

# **Denton Community Primary School**



## **Health and Safety Policy and Procedures**

**Reviewed 1<sup>st</sup> September 2020**

## Contents

### Section No.

1.	General Policy Statement	3
2.	Organisation within the School	4
3.	Safety Responsibilities of Groups and Individual Members	5
4.	School Health and Safety Committee	11
5.	Crisis Management	12
6.	General Emergency Procedures	13
7.	Fire Procedures	13
8.	Bomb Incident Management	14
9.	First Aid Procedures	14
10.	Accident Recording and Reporting	15
11.	Health Issues - smoking, alcohol, drugs, stress and new and expectant mothers.	16
12.	Risk Assessments and Guidance Notes	17
13.	Work Specific Hazards - DSE, Electrical equipment, Machinery and Equipment, Manual Handling, Housekeeping, Violence, Offsite Visits, Work Experience Placements, Hazardous Substances, Noise at Work, Lettings.	17
14.	Administration of Medicines	19
15.	Training and Information	20
16.	Monitoring Health and Safety Inspections and Audits	20
17.	Visitors	20
18.	Trade Union Safety Representatives	21
19.	Policy Review	21
Appendix A	List of Useful Contacts within School	
Appendix B	Major Incident Plan	
Appendix C	Disaster Recovery Guidance	
Appendix D	Guidance in case of human flu pandemic	
Appendix E	Model Risk Assessments	

## General Policy Statement

The Headteacher and governors of Denton Community Primary School believe that the health and safety of persons within the school is of paramount importance. It is our intention 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 Headteacher and governors will undertake to ensure compliance with policy and guidance produced by the Children's Services 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.

The policy will be reviewed annually and revised where necessary.

