

# Charnwood Primary School



## Health and Safety Policy

### November 2016

Reviewed	Date:	<b>November 2016</b>
	By:	<b>Ms N Jassat Head teacher Mrs R Ahmad SBM</b>
Agreed at the Governor Committee Meeting <b>Sites &amp; Building / Health &amp; Safety</b>	Date:	<b>17/11/2016</b>
	Signed by Chair of Committee (Acting)	<b>Mrs I Pasternicki</b>
Acknowledged by FGB	Date: <b>23/02/2017</b>	<b>Mr I Lambat</b>
Next review	2 Years	<b>November 2018</b>

## Revision History

<b>Date</b>	<b>Details of change</b>
June 2014	Reviewed by Mr A Bahadur
September 2015	Reviewed by Ms N Jassat
November 2016	Reviewed by Mrs R Ahmad <ul style="list-style-type: none"><li>- Section 6 added</li><li>- Sections 34 – 38 added</li><li>- References to hiring the premises removed</li><li>- External References update</li><li>- Minor changes to wording</li></ul>

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## **INTRODUCTION**

This policy is based on the updated version of the Leicester City Council's model health and safety policy for schools, issued in March 2006, which forms Part 1 of this policy.

Part 2 consists of a set of appendices, which provide further information, in respect of Charnwood Primary School, on matters covered in the model policy.

# LEICESTER CITY COUNCIL

## MODEL HEALTH AND SAFETY POLICY FOR SCHOOLS, COLLEGES AND SIMILAR ESTABLISHMENTS

### 1 Health and Safety Policy Statement

- 1.1 The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils/students and visitors. The Governing Body believes that the prevention of accidents, injury or loss is essential to the effective operation of the school/college and is part of the education of its pupils/students.
- 1.2 The Governing Body acknowledges the provisions of the Health and Safety at Work etc. Act 1974 and in particular the duty of every 'employer' (see 2) to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons who are in their employment, and also persons who are not but who may be affected by it, are not exposed to unacceptable risks to their health and/or safety. The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others.
- 1.3 The arrangements outlined in this policy statement, and the various other safety provisions made by the Governing Body, cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils/students must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or whilst taking part in school sponsored activities.
- 1.4 The Governing Body will review this policy statement every 2 years. Updates, modifications or amendments to this document will be made as necessary to ensure the health, safety and welfare of staff and pupils/students.

**Signed**.....

**Chair, Governing Body**

**Date:** .....

**Signed**.....

**Headteacher / Principal**

**Date:** .....

**Date for Review**.....

## 2 The Employer and the Governing Body

### 2.1 The 'Employer':

*In Leicester City Council maintained and voluntary controlled schools/colleges, the employer is the Local Authority. The Governing Body is the employer in Voluntary Aided, Foundation and Trust schools, and Academies.*

2.2 The Health & Safety at Work etc. Act 1974 places duties on employers to safeguard, as far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of other persons who may be affected by their work activities, such as pupils/students and visitors. Employers also have additional duties under other legislation such as, for example, The Control of Substances Hazardous to Health Regulations and School Teachers Pay and Conditions (work life balance).

2.3 Governing Bodies of maintained schools/colleges and voluntary controlled schools, although not the employer, are required to base their health and safety policies on those of the Local Authority. Governing Bodies of Voluntary Aided, Foundation and Trust schools, and Academies' need not adopt the Local Authority policies, but they must have policies of an equal standard. As such, they are strongly recommended to adopt and implement Local Authority safety policies, procedures and practices.

2.4 The Local Authority, where it is the employer, **requires** that all **Governing Bodies** and **Key Managers** implement relevant health & safety enactments, policies, codes of practice/guidelines and operate effective safety management systems for all activities on all sites that they manage. (See Section 10 Hirers, Contractors and Others)

2.5 For the purposes of health & safety management, all Headteachers/Principals are deemed to be Key Managers.

### 3 Responsibilities/Duties of the Governing Body

- 3.1 Governors are responsible for monitoring compliance with statutory requirements and with the Local Authority school/college safety policy. As such governors are required to ensure that the management structure detailed in the diagram (see Section 8) is documented, implemented and effective.

Health and safety will feature as a regular agenda item at governors meetings. A 'Governing Body Health & Safety Committee' should be established to periodically monitor and review the effectiveness of the school/college health and safety policy and ensure that any necessary changes are made. (Model terms of reference for such a committee may be found in the Leicester City Governors' Guide to Committees).

Reports on health and safety will be received from the Headteacher/Principal and any of the following as appropriate:

- The Local Authority's Health and Safety Adviser (new initiatives/local advice).
- The school/college health and safety committee.
- Union safety representatives.
- The Facilities Manager.
- The Business Manager.
- The school/college nurse or doctor.
- The site manager.

- 3.2 The Governing Body will, so far as is reasonably practicable, ensure:

- Adequate allocation of resources, including time, for work and activities with implications for health and safety to take place. Where a school does not have a delegated budget, the Local Authority will undertake this function.
- A safe environment for staff, pupils/students, contractors, hirers and others to go about their various activities. **See Appendix A and Appendix B**
- Adequate and appropriate welfare facilities.
- Necessary safety and protective equipment and clothing.
- Safe plant, equipment and systems of work.
- Safe arrangements for the handling, storage and transport of articles and hazardous substances. **See Appendix A**
- Adequate information, training, instruction and supervision so that all staff, pupils/students, contractors, hirers and others, can perform their activities in a safe and healthy manner. **See Appendix A**
- The opportunity for all staff to receive health and safety training appropriate to their duties and responsibilities. This should be given before an employee commences any relevant work. Wherever training is required by statute, or considered necessary for the safety of staff, pupils/students and others, the

Governing Body will ensure that such training is provided. Pupils/students will receive such training as is considered appropriate to the school-related activities that they carry out. Records will be kept of all training. Staff/ pupil/student training will be regularly updated.

- The following health and safety reports:
  - Information to parents via the minutes of normal meetings and/or the Annual Parents' Report as appropriate
  - On other occasions, as appropriate, and in response to specific concerns

3.3 The Governing Body, so far as is reasonably practicable and in consultation with the Headteacher/Principal, will:

- Make itself familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999.
- Adopt and maintain an effective policy, organisation and arrangements for the provision of health and safety throughout the school/college/academy.
- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, pupils/students and others.
- Set standards and ensure responsibility is assigned for:
  - Reporting accidents. **See Appendix C**
  - Recording and investigating accidents. **See Appendix C**
  - Establishing and participating in the school/college health and safety committee (including Governing Body representation).
  - Undertaking, recording and reviewing risk assessments, especially with regard to:
    - Potential accidents.
    - Health hazards.
    - School sponsored on and off site activities.
    - Pupils/students and their behaviour.
  - Monitoring adherence to health and safety standards.
  - Reviewing documentation and distributing information from the Local Authority etc.
  - Carrying out inspections.
  - Providing health and safety training. **See Appendix C**
  - Providing first-aid. **See Appendix D**
  - Dealing with emergencies. **See Appendix E**
  - Supervising storage facilities.
  - Dealing with waste disposal.
  - Monitoring housekeeping standards.
  - Dealing with complaints on health and safety. **See Appendix C**
  - Purchasing and maintaining equipment. **See Appendix A**
  - Testing of plant and equipment to ensure it is safe. **See Appendix A**



- Carrying out minor repairs to doors, fences, windows etc. **See Appendix A**
- Organising security and fire protection arrangements. **See Appendix A**
- Implementing risk control measures.

