



HEALTH AND SAFETY POLICY

Spring 2015

GENERAL

The governing body notes the provisions of the **Health and Safety at Work, etc Act 1974** (s.2(1)), which states that it is the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of employees, and (s.3(1)) which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

The aim of the governing body is "To provide a safe and healthy working and learning environment for staff, pupils and visitors."

The arrangements outlined in this statement and the various other safety provisions made by the governing body cannot prevent accidents or ensure safe and healthy working conditions. The governing body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The governing body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and

vigilance while on the school premises or while taking part in school-sponsored activities.

THE DUTIES OF THE GOVERNING BODY

In the discharge of its duty the governing body, in consultation with the Head, will:

- (a) make itself familiar with the requirements of the **Health and Safety at Work, etc. Act 1974** and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the **Management of Health and Safety at Work Regulations 1999** (SI 1999 No. 3242)
- (b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
- (c) periodically assess the effectiveness of this policy and ensure that any necessary changes are made
- (d) identify and evaluate all risks relating to:
 - (i) accidents
 - (ii) health
 - (iii) school-sponsored activities (including work experience)
- (e) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others
- (f) create and monitor the management structure.

In particular the governing body undertakes to provide:

- (a) a safe place for staff and pupils to work including safe means of entry and exit
- (b) plant, equipment and systems of work which are safe
- (c) safe arrangements for the handling, storage and transport of articles and substances
- (d) safe and healthy working conditions which take account of all appropriate:
 - (i) statutory requirements
 - (ii) codes of practice whether statutory or advisory
 - (iii) guidance whether statutory or advisory
- (e) supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the governing body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities which they are carrying

- out. All training will be regularly updated
- (f) necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
- (g) adequate welfare facilities

So far as is reasonably practicable the governing body, through the Head, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- (a) this policy
- (b) all other relevant health and safety matters
- (c) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

THE DUTIES OF THE HEAD

As well as the general duties which all members of staff have (see 5.0), the Head has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

The Head is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular, the Head will:

- (a) be aware of the basic requirements of the **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practices relevant to the work of the school
- (b) ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities
- (c) ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities
- (d) ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled
- (e) consult with members of staff, including the safety representatives, on health and safety issues

- (f) arrange systems of risk assessment to allow the prompt identification of potential hazards
- (g) carry out periodic reviews and safety audits on the findings of the risk assessment
- (h) identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
- (i) encourage staff, pupils and others to promote health and safety
- (j) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay
- (k) encourage all employees to suggest ways and means of reducing risks
- (1) collate accident and incident(assaults on members of staff physically or verbally) information and, when necessary, carry out accident and incident investigations
- (m) monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others
- (n) monitor first aid and welfare provision
- (o) monitor the management structure, along with the governors.

THE DUTIES OF ALL MEMBERS OF STAFF

All staff will make themselves familiar with the requirements of the **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:

- (a) take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
- (b) as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

In particular all members of staff will:

- (a) be familiar with the safety policy and any and all safety regulations as laid down by the governing body
- (b) ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils

- (c) see that all plant, machinery and equipment is adequately guarded
- (d) see that all plant, machinery and equipment is in good and safe working order
- (e) not make unauthorised or improper use of plant, machinery and equipment
- (f) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
- (g) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- (h) report any defects in the premises, plant, equipment and facilities which they observe
- (i) take an active interest in promoting health and safety and suggest ways of reducing risks.

CODES OF PRACTICE AND SAFETY RULES

In consultation with the governing body (where appropriate) and taking into account the requirements of this statement the buildings committee will approve (where necessary) codes of practice for the observation of safety requirements in school.

From time to time the Department for Education and Skills (DfE), the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Heads and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Head considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the governing body that he or she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

RISK ASSESSMENT

The Head will ensure that a risk assessment survey of the premises, methods of work and all school-sponsored activities is conducted annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures.

FIRST AID

The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.

The number of certificated first aiders will not, at any time, be less than the number required by law.

At the discretion of the governing body other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. This level will be agreed by the governing body after seeking appropriate advice. The number of such trained but un-certificated first aiders will be determined by the governing body as that being sufficient to meet the needs of all foreseeable circumstances.

Supplies of first aid material will be held at various locations throughout the school. These locations will be determined by the Head. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

Plymouth Health and Safety Help Line on 307422

HEALTH AND SAFETY PROCEDURES

FIRST AID

Staff with First Aid Qualification:

3 day first Aid at Work Ms M Totterdell, Miss H Davies, Mrs S Dudman, Mrs C O'Keeffe

2 day Paediatric First Aid Miss King /Sue Dolmore

1 day Emergency First Aid - All MTAs & TAs

All accidents should be brought to the attention of the above.