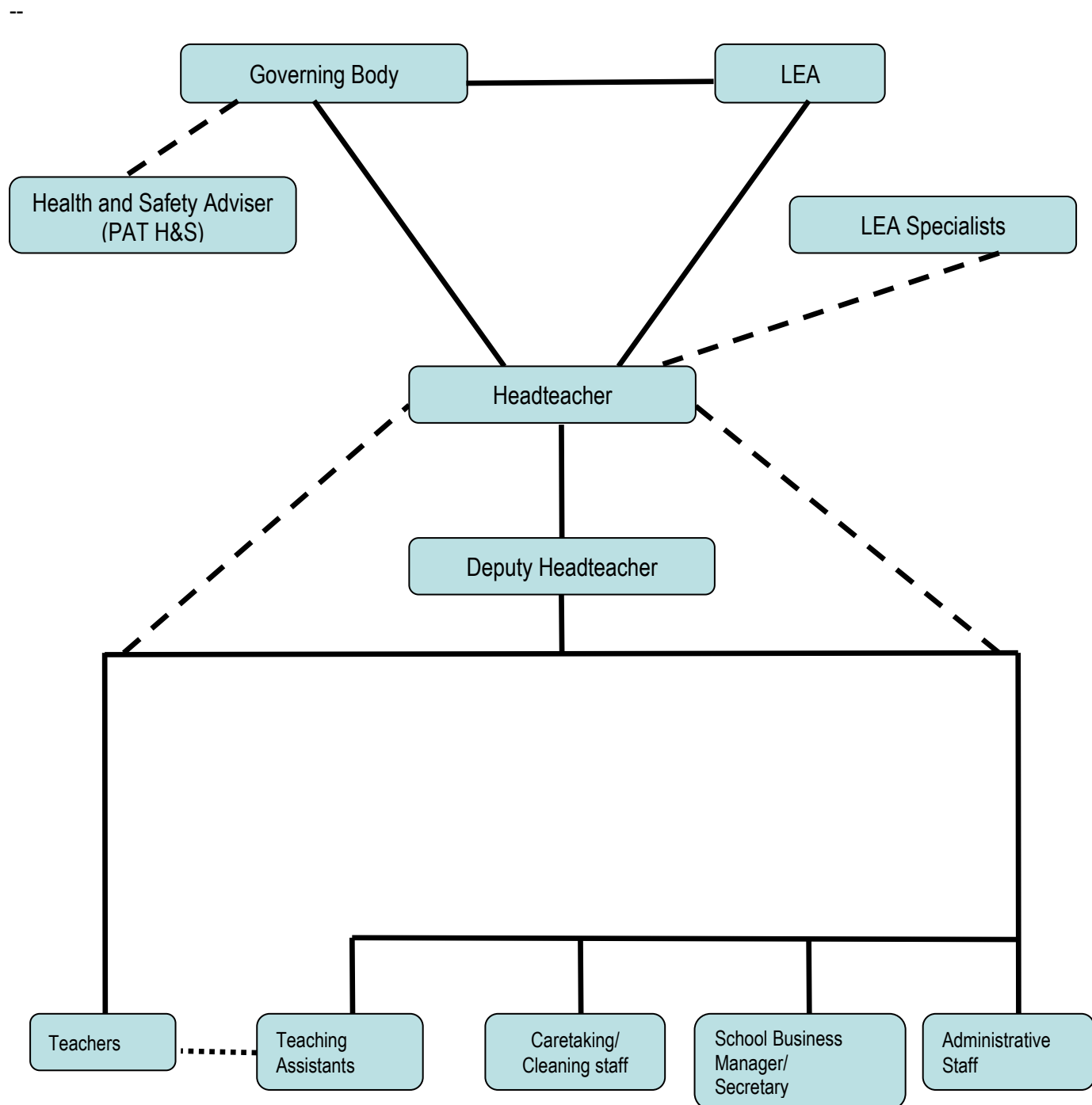
Signed ..... Headteacher Date 22.5.18

This policy was endorsed by the Board of Governors at their meeting on 22.5.18

Signed ..... Chair of Governors Date 22.5.18

## Organisation within the School to meet the requirements itemised under the General Policy Statement.

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.



### **3. Safety Responsibilities of Groups and Individual Members of Staff are as follows:**

#### **3.1 The Governing Body**

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

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

- a. Ensure that the Children's Services' 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 pupils 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, 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 Full Governing Body meeting from Premises committee (which review policy documents and any inspection documents relating to Health and Safety and any incident reports since Premises committee meeting) in order to enable the Governing Body to monitor the adequacy of arrangements and take any action necessary.

#### **3.2 Headteacher**

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

- a. Provide liaison with the Inspectors: Local Authority, Department for Children, Schools and Families (DCFS) (previously DfES) and HSE with regard to safety aspects.
- b. Budget for safety and health matters.
- c. review the Health and Safety Policy 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, e.g. Health and Safety Co-ordinator, Premises Co-ordinator, 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. ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments;
- h. Chair the Health and Safety Committee.

- i. Make an annual report on safety matters to the Full Governing Body.
- 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 investigate and advise on hazards and precautions.
- 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 Health and Safety Policy, School Codes of Practice or health and safety legislation.
- m. Ensure that Safety Inspections are carried out at specified intervals, (Premises Manager, weekly inspections), recorded and that necessary remedial action is carried out.
- n. Develop and establish emergency procedures, and organize 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. Ensure all full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting), and an introduction to the Safety Policy outlining restricted tasks and activities.
- t. Ensure 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.

The Deputy Headteacher will assume these duties in the absence of the Headteacher and has the authority to make and implement decisions throughout the school at any level if there is:

- immediate danger, or,
- dangerous practice, or
- breach of the law.

### **3.3 The School Health & Safety Co-ordinator (Headteacher and School Business Manager)**

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. Make an annual report on safety matters to the Full Governing Body.
- b. Assist with inspections and safety audits.
- 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, safety and first aid matters.
- f. Monitor the general safety programme.
- g. Make recommendations for matters requiring immediate attention, e.g. safety

- reports, record and monitor via Premises manager Log Book.
- h. Make recommendations to the Headteacher on matters of safety policy in compliance with new and modified legislation, record and monitor via Premises Manager Log Book.
- i. Publicise safety matters.
- j. Liaise with outside bodies concerned with safety and health e.g. Occupational Health and Safety team at County Hall.
- k. Monitor accidents to identify methods of reducing accidents.

### **3.4 Educational Visits Co-ordinator (Deputy Headteacher)**

- a. To be involved in educational visit management in order to ensure that the Children Services' Off-site Activities and Educational Visits, Regulations and Guidelines are followed.
- b. To work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of the establishment.
- c. After discussion with the Headteacher and governing body, either approve proposal or submit proposal to the Outdoor Education Adviser (OEA) at County Hall.
- d. Ensure that the schools educational visits meet the Children's Services requirements.
- e. To confirm that adequate risk assessments have been carried out.
- f. Support the Headteacher in the management of and evaluation of educational visits.
- g. Confirm the leadership of the group is appropriate, this to include accompanying staff and volunteers.

