



## ST GEORGE'S CE PRIMARY

### Health and Safety Policy

#### 1) Statement of Intent:

- a) The Governors of the School recognise their corporate responsibility under the Health and Safety at Work Act to provide a safe and healthy environment for all staff who work at the School, the pupils of the School and other people who come onto the premises.
- b) The Governors will take all reasonable and practical steps to fulfil their responsibilities. They will provide safe and healthy working conditions that take account of all appropriate statutory requirements, codes of practice, advice and guidance, including those issued by Tameside Council.

#### c) The Governors shall:

- Appoint and maintain the responsibility structure
- Record the name of and consult with the elected Health and Safety representative
- Provide plant, equipment and systems of work, which are safe
- Provide supervision, training and instruction so that staff and students can perform their 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.
- Provide necessary safety and protective equipment and clothing, together with any necessary guidance, instruction and supervision.

#### REVIEW

The Governing Body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health safety, and welfare of staff, pupils and others.

Signed..... (for the Governing Body) Date.....

Signed..... (Head) Date.....

Reviewed Autumn term 2017

Next review date Autumn term 2018

# RESPONSIBILITIES

## The Headteacher

- The Headteacher will be responsible for the day-to-day operation of this organisational structure, the implementation of the statement of intent and the policies and procedures set out in this document.
- The Headteacher will ensure that all areas of the School are inspected at least once per term.
- The Headteacher will report to the Governing Body those instances where the Head's delegated authority does not allow the elimination or reduction of risks to a satisfactory level. The Head will take all necessary short-term steps to avoid danger.
- The Headteacher will ensure a system for reporting, recording and investigating accidents is in place. All reasonable steps will be taken to prevent recurrences.
- The Headteacher will ensure a system for the recording of all visitors to the site and that they are briefed of any hazards on site.
- The Headteacher will ensure arrangements for the safe conduct of maintenance work so that the impact on staff and students is considered.
- The Headteacher will ensure that new employees receive a copy of this policy before starting work at the School and that they are briefed on safety arrangements.
- The Headteacher will organise effective arrangements for the safe evacuation of the building in case of fire and other emergency and that suitable fire fighting equipment is available and maintained.
- The Headteacher will ensure that systems of risk assessment are in place to enable prompt identification and control of hazards.
- The Headteacher will ensure that all training needs are identified and that staff are trained to the appropriate standards.
- The Headteacher will maintain a file of notes for the caretaker which contain practical information and decisions which need recording for updates of this policy.
- The Headteacher will ensure that risk assessments are carried out as appropriate and that maintenance of risk assessment records are kept.

## All members of staff

All employees will make themselves familiar with the Health and Safety policy and the procedures contained within it. They should take reasonable care of their own Health and Safety and that of any other persons who may be affected by their activities. Everyone should avoid actions that would put themselves or anyone else at risk.

## The Health and Safety Committee

- The Health and Safety Committee will consist of the Head, Governors responsible for Health and Safety, and the staff Health and Safety representative. The Caretaker will be asked to attend some meetings to give information. It will meet at least twice a year.
- Health and Safety will be an agenda item at meetings of the Premises Committee. An annual report on Health and Safety will be submitted at least annually to the full Governing Body.

### **Working Arrangements**

#### **Accidents**

##### **What to do when an accident occurs:**

The following procedures are suggested, but may vary according to the severity of the accident and the circumstances.

Time should be taken to assess the situation and emergency First Aid should be given only if you are fully confident of the correct procedure.

- Obtain assistance from another adult immediately.
- Do not leave the accident victim.
- Inform office/senior staff with accurate details and indicating the type of assistance that is required (this may be a First Aider or the Emergency Services).
- After the emergency has passed, procedures for reporting accidents should be followed.

**Accident Reporting.** The system for reporting accidents is managed and reviewed by the Head, working with the designated First Aiders.

#### **First Aid and Illness**

Arrangements for First Aid will include the following:

- The number of First Aiders (include paediatric first aiders)
- Training arrangements
- First Aid boxes: their contents and location and procedures for checking them
- Procedures for contacting a First Aider, contacting emergency services and parents, covering classes in an emergency
- The location of lists containing emergency phone numbers
- Rules on medication

#### **Illness**

**Pupils:** Teachers should assess the situation as to whether or not the pupil is capable of continuing the lesson / activity. If the illness is severe then follow the procedure for Accidents.

