

Trent CE Primary School



Health and Safety Policy

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Statement of intent

At Trent CE Primary school we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our school community is of paramount importance to us and this policy reflects our dedication to creating a safe school.

We are committed to:

- Providing a productive and safe learning environment.

- Preventing accidents and any work related illness.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, as is reasonably practicable.

Signed:

Louise Yarwood

Headteacher

May 2015

Ruth Taylor

Acting Chair of Governors

May 2015

Trent CE Primary School health and safety structure



1. Duties of the governing body

- 1.1** The governing body, in consultation with the headteacher will:
- 1.1.1** Ensure familiarity with requirements of the appropriate legislation and codes of practice.
 - 1.1.2** Create and monitor a management structure responsible for health and safety in the school.
 - 1.1.3** Ensure there is a detailed and enforceable policy for health and safety and that the policy is implemented by all.
 - 1.1.4** Periodically assess the effectiveness of the policy and ensure any necessary changes are made.
 - 1.1.5** Identify risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- 1.2** **The governing body endeavours to provide the following:**
- 1.2.1** A safe place for all users of the site including staff, pupils and visitors.
 - 1.2.2** Safe means of entry and exit for all site users.
 - 1.2.3** Equipment, grounds and systems of work which are safe.
 - 1.2.4** Safe arrangements for the handling, storage and transportation of any articles and substances.
 - 1.2.5** Safe and healthy working conditions that comply with statutory requirements, code of practice and guidance.
 - 1.2.6** Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.
 - 1.2.7** Where necessary, safety and protective equipment and clothing, along with any necessary guidance and instruction.

2. Duties of the Headteacher

- 2.1 The headteacher has the general responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- 2.2 The headteacher will take all reasonably practicable steps to ensure the Health and Safety Policy is implemented by the head of the appropriate departments and other members of staff.
- 2.3 The headteacher will designate a health and safety officer to be responsible for the day-to-day implementation of the Health and Safety Policy. This person will also be the designated contact with the local authority (LA) and the Health and Safety Executive (HSE) where necessary.
- 2.4 The site manager is responsible for the daily site inspection. All staff have responsibility to report any breaches or concerns to the site manager as detailed below.

3. Duties of all members of staff

- 3.1 All staff will familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- 3.2 Staff will avoid any conduct which puts themselves or others at risk.
- 3.3 Staff will be familiar with all requirements laid down by the governing body.
- 3.4 Staff members have a duty to ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- 3.5 Staff will ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- 3.6 Staff will use the correct equipment and tools for the job and any protective clothing supplied.
- 3.7 All staff members will ensure any toxic, hazardous or flammable substances are used correctly and stored and labelled as appropriate.

- 3.8 All staff will report any defects in equipment or facilities to the designated health and safety officer, Kiran Bagai or the Site manager, Paul Gridley.
- 3.9 All staff will take an interest in health and safety matters and suggest any changes that they feel are appropriate.
- 3.10 Staff will make suggestions as to how the school can reduce the risk of injuries, illness and accidents.
- 3.11 They will exercise good standards of housekeeping and cleanliness.

4. Obligations of contractors

Refer to separate policy: "Contractors Policy"

- 4.1 When the school is used for purposes not under the direction of the headteacher, then, subject to the agreement of the school, the principal person in charge of the activities will take responsibility for safe practice in the areas under their control.
- 4.2 Contractors working on the school premises are required to identify and control risks arising from their activities.
- 4.3 Contractors will inform the headteacher of all potential risks to staff, pupils and visitors.

5. Pupils

- 5.1 Pupils will exercise personal responsibility for the health and safety of themselves and others.
- 5.2 Pupils will dress in a manner that is consistent with safety and hygiene standards.
- 5.3 Pupils will respond to the instruction of staff given in an emergency.
- 5.4 Pupils will observe the health and safety rules of the school.
- 5.5 Pupils will not misuse, neglect or interfere with items supplied for their, and others pupils', health and safety.

6. First aid

6.1 The school will ensure ample provision is made for both trained personnel and first aid equipment on-site.

6.2 The following staff members are trained first aiders:

| Name | designate | Expiry date |
|----------------|----------------------------------|-------------|
| Mrs Murray | (Lead) | Sept 2017 |
| Mrs Cagnetta | Early Years | Oct 2017 |
| Mrs Balducci | KS1 | July 2017 |
| Mrs Partridge | Y3/4 | Jan 2017 |
| Miss Harris | Y3/4 | May 2015 |
| Mrs O'Boyle | After school clubs | Nov 2017 |
| Mrs Holmes | Breakfast and after school clubs | Nov 2017 |
| Miss Protopapa | Breakfast Club | Nov 2017 |
| Mrs Charlton | Residential trips | March 2018 |

6.3 First aid boxes are located as follows:

| Location | Responsible staff member |
|--------------|--------------------------|
| Welfare room | Mrs Murray |

7. Contacting the emergency services

7.1 Following an accident/injury the first-aider will contact the emergency services as necessary or direct a staff member to do so while they tend to the victim.

