



Thornhill Primary School **HEALTH AND SAFETY POLICY**

| | |
|------------------------|-------------|
| Date Issued | Autumn 2018 |
| Governor Approval Date | |
| Date of Next Review | Autumn 2020 |

STATEMENT OF INTENT

The Governing Body / Resources Committee of Thornhill Primary School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and Common Law duties.

This Statement sets out how these duties will be conducted and includes a description of our organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

This policy statement supplements

- HCC's General Statement of Health and Safety at Work Policy;
- CSF Health and Safety Policy, Organisation and Arrangements Statement

The above Statements (and other H&S policies and guidance) may be downloaded by staff from the [Education Health and Safety Manual](#).

Signature:

Signature:

Claire McDonald: Chair of Governors

Julia Lawson: Headteacher

Date: Revised Autumn 2018

Date: Autumn 2018

ORGANISATION

As the employer, Central Bedfordshire has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools.

At school level, duties and responsibilities have been assigned to Staff and Governors as laid out below.

Responsibilities of the Governing Body

Overall responsibility for health and safety rests with the *Governing Body* of the School. The Governing Body is responsible for health and safety matters at a local level and are responsible for:

- Formulating a Health and Safety Statement detailing the responsibilities for ensuring health and safety within the school;
- Reviewing the school's Health and Safety Policy and performance annually;
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
- Providing appropriate resources within the school's budget for the implementation of the attached arrangements;
- Receiving from the Headteacher or other nominated member of staff reports on health and safety matters and reporting to (CSF, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the school may not feel competent to deal with;
- Promoting a positive health and safety culture and high standards of health and safety within the school

Responsibilities of the Head teacher:

Overall responsibility for the day to day management of health and safety in the school rests with the Headteacher. As manager of the school and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. The Headteacher, as *Safety Liaison Officer*, is responsible for all matters relating to health and safety in school and for inspecting the premises. All hazards must be reported to her immediately. In the absence of the Headteacher, executive responsibility rests with the *Deputy Headteacher*. In the absence of both the Headteacher and the Deputy Headteacher, executive responsibility rests with the most senior teacher who is in charge of the school at that time.

The Headteacher has responsibility for :

- Communicating the policy to all relevant parties;
- Ensuring there is an adequate system in place for undertaking risk assessments;
- The implementation and monitoring of the school's health and safety arrangements which form part of this policy;
- Ensuring all staff are provided with adequate information, instruction and training on health and safety issues;
- Ensuring that the school has emergency procedures in place. Reporting to HCC any hazards which cannot be rectified within the establishment's budget;
- Ensuring there is no misuse of plant, equipment etc.;
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- The provision of appropriate health and safety information to governors;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed).

The Headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the school.

Responsibilities of other teaching staff / non-teaching staff holding posts of special responsibility (Deputy Head, Health & Safety Coordinator, Curriculum Leaders)

Health & Safety Co-ordinator:

Miss S Peak is named as Health and Safety Co-ordinator for the school. She will raise awareness and highlight health and safety issues to the staff and the School's Safety Liaison Officer, as appropriate. She may attend all Health and Safety Committee meetings. Her duties include:

- Ensuring that appropriate safe working procedures are brought to the attention of all staff;
- Maintaining or have access to an up to date library of relevant published health and safety guidance from sources including the CSF, CLEAPSS, DCFS, BAALPE etc., and ensure that all staff are aware of and make use of such guidance;
- Resolving health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Staff:

Each *teacher*, or other person with supervisory control over any school activity, is responsible for ensuring that agreed health and safety procedures are implemented for their activity.

- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Report any Health and Safety issue must in the green *Health & Safety Issues Book* (located on the noticeboard in the staffroom) which is brought regularly to staff meetings.
- Apply the school's Health and Safety Policy to their own subject or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc;

Site Agent

The *Site Agent* is responsible for checking the general condition of the premises and, in particular, the non-classroom areas and for ensuring that health and safety hazards are dealt with. Where action is required outside his competence, the matter will be referred to the Headteacher for appropriate action. The Site Agent is also responsible for ensuring that cleaners employed by the school are given necessary health and safety training on safe working procedures, for checking of equipment used, and for the safe use and storage of cleaning materials.

Senior Lunchtime Supervisor

The *Senior Lunchtime Supervisor* has delegated responsibility for safety in the school and the playground during the dinner break.

