Teacher will:

- take day to day responsibility for all health and safety matters affecting the school;

- ensure effective communications on health and safety matters exist between the school and the Education's Department Safety Advisers;

- ensure compliance with health and safety law;

- provide Governors with an annual report on matters affecting health and safety within the school;

- together with school staff, assess and control the risks to persons, from hazards within the school, and any of its activities, wherever they are undertaken;

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provide equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained;

ensure hazardous substances, i.e. cleaning substances, are properly used, stored and disposed of;

maintain first aid and accident reporting systems that are suitable for the school;

evaluate the need for health and safety training for school staff and arrange for its delivery;

bring to the attention of the Governing body or the LEA, any matter of health and safety that can not be resolved or is of substantial or imminent danger to any person;

liaise with contractors, or their representative undertaking work on the school site, to ensure the safety of any persons exposed;

ensure arrangements for fire prevention within the school are adequate and that suitable arrangements are in place for testing the fire alarm systems, fire fighting equipment, emergency lighting etc. and that records are maintained;

ensure adequate fire drills are carried out and their results recorded;

keep the school's health and safety policy under review and bring any amendments to the notice of all staff;

ensure that adequate emergency procedures exist in relation to fire, gas leak, intruder etc.;

ensure that the school has access to competent health and safety advice.

Deputy Head Teacher

The Deputy Head Teacher (DHT) or Assistant Headteacher (AHT) may be delegated any of the duties of the Head Teacher so long as they are aware that they have been delegated to and are competent to carry them out. If any have been delegated permanently they should be removed from the Head Teacher section and shown here.

In addition to the duties listed for the Deputy Head Teacher, the DHT or AHT will also assume the duties of the HT when deputising for the HT. It is therefore important that the DHT and AHT is fully familiar with all aspects of the school safety policy.

All employees

All employees are to be familiar with the school safety policy and:

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ensure that they work in ways that are safe and without risk to themselves, the pupils other staff or visitors;

co-operate with those who have a duty to ensure health and safety by adhering to advice, instructions and procedures for health and safety;

and by reporting any unsafe practices which come to your notice;

participate with the school to improve the standard of health and safety.

Site Manager (S.O.S)

The Site Manager has very specific and important roles to play in the implementation of the health and safety policy for the school.

The Site Manager will ensure:

staff within his control are adequately trained or instructed to perform the duties for which they are employed;

the COSHH assessments have been carried out, up to date, and the assessment sheets available to staff who need them;

all staff using chemicals have been informed of the dangers from the chemicals they use and the control measures that are in place to prevent them from being harmed;

all staff using chemicals are informed of the first aid treatment required in the event of them coming into contact with the chemicals;

risk assessments have been carried out on all hazardous activities undertaken by the department i.e. using ladders, entering boiler rooms etc.

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Arrangements or procedures for ensuring the policy is met.

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1. Administration of medication

It is recognised that teachers do not have any obligation under their contract to administer medication to pupils and that such administration is on a voluntary basis. There is a requirement however under the DfE to assist pupils with medical needs.

Administering medication in school.

The school accepts the need for some pupils to receive medication during school hours. To this extent, the following people will administer medication under the guidelines shown in this procedure.

People who are prepared to administer medication:
Office fully trained First Aider/s (main building)
Trained First Aiders (Support staff – F.Stage building).

The medication will only be accepted by the main school office and with written authorisation from the parent or guardian.

The written authorisation must contain clear instructions about the dosage and time of the administration.

A standard form will be used by the office

Medication will be administered only by the above members of staff **in the presence of another member of staff.**

The medication will be stored in a secure place; either in the office, Foundation stage kitchen or the medical room fridge, if it is necessary to keep it cold.

On school trips, the trip first aider will accept responsibility for the administration of medication overseen by the group leader.

Inhalers are to be stored in the office or Foundation stage kitchen unless a child is **severely** asthmatic when they will be in the classroom. A record must be kept as to the number of times an inhaler is being taken each time it is administered.

