



# **Cramlington Village Primary School Health and Safety Policy**



## “Empowering everyone to achieve”

|   |                                    |
|---|------------------------------------|
| <b>Policy Title</b>                         | Health and Safety                  |
| <b>Policies that inter-relate</b>           | Accident and First Aid Policy      |
| <b>Legal and Statutory documents linked</b> | Health and Safety at Work Act 1974 |
| <b>Governor Committee responsibility</b>    | Health and Safety                  |
| <b>Date of last review</b>                  | May 2017                           |
| <b>Reviewer name and position</b>           | Health and Safety Committee        |
| <b>Date of next review</b>                  | April 2018                         |
| <b>Date approved by Governors</b>           | May 2017                           |
| <b>Audit file updated (date and name)</b>   | May 2017                           |



The Governing Body recognises and accepts its responsibility as an employer to provide a safe and healthy workplace and working environment for all its employees, pupils and visitors to the school.

The Governing Body will take all steps within its power, where practicable to meet this responsibility, paying particular attention to the provision and maintenance of

- Plant, equipment and systems of work that are safe
- Safe arrangements for the use, handling, storage and transport of articles and substances
- Sufficient information, instruction, training and supervision to enable all staff and pupils, to avoid and act upon hazards and contribute positively to their own and others health at work
- A safe place of work and safe access to it
- A healthy environment
- Adequate welfare facilities

Although it is the duty of the Governing Body, through its senior staff, to ensure the health, safety and welfare at work of all its employees and pupils, nevertheless, all employees are responsible for ensuring that all persons under their charge comply with the Health and Safety Policy at all times. The Governing Body will ensure that competent technical advice is provided on health and safety to assist such employees in their work.

No safety policy is likely to be successful unless it actively involves staff and pupils themselves. Where health and safety is a more significant feature in the operations of certain areas within school, such as the kitchen, the Governors will encourage the identification of an individual member of staff with specific duties of overseeing Health and Safety issues within such departments.

The Governors remind their employees of their general duties under Section 7 of the Health and Safety at Work Act 1974, to take reasonable care for the health and safety at work of themselves and those who may be affected by their acts or omissions at work, and to co-operate with any persons discharging any duty or requirements on behalf of the Governors

A copy of this general statement will be issued to all employees. It will be reviewed, added to or modified from time to time and may be supplemented in appropriate cases by further statements relating to the work of particular subject areas, departments or groups of staff or pupils.

## **Roles and Responsibilities**

### **The Governing Body will**

- ensure that there is an effective policy for health and safety issues within the school.



- periodically, and at least annually, appraise the effectiveness of the policy and ensure that any necessary changes are made to the policy.
- ensure that all risks are evaluated within the school, relating to accidents at work, health risks at work, loss of or damage to property, plant or equipment of the school and to the public through any activity of the school.
- ensure that all liability is covered by adequate insurance.

**The Principal** will have the responsibility, on behalf of the Governors, of ensuring that the policy is complied with at all times.

### **The Business Manager will**

- be responsible for oversight and co-ordination of school Health and Safety provision and for ensuring that all staff are aware of the Health and Safety Policy and any subsequent amendments.
- take a direct interest in such a policy and support all persons in carrying out that policy, ensuring that it is understood at all levels within the department.
- coordinate and arrange any Health and Safety training they feel is necessary.
- co-operate fully in the training of Safety Representatives and arrange for consultation on Health and Safety matters as appropriate.
- report to the Governing Body and the Principal on regular inspections of property, equipment, procedures, methods of working and welfare facilities.

**Safety Representatives across school** will draw the attention of the Senior Management to their responsibilities for Health, Safety and Welfare under any relevant legislation.