Responsibilities of employees

Under the Health and Safety at work Act etc 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees of the school have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to the Health & Safety Co-ordinator.
- Report immediately to the Headteacher any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent to use or have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Parents/guardians

Parents/guardians are responsible for ensuring that children are safely delivered to and collected from school. Parents/guardians should always use the pedestrian access to the school, and should not walk across the car park. If parents/guardians are using a car to deliver or pick up children, they are responsible for parking safely, without bringing their cars onto the school premises

Many aspects of road, home and personal safety are included in the children's education, as part of the cross-curricular PSHCE (Personal, Social, Health & Citizenship Education). All children have the right to work, learn and play in a safe environment and the children themselves have a role in achieving this goal through:

- (a) agreed codes of behaviour
- (b) observance of class and playground rules

For detail please see the school's *Behaviour Policy*.

PART 3. ARRANGEMENTS

The following list of arrangements covers the Key elements of a Health and Safety policy. Also refer to Bedfordshire Health & Safety manual and 'Managing Critical Incidents in Schools' which cover many other risk areas, codes of practice and guidance notes.

1. Fire Prevention, Testing of Equipment
2. Fire Evacuation and other Emergency Arrangements
3. Work Equipment
4. First Aid and Medication
5. Accident Reporting Procedures
6. Lone Working
7. Flammable and Hazardous Substances
8. Asbestos
9. Lifting and Handling
10. Risk Assessments
11. Offsite visits
12. Visitors
13. Work at Height
14. Display Screen Equipment
15. Vehicles
16. Contractors
17. Lettings
18. Legionella
19. Catering Safety
20. Safeguarding Children
21. Site Meetings
22. Stress
23. Health and Safety Information and Training
24. New Staff Induction

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

The *Site Agent*, under the direction of the Headteacher, is responsible for testing the fire alarm and for checking other fire equipment. He must check daily that fire extinguishers are in position and check that hose reels work at the beginning of every term. The Site Agent is responsible for testing the fire bell weekly and for checking that it has been heard in all areas of the school. Fire alarm call points will be tested weekly in rotation by the Site Agent, any defects must be reported immediately to the Headteacher who must ensure they are addressed at once. The Site Agent is responsible for keeping a record of tests. The Headteacher keeps a log of fire drills as required by the Local Authority guidelines. These records are kept in the School office.

Fire alarms are tested every Friday at 4.00pm.

Any defects on the system will be reported immediately to the maintenance surveyor or electrical engineer
CDS 01162750177

A fire alarm maintenance contract is in place with Blazequel 01234 357357 and the system tested annually by them.

INSPECTION OF FIRE FIGHTING EQUIPMENT

Blazequel undertakes an annual maintenance service of all fire fighting equipment

Weekly the Site Agent checks that all fire fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Blazequel.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked monthly by Site Agent and annually by Blazequel. Test records are located in the site's fire log book.

MEANS OF ESCAPE

Daily Site Agent checks for any obstructions on exit routes and ensures all final exit doors are operational.

FIRE/BOMB EVACUATION PROCEDURES AND DRILLS

The head teacher is responsible for ensuring the fire risk assessment is undertaken and implemented following guidance contained in the [Education Health and Safety Manual](#).

The fire risk assessment is located in *Health and Safety File* and reviewed on an annual basis.

Fire Precautions

All staff and visitors are required to make themselves familiar with *Fire Notices* displayed in each room in the school. Visitors' and Contractors' badges have fire evacuation instructions on the reverse. It is the responsibility of all adults in the school to report any unusual occurrences, packages etc. immediately to the Headteacher. If a telephoned *bomb threat* is received, the Headteacher must be informed immediately - she will decide if immediate evacuation is necessary and then inform the police.

Fire doors and exits must be clear at all times and class teachers are responsible for ensuring this.

- Class teachers are responsible for familiarising their pupils with the evacuation procedures which are to be followed when the fire bell is heard.
- It is vital to emphasise that all pupils leave the building immediately through the **nearest exit away from the seat of the fire, walk, without talking** and line up in their classes at the farthest point on the upper playground near the entrance gates
- *Class registers, list of all pupils' telephone numbers, the Late Book, the Staff Attendance Record, and the Visitors' Book, a mobile phone and the bell* must be collected immediately by the *Senior Lunchtime Supervisor* at lunch time or the *Headteacher / Office staff* at all other times, and distributed immediately to the class teachers or lunch time supervisors on the playground.
- Classes are counted and class registers called. The *Headteacher / Office staff* check adults against the *Staff Attendance Record* and the *Visitors' Book*
- Any pupil or adult not accounted for must be reported to the Headteacher or her representative immediately. The latter is responsible for undertaking a search/notifying the *Fire Service* representatives on site.

