



Fladbury
Church of England First School

Health and Safety Policy

(Resources, staff and
buildings)

Governor Committee Responsible:	FGB
Status:	Statutory / Non-statutory
Review Cycle:	Annually
Staff Lead:	J Wilson (Headteacher)
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OUR VISION

Every child at Fladbury will know they are loved by God, have a happy heart and be part of a flourishing, well-led school. When they leave Fladbury, they will be well-prepared to meet challenges, confident in their abilities and look forward to their bright future with an open mind.

John 10:10, "I came that you may have life and have it to the full."

HEALTH AND SAFETY STATEMENT

The Governors of Fladbury C.E. First School recognise their responsibility under the Health and Safety at Work Act (1974) so far as is reasonably practicable to:

- provide safe systems of work, plant and equipment.
- provide for the safe use, handling, storage and transport of articles and substances.
- provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely.
- provide a safe place of work with safe means of access and egress for all persons using the premises.
- provide a safe and healthy working environment with adequate welfare arrangements.
- provide for the health and safety of persons not employed by the school, but who may be affected by its activities.
- encourage all staff to take reasonable care for their own health and safety and to co-operate with the Governors and management of the school in carrying out their statutory duty.
- be concerned for the levels of stress endured by staff. Pressure is part and parcel of all work and helps to keep us motivated. But excessive pressure can lead to stress, which undermines performance. The headteacher on behalf of the Governors where appropriate will consult with Occupational Health and arrange consultations as necessary.
- require all staff to report through the appropriate channels any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

THE STAFF

The HSW Act puts a responsibility on employees to take care of their own health and safety and of others, within the limitations of training, instructions and equipment provided for them.

The Governors recognise the need to consult staff on matters of health and safety

and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations.

The Governors will accommodate the establishment of a School Safety Committee, as part of the Premises Committee, on which the staff Safety Representative, amongst others, may serve, should it be requested by staff or their representatives.

No individual member of staff will be required to undertake specific responsibility for any health and safety function without having first been consulted.

Staff are encouraged to report any levels of stress that they are suffering as a result of pressures experienced at school. Staff are also encouraged to report stress being experienced by fellow colleagues. The headteacher will meet with staff experiencing stress and endeavour to alleviate responsibilities or provide time for responsibilities to be actioned. Where appropriate the Headteacher will contact Occupational Health and arrange a consultation.

THE LOCAL AUTHORITY

The Governors recognise the Statement of General Policy of Worcester County Council Education Department together with its organisations and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school as laid down in the Department's Handbook of Safety Information.

The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety co-ordinator of Worcester Education Department, or such other persons as may be necessary.

FINANCE

The Governors recognise the need to ensure that sufficient funds are reserved for the maintenance of those items of premises and equipment.

RISK ASSESSMENT

The Governors recognise their responsibility to ensure that any significant risks arising from work activities are assessed (as required under the Management of Health and Safety at Work Regulations 1992, the control of Substances Hazardous to Health (COSHH) Regulations 1988, the Manual Handling Regulations 1992 and the Display Screen Equipment Regulations 1992).

GOVERNORS' RESPONSIBILITIES

As a Voluntary Aided School (VA) the Governors:

- have overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at this school (under sections 2 and 3 of the Health and Safety at Work etc Act 1974).
- have responsibility for appointing competent principal contractors where building or plant maintenance work is done.
- have responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 1994.

The Governors, through the Headteacher, are responsible for:

- ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety.
- monitoring the (health and safety) need for non-structural maintenance in the school. A condition survey is carried out annually by the Headteacher and representatives of the Premises Committee. Staff are asked to report any maintenance issues as they arise by recording them in the staff room. The Cleaner in Charge reports any issues to the Headteacher. Emergency items are reported directly to the Headteacher. An order for the work to be carried out is then placed.
- advising the Support Officer Property Services of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- the adoption of safe working practices by staff and pupils, and by contractors when on site. Contractors will be issued with a copy of the Health and Safety Policy and to be asked to sign for its receipt.
- acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