### **Teaching Staff will**

- be immediately responsible, where reasonably practicable, for the safety of the pupils where they are engaged in authorised activities.
- ensure clear instructions and warnings are given as often as necessary at the level required to support children's understanding
- follow safe working procedures personally
- attend to and supervise 'housekeeping', for example the tidiness of activities and classrooms
- call for protective clothing, guards and special safe working procedures where necessary
- bring to the attention of the Principal and/or Business Manager items that require purchase or repair in the interests of safety.

### **All Employees of CVPS will**

- make themselves familiar with the school Safety Policy, including any safety rules or Codes of Practice which may have been laid down



- make full use of the appropriate safety equipment, protective clothing appropriate safety devices at all times
- report any accidents, unsafe practices or systems of work, which develop contrary to instructions, unsafe working conditions, damage to plant, machinery or equipment to their reporting manager or supervisor.
- take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work
- co-operate with the school management to enable it to carry out its own responsibilities
- not intentionally or recklessly interfere with or misuse anything which might contravene the interests of health, safety or welfare within the school

### **Accidents and Emergencies**

A statement of practice, to include all regulations for evacuation of the school will be reviewed annually and published for all staff via the Health and Safety noticeboard. The emergency file is available in the main reception and subsequent Health and Safety training will be given to deal with emergency situations.

### **First Aid**

A statement of practice, to include the names of all qualified first-aiders at whatever level, will be reviewed annually and published for all staff.

Names of qualified first-aiders will be displayed in each classroom, in the kitchen and on the Health and Safety noticeboard.

### **Organisation and Management**

#### **School Governors, Principal, Teachers and Management.**

Governors have responsibility for complying with Health and Safety legislation and will:

- Ensure that a school policy is produced;
- Ensure that all staff in the school are aware of their health and safety responsibilities in accordance with the flow chart at the end of this section;
- Ensure that responsibilities of staff at the school are clearly set out and written into individual's job descriptions;
- Ensure that the Principal makes the staff fully aware of what the governing body expects of them, checks that they are competent to meet those expectations, and where appropriate arrange staff training in circumstances where they are not considered competent to carry out certain functions;
- Ensure that the Principal acknowledges that co-operation from all staff in health and safety matters is essential for controlling risks and complying with legal requirements, and that this is being achieved, e.g. through a the governing body and safety representatives;



- Ensure that the Principal understands the role of specialists (e.g. education advisers, safety officers, fire prevention officers, building and engineering department staff, outside contractors) and the means of liaising effectively with them;
- Ensure that they and the Principal are communicating effectively with each other, staff, parents and pupils.

**The Principal and other delegated staff will ensure that procedures and, where applicable, performance standards are available for:**

- Accident reporting and investigation (by whom and to whom);
- First aid provision;
- General Fire Safety;
- Waste Disposal including broken glass, clinical waste etc;
- Maintenance, cleanliness and tidiness of all premises, plant and equipment e.g. frequency, standards, checking arrangements;
- Obtaining professional health and safety advice and services;
- Safety representatives and safety committees;
- Safety training (recognition of needs, arrangements for training and record keeping);
- Maintenance, both planned and emergency including any required, for example by COSHH, the Electricity at Work Regulations and the Ionising Radiations Regulations;
- Dealing with asbestos sealing and removal;
- Playground safety;
- School trips;
- Safety on school transport;
- Contractors in schools (especially for construction work);
- Vehicle movement within school premises;
- Work experience arrangements;
- Letting school premises to outside hirers;
- Dealing with violence to staff in school;
- All Risk Assessments;
- Identify potential problems and assess the risks involved to assist in establishing appropriate health and safety arrangements;
- Identify and implement appropriate standards for codes of safe practice as detailed in guidance notes produced by appropriate notional bodies such as HSE etc.;
- Ensure that arrangements are made for staff to be informed and trained;
- Check that procedures are followed.

**Governors' and Principal's Monitoring Arrangements will ensure that:**

- Physical controls are in place and working;
- Staff are carrying out the functions allocated to them;



- Procedures are working; and
- Procedures are reviewed periodically.

