



Deanshanger Primary School Health and Safety Policy

General guidelines

As far as is reasonably practicable, the governors and leadership of the school will:

- Establish and maintain a safe and healthy environment throughout the school;
- Establish and maintain safe working procedures among staff and pupils;
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety;
- Ensure that all employees and pupils have access to health and safety training as appropriate or as and when provided;
- Maintain all areas within the school site in a condition that is safe and without risk to health, and to provide and maintain means of access to and egress from the site that are safe and without risk;
- Formulate effective procedures for use in case of fire and for evacuating the school premises;
- Lay down procedures to be followed in case of emergencies and accidents;
- Teach safety as part of pupils' responsibilities where appropriate;
- Provide and maintain adequate welfare facilities for staff and pupils;
- Revert to the school's 'Critical Incident Plan Policy' in emergency situations.

The Responsibility of the Governors and Head teacher

The governors and head teacher are responsible for implementing this policy within the school. In particular they will:

- Monitor the effectiveness of the safety policy and the safe working practices described within it, revising and amending it as necessary on a regular basis;
- Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
- Make arrangements to draw the attention of all staff employed at the school to safety policies and procedures and of any relevant safety guidelines and information issued by the Local Education Authority (Northamptonshire);
- Make arrangements for the implementation of the Local Education Authority's accident reporting procedure and draw this to the attention of all staff at the school as necessary;
- Make arrangements for informing staff, pupils and other users of relevant safety procedures;
- Ensure that regular safety inspections are undertaken by the HT, Business Manager, Site Supervisor and assigned lead from the governing body;
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe;

- Arrange for repair of any defect in the buildings or their surrounds which is identified as being unsafe, making interim arrangements as are reasonable to limit risk until the repairs are completed;
- Monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
- Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Head teacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

Duties of staff delegated to assist in the management of Health and Safety

The Head teacher will require the Business Manager, Site Supervisor the lead governor to assist in the management of health and safety. They will assist in:

- The implementation, monitoring and development of the safety policy within the school;
- Monitoring general advice on safety matters given by the Local Education Authority and other relevant bodies and advising on its application to the school;
- Making arrangements for the design and implementation of safe working practices within the school;
- Investigating any specific health and safety problem identified within the school, and taking or recommending (as appropriate) remedial action;
- Prohibiting, due to health and safety grounds and on a temporary basis, any practice or access to parts of the school site - subject to further consideration by the Governors and Head teacher;
- Assisting in carrying out regular safety inspections of the school and its activities, and making recommendations on methods of resolving any problems identified;
- Ensuring that staff with control of resources (both financial and other) give due regard to safety;
- Co-ordinating arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters, and making recommendations on the extent to which staff are trained.

Responsibilities of staff towards pupils and others in their care

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

- Exercise effective supervision over all those for whom they are responsible, including pupils;
- Be aware of and implement safe working practices, and set a good example personally;
- Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- Ensure that any equipment or tools used are appropriate to that purpose and meet accepted safety standards;
- Provide clear instructions (verbal and/or written as appropriate), warning notices and signs as necessary;
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
- Provide the opportunity for discussion of health and safety arrangements;

- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
- Provide adequate instruction, information and training in safe working methods ;
- Where vehicles are used to transport children, ensure that seat belts are worn and generally safe practices are followed.

Responsibilities of all employees

All employees have a responsibility to:

- Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
- Co-operate with the HT and governors in meeting statutory requirements.
- Not interfere with or misuse anything provided in the interests of health, safety and welfare;
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts, and where in doubt to seek immediate clarification;
- Ensure that tools and equipment are in good condition and report any defects to the headteacher or other person with delegated responsibility;
- Use protective clothing and safety equipment provided;
- Play their part in ensuring that the areas which they frequent are kept tidy and hazard-free;
- Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the headteacher or other person with delegated responsibility;
- Draw to the attention of the headteacher any possible deficiencies in health and safety arrangements;
- Be mindful that colleagues, volunteers and pupils new to the school may be particularly vulnerable to any risk, and ensure that relevant health and safety matters are drawn to their attention at an early stage;
- If finding themselves working in unfamiliar environments or situations, to be particularly alert for hazards, and whenever possible ensure they are accompanied by a person familiar with the environment or that they take advice in advance of specific hazards.

Responsibilities of Pupils

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

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

Responsibilities of Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery staff) are expected, as far as reasonably possible, to observe the safety rules of the school.