**Staff:** If you are taken ill and feel incapable of continuing with the lesson, obtain assistance from another member of staff.

## **Emergencies and Evacuation Procedures**

An emergency is considered to be anything that unexpectedly disrupts the normal running of the School such as the sounding of the fire alarm or the occurrence of an accident. Here we deal with other possible emergencies.

**Serious Service/Structural Malfunction.** This covers gas leaks, bursts, electrical faults etc. You should assess the seriousness of the situation and remedy it, if possible, without involving unnecessary risk to you or to others. If necessary, evacuate the teaching area and send for assistance.

**Intruders.** In the event of a disturbance caused by intruders, you should, after assessing the situation, take steps to defuse the situation, seek assistance from another member of staff, inform the office, and remember not to be a hero and risk the safety of either students or yourself.

**Pupils Absconding From Lesson.** Remain with your class. Inform the office/senior member of staff.

**Emergency Evacuation** If for any reason, we are advised by the LA to evacuate the School, the procedure should be as is set out in the Fire Regulations. The procedures for the safe evacuation of the building will be made known to all users of the building and plans will be displayed at all appropriate locations.

## **Electrical Safety**

The following procedures are in place to ensure electrical safety:

**Portable electrical equipment** is tested on an annual basis and the report received is acted upon immediately. The date of inspection is recorded in the Health and Safety log and the next inspection placed in the annual programme of maintenance.

## **Hazardous substances and materials**

Only substances or materials that have been assessed in accordance with the COSHH regulations may be used in School.

All substances or materials must be used in accordance with the hazard data sheets.

Any hazardous substances that are unwanted or unused must be removed only by recognised disposal contractors.

## **Infection control**

A table giving guidance on exclusion from School for the more common or important infectious diseases is kept in the Health and safety file and on the wall in the office

## **Supervision of pupils**

All adults who work at the School should be aware of the arrangements for the safe supervision of pupils throughout the School day and when taking part in School activities.

## **Smoking policy**

The School is a **no smoking environment**. All staff who work at the School are expected to refrain from smoking on the School site.

## **Display Screen Equipment (DSE)**

The term Display Screen equipment (DSE) is used to describe not only the visual display unit (VDU) of a computer but also the other computer equipment and the workstation where it is used i.e. the desk, work surface, chair, input devices, software, printer and document holder.

The duties under the *Display Screen Equipment Regulations 1992* requires the employer to assess the risks to the health and safety of its employees from the use of DSE.

## **Personal Protection Equipment (PPE)**

Personal protective equipment (PPE) is the generic name given to items of protective clothing and equipment used by individuals to control their exposure to hazards. Where it is not practicable to control exposure to hazards by any other means, the employer will provide employees with suitable PPE free of charge. The types of PPE required will be determined as part of the risk assessment process. All employees are responsible for using PPE as directed and for storing it correctly.

## **Manual Handling**

Manual handling is the name given to tasks involving lifting, putting down, carrying, pulling, pushing or moving that rely on bodily force. The employer recognises that such tasks have the potential to cause injuries. Where it is not possible to lift or move loads by mechanical means, tasks will be assessed, mechanical aids will be provided to reduce the amount of manual handling required and employees will be provided with training in safe lifting techniques.

## **Work Equipment**

For the purpose of this procedure work equipment includes plant, equipment and tools, whether owned by the school or obtained on loan or hire. The employer acknowledges and accepts its duties under the *Provision and Use of Work Equipment Regulations 1998 (PUWER)*. It will take all reasonably practicable steps to provide work equipment that will not put health and safety of any person at risk and that is suitable and properly adapted for the purpose for which it is provided.

All employees are responsible for using machines in accordance with the manufacturers' instruction. Any machine fitted with a guard to prevent contact with moving parts must not be operated with the guard removed or disabled. Machines must not be adjusted when the machine is running. Damaged equipment must not be used.

## **Use of Ladders**

Always select a ladder, which is suitable for the work which is being performed. Examine it before use to ensure that it is free from defects, of good construction, sound material and of adequate strength of the job. Ladders should be fitted with non-slip feet.

