



## **Health and Safety 2016-17**

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This Policy is a statement of the aims, principles and strategies for Health & Safety at Linton Primary School.

The Policy was reviewed in Autumn '16 through a process of consultation with teaching staff and the Governing Body.

It was approved by the governing body - Autumn 2016 and shall be reviewed in Autumn 2018.

### **INTRODUCTION**

The health and safety of both staff and pupils is of paramount importance in the Education Service. The Head Teacher is responsible for the discipline and internal organisation of the school, and for the safe conduct of the school and all school related activities.

Following the introduction of the Local Management of Schools, the Governing Body now fulfils many of the functions of the employer and has significant responsibility for the day to day running of the school and the management of the delegated budget. Consequently the Governors share with the LA responsibility for health and safety in the school to the extent to which they have control over the management of the school and the budget. The modern management of schools is, therefore, an integrated partnership between the LA and the Governing Body, with the LA providing many of the services and technical expertise required for safety matters.

The Health and Safety at Work Act requires the employer to publish a Safety Policy that sets out the policy of the employer with regard to health and safety, describes the management organisation responsible for implementing the policy, and describes all the arrangements in force with regard to health and safety. The policy will be brought to the attention of every employee, community user group and parent.

It is important that a regular update of the policy is carried out, so the policy evolves into a comprehensive and up to date resource.

Clearly, the maintenance of a detailed policy will require a continuing commitment from staff, but in return it can offer the worthwhile advantages of a clear and well organised system of safety management, and access to clear safety information, to the benefit of everyone.

This detailed approach to Safety Management also plays a vital part in the County Council's new approach to Risk Management, and will help to reduce the rapidly increasing costs of litigation that impose an unacceptable burden on the budget.

## **RATIONALE**

The School Safety Policy is the means whereby:

- (i) the Governing Body acknowledges its extensive role and responsibilities in the local management of the school;
- (ii) the Governing Body and the senior school management express their commitment to a high standard of safety, for both pupils and staff;
- (iii) the staff and management organisation is clearly set out and the delegation of tasks and responsibilities required for the effective management of health and safety is clearly identified;
- (iv) co-ordinators required to fulfil key tasks or oversee the implementation of particular pieces of legislation are identified;
- (v) the LA Safety Policy is adopted and, where relevant, additional specific details as to the safety arrangements in force in the school are set out. Where appropriate, key information is summarised, without reproducing unnecessary detail from the LA Safety Policy;
- (vi) safety standards and future objectives are identified;
- (vii) key text books and other relevant texts which include adequate safety information are adopted and listed for the purpose of statutory risk assessments;
- (viii) arrangements are set out for:
  - the systematic planning of health and safety objectives, and when relevant, the inclusion of such objectives in the School Improvement Plan;
  - the monitoring of progress towards those objectives;
  - the continuous assessment of needs and priorities with regard to health and safety;
  - the feeding back of this information into the planning process;
- (x) a positive safety culture is fostered, in which all staff share the safety objectives identified by management, and in which all staff, at every level, contribute to the safety effort and strive to make continuous improvements;
- (xi) the school demonstrates compliance with a wide range of safety legislation concerning standards, safe systems of work and systems of safety management;
- (xi) good practice in the safety management of schools by the LA can be disseminated, to the benefit of our school.

## **GENERAL STATEMENT OF POLICY**

In partnership with the LA, the Governing Body recognises its responsibility to provide a safe and healthy environment for teaching and non-teaching staff, pupils, contractors and other visitors to the premises and will take all reasonably practicable steps within its power to fulfil this responsibility. Such matters include:

- a safe place of work, and a safe working environment;
- safe plant and equipment;
- safe systems of work;
- safe access and egress to/from places of work;
- the assessment of all significant risks associated with work processes, and the adoption of appropriate precautions;
- the provision of adequate information, instruction, training and supervision;
- adequate consultation with staff on all matters relating to health and safety, and the fostering of a positive safety culture in the school;
- keeping abreast of legislation by obtaining advice from the LA and through persons competent in health and safety matters;
- a written system of safety management which includes:
  - the identification of needs and objectives, in order of priority;
  - the allocation of appropriate funds;
  - the integration of health and safety planning with the School Improvement Plan;
  - the regular monitoring of progress, and of safety performance, to be used in the planning process;
  - an annual review of the safety policy;
  - the inclusion of health and safety on the agenda of Governing Body meetings, at least annually.

