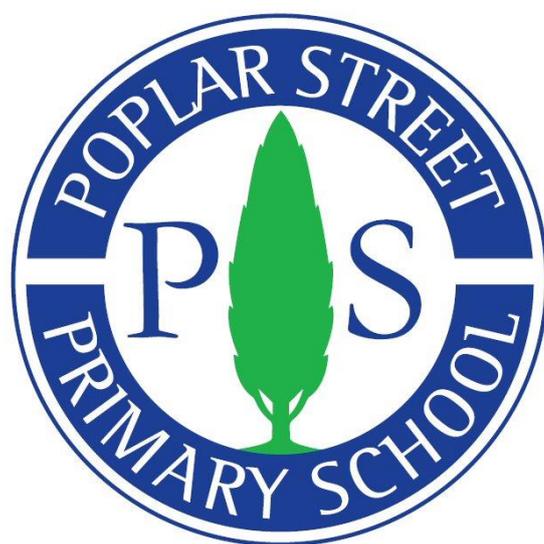


Poplar Street Primary School



Health & Safety Policy 2016/17

Working together - Aiming High!

Poplar Street Primary School

Health and Safety Policy

1) Statement of Intent:

- a) The Governors of the School recognise their corporate responsibility under the Health and Safety at Work Act to provide a safe and healthy environment for all staff who work at the School, the pupils of the School and other people who come onto the premises.
- b) The Governors will take all reasonable and practical steps to fulfil their responsibilities. They will provide safe and healthy working conditions that take account of all appropriate statutory requirements, codes of practice, advice and guidance, including those issued by Tameside Council.

c) The Governors shall:

- i. Appoint and maintain the responsibility structure set out in **appendix One**.
- ii. Appoint and record the name of the Health and Safety Officer(s) (if applicable).
- iii. Record the name of and consult with the elected Health and Safety representative.
- iv. Provide plant, equipment and systems of work, which are safe.
- v. Provide supervision, training and instruction so that staff and students can perform their activities in a healthy and safe manner.
- vi. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, then the governing body will ensure within the financial resources available, that such training is provided.
- vii. Provide necessary safety and protective equipment and clothing, together with any necessary guidance, instruction and supervision.

REVIEW

The Governing Body will review this policy statement every 2 years and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff, pupils and others.

Signed.....(for the Governing Body) Date.....

Signed.....(Head)

Date.....

2) Responsibilities:

a) The organisational structure is set out in Appendix One

b) The Headteacher's responsibilities are as follows:

- i) The Headteacher will be responsible for the day-to-day operation of this organisational structure, the implementation of the statement of intent and the policies and procedures set out in this document.
- ii) The Headteacher will ensure that all areas of the School are inspected at least once per term.
- iii) The Headteacher will report to the Governing Body those instances where the Head's delegated authority does not allow the elimination or reduction of risks to a satisfactory level. The Head will take all necessary short-term steps to avoid danger.
- iv) The Headteacher will ensure a system for reporting, recording and investigating accidents is in place. All reasonable steps will be taken to prevent recurrences.
- v) The Headteacher will ensure a system for the recording of all visitors to the site and that they are briefed of any hazards on site.
- vi) The Headteacher will ensure arrangements for the safe conduct of maintenance work so that the impact on staff and students is considered.
- vii) The Headteacher will ensure that new employees are made aware of this policy before starting work at the School and that they are briefed on safety arrangements.
- viii) The Headteacher will organise effective arrangements for the safe evacuation of the building in case of fire and other emergency and that suitable fire fighting equipment is available and maintained. Appendix 7.
- ix) The Headteacher will ensure that systems of risk assessment are in place to enable prompt identification and control of hazards.
- x) The Headteacher will ensure that all training needs are identified and that staff are trained to the appropriate standards.
- xi) The Headteacher will maintain a file of notes for the caretaker which contain practical information and decisions which need recording for updates of this policy.
- xii) The Headteacher will ensure that risk assessments are carried out as appropriate.

c) Risk Assessments

- i) The Head is responsible for the maintenance of risk assessment records.