3.4 So far as is reasonably practicable, the Governing Body, through the Headteacher/Principal, as Key Manager, will make arrangements for all staff, including temporary and voluntary staff and helpers, to receive a copy of this policy and comprehensive information on:

- All other relevant health and safety matters.
- The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

3.5 Where the Local Authority or the governors delegate responsibility for carrying out a particular health and safety function to an employee, they will ensure that the person is aware of the duty, knows how he/she is expected to perform it, and is provided with any necessary information, instruction, training and supervision and resources (including time). In addition, suitable measures for monitoring performance standards will be put in place.

3.6 Governors are directly responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health. **See Appendix F**

3.7 Where Governing Bodies award contracts independent of the Local Authority - such as cleaning, catering services and building works, etc. - they will give proper consideration to the health and safety aspects before the tendering of any such contract takes place and they will satisfy themselves that successful contractors comply with all relevant safety legislation. Governors, who act responsibly, taking note of relevant guidance and seeking advice when in doubt, should have no difficulty in meeting these obligations.

## **4 Responsibilities/Duties of the Head teacher**

4.1 As well as having the general responsibilities/duties of all members of staff (See Sections 5 and 7), the Headteacher/Principal, as Key Manager, also has responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

4.2 The Key Manager will be responsible for the day to day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils/students, visitors and any other person using the premises or engaged in activities sponsored by, or on behalf of the school/college. He/she will take reasonable, practicable steps to achieve this and will assign clear safety functions to other members of staff as appropriate.

4.3 In particular, the Headteacher/Principal will, so far as is reasonably practicable:

- Be aware of and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school/college.
- Ensure that statutory health and safety notices are displayed in appropriate locations within the establishment.
- Implement this policy with regard to themselves and others, including the carrying out and documentation of hazard identification, risk assessments and suitable and sufficient control measures – identified in an appropriate health and safety action plan.
- Ensure that all staff, including those with delegated health and safety responsibilities, understand and fulfil their obligations for the day-to-day implementation of the safety policy, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures.
- Ensure that adequate provision is made for employee consultation on matters regarding health, safety and welfare.
- Discuss health and safety matters with the Local Authority the Governing Body, the school/college health and safety committee and with other staff as appropriate, and seek advice on such matters as necessary from the most appropriate source.
- Ensure that their decisions reflect the health and safety intentions articulated in the health and safety policy.
- Ensure, at all times, the health, safety and welfare of staff, pupils/students and others via the provision of safe working conditions, systems of work, practices and procedures.
- Ensure that all tools, machinery, plant and equipment are fit for purpose, adequately installed, guarded and appropriately used.

- Ensure that all tools, machinery, plant and equipment receive planned maintenance when required and that maintenance records are kept in accordance with statutory legislation. **See Appendix A**
- Ensure that defective equipment which constitutes a safety hazard is removed from service immediately and clearly labelled as defective. **See Appendix A**
- Ensure that all substances provided within the school/college are handled, stored and used in the manner prescribed by the supplier and in accordance with their own or an appropriate hazard identification and risk assessment. **See Appendix A**
- Ensure that appropriate protective clothing and equipment is provided and used whenever necessary.
- Identify the training needs of staff and pupils/students and make recommendations to the Governing Body on resource implications of meeting such needs. **See Appendix C**
- Ensure that all employees are trained and competent to undertake their work safely, are aware of their own limitations and know they must not undertake any task unless they have been trained, are competent and are confident they can carry out the task safely in the conditions that prevail.
- Ensure that adequate instruction and supervision are provided for pupils/students as required. **See Appendix B, F and G**
- Ensure that sufficient first aid cover and facilities are provided. **See Appendix D**
- Collate accident information and, when necessary, carry out accident and incident investigations.
- Ensure that emergency procedures including those for fire are in place, known, tested regularly and that any necessary revisions are made and disseminated. **See Appendix E**
- Encourage staff, pupils/students and others to promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.
- Monitor the standard of health and safety throughout the school/college, including all school/college based activities by:
  - Ensuring that frequent inspections of the premises are carried out and any deficiencies identified are rectified promptly.
  - Carrying out periodic audit and review of the safety management systems that are in place.
- Monitor the effectiveness of the implementation of this policy and submit a termly report to the Governing Body on health and safety matters.

## **5 Responsibilities/Duties of Other Managers - See Appendix A (e.g. heads of departments, subject/phase leaders, site managers/premises officers, etc.)**

5.1 As well as having the general responsibilities/duties of all members of staff (See Section 7), managers will be directly accountable to the Headteacher/Principal or Key Manager for the implementation and operation of the health and safety policy in their relevant departments and areas of responsibility.

5.2 All managers of staff will, so far as is reasonably practicable:

- Make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the School/College in general and also that specific to their area(s) of responsibility.
- In particular be familiar with and take a direct interest in this health and safety policy and in helping other members of staff, pupils/students and others to comply with its requirements.

5.3 As part of their day to day work all managers will ensure that:

- Safe methods of work exist and are implemented throughout their department/area of responsibility.
- Health and safety regulations, rules, procedures and codes of practice are being applied effectively.
- All health and safety information is communicated to the relevant persons.
- They themselves and others for whom they have direct responsibility take part in health and safety training as appropriate. (including ensuring that new employees receive health and safety induction training).
- Staff, pupils/students and others under their management are instructed in safe working practices and adequate supervision is provided at all times. **See Appendix B**
- Regular safety inspections are made of their area of responsibility and recorded and corrective action is taken where necessary to ensure the health and safety of staff, pupils/students and others.
- They carry out/are aware of hazard identification and risk assessments as appropriate for their area of work.
- All tools, machinery, plant and equipment in the department/area in which they work are adequately guarded and are in good and safe working order.
- All reasonably practicable steps are taken to prevent the unauthorised and improper use of all tools, machinery, plant and equipment in the department/area in which they work.