General

Children must be instructed to report accidents. Details of where parents can be contacted can be obtained from the office. If in any doubt about the seriousness of an accident, inform a senior member of staff and staff with First Aid Qualifications.

Parents should always be informed of accidents to their children. The accident reporting book can be found in the reception office and all staff must fill out an accident report and send one part home with the child.

- Minor Cuts: these should be tended by the class teacher or support staff (who must make sure that class teacher knows about the accident). Cuts and

grazes may be cleaned with water only. A clean sterile dressing may be applied if necessary and secured with micro-pore tape. Plasters and creams may not be used under any circumstances.

- More Serious Accidents: all accidents (other than minor bumps or scratches) should be brought to the attention of a member of staff with First Aid Qualifications. Details should be entered in the accident book to be found in the office. The parent should be notified verbally or by letter.
- Serious Accidents (Children):
 - Administer First Aid immediately.
 - Send for staff with First Aid Qualifications
 - Inform senior member of staff.

The parents/Guardians should be informed.
No liability should be admitted.
If Parent/Guardian is unable to be contacted ensure a written explanation is given.

An ambulance should be called if necessary. In the case of a suspected fracture the child will have to travel to Plymouth Derriford for an X-ray.
It is essential in such an instance that the child is accompanied by his/her parent/guardian or a member of staff.
If parent not available the S11 should be taken to hospital.

The County accident form BR41 should be completed as soon as possible. Two copies should be forwarded to the Area Office and one retained for the accident file which can be found in the office.

Serious Accidents (staff)

Administer First Aid immediately.
Send for staff with First Aid qualifications.
Inform senior member of staff.
Inform next of kin if necessary.
Call ambulance if necessary.
Complete staff accident form and forward to City Council.

Sickness in the School

It is the responsibility of the caretaker to clean up sickness when he/she is on site.

It is the responsibility of the teaching assistant to clean up sickness of the children for whom they are responsible between 8.45am and 12 noon and between 1 and 2 p.m.

It is the responsibility of the mealtime assistants to clean up sickness between 12 and 1pm.

Materials exclusively for this purpose are located in the following places:

Ground floor: caretaker's office

First floor: caretaker's storeroom

Illness in School

Children who become ill in school and need to go home must never be sent home unaccompanied.

The parent/guardian of the child should be contacted and should collect the child from school. The person in charge must be notified.

Parents/guardians of children who feel ill in school and who report this to the teacher should, if necessary be notified verbally or by letter.

Guidance for the administration of medicines in schools

Medicine will only be administered to children in school provided that:

- a) The medicine has been prescribed by a doctor
- b) The parent/guardian has signed the appropriate medical form and returned it to the teacher.

Medicine should only be brought into school by an adult and should be handed to a member of staff in the school's Reception Office, who will then provide a medical form for the adult to sign. The member of staff completing the form will check the named person on the medicine to ensure they are specified for the child concerned; check the required dose, the date the medicine was dispensed and the expiry date of the medicine.

Copies of the medical form will be kept by members of staff for this purpose and completed forms should be kept on file in the classrooms.

Members of staff should ensure that medicines in their care are stored in a safe place – inaccessible to children and at the appropriate temperature (Caretaker's Office fridge for KS1 and Staff Room fridge for KS2).

Inhalers

When a child is prescribed an inhaler which may be required during school hours, a medical form should be completed prior to use and signed by the parent/guardian of the child. One form per school year is sufficient unless the prescription changes. This also must be kept on file.

Parents/guardians must ensure that inhalers are clearly marked with child's name.

Inhalers should be kept by the teacher in such a way that they are readily available for the child's use.

Spare medical forms can be obtained from the school office.

First Aid Boxes

The first aid boxes are situated as follows:

Ground floor: window sill by office
Disabled toilet on ground floor
Staff room

OUTDOOR EDUCATION

This is an area fraught with risk and part of its attraction may lie with what could be perceived as exposure to danger. It is our job to ensure that this exposure to any danger lies within acceptable limits. (What we would expect for our own children.)

With this in mind we shall observe the following guidelines:

- 1) Adult child ratio; 1 to 13 and ideally 1 to 10
- 2) Male and female staff to be present
- 3) Qualified first aider to be part of the team
- 4) First aid kit to be carried
- 5) All potentially hazardous activities like moorland walking, rock climbing to be carried out under qualified supervision, in effect by members of West Devon Outdoor Education Team.
- 6) Outdoor education team to be fully involved in planning activities.
- 7) Staff vehicles to be available at site
- 8) It is recommended that a mobile phone be available
- 9) Risk Assessments are carried out, recorded and filed

Children must be warned not to drink moorland water

LEGISLATION ON SEATBELTS

In general staff should not transport children in their own vehicles.

