



General Policy Statement

The Headteacher and governors of St. John's Meads C of E Primary School believe that the health and safety of persons within the school is of paramount importance. It is our intent to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intent of the Headteacher and governors of the school to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision are provided to ensure that staff can carry out their work safely.

The Headteacher and governors will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include pupils, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. In addition the executive head teacher and governors will undertake to ensure compliance with policy and guidance produced by the Education and Libraries Department.

The Headteacher and governors will ensure that adequate resources are identified for health and safety.

We believe that health and safety standards will be maintained only with the co-operation of all staff, pupils and visitors to the school. We expect all staff to co-operate fully with this policy. In addition we will ensure that all pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy.

It is the intention of the Headteacher and governors that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

This policy was approved by the Finance & Resources Committee at their meeting on
22nd November 2018.

Signed Katherin Weeks Headteacher Date

Signed Linda Caroe Chair of Governors Date

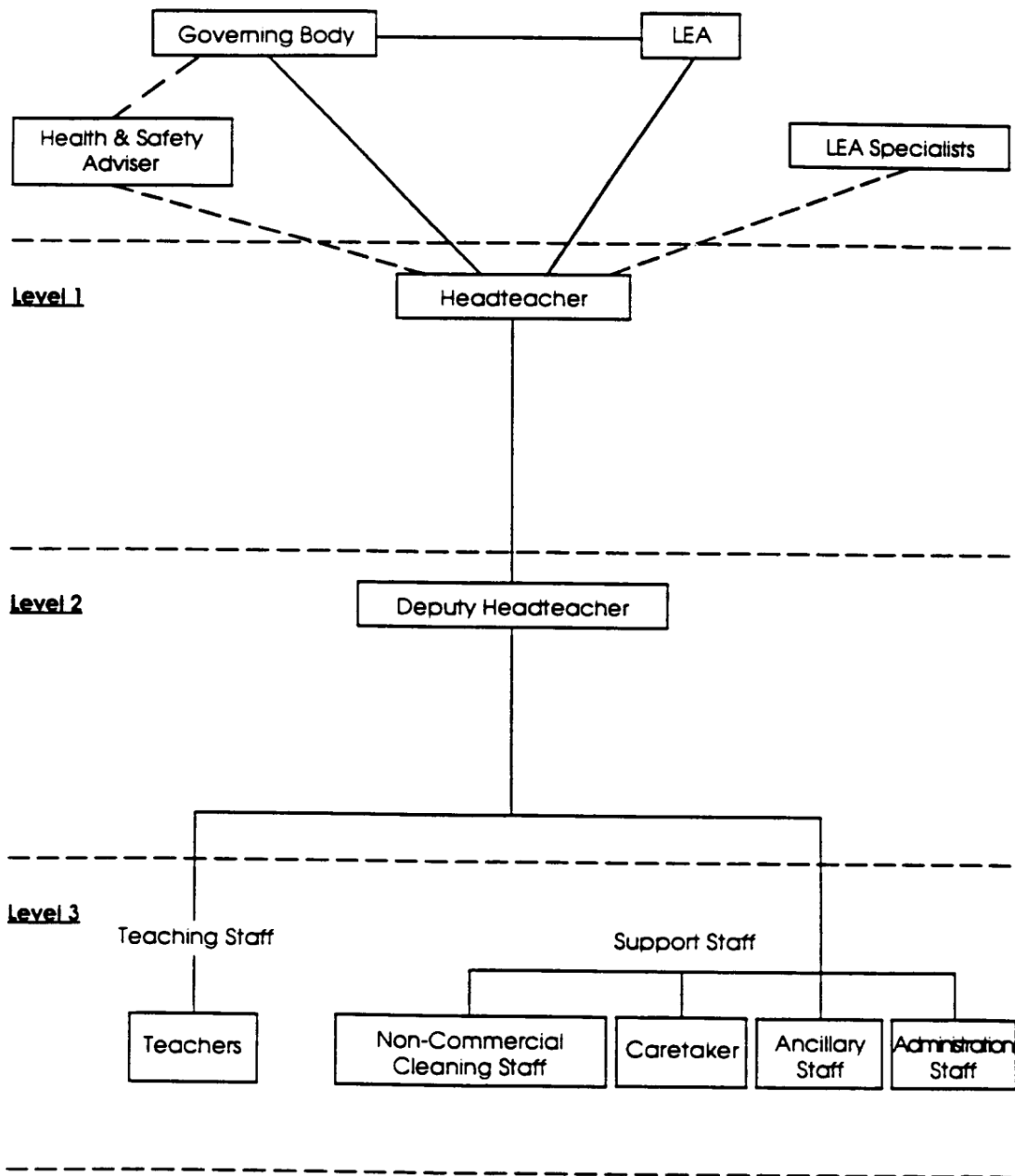


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Ultimately the responsibility for all School organisation and activity rests by definition, with the Headteacher. However all staff have a responsibility towards safety with the specific lines of delegation being set out as shown below.