- Appropriate protective clothing and equipment, first-aid and fire appliances are provided and are readily available.
- Toxic, hazardous and highly flammable substances in the department/area in which they work are the subject of a written risk assessment, and are correctly used, stored and labelled.
- All health and safety signs meet the statutory requirements (e.g. Safety Signs and Signal Regulations) and are clearly displayed in appropriate locations.
- They monitor the standard of health and safety throughout the department/area in which they work, encourage staff, pupils/students and others to promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.
- They report, as appropriate, any health and safety concerns to their Headteacher/Principal, manager and safety representative.

## **6 Additional Responsibilities/Duties of Specific Managers**

### **6A Additional Responsibilities/Duties of Business Manager**

- Undertake the health and safety induction of new members of staff including fire evacuation procedures, relevant risk assessments and the significant hazards, arrangements for reporting accidents and/or defects, etc.
- Ensure suitable procedures are in place for managing visitors, including contractors (e.g. a signing in procedure, assistance in a fire evacuation, etc.)

### **6B Additional Responsibilities/Duties of Site Manager**

- Ensure that all the school's machinery, plant and other fixed services and systems are maintained (and also formally inspected as relevant), and that maintenance and inspection records are kept on site
- Ensure that emergency procedures are in place, including arrangements for 'out of hours' emergencies, that these are communicated to all staff and tested regularly, e.g. regular fire drills, and that relevant information is readily available to the emergency services, e.g. by using a red fire information box.
- Ensure visitors to site (including contractors) are informed of relevant health and safety procedures, e.g. fire evacuation procedures, and any hazards they may encounter e.g. asbestos, fragile roofs, etc. whilst on site.
- Undertake relevant inspections and monitoring including asbestos and water hygiene monitoring, fire safety checks, ladder inspections, etc.

- Ensure premises records are kept up to date, including records of asbestos and water hygiene monitoring, fire drills, fire safety checks, contractor maintenance, portable appliance testing, swimming pool water treatment checks, etc.
- Ensure contractors are informed of relevant health and safety procedures, e.g. fire evacuation procedures, and any hazards they may encounter on site, e.g. asbestos, fragile roofs, etc. before commencing any work.

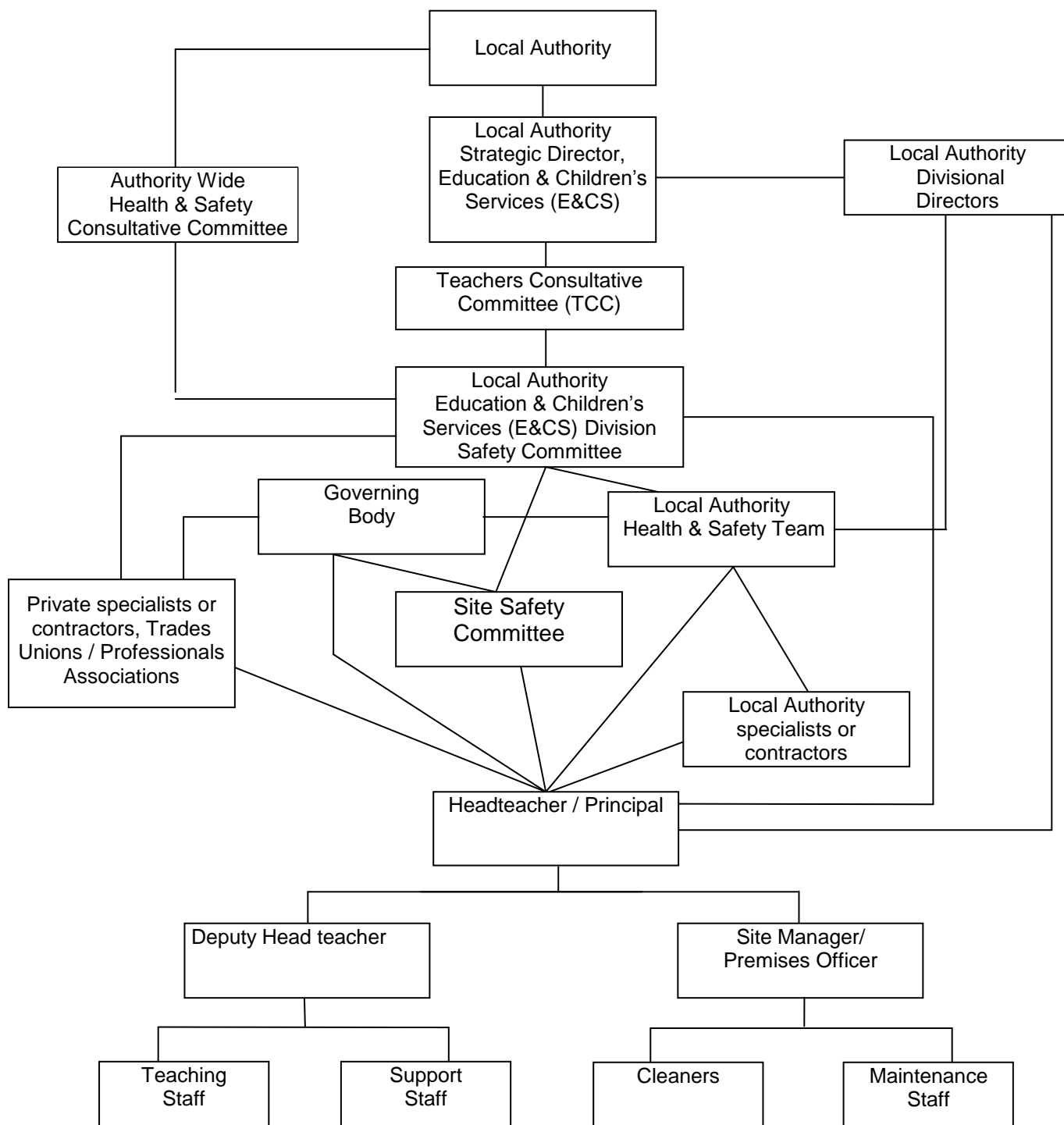
## 7 Responsibilities/Duties of All Staff - See Appendix A

7.1 All staff will make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the School/College and also the particular area in which they work. They will, so far as is reasonably practicable:

- Be familiar with this health and safety policy and all safety arrangements including those for fire, first aid and other emergencies as laid down by the Governing Body.
- Ensure that health and safety regulations, rules, routines and procedures are being applied effectively.
- Carry out/be aware of hazard identification and risk assessments as appropriate for their area of work.
- Take part in health and safety training as required.
- Inform their manager if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.).
- Only undertake any task for which they have been trained and are competent or confident of undertaking safely. **If they are in any doubt they must seek further advice.**
- Take reasonable care of their own health and safety and that of any other persons (staff, pupils/students, visitors, etc.) who may be affected by their acts or omissions at work.
- Co-operate fully, as a legal duty, with their employer on health and safety matters, including following safe systems of work and not interfering with or misusing anything provided for their health, safety or welfare.
- Ensure that all tools, plant, machinery and equipment are adequately guarded, are in good and safe working order and are not used by unauthorised persons or in an improper manner.
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with their written risk assessment.

