



Health & Safety Policy

Safety policy statement

The Headteacher of Wisbech St Mary Church of England Academy and Pre-School fully accepts their responsibilities under the "Health and Safety at Work Act 1974" to provide the resources to ensure the health, safety and welfare of both staff and pupils.

The school is committed to identifying, then eliminating or controlling, any hazards encountered in the school or on the site.

The Headteacher will monitor this safety policy and revise it as necessary.

The school is also committed to the safety of others, not employed by the school, who may be affected by the activities of the school, including pupils, helpers, visitors, contractors on site.,

This statement, together with the safety policy, will be communicated to all members of staff via the school's regular training sessions and through induction training for new staff. A copy of the policy is referred to in the staff handbook, which is issued to every member of staff.

Introduction

The “Health and Safety at Work etc. Act 1974” (HSWA) and subsequent regulations place obligations upon employers, their employees, and the self employed, in respect of measures to safeguard everyone involved in, or affected by, work activities.

These obligations have been developed during the years since the original HSWA and through the issuing of regulations and approved codes of practice.

This process of development may be expected to continue and has been given additional impetus through the embodiment into UK law of EC Directives, of which the “Management of Health and Safety at Work Regulations 1992” is a significant example.

This health and safety policy serves the dual purpose of drawing together into one document those procedures and guide-lines which have been developed within the school in response to the regulations that currently apply and a framework for future developments and updating that may apply as necessary.

Responsibility for the production, updating, and development of this policy lies with the Headteacher, but the actual updating and amendment may be delegated.

All employees and contractors are required to be familiar with this policy, to understand it and to act in accordance with its requirements.

All employees and contractors have a legal obligation to work and act with due regard to the health and safety of themselves and others, to co-operate in complying with statutory duties, and not to intentionally or recklessly misuse anything provided by the school in the interests of health, safety and welfare.

This policy is issued with the authority of the Headteacher and its requirements are binding upon all employees.

Roles and responsibilities

Governors

Governors have a role in ensuring that the school has a suitable health and safety policy in place and that it is acted upon.

By ensuring that the health and safety policy is developed and implemented the Governors will be discharging their legal requirement of ensuring the health, safety and welfare of the school’s employees and the health and safety of those not in their employment i.e. pupils, parents, visitors and contractors.

The Governors must also ensure that the senior leadership team (SLT) operates safe school premises with safe equipment, materials and substances.

The Governors also ensure that the policies and standards laid down by the LA are adhered to.

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To ensure that the above are in place, it will be necessary for the Governors to periodically inspect the school and ask specific questions of the senior leadership team (SLT) to ensure compliance.

The link Health and Safety Governor: Mr Michael Boyle

Headteacher

The Headteacher retains overall responsibility for ensuring the health, safety and welfare of all the employees and the health and safety of pupils, visitors and contractors. The following duties normally relate to the Headteacher but any of them may be delegated to suitable staff. Note that even if duties are delegated, overall responsibility rests with the Headteacher to ensure they are carried out.

Headteacher duties include activities organised on behalf of the school but being undertaken away from the school site.

The Headteacher will:

- take day to day responsibility for all health and safety matters affecting the school;
- ensure effective communications on health and safety matters exist between the school and the Children's Service Safety Advisers;
- ensure compliance with health and safety law;
- provide Governors with an annual report on matters affecting health and safety within the school;
- together with school staff, assess and control the risks to persons, from hazards within the school, and any of its activities, wherever they are undertaken;
- provide equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained;
- evaluate the need for health and safety training for school staff and arrange for its delivery;
- bring to the attention of the Governing body or the LA, any matter of health and safety that can not be resolved or is of substantial or imminent danger to any person;
- liaise with contractors, or their representative undertaking work on the school site, to ensure the safety of any persons exposed;
- ensure arrangements for fire prevention within the school are adequate and that suitable arrangements are in place for testing the fire alarm systems, fire fighting equipment, emergency lighting etc. and that records are maintained;
- ensure adequate fire drills are carried out and their results recorded;
- keep the school's health and safety policy under review and bring any amendments to the notice of all staff;
- ensure that adequate emergency procedures exist in relation to fire, gas leak, intruder etc.;
- ensure that the school has access to competent health and safety advice.

Lead First Aider

The Lead First Aider is assigned the responsibility for maintaining first aid and accident reporting systems that are suitable for the school.

