

# Health & Safety Policy



## ***Health and Safety Duties***

This policy reflects the importance of the Government legislation entitled Every Child Matters, particularly in the following key areas:

Be Healthy

Stay Safe

Enjoy and Achieve

### **(a) Statutory Duties**

- The Health and Safety at Work etc. Act 1974 places duties on **EMPLOYERS** to safeguard, so far as it is reasonably practicable, the health, safety and welfare of their employees (Section 2) and the health and safety of persons not employed but who may be affected by work activities such as pupils and visitors (Section 3). Employers also have additional duties under other health and safety legislation such as the Control of Substances Hazardous to Health Regulations.
- Persons who have **CONTROL OF PREMISES** have duties to take reasonable measures to ensure, so far as is reasonably practicable, that premises and equipment are safe for people using them who are not their employees, e.g. pupils and visitors (Section 4).
- **EMPLOYEES** have duties to take reasonable care to ensure that they work in ways which are safe and without risk to health both to themselves and other staff, pupils and visitors. They must also co-operate so that employers can comply with their statutory duties (Section 7).

### **(b) General Responsibilities**

- Both the Governors and the LEA continue to have statutory responsibility for health and safety. In view of this it is particularly important that the Governing Body, the LEA and individual employees work together to establish health and safety objectives and to ensure that each is aware of their own responsibilities, with the aim of running the school without risk to health and safety.

**(c) LEA Responsibilities**

- The Lancashire Education Authority shall, so far as is reasonably practicable, as required under the Health and Safety at Work Act 1974 and other relevant statutory provisions:
- Ensure the health, safety and welfare of all its employees
- Ensure the health, safety and welfare of pupils and visitors in education premises
- Ensure the health, safety and welfare of its employees who work at locations controlled by another employer or organisation

**The LEA will continue to fulfil its responsibilities in the following ways:**

- The issue of a Health and Safety Policy
- The issue of codes of practice, including the School Safety Manual, as appropriate
- The provision of a comprehensive training programme
- The provision of a monitoring system for schools
- The provision of a safety audit service

**(d) Employees Responsibilities**

All employees have a general duty under the Health and Safety at Work etc. Act 1974 to:-

- Take reasonable care of their own safety and that of other persons;
- Co-operate with the employer on health and safety matters to enable the employer to carry out its own responsibilities successfully;
- To use correctly any equipment provided for his/her safety;
- Report any defective equipment to his/her supervisor or other appropriate person i.e. Safety Representative;
- Report accidents or dangerous occurrences at the earliest possible opportunity;
- Be familiar with and observe at all times all safety policies and procedures;
- Take reasonable precautions to ensure the safety of all persons in their charge.

## **Governors Statement of Health and Safety**

Governors shall, so far as is reasonably practicable, take all reasonable measures to ensure the health, safety and welfare of staff, pupils and other persons on their premises, in accordance with the Health and Safety at Work Act 1974.

To meet these responsibilities the Governors will pay particular attention to the provision and maintenance of:

- The safety of buildings and support systems (e.g. heating, lighting, plumbing & electrical) and safe systems of work;
- Safe arrangements for the use, handling, storage and transport of articles and substances;
- Appropriate information, instruction, training and supervision to assist all employees, pupils and visitors to avoid hazards and contribute positively to their own health and safety whilst on school premises;
- A safe workplace and safe access and egress;
- A healthy working environment;
- Procedures for fire evacuation, first aid cover and other emergency situations;
- Adequate welfare facilities and suitable protective clothing and equipment;
- Arrangements for the safe introduction of new plant, machinery, substances and procedures.

The Governors will ensure that:

- the LEA's HEALTH AND SAFETY POLICY and Codes of Practice are fully implemented and, to ensure compliance, are monitored on a regular basis in accordance with the LEA's Monitoring Scheme;
- the school produces its own safety policy to supplement the LEA policy, and that the policy is regularly reviewed;
- a Health and Safety Committee is established or health and safety is included in the terms of reference of an existing Committee, or an individual on the Governing Body is designated with specific health and safety responsibilities;
- the Safety Policies will be brought to the notice of all employees;
- the school has considered its health and safety obligations and has made provision for meeting those obligations;

- the school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety;
- health and safety issues concerning the school are identified and appropriate action taken;
- regular safety reports are provided by the Headteacher so that safety arrangements can be monitored and evaluated;
- appropriate facilities and information for accredited Union Safety Representatives are provided to enable them to fulfil their duties;
- all reasonable facilities and information are provided to officers of the Education Service, inspectors of the Health and Safety Executive and any other health and safety official.

