



ALL SAINTS BENHILTON C. of E PRIMARY SCHOOL

HEALTH & SAFETY

POLICY and PROCEDURES

Contents

Mission Statement

Foreword

Contents

Section No.1. General Policy Statement

2. Organisation within the School

3. Safety Responsibilities of Groups and Individual Members

4. Crisis Management

5. General Emergency Procedures

6. Fire Procedures

7. Bomb Incident Management

8. First Aid Procedures

9. Accident Recording and Reporting

10. Health Issues - smoking, alcohol, drugs, stress and new and expectant mothers.

11. Risk Assessments and Guidance Notes

12. Work Specific Hazards - DSE, Electrical equipment, Machinery and Equipment, Manual Handling, Housekeeping, Violence, Offsite Visits, Work Experience Placements, Hazardous Substances, Noise at Work, Lettings.

13. Administration of Medicines

14. Training and Information

15. Monitoring Health and Safety Inspections and Audits

16. Visitors

17. Trade Union Safety Representatives

18. Policy Review

Appendix A List of Useful Contacts within School

Appendix B Risk Assessment for Lone Working

Appendix C Risk Assessment for Working at Height

Appendix D Risk assessment for manual Handling

MISSION STATEMENT

Together, within God's love, we nurture and inspire today's minds for tomorrow's challenges.

General Policy Statement

The headteacher and governors of All Saints Benhilton C.of E. Primary School believe that the health and safety of persons within the school is of paramount importance. It is our intention to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intent of the Headteacher (Mrs Justine Whelan-Cox), and governors of the school to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.

The headteacher and governors will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include pupils, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. In addition the headteacher and governors will undertake to ensure compliance with policy and guidance produced by the Children's Services Department.

The headteacher and governors will ensure that adequate resources are identified for health and safety.

We believe that health and safety standards will be maintained only with the co-operation of all staff, pupils and visitors to the school. We expect all staff to co-operate fully with this policy. In addition we will ensure that all pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy.

It is the intention of the headteacher and governors that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

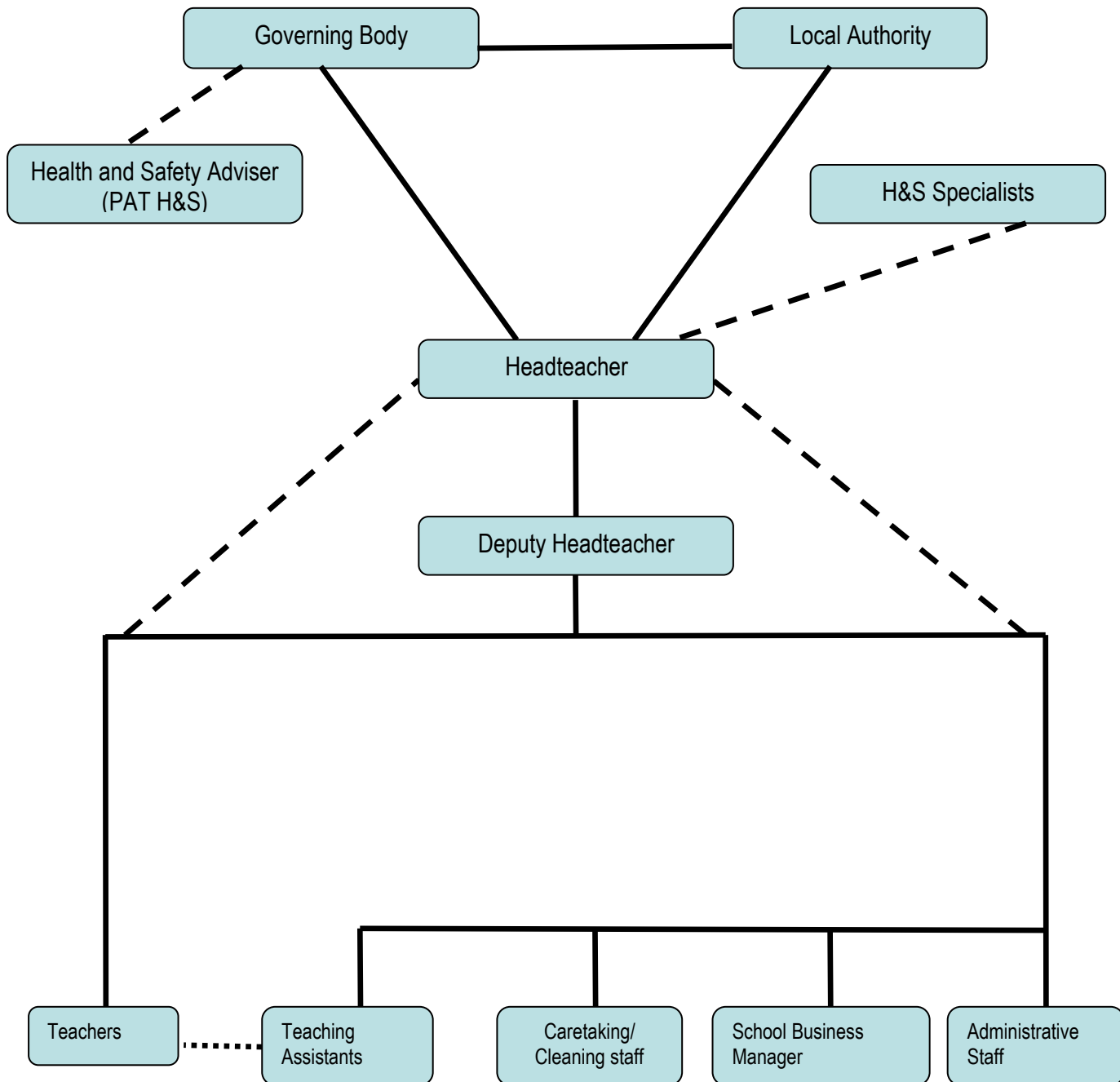
The policy will be reviewed annually and revised where necessary.