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2. Asthma

Some children in the school are likely to have an asthmatic condition.

Details of all of the children in the school who have an asthmatic condition are contained in the school medical register which all staff have access to.

All teachers should be aware of the location of each child's inhaler and where spare ones are stored.

Inhalers are to be stored in the office for Y2 to 6 and in the Foundation Stage kitchen for Y1 and Foundation Stage, they must be clearly labelled. A record must be kept by the adult administering the pump (a tally) as to the number of times an inhaler is being taken. Any child who has serious asthma will keep it in the classroom, and its usage will be logged by the class teacher.

3. Accident reporting.

All accidents should be recorded in the school accident book located in the office and Foundation Stage kitchen. Only fully qualified first aiders should administer first aid and complete an accident book.

More serious accidents to pupils and any accidents to staff, visitors, or contractors should be notified to the LA.

Notifiable injuries, as shown by the LA, should be declared to the Health and Safety Executive local office and the LA.

Where a child is taken directly to hospital from school, the Health and Safety Executive should be notified.

Where a child has suffered a head bump, a letter is sent home to advise the parent – given to the child or class teacher by the qualified member of staff who dealt with the incident.

The accident book should contain the following information:

- name of injured person;
- time, date and place of the injury,
- what happened to cause the injury,
- the injury sustained,
- treatment given,
- name of any witnesses.

Dorota Wojnicka will hold both accident books over the lunchtime and put children in the relevant book and give relevant letters to the teachers in regards to bumped heads.

More serious accidents should be investigated to try to prevent it happening again. This investigation should be documented.

4. Auditing of the safety system.

The safety system will be audited by the head teacher/SBM and Site manager each term.

As part of the audit, the auditor walks through all parts of the school to look for failings in the system. This walk through also shows if the policy is being put into practice.

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5. Blood, avoiding contamination.

All staff should be familiar with this procedure before having to handle blood.

Wash hands first.

Put on disposable gloves.

Clean any wound as necessary or ask first aider to treat.

Dress any wound if necessary.

Dispose of the gloves and wipe or contaminated material in a plastic bag, seal if possible, and dispose of in the main bin. If there is a yellow bag system in place, use the yellow bag.

Wash hands thoroughly again.

Record incident in the accident book.

6. Chemical safety.

The most hazardous chemicals used in the school are the cleaning chemicals used by the cleaners or caretaker. These should be kept locked at all times when they are not being used. Teachers should not keep their own small stock, or spray, for their own cleaning jobs.

Chemicals and cleaning chemicals should always be stored in their own container with the original label and warnings showing clearly on the container.

Never use food or drink containers to store chemicals.

Keep only small quantities of the chemicals.

Any spillages should be cleaned up at once.

Teach children to recognise the orange warning symbols, which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint stripper's etc., and warn of the dangers.

Ensure protective clothing is available when using chemicals.

COSHH assessments must have been carried out before using chemicals and the user informed of the dangers and control measures to be in place for that chemical. There should also be suitable first aid arrangements available for treating chemical splashes.

Reference: The Control of Substances Hazardous to Health Regulations.

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7. Contractors on site.

Contractors on site will be supervised by the SBM and site manager.

The following guidelines will be followed.

Before any work commences, a meeting will be held on site with the contractor to agree how the work is to be carried out.

Contractors will sign a contractor's responsibilities form before commencing work (appendix)

The school will only use contractors who;

- Are capable of carrying out the work in a competent manner, either by qualification or experience;
- Are able to supply the resources to satisfactorily complete the job, without up front payment;
- Are able to supply several satisfactory references, which should be checked;
- is a member of the relevant trade association;
- have sufficient, and up to date Public Liability Insurance, ask for a copy of the certificate and keep it on file, diary date the expiry to check for renewal;
- have an up to date and meaningful safety policy;
- have documented risk assessments;
- agree to abide by the school safety policy and rules, in writing;
- clearly state what work will be done, at what cost, and by when, in writing, before the work commences so that understanding and agreement can be reached.