7.2 If there is no first-aider immediately available a common sense judgement will be made by those attending the injured party regarding whether to contact the emergency services.

8. Fire safety

- 8.1 Procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.
- 8.2 The procedure for fire drills and the use of fire extinguishers will be clear and understood by all staff.
- 8.3 The school will test evacuation procedures each term.
- 8.4 The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- 8.5 Firefighting equipment will be checked on an annual basis by an approved contractor.
- 8.6 Fire alarms will be tested weekly from different 'break glass' fire points around the school and records will be maintained and held in the school office.

9. Accident reporting

- 9.1 All accidents and incidents, including near misses or dangerous occurrences, will be reported as soon as possible to the lead First Aider (Mrs Murray) or the Site manager as appropriate using the standard Accident Report Form. The Headteacher will also be informed immediately
- 9.2 The health and safety officer, the lead first aider and the site manager will be responsible for informing the headteacher of any accident as outlined by the HSE.

10. Reporting procedure

- 10.1 Should an incident require reporting to the Incident Control Centre (part of the HSE) the health and safety officer or a person appointed on their behalf, will file a report as soon as is reasonably possible.
- 10.2 The person will complete the reporting of injuries, diseases and dangerous occurrences regulations (RIDDOR) form 2508 online here:
<https://extranet.hse.gov.uk/>
- 10.3 The person will complete the RIDDOR form 2508 and send off to the ICC **within 14 days** by email to <https://hse.gov.u>

- 10.4** Alternatively, the person will complete the RIDDOR form 2508 and report the incident via telephone on 0845 300 9923 (open Monday to Friday 8.30am to 5pm), Caerphilly CF833GG.

11. Notification to the Health and Safety Executive

Significant accidents as defined in the RIDDOR Regulations 2013 must be reported to the HSE as soon as possible by email or telephone. Such accidents are as follows are as follows:

- 11.1.1 Accidents to employees causing either death or major injury.
- 11.1.2 Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days. This seven day period does not include the day of the accident.
- 11.1.3 Fractures, other than to fingers, thumbs and toes.
- 11.1.4 Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- 11.1.5 Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
- 11.1.6 Any crush injury to the head or torso, causing damage to the brain or internal organs.
- 11.1.7 Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs.
- 11.1.8 Any degree of scalping requiring hospital treatment.
- 11.1.9 Any loss of consciousness caused by head injury or asphyxia.
- 11.1.10 Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
- 11.1.11 The collapse, overturning or failure of any load-bearing part of any lifting equipment.
- 11.1.12 The explosion, collapse or bursting of any closed vessel or pipe work.

- 11.1.13 Electrical short circuit or overload resulting in a fire or explosion.
- 11.1.14 Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- 11.1.15 Any accidental release of a biological agent likely to cause severe human illness.
- 11.1.16 Any collapse or partial collapse of scaffolding over five metres in height.
- 11.1.17 When a dangerous substance being conveyed by road is involved in a fire or released. Unintended collapse of any building or structure under construction, alteration or demolition including walls or floors.
- 11.1.18 Any explosion or fire resulting in the suspension of normal work for over 24 hours.
- 11.1.19 Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas or 500kg or more of these substances if the release is in the open air.
- 11.1.20 Accidental release of any substances which may damage health.
- 11.1.21 Serious gas incidents.
- 11.1.22 Poisonings.
- 11.1.23 Skin diseases including but not limited to occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.
- 11.1.24 Lung diseases including but not limited to occupational asthma, farmer's lung, asbestosis, mesothelioma.
- 11.1.25 Infections including but not limited to leptospirosis, hepatitis, anthrax, legionellosis and tetanus.
- 11.1.26 Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

12. Reporting hazards

- 12.1** Staff, pupils, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard.
- 12.2** In the main, reporting should be verbal to the site manager as soon as possible who will inform the Headteacher as appropriate.
- 12.3** Serious hazards will be reported using the appropriate form available in the school office.