d) All members of staff

- i) All employees will make themselves familiar with the Health and Safety policy and the procedures contained within it. They should take reasonable care of their own health and safety and that of any other persons who may be affected by their activities. Everyone should avoid actions that would put themselves or anyone else at risk.
- ii) **appendix two** contains a checklist of duties for all members of staff.

e) The Health and Safety Committee

- i) The Health and Safety Committee will consist of the Head, Governor responsible for Health and Safety, staff Health and Safety representative, with input from the caretaker. It will meet at least once per term.
- ii) Health and Safety will be discussed at every meeting of the Premises, Health and Safety Committee. An annual report on Health and Safety will be submitted to the first autumn term meeting of the full Governing Body.
- iii) **See appendix eight.**

3) Working Arrangements:

a) Accidents

i) What to do when an accident occurs:

The following procedures are suggested, but may vary according to the severity of the accident and the circumstances.

- Time should be taken to assess the situation and emergency First Aid should be given only if you are fully confident of the correct procedure.
 - Obtain assistance from another adult immediately.
 - Do not leave the accident victim.
 - Inform office/senior staff with accurate details and indicating the type of assistance that is required (this may be a First Aider or the Emergency Services).
 - After the emergency has passed, procedures for reporting accidents should be followed.
- ii) **Accident Reporting.** The system for reporting accidents is managed and reviewed by the Head, working with the designated First Aiders (**see appendix three**).

b) First Aid and Illness

i) Arrangements for First Aid (**see appendix six**) will include the following:

- The number of First Aiders.
- Training arrangements.
- The medical room and its provision (if applicable).
- First Aid boxes: their contents and location and procedures for checking them.
- Procedures for contacting a First Aider, contacting emergency services and parents, covering classes in an emergency.
- The location of lists containing emergency phone numbers.
- Rules on medication.

ii) Illness

- i. **Pupils:** Teachers should assess the situation as to whether or not the pupil is capable of continuing the lesson/activity. If the illness is severe then follow the procedure for Accidents.
- ii. **Staff:** If you are taken ill and feel incapable of continuing with the lesson, obtain assistance from another member of staff.

c) Emergencies and Evacuation Procedures

- i) An emergency is considered to be anything that unexpectedly disrupts the normal running of the School such as the sounding of the fire alarm or the occurrence of an accident. Here we deal with other possible emergencies.
- ii) **Serious Service/Structural Malfunction:** This covers gas leaks, bursts, electrical faults etc. You should assess the seriousness of the situation and remedy it, if possible, without involving unnecessary risk to you or to others. If necessary, evacuate the teaching area and send for assistance.
- iii) **Intruders:** In the event of a disturbance caused by intruders, you should, after assessing the situation, take steps to defuse the situation, seek assistance from another member of staff, inform the office, and remember not to be a hero and risk the safety of either students or yourself.
- iv) **Student Absconding from Lesson:** Remain with your class. Inform the office/senior member of staff.
- v) **Emergency Evacuation:** If for any reason, we are advised by the Authorities to evacuate the School, the procedure should be as is set out in the Fire Regulations. The procedures for the safe evacuation of the building will be made known to all users of the building and plans will be displayed at all appropriate locations.
- vi) **Critical Incidents – refer to Guidance issued by the LEA.**

d) Fire Precautions

- i) The School is a **no smoking environment**. This applies to all staff, students and contractors.
- ii) **See appendix seven.**

e) Electrical Safety

- i) The following procedures are in place to ensure electrical safety:
 - i. **Portable electrical equipment** is tested on an annual basis and the report received is acted upon immediately. The date of inspection is recorded in the Health and Safety log and the next inspection placed in the annual programme of maintenance.
 - ii. Rules on disposal of lamps will be made clear to all necessary personnel. **See letter from Roger Higson dated 30.1.06 'Disposal of Lighting Equipment'**.

f) Hazardous substances and materials

- i) Only substances or materials that have been assessed in accordance with the COSHH regulations may be used in School.
- ii) All substances or materials must be used in accordance with the hazard data sheets.
- iii) Any hazardous substances that are unwanted or unused must be removed only by recognised disposal contractors.