Risk assessments will be carried out by the Head Teacher and site manager in consultation with the contractors prior to any work taking place. All staff will be informed of relevant risk assessments.

Meetings will be held regularly at which risk assessments will be updated.

8. Electrical safety.

All portable electrical appliances should be tested as necessary. The frequency of the tests vary according to the equipment and where/how it is used.

Staff should visually check each item of electrical equipment before it is used. Look for signs of burning, damaged cables, loose covers etc.

Any faults must be reported to the Head Teacher immediately and the equipment taken out of use until it is suitably repaired.

No one is allowed to work on any electrical circuitry or equipment unless competent to do so.

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Be aware of the dangers of trailing cables and do not have trailing cables across walkways.

Four way extension blocks should be secured to the wall or computer trolley to prevent them being tangled in feet. This prevents tripping hazards and damage to equipment.

The fixed electrical installation should be tested at about five yearly intervals.

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9. Fire safety.

Fire drills will be carried out at least once per term. The time taken to evacuate the school will be recorded. If it takes longer than the recognised time the drill will be carried out again. (the time should normally be less than two minutes.)

During the fire drill the site manager may, block off one of the escape routes to more closely simulate a fire situation.

Any faults on the systems to be reported immediately.

Glass points will be tested weekly from a different point each time.

All records of the alarm system tests and fire drills are to be kept.

All pupils should be aware of the procedure.

Registers must be taken to the assembly point to carry out a roll call.

Fire extinguishers are to be serviced regularly.

Fire exits must not be blocked.

Fire exit doors are checked regularly to ensure that they are in good condition and can be opened.

All staff, must ensure they are aware of the fire procedures.

10. First aid

The school will endeavour to have at least two three day qualified first aiders in each building to allow for cover during school visits. Where possible the remaining support staff will have received the basic one day first aid training.

A list of the qualified first aiders is located in the medical room

First aid kits are available in the school and their contents checked and replenished as necessary by a First Aider.

Only first aid items may be held in a first aid kit.

Portable first aid kits are available, suitably stocked and taken on all visits away from the school.

In the event of a more serious injury, such as:

- unconsciousness;
- severe bleeding;

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object stuck in throat;

deep cut that may require stitching;

suspected fracture;

severe asthma attack;

severe reaction to bites or stings;

swallowing or suspected swallowing of toxic substance;

Dial 999 and ask for an ambulance,
CALL PARENTS IMMEDIATELY.

11. Flammables.

It is unlikely that the school should have any quantities of flammables, particularly flammable liquids. Some cleaning items however are flammable and some highly flammable. Where these items are used, no large quantities will be stored. Deliveries and orders will kept to a minimum. Where such items are required in the school, they will be stored in a suitable, locked metal cabinet, in the cleaner's or caretaker's store.

12. Health and safety assistance.

To satisfy its legislative requirements, of having access to a competent person, the school seeks the assistance of the health and safety department of the Local Authority. This department will provide advice and guidance on health and safety law and what the school needs to do to comply with that law.

13. Inspections of the school.

The school is inspected regularly by the Head Teacher, the school business manager and the site manager for any defects that could lead to an accident or ill health of any occupant. These inspections are carried out normally once per term and the results briefly recorded in the school log or inspection book. The health and safety representative Governor for the school is invited to accompany these inspections.

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14. Ladders and stepladders.

Extending ladders.

Where extending ladders are used, , then proper instruction or training should have been received. It is recognised that this training could have been received during previous employment i.e. used to be a Fire fighter and received training from the Fire Service. Roof work, even retrieving balls, should not be undertaken during windy or severe weather.

Stepladders, kick stools.

There are sufficient stepladders or kick stools provided around the school to prevent staff from using chairs for access to high shelving or putting up displays.

There should not be any chairs in storerooms.