Signed Headteacher Date

Signed Chair of Governors Date

2. Organisation within the School to meet the requirements itemised under the General Policy Statement.

Ultimately the responsibility for all School organisation and activity rests by definition, with the Headteacher. However all staff have a responsibility towards safety with the specific lines of delegation being set out as shown below.



3. Safety Responsibilities of Groups and Individual Members of Staff are as follows:

3.1 The Governing Body

The Governing Body in its role as controller of premises/employer will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, pupils, visitors) in accordance with Section 2 and 4 of the Health & Safety at Work Act 1974.

In order to discharge this responsibility, the Governing Body will:

- a. ensure that the Children's Services' Health and Safety Policy is complemented by the School's Health and Safety Policy, that these procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and pupils are aware of and comply with its contents;
- b. ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the School;
- c. ensure there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare;
- d. receive updates on the school development plan for health and safety at each meeting from the Health and Safety Co-ordinator/Health and Safety Governor in order to enable the Governing Body to monitor the adequacy of arrangements and take any action necessary;
- e. to consider information, statistics and reports relating to health, safety and welfare matters;
- f. to consider and make recommendations regarding individual health and safety issues which have not been resolved at management level.

3.2 Headteacher

The Headteacher has overall responsibility for policy, organisation and arrangements throughout the School and in particular the Headteacher will:

- a. provide liaison with the Inspectors: Local Authority, Department for Education and HSE with regard to safety aspects;
- b. monitor the budget for safety and health matters;
- c. review the Health and Safety Policy annually and when significant changes occur within the organisation of the school;
- d. develop, introduce, maintain and review safety management procedures to ensure the school complies with legislative requirements and good industry practice e.g. risk assessments including fire, display screen equipment and manual handling;
- e. nominate specific staff with designated safety roles, e.g. Health and Safety Co-ordinator, Premises Co-ordinator, throughout the school;
- f. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- g. ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments;
- h. ensure health and safety issues associated with major building projects are complied with;
- i. ensure that injuries, diseases and dangerous occurrences as classified under RIDDOR, are reported to the enforcing authority and to monitor incidents to identify methods of reducing accidents;
- j. to ensure the necessary records are maintained relating to accidents associated with the work of the school;
- k. make an annual report on health and safety matters including buildings and safety management to the Governing Body;
- l. safety procedures are developed and adhered to for operations carried out within the School by