g) Contractors in School

- i) All contractors who are due to carry out work on the School site or inside must report to Visitors Reception where upon a permit to work will be issued.

h) Infection control

- i) A table giving guidance on exclusion from School for the more common or important infectious diseases is kept in the office.

i) Supervision of pupils

- i) All adults who work at the School should be aware of the arrangements for the safe supervision of pupils throughout the School day and when partaking in School activities. The current arrangements are set out as **appendix four**.

j) Security

- i) It is the responsibility of the Headteacher in consultation with the Governing Body to ensure the security of the buildings and grounds.
- ii) All visitors will wear a visitor's badge to aid identification and confirm that signing in has taken place. All visitors will read the emergency procedure card unless they are to be **constantly** accompanied by a member of staff who could lead in the event of an emergency.
- iii) External security shutters have been fitted to all external doors and windows and these protect such areas when the School is unoccupied.
- iv) Staff should take care not to leave their personal valuables unattended in any area of the School at any time and should ensure that School equipment such as computers, videos, televisions, cameras and audio equipment is locked away out of sight when not in use. A visual check of classrooms should be made at the end of the School day to ensure that valuable equipment has been cleared away. Money should always be kept secure and should always be placed in one of the School safes overnight. **Thieves will cause extensive damage breaking in to steal even small amounts of cash.**
- v) General security in the working day depends on all occupants of the building being vigilant and reporting to the office or a senior member of staff anything unusual, suspicious or causing concern. Serious breaches of security may require the emergency procedures contained in this policy to be used.

k) Smoking policy

The School is a **no smoking environment**. All staff who work at the School are expected to refrain from smoking on the School site.

l) Out of School Activities

- i) The following outline procedures should be applied to all educational visits and holidays. All risks will be assessed, recorded and controlled.
- ii) **A. Visits of an unplanned nature in the immediate locality of the School.** A general letter is sent to all parents when their son/daughter joins the School. A reply is necessary. This written consent covers the pupils for the duration of his/her education at School.
- iii) **B. Planned educational visits for one day or less.** School will follow the guidance as outlined in the Educational Visits Policy.
- iv) **C. For all other visits (holidays) and any visit involving hazardous activities.**
Refer to TMBC Arranging Educational School Visits Guidelines.
- v) **Itineraries for School Visits and Holidays.** The required detail will vary depending on the nature and duration of the visit. Take the following points into account when constructing your itinerary:-
 - times and point of departure/arrival/return.
 - approximate duration of travel.
 - all planned activities.
 - supervision arrangements, especially periods of intermittent supervision.
 - detail should be given for any evening activities and to supervision on residential visits.
- vi) Risk Assessments will be carried out for all visits. Organisers should complete these in consultation with Headteacher. These should take place at a very early stage before final approval for the visit has been given.

m) Display Screen Equipment (DSE)

The term Display Screen equipment (DSE) is used to describe not only the visual display unit (VDU) of a computer but also the other computer equipment and the workstation where it is used i.e. the desk, work surface, chair, input devices, software, printer and document holder.

The duties under the *Display Screen Equipment Regulations 1992* requires the employer to assess the risks to the health and safety of its employees from the use of DSE.

n) Personal Protection Equipment (PPE)

Personal protective equipment (PPE) is the generic name given to items of protective clothing and equipment used by individuals to control their exposure to hazards. Where it is not practicable to control exposure to hazards by any other means, the employer will provide employees with suitable PPE free of charge. The types of PPE required will be determined as part of the risk assessment process. All employees are responsible for using PPE as directed and for storing it correctly.

p) Manual Handling

Manual handling is the name given to tasks involving lifting, putting down, carrying, pulling, pushing or moving that rely on bodily force. The employer recognises that such tasks have the potential to cause injuries. Where it is not possible to lift or move loads by mechanical means, tasks will be assessed, mechanical aids will be provided to reduce the amount of manual handling required and employees will be provided with training in safe lifting techniques. Manual handling risks will be assessed using the risk assessment checklist (see appendix 9)

q) Work Equipment

For the purpose of this procedure work equipment includes plant, equipment and tools, whether owned by the school or obtained on loan or hire. The employer acknowledges and accepts its duties under the *Provision and Use of Work Equipment Regulations 1998 (PUWER)*. It will take all reasonably practicable steps to provide work equipment that will not put health and safety of any person at risk and that is suitable and properly adapted for the purpose for which it is provided.