## **SAFETY ORGANISATION**

<b>TITLE</b>	<b>NAME</b>
Chair of Governors	Lorraine Watson
Vice Chair	Michael Watson
Head Teacher	Samantha Mason
Health & Safety Governor	Michael Watson
Chair of Resources Premises	Claire Pickering
Co-ordinator – COSHH	Garry Middleton
Co-ordinator - Manual Handling	Garry Middleton
Co-ordinator – Fire and Emergency	Samantha Mason Garry Middleton
Co-ordinator – First Aid	Samantha Mason
Educational Visit Co-ordinator (EVC)	Samantha Mason

### **Headteacher**

The Headteacher is responsible for the effective day-to-day management of school activities, including the safe conduct of staff and students. Assistance is given by all school staff.

The Headteacher is required to:

- establish a structured system of safety management, in accordance with LA guidance and the LA Safety Policy, comprising:
  - the identification of safety requirements and objectives;
  - the clear identification of priorities;
  - the incorporation of safety requirements and priorities in the budget planning process , and where appropriate, inclusion in the School Improvement Plan.
  - the regular monitoring and review of safety performance, progress and future needs so that this information is fed back into the planning process.
- monitor and review safety performance regularly, and identify future needs in order to aid the planning process
- implement a system for safeguarding all persons either on the premises, or involved in school activities, from risks which are reasonably foreseeable;
- co-ordinate any necessary safety arrangements with any contractors working

on the site;

- implement such procedures as are necessary to comply with all health and safety legislation, in accordance with LA guidance.
- provide regular reports on significant issues and general progress to the Governing Body.
- foster the growth of a positive safety culture, in which all the staff share the aim of continuous improvement in health and safety. **(Ref in LA Policy: D)**

Rosemary Grant and Rachel Pape assist the Head in the day-to-day management of the school, and deputise for the Head during any period of absence.

### **Subject Co-ordinators**

Subject Co-ordinators are responsible to the Headteacher for the safe management of their subject, in accordance with LA guidance and the LA Safety Policy, and for implementing specific school health and safety procedures relating to the subject area.

Subject Co-ordinators will identify and clear short and long term priorities of their Subject, with regard to health and safety, and provide this information to the Headteacher so that it may be included in the normal budget and school improvement planning arrangements.

Files of safety publications and guidance issued by the LA, or any other relevant bodies or professional associations are available to staff and are kept in the staff room or issued directly to staff. Subject Co-ordinators will assist in the fostering of a positive safety culture within their subject area.

Subject Co-ordinators will make appropriate arrangements for the periodic monitoring of safety standards, arrangements, and progress towards identified objectives. They will report the results to the Headteacher, for incorporation in the regular review of safety matters and inclusion, where appropriate, in the School Improvement Plan and/or budget planning.

Subject Co-ordinators will assist in the fostering of a positive safety culture within their Subject.

### **Unit Manager ~ Pegswood First School**

Northumberland County Council Facilities are the employing Directorate in the majority of school kitchens and they operate their own procedures.

Our meals are prepared at Pegswood First School and Transported daily via taxi. Our kitchen is a server and we employ a Catering Assistant who serves the meals from our kitchen.

The Headteacher and Unit Manager will liaise to co-ordinate any necessary safety arrangements which relate to staff, and in relevant matters related to the management of the building in general. We have a Partnership Manager, Helen Neil, who monitors our kitchen and advises on standards and issues.

## **Caretaker**

The caretaker is employed by our school and is responsible to the Headteacher for the safe organisation and work of the service in school. He was trained by Facilities Division at the onset of his employment. The caretaker will liaise with the Headteacher for safety arrangements which relate to staff and in matters relevant to the management of the building.

## **All Staff**

All staff have a duty to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work. Individuals also have a duty to co-operate with their managers in order that the employer can fulfil its statutory duties. The Health and Safety at Work Act also makes reckless interference with or misuse anything provided in the interest of health, safety or welfare and offence.

