



Health & Safety Policy

Statement of Intent

The Governors and staff of Linacre Primary School are committed to ensuring the Health, Safety and Welfare of all its employees and pupils and accept full responsibility for any other persons who may be affected by our activities.

It is the duty of the governors and management to ensure all processes and systems of work are designed to take account of Health and Safety. We will ensure that our statutory duties are met and we will abide by the guidance and policies issued by Sefton Local Authority. Every employee must co-operate with us to enable all the statutory duties to be complied with.

Each employee will be given such information, instruction and training as is necessary to enable safe performance of their work activities.

The successful implementation of this policy requires total commitment from everyone. Participation and involvement of all persons at all levels within the school is essential in the establishment of a positive Health and Safety culture and working environment where there is minimal risk of injury and where health hazards are prevented or controlled.

Responsibilities and Organisation

The Governors are responsible for all matters regarding the Health, Safety and Welfare within Linacre Primary School.

It is the responsibility of everyone within the school for ensuring that the Safety policy is operated within their own area - teaching, cleaning, cooking, administration etc.

We will:

1. Ensure all staff, contractors and visitors are made aware of the Safety Procedures.
 2. Ensure that staff identify any potential Risks or Hazards within their department and that suitable action within their means is taken to remove the hazard or minimise the risk.
 3. Ensure that rules and safety systems of work are prepared ensuring any applicable statutory regulations or professional safety standards are observed.
 4. Ensure that information, instruction, training and supervision as required is provided for the Health and Safety of the people they are responsible for.
 5. Ensure that regular surveys are carried out within school, initiating remedial action where appropriate.
 6. Refer to the Headteacher or Site Supervisor any items which cannot be dealt with satisfactorily.
 7. Ensure that all accidents and dangerous occurrences whether or not they result in injuries are properly reported and recorded in the accident book or on the Local Authority online reporting system or are reported to the H.S.E. as is appropriate.
- (Local Authority Reporting: Sefton Intranet/ Health and Safety/ Report an incident)

Safety Representatives / Risk Assessors

Safety representatives and safety assessors are an integral part of the building's safety organisation. They will represent the views of the staff on matters relating to Health and Safety. They will assist the management in the maintenance of a safe and healthy working environment by being involved in risk assessments.

Employees Responsibilities

Employee's responsibilities (General Duties of Employees) are covered under sections 7 and 8 of the Health and Safety at Work etc. act 1974.

All employees must:

1. take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
2. must co-operate with their employer so far as is necessary to enable the employer to comply with his duties under the Act.
3. must work in accordance with information, instruction and training provided.
4. refrain from intentionally or recklessly interfering with or misuse anything that is provided in the interest of health and safety or welfare.
5. must report any hazardous defect to plant or equipment or shortcomings in existing safety arrangements to their line manager without delay.
6. take responsibility for the safety of visitors in the event of an evacuation.

The Pupils

The pupils are expected:

1. To exercise personal responsibility for the safety of self and other pupils.
2. To observe standards of dress consistent with safety and/or hygiene.
3. To observe all safety rules of the school and in particular the instructions of staff given in an emergency.
4. To use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

Visitors

Regular visitors and other users of the premises should observe the safety rules of the school. In particular, adult volunteers helping out in school should be made aware of health and safety arrangements applicable to them, by the teacher to whom they are assigned as part of their induction process.

ARRANGEMENTS

Fire and Emergencies

Emergency procedures are designed to give warning of imminent danger to allow personnel to move to a place of safety. Fire alarm drills will be held each term to ensure that all staff and pupils are familiar with the emergency procedures - see Appendix 1.

Fire Policy and Procedures

The appropriate fire prevention arrangements are established (Appendix 1), fluorescent fire notices, emergency exits and directional signs are prominently displayed throughout the building.

Fire doors play an essential role in prohibiting the spread of smoke and fire but only if they are closed and stay closed during a fire. Fire doors should not be wedged open at any time.

Weekly checks will take place to inspect all fire doors and the alarm system.

First Aid

First Aid Facilities are provided in both the Key Stage 1 and Key Stage 2 departments. First Aid personnel are provided with sufficient training in accordance with statutory requirements.

It is the responsibility of the first aid personnel to record all details of any first aid given in the accident book. For more serious accidents, which require further treatment, more detailed accident forms must be completed with the Head Teacher informed.

Vicky Yule is the first aider who regularly reviews the first aid supplies and replenishes as and when necessary. She should be informed when stock is running low.

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid. The senior leadership team/ teaching assistants/ lunchtime supervisors and members of the office staff are all trained first aiders. The foundation stage first aiders are paediatric first aiders.

During lesson time First aid is administered by the class teaching assistant or support is requested from another teaching assistant in that phase. If an accident occurs in the playground and first aid is required then the member of staff on duty in the playground should request the assistance of the First Aider on duty. At lunchtimes First Aid is administered by the lunchtime supervisors.