In the event of an incident which prevents safe re-entry to the building, (eg a fire, a gas leak) the whole school will evacuate the site and children will be walked to Houghton Regis Leisure Centre.

- It is vital that this evacuation takes place in a calm and orderly manner and that all adults available are used to supervise the children on the walk to Houghton Regis Leisure Centre.
- The Headteacher or Site Agent will ensure that the emergency services are told where the children are being taken, so that parents can be informed.
- The *Headteacher* or other designated person will ring ahead to Houghton Regis Leisure Centre to warn them of the school's arrival.
- Once children are safely within Houghton Regis Leisure Centre, the *Headteacher* will inform the local radio stations of the evacuation and parents will be telephoned to tell them where children should be collected.
- Class teachers are responsible for ensuring that children are handed safely to their parent.

In the event of an incident which makes it unsafe for children to remain outdoors (eg an intruder displaying threatening behaviour, noxious gasses/fumes in the atmosphere all children must be immediately brought indoors and all windows and doors closed and locked. All classes must congregate in the hall where the register will be taken

- The *Headteacher* must be informed immediately of the situation and she will issue instructions to ensure that all children and staff are safely inside the building.
- The *Office Staff* will contact the *police* and *emergency services*.
- Parents will be informed of the situation by telephone and advised about collecting the children.

Fire Instructions

These documents are made available to all staff and included in the school's induction process. An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the school.

*Fire and emergency evacuation procedures are detailed in the staff handbook
These procedures will be reviewed at least annually.*

Emergency contact and key holder details are maintained by the Headteacher and the Site Agent and provided to HCC upon review.

Fire Drills

The *Headteacher* is responsible for arranging two *Fire Drills* per term, ensuring that different times and situations are covered during the course of the year. She must ensure that this and other aspects of fire safety are carried out in accordance with Local Authority guidelines. Fire exit notices are in position in all rooms in the school and *Class Teachers* are responsible for ensuring that all pupils are clearly aware of what to do should the fire bell sound.

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment. **Staff Training to be accessed for new staff**
- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- **Details of service isolation points** (i.e. gas, water, electricity) Behind the kitchen; Gas first door on left, Electric on opposite side. Water outside school boundary by postbox
- **Material Safety Data Sheets for Chemicals and flammable substances.** These will be kept by Site Agent as appropriate, for consultation.

EQUIPMENT AND ELECTRICAL TESTING

Class teachers and Curriculum Leaders must inspect all portable equipment in their classrooms at the beginning of each term. All faulty equipment must be removed from use immediately and reported to the Headteacher who will arrange for repair or disposal. *The Local Authority*, under the terms of the school's Buildings Maintenance Contract with them, are responsible for carrying out an annual Conditions Survey, including testing of the electrical installation on the site. All portable appliance testing is carried out annually and stamped accordingly. The company responsible for this is reviewed annually by the Governing Body. The P.E. apparatus is also inspected annually by the County representatives and recommendations made as to its maintenance.

WORK EQUIPMENT

All staff are required to report to Health and Safety Co-ordinator any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring.

Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years.

External play equipment

The external play equipment will only be used when supervised. Such equipment should be checked daily by Site Agent for any apparent defects, and particularly for contamination by animals in areas covered by bark chippings or soft sand.

Health and Safety Co-ordinator will identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

| |
|------------------|
| First Aid |
|------------------|

TRAINED TO FIRST AID IN SCHOOLS LEVEL:

| NAME |
|------------------------------------|
| Shelley Robson - Pediatric |
| Ami Henkes |
| Nicola Morris |
| Julia Lawson |
| Michael Rowe |
| Debbie Candler |
| Anita Taylor |
| Carole Gleghorn |
| Sallie Evans - Pediatric |
| Zoe Hall |
| Jodie Thompson |
| Elisa McConnell |
| Carly Walsh |
| Charlie Gow |
| Ewelina Baczkowska |
| Patricia Kuevi |
| Mechelle Woolf |
| Emily Flannery |
| Fern Ilic - Pediatric |
| Emma McGonigle |
| Rebecca Terry |
| Dorothy Breheny – Pediatric |
| Denise Bond |
| Emma Nolan |

The Headteacher will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

The First Aiders are responsible for keeping records of all emergency treatment. Miss Peak is responsible for ensuring that the first aid box is properly equipped and stocked. The First Aid box is situated in the Medical Room.

