

Worlingham CEVC Primary School

HEALTH AND SAFETY POLICY

*Like a tree firmly planted by streams of living water we will grow
in knowledge, love, faith and wisdom. Based on Psalm 1:*



INTRODUCTION

The Governors and Headteacher acknowledge that Suffolk County Council has the prime responsibility for Health and Safety and that it is fully committed to comply with the Health and Safety at Work Act etc. 1974 and associated legislation.

RESPONSIBILITIES

The Governing Body and Headteacher have specific responsibilities to manage Health, Safety and Welfare at school level. They also have responsibilities to support the published policies and aims of the County Council, and to promote continuous improvement in the Health and Safety performance of schools.

The Headteacher is the designated Local Safety Co-ordinator under the terms of the Statement of Health and Safety Policy. He/she has principal duty in the school for ensuring the local implementation of guidance, codes of practice and other advice from Suffolk County Council. This duty extends to ensuring that:

- working conditions and environment
- substances used
- equipment provided, and
- working methods adopted

do not impair the well-being of any employee, or any other person including clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of their work.

ORGANISATION

The Headteacher has responsibility for day-to-day management of Health and Safety issues and is known as the Local Safety Co-ordinator.

All staff should have regard to their own Health and Safety and that of others including pupils, clients, visitors and colleagues. They should communicate any concerns to the Headteacher immediately so that hazards can be dealt with quickly.

Responsibilities for particular areas are as follows;

TASK	FREQUENCY	NAME OF PERSON/ROLE RESPONSIBLE
H&S Policy review	Annual	HT/H&S Committee
Critical Incident Management Policy	Annual	HT
H&S Induction Training	Ongoing	HT/Bursar
Programmed updating training	Ongoing	M Brown (Deputy HT)
Personal safety procedures (also Schoolsafe)	Annual	M Brown (Deputy HT)
Visual checks (equipment)	Ongoing	All Staff
Premises/Planner checks	Daily, Weekly, Monthly, 3 Monthly and Annual (Appendix A)	Caretaker
Incident reporting/investigation	Ongoing	HT/H&S Committee
Fire procedures including personal emergency evacuation plans	Annual under Fire RA	H&S Committee

Health and Safety Policy Review

The review is carried out annually by the Health and Safety Committee in the first half term of the academic year. The committee meets termly and the minutes are circulated to the full Governing Body.

- The meetings are formally minuted and action points brought forward for review.
- The committee reviews the school's incident records for each term, and for each year, to identify any patterns or other indicators requiring management attention.

Communication and Information Management:

All school staff are aware of the systems implemented to ensure relevant Health and Safety information is passed to the Headteacher or Administration staff. All Health and Safety records, (including a copy of the policy) are kept in the school office and updated on a pro rata basis.

A copy of the Statutory Health and Safety poster and school policy are displayed on the Health and Safety notice board in the Staffroom, copies of the Health and Safety Committee minutes are located in the school office.

Notes from the school's Health and Safety committee meetings can be found in the minutes of the termly full Governing Body meeting which are displayed in the front office. A copy of the Health and Safety policy is held in the staff room.

A representative of a trade union is a member of the Health and Safety Committee to allow consultation on Health and Safety matters relating to staff.

Critical Incident Management

The Critical Incident Policy is reviewed annually and located in the school office.

Health and Safety Induction Training

All staff receive Health and Safety training as part of their school induction, specific training relating to their school duties, are identified and managed during their induction programme.

Routine Updating Training

- A record of training is held in the staff training log in the office.

Personal Safety procedures, Schoolsafe and control of violence

- The school ensures that relevant training for staff takes place so that they are at the School Safe standard.
- The School has separate policy for dealing with Abuse, Threats and Violence to all School staff. The policy outlines how to deal with parents and other adults in difficult situations and is reviewed annually.
- Visitors are required to sign in and wear a visitors lanyard so that they are easily identifiable. Visitors are clearly directed to use the main entrance to the school and are instructed to report to the front office. Signs are clear and visible from outside of the building and the car park.
- The relevant authorities are kept informed of changes to the list of keyholders who need to be contacted in an emergency. A list of keyholders is kept in the key register in the office.
- Staff working on their own in the building have been made aware of the safety measures. Staff are instructed to keep doors and windows closed and to ensure that the school is secure when they leave ready for the Caretaker to lock the premises. Refer to the Lone Working Policy.
- When contractors need to access the school site plans are in place to ensure their whereabouts are known, especially when working in remote parts of the school. Specific risk assessments will be undertaken for all potential high risk activities.

Planned Safety Checks

These can be broken down into 3 separate groups as follows:

Procedures
Equipment
Premises

Procedures

- All electrical equipment is checked annually as part of the routine maintenance checks. This includes I.C.T., reprographics and cookery equipment.