Management Action

- To develop, consult and adopt a school health and safety policy;
- To implement a safety management system;
- To implement the responsibilities and procedures within the policy;
- To ensure that all staff are aware of the policy;
- To measure the performance of the policy;
- Review and revise policy as and when necessary.





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1.Safety Responsibilities of Groups and Individual Members of Staff are as follows:

1.1The Governing Board

The Governing Board in its role as controller of premises will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, students, visitors) in accordance with Section 2 and 4 of the Health & Safety at Work Act 1974.

In order to discharge this responsibility, the Governing Board will:

- a. Ensure that the LEA's Health and Safety Policy is complemented by the School's Health and Safety Policy, that these procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and students are aware of and comply with its contents.
- b. Ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, and risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the School.
- c. Ensure there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare.
- d. Receive reports at each meeting from the Finance and Resources committee in order to enable the Governing Board to monitor the adequacy of arrangements and take any action necessary.

1.2 The Headteacher

The Headteacher acts as the Health & Safety Co-ordinator

The Headteacher has overall responsibility for safety policy, organisation and arrangements throughout the School and in particular the Headteacher will:

- a. provide liaison with the Inspectors: LEA, DfE and HSE with regard to safety aspects.
- b. budget for safety and health matters.
- c. review the Health & Safety Policy, in conjunction with the Finance & Resources Committee no less frequently than once every two years and when significant changes occur within the organisation of the school.
- d. develop, introduce, maintain and review safety management procedures to ensure the school complies with legislative requirements and good industry practice e.g. risk assessments including fire, display screen equipment and manual handling.
- e. ensure health and safety issues associated with major building projects are complied with.
- f. nominate specific staff with designated safety roles, throughout the school.
- g. ensure that injuries, diseases and dangerous occurrences as classified under RIDDOR, are reported to the enforcing authority and to monitor incidents to identify methods of reducing accidents.
- h. chair the Health and Safety Committee (if appropriate).
- i. to report on health and safety matters at every Finance & Resources Committee meeting and to the Board when required.
- j. ensure that health and safety is considered as an integral part of teaching.
- k. identify staff training requirements to allow the school to comply with legislative and good industry practice that relate to or affect health, safety and welfare.



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- l. instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Safety Policy, School Codes of Practice or health and safety legislation.
- m. ensure that safety Inspections are carried out at least 3 times per year , recorded and that necessary remedial action is carried out.
- n. develop and establish emergency procedures, and organise fire evacuation practices within the school.
- o. have a general oversight of health and first aid matters.
- p. monitor the general safety programme.
- q. publicise safety matters.
- r. liaise with outside bodies concerned with safety and health.
- s. all full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire drills and accident reporting), and an introduction to the Health & Safety Policy outlining restricted tasks and activities.
- t. adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements.
 - First aid.
 - Fire and emergency evacuation.
 - Risk assessments, including fire, display screen equipment, manual handling, substances and general risk assessments.

1.3 The School Health & Safety Co-ordinator

The School Health and Safety Co-ordinator is responsible for the co-ordination of health and safety management throughout the School. Additionally, the Health and Safety Co-ordinator will:

- a. to report on health and safety matters at every Finance & Resources Committee meeting and to the Board when required..
- b. ensure that inspections and safety audits are carried out.
- c. investigate and advise on hazards and precautions.
- d. develop and establish emergency procedures, and organise fire evacuation practices within the school.
- e. have a general oversight of health and first aid matters and equipment. It is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

1.4 Teachers will:

- a. follow safe working procedures personally.
- b. give adequate safety information in lessons as required.
- c. see that special working procedures, protective clothing and equipment, etc., are provided and used where necessary.
- d. attend to general tidiness in the work area.
- e. ensure that clear instructions and warnings are given, to pupils and any adults working with the pupils either verbally or in written instructions.
- f. report defects and make recommendations to the Health and Safety co-ordinator (as necessary).
- g. ensure all accidents are recorded in the Incident/Accident Report Book.