However, in emergencies please note that from the 1st September 1989, children under 14 must wear seatbelts or use restraints appropriate to their weights in the rear of cars where they are fitted and available for use. It is the driver's responsibility to ensure that this law is complied with.

The new law does not require rear seat belts or restraints to be specially installed; however, it is far safer for you and the children if they are.

Since 1983, it has been compulsory for car drivers and all front seat passengers of whatever age to be restrained (there is no truth in the myth that children under 12 cannot sit in the front of the car when suitably restrained).

Over 60 children are killed and over 7,000 injured while travelling unrestrained in the rear of cars each year in Great Britain. However, three-quarters of these lives could have been saved and two-thirds of the injuries could have been avoided if they all wore restraints.

Further copies of the enclosed leaflets on child seat restraints and the new law can be obtained from:

The Department of Transport

Great Minster House
33 Horseferry Road
London
SW1P 4DR

Contact form <https://forms.dft.gov>.

Public enquiries 0300 330 3000

Your Local Road Safety Officer
01752
668000

Email : roadsafety@plymouth.gov.uk

Telephone: Plymouth 340921

Risk Assessment

It is the responsibility of all staff to care for their own and the safety of pupils in their hands.

The safety of all who work and study in the building is of the utmost importance.

If the Health and Safety Representative identifies a potential risk, a risk assessment sheet will be completed and circulated to all staff.

A folder of completed risk assessment will be included in the Health and Safety Folder which will be kept by the representative and it will be the responsibility of all staff to comply with the recommendation.

Fire Emergency Plan

- All classrooms have fire procedure on view in the room.
- All staff knows where to exit when hearing the fire bell.
- All doors to be closed when leaving the classroom
- A fire drill every half term to able an evacuation of the building in less than 4 minutes.
- Head teacher Mrs O’Kane to phone 999 or if not available Mrs Bevan.
- All exit signs are well displayed.
- All exits are kept clear.
- At the end of each day all doors and windows are securely closed.
- All fire fighting equipment is checked annually by a registered contractor.
- Fire bells are checked at least once a term by a contractor and also weekly and recorded in the fire log.
- Staff know where fire extinguishers are located but are not trained to use the equipment.
- Staff’s responsibility is to ensure the safety of the pupils and themselves.
- In the event of a fire alarm sounding the staff and pupils assemble in the playground for role call.
- Head teacher or school administrator to bring register to assembly point for role call.

Fire action

1. Operate nearest fire alarm.
2. Leave building by the nearest exit.
3. Report to the assembly point.
4. Do not stop to collect personal belongings

DO NOT re-enter until told
it is safe to do so.

In Case of Fire

The person discovering the fire should:

1. Raise the alarm.
2. Call the fire brigade or
direct someone else to do so if you are responsible for a class.

Upon hearing the continuous ringing of the alarm bell you should direct your class to evacuate the building by the following routes;

Foundation1

Through the nursery fire door into the garden and on to the playground.

Toddler Room

Through the door into foundation1 out through the fire door into the garden and then to the main playground

Room 1

Through the door down the corridor out the back door into the playground

Room 2

Through the door down the corridor out the back door into the playground

Room 3

Through the door out the top back door into the playground

Foundation2

Out the classroom and out the top back door into the playground

Room 4

Down the main stairs, through the reception into the playground

Room 5

Down the main stairs through the front door and into the playground via the side gate.

Room 6

Down the rear stairs through the crash doors around the front of the school and into the playground via the side gate.

Room 7

Down the rear stairs through the crash doors around the front of the school and into the playground via the side gate.

Staffroom and SEN room

Down the main stairs through the reception and into the playground

Office and Head teachers Office

Through the door alongside the hall and onto the playground

Hall

Through the fire exit at the back of the hall and on to the playground

Kitchen

Out through side door and onto the playground.

Caretakers Room

Out through door onto the terrace and into the playground.

PLEASE ENSURE THAT ALL DOORS ARE CLOSED BEHIND YOU BUT DO NOT WASTE TIME CLOSING WINDOWS.

WHEN THE FIRE ALARM RINGS

Take your register with you if you have it in the classroom. If the register is in the office, someone will take them out with the signing in board into the playground for distribution. If you and your class are out of your normal classroom DO NOT return for the register, evacuate the building via the safest route and make a head count of pupils when you are in the playground.

Any pupils who have swapped classes should return to their own registration group when they enter the playground.

When your class is assembled outside, call your register and return it to the headteacher and inform them that all your pupils have been accounted for. If for any reason any of your pupils are missing inform the headteacher immediately so that the fire officer can be informed as soon as they arrive.

Classroom teachers, please use your common sense to decide your safest exit.