Staff will follow Bedfordshire County Council's Health and Safety Policy Statement "First Aid in Education Establishments" and adhere to the following procedures and guidelines:

If there is an accident, the following procedure will be carried out:

- ◆ assess the situation, the cause of the accident and who has been injured
- ◆ make sure that no one else is injured
- ◆ if the casualty is unconscious, check that the airway is clear and that (s)he is breathing. Send for a Qualified First Aider.
- ◆ The school will follow Bedfordshire procedures

The Qualified First Aider will

- take charge of the situation and in the event of a serious injury ensure that an ambulance is summoned. **Please note that the ambulance must always be called without delay if serious injury or illness is suspected or if in any doubt.** Where the illness is not considered to be of a serious nature, but where referral to the general practitioner is required, contact should be made with the parents, or in their absence an emergency in order for these arrangements to be made. If the parents cannot be contacted, the emergency contacts will be called.
- direct those not involved away from the area
- send a responsible person to meet the ambulance

- send a responsible person with the casualty in the ambulance (together with the pupil's Medical Form from the School Office), ascertain to which hospital it is going and that the pupil's parents are informed immediately.

All staff must act responsibly in respect of their personal safety and not subject themselves to unnecessary risks.

Individual members of staff who give basic first aid are responsible for recording all accidents in the *Accident Book* and, when appropriate, for referring to a Qualified First Aider or the appointed person in her absence. **All head bumps must be referred to a Qualified First Aider and the class teacher informed** - a letter will be issued to the class teacher who will inform the pupil's parents and forward the letter to the parents. An up-to-date list of trained First Aiders will be posted in the Medical Room.

The *Accident Book* is situated on the table in the Medical Room. There is a separate *Nursery Accident Book* located in the Nursery for pre-school pupils.

The Headteacher will contact parents and send pupils home, if necessary, after an accident. Lunchtime Supervisors **must report injuries to the class teacher** when appropriate, **and must always report head bumps**. Class teachers are responsible for reporting significant accidents, e.g. *all* head bumps to parents at the end of the day.

Transport to hospital :

If the First Aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted. The school will follow the procedure for completion of incident/accident records in accordance with HCC guidance.

LUTON & DUNSTABLE HOSPITAL: 01582 491166
LEWSEY ROAD, LUTON LU4 0DZ

SCHOOL HEALTH SERVICE: 01582 707 644

HOUGHTON REGIS MEDICAL CENTRE: 01582 866 161

Blood Spillages

HCC guidance on Protection from Blood borne viruses and basic infection control will be followed.

Each class has its own safety pack containing; Detol, gloves, apron and mask

All staff should wear plastic gloves when dealing with incidents where bleeding occurs.

The school provides protective overalls and gloves for the Site Agent and cleaning staff and protective clothing for Lunchtime Supervisors.

The Site Agent must check with the Area Supervisor with regards to when personal protective equipment is to be used and the arrangements for the provision of such protective equipment.

MEDICINES:

Please refer to Medicines Policy

The only medication kept and administered within school are those prescribed

If it is necessary for a pupil to take medication in school, the parents must first sign the indemnity form obtainable from the School Office. All medication must be labelled clearly with the pupil's name and full instructions and handed in to the Office. The medication will be housed in the Medicines Cupboard in the First Aid Room or in the refrigerator. **Inhalers are kept in the child's classroom** or the Medicines Cupboard in the Medical Room depending on the severity of the asthma. **Staff must enter in the "Inhalers Book" when the inhaler is used and check that the medication is in date.** Any pupil taking medication must be supervised by a qualified First Aider. Staff undertaking this role are required to:

- check that the name on the medication is that of the pupil concerned
- check the medication form each time, in order to ensure that the medication has not recently been administered
- check that the dosage is fully understood
- enter the details on the medication form.

If in doubt on any of these aspects, consult the Headteacher or her representative in her absence.

