



**INGLEBY MILL PRIMARY SCHOOL**

**HEALTH AND SAFETY POLICY**

<b>Date Reviewed</b>	<b>Date of Next Review</b>
<b>September 2015</b>	<b>September 2016</b>
<b>September 2016 – no changes</b>	<b>September 2017</b>

# **Ingleby Mill Primary School**

## **HEALTH & SAFETY POLICY**

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# **HEALTH AND SAFETY POLICY**

## **PART ONE**

### **STATEMENT OF INTENT**

#### **Ingleby Mill Primary School**

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work related ill health
- c) Assessing and controlling risks from curriculum and non-curriculum work activities
- d) Complying with statutory requirements as a minimum
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- i) Setting targets and objectives to develop a culture of continuous improvement
- j) Ensuring adequate welfare facilities exist at the school
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

**Name Steve Watson**

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Chair of Governors)

# **HEALTH AND SAFETY POLICY**

## **PART TWO**

### **ORGANISATION**

#### **INTRODUCTION**

To comply with the Governing Body's Statement of Intent the school's normal management structure have had additional responsibilities assigned, as detailed below.

An organisational chart showing the school's health and safety management structure is attached at Appendix 1.

#### **THE GOVERNING BODY**

The Governing Body has the following responsibilities to ensure:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.

#### **THE HEADTEACHER**

The Headteacher has the following responsibilities:

- a) To be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- b) Ensure that a clear written local Policy for Health and Safety is created.
- c) Ensure that the Policy is communicated adequately to all relevant persons.

- d) Ensure appropriate information on significant risk activities is given to visitors and contractors.
- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- g) Make or arrange for risk assessments of the premises and working practices to be undertaken.
- h) Ensure safe systems of work are in place as identified from risk assessments.
- i) Ensure that emergency procedures are in place.
- j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- k) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- l) Ensure arrangements are in place to monitor premises and performance.
- m) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- n) To manage the keeping of records of all health and safety activities including management of building fabric and building services.
- o) Report to the Governing Body annually on the health and safety performance of the school.

### **SCHOOL BUSINESS MANAGER**

The School's Business Manager will act as Health and Safety Co-ordinator with the Headteacher and has the following responsibilities:

- a) To co-ordinate and manage the annual risk assessment process for the school.
- b) To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- c) To make provision for the inspection and maintenance of work equipment throughout the school.
- d) To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.

- e) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.
- f) Carrying out any other functions devolved to her by the Headteacher or Governing Body.

### **TEACHING/NON-TEACHING STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY**

This includes Deputy Headteachers, Curriculum Co-ordinators, Performance Leaders, Clerical Managers/Supervisors and Caretakers. They have the following responsibilities:

- a) Apply the school's Health and Safety Policy or relevant County Council Health and Safety Code of Practice to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible.
- c) Ensure that all staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work.
- d) Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Investigate any accidents that occur within their area of responsibility.

### **CLASS TEACHERS**

Class teachers are expected to:

- a) Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.

- c) Give clear oral and written instructions and warnings to pupils when necessary.
- d) Follow safe working procedures.
- e) Require the use of protective clothing and guards where necessary.
- f) Make recommendations to the Headteacher or Health and Safety Co-ordinator on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- h) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- i) Report all accidents, defects and dangerous occurrences to their Head of Department.

## **SCHOOL HEALTH AND SAFETY REPRESENTATIVES**

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

## **ALL EMPLOYEES**

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- a) Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.
- b) Co-operate with school management in complying with relevant health and safety law.
- c) Use all work equipment and substances in accordance with instruction, training and information received.

- d) Report to their immediate line manager any hazardous situations and defects in equipment found in their work places.
- e) Report all incidents in line with current incident reporting procedure.
- f) Act in accordance with any specific health and safety training received.
- g) Inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Co-operate with appointed Trade Union Health and Safety Representative(s).