Health and safety legislation requires all staff to use all materials, equipment and facilities in accordance with the information, instruction and training which they have received. Furthermore, staff must observe site safety rules and all instructions on health and safety issued by the Local Authority, Headteacher, Subject Co-ordinator or any other person delegated to be responsible for a relevant aspect of safety. Individuals must also assist Officers of the County Council and Inspectors of the Health and Safety Executive in their inspections and investigations.

Staff must report immediately to the Headteacher any:

- serious and immediate danger to health and safety, including any defects relating to facilities or equipment
- matter which they, taking account their instruction and training, would reasonably consider represents a shortcoming in the protective arrangements for health and safety
- accidents, incidents and hazards, ensuring that an accident report form is completed

## **THE MANAGEMENT OF HEALTH AND SAFETY**

The Management of Health and Safety at Work Regulations require that a thorough and modern system of safety management is adopted as described in Section B of LA Safety Policy.

### **GENERAL ARRANGEMENTS**

The arrangements set out in Section E to L of the LA Safety Policy remain in effect. The purpose of this section is to amplify those arrangements with the inclusion of specific details and, where necessary, identify responsible individuals. This clearly explains how the matter in question is managed within the school. It also provides an opportunity to include individual topics which do not appear in the LA Safety Policy, so that over a period of time this section may develop into a comprehensive and valuable resource.

Over the course of time circumstances may change. It is, therefore, important that these arrangements are reviewed so as to remain fully up to date.

## **Meetings of the Safety Management Team – Premises Committee**

### **Purpose of Meetings**

- To direct and co-ordinate the necessary planning for Health and Safety, and to draft the School's Health and Safety Policy
- To review, prioritise and direct the safety initiatives arising from
  - plans submitted by the Headteacher and/or subject co-ordinators
  - reports concerning safety inspections, accident reports and other means of monitoring performance
  - new information or guidance received from the County Council, enforcing authorities or consultants
- to audit all parts of the safety management system on an ongoing basis.

### **Frequency of Meetings**

The Premises Committee meet termly, and safety issues are frequently agenda items at Full Governors meetings. If necessary additional meetings take place after serious incidents.

## **ACCIDENTS**

**(LA Ref: F1)**

In the event of an accident, any member of staff is expected to ensure the scene is made safe and give comfort and aid to the injured person. A message must be sent to the Headteacher and/or school office as an urgent action. An assessment of the injury should be made by the first aider, Samantha Mason, at the earliest opportunity.

- Should an ambulance be required it will be summoned from the office by Emma Adkins. If it is clear that the seriousness of the injury requires immediate medical attention, any member of staff should summon the ambulance by calling 999. In this case a message to inform Emma Adkins as soon as possible. Telephones are located in the Staffroom, Class 1 and Dining Hall. You do not need to dial an outside line to use them.
- In the event of serious injury or ill health to a pupil, the parent (or emergency contact should the parent be unavailable) should be contacted immediately using the contact numbers held in the main office. A request to collect their child to take home or to hospital should be made, as appropriate. *Medical treatment or advice should not be delayed if parents or emergency contacts are not available.*
- In circumstances where a pupil needs to be taken to hospital immediately by ambulance and a parent is not available to accompany them, a member of the school staff should go to the hospital to await the arrival of the parent. We do not advise transporting children to hospital by car belonging to a member of staff, in line with First Aid recommendations. However this may be necessary on occasion. Staff should be aware that hospital personnel will stabilise the casualty's condition until the parents arrive and give consent to further treatment.

- A pupil should only be sent home only when a responsible person is present to take care of them. This would normally be a parent/guardian, second emergency contact or close relative.

### **Completion of the Accident Report Form (ACC1)**

- The school's accident forms should be used to record the more trivial incidents which are not recorded on form ACC1. The person supervising the activity should complete details of the accident. It is important that treatment rendered by the first aider is recorded. In order to comply with the requirements of the Data Protection Act only one record per pupil should be completed. When completed they are kept in the individual pupil files within the filing cabinet in the Office. Accident forms are available near the classroom first aid box in Class 1 and in the Office.
- It is important to indicate the responsibilities of staff when reporting accidents. The Headteacher should check the completed ACC1 forms and countersign them and should monitor records to identify accident trends.
- The ACC1 should be completed for all significant injuries and sent to the Health and Safety Team. It is important that the member of staff supervising at the time of the accident records the details. *The injured person should not complete the form.* Again, first aid treatments should be recorded. It is important that actions to prevent recurrence are always recorded on the ACC1.
- A VI form should be sent to the Health and Safety Team in the case of a violent incident. The Headteacher, in conjunction with the member of staff involved, should complete this.