- his/her staff and by outside contractors under his/her control;
- m. ensure that health and safety is considered as an integral part of teaching;
 - n. instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Safety Policy, School Codes of Practice or health and safety legislation;
 - o. ensure that premises safety inspections are carried out at specified intervals e.g. weekly, bi-termly, recorded and that necessary remedial action is carried out;
 - p. ensure that health and safety is taken into account when considering any proposed or impending changes e.g. building works, room allocate or usage, etc;
 - q. ensure that emergency procedures and fire evacuation practices are in place within the school;
 - r. investigate and advise on hazards and precautions;
 - s. have a general oversight of health and first aid matters;
 - t. monitor the general safety programme;
 - u. publicise safety matters;
 - v. ensure all full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting), and specific sections of the Health and Safety Policy are discussed to ensure that new members of staff are aware of their responsibilities and any restricted tasks and activities;
 - w. to monitor student health records prior to entry and to report/advise the admin team of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy);
 - x. ensure adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements:
 - First aid.
 - Fire and emergency evacuation.
 - Risk assessments, including fire, display screen equipment, manual handling, substances and general risk assessments.

The Deputy Headteacher will assume these duties in the absence of the Headteacher and has the authority to make and implement decisions throughout the school at any level if there is:

- immediate danger, or,
- dangerous practice, or
- breach of the law.

3.3 The School Health & Safety Co-ordinator

The School Health and Safety Co-ordinator is responsible for the co-ordination of health and safety management throughout the School.

Additionally, the Health and Safety Co-ordinator will:

- a. make an annual report, in conjunction with the Premises Manager and assisted by the Heads of Key Stage, on safety matters to the Headteacher and the Governing Body;
- b. assist with inspections and safety audits;
- c. investigate and advise on hazards and precautions;
- d. develop and establish emergency procedures, and organise fire evacuation practices within the school;
- e. have a general oversight of health, safety and first aid matters;
- f. monitor the general safety programme on behalf of the headteacher;
- g. make recommendations to the headteacher for matters requiring immediate attention, e.g. changes to legislation or outcomes from premises safety inspections;
- h. make recommendations to the headteacher on matters of safety policy in compliance with new and modified legislation;
- i. publicise safety matters;
- j. liaise with outside bodies concerned with safety and health e.g. Occupational Health and Safety team at the LA;

- k. monitor accidents to identify trends and introduce methods of reducing accidents.

3.4 Educational Visits Co-ordinator (EVC)

- a. to be involved in educational visit management in order to ensure that the Children Services' Off-site Activities and Educational Visits, Regulations and Guidelines are followed;
- b. to work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of the establishment;
- c. after discussion with the headteacher and governing body, either approve proposal or submit proposal to the Outdoor Education Adviser (OEA) at County Hall;
- d. ensure that the schools educational visits meet the Children's Services Departmental requirements;
- e. to confirm that adequate risk assessments have been carried out;
- f. support the headteacher in the management of and evaluation of educational visits;
- g. confirm the leadership of the group is appropriate, this to include accompanying staff and volunteers.

3.5 Heads of Key Stage

Each Head of Key Stage is responsible to his or her manager for the provision of safe working conditions for staff and students and in particular to:

- a. prepare reports on safety matters for the meeting of the Governing Body, Senior Leadership team and/or Health and Safety Co-ordinator.
- b. ensure premises safety inspections of their designated areas are carried out and to ensure hazards identified from those inspections are rectified;
- c. ensure that safety procedures are developed and adhered to for operations being carried out within their areas of responsibility;
- d. carry out or allocate the undertaking of risk assessments which include manual handling, COSHH, and to ensure details are documented and that appropriate action is carried out;
- e. ensure all accidents, incidents and near misses within the area of responsibility are recorded and investigated in line with the school policy;
- f. ensure equipment, including personal protection equipment, is maintained in a safe condition and that any substances hazardous to health are stored in a safe place;
- g. identify staff development requirements with reference to health and safety;
- h. attend to defect reports and recommendations from the Headteacher, staff, Safety Representatives and the Health and Safety Co-ordinator;
- i. circulate publicity relating to safety matters to staff within their control.

3.6 Subject Leaders

Each subject leader is responsible for:

- a. developing policies based on Children's Services guidance documents for their specialist area;
- b. updating colleagues within the school in any change in practice;
- c. issuing safety guidance for their curriculum area;
- d. carrying out risk assessments for their specialist areas.