All medication will be administered to pupils in accordance with the DfES document ["Managing Medicines in Schools and Early Years Settings"](#)

Staff will undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc) as appropriate.

ILL HEALTH AND ACCIDENT REPORTING

Staff must refer all sick pupils to the Headteacher or her representative, who will arrange for parents to be contacted if necessary.

The *Headteacher* is responsible for

- ◆ reporting notifiable accidents and dangerous occurrences to the *Health and Safety Council and Bedfordshire County Council*
- ◆ ensuring that a record of all accidents is kept and that the Bedfordshire County Council Accident and Dangerous Occurrences forms are completed and sent to County Hall
- ◆ ensuring that accidents or ill health which are reportable to the *Health and Safety Executive* under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 are notified within the prescribed period (Form F2508).

ACCIDENT REPORTING PROCEDURES

In accordance with the County Accident/Incident Reporting Procedure employees must report:

- Accidents, dangerous occurrences, and near misses on the standard County Council Incident and Dangerous Occurrence Report (IDOR) form.
- Violent incidents and verbal abuse on the standard County Council Violent Incident Report (VIR) Form.

Copies of these forms are available from the **school office**

The Headteacher will countersign the HCC report form before the original copy is sent. A copy should also be kept at the establishment.

- A local accident book, located in the school office is used to record all minor incidents to pupils any more significant incidents must also reported to HCC using the forms described above.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Headteacher or their nominee will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE).

In the event of a fatality or major injury these incidents will be reported immediately to the Health and Safety Executive (HSE) on-line at their web site <http://www.hse.gov.uk/riddor/> or by telephone on 0845 300 9923. The Education Health and Safety team should also be informed on

In the event of an incident resulting in

- Pupils or other non-employees being taken to hospital
- Employee absence, as the result of a work related accident, for periods of 3 days or more (including W/E's and holidays)

These must be reported to the HSE within 10 days of the incident occurring.

In every case where an incident is reported to the HSE a copy of the F2508 form should be attached to the IDOR/VIR form and sent to the Education Health and Safety Team.

Full guidance and copies of the form are located in the [County Health and Safety Policies and Guidance Manual](#).

LONE WORKING

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Headteachers/Deputy Headteachers permission and notify her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.(Refer to [Guidance on Personal Safety in the Health and Safety Manual](#)).
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and also to pre-plan the route if the premises are unfamiliar.)
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. *(NB. Consider the use of Key-holder services such as South East Security: 01462 422500 who will either attend for you or collect the key-holder to attend)*

KEY HOLDERS:

M Rowe: Site Agent

J Lawson: Headteacher

D Candler: HLTA

- Report any incidents or situations where they may have felt “uncomfortable”. Good communication between colleagues, in terms of personal safety is essential.

The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair.

| EQUIPMENT | RESPONSIBLE PERSON (WHO CAN ASSESS RISK) | AUTHORISED USERS OF THE EQUIPMENT | AUTHORISED PERSON FOR INSPECTION AND REPAIR | INSPECTION PERIOD (E.G. TERMPLY, ANNUALLY) |
|------------------------------------------------------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------|----------------------------------------------------|--------------------------------------------------------------------------------------|
| Access equipment e.g. ladders, tower scaffold | <i>Site Agent</i> | <i>Site Agent</i> | <i>Site Agent</i> | Ladders termly Tower scaffold on erection and weekly thereafter if left in situ |
| Caretaking/cleaning equipment including hand tools | <i>Site Agent</i> | <i>Site Agent</i> <i>Cleaners</i> | <i>Site Agent</i> | <i>school to determine following manufacturers advice</i> |
| Grounds maintenance equipment | <i>Site Agent</i> | <i>Site Agent</i> | <i>Site Agent</i> | <i>school to determine following manufacturers advice</i> |
| Gas appliances (includes school catering equipment, boilers, food tech etc.) | <i>Site Agent</i> <i>Aspens Food Services</i> <i>Teachers</i> | <i>Site Agent</i> <i>School Cook</i> <i>Teaching Staff</i> | <i>Corgi registered contractor</i> | Annually |
| PE and play equipment | <i>Teaching Staff</i> | <i>Children attending school</i> | <i>Approved LA contractor</i> | Annually |
| LEV, dust extraction /fume cupboards | <i>Site Agent</i> | <i>Site Agent</i> | <i>Approved LA contractor</i> | 14monthly(max) Records of these examinations must be kept for a five year period. |
| Technology Equipment | <i>ICT Co-ordinator</i> | <i>Staff</i> <i>Children</i> | <i>Partnership Education</i> | Reviewed Annually |
| Portable electrical equipment | <i>ICT Co-ordinator</i> | <i>Staff</i> <i>Children</i> | <i>Approved contractor</i> | Annually |