Deputy Headteacher

The DHT will also assume the duties of the HT when deputising for the HT. It is therefore important that the DHT is fully familiar with all aspects of the school safety policy.

PSHCE Lead

The PSHCE Lead is responsible for leading PSHE within the school and ensuring the curriculum provides opportunities for children to become aware of and assess risks they may encounter.

EVC

The Educational Visits Coordinator is assigned the responsibility for Educational Visits. (Refer to section 17)

Finance Officer

The bursar is assigned the responsibility for regular inspection of small electrical items. (Refer to section 9)

All employees

All employees are to be familiar with the school safety policy and:

- ensure that they work in ways that are safe and without risk to themselves, the pupils other staff or visitors;
- co-operate with those who have a duty to ensure health and safety by adhering to advice, instructions and procedures for health and safety;
- and by reporting any unsafe practices which come to your notice;
- participate with the school to improve the standard of health and safety.

Caretaker

The Caretaker has very specific and important roles to play in the implementation of the health and safety policy for the school.

The Caretaker will ensure:

- staff within their control are adequately trained or instructed to perform the duties for which they are employed;
- the COSHH assessments have been carried out, up to date, and the assessment sheets available to staff who need them;
- all staff using chemicals have been informed of the dangers from the chemicals they use and the control measures that are in place to prevent them from being harmed;
- all staff using chemicals are informed of the first aid treatment required in the event of them coming into contact with the chemicals;
- risk assessments have been carried out on all hazardous activities undertaken by the department i.e. using ladders, entering boiler rooms etc.

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- ensure hazardous substances, i.e. cleaning substances, are properly used, stored and disposed of;

Arrangements or procedures for ensuring the policy is met

Procedures

1. Administration of medication
 2. Animals in school
 3. Asthma
 4. Accident reporting
 5. Auditing the safety system
 6. Blood, avoiding contamination
 7. Chemical safety
 8. Contractors
 9. Electrical safety
 10. Fire safety
 11. First aid
 12. Health and safety assistance
 13. Inspections of the school
 14. Ladders and step ladders
 15. Manual handling
 16. Office safety
 17. Off site visits
 18. Pregnant workers
 19. Risk assessments
 20. Safety training
 21. Security
 22. Stress
 23. Waste disposal
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1. Administration of medication

It is recognised that teachers do not have any obligation under their contract to administer medication to pupils and that such administration is on a voluntary basis. There is a requirement however under the DfES to assist pupils with medical needs.

Administering medication in school

The school accepts the need for some pupils to receive medication during school hours. To this extent, the following people will administer medication under the guidelines shown in this procedure.

Medication will be administered by a designated member of staff and will adhere to the procedures outlined in the First Aid and Medicines policy.

The medication will only be accepted with written authorisation from the parent or guardian.

The written authorisation must contain clear instructions about the dosage and time of the administration.

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The medication is stored in a secure place; in the medical room or staffroom fridge, if it is necessary to keep it cold.

The Medicines policy is brought to the attention of all parents in the school prospectus and in school newsletters.

2. Animals in school

Animals can play an important role in the education of children. Children can learn about their needs and characteristics. Only suitable animals should be used in the school and proper planning considered for their welfare, particularly during holiday times. Recognised publications should be used to determine suitable animals and should be available when keeping animals in school.

The school has adopted the following principles relating to the care and management of animals on school premises:

Be aware that there are some animals and plants that cannot be taken from the wild.

Have a reliable reference book available on the animal such as those produced by the RSPCA.

Only obtain animals from reputable suppliers.

Ensure that children wash their hands before and after handling animals.

Animal houses to be kept clean and disinfected as required.

Do not allow contact between school animals and wild animals to avoid transmission of disease.

Do not allow children to bring dead or injured animals in to school.

If animals wander on to floors or tables wash afterwards.

Teach children how to handle the animals with care.

Feed animals correctly.

Any animal bites and scratches should be washed carefully. Seek medical advice if there is any risk of infection.

3. Asthma

Guidelines for dealing with an asthmatic attack are made known to all staff.

Details of all of the children in the school who have an asthmatic condition are on display in the medical room.

All teachers are aware of the location of each child's inhaler and where spare ones are stored. Supply teachers are be made aware of the children in the class with asthma.

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For all children, their inhalers are kept in the classroom during lesson times and are taken down to the dinner hall during lunch times.

Some children manage their own inhalers and keep them on their person at all times. A teaching assistant administers daily medication to those children who need it.