3.7 Teachers

Teachers are responsible to their Head of Key Stage for the immediate safety of the pupils in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Additionally, each teacher will:

- a. follow safe working procedures personally;
- b. give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required;
- c. ensure that special working procedures, protective clothing and equipment, etc are provided and used where necessary;
- d. ensure that clear instructions and warnings are given to pupils verbally as often as necessary;
- e. ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
- f. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- g. report defects and make recommendations to their line manager where necessary;
- h. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

3.8 Teaching Assistants

The teaching assistant is immediately responsible to the teacher whilst the class is in session; otherwise his/her line manager is the Deputy headteacher

Additionally, the teaching assistants will:

- a. follow safe working procedures personally;
- b. be familiar with the general and particular safety rules that apply to his/her area of work;
- c. ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
- d. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- e. report defects to his/her line manager;
- f. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

3.9 First Aid Co-ordinator

The First Aid Co-ordinator, when on duty is responsible for supporting health and welfare issues within the School and in particular:

- a. to be responsible for attending to and monitoring student or visitor illness/injury and to refer students to their own doctor or hospital as appropriate;
- b. to maintain the school medical room and equipment;
- c. to monitor student health records prior to entry and to report/advise the headteacher of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy);
- d. to assist in the monitoring of first aid equipment and boxes on School site;
- e. to assist in the development and health promotion activities at the School;
- f. ensure adequate numbers of staff are trained in first aid procedures and to co-ordinate the work of the First Aiders;
- g. to ensure the necessary records are maintained relating to accidents associated with the work of the school.

3.11 The Premises Co-ordinator

The Premises Co-ordinator will ensure that:

- a. reports on health and safety matters with respect to the School buildings and grounds are prepared;
- b. safety procedures are developed and adhered to for operations carried out within the School by his/her staff and by outside contractors under his/her control;

- c. keep records of hazards identified on site by staff and the remedial action taken and when;
- d. when liaising with contractors, assume the duties as outlined in 3.14 below;
- e. the provision and maintenance of all 'fire' equipment and for the preparation and review of Fire Risk Assessments;
- f. ensure all accidents within the area of responsibility are recorded in line with the school policy.

3.12 Site Manager/Caretaker

The Site Manager/Caretaker will:

- a. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- b. ensure that premises safety inspections are undertaken e.g. weekly, bi-termly, and keep records of any faults identified (if appropriate);
- c. attend to defect reports and recommendations from the Headteacher, staff, Safety Representative and Health and Safety Co-ordinator;
- d. ensure that all portable electrical equipment is tested on an annual basis;
- e. ensure all accidents within the area of responsibility are recorded in line with the school policy;
- f. ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.

3.13 Trade Union Safety Representatives

In accordance with the Safety Representatives and Safety Committee Regulations the safety representatives will, where appointed:

- a. represent the employees in consultation with the employer and with his/her representative; investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace;
- b. investigate complaints by any employee he/she represents relating to health and safety and welfare at work;
- c. represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority;
- d. receive information from Enforcement Inspectors;
- e. attend meetings of safety committees to which he/she is elected;
- f. inspect the workplace if they have given the employer or his/her representative reasonable notice in writing of their intention to do so and have not inspected it in the previous three months. He/she may carry out additional inspections where there are substantial changes in work conditions.

3.14 Staff Liaising with Contractors

Staff liaising with contractors carrying out work at the School should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or his employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the headteacher for her to rectify.

Staff must ensure that a contractor arriving at site, reports to Reception and a nominated person ensures that the contractors are informed of any hazards on the school site e.g. asbestos. Approval must also be gained by the contractor to start work. Only those staff nominated by the Headteacher to liaise with the contractors must undertake this activity due to the procedures put in place by the school to implement the County Council Policy on Asbestos and the Management of Contractors.

3.15 Members of Staff Generally

Each member of staff is responsible for his or her personal safety and that of other persons in the School by the proper observation of School rules and procedures (e.g. by ensuring visitors report to the Reception Area on arrival at the school.)

Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8 viz.:

'It shall be the duty of every employee while at work

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

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safe or welfare in pursuance of any of the relevant statutory provisions,'

4. Crisis Management

A crisis management team will be set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident. A separate Crisis Management Plan has been developed by the school and is summarised below.

4.1 Crisis Management Team:

The Headteacher
Health and Safety Co-ordinator
Premises Co-ordinator

4.2 Function of the Crisis Management Team:

- to act as the decision-making authority for the management of an incident.
- to develop the procedures and practices to be used for handling emergency situations and communicating these to all employees of the organisation.
- to establish and maintain a crisis management centre. The centre will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate maps and building plans.
- to assess the nature, degree and likelihood of threats to the organisation's interests (personnel, facilities, information and other assets) in order to determine the vulnerability to those threats of the organisation's personnel, facilities or assets.
- to test the crisis management plan on a regular basis to ensure that it is feasible and realistic. Whenever the plan is found to be deficient immediate corrections will be made.