- Use the correct equipment and tools for the job and any protective equipment, protective clothing or safety devices that may be supplied.
- Report any defects that they observe in the premises, plant, equipment and facilities and take action to ensure no one is put at risk.
- Report all accidents and near misses immediately, whether injury is sustained or not, using the appropriate procedure, and recording these events on an Accident Report form.
- Report any medical or physical condition which adversely affects their ability to conduct their work in a safe and healthy manner to their line manager
- Where an imminent and significant risk to a person's health or safety exists, the activity being undertaken should be stopped and the line manager must be contacted immediately (as soon as safe to do so).
- Promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.

## 8 Health and Safety Reporting/Communication Arrangements where the Local Authority is the Employer



• **Note:** The arrangements detailed in the diagram above are based on a representative institution. Schools/colleges however, vary in organisation, size, layout, etc. and this must be recognised in locally adopted policies and arrangements. While local terminology may vary, schools/colleges must establish and maintain consistent and effective, command, control, co-ordination and communication systems to manage health and safety issues.

• School/college systems must be clearly documented and understood. Therefore establishments are required to adopt consistent terminology in all their safety documentation.



## **9 Staff Consultative Arrangements**

- 9.1 Employers must consult employees on matters that may affect their health and safety. This can be achieved by establishing a school/college health and safety committee.
- 9.2 The main function of a Safety Committee is to consult with employees on health and safety matters that may affect them, formulate and encourage implementation of health and safety arrangements and bring to light deficiencies in health and safety which arise, with a view to resolving them and to review measures taken to ensure the health & safety of employees. This is often done by analysing accident figures, monitoring safety arrangements and making appropriate safety recommendations to the employer.
- 9.3 Employees have a statutory right to be consulted about health & safety matters and can make significant contributions towards achieving safe conditions at work. The Safety Representatives and Safety Committee Regulations, 1977 state that a recognised trade union may appoint safety representatives at a workplace where it has one or more members. Under the Health and Safety at Work etc. Act, an employer has a legal obligation to set up a safety committee if requested to do so by two or more safety representatives.
- 9.4 Representation on this committee will cover all appropriate areas of work or special hazards. As a group, the nominated safety representatives of each accredited trade union or staff association will be entitled to a place on the committee and shall decide amongst themselves which individuals should sit on the committee.
- 9.5 The Safety Committee will report to the Headteacher/Principal, the Governing Body and/or the Children and Young People's Services Safety Committee as appropriate.

### **9.6 Functions of Safety Committees**

- To assist in the development of safety rules and safe systems of work.
- To assist in the identification of hazards.
- To receive, monitor and analyse accident statistics and trends and make recommendations for corrective action as appropriate.
- To receive and examine safety audit reports.
- To consider the introduction of new or revised safe systems of work.
- To consider the implications with regard to health and safety of the introduction of new technologies into the workplace.
- To instigate and promote health and safety awareness campaigns.
- To assist in checking that the declared health and safety policy is fulfilled.
- To receive and act upon reports from the Health & Safety Executive.
- To consider reports from safety representatives.
- To assist in the identification of safety training requirements.
- To monitor the effectiveness of safety training.

## 9.7 Functions of Safety Representatives

- To attend safety committee meetings.
- To investigate health and safety complaints by employees.
- To investigate accidents, potential hazards and dangerous occurrences at the workplace.
- To make representatives to the employer on matters arising from the above.
- To carry out regular formal inspections of the workplace and inspections following accidents.
- To represent employees.
- To receive health & safety information from the Key Manager/employer/ Governing Body or Local Authority.

## 9.8 Information and facilities for Safety Representatives

Safety representatives are entitled to the following safety information:

- Records of accidents, notifiable diseases and dangerous occurrences.
- Results of any health & safety tests or measurements in the workplace.
- Information on articles/ substances used at work.
- Technical information about health & safety hazards.
- Information about proposed changes which may affect health & safety of employees/ pupils/students/visitors.

*Except where:*

- *The information is specific to an individual and without their consent.*
- *Any disclosure which would, for reasons other than its effect on health, safety or welfare at work, cause substantial injury to the employers undertaking.*
- *The information is obtained by the employer for the purpose of bringing, prosecuting or defending any legal proceedings.*

9.9 Safety representatives are entitled to *reasonable* time off work with pay to carry out their duties and for training. Training is not, however the responsibility of the employer but of relevant Unions or Professional Associations.

Safety representatives are entitled to reasonable facilities to allow them to carry out their function, including facilities to meet and discuss issues.

Safety representatives are allowed to carry out an inspection of the workplace(s) that they represent subject to giving the employer reasonable notice, and providing the last inspection (of that part of the workplace) was not carried out in the previous three months; and may carry out more frequent inspections by agreement with the employer.

## 10 Hirers, Contractors and Others

10.1 When the premises are used for purposes not under the direction of the Headteacher/Principal then, *subject to the explicit agreement of the Governing Body*, the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in the Responsibilities/Duties of the Headteacher/Principal (See Section 4). **See Appendix F**

The Governing Body notes its residual responsibility for the control of premises and will take all reasonable steps to ensure that such persons detailed above comply with the terms of this Policy.

10.2 The Headteacher/Principal/Governing Body or their designated representative will seek to ensure that hirers, contractors and others who use the school/college premises conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.

10.3 Where Governing Bodies award contracts independent of the Local Authority - such as cleaning, catering services and building works etc. - they must give proper consideration to the health and safety aspects before the tendering of any such contract takes place and they must satisfy themselves that successful contractors comply with all relevant safety legislation. Governors, who act responsibly, taking note of relevant guidance and seeking advice when in doubt, should have no difficulty in meeting these obligations.

10.4 When the premises or facilities are being used out of normal school/college hours for an activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and comply with the requirements of this section. **See Appendix F**

10.5 All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc. Act 1974 and must pay due regard to the safety of all persons using the premises in the accordance with this Act.

10.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher/Principal or their representative will take such actions as are necessary to prevent persons in his or her care from a risk or injury.

10.7 The Governing Body will draw the attention of all users of the premises (including hirers and contractors) to Section 8 of the Health and Safety at Work etc. Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

## 11 Risk Assessment - See Appendix A

11.1 As Key Manager, the Headteacher/Principal will ensure that regular written risk assessments are undertaken of premises, methods of work and all school/college

sponsored activities. These must be reviewed following changes in circumstances or personnel or in accordance with agreed timetables. The Local Authority requires a regular programme of planned assessments to be completed. In high-risk areas such as laboratories, workshops, gymnasiums, etc., risk assessments should be reviewed termly. In other activity areas, establishments should review risk assessments on an annual basis.

Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures.

- 11.2 The results of all risk assessments will be reported to the Governing Body who will prioritise issues and assign resources to undertake remedial/control measures where required.

## 12 Emergency Plans

- 12.1 As Key Manager, the Headteacher/Principal will ensure that an emergency plan(s) is prepared to cover all foreseeable major incidents that could put the occupants or users of a school/college at risk.

In undertaking this work Key Managers will have regard to the **Crisis Line** and **Snow Line** procedures published by the Local Authority.

- 12.2 The school/college plan(s) will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- Save lives.
- Prevent injury.
- Minimise loss.

This sequence will determine the priority of local emergency plan responses

- 12.3 The school/college emergency plan(s) will include arrangements for:

- Contacting emergency services.
- Informing parents/guardians and the Local Authority
- Dealing with the media.

- 12.4 The plans will be agreed by the Governing Body and any necessary actions will be rehearsed regularly by staff and pupils/students. The result of all such rehearsals will form part of the regular risk assessment review and the outcome will be reported to the Governing Body.

## 13 First Aid

- 13.1 Charnwood Primary School adopts the Leicester City Council's First Aid Provision Health & Safety Management Standard which can be found at Extranet / Services / Health and Safety/ Corporate Safety Manual / First Aid.

- 13.2 The arrangements for first-aid provision will be adequate to cope with all foreseeable incidents.
- 13.3 The number of designated first-aiders will not, at any time, be less than the number required by law. This is determined by risk assessment (See Local Authority guidance).
- 13.4 Designated staff will be given such training in first-aid techniques as is required to give them an appropriate level of competence.
- 13.5 The Headteacher/Principal is responsible for ensuring that a sufficient back-up stock is held on site.
- 13.6 Notices will be displayed in prominent locations throughout the establishment identifying how to summon first aid in an emergency, who the first aiders are and their contact and location details. All first-aid signs and containers must be identified by a white cross on a green background.
- 13.7 First-aid kits must also be held at various locations throughout the school/college as determined by risk assessment (e.g. laboratories, gymnasiums, workshops, playgrounds, sportsfields, etc.). A first-aider should be located within the immediate vicinity of one of these 'first aid points'. These locations will be prominently marked. Notices will also be displayed prominently in these areas.
- 13.8 A written record will be kept of all first aid administered either on the school premises or as part of a school/college related activity.
- 13.9 Adequate and appropriate first-aid provision will form part of the arrangements for out of hours activities at the school/college for which it is responsible, and also all out of school/college activities.

#### 13.10 First Aid Box Contents:

There is no mandatory list of items that should be included in a first aid container. The Headteacher/Principal should decide what to include in the first-aid containers from information gathered during their assessment of first-aid needs. As a guide, *where no special risk arises in the workplace*, the HSE recommend a **minimum** stock of first-aid items would normally be:

- A leaflet giving general guidance on first aid (for example HSE leaflet 'Basic Advice on First Aid at Work')
- 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the type of work (dressings may need to be of a detectable type for food handlers);
- Two sterile eye pads
- Two individually wrapped triangular bandages (preferably sterile);
- Six safety pins
- Six medium sized individually wrapped sterile unmedicated wound dressings - approximately 12 cm x 12 cm
- Two large sterile individually wrapped unmedicated wound dressings - approximately 18 cm x 18 cm
- At least three pairs of disposable gloves

- One pair blunt ended scissors
- Where mains tap water is not readily available for eye irrigation, at least a litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be provided. Once the seal has been broken, the containers should not be kept for reuse.

This is only a suggested contents list. It is likely that greater quantities of the above will be required in a school environment to reduce the risk of not re-stocking quickly enough.

A pillow and blanket are available from the school office store room. Aprons and moist wipes are available in the disabled toilet and in the wash down area in FS1.

In the event of a child or adult becoming unwell the staffroom is the designated place for the child/adult to lie down (this applies to expectant mothers too).

## **Notes:**

*The information in the following sections is shown only as an example; you may use the information already shown or you can include your own, locally produced, policies instead.*

*The list is not exhaustive and only those policies that are relevant and appropriate to your establishment need be included.*

## **14 Accident/Incident Reporting**

- 14.1 Charnwood Primary School adopts Leicester City Council's Accident & Incident Reporting in Schools Health & Safety Management Standard which is on the Extranet / Services / Health and Safety / Policy and Procedure / Accident & Incident Reporting in Schools.

## **15 Administration of Medicine**

- 15.1 Charnwood Primary School adopts Leicester City Council's Guidance No. 36A, Administration of Medicines and Healthcare Needs in Schools which is shown at Extranet / Services / Health and Safety / Policy and Procedure / Administration of Medicines and Healthcare Needs in Schools. The Supporting Pupils with Medical Conditions Policy is available on the school's W Drive\Policies\Policies CPS\Supporting Pupils with Medical Conditions.

## **16 Asbestos**

N/A

## **17 Child Protection & Safeguarding Policy**

- 17.1 Can be accessed on the school's W drive in the Safeguarding folder.

## **18 Contractors**

- 18.1 Charnwood Primary School adopts Leicester City Council's Control of Contractors Health & Safety Management Standard which is on the Extranet / Services / Health and Safety / Corporate Safety Manual / Control of Contractors.

## **19 Control of Substances Hazardous to Health (COSHH)**

- 19.1 Charnwood Primary School adopts Leicester City Council's COSHH – Hazardous Substances Health & Safety Management Standard which is on the Extranet / Services / Health & Safety / Corporate Safety Manual / Control of Substances Hazardous to Health (COSHH).

## **20 Emergencies**

- 20.1 Charnwood Primary School adopts Leicester City Council's practical guide for schools in Leicester, Leicestershire and Rutland for developing an emergency plan which can be found on the school's W Drive \Policies\Policies CPS\Coping with a School Emergency policy.

## **21 Fire Safety**

- 21.1 Charnwood Primary School adopts Leicester City Council's Fire Safety in LCC Workplaces Safety Management Standard which is on the Extranet / Services / Health and Safety / Corporate Safety Manual / Fire Safety, and the setting's evacuation procedure can be found on the school's W Drive \Policies\Policies CPS\Evacuation Policy.

## **22 Lone Working**

- 22.1 Charnwood Primary School adopts Leicester City Council's Lone Working Health & Safety Management Standard which is on the Extranet / Services / Health and Safety / Corporate Safety Manual / Lone Working.

## **23 Manual Handling**

- 23.1 Charnwood Primary School adopts Leicester City Council's Manual Handling Health & Safety Management Standard which is on the Extranet / Services / Health and Safety / Corporate Safety Manual / Manual Handling.