1.5 Teaching Assistants

The teaching assistant is immediately responsible to the teacher whilst the class is in session; otherwise to their Line Manager.

Additionally, the teaching assistants will:



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- a. follow safe working procedures personally.
- b. be familiar with the general and particular safety rules that apply to his/her area of work.
- c. maintain good housekeeping standards.
- d. report defects to his/her line manager.

1.6 First Aid Co-ordinator

The First Aid Co-ordinator, when on duty is responsible for supporting health and welfare issues within the School and in particular:

- a. to be responsible for attending to and monitoring pupil or visitor illness/injury and to refer pupils to their own doctor or hospital as appropriate.
- b. to maintain the school medical rooms and equipment.
- c. to monitor student health records prior to entry and to report/advise all staff of illnesses that need to be brought to their attention (e.g. epilepsy, use of epipens, asthma inhalers or other medical conditions).
- d. to assist in the monitoring of first aid equipment and boxes on School site, including the playground and school field.
- e. to assist in the development and health promotion activities at the School.
- f. ensure adequate numbers of staff are trained in first aid procedures and to co-ordinate the work of the First Aiders.
- g. to ensure the necessary records are maintained relating to accidents associated with the work of the school.

1.7 Caretaker

The Caretaker will ensure that:

- a. reports on health and safety matters with respect to the School buildings and grounds are prepared.
- b. safety procedures are developed and adhered to for operations carried out within the School by designated staff and by outside contractors under his control.
- c. records of hazards are kept on site and the action is identified and undertaken as necessary.
- d. when liaising with contractors, assume the duties as outlined in section Staff Liaising with Contractors.
- e. the provision and maintenance of all 'fire' equipment, including liaison with the local Fire and Rescue Service regarding the maintenance of all School fire certificates and for the preparation and review of Fire Risk Assessments.
- f. ensure all accidents within the area of responsibility are recorded in line with the school policy.
- g. routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc.
- h. undertake premises inspections at least 3 times per year, and keep records of any faults identified (if appropriate).
- i. attend to defect reports and recommendations from the Headteacher, staff, and the Health and Safety Co-ordinator.
- j. ensure all portable electrical equipment is tested on a regular basis.
- k. ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.



1.8 Trade Union Safety Representatives

In accordance with the Safety Representatives and Safety Committee Regulations the safety representatives will, where appointed:

- a. represent the employees in consultation with the employer and with his/her representative; investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace.
- b. investigate complaints by any employee he/she represents relating to health and safety and welfare at work.
- c. represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority.
- d. receive information from inspectors.
- e. attend meetings of safety committees to which he/she is elected.
- f. inspect the workplace if they have given the employer or his/her representative reasonable notice in writing of their intention to do so and have not inspected it in the previous three months. He/she may carry out additional inspections where there are substantial changes in work conditions.

1.9 Staff Liaising with Contractors

Staff liaising with contractors carrying out work at the School should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or his employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Caretaker or the Health and Safety co-ordinator the problem to be rectified.

Staff must ensure that a contractor arriving at site, report to Reception and the Caretaker ensures that the contractors are informed of any hazards on the school site e.g. asbestos. Approval must also be gained by the contractor to start work. Only those staff nominated by the Headteacher to liaise with the contractors must undertake this activity due to the procedures put in place by the school to implement the LEA Policy on Asbestos and the Management of Contractors.

1.10 All Staff

Each member of staff is responsible for his or her personal safety and that of other persons in the School by the proper observation of School rules and procedures (e.g. by ensuring visitors report and sign in to the Reception Area on arrival at the school).

Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8 viz.:

'It shall be the duty of every employee while at work

- a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,*
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'*

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions,



1.11 Governors

The role of the Governors is to provide effective communication and consultation between management and employees in order that the health, safety and welfare policy is properly maintained and developed. In order to fulfil this role the Board needs to: consider information, statistics and reports relating to health, safety and welfare matters affecting the operational area within the purview of the Board generally and to make recommendations/observations. This role is delegated to the Finance & Resources Committee.

- consider and make recommendations regarding individual health and safety problems which have not been resolved at operational management/ safety representative level, or at section level.
- develop policy to improve and maintain health and safety issues for staff and pupils.
- encourage the implementation and maintenance of effective safety rules and practices at departmental level.
- encourage effective communication regarding health, safety and welfare matters.

