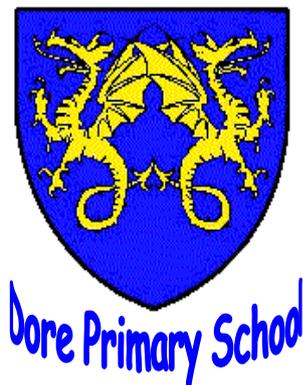

Children & Young People's Directorate

Health and Safety Policy

Dore Primary School



September 2013



INVESTOR IN PEOPLE



This policy includes our Statement of Intent, our organisational structure of responsibilities and the methods by which we will achieve a safe working environment for staff, pupils visitors and other users of our site.

This is the Health and Safety Policy of:

Dore Primary School

Address: Furniss Avenue, Dore, Sheffield, S17 3QP

POLICY STATEMENT

The Headteacher, Governors and staff at Dore Primary School are committed to providing a safe and healthy environment for all users of the school.

As a school, our educational priorities aim to:-

- encourage all pupils to achieve their full academic and social potential;
- provide pupils with the skills and experience which will ensure that the widest possible range of choices are open to them in their future lives;
- provide a sense of community in which individuals feel valued and are actively encouraged to value, respect and help others;
- create an atmosphere in which students enjoy and take pride in their achievements.

Quite clearly these educational and social priorities can only be fully realised within a physical environment that is both a safe and healthy place to work. This in turn can only be brought about by the dedicated co-operation of all within our school. Health and safety at this school is an area where governors, the Headteacher, staff, safety representatives and parents share common objectives. It is vital that we all understand each other's duties, functions and responsibilities as well as our own because it is only by the co-operation and teamwork of everyone involved that health and safety objectives in school can be achieved.

AIMS

To ensure that the school is always a safe and healthy place in which to work.

To provide plant, equipment and systems of work that are safe and without risks to health

To raise awareness among all users of the school as to their responsibility for themselves and others.

To provide sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work

To ensure the dissemination of all relevant information from the CYPD and other bodies to the correct user[s].

To regularly monitor and review safety procedures throughout the school.

To create and update a central file containing relevant health and safety information.

This safety policy will be regularly reviewed and updated

RESPONSIBILITIES

Overall responsibility for the management of health and safety in Dore Primary School is that of:-

Mrs. Sue Hopkinson - Headteacher

Responsibility for the day-to-day management of health and safety at Dore Primary School is that of:

Sue Hopkinson HT
Jason Fletcher DHT

GENERAL RESPONSIBILITIES

The Governors Will:

- Ensure that adequate funding is provided from the school budget to enable the school to be organised and run in a safe and healthy manner.
- Where funding for particular hazards is the responsibility of the CYPD, the governors, through the headteacher, will inform the CYPD of the problem and assess the hazard in order to render the problem area safe.
- Deal with any health and safety problems brought to them by the headteacher, staff or parents, through their termly meetings or any emergency meetings, which may be called due to unforeseen circumstances.
- Ensure that the LA's Health and Safety Policy is brought to the attention of all staff and implemented in school.
- Help prepare and implement a "site-specific" health and safety policy
- Confirm compliance with LA policies and procedures
- Ensure that appropriate risk assessments have been carried out
- Ensure that staff receive appropriate training.
- Ensure adequate consultation takes place between managers and employees to allow everyone to contribute to safe working. This will be done in the following way:

The Headteacher with support from the DH and BS Will:

- Ensure that health and safety is incorporated into the planning and organisation of all school functions.
- Carry out suitable and sufficient assessments of hazards and risks to staff members, pupils and other visitors and users of the school. Further, to act upon those assessments in order to reduce risk.
- Ensure the provision of adequate training, instruction and supervision.
- Provide necessary information to staff members and their representatives on health and safety matters.
- Ensure that staff members who are delegated to carry out particular tasks are competent and fully aware of their responsibilities.

- Investigate any accidents or near misses and bring these, along with any other health and safety problems, to the attention of the governors.
- Ensure adequate consultation takes place between managers and employees to allow everyone to contribute to safe working. This will be done in the following way

All Staff Members Will:

- Ensure that they are fully aware of their roles and responsibilities, co-operate with the schools policies and procedures and follow any Codes of Practice produced by the CYPD.
- Ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments, whether in school or on educational visits.
- Bring to the attention of the headteacher, DH or BS any accidents, near misses, dangerous equipment or situations which may occur whilst in school or on educational visits.
- Report to the headteacher, DH or BS any problems that they feel that they cannot deal with themselves.
- All those who work in our school have the responsibility to do what they can to take care of themselves, their colleagues, pupils and visitors. In particular employees should co-operate with their managers.

RISK ASSESSMENT

Risk Assessments are a legal requirement mainly under the **Management of Health and Safety at Work Regulations 1999**, although most health and safety legislation requires a risk assessment approach.

Risk Assessments must be recorded. This could be in the CYPD's Generic Risk Assessment booklets or on the risk assessment form (a blank assessment form can be found at the back of each of the generic booklets). The booklets must be kept on the school premises. Risks should be assessed periodically, following an accident, on the introduction of any new process/equipment and also any change in circumstances. Educational visits also require a written risk assessment

At Dore Primary School, different risk assessments are completed depending on the type of activity. It is the member of staff's responsibility who is leading the visit to complete the risk assessment. All risk assessments **MUST** be signed by the Headteacher or DH **AT LEAST 48 hours** before the visit.

FIRE

An outbreak of fire in a school can be extremely serious. Under the **Regulatory Reform (Fire Safety) Order 2005**, there is a legal requirement for each building to have an up to date fire risk assessment. This should identify all sources of heat with the potential to cause fire e.g. gas heaters, bunsen burners, cookers etc. and also consider the storage of combustible materials.

The Headteacher / DH / BS is responsible for ensuring that a Fire Risk Assessment has been carried out and also that there is a process in place for reviewing/updating this on a regular

Fire drills are carried out once per term and are recorded in the Fire Precautions Log Book.

The Headteacher / DH is responsible for ensuring that fire drills are carried out.

Various other fire precautions should also be recorded in the logbook e.g. fire alarm and emergency lighting maintenance, fire extinguisher maintenance and Fire Officers visits.

The DH / BS is responsible for ensuring that the Fire Precautions Logbook is kept up to date

The Fire Precautions Log Book is kept in the staff room.

It is the policy that no-one should attempt to fight a fire unless it is absolutely necessary for safety reasons to do so.

When the school requires painting, only paints providing a flame retardant surface will be used in high risk areas (assembly halls, means of escape, staircases, areas where there is an added fire risk etc)

ASBESTOS

Asbestos is a naturally occurring mineral that has been used for many years in the construction of buildings. It was mainly used because of its fire proofing and insulation qualities.

There is an Asbestos Register on site. This is kept in the staff room.

The Headteacher, as the duty holder under the **Control of Asbestos Regulations 2006**, has responsibility for the management of asbestos on site, although some functions and day-to-day issues may be delegated to Senior Managers and other members of staff.

The DH is responsible for ensuring that it is brought to the attention of any relevant member of staff and the BS is responsible for ensuring all contractors have relevant information.

A copy of the schools type 2 asbestos survey is kept in the asbestos register.

Where invasive building works are to be carried out on the school premises i.e. refurbishment, demolition, additional electrical wiring, installation of whiteboards and projectors etc a more in depth (type 3) asbestos survey will be carried out.

A permission to work form is completed for any work that is intrusive to the structure of the building and the BS is responsible for ensuring that the Premises and Assets Team are informed, via the permission to work scheme, at the planning stage of any such work. The BS is also responsible for monitoring the condition of asbestos materials that are on site and ensuring that records are kept up to date.

ACCIDENTS

Even in a safety conscious school, accidents may still occur. This is how we deal with them.

All accidents to our staff or pupils will be recorded and investigated, as appropriate to find out what happened and how any similar incident can be avoided.

The Headteacher / DH / Karen Breen (Senior Teaching Assistant) will ensure that accidents are investigated and that major accidents, which are reportable to the Health and Safety Executive, are reported to the incident call centre (0845 300 9923) and also to the CYPD's Health and Safety Advisers. The Safety Advisers can give assistance in investigating accidents.

All accidents will be recorded by Karen Breen or in her absence, Shona Forsyth, in our accident book which is kept in the medical room.

Any accident reports will be reviewed by Karen Breen who will pass information of any patterns or investigations needed to see what lessons can be learnt and how similar incidents can be avoided. Risk assessments will also be reviewed in light of any lessons learnt. The DH will then inform Governors.

The CYPD Code of Practice (10) will be adhered to following an accident.

FIRST AID

Under the **First Aid at Work Regulations 1981**, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. This should include arrangements for first aid based on a risk assessment of the school.

The following people hold a relevant first aid qualification (advanced first aid – four day trained):

Karen Breen
Shona Forsyth
Marie Gleadhill
Andrea Atkinson

All staff have up-to-date one-day first aid training as do all Teaching Assistants.

Records of qualifications are kept on site by Karen Breen and there is a procedure in place for revalidating first aid certificates.

First Aid boxes are located around the premises and Karen Breen is responsible for ensuring that these are restocked.

Consideration is also given to the level of first aid provision that is required on off-site activities in accordance with HSE guidelines.

In line with DfES guidance there should be 1 first aider for every 100 people on site. This is usually made up of 2 four day qualified first aiders, with the remainder being 1 day trained

ELECTRICITY

Electricity has the potential to cause serious harm, or even death and is treated as a priority with regard to maintenance and repair. The **Electricity at Work Regulations 1989** requires that all electrical systems and appliances are periodically inspected and maintained.

The maintenance and repair of electrical equipment is the responsibility of the school.

Fixed installations i.e. sockets, light fittings and general wiring throughout the school will be tested at least every five years by a competent electrician. (This is carried out automatically as we are part of the *leaf* Premises Package)

Portable electrical equipment should be inspected, tested and maintained in accordance with CYPD advice. This is set out to comply with the Institute of Electrical Engineers Guidance.

Any personal electrical equipment brought in by staff will be classed as school equipment and should not be used until it has been PAT tested.

The BS is responsible for arranging the testing and maintenance of portable electrical appliances

GAS

Under the **Gas (Installation and Use) Regulations 1994**, there is a requirement for all gas appliances (central heating boilers, gas water heaters etc) to be checked, serviced and maintained by a competent (CORGI registered) Contractor on an annual basis (which being part of the LEAF package covers).

Gas servicing certificates are kept in the staff room.

In case of heating breakdown, there may be a need to bring in supplementary heating (usually calor gas). Code of Practice No 25 in the Health and Safety Manual gives clear advice.

SUBSTANCES

The **Control of Substances Hazardous to Health Regulations 2002 (COSHH)** require an assessment to be made of the work processes that involve the use of substances that are hazardous to health.

There is an inventory on site of all hazardous substances (consider cleaning/janitorial, science, design and technology, art etc)

The BS with support from the Office Manager is responsible for keeping the inventory up to date.

Hazard data sheets are available on site for all hazardous substances that are being used. Additionally separate risk assessments are carried out for the work processes.

The BS is responsible for ensuring that data sheets are available on site and that appropriate assessments have been carried out.

ADDITIONAL ARRANGEMENTS FOR KEEPING OUR SCHOOL SAFE

Other considerations are taken into account for keeping the school a safe environment such as: checking fixed equipment regularly, having separate risk assessments for the playtrail and climbing walls, site security, work experience and PE activities. All of these are the overall responsibility of the Headteacher but the DH and BS take day-to-day responsibility for these additional issues.

Codes of Practice are produced by the CYPD and cover many aspects of school safety. Copies of these are kept in the policies folder in the staffroom and on staff

shared on the intranet **and these have been brought to the attention of all members of staff.** The Health and Safety Manual is available for use as a source of reference when carrying out a task e.g. planning an educational visit or setting up portable gas heaters in the event of a heating breakdown

Children and Young People's Directorate

Useful Contacts

(i) Health and Safety Advisers

The CYPD's Safety Advisers and Occupational Health Nurses are based at the Bannerdale Centre. 125 Carterknowle Road, Sheffield S7 2EX

Aileen Dunn	Occupational Health and Safety Manager		2930913
aileen.dunn@sheffield.gov.uk			
Claire Hallam	Senior Safety Adviser	}	
claire.hallam@sheffield.gov.uk			2930 911
Sarah Green	Safety Adviser	}	
sarah.green@sheffield.gov.uk			2030912
Alan Rowe	Safety Adviser	}	
alan.rowe@sheffield.gov.uk			fax. 2030914
Ashley Snelson	Clerical/Admin Officer	}	
ashley.snelson@sheffield.gov.uk			

(ii) Occupational Health Nurses

Deborah David	Senior Occupational Health Nurse	}	
deborah.david@sheffield.gov.uk			
Gillian Lang	Occupational Health Nurse	}	2930 913
gillian.lang@sheffield.gov.uk			
Gillian Bromley	Clerical/Admin Officer	}	
gillian.Bromley@sheffield.gov.uk			

Useful Websites

www.leafonline.co.uk/

www.hse.gov.uk

www.dfes.gov.uk

Current Codes of Practice

1. Management of Health and Safety at Work Regulations 1999
2. Fire Precautions (Workplace) Regulations 1999
3. Workplace (Health, Safety and Welfare) Regulations 1992
4. Display Screen Equipment Regulations 1992
5. Manual Handling Operations Regulations 1992
6. Personal Protective Equipment Regulations 1992
7. Provision and Use of Work Equipment Regulations 1998
8. Lifting Operations and Lifting Equipment Regulations 1998
9. Control of Substances Hazardous to Health Regulations 1999
10. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
11. First Aid at Work Regulations 1981
12. Guidance on the Cleaning of First Aid Spillages
13. Guidelines for the Use of Disposable Gloves in Schools
14. Guidelines for Staff Organising Educational Visits
15. Guidelines for Staff Organising Foreign Visits
16. Guidelines for Staff Organising Visits to Farms
17. Special Events
18. Safety and Ponds in School Grounds
19. Safe Carriage of Children and Young People on Private Hire Journeys
20. Managing Violence at Work
21. Asbestos and its Treatment in Educational Establishments
22. Contractors on School Premises
23. Use of Volunteers (Construction and Renovation Work)
24. Working at Height
25. Calor Gas Heaters
26. Trade Union Access

27. Mobile Goal Posts
28. Finger Safe Devices
29. Motor Vehicles Entering or Being Driven on Council Premises
30. Needlestick Injuries
31. Disposal of Clinical and Sanitary Waste
32. Guidance on Organised Firework Displays/Bonfires
33. New and Expectant Mothers
34. Working Alone
35. Working in the Sun
36. Control of Noise at Work Regulations