HEADTEACHER'S RESPONSIBILITIES

The following areas are the responsibility of the Headteacher:

- The implementation of the school health and safety policy.
- Advising the Governing body of the need to review the school health and safety policy.
- The day-to-day responsibility for health and safety in the school.
- Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1992, in all areas of significant risk.
- Ensuring that staff receive appropriate health and safety training.
- Carrying out the six-monthly safety audit required by the LA.
- Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with and reported.
- Emergency procedures, including evacuation in case of fire or bomb threats.
- Ensuring that adequate provision is made for the administration of First Aid.
- Notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or any accidents to staff or other persons and any "near miss" (dangerous occurrence) situations.
- Notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.
- (NB. Any property problems will be notified to the school's allocated Support Officer Property Services in the first instance.)
- Ensuring that all new material on health and safety matters, supplied by the LEA or the Health and Safety Executive, is brought to the attention of the relevant persons promptly and that folders are updated.
- Facilitating the meeting of a Premises Committee (School Safety Committee), if it is requested by approved trade union safety representatives, and for attending such meetings.

- Consultation with approved trade union safety representatives on any matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses (in accordance with procedures laid down in the Handbook of Safety Information).
- Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out and asbestos record).

SUBJECT LEAD RESPONSIBILITIES

Subject co-ordinators are responsible for:

- All matters of Health and Safety in their subject area
- Bringing to the notice of the Headteacher any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their classroom or subject area.
- Having a working knowledge of regulations, guidance materials and codes of practice in their subject area.
- Producing a subject policy which includes safety (if appropriate) and revising it as necessary
- Ensuring that staff have received adequate training on health and safety aspects of their specialist areas.
- Ensuring that necessary protective equipment is available and well maintained.
- Ensuring that risks specific to their subject are adequately assessed (e.g., risk assessments for the use of tools or equipment).

OTHER TEACHING, TEACHING ASSISTANT RESPONSIBILITIES:

- Ensuring they are familiar with school and subject safety policies.
- Reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person to the Headteacher.
- Co-operating with the Governing Body to enable them to comply with the requirements of the Health and Safety at Work Act (1974)

RESPONSIBILITIES OF THE CLEANER-IN-CHARGE

Lewis Cleansing hold our caretaker and cleaning in charge role. She is responsible for:

- Ensuring that they are familiar with and complies with the school safety policy. They should also be familiar with the LA's Group Safety Policy "Safety of Buildings" (published in the LEA's "Handbook of Safety Information").
- Bringing to the attention of the Headteacher any problems or defects which might affect the health and safety of any person on the school premises.
- Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g., in use and storage of equipment and materials).
- Ensuring that any staff under their direct control (i.e. cleaners) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- Ensuring that all equipment and materials received have adequate health and safety information (e.g. manufacturer's data sheets for COSHH assessments to be carried out).
- Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction.
- (N.B. This will include such things as working at heights on steps, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).
- Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g., signs to warn of slippery floors, uncleared ice or snow etc)
- The safe use and maintenance of all plant and equipment and the safe use and storage of all materials used for that maintenance.
- Ensuring the school has a sufficient supply of salt/grit in case of snow and ice.

The First Aider/Appointed Person is responsible for:

Maintaining the First Aid Box(es) in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any other First Aid

supplies as may be kept separately. (See Handbook of Safety Information).

THE ARRANGEMENTS

Access and Egress:

Doors will be kept clear of obstruction by the staff. Clearance of ice and snow will be undertaken by the Cleaner in Charge.

Accident Reporting: (Handbook of Safety Information)

Any member of staff being aware of an accident will record the incident in the children's accident book (located in the office) or the staff/adult/visitor accident book (located in the safe). When an accident of a more serious nature has occurred, they will then inform the Head or School Secretary (First Aider) who will take necessary action e.g., notifying parents, MyCority, LA and Health and Safety Co-ordinator.

The Forms Riddor 1, used to notify the LA of specific accidents, will also be kept in the office and completed by the Head or secretary.