- As part of the termly Health and Safety inspection walk around school, checks are made of the condition of the plugs, sockets and mains leads. The caretaker is responsible for checking and recording the school's water system, ladders and step ladders. Records of these inspections are kept in the Health and Safety file in the office.

Equipment

- The outdoor play apparatus undergoes an annual Health and Safety check by qualified Safety inspectors. A routine safety check is carried out by the Caretaker on a daily basis and visual inspection by staff before the children are allowed to use it.
- PAT testing is carried out annually, this is arranged by the school bursar.
- Staff are aware (and reminded) to undertake a simple visual and informal inspection of any electrical equipment they (or their class) are about to use.

Premises

- The whole school site is visually inspected once a term by the Caretaker and reported to the Health and Safety committee, details of which are recorded in the Health and Safety folder.
- Visual checks on fire exits, grounds, outside equipment are carried out daily by the Caretaker to make sure that all is in order.

Incident Reporting/Investigation

- Minor accidents are recorded in the Accident Book within the Medical room for the children and the staff Accident Book is held in the main school office. Governors examine these books for common issues as part of their termly school inspection.
- The School uses the double sided Incident Report form to record any serious incidents, using the school's ID (4 figure DfE code) number on every form used. Staff have been briefed on when and how to use the form. All incidents are investigated to reduce a further recurrence and where necessary remedial action is taken and recorded. A termly report is submitted to the Health and Safety Committee by the Caretaker on a termly basis.
- The Headteacher, or a designated and competent member of staff, checks and signs every Incident Report form which is retained in school.
- The Health and Safety committee are informed of every serious incident and are involved in the follow up action that results from an incident.

Co-ordination of Risk Assessment Work

- Risk Assessments will be undertaken and reviewed annually, or where appropriate termly. The School have risk assessments which is listed in the front of the Health and Safety folder located in the main school office.

Fire Procedures

- In the event of a fire staff and pupils are instructed to leave the building by the closest and safest exit. Details of the evacuation procedure are positioned in every room.
- A fire practice is scheduled for each term.
- All fire extinguishers are checked annually by a specialist firm, and a visual check is carried out weekly.

- The caretaker conducts the weekly alarm test and details are kept in the Health and Safety file in the office.
- It is the responsibility of every member of staff to ensure that fire exits are clear of obstruction and operate effectively.

Locally Organised Premises Maintenance, Repair and Improvement

- The building maintenance programme purchased by the school provides cover for emergency works required to keep the school open. It also covers the procedures for asbestos with the asbestos site survey being held in the front office. Any other repairs are carried out in accordance with recommendations made by the County.

First Aid – Training and equipment

- Records of trained first aiders and dates for renewal are kept in the Deputy Heads office.
- First aid equipment is appropriately located and stored in the medical/small workroom which is in a central position within school.
- First aid equipment is monitored and updated regularly by trained support staff.
- Procedures for clinical waste are kept under review.
- All staff are aware of reporting procedures for accidents and incidents through regular training. Volunteer helpers are made aware of the procedure before they start volunteering in school by the school Bursar.
- All staff have access to health centre/doctors' telephone numbers which are clearly displayed in the school office.
- First aid arrangements for educational visits outside the school premises are contained in the Educational Visits policy. First aid boxes and equipment are provided for each visit.

Vehicle Control and Pedestrian Safety

- The vehicular entrance and exit are signed and a one way system operates. Parking bays are marked and path ways are kept clear for pedestrians.

Education Visits Co-ordinator (EVC)

- Current advice from the County is being followed for educational visits. <http://www.suffolklearning.co.uk/leadership-staff-development/policies-guidance/educational-visits>

Stress and Well Being

- The school has a Wellbeing Service which offers support through Saxon Alternative Therapy Centre in Beccles. Full information including the telephone number is held on the staff notice board in the Staffroom.

Supporting Pupils with Medical Needs

- Procedures are in place to support individual pupil medical needs. Pupil care plans are displayed in the staff room, office and medical room. Appropriate training is given by the

school SENDCO, outside practitioners where appropriate to support the individual needs of the children.

Premises Security and pupil/visitor safety

- All staff are aware of the need to keep doors closed, all doors have key pads on external doors, visitors ring the doorbell and sign in on arrival. The side gate leading to the footpath is locked during the school day, and overnight. The gates on the fields are locked overnight. Current County Council guidance is followed. www.suffolklearning.co.uk/do_download.asp?did=13582

Contractors on Site

- All contractors sign in and site meetings are held if there are to be long term works. Contractors are taken to where they will be working. Evacuation procedures are located near to the signing in point.
- All deliveries are made via the reception area, where security checks are made.
- Communication between cleaning/caretaking staff and the office is through recorded notes and memos. All staff are briefed about any building work.
- A member of staff or the Governing Body will be appointed to monitor the safety of the work carried out as and when it occurs.

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