### **3.5 Heads of Key Stage**

Each Head of Key Stage is responsible to his or her manager for the provision of safe working conditions for staff and students and in particular to:

- a. Reports on safety matters to the School Health and Safety Committee.
- b. Nominate, in conjunction with his/her manager, teachers responsible for particular classrooms.
- c. Notify the Headteacher of any proposed or impending changes affecting safety, health and welfare, in room allocation or usage.
- d. Ensure safety inspections of their designated areas are carried out and to ensure hazards identified from those inspections are rectified.
- e. Instigate and ensure that safety procedures are developed and adhered to for operations carried out within the sections.
- f. Allocate to the Premises Manager the undertaking of risk assessments which include manual handling, COSHH, and to ensure details are documented and that appropriate action is carried out.
- g. Ensure all portable electrical equipment is tested on a regular basis.
- h. Ensure all accidents within the section are recorded in the Incident/accident Report Book and investigate reports of accidents and dangerous occurrences in his/her designated areas.
- i. Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place.
- j. Identify staff development requirements with reference to health and safety.



### **3.6 Curriculum Co-ordinators**

Each curriculum co-ordinator is responsible for:

- a. Developing policies based on Children's Services guidance documents for their specialist area.
- b. Updating colleagues within the school in any change in practice.
- c. Issuing safety guidance for their curriculum area.
- d. Carrying out risk assessments for their specialist areas.

### **3.7 Teachers**

Teachers are responsible to their Headteacher for the immediate safety of the pupils in his/her classroom. Nominated teachers are responsible for particular classrooms and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Additionally, each teacher will:

- a. Follow safe working procedures personally.
- b. Give adequate information in lectures as required.
- c. Ensure 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 verbally and in writing as often as necessary.
- f. Report defects and make recommendations to their team leader where necessary.
- g. Ensure all accidents are recorded in the Incident/Accident Report Book.

### **3.8 Teaching Assistants**

The teaching assistant is immediately responsible to the teacher whilst the class is in session; otherwise his/her line manager is the SENCO/Headteacher.

Additionally, the teaching assistants will:

- 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;

### **3.9 First Aid Co-ordinators**

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

- a. To be responsible for attending to and monitoring student or visitor illness/injury and to refer students to their own doctor or hospital as appropriate.
- b. To maintain the school medical room and equipment.
- c. to monitor student health records prior to entry and to report/advise the Headteacher of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy).
- d. To assist in the monitoring of first aid equipment and boxes on School site.
- e. To assist in the development and health promotion activities at the School.
- f. To ensure the necessary records are maintained relating to accidents associated



with the work of the school.

### **3.10 Nursery Teacher**

The Nursery Teacher is responsible for the provision of safe conditions for staff, students and visitors in particular:

- a. Attend to defect reports and recommendations from the Headteacher, staff, Safety Representative and Health and Safety Co-ordinator.
- b. Conduct regular inspections of his/her area of responsibility and rectify hazards identified from those inspections.
- c. Budget for safety equipment for his/her area of responsibility.
- d. Instigate and ensure that safety procedures are developed for operations carried out within his/her area of responsibility.
- e. Ensure that risk assessments, including manual handling, noise, COSHH, and visual display unit assessments are undertaken and documented and that appropriate action is carried out.
- f. Ensure all portable electrical equipment is tested on a regular basis.
- g. Ensure all accidents within the area of responsibility are recorded in line with the school policy.
- h. Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place.

The Premises Manager is responsible for the testing of portable electrical appliances throughout the school.

### **3.11 The Premises Manager**

The Premises Manager 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 his/her staff and by outside contractors under his/her control.
- c. Keep records of hazards identified on site by staff and the remedial action taken and when.
- d. When liaising with contractors, assume the duties as outlined in 3.14 below.
- e. The provision and maintenance of all 'fire' equipment 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.