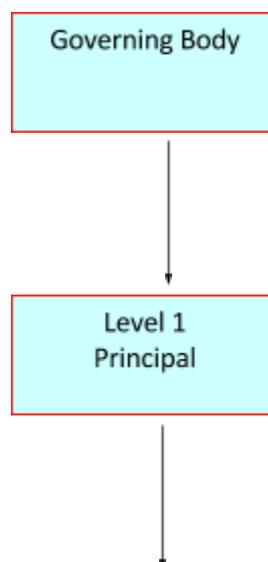
#### Methods for doing this will include:

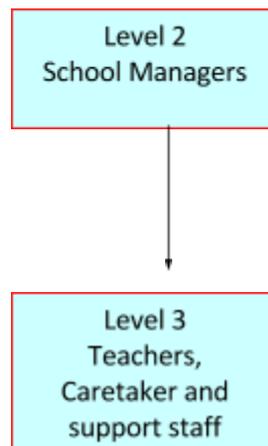
- Monitoring the accident/incident reports and collecting data and creating action plans ;
- Carrying out health and safety inspections (Most effective inspections involve both management and safety representatives);
- Checking maintenance reports, e.g. plant and kitchen machinery;
- Monitoring complaints and hazard reports from staff, pupils and parents;
- Examining governing body health and safety minutes and follow-up procedures;
- Allocating action to individuals;
- Setting time limits for all actions;
- Ensuring that remedial action to deal with problems and any longer term action to address the cause are identified.

#### Information is available from:

- Reports of HSE Inspectors' visits including any enforcement action;
- Reports of safety representatives' inspections;
- Reports from governor with health and safety responsibility from governor visits;
- Details of any new health and safety legislation, including HSE guidance;
- DfE guidance and advice
- Reports by HM Inspectorate DfE drawing attention to possible safety matters more generally.

#### Flow Chart





## Allocation of Responsibilities

### Level 1

- Take day-to-day responsibility for all health and safety matters in the school;
- Liaise with Governors on policy issues;
- Chair school health and safety committee and ensure policy is activated;
- Ensure that problems in implementing the health and safety policy are reported to the LEA.

### Level 2

- Draw up key stage procedures and review periodically;
- Arrange for staff to be informed/trained;
- Ensure procedures are followed in classrooms;
- Take an active role in the health and safety meetings
- Act on reports from level 3 within agreed timescale and report problems to level 1.
- Draw up checking and reporting procedures and follow up on any actions

### Level 3

- Check classroom/work area is safe;
- Check equipment used is safe before use;
- Ensure safe procedures are followed;
- Ensure, where appropriate, that personal protective equipment is used;
- Report defects to level 2;
- Carry out special tasks (e.g. first aid, membership of health and safety committee).
- Ensure that children are regularly exercising the Risky Business strategies.
- Follow or complete health and safety checklists



## **Organisation and Management Arrangements**

### **All Employees will:**

- Make themselves familiar with the Health and Safety Policy, and that of their respective key stage area;
- Adhere to the requirements of risk assessments and will also comply with all safe working rules or Codes of Practice;
- Make full use of the appropriate safety equipment, personal protective equipment and make full use of all safety devices and report any defects and shortages;
- Report to their line manager any unsafe practices or systems of work, unsafe working conditions, damage to plant, machinery or equipment, accidents or violent incidents;
- Take reasonable care for the health and safety of himself/herself and of any other person who may be affected by his/her actions or omissions at work;
- Co-operate with their line manager and senior management so as to enable it to carry out its own responsibilities;
- Not intentionally or recklessly interfere with or misuse anything provided by their supervisor in the interests of health, safety and welfare;
- Advise their relevant manager of any health and safety training required;
- Co-operate in all consultations regarding health and safety;
- Be liable to disciplinary action for breaches of safe working rules, Codes of Practice or risk assessments.

### **Safety Representation**

To ensure that the management and employees of CVPS co-operate effectively in promoting and developing measures for Health, Safety and Welfare at Work.