If any child receives a minor bump to the head (head bump note), a note will be made available from the office to inform the parents of the incident. We will also issue a minor injury note (bump note) to inform parents of the incident.

Building Repairs and Contractors: (Handbook of Safety Information)

The Head will discuss with any contractors appropriate working conditions to ensure the health and safety of pupils and staff at all times.

Cleaning: (Handbook of Safety Information)

Warning signs will be used by the cleaner in charge or cleaner when floors are wet and slippery.

Communications:

School Health and Safety Whiteboard. The Head or secretary will keep a record of any problems or defects reported to them by staff. The whiteboard shall be kept in the staffroom.

Consultation: Trade Union Safety Representative (Handbook of Safety Information)

Contractors and Visitor on Site

Contractors will be required to report to the school office on arrival and sign the visitors' book. Proof of identity will be asked for on the first visit. Safeguarding and Health and Safety procedure guidelines will be issued to all contractors.

Control of substances hazardous to health (COSHH)

At Fladbury C.E. First School we understand the importance of COSHH regulations. This will be achieved by:

- Selection and use of substances: less hazardous substances are used whenever possible.
- COSHH file is maintained by the Cleaner-in-Charge and monitored by the Headteacher.
- All COSHH materials will have the appropriate safety data sheet.
- Any task using the most hazardous substances will have a Risk Assessment completed as part of the WCC COSHH policy.
- The COSHH file will be clearly marked to show where these are held.
- The Cleaner-in-Charge is responsible for the safe storage of the COSHH products.
- COSHH awareness training will be made available to all staff.
- Decanted substances must be labelled correctly and should be avoided where possible.
- Substances and products will be promptly put away in the appropriate safe storage area.

Display Screen Equipment (VDU's): (Handbook of Safety Information)
HWCC Booklet Code of Guiding Principles and leaflet Information for Users.

Fire Alarms: (Handbook of Safety Information)

The alarms and subsequent evacuation of the building will be tested half termly by the cleaner-in-charge. A different alarm will be selected each month and a record of the alarm tested and time taken to evacuate the building will be kept.

Fire Appliances:

These will be checked annually by the fire service on behalf of the LEA. Visual checks will be carried out by the Headteacher and Cleaner in Charge.

Fire Prevention: (Handbook of Safety Information)

Teachers will be instructed to take care in the types of materials used for displays and the position of the displays relative to light bulbs and electrical appliances. Matches will be carefully used in all aspects of school life. Matches are used during assemblies. They are stored in the office and returned immediately after use.

Fire Precautions and Emergency Plans

- The Headteacher and Governors responsible for Health and Safety are responsible for undertaking and reviewing the fire risk assessment, emergency plans, (Including bomb threats / explosions / floods / intruders / dogs in the playground etc).
- The school will follow WCC guidelines “*Coping with Emergencies / Critical Incidents in Schools.*”
- Emergency evacuation drills are completed termly.
- Assembly points are in the playground at the rear of the school.
- County Fire Officers will undertake an inspection of fire exits / escape routes annually.
- All fire exits should be kept clear of hazards.
- Fire safety training will be given to staff every 3 years.
- The Headteacher, or Assistant Headteacher in their absence, is responsible for calling the emergency services and co-ordinating the evacuation. A high-visibility jacket will be available in a Grab Bag for the co-ordinator to wear, to enable them to be identified easily.
- Details of liaison with emergency services and the Local Authority Emergency Planning department are found on the Emergency Response Information Cards (ERIC) as part of the Emergency / Critical Incident Plan.

First Aid: (Handbook of Safety Information)

Named first aiders can be found outside the school office. The Headteacher is responsible for ensuring qualifications are up to date. All staff are instructed to use gloves wherever blood or other body fluids are involved. The School Secretary (Mrs Edwards) is responsible for the stocking and maintaining of the First Aid cabinet.

Flammable Substances: Handbook of Safety Information)

Aerosols, paints and fluid will be kept out of the reach of children in the caretaker's storeroom.

Hazardous Chemicals: (Handbook of Safety Information)

Information and Publications:

The Handbook of Health and Safety Information (red folder) is kept in the school office. Publications are distributed by the Head or staff to the appropriate people.