Risk Assessment in Pregnancy

Policy

It is the policy of Marlborough Primary to provide a safe and healthy working environment for all employees, including particular measures to protect the health and safety of those who are pregnant, have recently given birth or are breastfeeding. Marlborough Primary will fulfill its obligations by carrying out risk assessment for such staff and by putting appropriate measures in place to protect their health and that of their unborn child (ren).

The legislation which applies to this is The Management of Health and Safety at Work Regulations (1999) which put a specific responsibility on employers to assess and control the risks on new and expectant mothers. The Sex Discrimination Act (1975) also applies, as it is automatically considered sex discrimination if an employer fails to protect the health or safety of their pregnant workers.

PROCEDURES / GUIDANCE

An initial risk assessment will be carried out by Health and Safety Co-ordinator. Employees are encouraged to advise personnel of their pregnancy at an early stage, particularly if there may be health and safety concerns due to the nature of their work. To facilitate the process of risk assessment, employees are encouraged to look at the risk assessment document in advance (see appendix 1) and to identify. The risk assessment will need to be reviewed if the employee returns to work within 6 months of the birth of her baby or if she is still breast feeding when she returns to work. The hazards which may apply to them.

RESPONSIBILITIES

The **employee** should: -

- ☐ notify their line manager of their pregnancy at the earliest opportunity. If they do not wish to involve the line manager initially they can arrange a confidential discussion with personnel, or alternatively can contact Occupational Health confidentially to discuss concerns; and
- ☐ comply with any measures identified through risk assessment which are necessary to reduce the risks to their health and that of their unborn child (ren); and
- ☐ raise any concerns they have regarding their health at work during in pregnancy with either their line manager or personnel; and
- ☐ notify personnel and/or their line manager in writing if they return to work within 6 months of the birth of the baby, or if they are still breast-feeding when they return to work.

The Health and Safety Co-ordinator should: -

- ☐ carry out risk assessment in discussion with the individual; and
- ☐ recommend control measures as appropriate to reduce risk; and
- ☐ record these on the appropriate form; and
- ☐ refer to H&S regarding any areas of concern.

The Head Teacher should: -

- ☐ implement any recommended control measures; and
- ☐ Monitor the situation throughout pregnancy; and
- ☐ refer back to personnel or H&S if the risk assessment needs to be reviewed.

Security for Foundation Unit

As from January 2013, due to the addition of a 2 year old unit in Marlborough Primary's Foundation Unit we have had to implement security measures to keep the children safe. There are key pads on main doors leading into the unit and only the Head teacher and the foundation staff will know the security number. There will also be a sign in book for any visitors or staff who need access to the unit. All foundation staff must not take any mobile phones or cameras into the unit.

Staff car user Policy

This policy is for staff that uses their own car for school business.

The Car

The car must be road worthy, have tax and business insurance to be able to transport children, the car must have the correct travel seats for the children. You must all ways take a mobile phone with you.

The driver is responsible for the car and should check oil, water, tyres before they start the journey.

Drivers are legally responsible for making sure that children under 14 use the correct seat restraints in their car

Car Seats

Group 1, this is for children weighing 9-18kgs (20-40 lbs) which is roughly 9 months to 4 years.

Forward facing seats can be used either in the front or rear; it's safer in rear, especially if there is an airbag in the front.

Booster Seats this is for children weighing 15-25kgs(33-55lbs) which is roughly 4-6 years

These are best used in the rear as it's safer especially if there is a passenger airbag in the front.

Booster Cushions this is for children weighing 22-36kgs (48-79lbs) which is roughly 6-11 years

These can be used in the front or rear but it's safer in the rear. The adult seat belt goes around the child and the seat, so it is important that the seat is correctly adjusted.

The basic points to note are:

- The belt should be worn as tight as possible
- The lap belt should go over the pelvic region, not the stomach
- The diagonal strap should rest over the shoulder, not the neck.

Cars must be fitted with seat belts which must be worn at all times.

Only pupils in upper Key stage 2 can travel in the front seat of a car.

The Driver

A photo copy of their driving license and insurance will be kept in the office .

Procedure for an accident or breakdown

Accident

If you are involved in an accident which is not your fault and nobody is hurt, stop make sure children and the driver are safe and take the other vehicle details. Phone school to inform Head Teacher what has happened.

If an accident occurs and somebody is hurt an ambulance must be called immediately and somebody must inform school what has happened as soon as possible.

Breakdown

If the vehicle breaks down while on a journey, try to pull off the road and make the children safe phone school immediately and wait for help. Children should be removed from the vehicle only if they are in danger. The driver must stay with them at all times and wait for another person from school to arrive and help.

Signed: Headteacher

Signed: Chair of Governors

Date:

Review: Spring 2015