5. General Emergency Procedures

The summoning of emergency services is via the office administrator and the headteacher.

In the event of a major disaster the Crisis Management Team must be alerted.

6. Fire Procedures

The signal for evacuation will be the continuous ringing of the fire bell. Always evacuate the school if the fire alarm sounds – assume every alarm could be for real. Never re-enter the building while the alarm is still

sounding of before a senior member of staff has confirmed it is safe to do so.

On hearing the alarm, leave the room you are in and proceed to the nearest safe exit out of the building, switching off the lights, closing the doors and windows as exiting the room.

Everyone must walk swiftly – not run – and take no belongings with them.

When outside the building assemble the pupils at the assembly point. Check that all pupils/visitors/volunteer helpers, etc are accounted for.

Office Staff must take the registers, the staff signing in sheet, the visitors book and the emergency medicines bag.

Staff must report to the senior member of staff whether all of their pupils/visitors/volunteer helpers, etc are safely out of the building.

Teacher's must know the correct route for evacuating the class which they are teaching, and it is the responsibility of the Headteacher to define the route and inform all members of staff. They are responsible for maintaining clear access to that escape routes at all times, and for helping to maintain access to the other escape routes. Teachers will be responsible for evacuating volunteer helpers or other visitors to their classrooms in an emergency.

Lunchtime Supervisors must know the correct method for evacuating the building at lunchtime. This information will be conveyed by the Headteacher who will ensure that there is a lunchtime practice at least yearly.

Teaching Assistants will check the toilets. The Premises Co-ordinator will arrange for any supplies of gas and/or electricity to be turned off should the need arise.

The Headteacher will organise practice fire evacuations as appropriate, but at least once every half term. Each fire drill will be recorded in the fire log and monitored for effectiveness by the Headteacher.

The extinguishers will be serviced and maintained as part of an annual contract. This contract will be monitored via the premises inspection. Any faults must be reported to the Headteacher for immediate remedial action. Emergency evacuation notices are displayed in all classrooms. The Headteacher will ensure that these notices are displayed in a prominent position as part of the premises inspection.

Any pupil with special needs must be given special consideration by their class teacher as to whether or not a Personal Emergency Evacuation Plan (PEEP) is required. This will need to be devised with the Headteacher, if the class teacher or SENCO identify a particular problem.

A fire risk assessment has been completed for these premises and will be reviewed on an annual basis or when any changes occur.

7. Bomb Incident Management

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. Therefore the Crisis Management Team will liaise with the Children's Services Department, Police and the Fire and Rescue Service and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, pupils, visitors, etc by an appropriate means.

Any member of staff who receives information regarding a bomb on-site must immediately inform the headteacher or a member of senior management in their absence.

8. First Aid Procedure – (see also Policy on the Provision of First Aid)

There will be at least four people on the staff who will have a current first aid training, with the aim that there will be one qualified person on site at any one time.

The named first aiders for the school are listed in Appendix A at the end of this document and also published in school on the wall outside the office

First aid boxes are kept in the school office and in every classroom. The First Aid Co-ordinator provides first aid support and maintains a central supply of first aid materials to supplement first aid boxes. Parents will be expected to inform the school if their child has an allergy and a list of any such children will be kept and displayed on the board in the school office.

All injuries which come to staff attention, no matter how slight, should be recorded in the Minor Injuries book and/or Accident Report Book.

There will be a minor injuries form and “bump notes” located in the office to be completed by the person administering first aid. In case of doubt as to whether or not a child’s parent should be immediately alerted, contact the headteacher or in their absence the Deputy headteacher. Err on the side of caution. In the event of an accident, if the parents (and their nominated contacts) are unavailable, we may consider it wise to send a pupil to hospital. In these cases the pupil will be taken by the headteacher and accompanied by a member of staff.

A summary of the arrangements for first aid and accident reporting is included in the school prospectus.