4. Accident reporting

All accidents are recorded on Smartlog.

Reports are completed by the member of staff treating the accident. More serious accidents to pupils and any accidents to staff, visitors, or contractors are notified to the LA.

Notifiable injuries, as shown by the LA, are declared to the Health and Safety Executive local office and the LA.

Where a child is taken directly to hospital from school, the parents will be informed and where possible meet at the hospital. The school will keep a detailed record. Health and Safety Executive will be notified if the school is advised to.

Where a child has suffered a head bump, an email via Smartlog is sent to listed contacts.

More serious accidents are investigated to try to prevent it happening again. This investigation is documented on Smartlog.

The Smartlog contains the following information:

- name of injured person;
- time, date and place of the injury,
- what happened to cause the injury,
- the injury sustained,
- treatment given,
- name of any witnesses.

The record of accidents is checked regularly for trends and possible causes.

5. Auditing of the safety system

The safety system is regularly checked to ensure that it remains up to date and effective. A safety audit is carried out annually by the Governors. The school's nominated Health and Safety representative will be invited.

As part of the audit, the auditors check Health and Safety records and walk through all parts of the school to look for failings in the system. A Health and Safety action plan will then be completed and shared with all parties and reviewed annually.

6. Blood, avoiding contamination

All staff should familiarise themselves with this procedure before having to handle blood:

Wash hands first.

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Put on disposable gloves.

Clean any wound as necessary or ask first aider to treat.

Dress any wound if necessary.

Dispose of the gloves and wipe or contaminated material in a plastic bag, seal if possible, and dispose of in the main bin. If there is a yellow bag system in place, use the yellow bag.

Wash hands thoroughly again.

Record incident in the accident book.

7. Chemical safety

The most hazardous chemicals used in the school are the cleaning chemicals used by the cleaners. Teachers may keep washing up liquid, hand cleaner and whiteboard cleaner, for their own cleaning jobs.

Chemicals and cleaning chemicals are always stored in their own container with the original label and warnings showing clearly on the container and are locked away.

We never use food or drink containers to store chemicals.

We keep only small quantities of the chemicals.

Any spillages are cleaned up at once.

Through PSHE, the children are taught to recognise the orange warning symbols, which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint strippers etc., and warned of the dangers.

Protective clothing is available when using chemicals.

COSHH assessments are carried out before using chemicals and the user informed of the dangers and control measures to be in place for that chemical. There are suitable first aid arrangements available for treating chemical splashes.

Reference: The Control of Substances Hazardous to Health Regulations.

8. Contractors on site

Contractors on site are overseen by the Bursar or Caretaker, who is aware of the school's responsibilities regarding contractors. Checks are made for competence and insurance.

Contractors provide risk assessments as necessary.

The following guidelines are followed.

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Before any work commences, it is advisable to hold a meeting on site with the contractor to agree how potential problems can be avoided.

Contractors must satisfy the following:

- be capable of carrying out the work in a competent manner, either by qualification or experience;
- can supply the resources to satisfactorily complete the job, without up front payment;
- able to supply several satisfactory references, which should be checked;
- is a member of the relevant trade association;
- has sufficient, and up to date Public Liability Insurance, ask for a copy of the certificate and keep it on file, diary date the expiry to check for renewal;
- has an up to date and meaningful safety policy;
- has documented risk assessments;
- agree to abide by the school safety policy and rules, in writing;
- clearly state what work will be done, at what cost, and by when, in writing, before the work commences so that understanding and agreement can be reached.

9. Electrical safety

The following procedure is adhered to in the use of electricity:

- All portable electrical appliances are tested annually. The caretaker organises the annual PAT testing of small electrical equipment. A reputable company is employed to conduct this task.
- Staff are instructed to visually check each item of electrical equipment before it is used and to look for signs of burning, damaged cables, loose covers etc.
- Any faults are reported to the Bursar or Caretaker immediately and the equipment taken out of use until it is suitably repaired.
- No one is allowed to work on any electrical circuitry or equipment unless competent to do so.
- Staff are aware of the dangers of trailing cables and are forbidden to have trailing cables across walkways.
- The fixed electrical installation is tested at about five yearly intervals.
- Staff are instructed not to use personal electrical items to school until they have been PAT tested by the procedure described above.