## **Organisation for managing health and safety in school**

The Headteacher is responsible for the day-to-day implementation of health, safety and welfare within the school.

Teaching and non-teaching staff holding posts/positions of responsibility have a general responsibility for the application of the LEA and Schools Safety Policies within their own area of work and are directly responsible to the Headteacher for the application of all health, safety and welfare measures and procedures within their own department/area of work.

All staff have responsibilities for the safety of pupils when they are in their charge.

All employees have a responsibility to take reasonable care of their own health, safety and welfare and that of other persons who may be affected by their acts or omissions while at work. They also have a responsibility to co-operate so that employers can comply with their statutory duties.

More detailed lists of the responsibilities of the headteacher, teaching and non-teaching staff holding posts of special responsibility, are set out below.

The headteacher may wish to delegate some functions to other staff or to re-allocate duties to match the staffing and structure of the school, but this will not affect the headteacher's overall responsibility for health, safety and welfare within the school.

**(a) Headteacher**

The Headteacher will ensure that:-

- (i) policies and procedures with regard to health, safety and welfare matters within the school are established in writing, approved by the Governing Body, where appropriate, and that the policies and procedures are known, understood and followed by all members of staff, including temporary/supply staff;
- (ii) any health and safety matters raised, and guidance from the LEA, are brought to the attention of the Governing Body;
- (iii) regular reviews of the safe performance of all departments of the school are undertaken with appropriate action when necessary, and are reported to the Governing Body;
- (iv) accidents, incidents and dangerous occurrences are reported, investigated, and, where appropriate, preventive measures are taken. Also that reports and returns are submitted to the Authority in accordance with the published procedures;
- (v) adequate first aid provision is made for staff and pupils and other persons, whilst on school premises and when working away from the school, in accordance with LEA guidance;
- (vi) training needs are identified and arrange for those needs to be met;
- (vii) necessary arrangements are made to ensure that Union Safety Representatives can effectively carry out their functions, and that consideration is given to reports on inspections carried out by Safety Representatives;
- (viii) all parts of the premises, plant and equipment for which the governors have responsibility for purchase and/or repair, are regularly inspected and maintained in safe working order;
- (ix) goods purchased comply with necessary safety standards and that all equipment purchased is safely installed;
- (x) any unsafe items which are the LEA's responsibility are reported to the Education Department and any item which constitutes a health and safety hazard is taken out of use;
- (xi) staff organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience and skills so that they will be aware of, and have made arrangements to deal with, any risks involved;
- (xii) contractors working on the premises are closely monitored and that the working

practices do not endanger the health and/or safety of employees, pupils or other persons working on the premises;

(xiii) awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged.

### **(b) Teaching and Non-Teaching Staff Holding Posts of Responsibility**

Staff holding posts of special responsibility, i.e. Heads of Department, Site Supervisor, are responsible to the Headteacher for the detailed adoption of the LEA's Health and Safety Policy and the school's safety policy within their department/area of work. To fulfil their responsibilities they will assist the Headteacher:-

- (i) in the monitoring of health and safety by inspecting their area on a regular basis to ensure that safety measures are being maintained and safety instruction and safe working practices are being followed by staff and pupils, and for making any necessary changes in practices and procedures;
- (ii) by informing their staff of any hazards to health and safety they are likely to meet in the course of their work and ensure that they have the necessary information, instruction and training to carry out their duties without risk to health or safety;
- (iii) by ensuring that staff and pupils are aware of emergency procedures, which should be regularly reviewed;
- (iv) by ensuring that personal protective clothing and equipment is provided, worn/used and maintained as necessary;
- (v) by ensuring that adequate supervision is maintained at all times;
- (vi) by ensuring that all plant and equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use immediately.

The Site Supervisor will assist the Headteacher to ensure that health and safety implications are considered in connection with the security and cleaning and maintenance of the building and for monitoring contractors on site to ensure their working procedures do not endanger the health, safety and welfare of staff, students and visitors.

### **(c) Class Teachers**

Teaching staff timetabled to be in charge of classes have the responsibility to assist the Headteacher:-

- (i) to ensure the safety of pupils in classrooms, laboratories and workshops whilst in their charge;

- (ii) to be aware of and adopt safety measures within their own teaching areas;
- (iii) to follow safe working procedures personally;
- (iv) to request protective clothing, guards, special safe working procedures etc. where necessary and ensure they are used;
- (v) to make recommendations to the Head of Department on safety equipment or additions or improvements to plant, tools, equipment or machinery which is dangerous or potentially so;
- (vi) to be aware of emergency procedures in respect of fire, bomb alert, first aid, accident etc. and to carry them out.