If there is any concern about the first aid which should be administered then the qualified first aider must be consulted.

Safety / HIV Protection

Always wear disposable gloves when treating any incidents which involve body fluids. Make sure any waste (wipes, pads, paper towels etc) are placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

Accident Reporting

It is the responsibility of any member of staff involved in an accident / dangerous occurrence, whilst on duty, to ensure that the details are recorded in the accident book and if necessary reported to the Head Teacher/ Senior Member of staff for reporting to H.S.E. / local authority.

For head injuries and serious accidents to pupils, parents or carers must be contacted immediately. Any pupil suffering a bang or blow to the head must be given a standard letter informing parents of this injury.

It is the responsibility of the Headteacher or Senior Management team to ensure that all accidents are properly investigated and the appropriate remedial action is taken. The head teacher is also responsible for notifying the Health and Safety Officers within the LA about anything, which is notifiable under RIDDOR 1995 within ten days of the occurrence.

It is the responsibility of the Head Teacher to report any serious incidents to the Local Authority via the Sefton Intranet.

Electrical Safety

The Electricity at Work regulations (1989) impose duties on employers, employees and self-employed persons to ensure that:

- (i) Electrical systems are constructed and maintained so as to be safe
- (ii) Electrical equipment is capable of isolation
- (iii) Work is carried out on or near a live conductor only under specified conditions
- (iv) No person is engaged in any work involving electricity unless they possess adequate technical knowledge or experience or are under adequate supervision as appropriate.

Following the introduction of the Regulations, the Health and Safety Executive issued a revised edition of guidance on electrical safety in schools. The advice includes the following points:

- The fixed electrical circuits within school should be inspected and tested at least every five years by a competent person.
- Where wiring is subject to damage and abuse (e.g. surface wiring) and in external areas such as green houses, it should be inspected every three years.
- Any additions or changes to the school's wiring must be inspected and tested by a competent person before power is applied.
- The electrical circuits associated with stages/ theatre should be inspected annually
- Schools should keep a register of all electrical equipment and it should not be possible for apparatus previously discarded as defective to slip back into use.
- Equipment which was not manufactured to current standards may require modification
- Home made or modified equipment should be inspected and tested by a competent person before use.
- All electrical equipment operating at over 50 volts should be visually checked each term and any defective items rectified.
- Any hand held equipment that has an exposed metal case should be inspected and tested by a competent person each year.
- Any double insulated equipment (ie no metal casing) should be visually inspected for any damage to the insulation of the item, cable sheath or plug each time it is used.
- Where equipment is used outside the building via a flexible cable a residual current device (RCD) should be used in the supply circuit.

Portable Appliance Testing

The Electricity at Work Regulations (1989) requires employers to maintain electrical equipment used at work so that it stays safe. All electrical equipment is subject to an annual test (P.A.T. test) by the Site Supervisor and the outcome of testing will be marked on a label and secured to the item. Any found to be defective upon inspection will be immediately taken out of use and disposed of appropriately.

All equipment will be subject to an initial inspection as follows:

- (i) Check equipment casing/body for signs of damage i.e. cracks, holes, that may give rise to a breakdown of insulation.
- (ii) Check mains supply cable for signs of damage or wear that may compromise insulation.
- (iii) Check mains supply plug for damage to the pins, cover or cable clamp.
- (iv) Check the point of cable entry to the equipment (this may be grommet or clamp entry or plug and socket)
- (v) Check on/off switch for signs of damage or incorrect operation.
- (vi) Open up mains plug, check security and polarity of wiring. This test is particularly important if equipment is regularly used.

Policy on Children Moving Equipment

In the normal day to day running of the school, there are certain situations where children will need to move equipment or items of furniture. For example:

Chairs and / or tables

Sports Equipment

Small items of equipment.

Children must **always** be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Children need to be shown how to lift and carry safely. This needs reinforcing on regular occasions.

PE and Sports Equipment

When using large apparatus, children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, how to bend and how many children are needed for moving each piece of equipment.

Furniture

Chairs should be moved one at a time and children must be shown how to carry them correctly. They may carry single chairs on their own. If a large number of chairs are needed then the site supervisor will use the chair stacker.

Tables need one child at each end. A child must not attempt to lift a table on his or her own.

Small items of equipment include tape players, CD players, etc. These can be moved freely by the children.

Always make sure when any items of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

Items children should not move:

1. Computers – monitors can easily fall off trolleys or wires get caught.
2. Piano – although on wheels, it is heavy and awkward and feet or fingers become Trapped.

Security of the Premises

The Head teacher and Site Supervisor are the designated key holders and are responsible for the security of the building

Class Teacher

It is the responsibility of the Class Teacher to make sure that their classroom is secure, windows closed, lights and equipment switched off before leaving the premises.