CVPS will provide the representatives, where appropriate, with sufficient facilities and training to carry out this task, subject to a representative being appointed, and in accordance with the Safety Representatives and Safety Committee's Regulations, 1977, and the Health and Safety (Consultation with Employees) Regulations 1996.

To ensure that consultation is effectively maintained, staff will:

- co-operate with approved safety representatives who represent employees on all matters relating to Health, Safety and Welfare at work;
- ensure that the constitutions of all joint consultative forums/ committees include health, safety and welfare at work within their terms of reference;
- establish separate health, safety and welfare forums/committees when these items predominate in (ii) above.

### **Governors' Premises Health and Safety Committee**

- will annually be appointed by the Governing Body at their Autumn Term



meeting.

They meet at least termly to carry out an inspection of the school and to monitor and manage all Health and Safety issues.

They are managed by the Business Manager of the school.

Preceding each meeting of the advisory committee there will be held a meeting of the **school staff health and safety committee**. Members shall be the Health and Safety Representatives representing professional associations, teachers who have been appointed to have Health and Safety roles and a representative from the support staff.

Any employee can agenda an item for this committee by contacting its chairman. Agenda and minutes are published for all employees.

### **Management of Asbestos**

Staff must not disturb asbestos containing materials in school and if they have any concerns should report them to the School Business Manager. Any contractor or any other person carrying out work in school must consult and sign the Asbestos Register and act in accordance with the procedures therein, before commencing work.

All work involving asbestos will be carried out under the control of the School Business Manager who will act as Asbestos Officers for CVPS.

### **Adverse Weather**

Where weather conditions are such that it might be deemed unsafe for pupils to be out of doors for more than a brief period of time, arrangements will be made for all pupils and adults to remain indoors.

Verbal notice from the school office will inform all staff and pupils of changes required to normal procedures and all imminent hazards.

Where conditions are hazardous, for example paths and playgrounds are icy; caretaking staff will take the appropriate remedial action. (If conditions are such that the school cannot remain open, procedures will be followed to close temporarily close the school.

### **Fire Safety**

- Use of equipment within the school buildings, for example fire pits, hobs and ovens, should be managed by teachers according to procedures. The safe use of such equipment by pupils should be taught and regularly reinforced.
- Fire extinguishers and blankets should be regularly inspected on a weekly, monthly and yearly basis in accordance with the fire risk assessment and Health and safety calendar.



- Flammable materials (including rubbish) should be stored safely according to regulation where appropriate.
- It is never acceptable to store anything on top of a cooker hob.
- If any firefighting equipment is tampered with or discharged it should be reported directly to the School Business Manager.

### **Fire exit procedures are as follows:**

At the sounding of the fire-alarm, allocated staff should ensure

- the windows of the room in which they are working are closed
- pupils in class should form orderly lines and be led to assembly point by the route and to the position in the designated area
- all doors are closed behind their class
- office staff will take the emergency fire file containing emergency contact information and class registers to the school assembly point. They will distribute registers to tutors to check attendance. Tutors will identify any absentees and report such to the fire team. evacuation
- adults not otherwise involved will report to the fire team, responsible for the assembly and roll call in designated area.
- designated persons will be responsible for identifying the area of alarm or fire, taking immediate action as required and liaising with the Fire Brigade Officers on their arrival.
- lead fire Marshall will authorise return to re-enter the buildings. A brisk but orderly return should occur with staff accompanying pupils back into the school yard. Pupils should walk not run and teachers and staff should retain good order.
- pupils should re-enter teaching bases by the entrance nearest to the classroom to which they are returning.
- full school fire practice will take place half termly.
- Fire Action sign is displayed in every classroom. Any missing should be reported to the School Business Manager in charge of buildings.

### **Hazards, Damage and Danger**

Any member of staff discovering any hazardous situation around the school should report it immediately to the Site Manager or School Business Manager responsible for buildings, health and safety in a written log.

