



# Layfield Primary School

## Health and Safety Premises Policy

October 2018

**Review Date:** October 2019

1.1 Health and Safety is the responsibility of all. Every adult should take responsible action if they see something that might put at risk the welfare of another person. It is also embedded in the school's philosophy that children are encouraged to make safe decisions; this therefore means that if a child sees something that they recognise as being unsafe, they would know to report it – and to whom they would report it. We aim to be an inclusive school and offer equality of opportunity and diversity when needed to all groups of pupils within our school.

1.2 However, it is the policy of the Governing Body, so far as is reasonably practicable, within the limitation of resources available, to:

- Establish and maintain a safe and healthy environment throughout the school. Consequently, a no smoking, no drinking of alcoholic refreshments (excepting events for which a licence has been purchased) and no drugs policy applies to the school.
- Establish and maintain safe working procedures among staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances. In addition, ensure the COSHH file for the school with appropriate assessments is regularly reviewed and updated termly to coincide with reporting arrangements to the Governing Body.
- Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety. Make arrangements to ensure staff and pupils are periodically reminded of the hazards of items that may have been discarded within the schools grounds, and the need to report such items to a member of staff. Guidance is published alongside the Health and Safety Policy in policies, statements, and risk assessments relating to the following:
  - Work Experience Arrangements
  - Community Awareness
  - Pupils on Educational Visits
  - Safety in School Transport
  - Playground Safety
  - Lettings Policy
  - Violence to Staff in Schools
  - Drugs Policy
  - School Security
  - Criminal Records Bureau
- Ensure all staff and pupils have access to health and safety training as appropriate. Consequently, the Governing Body intends to review the situation in every Autumn Term.
- Maintain all areas under the control of the governors and headteacher in a condition that is safe and without risk to health and to provide and maintain means of access to and way out from that place of work that are safe and without risk.
- Formulate effective procedures for use in case of fire and for evacuating the school premises (Emergency Plan) and lockdown procedures.
- Lay down procedures to be followed in case of accidents.
- Teach safety as part of pupils' duties where appropriate. Governors intend to alert new pupils about how to conduct themselves through the schools behaviour policy, whilst general issues are intended to be addressed through the school's PHSE schemes of work and assemblies.
- Provide and maintain adequate welfare facilities.
- Professional Support will be sought from Safety Officers, Stockton-on-Tees, Borough Council.

## **2. ORGANISATION AND RESPONSIBILITIES FOR HEALTH AND SAFETY WITHIN THE SCHOOL**

## 2.1 Responsibility of the Governors and Headteacher

2.2 The Governors and Headteacher are responsible for implementing this policy within the school. In particular they will:

- Monitor the effectiveness of the safety policy and the safe working practices described within it and shall review and amend it, as necessary, on a termly basis with a Health and Safety Representative Report to the Resources Committee.

The Headteacher will have overall responsibility for the implementation and day-to-day management of this policy as detailed in the Health and Safety Guidance Documents.

- Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills, soon after new occupants arrive at the beginning of the school year, and repeated at least once a term and the results of these to be recorded in the Log Book and reported to the Governing Body. Notices are therefore displayed in every curriculum area identifying the appropriate procedures. Staff are also alerted in the staff handbook.
- Make arrangements to draw the attention of all staff employed at the school to the school safety policies and procedures and of any relevant safety guidelines and information.
- Make arrangements for the implementation of the Governing Body's accident reporting procedure and draw this to the attention of all staff at the school as necessary. In fulfilment of this responsibility, procedures can be found in the First Aid and Health and Safety sections of the staff handbook.
- Make arrangements for informing staff and pupils, of relevant safety procedures, by inclusion when appropriate, in staff meetings/distribution or information to each member of staff. Other users of the school will be appropriately informed.
- Ensure that regular safety inspections are undertaken termly, and audits are undertaken annually.
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the health and safety inspection or audit.
- Report to the LA any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.

N.B. The Governing Body will deal with all aspects of maintenance and report to the LA any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them. Such issues will be encompassed in the school's Asset Management Plan once formulated.

- Monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable. Ensuring contractors and employees are reminded to always be alert to the school environment and to be aware of others working around them or passing by. Contractors will be alerted to the issues at pre-contract meetings, and the Resources Committee will monitor contractors' activities.
- Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the governors and headteacher in the management of health and safety at the school.
- Ensure all staff in the school share responsibility for health and safety by taking reasonable care to conduct their duties in a way that safeguards the health and safety of themselves, other staff, pupils, and visitors.
- Risk Assessment is the responsibility of the Resources Committee and is delegated to the headteacher on a day-to-day basis.

### **3. Duties of the Senior Management Team and Health and Safety Representative**

3.1 It is perceived that under the direction and guidance of the headteacher, the School's Senior Management Team and Health and Safety Representative will co-operate and assist in the management of health and safety by fulfilling the responsibilities outlined below.