9. Accident Recording and Reporting (see also Policy on Accident Reporting and Investigation)

In the event of an accident the following procedure must be followed:

- render any equipment inoperative.
- summon assistance.
- if the injury is of a minor nature ensure follow-up treatment is carried out by reporting to the qualified First Aider.
- if the injury is of a major nature then an ambulance should be summoned immediately without undue delay attempting to contact parents or guardians.
- if the injured is mobile then he/she should be taken for emergency treatment to the Hospital. The Headteacher is responsible for arranging for a member of staff to transport the student/staff to hospital if parents/carers are not available.

The member of staff taking the injured person should:

- stay with the injured person and return with them; or
- stay with the injured person until the parent/guardian arrives at the hospital and return to school.

All staff must report any accident (or near misses) involving either themselves, visitors or volunteer helpers by recording the details in the County Council’s Incident/Accident Report Book. Pupil accidents, depending on the severity will be reported either on the Minor Injuries Form and/ or the Accident Report Book.

The headteacher will ensure that these forms are forwarded to the Health and Safety team at LB Sutton. As the school is obliged to report certain categories of injury or dangerous occurrence to the Health and Safety Executive (HSE) it is important that the headteacher is notified at the earliest opportunity of accidents or

incidents that are of a serious nature to determine if the HSE should be informed.

All accidents will be investigated to prevent re-occurrence. The headteacher and the health and safety will monitor the accidents to identify trends. The Governors sub committee will also receive information on accidents at each meeting.

10. Health Issues

10.1 Smoking (see also the CSA Policy on No Smoking)

In an effort to reduce the risk to health from passive smoking, there is a No Smoking Policy.

10.2 Alcohol and Drug Abuse (see also the Policy on Drugs and Alcohol)

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the school and increases the risk of accidents both to themselves and to colleagues. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.

If you are feeling depressed or anxious about either your work or social situation alcohol or drugs will not provide a long term solution. For help contact **The Staff Counselling Service**

Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication please inform your line manager so that additional arrangements may be made to safeguard you while at work.

10.3 Staff Well being (see also the Policy on the Management of Stress)

Stress is defined by the Health and Safety Executive as “the adverse reaction people have to excessive pressures or other types of demands placed on them.” This distinguishes stress from the pressures or challenges that provide the motivation for everyday living. Being under pressure can often improve performance but when demands and pressures become excessive they can lead to stress.

People respond to pressure in different and individual ways. Much will depend on an employee’s personality, experience, motivation and the support available from managers, colleagues, family and friends. Difficulties faced outside of work can also have an impact on someone’s ability to cope or function well at work.

If stress is intense and sustained it can lead to mental and physical ill-health and contributes to employee ill-health and sickness absence. It is important that all staff are aware of the factors that can give rise to stress (stressors) so that where possible their causes can be foreseen and appropriately managed before damage/harm is done. The headteacher will liaise with staff in identifying the individual stressors and, where practicable, steps will be taken to minimise/eliminate these stressors.

Workloads and stressors will be monitored on an on-going basis as part of 1:1 reviews.

10.4 Expectant Mothers

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and many return to work while they are still breast feeding. Some hazards in the work place may affect the health and safety of new and expectant mothers and of their children. The policy sets out the known risks to new and expectant mothers and gives advice on what needs to be done to comply with the law.

Procedure

- Staff (full and part-time) are required to inform their Line Manager and the Personnel Section as soon as possible and in writing when pregnancy has been confirmed.

- The Line Manager will undertake a risk assessment of the employee's work activity to ensure no risk to the health of the employee or the unborn child. Copies of the Risk Assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way.
- The Health and Safety Co-ordinator is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

11. Risk Assessments and Guidance Notes/ School Codes of Practice (see also Policy on Risk Assessment)

Specific risk assessments are required for activities involving fire, manual handling, substances and the use of display screen equipment while more general risk assessments must be completed for those activities where specific assessments have not been carried out.

Although risk assessments relating to most activities of the school will have been or will be completed on your behalf, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to your area of work. Copies of these assessments are held by *****

The following staff will complete risk assessments for the areas highlighted below:

- Premises Headteacher and Premises Committee (Governors)
- Curriculum activities Curriculum Subject Leaders
- Off-site Visits Group Leader
- Individual/specific activity leader or co-ordinator

Areas of work or activities that are deemed to be more hazardous are likely to have detailed, documented arrangements to minimise the associated risks. It is the responsibility of staff to make yourself aware of the contents of those relating to your area of work.

The Children's Services Department has published guidance on Off-site Activities and Educational Visits which details clear procedures to be followed when planning and arranging a visit.