Lettings

The Governors and Head teacher will ensure that:

- The means of access are safe for the use of hirers, and that all resources made available to and used by the hirers are safe.
- Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
- Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment.
- Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;
- Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or their staff.

See Lettings Policy for full information

Fire and Emergency Evacuation Procedures

The school's procedures for fire and emergency evacuation are posted in strategic areas throughout the school. These procedures will be updated as appropriate by the head teacher. The log book for the recording and evaluation of evacuation drills is kept in the school office.

Fire Prevention Equipment

Approved contractors will be engaged annually to monitor the condition of all fire prevention equipment, including the alarm system, and to maintain the equipment as necessary.

First Aid and Accident Reporting Procedures

A list of staff qualified to provide first aid will be displayed in the school office, and any of these colleagues may be called upon as necessary. First aid qualifications will need to be updated as necessary. In addition to this specific training, all staff have had basic training from St John's Ambulance.

The bursar will be responsible for administering the reporting procedure for accidents and serious health and safety incidents. The accident book and report forms will be located in the school office.

Arrangements for first aid for sports, outdoor pursuits and field trips will be the responsibility of the supervising staff.

See First Aid Policy for full information.

Off-Site Visits

There is a separate policy covering arrangements for off-site visits.

Risk Assessments

Introduction

- The Head teacher is responsible for arranging an assessment of the risk to health and safety of employees and anyone else who may be affected by a work activity, i.e. pupils, parents, visitors, contractors etc. This is so that the necessary preventative and protective measures can be taken. Significant findings will need to be brought to the attention of all persons.
- External experts (e.g. from the LA) may be consulted to provide health and safety advice.
- The head teacher is responsible for putting into practice preventative and protective measures that are identified following a risk assessment.
- Assessments will be reviewed on an annual basis - or sooner if there are changes to the school which suggest that they are no longer valid.
- Risk assessments must take into account individual's capabilities, training, knowledge and experience when allocating tasks to them, i.e. running school visits.

Definitions

Hazard - means anything that has the potential to cause harm e.g. bleach, electricity, working up a ladder.

Risk - being splashed with bleach if it is left out in school, receiving an electric shock from a faulty item, falling from a ladder or an item dropping from a ladder onto someone underneath.

Identifying hazards

- The risk assessor (or, ideally, a small team of assessors working together) should walk around every area of the school and look for what could be expected to cause harm. They should ignore trivial hazards and focus on areas where there is significant risk. They should keep asking themselves the question 'what if...?'
- They should be mindful of all users of the school site who might be harmed, including pupils, all members of staff, parents, visitors and contractors.
- The assessors should involve other school staff, pupils and parents in the risk assessment process by asking them if they have noticed any hazards.

Evaluating the risks

- The assessors will need to satisfy him/herself that they have done all that is reasonably practicable to keep the school a safe and healthy place.
- When a hazard presents a risk, the assessors will ask the following questions:
 - Can the risk be removed completely?
 - Is there a less risky option?
 - Can access to the hazard be prevented? (e.g. by keeping sharp tools locked away)
 - Can the activity be reorganised to reduce exposure to the hazard?
 - Should personal protective clothing be provided? (e.g. rubber gloves for cleaners as a last option if the hazard can not be removed)
- Even after all reasonable precautions have been taken some risk can remain. Therefore, the risk assessors will decide if the remaining risk is high, medium or low.
- They will then consider if existing control measures are adequate or if more needs to be done, and they will ensure appropriate steps are taken to minimise the risk.
- The assessors will ensure mandatory assessments and precautions are met – e.g. assessments, manual handling assessments, etc.
- They will record their assessments using a standard format and a range of generic assessments as adopted by the school. The records will include hazards that are currently low-risk as they are well controlled, but need to be monitored to ensure they do not become high-risk. Copies of

the assessments will be retained by the assessor and the headteacher, and they will be available for inspection by others on request.

- The assessors will produce an action plan using a standard format. A copy will be given to the Head teacher and the school governors.
- The assessors will liaise with the head teacher to monitor the implementation of the action plan.
- The implementation of the action plan will also be monitored by the school governors at least once per year.

Other Specific Risks

- From time to time, the LA will issue documents containing advice and regulations concerning specific areas of risk. The head teacher is responsible for keeping abreast of these documents, evaluating their relevance to our own school, and adopting them as necessary.
- These guidelines, once adopted, will form appendices to this policy.