Ladders should always be used when putting displays up of any kind. Staff should not stand on chairs or tables to put displays up.

## **Lone Working**

Lone working does occur on occasions, and as this may place individuals concerned at 'increased risk'. It is important that the issue is addressed within the risk assessment for the particular activity/task. In order to do this situation's need to be identified in advance so that assessments can be conducted and where necessary, appropriate measures put in place. Examples of lone working:

Caretaker/Site: Manager early start, late finish, school holidays, call-outs etc.,

Teaching staff: preparation, meetings, etc., outside 'normal' hours

Late meetings, weekend working

## **Legionella Prevention**

The school is aware of its responsibility to ensure that monitoring systems are adhered to and the logbook completed and to ensure that routine testing of the water systems are carried out so as to comply with the Council's guidelines and procedures.

## **ARRANGEMENT FOR SUPERVISION OF CHILDREN**

### **CLASSROOM RESPONSIBILITIES**

All teaching staff will be on the premises ready to receive the children from 8.35am (the law refers to this as a '*duty of care*').

Staff will not leave classrooms at break times, lunch times or at the end of the day until all the children have gone or are being supervised

Staff will be in the classrooms to receive children at the beginning of each lesson, at the end of the morning break, and after the lunch break i.e. 8.45am, 10.55am, 1pm.

**NB Punctuality is essential for reasons of health and safety and it is our responsibility as professional carers to ensure we are at School in good time to receive the children and be there for them until they leave School at the end of each day.**

### **TEACHERS ON DUTY**

Each day: Two adults on duty from 8.35 am, and two staff on playground duty

KS1 10.30am - 10.45 am

KS2 10.45am - 11 am

Wet days: When the weather is bad, it is the responsibility of duty teachers to decide if children should be allowed into the building early or not.

On those occasions where the children are allowed into School early; the duty adult must notify the rest of the staff team as soon as possible, and once the children are in their classrooms the classroom teacher then takes responsibility for their children.

Dry days: All KS2 children to wait in the School playground. KS1 children to wait outside classroom doors with their parent(s). Foundation Stage children to wait outside the FS unit main door with their parents.

When the School bell rings, Year 3 & Year 6 children to come in at the Junior main door; All other children to come in via their classroom doors.

Mid-morning break: Dependant upon weather conditions duty teachers will decide if it is to be an indoor or outdoor play.

Wet days: Each child will remain in their own classroom after visiting the toilet. On these days snacks may be eaten in classrooms. Teachers/TAs will remain in classrooms on wet days.

Dry days: Each teacher will dismiss their own class on time, and go straight to the playground, and a drink will be brought to them. Safety mugs must be used for hot drinks at all times, other than when in the staffroom. (children **MUST NEVER** carry hot drinks or return empty cups and/or mugs to the staff room or classroom). Children need to be supervised coming back into School and the duty teacher in charge to be vigilant at the steps leading down to KS1

At the beginning of afternoon school the midday assistants are responsible for lining up the KS2 children, for teachers to collect, and for accompanying KS1 and FS children back to their classrooms.

Main entrance: The main entrance is out of bounds to all children, unless they are going to the Foundation Stage unit

Duty days: Duty teachers may change their duty day by mutual arrangement. The teacher initiating the change must inform the Headteacher of the new arrangements for the duty teachers involved.

### **ASSEMBLIES/Collective Worship**

It is the responsibility of each class teacher to supervise the entry of children in their care into assembly.

The children must be supervised to ensure they come into assembly in a quiet and sensible manner.

Any inappropriate behaviour will be dealt with as deemed necessary, regardless of age or stage of the children involved.

### **LUNCHTIMES - MIDDAY SUPERVISION**

A team of Midday assistants supervised by a Senior Midday supervisor is responsible for the safety and welfare of the children during the lunchtime session - in the dining hall and the playgrounds

School lunchtime is        12.00 noon until 1.00pm    FS & KS1  
   12.15 until 1.10pm    KS2

Staff are not expected to do dinner duty, although it is the responsibility of the Headteacher (or Deputy in the absence of or under the instruction of the Headteacher) to be available throughout each lunch break.

Children should not be left unsupervised in classrooms at lunchtimes. If children need to be in the classroom for any reason they must be supervised.