### **PUPILS**

- a) Pupils, allowing for their age and aptitude, are expected to:
- b) Exercise personal responsibility for the health and safety of themselves and others.
- c) Observe standards of dress consistent with safety and/or hygiene.
- d) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- e) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

# **HEALTH AND SAFETY POLICY**

## **PART THREE PROCEDURES AND ARRANGEMENTS**

### **INTRODUCTION**

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

### **RISK ASSESSMENT**

#### **General Risk Assessment**

General Risk Assessment will be co-ordinated by the School Business Manager and can be viewed in the school office. The Risk Register is also located in the school office.

#### **Maternity Risk Assessment**

Maternity Risk Assessments will be carried out by the School Business Manager.

#### **Curriculum Activities**

Risk Assessments for Curriculum activities will be carried out by relevant Performance Leaders and subject teachers using Health and Safety Codes of Practice for Design & Technology, Science, PE, Art, Swimming and Drama.

#### **Fire**

A fire risk assessment will be carried out by the School Business Manager and is circulated via DB Primary annually.

#### **Manual Handling**

Manual handling risk assessments will be carried out by the School Business Manager.

#### **Computers and Workstations**

Computer and workstation risk assessments will be carried out by the School Business Manager.

## **Hazardous Substances**

The School Business Manager will identify hazardous substances for which no specific assessment exists. COSHH risk assessments are in every team and also in each cleaning cupboard. There is also COSHH first aid information in every team and in each cleaning cupboard as well as the shed outdoors where the petrol is stored for the school lawnmower.

## **Violence**

Assessment of the risks of violence to staff will be carried out by the School Business Manager.

## **EMERGENCY PROCEDURES**

### **Fire and Evacuation**

Fire and evacuation procedures are detailed in Appendix 2.

### **First Aid**

First aid boxes are provided in all teams and in the staffroom.

The staff available to provide first aid are listed in each team and also in the staffroom on the cupboard door of the first aid equipment.

In event of needing first aid assistance, either: -

Locate the nearest first aider or phone the office who will locate the nearest first aider.

### ***Transport to hospital:***

If an ambulance is required, call "999". It may be appropriate in less severe cases to transport a pupil to a casualty department without using an ambulance, but this should always be on a voluntary basis. If a member of staff uses their own car for these purposes, they must ensure that they have obtained specific cover from their insurance company.

No casualty should be allowed to travel to hospital unaccompanied. All reasonable steps to contact parents/guardians will be made by office staff. The Headteacher will designate an accompanying adult in emergencies where parents/guardians cannot be contacted.

## **Incident Reporting**

See Appendix 3.

## **Bomb Hoaxes and Bomb Alerts**

The Headteacher, or in their absence, the most senior member of staff available, will decide on action to be taken in the event of an incident.

The control point from where such an incident will be handled is the main office.

The signal for evacuation of the building, should this be necessary, will be the fire alarm sounding.

The normal evacuation procedure should be followed.

### **Gas Leaks**

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone the Gas Emergency Service on 08457 444999.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

## **HEALTH AND SAFETY TRAINING**

Health and safety induction training will be provided for all new employees by the School Business Manager following the Induction Checklist.

Staff receive health and safety training relevant to their roles and responsibilities in school and all staff receive health and safety awareness training as part of the PD day at the beginning of each academic year.

[Training records](#) are held by the main office staff.

The Headteacher , will identify training needs.

## **INSPECTION AND TESTING OF PLANT AND EQUIPMENT**

### **Statutory Inspections**

All plant and equipment requiring statutory inspection and testing (i.e. [steam boilers](#), [compressors](#), [lifting equipment](#), [local exhaust ventilation](#), [pressure cookers etc](#)) will be inspected by JH Mechanical Services as part of the school's cyclical maintenance programme.

### **Portable Electrical Appliances**

Inspection and testing of portable electrical appliances will be carried out annually by the caretaker, Ian Morgan who is has received training in this area.

## **Ladders and Access Equipment**

School caretakers will be responsible for inspection and maintenance of ladders and other access equipment

## **CONSULTATION AND COMMUNICATION OF INFORMATION**

### **Consultation**

The Governors' Health and Safety Committee meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

### **Communication of Information**

The School Business Manager will ensure that systems are established so that staff and pupils are familiar with the arrangements set out in this document.

The [Health and Safety Law poster](#) is displayed in the Staff Room.