## **24 New and Expectant Mothers**

- 24.1 Charnwood Primary School adopts Leicester City Council's New and Expectant Mothers at Work Health & Safety Management Standard which is on the Extranet / Services / Health and Safety / Corporate Safety Manual / New and Expectant Mothers.

## **25 Portable Electrical Equipment**

- 25.1 Charnwood Primary School adopts Leicester City Council's Portable Electrical Equipment – Testing and Inspection Health & Safety Management Standard which can be found on Extranet / Services / Health and Safety/ Corporate Safety Manual / Portable Electrical Equipment.

## **26 Risk Assessment**

- 26.1 Charnwood Primary School adopts Leicester City Council's Health & Safety Risk Assessment Health & Safety Management Standard which can be found on Extranet / Services / Health and Safety / Corporate Safety Manual / Risk Assessment.



## **27 Smoking**

- 27 Charnwood Primary School adopts Leicester City Council's Smoking Policy which can be found on the school's W Drive\Policies\Policies Procedure from LA Extranet\Smoking Policy.

## **28 Stress**

- 28.1 Charnwood Primary School adopts Leicester City Council's Stress Management Health & Safety Management Standard which is shown at Extranet / Services / Health and Safety/ Corporate Safety Manual/ Stress Management.

## **29 Trips and Visits**

- 29.1 Charnwood Primary School adopts Leicester City Council's Directive 33 - Policy for Offsite Visits and Adventure Activities in Schools and all other Settings which can be found at Extranet / Services / Health and Safety / Policy and Procedure / Managing Trips & Visits.

## **30 Violence and Aggression**

- 30.1 Charnwood Primary School adopts Leicester City Council's Violence and Aggression Health & Safety Management Standard on preventing violence to staff by members of the public which is on the Extranet / Services / Health and Safety / Corporate Safety Manual/ Violence and Aggression.

## **31 Visitors Security**

- 31.1 Charnwood Primary School adopts Leicester City Council's Visitor Security (Health, Safety and Welfare) Management Guidance Note (C26) which is on the Extranet / Services / Health and Safety / Corporate Safety Manual/ Visitor Security.

## **32 Water Hygiene**

- 32.1 Charnwood Primary School adopts Leicester City Council's Water Hygiene Management in LCC Workplaces Health & Safety Management Standard which is on the Extranet / Services / Health and Safety / Corporate Safety Manual / Water Hygiene.

## **33 Health & Safety Bulletins**

- 33.1 Charnwood Primary School adopts the range of Health & Safety Bulletins, Directives and Guidance issued by Leicester City Council to help schools, colleges and other establishments with the health and safety aspects of running their premises. There are listed in full on Extranet.

## **34 Display Screen Equipment**

34.1 Charnwood Primary School adopts Leicester City Council's Display Screen Equipment Health & Safety Management Standard which is on the Extranet / Services / Health and Safety / Corporate Safety Manual / Display Screen Equipment.

## **35 Mobile Phones**

35.1 Charnwood Primary School adopts Leicester City Council's Bulletin No. 59, Use of Mobile Phones by Pupils which can be found on the school's W Drive\Safety Bulletins, Directives and Guidance June 2010\Mobile Phones by Pupils.

## **36 Radiation**

36.1 Charnwood Primary School adopts Leicester City Council's Managing Ionising Radiation in LCC Workplaces Health & Safety Management Standard which is on the Extranet / Services / Health and Safety / Corporate Safety Manual / Radiation.

## **37 Statutory Inspections**

37.1 Charnwood Primary School adopts Leicester City Council's Statutory Inspections Health & Safety Management Standard which is on the Extranet / Services / Health and Safety / Corporate Safety Manual / Maintenance and Inspections.

## **38 Swimming**

38.1 Charnwood Primary School adopts Leicester City Council's guidance on Safe Swimming Practice in Schools and Other Settings (and associated documentation) which is on the Extranet / Services / Health and Safety / Policy and Procedure / Safe Swimming Practice in Schools and Other Settings.

## Appendix A

### RESOURCES, EQUIPMENT AND THE WORKING ENVIRONMENT

All items, purchased for use on school premises or for school activities away from school premises, must comply with British Standards. Arrangements must be made for:-

- staff to receive necessary information, including COSHH information if applicable;
- any staff training required before any new equipment is used;
- making regular checks to ensure that correct procedures are being followed;
- above procedures to be reviewed annually.

**Staff responsible for ensuring the above are the head teacher and curriculum co-ordinators.**

The following items/areas have been identified as requiring annual service.

- Electrical appliances
- Nursery playground equipment
- Wet pore grounds
- PE equipment
- Large play equipment e.g. bikes

The site manager is responsible for arranging and filing records of the above.

Specific regulations must be adhered to, and records of risk assessments kept, in the following working areas:-

- Admin – VDU regulations **(Responsibility of the School Business Manager)**
- Computer suite/multimedia suite – VDU regulations **(Responsibility of the ICT co-ordinator)**
- Cookery room – food hygiene regulations **(Responsibility of the CDT co-ordinator)**
- Premises – COSHH regulations **(Responsibility of the site manager)**

**The site manager will:-**

- check all fire fighting equipment on a regular basis
- review provision of above regularly
- arrange for an annual fire fighting equipment test
- co-ordinate regular fire alarm tests
- review security system regularly and arrange necessary servicing

**All staff are responsible for:-**

- ensuring that nobody tampers with fire fighting equipment or alarm systems,
- reporting any evidence of damage to the above equipment to the site manager immediately,
- ensuring that fire doors are not wedged open, unless safety door closers have been fitted.
- Ensuring that pupils do not use any machinery within the school e.g. photocopier, duplicator

## Appendix B

### ARRANGEMENTS FOR SUPERVISION OF PUPILS

#### Beginning and End of School Day

- Teachers are on duty, 10 minutes before the start of the day and at the end of the afternoon and five minutes either side of midday break.
- Children go straight into classrooms on arrival in the morning.
- Home dinner pupils must be seen off the premises at lunchtime by a member of staff.
- The above also applies to all pupils at the end of the school day.
- KS1 pupils have to be met by a responsible adult. They cannot be allowed to go home alone or leave with an older sibling unless permission has been obtained from the parents. The information, if received, should be filed in the pupil's record card.
- Pupils who have not been met ten minutes after the end of each session should be taken to the reception area and the admin staff made aware of their presence so that families can be contacted.

#### Breaks and Lunchtimes

Staff will be on duty as follows:-

- Breaks – members of staff
- Lunchtimes – Senior midday supervisor  
Midday supervisory assistants – number will be determined by the head teacher, according to number of pupils in school at lunchtime, and reviewed periodically.
- In wet weather, pupils will be supervised inside according to arrangements determined by the head teacher.

The head teacher ensures that all staff engaged in supervisory duties are provided with a basic understanding of:-

- the school's agreed policy on pupil behaviour
- how to report incidents (see Reporting and Investigating)
- how to obtain first aid. (see First Aid)

#### Before and After School Clubs

A risk assessment should be carried before the introduction of any before or after school club.