FLAMMABLE AND HAZARDOUS SUBSTANCES

The *Site Agent* is responsible for ensuring that *hazard data sheets* are obtained from the supplier for chemical substances, such as cleaning agents and that an assessment record is kept available as required by the *Control of Substances Hazardous to Health regulations (COSHH)*. Hazard data sheets are kept in the Site Agent's Room.

All substances used in school for any purpose including cleaning and maintenance of premises must have undergone *COSHH* assessment and the relevant guidance followed.

The Site Agent is responsible for daily inspection of the school and for recording any potential hazards and/or damage. Any potential hazards, breakages or damage to school buildings should be reported to the Headteacher immediately and recorded in the *Health and Safety Issues* book in the Site Agents Room

The Site Agent will ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- risk assessments are conducted for the use of hazardous substances (generic risk assessments are available for products purchased from Hertfordshire Supplies, these are adapted to suit specific use of material on site)
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers)
- suitable personal protective equipment (PPE) has been identified and available for use

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

If pointed/sharp objects are to be disposed of, staff should notify the Site Agent who will undertake the task. The objects must be safely and securely wrapped up before disposal.

All staff are responsible for drawing the attention of the Site Agent to any hazards, such as wet or slippery floors. Warning barriers/stands will then be positioned as appropriate. Loose sand, painting and experiments involving water often result in slippery and wet classroom floors. This poses a hazard, especially for younger children. Staff must arrange that the floor is cleared up as quickly as possible.

The Headteacher, the Health and Safety Co-ordinator and the Site Agent carry out **termly** Health and Safety inspections of the building and grounds using the *Hazard Control Checklist* (see Appendix 1) and carry out a *Risk Assessment* (see Appendix 2), as appropriate. Reports on these Health and Safety inspections are made to the Resources Committee.

ASBESTOS

The HCC Asbestos Policy, available on the [Property Matters](#) web site will be followed.

The asbestos register is held in *School Office* and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

The School's Asbestos Authorising Officers is The Site Agent.
The authorising officers shall ensure:

- The asbestos log is maintained and that any changes are notified to the Mouchel asbestos helpdesk.
- **All** work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer

Any damage to materials known or suspected to contain asbestos should be reported to *Site Agent* who will contact the Asbestos Helpline on 0845 6030369

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to The Site Agent

Asbestos log - all work must be authorised and logged in the Asbestos Book which is housed in the School Office.

LIFTING AND HANDLING

MANUAL HANDLING OF LOADS

Generic risk assessments for manual handling are undertaken and staff provided with information on safe moving and handling techniques.

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by H & S Co-ordinator who will arrange for a risk assessment to be carried out.

Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable.

The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

RISK ASSESSMENTS

General Risk Assessments

The school risk assessments will be co-ordinated by Deputy Headteacher following guidance contained in the [Education Health and Safety Manual](#).

All workplace activities, teaching and non teaching (e.g. caretaking), premises and one off activities have been assessed and approved by the headteacher.

These risk assessments are available for all staff to view and are held centrally in: [School Office](#)

Specific risk assessments relating to individual persons, e.g. staff member or young person/pupil are held on that person's file.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest and staff are made aware of any changes to risk assessments relating to their work.

Pregnancy Risk Assessment

Assessments on new and expectant mothers will be undertaken by H & S Co-ordinator following guidance contained in of the [County Health and Safety Manual](#).

It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant. The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by relevant teachers using relevant Health and Safety Codes of Practice for Design & Technology, Science, Art PE etc.

OFFSITE VISITS

Please refer to Educational Visits Policy

The County Council Offsite Visits Advisor must be notified of all level 3 trips, which include, overseas trips and school led adventurous / hazardous activities.

For all school visits, the Local Authority procedure guidelines from the Bedfordshire Education Service are adhered to (*Educational Visits and Journeys Bedfordshire County Council*). A copy of this is kept in the School Office.