Site Supervisor

It is the responsibility of the Site Supervisor to check daily that:

1. All locks and catches are in working order.
2. The fire alarm has no faults.
3. The security system is working properly.
4. Be aware of procedures for avoiding exposure and for control.
5. Inform the Head or Deputy Head teacher of any difficulties.

Control of Substances Hazardous to Health Regulations 1988 (COSHH)

The COSHH regulations came into force on 1st October 1989 with full implementation from January 1990. They require employers to assess the risks to the health of employees posed by the use of toxic, harmful and irritant and corrosive substances. These include some substances which may be used in CDT, Art and Science. Further information is contained in the booklet entitled 'COSHH: Guidance for Schools – see Health and Safety File.

Risk Assessment

The nature of the work that is carried out within the school and the wide variety of activities and processes which are undertaken, make it important that potential risks are known and controlled.

Responsibility for risk assessment lies with the governing body assisted by the head teacher. Risk assessments are to be recorded together with the recommendations and passed to the head teacher and site supervisor so that action can be taken to remove the risks.

The first essential step is to identify the hazards and who would be in danger. The main ones are listed below with more details in the appendix :

1. Fire and Evacuation
2. Working Environment
3. Control of Contractors (MHSA WR99) Regulation 3(1)
4. Violence to Staff (MHSWR99) Regulation 3(1)

5. Work Related Stress (MHSWR99) Regulation 3(1)
6. Lone Working (HSA74) Section 2 (1)

Monitoring Safety Performance

All policies, procedures, local rules and systems of work will be subject to review, if procedures change or new procedures are introduced or otherwise on an annual basis and will be revised as found necessary.

A comprehensive health and safety audit will be carried out termly and the report will be discussed at the Premises Committee meeting to enable necessary actions and recommendations to be actioned.

Fire Alarm Testing

The fire alarm will be tested on a weekly basis for approximately 10 seconds; this duty is to be carried out by the site supervisor and a log kept.

The evacuation of the building will be carried out once a term.

Emergency Evacuation Procedure

Evacuation Procedure for All Staff, Visitors and Contractors

1. On discovering a fire or on receiving a bomb threat, sound the alarm by operating the nearest break glass call point.
2. On hearing the Fire Alarm, staff, visitors and contractors will leave the building immediately, including terminating telephone calls and leaving personal belongings.
3. Proceed in a calm and orderly manner using the appropriate Fire Exits to the designated Assembly Point.
4. Disabled people (remember that there are many different types of disabilities) must be given assistance. Persons with impaired mobility may need assistance; this can be achieved using designated helpers.
5. A roll call must be taken as soon as possible. The bursar will take the class registers, staff and visitor signing in books outside in order to this. If anyone is discovered missing, the Fire Officer must be informed immediately. Under no circumstances must anyone return into the building themselves to search for the person.

Do not return into the building without clear instructions from the Fire Officer.

Action in case of a Bomb Threat

As soon as the call is finished inform the Fire Brigade and Police without delay.

DO NOT REPLACE THE HAND-SET BUT CALL THE OPERATOR TO TRACE THE CALL ON YOUR EXTENSION.

- Obtain as much information as you can
- Try to keep the caller talking
- Complete the form/log in the appendix asking questions in sequence where possible.

Questions to ask:

How many bombs are there?

Where is the bomb located?

When is the bomb going to explode?
What does the bomb look like?
What will cause it to explode?
Did you place the bomb? Why?
What is your name? Address?

Evacuation Procedure for the Site Supervisor

1. On discovering the fire, sound the alarm by operating the nearest break glass point.
Or on hearing the alarm or on being told of a fire ascertain the floor and zone of the Fire.

Attack the fire if possible but ask yourself the following questions:

- a) Have I been trained to use a Fire Extinguisher?
 - b) Is the fire too big to handle?
 - c) Is the escape route threatened?
 - d) Always keep your back to the escape route.
2. If necessary ensure that the Fire Service has been called.
 3. Remain in the area of the reception until satisfied that the building has been evacuated.
 4. Once all persons are accounted for, report to the incident controller or the Fire Officer on their arrival , details of the building evacuation.
 5. Whilst at the assembly area assist in keeping everyone together until the all clear is given to return.

Fire Fighting Equipment

Fire fighting equipment should only be used when staff are confident in their ability to douse a small blaze.

The location of fire extinguishers with dates of inspection by a specialist company should be known and kept centrally. Fire fighting equipment including doors, extinguishers, blankets, hose reels, sand and water buckets should be checked for:

- (i) Its correct location (as advised by the fire authority)
- (ii) Free of vandalism
- (iii) Free from obstruction
- (iv) Sand and water buckets should be full and not contain any rubbish.
- (v) Correct labelling

This will be checked as part of the annual Fire Safety check carried out in the autumn term by the Head Teacher and Site Supervisor. Any remedial action will be taken promptly.

Date:

Signed:

Chair of Governors:

