

## **ALL SAINTS' C.E. PRIMARY SCHOOL, ALREWAS.**

1. Statement of Health and Safety Policy
  - 1.1 This policy statement supplements both the general statement of policy issued most recently by the Staffordshire County Council and the more detailed statement issued by the Education Department.
  - 1.2 The Governing Body and Senior Management Team of All Saints' C.E. School recognise and accept their responsibilities both under civil and criminal law and also under Staffordshire's scheme of delegation for local management of schools. As responsible employees and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees is appreciated.
  - 1.3 In compliance with the Health and Safety at Work etc. Act, the Governing Body of All Saints' C.E. School will ensure so far as is reasonably practicable that:
    - 1.3.1 The premises are maintained in a safe condition.
    - 1.3.2 Safe access to and egress from the premises is maintained.
    - 1.3.3 All plant and equipment is safe to use.
    - 1.3.4 Appropriate safe systems of work exist and are maintained.
    - 1.3.5 Sufficient information, instruction, training and supervision is available and provided where necessary.
    - 1.3.6 Arrangements exist for the safe use, handling and storage of articles and substances at work, (e.g. photocopier materials safely stored; cooker used under supervision)
    - 1.3.7 A healthy working environment is maintained including adequate welfare facilities.
  - 1.4 In addition to the above commitment, the Governing Body also recognises its obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public, contractors, etc., are or may be affected by the school activities being carried on within the school boundary or otherwise, the Governing Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an educational institution which must set standards by example for its pupils, this commitment is seen as especially important.
  - 1.5 Within the financial restraints imposed by the County Council, the Governing Body will ensure through the Senior Management Team, that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

- 1.6 For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises. Employees are reminded of their own duties:
  - 1.6.1 To take care of their own safety and that of others and;
  - 1.6.2 To co-operate with the Governing Body and Senior Management Team so that they may carry out their own responsibilities successfully.
  - 1.6.3
- 1.7 All relevant Regulations, Codes of Practice and Standards will be complied with as necessary.
- 1.8 Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned
- 1.9 A copy of this statement has been provided to every member of staff. Copies are also posted on staff notice boards. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.

## 2. Health and Safety Organisation

- 2.1 In order to ensure that health and safety issues are dealt with in accordance with this establishment's safety policy, the following organisational structure has been accepted by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

### 2.2 The Governing Body (Chairperson- Susan Durrant)

The Governing Body is ultimately responsible for health and safety matters at a local level. They accept that the delegation of funds to them from the Education Department carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body, they will accept a share of the responsibility for the way in which health and safety issues are addressed.

The Governors appreciate that they can only work within their allocation of the total education budget determined by County Council members and that they will only be accountable for deciding how the budget within their control is to be spent.

### 2.3 The Headteacher ( Jeffrey Gray)

Overall responsibility for the day to day management of health and safety in the school rests with the Headteacher. As manager of the establishment and of all the activities carried on within it the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Headteacher will include:-

- 2.3.1 Adequate staffing for safe supervision
- 2.3.2 The delegated responsibility for maintenance of the premises.
- 2.3.3 The purchase of equipment that meets appropriate safety standards.
- 2.3.4 The repair, maintenance and testing of school equipment.
- 2.3.5 The provision of appropriate protective clothing where necessary.
- 2.3.6 The purchase and maintenance of first aid materials and fire fighting appliances;
- 2.3.7 The funding of necessary safety training for staff;
- 2.3.8 The arrangements for securing health and safety assistance from a competent source.
- 2.3.9 Review this policy statement as necessary and ensure that the appropriate amendments are made as and when circumstances change;
- 2.3.10 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises.
- 2.3.11 Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 2.3.12 Arrange for termly evacuation drills and weekly alarm tests etc.
- 2.3.13 Advise the Director of Property Services or other appropriate body of any defect in the state of repair of the building or its surrounds which is identified as being unsafe and take whatever local action is necessary to minimise the risk until repairs can be arranged. (Normally the caretaker will be advised of the problem)

- 2.3.14 Arrange for the repair, replacement or removal of any item of furniture or equipment that has been identified as unsafe.
  - 2.3.15 Co-ordinate the termly health and safety audit, ensuring all areas of the establishment and all activities are covered.
  - 2.3.16 Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
  - 2.3.17 Liase with and monitor as far as is reasonably practicable, the activities of contractors (including catering and cleaning staff) visitors and others on the site to ensure that any risks to the health and safety of staff are kept to a minimum;
  - 2.3.18 Ensure that all teachers are kept informed of those persons appointed to provide competent health and safety assistance.
- 2.4 The Headteacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. The delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the establishment.
- 2.5 In the absence of the Headteacher, the Deputy Headteacher will be responsible for the majority of the Head's duties.

#### All Teaching Staff

Teaching staff is responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site, e.g. classrooms, laboratories, workshops etc. and off-site, e.g. school trips. Class teachers shall:

- 2.5.1 Ensure effective supervision of pupils during practical work. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;
- 2.5.2 Be aware of the schools health and safety policy and any local rules and arrangements which may apply specifically to the department concerned;
- 2.5.3 Ensure that safety instruction is given to all pupils prior to commencing practical sessions;
- 2.5.4 Know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of

fire/first aid/ bomb scare etc; be aware of the specific difficulties relating to the evacuation of first floor classrooms;

- 2.5.5 Ensure that pupils follow school/departmental safety rules and that protective equipment is worn where appropriate;
- 2.5.6 Ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 2.5.7 Ensure safety devices e.g. machinery guards are in good condition and are used;
- 2.5.8 Report all defective equipment to the Headteacher;
- 2.5.9 Investigate ALL accidents (in conjunction with Deputy Headteacher or Headteacher) which occur through activities organised/supervised by the school;
- 2.5.10 Propose for consideration by Deputy Headteacher or Headteacher any improvements which they consider would improve health and safety standards within the school;
- 2.5.11 Ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

## 2.6 Caretaker

The Caretaker is responsible to the Headteacher via the Deputy Headteacher. Duties include:

- 2.6.1 Arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- 2.7.2 Taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.;
- 2.7.3 Participating in the termly health and safety audit paying particular attention to the building structure, services, access to/egress from the school, main circulation areas etc;
- 2.7.4 Identifying any particular health and safety training needs needed;
- 2.7.5 Ensuring that he/she is not involved in activities outside his/her limitations;

- 2.7.6 Ensuring that any personal protective equipment issued is suitable for the task and that training is provided in the correct use of the equipment;
- 2.7.7 Ensuring that he/she in accordance with safe working practices issued by the school, the Authority etc;

## 2.8 All Employees:

All employees have general health and safety responsibilities both under criminal and civil law.

Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

- 2.8.1 To report all defects in the condition of the premises or equipment to which they become aware;
- 2.8.2 To report ALL accidents according to the procedures included in Part 3 of this document;
- 2.8.3 Be familiar with the procedure to be followed in the event of a fire or other serious emergency (see part 3);
- 2.8.4 To make use of all necessary personal protective equipment provided for safety or health reasons;
- 2.8.5 To, where necessary, make use of all control measures made available to them
- 2.8.6 Follow all relevant codes of safe working practice and local rules;
- 2.8.7 Report any unsafe working practices to the Headteacher.

## 2.9 Pupils

- 2.9.1 Follow all instructions issued by any member of staff in the case of an emergency;
- 2.9.2 Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes; e.g. fire extinguishes etc;

- 2.9.2 Inform any member of staff of any situation which may affect their safety.

**NOTE: THIS PART OF THE POLICY STATEMENT SHOULD BE BROUGHT TO THE ATTENTION OF ALL PUPILS AND PARENTS)**

### **Health and Safety Arrangements:**

The following procedures and arrangements exist within the school

- 3.1 Fire and/or Emergency
  - 3.1.1 Fire evacuation procedure
  - 3.1.2 Fire marshall etc. (Headteacher)
  - 3.1.3 Assembly Points - Playgrounds
  - 3.1.4 Fire Exits (Labelled)
  - 3.1.5 Fire drill arrangements (printed around school)
  - 3.1.6 Fire alarm tests (Janitor)
  - 3.1.7 Inspection of fire fighting appliances (Annual)
- 3.2 First Aid
  - 3.2.1 Names of trained first aid personnel and their locations
  - 3.2.2 Location of first aid boxes (Staffroom, sink-unit drawer) stockroom in foyer
  - 3.2.3 Restocking of first aid supplies (Ancillary Assistant)
- 3.3 Accident Reporting
  - 3.3.1 Major injuries (including over 3-day injuries to staff) (Ancillary Assistant/Senior Supervisor)
  - 3.3.2 Minor injuries (Ancillary Assistant/Senior Supervisor)
  - 3.3.3 Dangerous occurrences (Ancillary Assistant/Senior Supervisor)
- 3.4 Termly Safety Audits (Headteacher and Safety Governor)

- 3.5 Routine Inspections and Tests
  - 3.5.1 Portable electrical equipment
  - 3.5.2 Other local exhaust ventilation systems (L.E.V.) kitchens
  - 3.5.3 Lifts and lifting equipment (chair trolleys)
  - 3.5.4 Personal protective equipment
- 3.6 Security Procedure for visitors (and contractors)
  - 3.6.1 Visitors should report to the Secretary on arrival
  - 3.6.2 In the absence of the Secretary, visitors should report to the Headteacher and in her absence to the Deputy Head or senior member of staff.
  - 3.6.3 Contractors should provide evidence of identity.
  - 3.6.4 Visitors should not enter offices except at the express invitation of the senior member of staff (normally the Headteacher) or Secretary.
  - 3.6.5 Visitors should not enter classrooms except at the express invitation of the class teacher or senior member of staff.
  - 3.6.6 Visitors should not enter the kitchens except at the express invitation of the Cook-in-charge or the senior member of staff.
- 3.7 Smoking Policy - See Appendix
- 3.8 Storage and use of hazardous substances.
  - 3.8.1 Record keeping - See Appendix
  - 3.8.2 Local rules (Ch. 13)

# SECURITY

## Policy and Procedure

It is the responsibility of all to see that a high standard of security is maintained for the buildings, grounds and their contents.

### SECURITY OF THE GROUNDS

All gates to be locked at the time of departure of the last person responsible (generally the Janitor) regardless of a later return for letting.

Damage to boundary fencing to be reported and repaired as soon as practical.

### BUILDING

Entrance to all visitors is by the front door. This is controlled by a digital lock with notices on the other doors directing visitors. Side and rear doors to be kept locked at all times, except for morning and afternoon break. Side doors to be unlocked at 8.55 a.m. by staff member on duty unless the weather has meant an earlier entrance for children.

Main entrance (Digital lock). This door also to be kept locked. Visitors shall be asked to identify themselves and state their business and – if necessary – sign the visitors' log. Proof of identity should be requested. Visitors should not be left unattended on the premises if they are unknown and their credentials uncertain.

People making a delivery should be accompanied until the delivery note has been signed. Contractors should be able to prove the nature of their business.

### INTERNAL SECURITY

The office door should be locked if, on having to leave it empty.

- a. the front door is unlocked for any reason
- b. there are contractors or visitors in another part of the building.
- c. there is confidential material on the computer screen or desk.

Electrical and other items of value should be security marked.

Equipment taken from the building (on loan or for personal use) should be checked out on a register and logged when returned. Anybody borrowing a master key for any purpose should sign the key register.

Those hiring the premises should be aware of their responsibility for the building and its contents

### **SECURITY PROCEDURE FOR VISITORS AND CONTRACTORS**

- 3.6** Visitors and contractors shall be made aware, if necessary, of:
- a. any hazards within the school at that time.
  - b. any situation caused by them which, in the opinion of the Head or her representative, represent a hazard to others in and around the building.
  - c. Visitors and contractors are subject to any fire drills carried out during their visit.
  - d. A register of visitors and contractors shall be kept in the entrance hall.
  - e. Those obtaining a `letting' from the school should be aware of the need to maintain health and safety and to leave the school without hazards to children and staff. They should be informed of the school No-Smoking Policy and the location of the First Aid Boxes.
- 3.7** Smoking Policy. See Policy
- 3.8** Hazardous substances. This section is not normally applicable, except that chemicals used in the cleaning of the school should not be used/left out when children are in the building, but kept locked within the cleaners' storage area. The cleaning and kitchen staff has COSHH records for the substances used by them.

A copy of this document should be kept in the Health and Safety file and displayed on the staff notice board. It should be brought to the attention of all teaching and non-teaching staff, students and regular helpers within the school.

\_\_\_\_\_ Headteacher \_\_\_\_\_ Chair

\_\_\_\_\_ Governor responsible for Health and Safety

Reviewed September 2003  
Reviewed September 06  
(Pending further recommendation from H/S advisor)

**ADDITIONAL HEALTH AND SAFETY NOTES**  
**FOR JANITOR/CLEANER**

The Janitor/Cleaners have an important part to play in maintaining standards of Health and Safety by the nature of their duties.

In addition to checking the fire alarm system and keeping a record of that, they are also able to notice and report dangerous or potentially dangerous situations throughout the school where they undertake their duties.

Of particular concern should be the boiler-house, which should be free of obstructions and allow a clear working area. The boiler-house should be kept locked when not in use.

The use of ladders should only be undertaken when a second person is available.

Chemicals, cleaning materials and utensils should be removed and locked away before the children are in the building.

Equipment should be checked for safety (step ladders, cleaning machines etc.) and damage and hazards reported immediately as should any observations of that nature noted around the school. Rubbish should be removed to the skip as soon as possible and the area around the skip kept clean.

For Security aspects see 'Security' file.

Reviewed September 05

## **SMOKING POLICY**

The governors of All saints' Primary School acknowledge their responsibility towards the health and well-being of the employees and pupils of the school. They have, therefore, agreed that the school building should be designated a 'No-Smoking' area at all times. In addition to this, in recognition of the need to set a good example to pupils, there will be No Smoking on the school ground or premises at any time during the school day.

No-Smoking signs are displayed in public areas to inform visitors to the school of the No-Smoking rule.

Visitors or Contractors working on site will be informed of the policy when they sign in.

Reviewed May 06

## **FIRST AID**

Your first-aiders are:

Mrs Anne-Marie Lewis

Mrs. Mandy Windsor

First aid boxes are located in the Access Room/Medical Room