

BURBAGE JUNIOR SCHOOL

Health and Safety Policy

INTRODUCTION

The Health and Safety of all employees and all other people who use the school premises is of prime importance to the school. The Governing Body recognise that achieving and maintaining high standards of safety requires that the school's management, staff, pupils, visitors to the school and contractors working on the school premises are aware of and accept their respective responsibilities.

The School will, through the organisational arrangements set out in this policy, take all reasonably practicable steps to ensure the health and safety at work of its employees, pupils and visitors and contractors working on the school premises and will in particular provide:

- a safe working/teaching environment
- safe systems of work
- safe plant and equipment
- adequate information, instruction, training and supervision to ensure health and safety at work
- safe storage of all inherently dangerous materials and substances
- adequate first aid facilities
- effective procedures for the evacuation of the building in the event of an emergency

The school will encourage joint consultative arrangements to check the effectiveness of health and safety measures within the school.

The Health and Safety at Work Act 1974 and other legislation requires employees, pupils and visitors to the school premises to co-operate with the school management to comply with any statutory requirement and not to misuse or interfere with anything provided by the school in the interests of health and safety.

The School's Health and Safety Policy should be read in conjunction with Leicestershire County Council's Health and Safety Policy and Leicestershire LA's Health and Safety Policy. The County Council's Policy forms Parts I & II and the LA's Policy Part IIIA of the overall Health and Safety Policy operating in the school, with the School's Policy forming Part IIIB. In considering these various policies, it should be recognised that as a County/Controlled school, the LA is the employer of the school's staff (or as a Voluntary Aided School the Governing Body is the employer of the school's staff).

To implement the Safety Policy the School will:

- Ensure all employees are trained and competent to perform their duties without risk to the health and safety of themselves and others.
- Inform all employees/pupils of their rights and legal obligations in connection with health and safety at work, actively encouraging all employees/pupils in the adoption of safe working practices.
- Provide conditions of work/tuition/study in compliance with, or improving on, statutory requirements.
- Provide detailed guidance on health and safety at work and fire prevention to enable every member of the school to fulfil their responsibilities.
- Establish, practice and maintain effective means of preventing fire, emergency evacuation and contingency plans for dealing with other major hazards which may arise.
- Provide and maintain statutory First Aid facilities within the school.
- Issue general and specific procedures for the provision of information, instruction, training and supervision necessary to ensure, so far as is reasonable practicable, the health and safety at work of all employees/pupils.
- Inform and ensure that all contractors, visitors and others follow school safety procedures.
- Issue, maintain and control the usage of personal protective equipment appropriate to the specific risks.
- Ensure that a high standard of housekeeping is maintained.
- Require:-
 - a) detailed reporting and investigation of all accidents and dangerous occurrences to persons and/or property to prevent a recurrence.
 - b) liaison with the County Council, LEA and Health and Safety Executive and other official bodies with the aim of improving all aspects of health and safety at work.
- Encourage joint consultative arrangements within the school to check the effectiveness of health and safety measures throughout the premises.

Responsibilities

Responsibility of the Governors and Headteacher

The Governors and Headteacher are responsible for implementing this policy within the school. In particular they will:

1. monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
2. prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
3. make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines and information issued by the Authority;
4. make arrangements for the implementation of the Authority's accident reporting procedure and draw this to the attention of all staff at the school as necessary;
5. make arrangements for informing staff and pupils, of the relevant safety procedures. Other users of the school will be appropriately informed;
6. ensure that regular safety inspections are undertaken;
7. arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team;
8. report to the Leicestershire County Council Property Department any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.

N.B. The Governing Body will deal with all aspects of maintenance which are under their control, report to the Chief Education Officer any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them;

9. monitor, within the limits of their expertise, the activities of contractors (in liaison with the staff of the Leicestershire County Council Property Department), hirers and other organisations present on site, as far as is reasonable practicable;
10. identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Headteacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

Responsibilities of Staff towards Pupils and Others in their Care

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

1. exercise effective supervision over all those for whom they are responsible, including pupils;
2. be aware of and implement safe working practices and to set a good example personally. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
3. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
4. provide written job instructions, warning notices and signs as appropriate;

5. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
6. minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
7. evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
8. provide the opportunity for discussion of health and safety arrangements
9. investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
10. provide for adequate instruction, information and training in safe working methods and recommend suitable “off the job” training;
11. where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Headteacher.

Responsibilities of all Employees

All employees have a responsibility under the Act to:

1. take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
2. co-operate with the Chief Education Officer and others in meeting statutory requirements. Not interfere with a misuse anything provided in the interests of health, safety and welfare;
3. make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Headteacher;
4. ensure that tools and equipment are in good condition and report any defects to the Headteacher;
5. use protective clothing and safety equipment provided and ensure that these are kept in good condition;
6. ensure that offices, general accommodation and vehicles are kept tidy;
7. ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Headteacher.

WHENEVER AND EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE HEADTEACHER.

Please note the following:

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee

concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.

3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Responsibilities of Pupils

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

1. exercise personal responsibility for the safety of themselves and their fellow pupils;
2. observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
3. observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
4. use and not wilfully misuse, neglect or interfere with things provided safety purposes.

N.B. The Governors and Headteacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school handbook.

5. Pupils and visitors should be made aware of their responsibilities. It is expected that each person will behave at all times in a manner which shows regard for the health, safety and welfare of themselves and others.

It is the duty of all people within this institution to raise pupils' awareness of Health and Safety matters as they affect themselves and others.

Responsibility

Buildings & Premises Sub Group of Governors	Monitor Health and Safety issues at termly meetings. Oversee Annual Return to L.A.
Headteacher	Liaise with Premises Officer and Health and Safety Co-ordinator to monitor and deal with issues arising. Keep staff and Governors informed. Liaise with L.A.
Secretary/Bursar	Complete forms on Health and Safety issues e.g. accident forms.
Health and Safety Representative	Report to Head. Monitor progress. Keep staff informed.
Premises Officer	Monitor. Report Health and Safety issues to Head. Carry out tenant item repairs when appropriate.

Risk Assessment

Risk assessment regarding tenant responsibilities will be carried out by the **Headteacher** and the **Premises Officer** in order to comply with current and future legislation. The Governing body will enable officers of the County Council, or their agents, to carry out risk assessments in respect of Landlord items.

Visitors and Users of the Establishment

The Governors acknowledge their duty of care to all visitors and users of this establishment including those letting the premises and will make every reasonable effort to ensure that visitors are aware of procedures laid out in this policy.

All visitors will be reminded of their responsibility to take reasonable care for their own health and safety, for the health and safety of others and to comply with the instructions of the Governing Body or their delegated representative.

Visitors are directed by signs to the school office where they are expected to sign in and wear a visitor sticker. On leaving they are expected to sign out.

The Governors have read and agree to comply with the guidance given by the LA in
Administrative Memorandum 17 - School Lettings and
Administrative Memorandum 22 - Lettings of School Kitchens.

As this establishment is used for community activities outside of the school day, the following variations to emergency procedures will apply:-

- a. Leave by the nearest emergency exit and raise the alarm.
- b. The hirer will be responsible for making their own first aid arrangements.
- c. The hirer must read the letting agreement and sign to acknowledge this.

Arrangements for the Supervision of Pupils

1. Beginning and end of school day

The school assumes responsibility from 8.45am to 3.25pm.
Teachers are on duty from 8.45am, either in the playground or in their classrooms.

They are responsible for supervising children from 3.15 to 3.25pm as they leave the premises.

2. Breaks and Lunch times

The Governing Body have agreed that the following number of people will be on duty in the following locations:

during all breaks
(playgrounds) if fine

2 teachers will supervise

If wet, 1/2 the teachers supervise the children in the classrooms at any one time, while the other half take a break.

lunch times

8 mid-day supervisors supervise the children in the dining room, playground, field and classrooms.

(NB Teachers' Conditions of Service require duty before and at the end of each session and at break times but **not** at lunch times.)

The Headteacher is delegated by the Governing Body to ensure that all staff engaged in supervisory duties are provided with a basic understanding of the school's agreed policy on pupil behaviour, how to report incidents and how to obtain first aid assistance.

Pupils Taking Medicines

The Governing Body have read and agree to comply with the guidance detailed in the LA's Code of Practice No. 5 - Administration of Medicine in Schools.

Laboratories and Practical Areas

The Governing Body acknowledge and agree to comply with guidance circulated by the LA regarding safe practice in specialist areas. This includes guidance regarding the necessity for PRIOR training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance of certain equipment.

The Governing Body has identified the following items of equipment as requiring servicing at the frequency specified:

<u>Item</u>	<u>Location</u>	<u>Frequency of Inspection</u>
PE Equipment e.g. Mats, benches, frames	Hall	Annual
Portable Electrical Appliances	Various	Annual
Swimming Pool	- Daily monitoring (Premises Officer) Monthly analysis of water	

Swimming Pool	Plant Room	6 monthly
	Water Heater Boiler	Annual
	Filter Outlets	Annual
Fire Alarms and Emergency lights.		Quarterly
Fire Extinguishers.		6 monthly
Convactor Heaters		Annual
Boilers		6 monthly

Servicing of the above will be co-ordinated by the Headteacher and Premises Officer.

The following areas are identified by OFSTED in the Handbook for the Inspection of Schools as potentially requiring additional attention within the inspection of establishments:

Technology
Science
Art
Physical Education

Issues relating to these areas will be monitored by the respective **Curriculum Co-ordinators** who will in turn report to the Headteacher.

Offsite Activities

The Governing Body agrees to comply with the guidance from the LA detailed in:

1. Guidance for the Conduct of Educational Visits and Adventurous Activities.

The Governing Body (or Chairman acting on the Governors' behalf) must give approval to any visits outside the county. The Governors have agreed that no teacher will be authorised to drive a minibus.

The Governing Body requires the Headteacher to provide a report on out of school activity prior to it taking place. The Governors may agree that the Headteacher receives a report on their behalf to ensure adequate provision of care. This will apply to the following type of activity:

- (1) Day Visits (2) Residential Visits

and will cover the following aspects:

- pupil/adult ratio
- transport
- level of qualification for certain activities
- first aid
- insurance (for residential visits only)

- parental consent form
- emergency procedures

First Aid

The Governing Body acknowledges its responsibility for implementing the requirements of the First Aid Regulations and has identified an appointed person to ensure that the establishment has first aid cover at all times. The names of the school's appointed persons are Richard Harris and Sue Hayes.

The school's first aid boxes are located:

- a. First Aid Room
- b. Swimming Pool

and are marked with a white cross on a green background. It is the responsibility of the appointed person or the qualified first aider to maintain the first aid box in accordance with the regulations.

Emergency Procedures

Illness

The appointed first aid person will assess the situation and take appropriate steps.

In the case of students, parents will be asked to provide an emergency contact number and to alert the school of any known health problems e.g. diabetes, asthma etc. The responsibility for keeping these records lies with the Headteacher.

In the event of serious illness an ambulance may be called.

Accidents

The Governing Body has read and agrees to comply with the guidance detailed in Administrative Memorandum 39 - Reporting Accidents and Dangerous Occurrences

The Governing Body acknowledges its legal duty to notify the Health and Safety Executive of major accidents and occurrences as identified in the RIDDOR regulations.

Fire and Other Emergencies

The Governing Body acknowledges its responsibility to ensure that where practicable all visitors are aware of these procedures and has read and agrees to comply with the guidance detailed in the Administrative Memorandum 41 - Fire Precautions in Educational Establishments, and has agreed the following procedures for evacuation of the premises in the event of fire or other emergencies:

BURBAGE JUNIOR SCHOOL

Fire and Emergency Drill

ALARM

Fire Alarm: The alarm will sound on activation of:

1. Break Glass Being Broken

Procedures on discovery of a fire

1. Raise the alarm by breaking the glass of the nearest fire alarm call point
2. Notify the fire brigade/office on **200** (Note dial '9' for external line)
3. Evacuate the immediate area via the nearest safe available exit
4. Report to the **LARGE PLAYGROUND**

General Procedure on Hearing the Alarm

1. Children stand, place chairs safely under tables at the same time as fire doors are opened.
Remain calm
2. Exit is made in an orderly manner to an assembly point on the large playground
3. Registers will be collected by office staff and taken to playground
4. Teachers check children against class attendance for the day

General Procedures/Precautions

1. Do not rush or run
2. Do not stop to collect personal belongings
3. Do not re-enter the building unless instructed to do so by the Fire Brigade or Headteacher or Assistants
4. Any materials which could cause combustion must be closely supervised when used and stored away from children's access
5. Overheating of electrical apparatus or plugs must be reported immediately. No objects must be placed on or near electric radiators
6. Fire doors should always be unbolted during school hours and never left open
7. Teachers should be aware of the nearest fire extinguisher and its operation

N.B. EVACUATION HAS PRIORITY OVER FIRE-FIGHTING ATTEMPTS

Swimming Pool Emergency Procedure

1. **Blow the emergency whistle and clear the pool**

Children to proceed in silence to the nearest side and climb out over the side to await further instructions

2. Rescue any child in difficulty from the pool and administer first aid

3. Contact school office to contact emergency services

Telephone number to office **200**

4. If the fire bell sounds in school stay calm

Contact will be made with the group in the pool either by telephone or runner

Remaining in the pool building may be the safest option

Clear instructions will be given

If evacuation is necessary, this should be through the corner fire door

The collection point is the **bottom playground**

N.B. Children must **not** go back to the changing rooms for any reason **or** enter the main school building

The following fire fighting equipment is available within the school:

<u>No</u>	<u>Size</u>	<u>Type</u>	<u>Location</u>
1.	6litre	Foam	Reception Area
2.	2 kg	Co 2	Year 3 Kitchen Area
3.		Fire Blanket	Year 3 Kitchen Area
4.	6 litre	Foam	3C
5.	2 kg	Co 2	Hall
6.	9 litre	Water	Hall
7.	2 kg	Co 2	Blue Room
8.		Fire Blanket	Study Room/New Kitchen
9.	9 litre	Water	Study Room/New Kitchen
10.	2 kg	Co 2	Study Room/New Kitchen
11.	2 kg	Co 2	Computer Room
12.	6 litre	Foam	Outside Premises Officers Room
13.		Fire Blanket	Year 4
14.	2 kg	Co 2	Year 4
15.	6 litre	Foam	Library Area Entrance
16.	6 litre	Foam	Year 5/6 Entrance
17.	6 litre	Foam	Modular Building (one in each class)
18.	2 kg	Co 2	Modular Building (one in each class)
19.	6 kg	Powder	Swimming Pool Plant Room
20.	6 kg	Powder	Boiler Room
21.	6 litre x 2	Foam	Boiler Room (Spare)
22.	9 litre	Water	Boiler Room (Spare)
23.	2 kg x 2	Co 2	Boiler Room (Spare)

Arrangements for Reporting and Investigating

The Governing Body delegates to the Headteacher the responsibility to report all accidents and serious occurrences to the LEA (and HSE where appropriate) on the forms provided. In addition the reporting arrangements for incidents not necessarily leading to accidents. The Headteacher is responsible for instigating and investigation and, where appropriate, authorising remedial work or action and reporting on a termly basis to the Governing Body.

Arrangements for Consultation on Health and Safety Matters

The Governing Body has agreed the following mechanism for consultation with teaching staff, non-teaching staff and, where appropriate, contractors.

Matters would be reported to the Governing Body through the Buildings and Premises group and the Headteacher.

Any person on these premises has a duty to report to the Headteacher or the appointed representative any item of concern relating to Health and Safety.

Arrangements for Training

The Headteacher is required to maintain an up-to-date record of training on Health and Safety issues for current staff. Temporary, part-time and supply staff must be informed of their responsibilities and the schools agreed policy **PRIOR** to the commencement of their duties.

Self Financed Projects

The Governors have noted and agree to follow the guidance given in Administrative Memorandum 57 - Self Financed Projects.

Environmental Protection Act

The Governing Body ensures that refuse is regularly collected. Arrangements are made for any hazardous waste to be disposed of appropriately. The children are made aware of environmental issues regarding litter.

Arrangements for Monitoring and Reviewing the Policy Statement

The Governing Body will review this Policy Statement on an annual basis or more frequently should the need arise, e.g. on the publication of new regulations or on the receipt of new documentation from the LA.