### **Accident Investigation**

The Headteacher should advise staff on the appropriate level of response.

The Headteacher should undertake an investigation using the form ACC2 if the incident is serious, complex or one which may have serious repercussions.

In most serious cases the school should call in a Health and Safety Advisor. If appropriate, they will undertake full accident investigation and will take photographs, witness statements.

### **Reportable Injuries**

The Health and Safety Executive (HSE) should be notified of an incident immediately in the following circumstances:

- Death of 'specified injuries' in respect of employees
- 'Dangerous occurrences'
- "Occupational diseases' (via Occupational Health Unit)
- 'Injuries resulting in hospital visits for treatment in respect of students and non-employees who are injured out of or in connection with work activities' (and where the injured person is taken directly to hospital for treatment)

In the case of injuries to employees resulting in over-seven days' absence from work, these should be reported to the HSE within 15 working days. Office staff should undertake these tasks using information on the ACC1 or VI form. The information should then be checked and countersigned by the Headteacher or senior member of staff in her absence.

### **FIRST AID ARRANGEMENTS** **(LA Ref: F3)**

Samantha Mason is nominated to act as first aid co-ordinator, having an up to date 'First Aid at Work' certificate. She has responsibility for ordering items and replenishing first aid boxes and ensuring that her certificates remain current.

In her absence, Emma Adkins, Joanne Birbeck and Rachel Robertson also hold Emergency First Aid including Paediatric First Aid. Samantha Mason also holds a Paediatric First Aid certificate.

First aid boxes are located in the Entrance Hall, Class 1 and blue plasters are found in the kitchen. We also have a travelling first aid kit that is taken on off site visits. All first aid boxes are removable and can be taken to the injured person.

We do not have a designated medical room but use the school office for this purpose. If the injury warrants that the child or adult cannot walk up the stairs by themselves, then the Conference Room will be used for that purpose.

Should a child need to be isolated from the other children, the staff room is used for this purpose. The child will be supervised by Emma Adkins or Joanne Birbeck, our HLTA, and is never left alone or unsupervised. In more serious cases the child should be transferred to the care of parents as soon as possible.

### **Community association activities**

Each Community group that uses school has a delegated Responsible Person. When completing a lettings form, first aid is discussed with the group. A copy of this policy is given to each group.

An emergency contact list is kept by each group, with a record of individual medical requirements. Access to a telephone is provided by school if they do not have their own mobile phone.

The group is advised to keep their own accident book. Any serious accident would also be recorded by us on an online ACC1 form and procedures listed previously would be followed.

### **Off Site Visits**

First Aid procedures are included on our risk assessment for each individual visit as this may change depending on the nature of the visit.

Wherever possible the qualified first aider will be on the visit and an adequate first aid box taken. Permission is sought from parents before the visit for first or emergency aid to be given. Procedures will be followed as in school. If the emergency is serious, an ambulance will be called before parents. The emergency contact has been asked to ensure they have transport to the location of the visit. Hospital details are included in letters to parents so they are aware where children would be taken in an emergency.

Should it be necessary for the first aider to be removed from her supervisory role, cover is in place for an alternative group leader.

Mobile phones are taken on visits by adult supervisors. Each member of staff is given a list of emergency contact numbers.

### **HEALTH MATTERS** ***(Policy on Supporting Children with Medical Needs)***

The means of identifying pupil pupils' medical needs should be established:

- in the school prospectus and on the school website
- by writing letters to parents
- on intake forms which require parents to identify medical needs

Health care plans will be completed for those children who have severe medical needs. All staff should know the location of pupils' health care plans and the arrangements for updating them. The first-aiders should have a comprehensive list of a student's medical requirements.

Staff should only administer **prescribed** medication with the agreement of the Headteacher and only when a parental consent form has been completed. The medication should only be administered during school hours where this is unavoidable.