### **3.12 The Premises Manager (as caretaker/site manager)**

- a. Routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken.
- b. Undertake required premises safety inspections e.g. weekly, bi-termly, and keep records of any faults identified (if appropriate);
- c. Attend to defect reports and recommendations from the Headteacher, staff, Safety Representative and Health and Safety Co-ordinator.
- d. Ensure that all portable electrical equipment is tested on a regular basis;
- e. Ensure all accidents within the area of responsibility are recorded in line with the school policy.

- f. Ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.

### **3.13 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 Enforcement 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.

### **3.14 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 Premises Co-ordinator for him/her to rectify or, failing that, reporting to Local Authority Consultant and/or Head Office.

Staff must ensure that a contractor arriving at site, report to Reception and a nominated person 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 County Council Policy on Asbestos and the Management of Contractors.

### **3.15 Members of Staff Generally**

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 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, safe or welfare in pursuance of any of the relevant statutory provisions.'*

#### **4. School Health and Safety Committee (only if appropriate)**

The School Health and Safety Committee representing the various groups within the School is comprised of -

Headteacher  
Caretaker  
School Business Manager

**4.1 Overall Function and Objective:** To provide effective communication and consultation between management and employees in order that the health, safety and welfare policy is properly maintained and developed.

#### **4.2 Specific Functions:**

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

#### **5. 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 accident. A separate Crisis Management Plan has been developed by the school and is summarised below.

#### **5.1 Crisis Management Team:**

The Headteacher  
Caretaker  
School Business Manager  
Chair of Governors

#### **5.2 Function of the Crisis Management Team:**

- 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 center. The center will have 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.

## 6. General Emergency Procedures

The summoning of emergency services is via telephone (office staff)

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

## 7. 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 belongings with them.

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

**The office staff** 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.

**Teachers** 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 an emergency. *Each classroom/area has a fire plan showing exits.*

**MDSAs** 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 yearly.

**The Headteacher** will check the toilets. The Premises Co-ordinator will arrange for any supplies of gas and/or electricity to be turned off should the need arise.

**The Headteacher** will organize fire drills as appropriate, but at least once every other term, and (ideally) before the end of the first week. Each fire drill will be recorded in the fire log 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 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 a Personal Emergency Evacuation Plan (PEEP) is required. This will need to be devised with the Headteacher, if the class teacher or SENCO 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.

## **8. Bomb Incident Management**

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 Children's Services Department, Police and the Fire and Rescue Service 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.

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.

## **9. First Aid Procedure**

There will be at least two people on the staff who will have current first aid training, with the aim that there should be one qualified person on site at any one time.

The named first aiders for the school are listed in Appendix A at the end of this document.

First aid boxes are kept near the school office. 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 and/or County Council Incident/Accident Report Book.

There will be a first aid book and "bump notes" (red letters) available in all boxes to be completed by the person administering first aid. In case of doubt as to whether or not a child's parent should be immediately alerted, contact Headteacher or a senior member of teaching staff or in their absence. **Err on the side of caution.** 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.

Every parent will be given a copy of this statement at the start of each school year.

## 10. Accident Recording and Reporting

*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 Headteacher is responsible for arranging for a member of staff to transport the student/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 themselves, visitors or volunteer helpers by recording the details in the County Council's Incident/Accident Report Book. Pupil accidents, depending on the severity will be reported either in the School's First Aid book and/or County Council's Incident/Accident Report Book.

The Office Staff will ensure that these forms are forwarded to the PAT 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 (HSE) it is important that County Hall 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 Committee will monitor the accidents to identify trends. The Governors sub committee will also receive information on accidents on a termly basis.

## 11. Health Issues



### **11.1 Smoking**

In an effort to reduce the risk to health from passive smoking, there is a No Smoking Policy at our School

### **11.2 Alcohol and Drug Abuse**

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 minimize 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.

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 Staff Counselling Service**, advertised on notice boards 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.

### **11.3 Stress**

Stress is defined by the Health and Safety Executive as "the adverse reaction people have to excessive pressures or other types of demands placed on them." This distinguishes stress from the pressures or challenges that provide the motivation for everyday living. Being under pressure can often improve performance but when demands and pressures become excessive they can lead to stress.

People respond to pressure in different and individual ways. Difficulties faced outside of work can also have an impact on someone's ability to cope or function well at work.

If stress is intense and sustained it can lead to mental and physical ill-health and contributes to employee ill-health and sickness absence. It is important that all employees are aware of the factors that can give rise to stress so that where possible their causes can be foreseen and appropriately managed before damage/harm is done.