2. Crisis Management

A crisis management team has been set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious incident or accident. The Crisis Management team is made up of:

The Headteacher
Chair of Governors
Health and Safety Co-ordinator (who
is the Headteacher)

The function of the Crisis Management Team is:

- to act as the decision-making authority for the management of an incident.
- to develop the procedures and practices to be used for handling emergency situations and communicating these to all employees of the organisation.
- to establish and maintain a crisis management meeting point – School Reception. The School Reception has the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate maps and building plans.
- to assess the nature, degree and likelihood of threats to the organisation's interests (personnel, facilities, information and other assets) in order to determine the vulnerability to those threats of the organisation's personnel, facilities or assets.
- to test the crisis management plan on a regular basis to ensure that it is feasible and realistic. Whenever the plan is found to be deficient immediate corrections will be made.



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3. General Emergency Procedures Relating to Emergencies on the School Site.

The summoning of emergency services is via the Headteacher. The Headteacher will also contact:

A member of the Senior Management Team for information
Headteacher/Teaching Staff/Administration Team if pupils are involved
Caretaker if building access is required or if it is necessary to isolate electrical supplies

In the event of a major disaster the Crisis Management Team must be alerted.

4. Fire Procedures

The signal for evacuation will be the continuous ringing of the fire bell.

Always evacuate the school if the fire alarm sounds – assume every alarm could be for real. Never re-enter the building while the alarm is still sounding or before a senior member of staff has confirmed it is safe to do so.

On hearing the alarm, leave the room you are in and proceed to the nearest safe exit out of the building, switching off the lights, closing the doors and windows as exiting the room.

Everyone must walk swiftly – not run – and take no belonging with them.

When outside the building assemble the pupils at the assembly point. Check that all pupils/visitors/volunteer helpers, etc are accounted for, by calling the Class Register.

The secretary/administrator, (or in their absence the Headteacher) must take the registers and visitors book.

Staff must report to the senior member of staff whether all of their pupils/visitors/volunteer helpers, etc are safely out of the building.

Each teacher must know the correct route for evacuating the class which they are teaching, and it is the responsibility of the Headteacher to define the route and inform all members of staff. They are responsible for maintaining clear access to that escape routes at all times, and for helping to maintain access to the other escape routes. Teachers will be responsible for evacuating volunteer helpers or other visitors to their classrooms in times of emergencies.

Each MDSA must know the correct method for evacuating the building at lunchtime. This information will be conveyed by the Headteacher who will ensure that there is a lunchtime practice at least once a year.

The Teaching Assistants will check the toilets.

The Caretaker will arrange staff to cut off supplies of gas and/or electricity should the need arise.

The Headteacher will organise fire drills as appropriate, at least 3 times per year. There are 6 terms in the year. The aim is that fire drills will take place in Terms 1,3 and 5. Each fire drill will be recorded in the fire log, timed and monitored for effectiveness by the Headteacher.

The extinguishers will be serviced and maintained as part of an annual contract. This contract will be monitored via the premises inspection. Any faults must be reported to the Headteacher for immediate remedial action. Emergency evacuation notices are displayed in all classrooms. The Headteacher will



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ensure that these notices are displayed in a prominent position as part of the premises inspection.

Any pupil with special needs must be given special consideration by their class teacher as to whether or not an individual evacuation plan is required. This will need to be devised with the Headteacher, if the class teacher or SENDCo identify a particular problem.

A fire risk assessment has been completed for these premises and will be reviewed on an annual basis or when any changes occur.

5. Bomb Threat/Terrorist Threat/Incident /Lock Down Procedure/Evacuation Off Site

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. Therefore the Crisis Management Team will liaise with the Police, LEA and Fire Brigade and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, pupils, visitors, etc by an appropriate means.

Lock Down Procedure (Appendix A) is displayed in all areas of the school.
Evacuation Off Site - will follow fire procedures to designated off site assembly points.

Any member of staff who receives information regarding a bomb on-site must immediately inform the Headteacher or a member of senior management in their absence.

Are all aware of the procedures to follow should they suspect suspicious behaviour? (Anti-Terrorist Hotline 0800 789 321) If you require an immediate response call 999

6. First Aid Procedure – (see also LEA Policy on the Provision of First

Aid) (See SJM First Aid Policy)

All current, relevant, staff are emergency first aid trained (1 day). There will be at least two people on the staff who will have a current first aid training to emergency first aid at work (3 day) level, with the aim that there should be one qualified person on site at any one time. All staff will be given a emergency first aid training provided by a recognised provider. This will be organised by the First Aid Co-ordinator and will be for all Teachers and Support staff. This training will be kept up-to-date by the First Aid Co-ordinator.