15. Manual handling.

All staff are aware of the risks associated with manual handling.

Staff are advised to avoid manual handling as much as possible. Manual handling includes lifting, pulling, pushing, moving and carrying. Where there are manual handling tasks to be carried out then a suitable risk assessment will be carried out to determine if the risk can be reduced.

Where a manual handling assessment for a pupil is needed, it is likely that specialist assistance will be required.

Where staff have to carry out manual handling operations then the appropriate level of training will be provided.

Seeking assistance with the task can often reduce the risks for simple handling tasks.

16. Office safety.

The office is checked to ensure that trailing cables from computers do not cause tripping hazards.

A Display Screen Assessment is carried out to ensure that the school Secretary is not exposed to risks from repetitive strain injury or work related upper limb disorder. The Secretary is involved in the assessment.

There is adequate storage provided for files etc.

Space under the desk and open floor areas are not used for storage.

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17. Off site visits.

An off site visit is any visit where the children are taken away from the school site.

Risk assessments will be completed and documented for all off site visits. Where the visits are regular visits, such as to the church or swimming pool, the risk assessment will be completed then reviewed each term or year as necessary.

Staff must fill in the School off-site proforma at least a week before a visit takes place.

Staff must brief all adults before departure to ensure they are familiar with the organisation of the day.

Where activity providers are used then their competency is to be checked.

The risk assessment process determines the level of first aid cover on the visit.

First aid kits are always taken on the visit.

All arrangements for off site visits must be checked by the Head Teacher before the visit commences.

18. Pregnant workers.

When a member of staff has become pregnant the school should be notified and an appropriate assessment carried out to ensure that the duties performed do not cause her, or her unborn child, any harm.

19. Risk assessments.

Risk assessments will be carried out by the school to comply with legislative requirements. The risk assessment will be lead by senior school management, but will include as many staff as possible.

The risk assessment will look at the hazards encountered, who may be harmed by them, how they may be harmed, the control measures that are in place or need to be put in place.

The findings of the risk assessment will be brought to the attention of staff and the assessment reviewed and revised as necessary.

The review will take place at least annually but will also take place if there are changes that require it, such as building work being carried out at the school.

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20. Safety training.

All staff have H&S induction training and sign to say they understand procedures (see personnel files) .

The safety training needs of the school will be considered by senior school managers and the appropriate training arranged for staff.

The Head Teacher will arrange refresher training as necessary.

21. Security.

The school should be secure during the day. Doors should not be left open where this would allow access to people.

Visitors.

Visitors to the school are directed to the main reception by signs outside.

Visitors, even regular visitors, contractors etc, should sign the visitor's book at reception.

The school will give visitors badges to all visitors

If unknown visitors are encountered in the school, or not wearing a valid badge, refer to the intruder section below.

Visitors should sign out at the end of the visit.

Valuable equipment.

All valuable equipment should be security marked and an inventory compiled and maintained by the school business manager .

Personal property.

Staff are responsible for the security of their own personal items.

Pupils are discouraged from bringing valuables into school

Pupils can ask the class teacher or secretary to look after small quantities of money they may bring in to school.

Parents are constantly reminded to identify pupils' clothing by securing nametags to them.

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22. Intruders

If staff encounter anybody in the school who is not known to them and not wearing a visitor's badge they must challenge them by asking

“Can I help you? Are you looking for reception? “

Should the person be unable to account for being in the building they should be asked to leave and followed until they exit the building. The Headteacher should be informed immediately of such situations.

Should any conflict arise the office should be notified and the police called.

23. Safeguarding Children

All staff are aware of the school's policy on child protection. The Headteacher, the deputy Head Teacher and the inclusion manager are all designated CP professionals

The school operates safe recruitment procedures, ensuring the appropriate checks are carried out on all staff and volunteers.

24. Waste

The arrangements for removing waste from the school are reviewed annually to ensure they remain satisfactory.

Clinical waste must only be disposed of in yellow bags.