12. Specific Hazards.

Schools are not generally considered as dangerous places to work in, but they can still create risk of injury or to health. The hazards relevant to this school are detailed below along with the safe procedures put in place to manage the risk.

12.1 Display Screen Equipment (DSE) (see also Policy on Display Screen Equipment)

All staff that use PCs must be aware of the recommended guidelines

12.2 Electrical Equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

All electrical equipment is checked annually under the terms of the maintenance contract. The Health & Safety Officer is responsible for maintaining accurate records and ensuring that all equipment in current use is checked and for making arrangements for the equipment to be accessible.

If there is any doubt about the safety of the equipment it will not be used. Any potential hazards will be reported to Paul Parrish (site manager) immediately.

The headteacher must be aware of, and approve the use of any item being brought into schools by a member of staff, volunteer or a pupil.

The headteacher must be aware of and approve the arrangements for temporary electrical extensions required for drama productions, Christmas decorations.

12.3 Machinery and Equipment

The hand tools available are to be used under **strict guidance and close supervision of teacher or teaching assistant**, when used by pupils. Such equipment – even simple items such as scissors – must be put away before a wet playtime where there is a chance that an accident might occur due to a lower level of supervision.

12.4 Moving and Handling (see also Policy on Manual Handling)

All equipment must be moved safely. Large pieces of equipment will only be moved by people who have received training. PE equipment may be moved by pupils but they must be given clear instruction in the correct way to lift and handles items. All teaching staff are made aware of the guidelines for moving apparatus. Close supervision is appropriate at all times.

The Headteacher and PE Subject leader will be responsible for undertaking risk assessments for moving and handling tasks, including those activities carried out by pupils. Training will be offered to those staff who are expected to lift objects. If you are apprehensive about your capability to move goods, equipment or furniture, please either ask for help or do not undertake the activity.

Where lifting equipment is provided, only those members of staff who have been trained in the use of the equipment may undertake this activity.

12.5 Housekeeping

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The caretaker will undertake an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. The caretaker will report all hazards, obstructions, defects or maintenance requirements to the Headteacher. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these should be dealt with immediately.

The school will be cleaned as per the cleaning schedule and will be monitored by the Headteacher. All waste will be disposed of according to appropriate health and safety guidelines.

12.6 Violence At Work

All staff must report to their line manager/headteacher any incident of aggression or violence (or near misses) directed to themselves from any source. All incidents of violence will be reported to the Occupational Health and Safety team at County Hall on the Incident/Accident Report Book.

12.7 Off-site Visits

The school has a separate policy on Off-site visits. Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of the school and Children's Services policy on Off-site Visits.

12.8 Work Experience Placements

This school works in partnership with secondary schools and colleges to provide work placements. Any proposed placement should be discussed with the headteacher.

As the placement provider, risk assessments should be undertaken by the headteacher/teacher as soon as the placement details have been agreed in conjunction with the secondary school or college and **before** the student takes up the work placement.

Providers should be informed in advance about any individual students who may be at greater risk, for example because of any specific medical needs/behavioural needs or learning difficulties.

Teaching staff must be aware of the risk assessment in order to ensure the safety of the work experience student whilst in the care of the school.

12.9 Hazardous Substances (see also Policy on Hazardous Substances)

The school will keep an inventory of all hazardous substances on site and this will be kept up to date by the health and Safety Officer.

Inspections take place to:

- Identify all substances used;
- Assess the level of risk to health;
- Eliminate the use of substances or substitute a safer alternative;
- Introduce and monitor control measures to prevent risk.

12.10 Noise at Work (see also Policy on Noise at Work)

All members of staff need to be aware of “nuisance noise” and respect the needs of others in the school. Common sense and courtesy by all members of staff, pupils and visitors to the school will prevent problems arising.

Any member of staff, or visitor detecting a potential problem will report immediately to the headteacher

12.11 Lettings

If the school is let, the Headteacher must be satisfied that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement will be completed and copies kept.

12.12 Lone Working

When working alone the guidelines in L.B.Sutton Health & Safety Manual must be adhered to. The four most important things to be certain of are that :

- a) The lone worker has full knowledge of the hazards and risks to which he or she is being exposed.
- b) A colleague or supervisor knows the whereabouts of a lone worker and what he or she is doing.
- c) The lone worker knows what to do if something goes wrong.
- d) There are communication procedures in place - keep a mobile phone on your person.