10. Fire safety

- Fire drills are carried out at least once per term.
- The time taken to evacuate the school is recorded.
- During some of the fire drills, we notionally block off one of the escape routes to more closely simulate a fire situation.
- The fire alarm system this is tested by an approved contractor on a regular basis.
- Any faults on the systems are reported to the contractor immediately.
- Break glass points are tested weekly by the caretaker and bursar from three different points each time and a record of this is held.
- All records of the alarm system tests and fire drills are kept in the school office.
- Fire assembly points are known by all.
- Registers are taken to the assembly points by the administrative officers to carry out the roll calls.

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- Fire extinguishers are serviced regularly.
- Fire exits are checked regularly to ensure that they are not blocked.
- Fire exit doors are checked regularly to ensure that they are in good condition and can be opened.
- Fire signs are adequate and updated to comply with recent changes to regulations.
- Adults “sweep” the building in their immediate area in the event of a fire or alarm to ensure it is empty and that doors are closed.
- If anyone is to fight a fire, they must be properly trained.
- All staff, and particularly supply teachers, are made aware of the fire arrangements.

For more information see the Fire Risk Assessment and the Evacuation policy.

11. First aid

The school will ensure that there is at least one basic first aider on every school visit and where possible, this person will have completed the full first aid training.

A list of the qualified first aiders is available in the office.

All staff, including supply teachers are made aware of the first aiders and their location.

First aid supplies are available in the school, kept in the first aid area, and these are checked and replenished as necessary by the Lead First Aider. Only first aid items are held in the first aid room. There are no creams, lotions, tablets etc. in the kit.

Portable first aid kits are available, suitably stocked and taken on all visits away from the school.

In the event of a more serious injury, such as:

- unconsciousness;
- severe bleeding;
- object stuck in throat;
- deep cut that may require stitching;
- suspected fracture;
- severe asthma attack;
- severe reaction to bites or stings;
- swallowing or suspected swallowing of toxic substance;

the school dials 999 and asks for an ambulance, **PARENTS ARE CALLED IMMEDIATELY.**

12. Health and safety assistance

The school seeks the assistance of the health and safety department of the Local Authority as necessary. This department provides advice, guidance and training on health and safety law and what the school needs to do to comply with that law.

13. Inspections of the school

The school is inspected regularly by the Headteacher and the Caretaker for any defects that could lead to an accident or ill health of any occupant. These inspections are carried out

Health & Safety policy normally once per term at the start of the term, and the results briefly recorded in the school log or inspection book.

The Governors carry out safety inspections on an annual basis and submit a report to the Headteacher for action.

14. Ladders and stepladders

Extending ladders

Where extending ladders are used, normally by the caretaker, proper instruction or training is received. It is recognised that this training could have been received during previous employment i.e. used to be a fire fighter and received training from the Fire Service. Roof work, even retrieving balls, is not undertaken during windy or severe weather.

Stepladders and kick stools

There are sufficient stepladders or kick stools provided around the school to prevent staff from using chairs for access to high shelving or putting up displays. Staff should receive basic instruction in the use of step ladders to ensure that they are aware that they must not have any degree of side loading and that the top step should not be stood on, unless it is designed for this, and has a suitable rail to support the user.

Staff are advised to get support from a colleague if using a ladder or stool as necessary.

15. Manual handling

All staff are made aware of the risks associated with manual handling. Staff are advised to avoid manual handling if possible. Manual handling includes lifting, pulling, pushing, moving and carrying. Where there are manual handling tasks to be carried out then a suitable risk assessment is carried out to determine if the risk can be reduced, this may be a dynamic rather than written risk assessment. This is particularly important where the school has disabled pupils who may need assistance for certain tasks.

Where a manual handling assessment for a pupil is needed, it is possible that specialist assistance will be required.

Where staff have to carry out regular manual handling operations then the appropriate level of training is provided.

Seeking assistance with the task can often reduce the risks for simple handling tasks.

Usually the caretaker will be responsible for moving larger items of furniture. However, where necessary, a removal company is employed to move large items of furniture or equipment.

16. Office safety

The office is checked to ensure that trailing cables from computers do not cause tripping hazards.

There is adequate storage provided for files, etc.

Space on top of high cabinets, under the desks and open floor areas are not used for storage.

The office floor is kept free of delivery packages.

17. Off-site visits

The Educational Visits Coordinator (EVC) has responsibility for off site visits and ensuring procedures are followed at all times. An off site visit is any visit where the children are taken away from the school site.