The current named first aiders and details of their qualifications, are displayed in the School Office.

First aid boxes are kept in the Medical Room and in every Activity Area. The First Aid Co-ordinator provides first aid support and maintains a central supply of first aid materials to supplement first aid boxes. Parents will be expected to inform the school if their child has an allergy and a list of any such children will be kept and displayed.

All injuries which come to staff attention, no matter how slight, should be recorded in the First Aid Book in the School Office (First Aid and Injuries Form). Major injuries for staff and pupils must be recorded in the County Council Incident/Accident Report Book.

In case of doubt as to whether or not a child's parent should be immediately alerted, contact the designated First Aider or in their absence the Headteacher. In the event of an accident, if the parents (and their nominated contacts) are unavailable, we may consider it wise to send a pupil to hospital. In these cases the pupil will be accompanied by a member of staff.



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7. Accident Recording and Reporting - (see also the LEA Policy on Accident Reporting and Investigation)

In the event of an accident the following procedure must be followed:

- render any equipment inoperative.
- summon assistance.
- if the injury is of a minor nature ensure follow-up treatment is carried out by reporting to the qualified First Aider.
- if the injury is of a major nature then an ambulance should be summoned immediately without undue delay attempting to contact parents or guardians.
- if the injured is mobile then he/she should be taken for emergency treatment to the Hospital. The First Aid Co-ordinator is responsible for arranging for a member of staff to transport the pupil/member of staff to hospital.

The member of staff taking the injured person should:

- stay with the injured person and return with them; or
- stay with the injured person until the parent/guardian arrives at the hospital and return to school.

All staff must report any accident (or near misses) involving either themselves, visitors or volunteer helpers by recording the details on the County Council's Incident/Accident Online reporting system on Czone and retain a copy for the school's monitoring purposes on file. Pupil accidents, depending on the severity will be reported either in the First Aid book or online at the County Council's Incident/Accident reporting system and a copy retained on file for monitoring purposes.

<https://czone.eastsussex.gov.uk/schoolmanagement/healthsafety/reporting/Pages/main.aspx>

- **All serious incidents must be reported immediately**
- **to the Health & Safety Team on 01273 336306.**

The School Secretary will ensure that these forms are forwarded to PATHS Health and Safety team at County Hall, Lewes. As the school is obliged to report certain categories of injury or dangerous occurrence to the Health and Safety Executive it is important that the Headteacher is notified at the earliest opportunity of accidents or incidents that are of a serious nature to determine if the HSE should be informed.

All accidents will be investigated to prevent re-occurrence. The Health and Safety Co-ordinator will monitor the accidents to identify trends. The Finance and Resources Committee will also receive information on accidents at each meeting.

8. Health Issues

Smoking – (see also the County Council Policy on No Smoking)

In an effort to reduce the risk to health from passive smoking, we have adopted a Non - Smoking Policy.

Alcohol and Drug Abuse – (see also the County Council Policy on Drugs and Alcohol)

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the school and increases the risk of accidents both to themselves and to colleagues. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.



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If you are feeling depressed or anxious about either your work or social situation alcohol or drugs will not provide a long term solution. For help contact **The Counselling Network** based at County Hall provide confidential help and support.

Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication please inform your line manager so that additional arrangements may be made to safeguard you while at work.

Stress – (see also the County Council Policy on Dignity at Work)

Stress has been shown to result in “physical symptoms” such as exhaustion, poor sleep, anxiety, palpitations, hyperventilation, and general malaise. However, it has also been shown that some stress is necessary on a day-to-day basis, to stimulate us, keep us alert, and prevent boredom.

Studies have shown that excessive workloads can be directly linked to stress and ill-health. It has also been shown that levels of stress are generally higher amongst workers who have a high workload, little control over the speed at which it is presented to them, and how they choose to deal with it.

If you have any concerns regarding your workload and the effects it may be having on your health then do not hesitate to discuss these with the Headteacher. If you do not wish to discuss a particular problem then the Counselling Network is available to staff. All discussions are confidential and as such no other member of staff will be informed of any meetings unless with your consent.

