

## **Dry Drayton and Oakington Church of England Primary Schools Federation**

### **Health and Safety Policy**

This statement is issued in accordance with the Health and Safety at Work Act (1974). It supplements the statements of health and safety policy which have been written by Cambridgeshire County Council and by the Education Department. The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of Oakington C.E. Primary School.

#### **General Guidelines**

It is the policy of the Governing Body, so far as is reasonably practicable, to:

1. establish and maintain a safe and healthy environment throughout the school;
2. establish and maintain safe working procedures among staff and pupils;
3. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
5. maintain all areas under the control of the governors and Headteacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
6. formulate effective procedures for use in case of fire and for evacuating the school premises;
7. lay down procedures to be followed in case of accident;
8. teach safety as part of pupils' duties where appropriate;
9. provide and maintain adequate welfare facilities and to make recommendations to the Cambridgeshire Authority as appropriate.

#### **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 relevant safety procedures. Other users of the school will be appropriately informed;
6. ensure that regular safety inspections are undertaken. (A Health & Safety team will inspect all school premises and property once a term);
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 Diocese of Ely Property Management and Buildings office 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 and report to the Ely Diocesan Property Manager or relevant County Council officer as appropriate 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 Ely Diocesan Property Manager or relevant county council officer as appropriate) parties hiring the building and other organisations present on site, as far as is reasonably 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.

### **Duties of the Person Delegated to Assist in the Management of Health and Safety**

The delegated person (the Headteacher) shall:

1. oversee the implementation, monitoring and development of the safety policy within the school;
2. monitor general advice on safety matters given by the Authority and other relevant bodies and advise on its application to the school;
3. co-ordinate arrangements for the design and implementation of safe working practices within the school;
4. investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
5. order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the governors;
6. assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
7. ensure that staff with control of resources (both financial and other) give due regard to safety;
8. co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on staff training.

N.B. The above role must not be confused with that of the Health and Safety Representative which is a trade union appointment to enable the representation of staff interests in health and safety matters.

## **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 risk;
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 near miss) 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. In addition, the Local Authority guidelines for parents and carers transporting children must be followed.

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 Health & Safety at Work 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 Office of Children and Young People's Services and others in meeting statutory requirements.
3. not interfere with or misuse anything provided in the interests of health, safety and welfare;
4. 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;
5. ensure that tools and equipment are in good condition and report any defects to the Headteacher;
6. use protective clothing and safety equipment provided and ensure that these are kept in good condition;
7. ensure that offices, general accommodation and vehicles are kept tidy;
8. ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Headteacher.

**WHENEVER AN 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 for 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 prospectus.

**Extended Schools and After School Activities**

The Governing Body provides After School and Breakfast Clubs which are under the direct supervision / management of school staff and therefore the school's arrangements for Health and Safety apply to the Club.

**Visitors**

Regular visitors and other users of the premises (e.g. contractors and delivery companies) are expected, as far as reasonably possible, to observe the safety rules of the school.

**Private Hire of the School**

The Governors and Headteacher must ensure that:

1. the means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Headteacher knows of any hazard associated with the above, she/he should take action to make hirers aware of it;

2. fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
3. hirers of the building are informed of the following: the need for them to have a mobile phone with them, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed;
4. hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;
5. arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

### **Fire and Emergency Evacuation Procedures**

1. The school's procedures for fire and emergency evacuation are appended. They are also posted in the school entrance hall.
2. These procedures will be updated as appropriate.
3. The log book for the recording and evaluation of practice and evacuation drills is available in the Head's office.
4. Visitors, staff who work part time and staff or children who leave the premises for any reason, sign in and out in the book in the front entrance lobby.

### **Fire Prevention Equipment**

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

### **First Aid and Accident Reporting Procedures**

1. First aid is available in the office.
2. Most of the staff are trained first aiders. The name of the appointed person is Mrs. Denise Simms.
3. The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is Mrs Daggianti. The accident book and report forms and the arrangements to be followed if the person injured is unable to complete an accident report form or who is not an employee of the Authority are to be found in the office. Reports to the Local Authority may also be made online.
4. The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.

N.B. Any employee rendering first aid to the best of their ability is indemnified by the Council.

### **Contractors and Visitors, Asbestos, Legionella and COSHH Regulations**

All these topics are dealt with in separate Local Authority files kept in the school office. Both cleaners and the Headteacher were trained in COSHH Regulations in December 2015.

## **Electricity**

All portable appliances are tested annually. Hard wiring testing is carried out five-yearly, and organised by the Diocese of Ely Property Management, along with any remedial works necessary.

## **Risk Assessments**

Risk assessments are carried out where hazards have been identified. Appropriate control measures have been put in place following completion of a risk assessment. All risk assessments are kept on the school's server (Staff Share) and are kept up to date and are periodically reviewed.

## **Educational Visits**

Risk Assessments are always carried out before any educational visit. The Educational Visits Co-ordinator keeps one copy of *Educational Visits Guidance 2005* and a second copy is stored in the Headteacher's office. Any parent volunteering to drive children to and from visits must comply with the Local Authority protocol (details held by Headteacher and School Secretary.)

## **PE Equipment**

The PE Subject Leader is responsible for this, including risk assessing its use. In addition to visual checks by staff using it, it is checked annually by a specialist company.

## **Reporting Incidents**

Serious incidents and near misses are reported using Incident Report Form (IRF96) -

<https://forms.cambridgeshire.gov.uk/customer/servlet/ep.app?type=22521&st=&prv=N&ut=x>

## **Photographing Children**

Written parental permission is sought annually for use of children's photographs in a variety of circumstances. All spectators photographing school events are required to give a written undertaking that they will only use such photographs responsibly and not publish them.

**Swimming – pool care and supervision during lessons, two resus trained people to be in the pool area at all times during lessons. All staff/volunteers resus trained annually.**

Please also see Risk assessment and protocol on school server/in the office.

## **Work Experience**

All work experience students, volunteers and trainee teachers meet with the Headteacher or a delegated member of staff for a Health and Safety briefing when first working at the school.

## **Smoking**

Smoking is not permitted anywhere on the premises at any time, nor in the grounds.

## **Display Screen Equipment**

Staff who use computers for significant parts of their working day are given a copy of the Health and Safety Executive booklet 'Working with VDUs' and sign to say they have read it and noted its contents.

## **Lone Working and Personal Security**

Guidance given and risk assessment performed where staff are likely to work alone.

Pool carers carry their mobile phones with them when caring for the pool and always tell someone when they are going to care for the pool /how long roughly they will be there.

The School has adopted the Cambridgeshire County Council's Policy for the use of Physical Intervention to Manage Behaviour

## **Health and Wellbeing of staff, including recognising and avoiding stress**

The wellbeing of staff is seen as an integral part of the schools Health and Safety responsibilities. The Governing Body and Headteacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole.

All staff have the right to expect a reasonable balance between their work and their personal life, with appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any related concerns with the Headteacher.

Sickness, absence or health concerns will be dealt with under the schools Sickness and Absence Policy.

## **Manual handling**

Manual handling is one of the most common causes of injury at work and causes over a third of all workplace injuries. The school has carried out suitable and sufficient risk assessments to manage these risks to staff. If possible staff are advised not carry out any manual handling tasks. Where these are necessary, reduce the risk by using some equipment e.g. trolleys.

**Last reviewed by Governing Body December 2017**

**Signed:**

**Headteacher**

**Chair of Governors**

**Date:**

**To be reviewed Autumn Term 2018**