Risk assessments/benefits are completed and documented for all off site visits. Where the visits are regular visits, such as to the church or swimming pool, the risk assessment is completed then reviewed each term or year as necessary.

All LA or DfES guidelines are followed before any off site visits take place. All necessary documentation is completed before the visit takes place and submitted on the Evolve website which is then approved by the EVC and the Headteacher.

Where activity providers are used then their competency is checked.

The risk assessment process determines the level of first aid cover and staffing on the visit.

First aid kits are always taken on the visit.

All arrangements for off site visits are checked by the EVC before the visit commences.

Refer to the Educational Visits policy.

18. Pregnant workers

When a member of staff has become pregnant the Headteacher is notified and an appropriate assessment carried out to ensure that the duties performed do not cause her, or her unborn child, any harm.

19. Risk assessments

Risk assessments are carried out by the school to comply with legislative requirements. The risk assessment process is led by the Headteacher, but includes members of the health and Safety Working Group. The risk assessments look at the hazards encountered, who may be harmed by them, how they may be harmed, the control measures that are in place or need to be put in place. The findings of the risk assessment are brought to the attention of staff and the assessment reviewed and revised as necessary. The review takes place at least annually but will also take place if there are changes that require it, such as building work being carried out at the school.

20. Safety training

The safety training needs of the school are considered by the senior leadership team and the appropriate training arranged for staff.

Safety training is given to new or relief teachers as soon as they join the school as part of their induction. As an absolute minimum, this basic training includes the procedures for fire and first aid. They are also made aware of this safety policy and the procedures for implementing it.

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The Headteacher arranges refresher training as necessary.

21. Security

We aim to make the school secure during the day. Doors are not left open where this would allow unauthorised access.

Visitors

Visitors to the school are directed to the main office by signs outside.

Visitors, even regular visitors, contractors etc, sign-in using the electronic system at reception. The school issues badges for visitors.

If unknown visitors are encountered in the school, or not wearing a valid badge, we follow the procedure set out in the Intruders section below.

Visitors sign out at the end of the visit.

Valuable equipment

All valuable equipment (say over £100) are security marked and an inventory compiled and maintained by the Finance Officer in conjunction with the HT and the ICT Technician.

Personal property

Staff are responsible for the security of their own personal items. These can be deposited in the staffroom, locked classroom cupboard or staff lockers (effective September 2014) during the day.

Pupils are discouraged from bringing valuables into school.

Pupils can ask the class teacher or administrative officer to look after small quantities of money they may bring in to school.

Parents are constantly reminded to identify pupils' clothing by securing name-tags to them.

Cash handling

All cash is kept in the school safe. There are unlikely to be large amounts of cash as school uses Parent Pay which is fully implemented and the school is completely 'cashless'. Cash is not stored on the premises for longer than necessary.

Intruders

All members of the school community share responsibility for identifying and reporting possible intruders. Reports are made to the school office. (Refer to the Critical Incident Plan)

Potential intruders are approached and asked "May I help you?" or "Is someone helping you?" If necessary, intruders or unwelcome visitors are seen off the premises. The police are called if there is any cause for concern or any disturbance on the school premises.

22. Stress

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The school has the following policy on stress:

Staff are aware that stress is not a sign of weakness and that it should be discussed openly.

Staff are encouraged to support one another.

The Headteacher and senior leadership team are aware of the signs of stress and aim to provide support as necessary.

Stress is considered when carrying out the risk assessments for the school.

Particular attention is paid to signs of stress during difficult periods i.e. coming up to and during Ofsted inspections etc.

23. Waste

Waste bins are located in the ladies toilets, including in the girls toilets and the disabled toilet. for sanitary and medical waste and are emptied on a regular basis.

Members of staff are encouraged to dispose of waste with due thought to recycling where possible.

Appendix: Health and Safety Responsibilities

People who are prepared to administer medication (in order):

1. Audrey Embling, Office Manager
2. Claire Marlborough, Office Coordinator
3. Jaynie Lynch, Headteacher
4. Class teachers or Teaching Assistants if specifically named, e.g. for a 1:1 child

Accident Reporting:

Audrey Embling has responsibility for completing the online accident related forms for staff, and bringing accidents to the attention of the Headteacher. Any accident involving a child will be reported by the member of staff dealing with the incident.

School's nominated Health and Safety Governor:

Mr Michael Boyle, Health and Safety Link Governor

School's nominated Health and Safety Representative:

Andy Mayers, Caretaker