- Provide practical assistance in the implementation, monitoring and development of the safety policy within the school;
- Monitor general advice on safety matters given by the LA and other relevant bodies and advise on its application to the school;
- Co-ordinate arrangements for the design and implementation of safe working practices within the school. In particular the COSHH file for the school, with appropriate assessments, should be regularly reviewed and updated termly to coincide with reporting arrangements to the Governing Body.
- Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action.
- Order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the governors and headteacher;
- Assist in carrying out regular safety inspections of the school and its activities alongside the Health and Safety Governor, and make recommendations on methods of resolving any problems identified.
- Ensure that staff with control of resources (both financial and other) give due regard to safety.
- Co-ordinate arrangements for the dissemination of information, by inclusion, staff meetings, distribution to each member of staff and for the instruction of students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.
- Health and Safety related training courses undertaken by staff should be recorded.

### **4. Responsibilities of staff towards pupils and others in their care**

4.1 All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible, including pupils.
- Be aware of and implement safe working practices, and set a good example personally. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap.
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
- Provide written job instructions, warning notices and signs as appropriate.
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process.
- Evaluate promptly and, where appropriate, take action on criticism or concerns expressed of health and safety arrangements.
- Provide the opportunity for discussion of health and safety arrangements.
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
- Provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training.
- Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Headteacher, Senior Management Team or Health and Safety Representative.

## **5. Responsibilities of all employees**

5.1 All employees have a responsibility under the act to:

- Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.
- Co-operate with the LA and others in meeting statutory requirements. Not interfere with or misuse anything provided in the interests of health, safety and welfare.
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts. Where in doubt they must seek immediate clarification from the headteacher.
- Ensure that tools and equipment are in good condition and report any defects to the headteacher, Senior Management Team or Health and Safety Representative.
- Use protective clothing and safety equipment provided and ensure that these are kept in good condition.
- Ensure that offices, classrooms and general accommodation are kept tidy.
- Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the headteacher.

***5.2 Whenever an employee is aware of any possible deficiencies in health and safety arrangements she/he must draw these to the attention of the headteacher.***

5.3 Please note the following:

- It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage. Such information will be included in the staff induction pack.
- Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time-to-time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.

5.4 All volunteer helpers will be informed and expected, as far as reasonably possible, to meet the same standards required of employees.

## **6. Responsibilities of Pupils**

6.1 All pupils are expected, within their expertise and ability, to:

- Exercise personal responsibility for the safety of themselves and their fellow pupils.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

N.B. The governors and headteacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the School Prospectus.

## **7. SYSTEMS & PROCEDURES ASSOCIATED WITH HEALTH AND SAFETY**

### **Visitors**

7.1 In the interests of Health and Safety and security of people within the school, all visitors should report to the Main Reception to sign a visitors book and are given a numbered visitors 'tag' to wear for the duration of their visit.

### **Contractors**

7.2 Regular visitors and other users of the premises (e.g. Contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school. Contractors must be booked in and reminded of their responsibilities regarding Health and Safety, and supervised to ensure they do not endanger the health and safety of staff, pupils or members of the public who may be present.

### **Electrical Equipment**

7.3 The Regular Health and Safety Inspection in the school should include a visual check of electrical appliances. A specialist electrical check should be carried out at regular intervals. Members of staff must not undertake any electrical repairs unless they have been trained to do so in accordance with the Electricity at Work Regulations 1989. The Governing Body manages the specialist electrical check, through an agreement with the LA property services section.

### **Hot Water**

7.4 The temperature of the water, which supplies all hand basins, is regulated at no more than 40 degrees C.

### **Reported Incidents**

7.5 All accidents must be recorded in the Accident Book. Accidents, injuries, violence to staff etc., will also be reported as requested by the guidelines set out in the LA's Health and Safety Guidance Documents.

### **7.6 Fire and emergency evacuation procedures**

1. The school's procedures for fire and emergency evacuation are as follows:
  - The fire alarm must be tested monthly.

Details of fire training undertaken by the staff should be recorded in the Health and Safety Guidance Documents.

- - They are also posted in the school entrance hall.
2. These procedures will be updated as appropriate.
  3. The log book for the recording and evaluation of practice and evacuation drills is available from the School Office. Practices are to be held termly, or on occasions when normal procedures cannot take place.

### **Fire Prevention Equipment**

7.7 Fire fighting equipment is to be checked and maintained by appropriate specialists as required. This would include the regular visual inspection of fire extinguishers and the fire alarm system. The current contract is with UK Fire International and is in the form of a Service Level Agreement.

### **First aid and accident reporting procedures**

7.8 A well maintained First Aid Box must be kept within the school and Travelling First Aid Kits provided for out of school activities. At least one member of staff should be a trained and qualified first aider and there should be at least one Appointed Person to take charge in the absence of the qualified first aider.

1. First aid materials are available from the First Aid Cupboard situated in the Medical Room.
2. The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is the Headteacher. The accident book and report forms and the arrangements to be followed if the person injured is unable to complete an accident report form or who is not an employee are to be found in the First Aid Cupboard.
3. The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.

### **Lettings**

7.9 The governors and headteacher must ensure that:

1. The means of access and way out are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the headteacher knows of any hazard associated with the above, she/he should take action to make hirers aware of it.
2. Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness.
3. Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed.
4. Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly.
5. Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.
6. Letters are responsible for securing and meeting the costs of any necessary Criminal Records Bureau clearance for adults involved in the activity, when exercising the community facilities power.