13. Accident investigation

- 13.1** All accidents, however small, will be investigated by an appointed party and the outcomes recorded.
- 13.2** The length of time dedicated to each investigation will vary on the seriousness of the accident.
- 13.3** After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.
- 13.4** The health and safety officer will undertake regular evaluations of all reported incidents both injuries and ill health. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

14. Our active monitoring system

- 14.1** It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place. This involves regularly checking compliance procedure and the achievement of objectives. Our procedure for actively monitoring our system includes:
 - 14.1.1** Termly Health and Safety inspections by the responsible Governor, the Headteacher, the school business manager and the site manager.
 - 14.1.2** Regularly examining documents to ensure compliance to standards.
 - 14.1.3** Regularly inspecting premises, plants and equipment.
 - 14.1.4** Annual audits including fire risk assessments and health and safety audits.

14.1.5 Regular reports and updates to the headteacher.

14.1.6 External measures such as surveys by contractors and service providers along with visits from Environmental Health and Ofsted.

15. Crisis incidents: Bomb threat procedure

Please see separate Emergency Policy

15.1 Upon receipt of a bomb threat or a suspicious package staff members ask the following questions regardless of the call's course (including if the call is from the police):

15.1.1 Where is it?

15.1.2 In which building is it and on what floor?

15.1.3 What time will the bomb go off?

15.1.4 What does the bomb look like and what colour is it?

15.1.5 What type of bomb is it and what type of explosive?

15.1.6 Who are you?

15.1.7 Why are you doing this?

15.1.8 Do you have a code word?

15.2 Staff should note the time of the call and write down exactly what was said by the person calling. This may be useful for the police. The staff member receiving the call should then contact the Headteacher who will then alert the police and the LA.

15.3 The Headteacher will decide whether or not to evacuate the building.

16. Evacuation

16.1 If an evacuation is deemed necessary, the following procedure will take place.

16.2 All senior staff will be informed of the situation NOT by the use of radios or mobile phones. The evacuation will then take place as per fire drill. Except staff will be instructed to:

- Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned, this room should be sealed with all windows and doors closed).
- Take all personal items with them to avoid unnecessary searching.

Staff and pupils will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).

Staff will be positioned at all gates leading into the school and nobody will be allowed in or out except for emergency personnel.

Once the police have arrived staff will await further instruction from the emergency services.

17. Visitors to the school

- 17.1** All visitors must sign in to reception.
- 17.2** Once signed in, visitors will be collected from reception by the member of staff they are visiting or escorted to the area of the school concerned.
- 17.3** No contractor will execute work on the school site without the express permission of the Headteacher other than in an emergency or to make safe following theft or vandalism.
- 17.4** Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.
- 17.5** Anyone hiring the school premises will use plant, equipment and substances correctly and safely, using any appropriate safety equipment. Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.
- 17.6** Visitors and contractors will wear a visitor's badge at all times while on School grounds.
- 17.7** Cleaning contractors will wear an easily identifiable uniform or badge at all times.
- 17.8** Temporary teaching staff and assistants will inform reception of their presence by reporting and signing the visitor's log.

17.9 Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.

17.10 Uncooperative visitors threatening violence, refusing to leave the site or carrying out physical or verbal abuse immediate help will be sought via a 999 phone call.

18. Personal protective equipment (PPE) is rarely appropriate but these procedures will be used when relevant:

18.1 Trent CE Primary School provides employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE.

18.2 At Trent CE Primary School, PPE means all equipment worn or held by staff or pupils which is designed to protect them from specified hazards.

18.3 All staff and pupils must be provided with protective eyewear in all workshops and laboratories. Visitors must also be supplied with protective equipment when appropriate.

18.4 Staff and pupils must use the PPE provided, and use it and care for it according to the instructions and training given. They must also report any loss or defects to their superior.

18.5 The PPE must fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.

18.6 PPE must not be worn if a hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from.

18.7 PPE includes: laboratory and workshop equipment such as tool box tools, protective clothing, safety footwear and face masks; PE equipment; ICT equipment; photocopiers and other office equipment; lifting equipment; and respiratory protective equipment (RPE).

18.8 Clothing which is not specifically designed to preserve the health and safety of the wearer does not constitute PPE, e.g. school uniform.

18.9 Thorough risk assessments are carried out to determine the suitable PPE to be used for each hazard and these are regularly reviewed.

18.10 Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.

18.11 Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults.

18.12 Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory.

19. Maintaining equipment

19.1 ROSPA will inspect the climbing frame every 3 years or sooner

19.2 Contracted inspectors or a trained health and safety technician will inspect the following equipment for health and safety issues annually:

19.2.1 All electrical appliances.

19.2.2 All gymnasium equipment.

20. Hazardous materials must not be brought on site

21. Working/playing in hot environments

21.1 Trent CE Primary School understands and acknowledges the health and safety risks to staff and pupils associated with over-exposure to the sun.