Each area of school has a supply of games, activities, DVDs, magazines, comics, games, scrap paper and crayons etc for use by the children in bad weather.

When the weather is exceptionally cold the children may be brought into School by the midday supervisors.

### **MOVING AROUND SCHOOL**

Children must always walk when moving around the interior areas of the School.

Staff must carefully supervise children at all times, and particular respect must be given to other children who are working in classrooms that are being walked past.

### **SECURITY & CONTROL OF VISITORS**

Security is essential to the health and well-being of students, staff members, parents/guardians, contractors and visitors; therefore it is everyone's responsibility to ensure the School's security measures are not compromised at any time.

Staff are each responsible within their own area for making sure that classrooms with doors leading to the exterior areas of the building are kept secure at all times whilst the School is in session.

External security shutters have been fitted to the most vulnerable external doors and windows and these protect such areas when the School is unoccupied.

Doors leading to external areas are usually fitted with 'panic' bars for the purpose of emergency exit use.

For security reasons the main front door must be kept locked at all times, and it is everyone's responsibility to make sure the main front door is properly closed whenever using it for entering or leaving the School.

There is a door entry system at the main door. All staff members have a key fob and an Identity badge. All visitors are asked to sign in and out and wear a visitor badge for identification whilst on the premises.

Contractors undertaking works at the school will be issued with a TMBC Permit-to-Work

Staff should take care not to leave their personal valuables unattended in any area of the School at any time and should ensure that School equipment such as computers, videos, televisions, cameras and audio equipment is locked away out of sight when not in use. A visual check of classrooms should be made at the end of the School day to ensure that valuable equipment has been cleared away. Money should always be kept secure and should always be placed in one of the School safe overnight. **Thieves will cause extensive damage breaking in to steal even small amounts of cash.**

## **EVACUATION PROCEDURES AND EMERGENCY PLAN**

### **FIRE PREVENTION**

Fire prevention and fire control is essential to the safety of:

- Pupils and children in our care
- Members of School staff
- Kitchen staff
- Parents, visitors and contractors
- Members of the public who might become affected if a fire situation were to arise

### **RESPONSIBILITIES**

Everyone is responsible for making sure we maintain a safe School environment.

The School is a **no smoking environment**. This applies to all staff, students and contractors.

1. Everyone: should follow good housekeeping rules and must never leave any paper items or fabrics near naked flames, heaters, electrical equipment or anything else where they might catch fire.
2. Everyone: should report to the Headteacher anything that might become a fire hazard.
3. Kitchen Supervisor: must make sure:
  - ALL sources of heat and flame are not left unattended whilst School is in session

- ALL sources of heat and flame are switched off at the supply socket at the end of each working day (except pilot lights and electrical equipment that must be left on for health & safety or food hygiene reasons)
  - Aerosols and flammable substances are stored safely away from sources of ignition, heat and direct sunlight
4. Teaching staff: must make sure electrical equipment in the staff room and their classrooms is switched off at the supply socket when not in use, and that all other fire related classroom and staff room safety measures included in other sections of this manual are complied with.
  5. Office staff: must make sure electrical equipment in the Office areas and administration areas is switched off at the supply socket when not in use, and that all other fire related safety measures included in other sections of this manual are complied with.
  6. Caretaker: must make sure all electrical equipment has been switched off at the supply socket at the end of each day. **MUST** make sure that **all waste bins are emptied** into outside containers at the end of each day and that **all doors are closed**.

## **FIRE DRILLS**

- A fire drill (practice emergency evacuation) will be carried out each term.
- At the request of the Headteacher the School Secretary or the Caretaker will contact Custodian Monitoring Control, who will switch the alarm system off to ensure emergency services are not summoned to the School.
- Immediately the evacuation has been carried out the School Secretary will contact Custodian Monitoring Control again so that the system can be switched back on.

### **The Headteacher: will make sure that -**

- Members of School staff are aware of and always follow fire safety rules
- Ensure adequate numbers of the appropriate type of fire extinguishers and other fire control items are in place and in working order at all times
- Ensure fire extinguishers are serviced annually and refilled at scheduled intervals in accordance with manufacturers recommendations
- Ensure fire extinguishers are checked on a monthly basis to ensure each fire extinguisher is in its correct place and that it is ready for use
- Before each fire drill takes place Custodian Monitoring Control is informed that you are about to start a fire drill
- A fire drill is carried out each term
- A record is kept of each drill to show the date and time when the drill was carried out, how many children and adults were evacuated, how long it took to evacuate and what problems (if any) were encountered.