Arrangements should be made for the storage of medication in school in a secure place, usually in the main office, refrigerated if necessary

Medication should be suitably labelled with details of name and dosage.

We will not give paracetamol type medicines to children, unless prescribed by a doctor. If a parent wishes to have this given during a school day they must come and give it to the child themselves and wait for a period of 15 minutes after this has been given to ensure there are no ill effects.

Arrangements should be made to train staff, particularly to recognise and deal with anaphylaxis, asthma and epilepsy via the School Health Advisors.

### **BUILDING AND SITE MAINTENNANCE** ***LA REF: E3, G3, H3, J1, J2***

The Headteacher is in charge of the maintenance of the school site and its building. The Headteacher is responsible for ensuring that protocols detailed in section E3 are applied when the school commissions services independently.

The Headteacher, Admin Officer and Caretaker have a responsibility for reporting of building/site defects to the County Council, in those cases where the County Council is responsible for the maintenance. The Property Helpdesk can be reached by telephoning 01670 622339. The need for emergency repairs should be notified in the same manner. This will enable Property Division to prioritise and assign workloads accordingly and will allow requests for work to be traceable.

The Caretaker are responsible for liaison with Property Services staff and contractors in order to co-ordinate any necessary safety precautions during the progress of any building/site maintenance. This shall be carried out by the Headteacher or Admin Officer if the Caretaker is off site or the work takes place outside his hours. This may entail completion of the HSC1 form, when required. **(LA Ref: J2)**

A contractors induction pack will be given to those carrying out long term works. For short term works, form HSC1 will be used.

**The asbestos report will be shown to contractors before any work is carried out**

## **MAINTENANCE AND SAFETY TESTING OF EQUIPMENT**

With regard to the above, appropriate arrangements need to be in place and people identified to ensure that:

- Internal school procedures are established and followed
- Liaison with the County Council and contractors takes place
- Full records relating to statutory testing are maintained. These will include:
  - Annual safety tests of 240v portable electrical appliances  
**(LA Ref: L4)**
  - Water Hygiene test **(LA Ref: H8)**  
Five year Fixed Wiring **(LA Ref: L4)**
  - School currently does not have an electronic fire alarm system
  - RCD testing will also be carried out and the results recorded

### **Personnel Responsible:**

Internal school procedures – Samantha Mason

Garry Middleton for Caretaking Equipment

Liaison with the County Council and contractors – Samantha Mason Garry Middleton and Emma Adkins.

## **FIRE SAFETY AND EMERGENCIES** ***(Fire Log Book)***

The Headteacher should ensure that the fire risk assessment in section 4 of the Fire Log Book is completed for each building. Several parties should be involved in the completion of this task.

The Headteacher is responsible for devising and co-ordinating fire drills and the Caretaker maintains records of fire drills, smoke alarm tests and regular emergency lighting tests.

Fire drills should take place each term.

The following fire precautions arrangements are in force:

- Flammable liquids are stored in a locked metal cupboard
- Smoking is not allowed in any building on the school site

- Fire doors should always be closed and should never be wedged open
- Waste materials are collected daily from school rooms and are stored in large skip in a safe external area until collection by the local council on a weekly basis.
- Electrical equipment not in use should always be isolated from the mains

## **SAFEGUARDING**

A separate safeguarding policy is available.

We have a fenced perimeter, door entry system, CCTV cameras and a signing in book for visitors. There is one main entrance to the school.

Pupils and vehicles are segregated by fences. Contractors adhere to safe parking systems which are informed to them during the completion of HSC1 form.

All individuals who have unrestricted access to pupils are subject to DBS arrangements and details are maintained in the school central register,

Such measures enable us to be more secure and safeguard staff and students against the risks of unauthorised entry to specific site areas and school buildings.

## **RISK ASSESSMENT** (LA Ref: E6)

A written assessment of all activities that involve a significant risk to health or safety is to be produced, in which the hazards and necessary precautions are identified. The Health and Safety team provides further guidance and several general assessments. However, most assessments are done in light of the particular circumstances in the school, and by school staff. With regard to teaching, in many cases standard national texts and model risk assessments are provided by organisations such as CLEAPSS, AfPE and DATA. Where relevant these have been adopted, adapted and implemented.