The party leader (who must be a full-time member of the teaching staff), organising any external visits away from the school will carry out all necessary pre-visit arrangements. The Chair of Governors is the designated governor with responsibility for Educational Visits and Journeys. The Headteacher must give authorisation before the visit takes place.

All party leaders and participating staff are required to follow the *School's Policy and Procedures for Educational Visits*.

The school's Educational Visits Co-ordinator(s) are P. Kuevi and S. Peak. All Offsite Visit activities must be risk assessed using relevant HCC forms, these assessments are monitored and reviewed by the headteacher or Deputy Headteacher

VISITORS

Please refer to visits and visitors Policy

Outside gates are locked between school hours and entrance on to the premises is through intercom. Security locks have been fitted to all entrances to the school and all visitors are required to report to the School Office on arrival. This is clearly sign posted.

- All visitors must buzz and explain who they are and their business at the school via the intercom at the gate and at the front door – all other entrances to the school must be locked at all times other than playtimes.
- All visitors must sign in on arrival, and out on departure. The Visitors' Book will be taken out and checked, along with the class registers, at the muster point during fire practices.
- On arrival, badges will be issued to all visitors, contractors and parent helpers. These will help the staff and children to identify adults with legitimate business on school premises. These badges have details of fire procedures on the reverse to ensure our duty of care to visitors to the school
- All regular parent helpers will be police checked (CRB Disclosure).
- Parents of pupils arriving late must sign in the Late Book, giving time and reason for lateness. This will also be taken out and checked in the event of a fire practice.
- **Parents are only allowed to collect their children from the classroom external doors at the end of the school day. At all other times parents MUST collect their children from the main entrance.**
- The Site Agent is responsible for liaison with contractors working on the site from the point of view of hazards to health and safety, including the provision of information on emergency arrangements at the school.
- Class teachers, duty staff at playtime and dinner time supervisors must report any concerns over suspicious persons on the premises to the Headteacher.

WORK AT HEIGHT

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable.

A copy of this assessment will be provided to employees authorised to work at height.

The school's nominated person(s) responsible for work at height is Site Agent

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and that ladders are checked termly;
- all access equipment is inspected and maintained;
- the risks from fragile surfaces is properly controlled.

DISPLAY SCREEN EQUIPMENT (DSE)

Advice on the use of DSE is available in the [Education Health and Safety Manual](#)

All staff who use habitually use computers as a significant part of their normal work.

(Significant is taken to be continuous / near continuous spells of an hour at a time)

e.g. admin staff, bursars etc shall have a DSE assessment carried out.

[DSE Risk Assessment Form.](#)

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them. Gates are kept shut at all times. Pedestrian gates are opened at 7.30am until 9.10 am and from 2.30 until 4.30pm
The children's and parent's access shall be kept clear of vehicles.

The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for children's pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

CONTRACTORS

Detail how contractors are selected who staff should report concerns to etc..

All contractors must report to school office / reception where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Site Agent is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work .

LETTINGS / SHARED USE OF PREMISES

Please refer to School Lettings Policy

Before agreeing to let school premises to outside bodies for use out of school hours, the proposed use and responsibility for supervision will be established. The school will ensure that the use is compatible with the premises and equipment involved and that residual problems are not likely to arise. Authorisation by the Headteacher is required before a letting agreement is made. Risk assessments must be completed on activities undertaken prior to use of the school premises.

Lettings are managed by C. Gleghorn following [County council guidance](#)

LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the [Education Health and Safety Manual](#).

The Site Agent will be responsible for identifying and flushing rarely used outlets on a weekly basis and after school holiday periods. Where necessary water temperature checks will be undertaken on a monthly basis

CATERING SAFETY

Responsibility for health and safety aspects of the work in the school kitchen rests with Aspens Catering on whose behalf the Kitchen Manager has delegated local responsibility.

As with the rest of the building and site, the Governing Body has responsibility for maintaining the structure of the School Kitchen in a safe and healthy condition. The catering contractor, Aspens, is responsible for the safety of all equipment and all internal decoration in the kitchen and adjoining rooms.

SAFEGUARDING CHILDREN

The Headteacher is the school's designated person for co-ordinating all safeguarding issues. Full details on this, can be found in the School's Safeguarding *Policy*.