Expectant Mothers - (See also LEA Policy on New and Expectant Mothers)

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and many return to work while they are still breast feeding. Some hazards in the work place may affect the health and safety of new and expectant mothers and of their children. The policy sets out the known risks to new and expectant mothers and gives advice on what needs to be done to comply with the law.

Procedure

- Female staff (full and part-time) are required to inform the Headteacher and the Personnel Section as soon as possible and in writing when pregnancy has been confirmed.
- The Health and Safety Coordinator will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the Risk Assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way.
- The Health and Safety Co-ordinator is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

9. Risk Assessments and Guidance Notes/ School Codes of Practice – (see also LEA Policy on Risk Assessment)

Specific risk assessments are required for activities involving fire, manual handling, substances and the use of display screen equipment while more general risk assessments must be completed for those activities where specific assessments have not been carried out.



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Although risk assessments relating to most activities of the school will have been or will be completed by the Health and Safety Co-ordinator, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to your area their work. Copies of these assessments are held in the School Office.

The following staff will complete risk assessments for the areas highlighted below:

- Premises Health and Safety Co-ordinator/Caretaker
- Curriculum Curriculum Co-ordinators/Health and Safety Co-ordinator
- Off-site Visits Educational Visits Co-ordinator/Group Leader/Class Teachers

Areas of work or activities that are deemed to be more hazardous are likely to have detailed, documented arrangements to minimise the associated risks. It is the responsibility of staff to make yourself aware of the contents of those relating to your area of work.

The LEA has published guidance on Off-site Activities and Educational Visits which details clear procedures to be followed when planning and arranging a visit. All of this information is available on Czone.

10. Specific Hazards.

Schools are not generally considered as dangerous places to work in, but they can still create risk of injury or to health. The hazards relevant to this school are detailed below along with the safe procedures put in place to manage the risk.

Asbestos - The school has had an asbestos survey completed for the premises and staff will be informed of the locality of any asbestos containing materials within the school and should record that this has been undertaken. Asbestos materials in good condition are safe unless asbestos fibres become airborne, which may happen when materials are damaged. It is essential that where asbestos has been identified staff follow the safe working systems within the school and ensure that the fabric of the building is not disturbed and follow the escalation procedure in the Asbestos Policy where damage to an asbestos material has been identified. The Caretaker, and Business Manager have been nominated to liaise with contractors to ensure that they are provided with relevant safety information and will approve works to be undertaken in school.

Legionella - The risk of contracting Legionellosis from our water system is low, but a managed approach to the condition and use of water systems is vital to manage risk, raise awareness of standards and ensure compliance with specific statutory requirements. Therefore a process is in place to commission a risk assessment of our water systems that will be reviewed on a bi-annual basis or where there has been a physical change to the water distribution system along with the risk assessment recommended regular monitoring undertaken by the Caretaker

Display screen equipment. – (see also LEA Policy on Display Screen Equipment)

All staff who use PCs must complete the Workstation Assessment Checklist to be returned to the ICT Co-ordinator.

DSE 'users' are entitled, if they wish to an eyesight test, particularly if they are experiencing visual difficulties associated with the use of DSE, and if they request it. The optician's fee for the eyesight test will be reimbursed by the school.

Electrical Equipment. – (see also LEA Policy on Electricity)

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

All electrical equipment and appliances will be checked and maintained as Health & Safety regulations require. The Caretaker is responsible for maintaining accurate records and ensuring that all equipment in current use is checked and for making arrangements for the equipment to be accessible.

If there is any doubt about the safety of the equipment it will not be used. Any potential hazards will be reported to the Caretaker/Health and Safety Co-ordinator immediately.

The Headteacher must be aware of, and approve the use of any item being brought into schools by a member of staff, volunteer or a pupil.

The Headteacher must be aware of and approve the arrangements for temporary electrical extensions required for drama productions and Christmas decorations.

Machinery and Equipment. (see also LEA Policy on Work Equipment)

An inventory of all equipment is kept by the School Secretary. The hand tools available are to be used under **strict guidance and close supervision of teacher or teaching assistant**, when used by pupils. Such equipment must be put away before a wet playtime where there is a chance that an accident might occur due to a lower level of supervision.

Manual Handling. (see also LEA Policy on Manual Handling)

All equipment must be moved safely. Large pieces of equipment will only be moved by people who have received training. PE equipment may be moved by pupils but they must be given clear instruction in the correct way to lift and handles items. There must always be at least 2 pupils per piece of equipment or mat. Close supervision is appropriate at all times.