All employees are responsible for using machines in accordance with the manufacturers' instruction. Any machine fitted with a guard to prevent contact with moving parts must not be operated with the guard removed or disabled. Machines must not be adjusted when the machine is running. Damaged equipment must not be used.

r) Use of Ladders

Always select a ladder which is suitable for the work which is being performed. Examine it before use to ensure that it is free from defects, of good construction, sound material and of adequate strength for the job. Ladders should be fitted with non-slip feet.

Ladders should always be used when putting displays up of any kind. Staff should not stand on chairs or tables to put displays up.

s) Lone Working

Lone working does occur on occasions, and as this may place individuals concerned at increased risk'. It is important that the issue is addressed within the risk assessment for the particular activity/task. In order to do this situation's need to be identified in advance so that assessments can be conducted and where necessary, appropriate measures put in place.

Examples of lone working:

- Caretaker/Site: Manager early start, late finish, school holidays, call-outs etc.
- Teaching staff: preparation, meetings, etc., outside 'normal' hours.
- Late meetings, weekend working.

Appendix One : Organisation chart for Health and Safety issues

Governor with responsibility for Health and Safety - Mr John Murphy
Headteacher (day to day operation) - Mr Iain Linsdell

Designated Health and Safety Officer - Mr John Murphy

Designated First Aider with responsibility for medical resources Mrs Sue Mason

Other designated First Aiders:

Name	Extension	Duties
Mrs Julie Tinker	203	Lunchtimes/Care Club manager & 1 st Aid & paed
Mrs Sue Mason	115/104	Teacher; 1 st aid at work 3 day trained
Ms Z Francis	111	TA, 1 st aid at work 3 day trained

Key holders:

- Iain Linsdell, (Head)
- Paul McCracken, (caretaker)
- Rapid Response (out-of-hours)

Appendix Two: Checklist of duties for all staff

All members of staff should

1. Take reasonable care of their own Health and Safety and that of any other person affected by their activities.
2. Co-operate to enable any statutory duty or requirement to be met.
3. Familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put them or anyone else at risk.
4. Be familiar with the Health and Safety policy and the particular aspects which affect their work.
5. Report any observed defects in the premises, plant, equipment and facilities.
6. Take an active interest in promoting Health and Safety and suggest ways of reducing risk.

Where machinery or equipment is used, staff should

1. Check that it is adequately guarded.
2. Check that it is in safe working order.
3. Not make unauthorised or improper use of the equipment.
4. Use the correct tools or equipment for the job and adopt any appropriate protective or safety measures.
5. Ensure that hazardous substances are properly used, stored and labelled.

Appendix Three: Accident Reporting

1. All employees are required to report any accidents which occur at work.
2. An accident report form must be completed for all absences, which result in medical treatment or absence to staff, students or third parties. All accident report forms should be submitted to **Diane Parsons, Services for Children and Young People** as quickly as possible. We retain a copy of the form and the original is sent directly to Diane Parsons within four working days. Copies of accident investigation reports, written statements that may have been made by the injured party or witnesses must be attached to the form. Records should be kept for seven years.
3. A separate form must be completed for each individual who suffers injury. For trivial/minor/non-consequential incidents where the individual involved does not require first aid or medical treatment and where there is no apparent injury e.g. bumps to head. Ensure the incident is recorded on either an individual index card or separate sheet.
4. **If the accident is likely to be reportable to the Health and Safety Executive it should be reported immediately by telephone to Diane Parsons, Services for Children and Young People. Tel. 0161.342.3751**
5. Staff, who have witnessed an accident should co-operate fully with the Head in supplying information to complete the form with special reference to Section 8. The form will be signed by the Head or Nominated Person.
6. All reasonable steps will be taken to identify the cause of the accident or dangerous occurrence and, wherever possible, remedial measures will be taken to prevent a recurrence.
7. **Cards for minor accidents.**
8. **Violence or aggression**
All incidents of violence or aggression must be reported using the approved **School's Special Initiative Package**. We retain a copy of the form and the original is sent directly within four working days to Steve Gwilt, Services for Children and Young People. If as a result of a violent incident an accident occurs Tameside accident report form should be completed.