SITE MEETINGS

Before any substantial refurbishment, building or repair work is to be undertaken on the School or its grounds, a site meeting is to be convened between the contractors, the Headteacher and the Chair of Governors (if available). This meeting will establish, within the remit of the work, any constraints, time scales, health and safety needs/requirements and organisational matters.

STRESS

The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and HCC's management standards.

COPING WITH CRISES

An issue which impinges upon Health and Safety in schools concerns the aftermath of a crisis or disaster which can befall any school. Staff need to be conscious of the sorts of crises that may affect the school and the effects such crises may have on pupils and staff members. Examples of crises include:

- a traffic accident involving a pupil or member of staff
- a malicious act of violence against a pupil or member of staff
- the death of a pupil or member of staff through natural causes
- a school fire or vandalism to the school
- injuries or deaths on school journeys

An exhaustive and informative guide to coping with such disasters is to be found in the book "*Wise Before the Event : Coping with crises in schools*" by William Yule and Sand.

VIOLENCE TO STAFF

In the event of a child becoming violent, either towards a member of staff or another child, the adult must call for the assistance of another adult as soon as possible. Members of staff must follow the guidelines for restraint of pupils as indicated in the Bedfordshire Guidelines on Restraint and in accordance with the Thornhill Policy for Restraint. The Headteacher, or her representative, must be informed of the incident immediately and she will decide the most appropriate action. The parents/carers will always be informed and the child may be excluded from school for a fixed period. The Headteacher is the only person who may exclude a child.

All members of staff must do all they can to avoid confrontations with parents or members of the public. They should avoid, as far as possible, being alone with an angry or aggressive adult and call for immediate assistance as soon as possible, should violence be suspected or threatened. If any adult threatens violence to anyone on school premises or the vicinity, the police will be called without delay. The Headteacher must be informed immediately of any such incidents and she will liaise with the police and decide on appropriate action, eg. prosecution, banning the individual from school premises etc.

Detail system(s) in place within the school for responding to individual concerns e.g. Performance Management, mentoring, staff able to speak to headteacher / senior management.

The school has participated in the national wellbeing programme.

HEALTH AND SAFETY MONITORING AND INSPECTION

A named governor will be involved / undertake inspections on an annual basis and report back to the premises sub-committee and full governing body meetings

The Governor responsible for H&S meets half termly with HT and Site Agent to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school.

- Health and Safety issues should be reported to the Headteacher and may also be raised at the weekly staff meeting.
- All staff are required to report Health and Safety issues in the *Health & Safety Issues Book* provided, which is kept **by the Site Agents Room**. The Headteacher will regularly check the book and the Resources Committee / Headteacher will ensure that information is given to all staff and that any required course of action is followed.
- The Headteacher will post any health and safety issue in the Staff Handbook situated in the staffroom. Everybody is required to check this book for health and safety issues.
- As part of the regular inspection of the school, the Site Agent, the Headteacher, the Governor responsible for H&S will tour the school and grounds **termly** to monitor standards of health & safety. When a hazard is identified, either on the inspection tours or through the H&S book, a Risk Assessment will be carried out in order to judge the level of urgency for action.
- The person(s) undertaking the inspection will complete a report in writing and outcomes will be logged in the Health and Safety File
- Responsibility for following up items detailed in the safety inspection report will rest with **Site Agent**
- The Headteacher and Health and Safety Co-ordinator will brief the Resources Committee on the standards of health and safety. The Committee will then report back to the Governing Body at the next full meeting.
- Entries in the Accident Book will be analysed annually to identify any patterns in types of accidents and where they are taking place.

HEALTH AND SAFETY TRAINING

HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided and documented for all new employees by Health & Safety Co-ordinator

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

Employees will be provided with :

- induction training in the requirements of this policy
- update training in response to any significant change
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required

Training records are held by *the Headteacher*, who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

NEW STAFF INDUCTION

All new members of staff (teaching and non-teaching) will be provided with information appropriate to health and safety needs. In the case of volunteer helpers, it will be the responsibility of the relevant teacher or supervisor to ensure that appropriate information is passed on to them also.

SOURCES OF FURTHER ADVICE ON HEALTH AND SAFETY MATTERS

The School will seek specialist advice on health and safety from the *Health and Safety Unit* or the *Occupational Health Unit* of the Personnel Consultancy Division, Bedfordshire County Council, or other appropriate source, where matters are outside the competence of school personnel.