21.2 Staff and pupils most at risk from ultra-violet (UV) radiation include those with:

- Fair or freckled skin that does not tan, or goes red or burns before it tans.
- Red or fair hair and light coloured eyes.
- A large number of moles.

21.3 However, all pupils and staff should remain vigilant to the risks of UV exposure.

21.4 Our school has adopted the following steps to minimise these risks:

- Encourage staff and pupils to keep covered up during the summer months – especially at break and lunch times when the sun is at its hottest. They can cover up with a long-sleeved shirt, and a hat with a brim or flap that protects the ears and neck.
- Encourage staff and pupils to use sunscreen of at least sun protection factor (SPF) 15 on any part of the body they cannot cover up in accordance with the product's instructions.

- Encourage staff and pupils to take their breaks in the shade, if possible, rather than staying out in the sun.
- Reschedule work/outdoor lessons to minimise UV exposure.
- Situate water points and rest areas in the shade.
- Encourage staff and pupils to drink plenty of water to avoid dehydration.
- Encourage staff and pupils to check their skin regularly.
- Encourage the removal of personal protective equipment (PPE) when resting to help encourage heat loss.
- Include sun protection advice in routine health and safety training and in personal, social and health education (PSHE) lessons.

21.5 Staff and pupils should:

- Keep their top on when outdoors.
- Wear a hat with a brim or a flap that covers the ears and the back of the neck.
- Stay in the shade whenever possible, during their breaks and especially at lunchtime.
- Use a high factor sunscreen of at least SPF15 on any exposed skin.
- Drink plenty of water to avoid dehydration.
- Check their skin regularly for any unusual moles or spots. Immediately see the school nurse/doctor if they find anything that is changing in shape, size or colour, itching or bleeding.

21.6 Sunscreen should be self-administered, where possible, and with supervision, if necessary.

21.7 Teachers and other staff members are not encouraged and cannot be required to apply sunscreen to pupils due to the potential for allegations of abuse.

21.8 Where a teacher or other staff member agrees to apply sunscreen to pupils, an adult witness should be present and parental consent must be obtained beforehand.

21.9 Teachers and other staff members should only apply sunscreen to pupils' faces, neck and arms.

22. Medicines and drugs

22.1 No student may take medication on school premises.

22.2 Parents whose children requiring medication more than 3 times a day must meet with the lead first aider before their child attends school

- 22.3 Staff members have a duty to report any suspicion of unauthorised medicines or drugs being taken or carried.

23. Smoking

- 23.1 The school is a non-smoking premises and no smoking will be permitted on the grounds.

24. Housekeeping and cleanliness

- 24.1 Contract cleaners will be monitored by the site manager. The standard required will be clear in the service level agreement (SLA) held with the contracted cleaners.
- 24.2 Special consideration will be given to hygiene areas.
- 24.3 Waste collection services will be monitored by the site manager.
- 24.4 Special consideration will be given to the disposal of laboratory materials and clinical waste.

25. Risk assessment

- 25.1 The Headteacher has overall responsibility for ensuring potential hazards are identified and ensuring risk assessments are completed for all areas of risk in the school.
- 25.2 Termly Health and Safety inspections will identify defects and potential risks along with the necessary solutions or control measures.
- 25.3 The governing body will be informed of risk assessments allowing issues to be prioritised and actions to be authorised along with funds and resources.
- 25.4 Risk assessments are completed by staff leading day trips or residential stays.

26. Security and theft

- 26.1 Money must be held in a safe and banked on a regular basis to ensure large amounts are not held on-site.
- 26.2 Money should be counted in an appropriate location and staff should not be placed at risk of robbery.

- 26.3** Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage.
- 26.4** Thefts may be reported to the police and staff members are expected assist police with their investigation.
- 26.5** All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.
- 26.6** Missing or believed stolen equipment must be reported immediately to a senior staff member.

27. Severe weather

- 27.1** The headteacher, in liaison with the governing body, makes a decision on school closure on the grounds of health and safety. If a closure takes place the governing body must be informed.

28. Workplace health and safety: stress management

- 28.1** Staff will be aware of the symptoms of stress that include: sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

29. Workplace health and safety: display equipment

- 29.1** Display screen assessments will be carried out, on request, for teaching staff and administrative staff who regularly use laptops or desktops computers.

Signed by

Louise Yarwood

Headteacher

May 2015

Ruth Taylor

Acting Chair of Governors

May 2015