A qualified first aider should be on the premises while the club is in session.

Pupils are to be seen off the premises at the end of the session, as at the end of the school day. Parents are to be encouraged to wait for their children in the reception area.

### **Off Site Activities**

There must be an adequate pupil/adult ratio for all trips and other activities off site. **See Appendix G School Trips and Other Offsite Activities for more information.**

Supervising adults should hold appropriate qualification where applicable.

### **Pupils Taking Medicines**

The governing body have read and agree with the guidance supplied by the LEA. (See Leicester City Council Health and Safety Bulletin no.36. A copy is available on the W drive for reference, or on the Extranet / Services / Health and Safety / Safety bulletins, directives and guidance.

The school also has a Supporting Pupils with Medical Conditions policy which can be found on the school's W Drive\Policies\Policies CPS\Supporting Pupils with Medical Conditions.

The only medicines held in school are for:-

- asthma – medication is held by individual pupils.
- nut allergies – medication is stored in pupils' classrooms
- diabetes treatment as appropriate to individual pupil

Asthma medication is the responsibility of the pupil. However, staff must ensure that such medication is always carried by the child when taking part in any school trips or activities away from school premises.

Epipens, for nut allergies, are held by the class teacher of the child concerned and must accompany the child as they move around the school.

(Exceptions to the above may be made in special circumstances if directed by the school nurse.)

## **Appendix C**

### **CONSULTATION**

All concerns relating to health and safety must be reported to the head teacher or to the deputy head teacher in the absence of the head teacher.

### **REPORTING AND INVESTIGATING**

The head teacher is responsible for ensuring that:-

- all accidents are properly reported (see procedure below)
- accident records are kept
- accidents and incidents are investigated when necessary.

#### **Reporting Procedure**

Minor accidents requiring treatment are recorded internally on bump notes provided. A copy is filed in school and a copy is given to parents.

More serious accidents, requiring hospital treatment must be reported to the LEA Health and Safety Officer via the SO2 online reporting.

In certain circumstances, a report also has to be made to the Health and Safety Exec. Forms are available from the main office and must be signed by the head teacher.

### **TRAINING**

The head teacher is to maintain an up to date record of training, together with dates of necessary refresher courses in respect of Health and Safety issues.

## Appendix D

### FIRST AID

First aid materials are available in the first aid cabinet in the disabled toilet cubicle on the ground floor. Staff will be informed if changes are made.

The school has qualified First Aiders.

Names of all people qualified to give first aid are displayed around the school.

The administration team should be notified of any shortage of first aid materials. The administration team will ensure all first aid kits are restocked.

Portable first aid boxes are available for trips. The administration team should be notified if any materials are used to enable him/her to replace the used items ready for the next group. **NB.** A written report, together with details of treatment given, must be made in respect of any accident which occurs on a school trip or other activity off site.

# Appendix E

## EMERGENCY PROCEDURES

### Fire

Fire evacuation notices, stating exit route to be used, are posted in all areas of the school.

The above notices should be drawn to the attention of visitors to the school, e.g. at parent meetings, assemblies etc. Visitors should be made aware of the position of fire exits and assembly point before any meeting begins.

Upon hearing the fire alarm:-

- **Evacuate the building immediately**
- **The lift must not be used in an evacuation emergency**
- **Individual pupils with a special need will have a personal evacuation plan**
- **Assemble on the large playground**
- **Registers will be distributed on the playground**
- **Class teachers must report to the head/deputy head teacher after registering his/her pupils**
- **Nobody must re-enter the building until authorised by –**
  1. **a member of the fire brigade, if they attend, or**
  2. **the head or deputy head teacher in the case of a fire drill**

The above also applies for evacuation procedures out of school hours.

### Other Emergencies Effecting Occupation of the Building

There may be other occasions when it is considered unsafe for children to be on the premises e.g. if the fire alarm is faulty. *See Appendix Emergency Plans for more details.*

### Accidents

Pupils involved in accidents will be treated by a First Aider.

Parents will be called to the school in the event of a serious accident requiring additional treatment. An ambulance may be called in an extreme emergency.

Parents will be advised by letter, in certain circumstances, if their child has been involved in an accident e.g.

- head injuries
- accidents resulting in heavy bruising, deep lacerations or other lasting marks.

A teacher may speak to the parent personally at the end of the session but a letter must still be completed and a copy retained as a record will be required in the event of a claim against the school.

The master letters are available in the reception area and should be completed by a person who witnessed the accident. A copy must be filed in the school office.



There are special arrangements for reporting serious accidents and occurrences. See *Appendix Reporting and Investigating*.

(NB. An accident victim should be able to rest and recover in a quiet, calm environment. It is therefore important that he/she is left in the hands of the First Aider, who will ask for help if necessary. Anyone who has any relevant information about the accident may report it to a member of the admin team.)

## **Illness**

Parents are asked to provide, and regularly update, emergency contact telephone numbers and details of known medical conditions for their children. These details are held in the school's data base.

Pupils who become ill during the school day should be sent to a First Aider (or the school office). Parents will be called to the school. An ambulance may be called in the event of a serious illness.

## **Emergencies Occurring on Trips and Off Site Activities**

See Appendix G Trips and Other Off Site Activities.

## **Appendix F**

### **OUT OF HOURS USE**

#### **Use by School Staff**

A risk assessment must be completed in respect of any social activity organised for staff out of school hours.

A brief outline of the activity must be sent to the LEA's risk management section.

#### **Before/After School Clubs**

See Appendix B - Supervision of Pupils – Before and After school Clubs  
Appendix D - First Aid

#### **Social Events**

A risk assessment must be completed in respect of any social activity organised for parents and visitors.

A brief outline of the activity must be sent to the LEA's risk management section.

Visitors should be made aware of the position of fire exits and assembly point before the event begins.

If any members of staff, who have received first aid training, attend the event, one should be nominated as the first aider for the evening. A record must be kept of any accident requiring first aid treatment.

#### **Users Hiring School Premises**

Currently the school does not hire the premises.

# Appendix G

## SCHOOL TRIPS AND OTHER OFF SITE ACTIVITIES

The governing body has read and agreed to comply with guidance supplied by the LEA and the DfE in respect of school trips. *Copies are available in the school office.*

### Transport

All buses/coaches used for school trips, swimming/games transport etc. must be fitted with functioning seatbelts. Every child must have his/her own seat and use the seatbelt provided. Self-drive minibuses must not be used.

If a pupil is required to travel to or from a venue, the school may hire a taxi. Two staff members will accompany the child in the taxi.

### Supervision

There must be an adequate pupil/adult ratio for all trips/activities off site as per guidance supplied by the LEA/DfE. The driver responsible for risk assessing the safety of the child and themselves if alone in a car with a pupil.