Health and safety advice is available from the Headteacher or school business manager.

## **PREMISES MANAGEMENT**

### **Security and Visitors**

All visitors must report to Reception where they will be asked to sign the visitor's book and wear an identification badge.

### **Vehicles on Site/Parking**

The school car park is for staff only and access is via the school barrier. See barrier risk assessment.

### **Building Maintenance**

General building maintenance is carried out by JH Mechanical Services.

### **Asbestos**

There is currently no asbestos in Ingleby Mill Primary School.

### **Control of Contractors**

All contractors must report to the main office where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions. All Contractors must complete a risk assessment/permit to work authorizing them to access school to carry out the required work and maintenance.

The Headteacher is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work .

### **Lettings**

Lettings are managed by the School Business Manager.

## **OTHER PROCEDURES**

### **Critical Incident Management**

Ingleby Mill Primary School has a School Business Continuity Plan with procedures to be adopted in case of a critical incident.

### **Managing Medicines**

Prescribed medication will be administered to pupils following guidance contained in the school's Administration of Medicine Policy.

The School Business Manager has been nominated as responsible person for control of administration of medicines to pupils.

## **REVIEW**

These arrangements will be reviewed annually and revised as new topics arise which may affect the process of managing health and safety for staff, pupils, contractors and other visitors.

## Appendix 1

### FIRE AND EVACUATION PROCEDURES

- Fire notices are displayed in each classroom and in the entrance foyer.
- Escape routes are checked by the caretakers everyday when doors are locked/unlocked.
- Fire Extinguishers are maintained and checked every year.
- Alarms are tested every week by school caretakers.

Emergency evacuation procedure will be tested once every term.

**PREMISES EVACUATION ARRANGEMENTS** in case of an alarm being activated are as follows: -

- Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm by the nearest alarm call point. Do not use extinguishers unless trained to do so.
- The EMERGENCY WARNING is the ALARM SIGNAL sounding continuously.
- The Head, Deputy or Caretaker will go to the zone where the alarm has been set off to investigate if there is a fire or false alarm. Head, Deputy or Caretaker will dial 999 if it is a fire.
- On hearing the alarm, pupils should leave quietly in single file when instructed by the teacher in charge of the class. Pupils should leave by the nearest available safe marked escape route. The last person to leave the classroom must close the door. Pupils should walk to their class line up point and remain with their teacher at this assembly point.
- If a pupil is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.

In the event of an emergency during, BREAK or the LUNCH HOUR, pupils must leave the building by the nearest marked escape route and go to their class line up point.

Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to the senior office staff at the assembly points.

Immediately pupils arrive at the assembly area, they must stand in their class groups in silence and alphabetical order while staff check their registers. Registers, first aid boxes and visitors' book etc. will be taken out to the assembly point by the main office staff. The result of this check must be reported to the person in charge as soon as it is completed. The Head will go round each assembly point to check with the supervision leads. In the Head's absence, the assistant head will take charge.

The office staff will liaise to check that any named disabled pupils and helper or disabled visitors have been evacuated.

Teaching assistants, one to one staff and any other persons available should check corridors and toilets in their area before evacuating the building if it is safe to do so.

When the senior member of staff is satisfied that it is a false alarm, he/she will direct staff, pupils and visitors to return to the building.

If the building cannot be reoccupied following an evacuation, pupils will be evacuated to the church and arrangements made to contact parents, in accordance with school's Business Continuity Plan.

## **INCIDENT REPORTING AND INVESTIGATION**

All incidents will be reported to the Headteacher.

A book is kept in the main office. To comply with the Data Protection requirements, individual incident reports will be removed from the Incident Book, passed to the Health and Safety Co-ordinator and stored securely to ensure that personal details remain confidential.

Minor accidents to pupils and visitors will be reported on the premises' 'Non-Employee Accident Record'. These forms are held in the first aid room.

An accident form is completed when an incident occurs with a child and a copy of this is sent home to parents / carers.

### **Investigation of Incidents and Remedial Action**

The School Business Manager will investigate all incidents and make appropriate recommendations to the premises manager to prevent a recurrence and complete RIDDOR reports if necessary.