Hazard notices will be displayed where appropriate by the School Business Manager and by senior school managers, as relevant to their duties.

Broken or damaged furniture or equipment should be removed from usage and stored safely and reported to the site manager in writing for repair or disposal.

### **Illness of and Accidents to Pupils and Staff**



In the case of an accident, the matter should be dealt with by any trained member of staff present as a matter of urgency that takes priority over other duties. If help is needed for a pupil the appropriate person should be summoned and, as appropriate, a member of staff qualified in first aid. If possible a pupil should be taken (not sent), by a member of staff to an appropriate place of privacy and safety. Designated staff must be informed of the accident. They will contact the parents in the case of a pupil, the designated contact in the case of a member of staff. They will summon an ambulance if one is needed. An accident form or book must be completed by the member of staff taking responsibility as soon as possible after the event.

If a pupil takes ill in school, they should be taken or sent to designated staff as appropriate, in the latter case with a note outlining the apparent symptoms. If it is felt appropriate, the pupil's teacher should be informed. If it is felt that the pupil is too ill to remain in school, attempts will be made to contact parents or designated contact and have the pupil collected. If this is not possible, the pupil will be taken home if there is someone there to receive him or her. In the case of clearly serious illness, an ambulance will be summoned and parents advised.

A member of staff becoming ill should inform the Principal or a senior member of staff. They will take the responsibility for making the appropriate arrangements. If a member of staff becomes severely ill whilst on duty care should be taken to try to move the member of staff where possible to a child free area.

## **First Aid**

First Aid boxes should be available in the Reception, each classroom and the kitchen. These boxes must be stocked to the Approved Code of Practice and Guidance. All staff should be familiar with their location.

First Aid should always be administered by a qualified first aider. All forms of treatment must be recorded.

All staff need to be aware of the schools' first aiders and their names should be displayed in each classroom

In the event of a serious emergency contact the nearest first-aider giving the pupils name and location. Where an EpiPen Adrenaline Injector is required, there is a designated first aider who will need to be contacted.

Every effort will be made to ensure that a first-aider is available during lunchtimes. In the first instance, the school office should be contacted.

The maintenance of first aid boxes is the responsibility of the Site Manager. A check list should be completed and boxes re-stocked monthly.

It is the intention that we train as many members of staff as possible, and each area in the school maintains first aid cover. We seek to ensure that all teaching staff are trained in First Aid.



## **Smoking Policy**

As required by law, smoking is not permitted within the school grounds. Staff contracts stipulate that smoking does not take place within a 1 mile radius of the outside of school. This is to safeguard the school's reputation as a responsible example to set to all children who are registered at our school.

## **Strangers to CVPS**

All visitors to the school should report in the first instance to the school office where they will be asked to read Health and Safety information for visitors, sign the visitors' register and be given a visitors' badge

Any member of staff meeting with an 'unbadged' or 'unescorted' visitor should escort him or her to report to the school office to comply with the procedure.

If there is any doubt or concern over the presence of a person or persons in the building, staff should contact the school office requesting the support of another member of staff. Staff should be alert to all unusual activity such as loitering, nervous activity, unusual interest in school procedures, unusual mode of dress, avoidance of eye contact and should report such suspicious behaviour in the first instance to the school office.

Care should be taken whenever staff have occasion to interview or meet visitors. They should assess in advance the likely level of risk. If in doubt, they should ensure that there are other members of staff within easy communication distance or even that another member of staff is present. If interviewees are felt to represent a high risk, they would be better met in an open and public area away from children.

## **Staff in School Out of Normal Hours**

Normal hours are defined as 6.30am till 6.30pm

Inner gates to the school playground will be locked at all times except between 8:20am and 8:40am and between 3:20pm and 3:40pm (1:50pm and 2:10pm on Friday) when they will be unlocked for parents and carers dropping off and collecting children.