Supervising adults must hold appropriate qualifications where applicable.

### First Aid and Accidents

Enquiries should be made about first aid provision at the venue and included in the risk assessment.

Portable boxes are available and one or more must be taken on all trips off site. Whenever possible, one of the supervising adults should hold a first aid qualification. A written report, together with details of treatment given, must be made in respect of any accident which occurs on a school trip or other activity off site, and handed to the First Aider on return to school. Using the standard bump note.

### Emergencies

An "Emergency Pack" containing the following must be taken on all school trips and other activities off site.

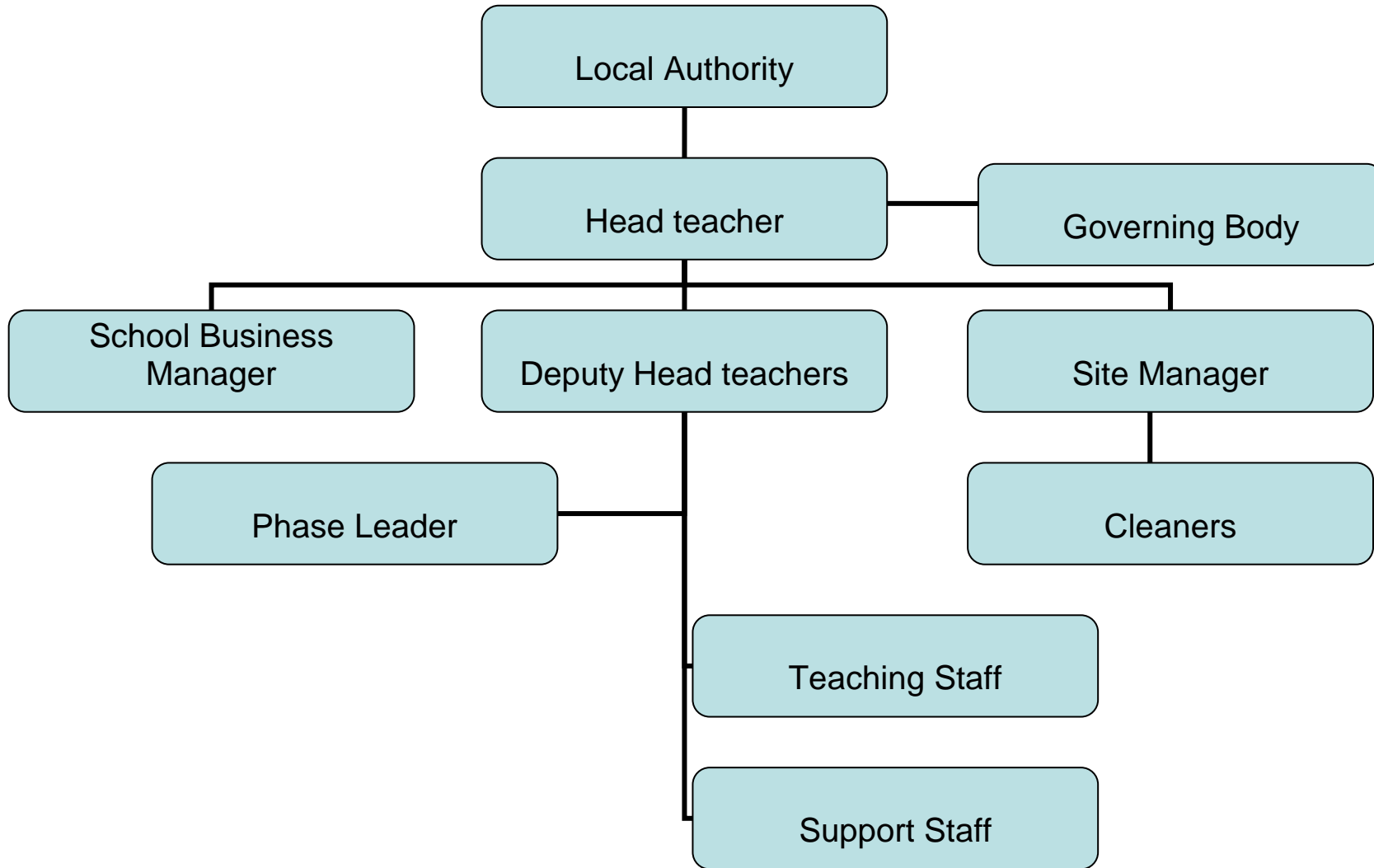
- Appropriate extracts from Safety Bulletin No.11
- A full list of all participating staff and pupils
- A mobile phone (If personal mobile phones are used, please ensure that office staff are notified, in writing, of the number(s). School mobile phones are available for all offsite visits.
- A first aid kit

In the event of an emergency occurring, the school must be informed by telephone. Office staff will provide further details e.g. contact details, doctor, medical conditions, etc. for any pupil concerned.

The group leader must ensure that he/she knows who to contact in an emergency, in respect of any trip or activity taking place at the weekend or other time when the school is not open.

## Appendix H

### Health & Safety Reporting Communication at Charnwood Primary School



## Appendix I

Health and Safety Work Act 1974	
Accidents Procedures	Ms N Jassat
Assaults	Ms N Jassat
Behaviour	FS – Mrs E Manzoor KS1/KS2 - Mr. F. Patel
Control of Substances	Mr. A. Blain
DBS & Safeguarding	Ms. N. Jassat/Mrs. R. Ahmad/Mrs. N. Malik
Defects	Mr. A. Blain
Dress code	Ms N Jassat
Emergency Evacuation Procedure	Ms N Jassat/Mr. A. Blain
Emergency Plan	Ms. N. Jassat/Mr. F. Patel
Equipment Testing & Maintenance	Mr. A. Blain
Fire safety	Mr. A. Blain
First aid	Mrs. Y. Chunara
General Health & Safety Reporting	All Staff
Health & Safety Representative	Ms. N. Jassat Mrs. R. Ahmad
Ladder Safety	Mr. A. Blain
Lettings	Mr. A. Blain
Lift	Mr. A. Blain
Manual Handling	Mr. A. Blain
Medical issues for pupils	Mrs. M. Norman
Medical issues for staff	Ms. N. Jassat
Restraint	Ms N Jassat
Risk Assessment	Ms. N. Jassat/Mr. F. Patel
Security	Mr. A. Blain
Staff Induction	KS2 - Mr. F. Patel and Mrs. F. Bhayat KS1 & FS-Mrs. E. Manzoor & Mr. F. Patel Admin - Mrs. R. Ahmad MDS - Mrs. F. Fakir TA - Mrs M. Norman
Standards of Cleanliness/ Tidiness	Mr. A. Blain
Trips	EVC Mr. F. Patel