Machinery and Plant: (Handbook of Safety Information) See Portable Electrical Appliance Testing.

The Boiler room is kept locked with the key held in the office. The Boiler room will be kept clear at all times. All electrical equipment will be PAT tested once a year.

All teaching and non-teaching staff will report any potentially dangerous machinery to the Head for immediate attention. If any machinery is potentially dangerous it will be removed from use immediately. Contractors (heating engineers) will be required to record their visit and the work carried out in a book kept in the Boiler room.

Maintenance of Equipment

The following equipment requires periodic inspection, examination, testing:

- Ladders and steps, PE equipment, D&T equipment, fire alarms, smoke detectors. Emergency lighting, fire extinguishers
- Visual checks should be made by staff members before use of the equipment
- The Health and Safety Governor will complete an audit bi-annually and approved contractors inspect specialist equipment. Records are retained in the School Office.

Manual Handling

- Staff are made aware of the importance of correctly handling, lifting and moving equipment.
- Training is provided every 3 years
- Risk assessments are completed by the Headteacher, where appropriate.

Medicines: (Handbook of Information for Schools)

- Qualified First Aiders can administer prescribed medication to children, with consent from parents, in accordance with the prescription.
- Training is sought in order to respond to a medical need (i.e. Epi-pen, diabetes support)
- Controlled medication will be retained in a locked drawer. All other medication will be stored in accordance with their storage requirements in a safe place where pupil access is restricted.
- Records of administration of medication are kept by the First Aiders.
- Two members of staff must sign to say they have administered the medication

Monitoring:

- A twice-yearly Safety Audit will be carried out at the end of April and November.
- Health and Safety will be a standing item on each Full Governing Body meeting.

Governors will call for:

- Results of internal or external health and safety inspections
- Maintenance reports
- Complaints, hazards and defects reports
- Reviews of any procedures carried out by the Headteacher

Offsite and Educational Visits

A separate Offsite Visit Policy is available.

Protective Clothing: (Handbook of Safety Information)

Appropriate goggles will be worn, when necessary, e.g., for Science or D & T activities.

Playground Safety and Supervision: (Health and Safety Information)

At morning break one member of staff will be on duty on the playground, one will be on duty supervising the pre-school children. At lunch time similar arrangements will apply.

Portable Electrical Appliance Testing:

All staff will report any concerns or damage to appliances to the Headteacher. If potential danger exists staff will remove the appliance.

Annual tests will be carried out by an appropriately qualified person.

Public Performances: (Handbook of Safety Information)

Fire exits are clearly indicated and pointed out to participants. The fire exit sign will automatically light in an emergency.

Seating will be arranged to allow necessary access and exit pathways.

Reporting:

The Headteacher will report on Health and Safety issues initially to the Premises Committee and this will be reported onto the Full Governors meeting.

Risk Assessment:

Risk assessments have been completed for all areas of the school. They are reviewed as part of the school's monitoring programme – SDP. Changes are made to them as necessary.

Security:

A visitor's book will be kept at the entrance to be signed by all visitors. Any visitors that are in school unaccompanied will be issued with a visitor's badge to be worn and returned when leaving the premises.

Work Experience:

The School Statement of Health and Safety will be issued to work placement students and trainee teachers, through the Student handbook, and any other appropriate persons e.g. those who will be in school for some length of time.

Appendix A

Procedure for the clearing of ice, snow and leaves

Snow is cleared in the first instance from the main pedestrian routes into school, from the two school gates to the front door and the doors used by children. When frost and ice form, grit is thrown down. The route to the playground is then cleared.

Only if a large enough area is able to be cleared of ice or snow is the playground used by children. Children are allowed to play on the grass in snow and frost.

Leaves will be removed as necessary. Wet leaves will be removed in the first instance from the main pedestrian routes into school, from the two school gates to the front door and the doors used by children. The route to the playground on the field is then cleared. Only if a large enough area is able to be cleared of wet leaves is the playground used by children.