Appendix Four: Supervision of students

Please also make reference to the School's behaviour and Attendance policy

The School day

ARRANGEMENTS FOR SUPERVISION OF CHILDREN

The school have made arrangements to supervise children in all school activities including:

- 1. before school commences;*
- 2. break times;*
- 3. lunch time(s); and*
- 4. after school closes until they leave the premises.*

Appendix Five : Security arrangements

- 1.** The Caretaker is responsible for opening the School in the morning.
- 2.** The Caretaker is responsible for checking all doors and windows before setting the intruder alarm and locking the School.
- 3. Visitors to the School**
All visitors to School are registered at reception and issued with a badge.
Contractors undertaking works to be issued with a TMBC Permit-to-Work
- 4. Contact with the police.** A record should be kept of all contacts with the police.

Appendix Six: Medical and First Aid arrangements

1. The designated First Aid staff in the School are as follows: -

Name	Extension	Duties
Mrs Julie Tinker		Lunchtimes/Care Club manager; 1 st Aid & Paed
Mrs Sue Mason		Teacher; 1 st Aid & paed
Ms Zoe Francis		1 st aid at work & paed

The duties of First Aiders are as follows: -

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at School
- when necessary, ensure that an ambulance or other professional medical help is called.

2. First Aid boxes are located as follows: -

Location	Responsible for checking
Office	Sue Mason
Staff room	Sue Mason
Foundation Stage	Sue Mason

First Aiders are responsible for maintaining the list of contents for First Aid boxes and for monitoring the checking and maintenance of First Aid boxes.

2. The Head is responsible for maintaining records of training and ensuring that staff are booked on refresher courses as appropriate.
3. The Head is responsible for checking and updating these lists.

List contents: -

Names, addresses, telephone numbers of emergency services, hospitals and local GPs.
Names and location of First Aiders with internal telephone numbers.
Procedure for contacting parents in the event of an accident or illness.

4. Medication –

Schools procedures are as per the Local Authority guidelines and are set out in the school prospectus.

Appendix Seven: Fire Prevention –

An annual audit of fire prevention equipment is undertaken along with regular check.

Hazardous materials that may pose an increased risk of causing fire are kept in a controlled environment.

Fire doors are kept closed and free from obstruction.

Fire drills are undertaken at least termly and a record is kept of response times.

The Fire alarm is checked on a weekly basis and a record is kept.

Appendix Eight : Health and Safety Committee

Membership

Chair
Health and Safety Governor
Head
Site Manager or Caretaker
Other governors with a quorum of three

Remit

Termly meetings, keep policy up to date, check policy in operation and spread Health and Safety awareness.

Role of competent persons is to advise on Health and Safety needs / priorities / problems

In addition to members of the committee these are:

Diane Parsons, Jackie Sharp and Janet Atkinson.

Outline agenda

1. Minutes of previous meeting.
2. Matters arising not covered by previous agenda.
3. Actions since last meeting - diary.
4. Site Issues, covered in termly site inspection.
5. Head's report, including issues of premises health and safety and security and accidents.

Useful contacts:

Ann McCall/Malcolm Cooke, Occupational Health and Safety Unit – 0161.342 2129/3153

Diane Parsons, Services for Children and Young People – 0161 342 3751

Greater Manchester Health Protection Unit – 0161.786 6710 (Infection and Control)

Further Information on policies and guidance go to:-

TMBC website Education – School Bus