### **School Health /Safety committee**

The School health /safety Committee comprises staff safety representative, designated Governor, Site Supervisor, Headteacher, teaching staff representative.

The terms of reference of the Committee are:-

- (i) to ensure that the LEA and School Health and Safety Policies and safety procedures are implemented throughout the school;
- (ii) to review safety measures and to advise the Headteacher and Governing Body of any necessary changes to those measures;
- (iii) to ensure that there are arrangements for dissemination of information on health and safety matters to all staff and pupils;
- (iv) to receive reports of accidents and dangerous occurrences and to draw the attention of the Headteacher and Governors to any necessary preventative/remedial action;
- (v) to receive reports from the LEA, safety representatives and external health and safety agencies;
- (vi) to ensure that arrangements are in place to protect the health, safety and welfare of staff, pupils and visitors to the school, and to review these as necessary;
- (vii) to receive auditing and monitoring reports and advise the Governors and Headteacher of any necessary preventative and/or remedial action arising from those reports;
- (viii) to assist in the regular reviews of the School Safety Policy.



## **Examples of arrangements for health and safety**

### **(a) First Aid**

Acorns School has access to a qualified school nurse based on site who can administer first aid.

The school also has a number of staff who are trained first aiders.

First Aid kits and record books are located in the medical room, and in the school minibus.

### **(b) Fire evacuation procedure**

#### **DISCOVERING A FIRE**

1. Raise the alarm at once by operating the nearest fire alarm call point (break the glass and press the alarm)
2. If the fire is very small and can be safely extinguished, attempt to do so using the nearest correct type of extinguisher. Do not take personal risks and always call for assistance. Never attempt to fight fires alone.
3. In all cases ensure that the children and any visitors in your charge are evacuated from the building by the nearest fire exit.
4. Wherever possible close doors and windows. Do not stop to collect personal belongings.
5. Report to the fire assembly area.

#### **ON HEARING THE FIRE ALARM**

1. Escort children and visitors in your charge from the building by the nearest fire exit. Wherever possible close doors and windows. Do not stop to collect personal belongings.
2. Report to fire assembly area.

## **CALLING THE FIRE BRIGADE**

Dial "999"

Give the operator your telephone number and ask for "FIRE BRIGADE". When Fire Brigade replies give the message distinctly:

'FIRE AT' Acorns School, Moor Park, Blackpool Road, Preston

Do not assume that the call has been received until it has been acknowledged by the Fire Brigade.

## **EVACUATION PROCEDURES UPON HEARING THE FIRE ALARM**

The HEADTEACHER or nominated person should check the seat of the incident identified from the fire detection system located in the entrance hall dial "999" if required .

The SCHOOL BURSAR should collect the registers, signing in book and minibus log and outings books, proceed to Primary playground assembly point and give out registers.-

The SCHOOL NURSE, THERAPISTS or any other staff should assist in the evacuation of children in their charge via the nearest fire exit to the nearest assembly point.

Fire/emergency drills are held on a regular basis.

All visitors are requested to sign in and out of school.

### **(c) Reporting of Accidents**

School has a well defined procedure for reporting accidents and incidents (developed as part of our care control policy document)

#### **(i) Accidents within the school and its grounds**

If a pupil has an accident in school either take the pupil to the Nurse or send someone for her (Nurse is based in the medical room). The pupil may need treatment or just checking. After seeing Nurse the circumstances in which the accident took place and the manner in which parents were informed should be entered into the Incident Book which is kept in the Headteacher's office. The Accident form, skin map and entry in the Incident Book should

be shown to the Headteacher or Deputy Headteacher for signing. Depending on the severity of the accident staff should telephone, prior to the child arriving home, or write to the pupil's parents to inform them.

In more severe cases the Nurse may recommend that the pupil is taken to the Casualty department at Hospital. If there is time parents can be telephoned and asked to collect their child from school so they can take him/her to the hospital. In more urgent cases an ambulance may be required. In such cases please ensure you take the pupils personal details from the file in the school office. Efforts will be made to contact parents by phone, requesting them to go to the hospital. If parents cannot be contacted hospital staff will make the decision whether to treat the pupil without parents being present.

In all cases the Incident Book must be completed.

#### **(ii) Accidents out of school**

If an accident occurs out of school administer first aid or seek medical assistance. If it is a serious injury, staff should telephone the School using the mobile phone giving details so parents may be contacted. The Incident book should be completed on return to School.