The following tasks should not be undertaken when working alone

- Working at height
- Electrical repairs
- Work in confined spaces
- Handling large amounts of money, especially cash
- Home visits

13. Administration of Medicines (see also Policy on the Administration of Medicines)

First Aiders will administer medicines and keep a record that they have been given. We must stress that pupils should not be at school if they are unwell and if at all possible, pupils should receive their medication at home. Only medicines prescribed by a doctor will be administered.

For all medicines to be administered parents should complete a consent form. Each time there is a variation in the pattern of dosage a new form should be completed. A new form should be completed for each medicines to be administered.

The smallest practicable dose should be brought into school in individual original containers, which should be clearly labeled with the pupil's name and dosage instructions. It is recommended that a primary school pupil should never carry medicine to and from school and medicines should be handed to the office administrator by the parent on arrival at school.

Inhalers for asthmatics will be kept in the office but available for immediate use. This is in order to prevent damage or loss which might occur if they are kept on a child's person, to allow an accurate record of usage to

be kept and for the safety of other pupils in the school.

14. Training and Information (see also the Health and Safety Training Policy)

A training needs analysis will be undertaken by the headteacher to identify the mandatory health and safety training required for each member of staff and this will be reviewed annually. The training will be identified by using the Children's Services Health and Safety Training Policy and the headteacher will ensure that staff are released for this training.

All members of staff will receive a comprehensive health and safety induction when they commence employment with the school and the induction will include specific elements of this policy being brought to their attention. A volunteer will receive a specific induction relevant to the activities they are undertaking in school.

The Headteacher will:

- inform staff of any changes in the policy;
- assess the training requirements of the staff and integrate those needs onto the school development plan to inform governors;
- assess the training needs of new members of staff.

The school is developing an information sheet, that includes health and safety information, for supply teachers and this will be issued to all supply staff

15. Monitoring Health and Safety

Health and safety standards must be monitored by the senior leadership team in conjunction with the school governors by the following:

- Senior Leadership Team will include health and safety as part of the agenda of their regular meetings;
- the headteacher will conduct an annual premises inspection with health and safety co-ordinator and trade union safety representative (where appointed);
- the governors' agenda and headteacher's report to the governors will both have health and safety as standing agenda items.

15.1 Inspections

To maintain and improve standards throughout the school a termly premises safety inspection will take place and records kept. The school will be inspected by the Premises Committee of the governing Body and the Site Manager.

15.2 Auditing

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the Occupational Health and Safety team will complete a health and safety audit at least every 4 years. The action points identified through the audit will form part of the school development plan.

16. Visitors

The Headteacher and governors must accept the responsibility for the health and safety of visitors to the school, including contractors.

All visitors to the school will be asked to sign in at the school office and sign out when they leave. Each class teacher will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency.

The headteacher will ensure that volunteers have the necessary safety information.

17. Trade Union Safety Representatives

Trade unions can appoint safety representatives who are legally entitled to inspect premises, investigate accidents and undertake safety training.

The trade union safety representative will consult the headteacher on any relevant health and safety matters.

18. Health and Safety Policy Review

The school acknowledges that the Health and Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

The school will constantly monitor and update the Policy as appropriate and will undertake a formal review on a bi-annual basis seeking endorsement from the Governing Body.

Appendix A

List of Useful Contacts in School

Headteacher	Justine Whelan-Cox
Site Manager	Lisa Soames
School Business Manager	Caryl Jones
Health and Safety Governor	Jane Jones
Health and Safety Coordinator	Caryl Jones
Educational Visits Coordinator	Justine Whelan-Cox
Relevant Subject Leaders:	
PE	Rachael Hayward
Computing	Vivienne Lupoli
Science	Sophia Sutherland
Art & Design Tech.	Alison Henry and Julie Watts
Music	Adrienne Tainton
First Aid Coordinator	Paula Grady
First Aiders	Debbie James, Kay Butler Paula Grady Christine Marriott Kristie Potter Sammi Blaskett Marissa Leaver Julie Hautot
Person responsible for reporting Accidents/incidents	Caryl Jones
Trade Union Safety Representatives -	

Appendix B	Risk Assessment for Lone Working	available in school
Appendix C	Risk Assessment for Working at Height	available in school
Appendix D	Risk assessment for manual Handling	available in school
Appendix E	Risk Assessment for accessing eco roof	available in school