Any requirements for 'out of hours' working should be requested in writing to the Principal so that additional caretaking can be authorised and arranged.

If staff wish to work in school during the holidays, they should

- find out, in advance, which days and times appropriate managers are on site during the holidays
- use the main school car park
- report to the school office on arrival and departure and say where they will be (they will be signed in and out)
- not lock themselves into any room
- tidy any areas that could cause a fire risk health and safety risk



- keep all outside doors closed when not working in area

Access to the school will be by the main entrance only.

### **Security - Keys**

Master keys must only be held by keyholders. Any other keys needed by responsible staff must be signed in and out at the main reception. Keys are the personal responsibility of the signatory and should be kept on their person at all times and never transferred to another person or left unattended. CVPS building keys should not be given to children.

Any loss of keys or keys taken home accidentally should be reported immediately to the most senior person in charge.

### **Security - Money**

Under no circumstances should money be left in school, even in locked cupboards, drawers or staffroom. Money being collected for banking in the school fund should be kept in the school safe and banked on a weekly basis.

If a member of staff needs to bring money into school it must be the minimum amount of money needed. CVPS can't be held responsible for any loss of money or expensive personal belongings.

### **Safe Behaviour by Pupils**

Safe behaviour cannot be assumed - it must be taught and reinforced. Classroom teachers and Support staff should pay particular attention to the specific risks of classrooms, but all staff are responsible for reinforcing safe behaviour around the school. PSHCE syllabuses have a role to play in teaching safety issues apparent in school and more widely in the community. Our Risky Business strategy should be integrated into the curriculum so that all children are aware of the need for calculated risk taking and how to minimise risks.

### **Response to accidents and 'near misses'**

Accident forms and books are available from The School Business Manager.

All accident forms will be reviewed termly to establish whether any pattern of accidents emerges which may have implications for the school in general or departments of the school in particular so, appropriate action, including changes to procedures can be implemented.

If an accident is reportable under RIDDOR the School Business Manager will lead an investigation into the circumstances surrounding the accident.

If, in the opinion of any member of staff, an accident has been narrowly averted, a 'near miss' should be reported on the near miss forms available on the Health and Safety notice board and handed to either Business Manager for remedial work.



## **Training and Induction of Staff**

At a school-wide level, aspects of Health and Safety will, as necessary, form part of the school's wider staff training and development activity.

All staff newly appointed to the school will receive specific Health and Safety training at an early stage of their induction to the school.

## **Risk Assessment Timetable**

Risk assessment and management ought to be an ongoing daily activity.

Annually, the Business Manager and Site Manager will carry out a risk assessment review. Procedures and policies as reflected in the Staff Handbook should be modified according to the conclusions of the reviews. A school monitoring form will be completed annually at the end of this review. A copy of this form will be available.

## **School Visits and Trips Abroad**

All team and party leaders must follow guidelines and procedures.

- Check details on venue and surrounding areas.
- Check details on travel arrangements. (Travel company risk assessment)
- A letter to parents giving all details and a slip to authorise permission.
- Parental Consent / Medical Form – which must be signed by a parent and returned to school.
- Any form of medication that needs to be administered to pupil's; advice must be sought.
- Risk Assessment Programme – giving as much detail as possible. If pertinent the programme must cover twenty-four hours for each day of the trip.
- All pupil's names, addresses and telephone numbers must be left at the school office. Similar details for all members of staff attending the visit / trip.
- Contact telephone numbers must also be left at the school office (venue or mobile).
- Team leader must have a copy of the school number and contact numbers of other members of staff.
- A list of names for pupils / staff in different coaches.
- A copy of travel insurance certificate.
- Any details supplied by a third party – Risk Assessment Policy – details on resort or venue.
- If the visit / trip is during the school holidays a copy of all details needs to be left with Principal.
- No trip can be authorised unless this information has been included with the original request and which must be in place by at least 2 weeks before the trip is due to be delivered.