The Caretaker/Health and Safety Co-ordinator are responsible for undertaking risk assessments for manual handling tasks. Training will be offered to those staff that are expected to lift objects. If you are apprehensive about your capability to move goods, equipment or furniture, please either ask for help or do not undertake the activity.

Where lifting equipment is provided, only those members of staff who have been trained in the use of the equipment may undertake this activity.

Housekeeping. (see also LEA Policy on the Workplace Regulations)

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The caretaker will undertake an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. The caretaker will report all hazards, obstructions, defects or maintenance requirements to the Headteacher. It is the duty of all staff to be vigilant and aware of possible hazards.

The school will be cleaned as per the cleaning schedule and will be monitored by the Headteacher. All waste will be disposed of according to appropriate health and safety guidelines.

Violence At Work (see also LEA Policy on Personal Safety)

All staff must report to the Headteacher/Health and Safety Co-ordinator any incident of aggression or violence (or near misses) directed to themselves from any source. All incidents of violence will be reported to the Health and Safety team at County Hall on the Incident/Accident Report Book.

Off-site Visits (see also LEA guidance on Off-site Visits)

The school has a separate policy on Off-site visits. Staff must ensure that prior to planning or

accompanying an off-site visit, that they are aware of the school and LEA policy on educational visits.

Hazardous Substances (see also LEA Policy on Hazardous Substances)

The school will keep an inventory of all hazardous substances on site and this will be kept up to date by the Caretaker.

Inspections take place to:

- Identify all substances used;
- Assess the level of risk to health;
- Eliminate the use of substances or substitute a safer alternative;
- Introduce and monitor control measures to prevent risk.

Noise at Work (see also LEA policy on Noise at Work)

All members of staff need to be aware of “nuisance noise” and respect the needs of others in the school. Common sense and courtesy by all members of staff, pupils and visitors to the school will prevent problems arising.

Any member of staff, or visitor detecting a potential problem will report immediately to the Headteacher/Caretaker/Health and Safety Co-ordinator.

Lettings

If the school is let, the Headteacher must be satisfied that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement will be completed and copies kept.

11. Administration of Medicines (see also LEA Policy on the Administration of Medicines and school's First Aid Policy)

The School Secretary or designated First Aiders will administer medicines and keep a record that they have been given. We must stress that children should not be at school if they are unwell and if at all possible, children should receive their medication at home.

Medication will only be given if prescribed by the doctor and the appropriate form has been completed or a clear written message is received in school. If a child arrives at school with medication and no written instructions or authorisation, the parent/carer will be contacted to provide authorisation. If this is not received, the medication cannot be administered.

Drugs to be given should be handed in to the school office in the in the original container that they were prescribed with clear details of dosage. If the parent/carer has requested that Paracetamol/ibuprofen medication is given to their child, the time of the last dose should be entered on the form, the dose to be administered and any medicine left over should be returned at the end of the school day. It is not acceptable to give more than one dose during the school day or to continue for more than one day. .

Inhalers for asthmatics will be kept in the first aid room/or classroom for immediate use This is in order to prevent damage or loss which might occur if they are kept on a child's person, to allow an accurate record of usage to be kept and for the safety of other pupils in the school.

The medication and first aid grab-bags must be taken every time a group of pupils leave the school. All staff should check the contents of the first aid bags and ensure that they should have the correct medication with them for the pupils when they are taking children off-site.

12. Training and Information.

Every member of staff will have a copy of this document and will complete an induction programme in order to ensure that they are informed of key information.

The Headteacher will:

- inform staff of any changes in the policy;
- assess the training requirements of the staff and integrate those needs onto the school

- development plan to inform governors;
- assess the training needs of new members of staff.

Every member of staff will be made aware of the LEA policy on health and safety and will be shown how to access the document via Czone. If any member of staff feels the need for training they must alert the senior management team.

The school has developed a supply teacher's pack and this will be issued to all supply staff that includes health and safety information.

13. Monitoring Health and Safety

Health and safety standards must be monitored by the senior management team in conjunction with the school governors by the following:

- SMT will include health and safety as part of their monitoring cycle;
- the Headteacher will conduct an annual inspection with a trade union safety representative if available;
- the Finance & Resources Committee agenda and Headteacher's report to the governors will both have health and safety as standing agenda items.