Pupils with epilepsy who require rectal valium can be taken out of school providing parents have agreed to emergency procedures. In the case of a major seizure, this would involve the use of the mobile phone to call for an ambulance and the School. The pupil should be taken to the nearest hospital immediately.

#### **(d) Healthy Schools Policy**

Acorns is part of the Healthy Schools initiative and has been designated as a no smoking site

#### **(e) Car Parking**

Staff and visitors are requested to park in the parking spaces provided. The minibus parking space is reserved for the school minibus use only.

#### **(f) Visits and Holidays**

All educational visits and holidays comply with LEA arrangements re outdoor and educational activities and DFE circular 22/94. A mobile phone is taken with groups undertaking trips and visits and arrangements are made for regular telephone contact for groups on extended educational visits.

**(g) Security of Premises**

The headteacher and site supervisor are responsible for the security of the school premises. The Site supervisor is responsible for securing the premises and setting the alarm and responding to call outs (with the headteacher or designated keyholder as backup).

**(h) Contractors**

All contractors are required to obtain permission to carry out work if undertaken during the school day. They are requested to sign the visitors book. Contracts are arranged through the County Property Services Department and they are therefore subject to County stipulations on health and safety.

**(i) COSHH**

All materials in school have been subject to a COSHH audit. All materials used in school have been purchased through County Central Purchasing Unit and therefore are already COSHH approved. The COSHH manual is located in the Site Supervisors office.

**(j) Manual handling operations**

All staff have been trained in the use of correct lifting techniques. Risk assessments are carried out on all pupils by a multidisciplinary team involving school staff, physiotherapist and occupational therapist. Adjustable height changing beds with cot sides have been located in all bathroom areas where they are required.

Ceiling hoists have been fitted to all bathrooms. Deputy Headteacher holds ROSPA trained Manual Handling to enable ongoing training and risk assessments.

All staff have been issued with L.C.C. Safe Manual handling booklet and advice on lifting and handling in staff handbooks as outlined below.

**(k) Management of Health and Safety at Work**

All staff conduct an annual inspection of school. Health and Safety issues are reported to the Headteacher or staff safety representative.

**(l) Display Screen Equipment**

Office based DSE equipment has been located according to DSE regulations. All display screens used in classrooms are located on purpose built trolleys many with adjustable height facility.

**(m) Work equipment**

Equipment used in school is always checked for suitability and obtained through approved suppliers.

All electrical equipment is checked on contract by LCC. Defective equipment is reported for repair or disposal to relevant co-ordinators or senior staff.

**(n) Toileting procedure**

This procedure reflects the aims of Every Child Matters.

- (i) When toileting children, all staff should wear plastic gloves and plastic aprons.
- (ii) Disposable wipes are available for cleaning pupils.
- (iii) Soiled or wet nappies should be placed in the bins provided. If bins are filled completely before they are emptied, they should be taped down to avoid further use. (Please see the Site Supervisor so that the bin can be removed for collection).
- (iv) The changing bed should be wiped down with a disinfectant solution after each changing session.
- (v) Soiled or wet clothing should be sluiced and either tied in polythene bags and sent home or washed in the laundry.

*The privacy and dignity of ALL pupils should always be respected.  
Children should NEVER be left unattended on the changing bed.*

**Monitoring Arrangements**

The LEA will retain the primary responsibility of employer in respect of Sections 2 and 3 of the Health and Safety at Work Act 1974, and will issue directions on health and safety through its written statement of safety policy and Codes of Practice with which the Governors of County and Controlled schools have a duty to comply. However, given the delegation arrangements and associated responsibilities, it is important that effective monitoring systems are implemented.

In order to assist schools to manage their responsibilities and the LEA to fulfil its legal responsibilities Health and Safety Monitoring must take place on a regular basis and a Monitoring Report must be submitted to the Governing Body and to the LEA annually.

Safety Audits will be undertaken by the Health and Safety Officer and Headteachers will be notified in advance of the Audit.

The Monitoring and Safety Audit reports will form part of the LEA's arrangements for the development, monitoring and review of its health and safety policy, along with information from Safety Inspections, matters raised at the County Health and Safety Committee, Accident Reports, and returns and information from any other sources.

Safety inspections will normally be carried out by Officers of the Education Department, Department of Property Services, the Central COSHH Unit, and Safety Representatives. Other County Council Departments or outside agencies such as the Fire Service or the Health and Safety Executive Factory Inspector may also visit from time to time.