Where appropriate, the precautions detailed in the risk assessment should be transcribed into the relevant working documents, such as lesson plans or worksheets.

Risk assessments are stored in a file in the Staff room and are freely available for staff. The Headteacher co-ordinates and maintains records of risk assessments.

Risk Assessments for Off Site visits are given to all members of staff who are going on a visit.

Manufacturers' safety data sheets should be obtained for all hazardous products used in school (except where hazard data is provided by CLEAPSS for Science chemicals). Risk assessments should be completed for activities involving hazardous chemicals. Further information is contained within the COSHH section of the LA Safety Policy (LA Ref: H1)

## **Manual Handling**

**(LEA Ref: L1)**

A written assessment of all manual handling tasks likely to involve risk of injury should be produced. This is kept in the Health and Safety file in the Staff room.

Wherever reasonably practicable, procedures and practices will be changed so as to eliminate if possible, or otherwise reduce manual handling tasks.

## **Display Screen Equipment**

**(LEA Ref: L2)**

The Admin officer, Emma Adkins, uses a computer workstation regularly and for a significant part of her working day. She has been provided with an ergonomically designed workstation, designed to minimise the stresses and strains of this type of work. In practice this means furniture and screen that can adjust to provide optimum support and comfort for the user, a clear screen display and the avoidance of unwanted reflections on the screen through the use of window blinds.

All defined 'computer users' should complete a self-assessment of their workstation which is then passed on to a trained workstation assessor to be verified. Each school should have at least one member of staff who is suitably trained in carrying out DSE workstation assessments. All workstations must be assessed periodically and new workstations must be assessed before being put into use.

From 2000, the costs of eye tests for users and the provision of corrective spectacles, where deemed necessary solely for DSE use, was delegated to our own school and this is budgeted for in our annual budget.

## **Machinery and Work Equipment**

**(LEA Ref: G1)**

All new machinery and work equipment should be selected through assessment to ensure that it is appropriate for the intended purpose. All such equipment must be maintained in safe working order, usually by a specialist contract via an SLA or other such contract.

## **Educational Visits**

All school trips are planned by a competent Party Leader, in conjunction with Samantha Mason our EVC. The details relating to the planning process are then entered into the County Council's EVOLVE system. Samantha Mason has undertaken Northumberland County Council's recognised training course.

The EVC must ensure that risk assessments are in place to cover the trips made by the school for both Category 1 and Category 2 visits. Additionally, the EVC should ensure that members of staff have access to the County Council's Code of Practice for educational visits. The EVC is also the Headteacher.

In the case of Category 2 visits the school's submission is assessed by the Outdoor Education Safety Adviser (OESA) before final approval is made for the trip to go ahead. Trips must not be processed unless approved by the Headteacher and, where relevant, the OESA is verified.

## **Play Equipment**

The school play equipment is checked regularly by school staff and inspected annually by a competent contractor via the SLA with the LA. For further information Property Services should be contacted.

Any action identified in the annual inspection of Play Equipment are initiated immediately or discussed with the Premises Committee.

Further details about outdoor play equipment can be found in section G5 of the LA policy.

### **Personal Protective Equipment (PPE)**

**(LEA Ref: L7)**

Where PPE is identified as a control measure in a risk assessment the equipment selected must be appropriate for the task. This ensures that it will provide adequate protection and is compatible with other equipment in use.

The assessment should be reviewed if there is a significant change in the activity. Advice on the selection of PPE is available from the Corporate Health and Safety Team.

All PPE must be maintained in good working order, and any defect noted for repair or replacement by the Caretaker or Headteacher.

Respiratory protective equipment (RPE) is maintained in good working order, kept hygienically clean, stored in clean condition, and inspected at monthly intervals (3 monthly where use is infrequent), by the Caretaker. A written record will be kept for inspection. Alternatively, disposable RPE is used provided that this is suitable for purpose and work in line with the manufacturer's instructions.

### **INFORMATION AND TRAINING**

Staff will be provided with appropriate information and training to enable them to undertake and supervise school activities. Examples of such activities include the safe use of substances, machines and other items of work equipment. Any specialist safety training requirements should be identified through training needs analysis, prioritised and costed to allow appropriate allocation of the school's training budget.