Inspections. To maintain and improve standards throughout the school a premises inspection will take place 3 times a year and records kept. The school will be inspected by the Headteacher and /or Caretaker. Once a year a premises inspection will be attended by the H&S link governor and/or Chair of Finance & Resources Committee.

Auditing. As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the LEA will complete a health and safety audit at least every 4 years. The action points identified through the audit will form part of the school development plan.

14. Visitors

The Headteacher and governors must accept the responsibility for health and safety of visitors to the school, including contractors.

All visitors to the school will be asked to sign in at the school office and sign out when they leave. Each class teacher will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency.

The School Office/Caretaker will ensure that volunteers have the necessary safety information.

15. Trade Union Safety Representatives

Trade unions can appoint safety representatives who are legally entitled to inspect premises, investigate accidents and undertake safety training.

The trade union safety representative will consult the Headteacher on any relevant health and safety matters.

16. Health & Safety Policy Review

The school acknowledges that the Health Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

The school will constantly monitor and update the Policy as appropriate and will undertake a formal review on an annual basis by the Finance and Resources Committee.

Appendix A

St John's Meads School Lock Down Procedure

Rationale

Lock down procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there are serious security risks for the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised person's intent in causing harm/damage.

Notification of Lockdown - Klaxon sounded once

All Clear Signal - end of Lockdown - Klaxon sounded twice

The following announcements may also be made by the Headteacher (or Assistant Headteacher in her absence)

- *Activate lock-down procedures immediately.*
- *All pupils, staff, parents and registered guests please proceed to the nearest classroom.*
- *Staff, secure your rooms and pupils.*
- *An intruder is located (location given) and is wearing (description).*

OR

- *the reason for the lock-down is... (where it is appropriate to give such information).*

Procedures:

Follow the **CLOSE** procedure:

- **C**lose all windows and doors
- **L**ock up
- **O**ut of sight and minimise movement
- **S**tay silent and avoid drawing attention
- **E**ndure. Be aware you may be in lock down for some time

1. The klaxon signal will activate a process of pupils being ushered into the school building as quickly as possible if they are outside, and the locking of the school's connecting doors and all outside doors/ blinds where it is possible to remain safe.
2. The pupils remain in the room they are in and staff will ensure the windows and doors are closed/locked and blinds closed where possible.
3. The pupils are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. Mobile phones are put on silent mode.
4. Pupils, adults (e.g. volunteers, visitors etc.) or staff not in class for any reason, will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. pupils using toilets when lockdown procedure is engaged.
5. No adult or child to leave the room for any reason whilst in lock down.
6. Staff on PPA to lock down in the staff room; remaining quiet with no kettles on.
7. Catering Staff to lock doors and turn off lights.
8. If practicable staff should notify the School Office by email via the class iPad that they have entered lock down, identify those pupils not accounted for, and any extra pupils who are now in lockdown in their room with them.
9. Finance and School Office staff to proceed to Finance Office and lock the door.
10. Everyone to remain in lock down positions until the All Clear signal has been given.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

Staff Roles:

1. Headteacher (or Assistant Headteacher in her absence) will act as the lockdown manager to initiate, manage and conclude the lockdown.
2. Headteacher, or nominated person to call police and Local Authority if necessary.
3. If a class is out of school e.g. on the field, at the leisure centre, church or on a trip, office staff will call the class teacher and warn them that school is in lock down. Advice will be given as to when it is safe to return to school.
4. Individual teachers/ HLTAs/TAs close classroom door(s) and windows.
5. Staff to support pupils and keep a calm and quiet atmosphere in the classroom, and keep alert to the emotional needs of the pupils.
6. Do not allow anyone out of the classroom during a lockdown under any circumstances.
- 7. As soon as possible after the lock down teachers to conduct a register and notify the School Office immediately of any pupils not accounted for.**

Communication with parents

If necessary parents will be notified as soon as it is practical to do so via text through our Parent Mail communication system.

Parents will be told:

'..the school is in a full lockdown situation. During this period the phones must not be used and entrances will be un-manned, external doors locked and nobody allowed in or out...'

Depending on the type and severity of the incident, parents may be asked NOT to collect their pupils from school as it may put them and their child at risk.

Pupils will not be released to parents during a lock down.

Parents will be asked not to call school as this may tie up emergency lines.

If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from the office staff or the emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce with their pupils the importance of following procedures in these very rare circumstances.

Lock down drills

Lock down practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Review

The governing body reviews this policy every three years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.