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 your manager. If you do not wish to discuss a particular problem with your line manager 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.

### **11.4 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 may 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 Headteacher 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.

## 12. Risk Assessments and Guidance Notes/ School Codes of Practice

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.

Although risk assessments relating to most activities of the school will have been or will be completed on your behalf, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to your area of work. Copies of these assessments are held in the school office.

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

- Premises Premises Manager
- Curriculum Curriculum Co-ordinators
- Off-site Visits Group Leader
- Individual/specific As delegated by Headteacher

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

Children's Services has published guidance on Off-site Activities and Educational Visits which details clear procedures to be followed when planning and arranging a visit.

## 13. 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.

### 13.1 Display Screen Equipment (DSE)

All staff who use PCs must complete the Workstation Self Assessment Checklist to be returned to the school office.

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.

### **13.2 Electrical Equipment**

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 is checked annually under the terms of the maintenance contract. The Premises Manager 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 Premises Manager 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, Christmas decorations.

### **13.3 Machinery and Equipment**

An inventory of all equipment is kept by the office staff. 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 - even simple items such as scissors - 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.

### **13.4 Moving and 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 Premises Manager will be responsible for undertaking risk assessments for moving and handling tasks, including those activities carried out by pupils. Training will be offered to those staff who 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.

### **13.5 Housekeeping**

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. If any spillages occur, these should be dealt with immediately.

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.

### **13.6 Violence At Work**

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

### **13.7 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 Children's Services policy on Off-site Visits.

### **13.8 Hazardous Substances**

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

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.

### **13.9 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.

### **13.10 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.

## **14. Administration of Medicines**

Office staff will administer medicines and keep a record that they have been given. We must stress that pupils should not be at school if they are unwell and if at all possible, pupils 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 authorization, a telephone authorisation will be accepted for one day only.

Medication to be given should be sent to the school as a single dose, wherever possible, clearly marked with the name of the child. They will be stored securely in the office.

Inhalers for asthmatics will be kept in the office but available 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.

Each parent will be issued with a copy of this statement at the beginning of each school year.

## **15. 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.

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.

## **16. Monitoring Health and Safety**

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

- LMT will include health and safety as part of the agenda of their regular meetings.
- The Headteacher will conduct an annual premises inspection with health and safety co-ordinator and trade union safety representative.
- The Full Governing Body agenda has health and safety as standing agenda items.

### **16.1 Inspections**

To maintain and improve standards throughout the school a premises inspection will take place three times a year and records will be kept. The school will be inspected by the Premised Manager and Headteacher.

## **16.2 Auditing**

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the Occupational Health and Safety team 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.

## **17. 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.

Office staff will ensure that volunteers have the necessary safety information.

## **18. 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.

## **19. Health and Safety Policy Review**

The school acknowledges that the Health and 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 a bi-annual basis seeking endorsement from the Board of Governors.

## List of Useful Contacts in School

Health and Safety Governor	Susan Ashworth
Health and Safety Coordinator	Guy Walsh, Graham Stevens and Amanda Townsend
Educational Visits Coordinator	Guy Walsh; Jon Kettle
Curriculum Coordinators	
PE	Lauren Morgan
Computing	Brian Dooley
Science	Helen Harman
Literacy	Lara Blotz
Numeracy	Jon Kettle
Music	
First Aid Coordinators	Tania Buss, Liz Wright, Debbie Bashford, Eve Fleming, Kate Duchossoy, Helen Vidler
Person responsible for reporting accidents/incidents:	All first aiders
Trade Union Safety Representatives:	None Known
Health and Safety Committee (only if appropriate):	Guy Walsh, George Bishop,
First Aid Nominated Person :	Helen Vidler
Paediatric First Aiders:	Emma Dicksee Jackie Ashdown, Sonya Nowicki, Helen Harman, Jenni Gumble
First Aid Appointed Person:	Helen Harman, Hilary Pomfret, Hilary Pomfret, Lara Blotz, Julie George, John Kettle, Guy Walsh, Debbie Bashford, Tania Buss, Liz Wright, Jenni Gumble, Amanda Riggs, Sarah Townsend, Graham Stevens, Tim Cole, Ruth Taylor, Natasha Lewin