- Investigate any problems reported that are deemed to present a risk of fire, or those problems that are recorded during a fire drill
- Set in place preventive measures that eliminate/reduce the risk of fire and/or that are an improvement on a reported hazard or problem recorded during a fire drill
- Report to the Governors any problems that are encountered and how they have been effectively dealt with
- **NB:** Children are NOT allowed to carry or operate any fire extinguishers

## FIRE EQUIPMENT SERVICE AND TESTING

- The Headteacher will make arrangements for all service and testing of fire equipment and fire alarm systems.
- It is essential that the School fire alarm systems are operative at all times and therefore the Caretaker will test the fire alarm systems each week, testing a different fire alarm point in rotation.
- The Caretaker will keep a record of the date, time and which fire alarm point was tested. This record will include confirmation that the fire alarm point was in proper working order.

If it is found that a fire alarm point is not in proper working order this must be recorded and reported to the Headteacher who will make arrangements for appropriate action to be taken to correct the fault. This action will be recorded to show the date and time when the action was taken and by whom.

Fire extinguishers will be serviced annually and refilled in accordance with the manufacturers recommendations, by an appointed fire equipment service provider. The service provider will record the service date and due date on the appliance label, and will initial the recorded information.

The service provider will make sure that each fire extinguisher that has been refilled is labelled to show the year in which the appliance was refilled.

The Headteacher will make sure that any faulty fire equipment is repaired or replaced as appropriate, and will only use a competent service provider to carry out repair work.

**NB:** Fire equipment, emergency exits, fire notices and information relating to emergency procedures are to be kept obstruction free at all times to ensure immediate accessibility.

## TRANSPORT FOR SCHOOL ACTIVITIES

Whenever children are taken out of School for a day visit as part of the curriculum area being studied; or whenever children are participating in a residential journey, only reputable coach and/or bus operators must be used.

Children must be accounted for at all times, and must not be left on the bus during journey stops or at any other time unless there is a member of staff on the bus/coach.

Children must remain seated throughout the journey, and must never stand when travelling by bus or coach - except if it is a long journey and the coach has an on-board toilet facility.

When travelling on long journeys; make sure there are adequate numbers of breaks to allow children and adults to take exercise, which will promote good circulation and prevent medical health problems that can arise from long periods of being seated in one place.

### RESPONSIBILITIES:

1. Headteacher: MUST ensure that:
  - There are adequate staff/pupil ratios
  - Only the School approved bus and coach companies are used
  - A record is kept whenever there is a problem with a selected bus or coach company
  - Companies are selected based on capabilities to provide appropriate facilities to protect children from harm as far as is reasonably practicable to do so
  - Seek alternative quotes
  
2. Teaching staff: MUST:
  - Complete a Trip risk Assessment form and have it signed before trip takes place
  - Count children onto the bus/coach before the bus moves away at the start of the journey
  - Whenever there has been a break stop; count children onto the bus/coach before it moves away
  - Make sure children fasten their seat belt before the bus/coach moves.
  - Make sure children remain seated throughout the journey
  
3. Children: MUST:
  - Fasten their seat belt before the bus starts to move
  - KEEP the seat belt FASTENED whilst the bus/coach is moving
  - NEVER stand up whilst the bus/coach is moving
  - Remain seated until the teacher in charge says you can stand up

## HEALTH AND SAFETY STRUCTURE

<u>Organisational Structure</u>	<u>Name</u>
Chair of <i>Governors</i>	Joanne Taylor Riley
Headteacher	Patricia Walker
Health and Safety <i>Governors</i>	Joanne Taylor Riley Alison Oldham
Elected Health and Safety Rep	Alison Oldham
Deputy Headteacher	Nicola Hewitt
Key Holders	Patricia Walker Phil Brownlow (Caretaker) Nicola Hewitt
First Aiders	Gill Finch and Viv Mees Reshna Ali (Paediatric) Gill Peart (Paediatric)