



Health and Safety Policy

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Introduction

The Health and Safety at work act 1974 makes it the legal duty of the Headteacher and all its employees to take reasonable care for the health and safety and welfare of themselves, other employees and all other persons who may be affected by their acts or omissions.

This policy outlines the steps that will be taken to ensure compliance with the Health and Safety at work act 1974.

This document is available for all members of staff, who should familiarise themselves with its contents and continue to practise safe and healthy working methods.

Aims of the Health and Safety Policy

- To provide a secure environment, this allows all members of the school to feel safe and confident
- To encourage all individuals to be aware of safety and to assess risks to their working/learning environment.
- To ensure all members of staff create a safe workplace for their pupils and assess risks in every situation
- To maintain clear procedures to be taken in event of injury and for reporting of accidents and hazards
- To maintain clear procedures for action to be taken in case of fire and other emergencies
- To facilitate joint consultation between professional representatives, and management on health and safety, reviewing procedures where appropriate
- To ensure information, instruction, training, and supervision is provided to staff and pupils
- To continue maintaining and improving the high degree of safety consciousness and responsible attitudes to health and safety throughout the school.

Duties of the Headteacher

The headteacher will:

- Be aware of the basic requirements of the health and Safety at Work Act and any other Health and Safety legislation and codes of practice relevant to the school
- Ensure at all times the health, safety and security of staff, pupils and others using the school premises, or attending or taking part in school sponsored events
- Ensure safe working conditions for health, safety and security of staff pupils and others using the school premises
- Ensure safe working practices and procedures throughout the school
- Arrange systems of risk assessment to allow the prompt identification of potential hazards
- Carry out periodically reviews and safety audits on findings of the risk assessments
- Identify the training needs of staff and pupils to ensure, within the financial resources available that all who have identified needs receive adequate and appropriate training and instruction
- Encourage staff, pupils, and others to promote health and safety
- Ensure that any defects in the premises, equipment or facilities which may affect the health and safety of staff, pupils and others are made safe without delay

- Encourage all employees to suggest ways and means of reducing risks
- Collate accident and incident information, carry out accident and incident investigations
- Monitor the standard of health and safety throughout the school encourage all members of the school to maintain high standards and deal with those who consistently fail to consider the health and safety of themselves and others
- Monitor first aid and welfare provisions

Duties of the Site Supervisor

As part of their day-to-day responsibilities supervisor will ensure

- Safe methods of working exist and are implemented throughout the school
- Health and Safety regulations, rules, procedures, and codes of practice are being applied effectively
- Staff pupils and others who are their responsibility are instructed in safe working practices
- the safe disposal of any unwanted chemicals or other hazardous materials.
- New employees working in school are given instructions in safe working practices
- Regular inspections are made of their area
- Positive, corrective action is taken where necessary to ensure the health and safety of all staff pupils and others
- All equipment in the area in which they work is in good and safe working order and adequately guarded
- All reasonably practicable steps are taken to prevent the unauthorised or improper use of all equipment in the school
- Toxic, hazardous, and highly inflammable substances in the concerned areas are correctly used, stored, labelled
- They monitor the standard of health and safety throughout the school, encourage staff, pupils and others to achieve the highest possible safety standards and discipline those who fail to consider the health and safety of themselves and others
- All signs used meet statutory requirements
- All health and safety information is communicated to the relevant persons
- They report as appropriate, any health and safety concerns to the appropriate individual.

Duties of All Staff

It is the responsibility of all members of staff to take reasonable care of health and safety of themselves and others.

In particular all staff will:

- Be familiar with the health and safety policy and any other safety regulations as laid down by the governing body
- Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
- Not make any unauthorised or improper use of equipment
- Use the correct equipment for the job and any protective equipment or safety devices supplied

- Ensure that toxic, hazardous and highly inflammable substances are correctly used, stored and labelled
- Report any defects in the premises, equipment, and facilities which they observe
- Take any active interest in promoting health and safety and suggest ways of reducing risk

As teachers in charge of classes, staff are responsible for ensuring that pupils under their supervision:

- Know and comply with the correct procedures for emergency evacuations, first aid and the reporting of accidents and hazards
- Know and comply with the correct procedures for the use and storage of potentially hazardous materials, substances which have been identified as requiring special precautions
- Are provided with adequate supervision, where appropriate, to enable their work to be carried out safely
- Use appropriate protective equipment, clothing and materials
- Use equipment only with the correct safety precautions in operations
- Behave in a way that ensures the health and safety of themselves and others.

Safety of Staff, Pupils and Visitors

Staff

Class teachers are expected:

- To exercise effective supervision of pupils and to know the emergency procedures in respect of fire, bomb scare and first aid and to carry them out.
- To know the special safety measures to be adopted special teaching areas and to ensure that they are applied.
- To give clear instructions and warning as often as necessary
- To follow safe working procedures
- To call for protective clothing, guards and special safe working procedures etc., where necessary.
- To make recommendations to the head teacher, e.g. on safety equipment and on additions or improvement to plant, tools, equipment or machinery which are dangerous or potentially dangerous.

Pupils

Pupils are expected to:

- Exercise personal responsibility for the safety of self and classmates
- Observe standards of dress
- Observe all safety rules of the school and in particular the instructions of teaching staff given in an emergency situation.
- Not wilfully misuse, neglect or interfere with things provided for his safety

Visitors

We recognise our responsibility for the health and safety of all persons who visit our premises:

- It is essential that all visitors sign in at the main office on arrival for safety and security reasons.
- Visitors will be issued a visitor's lanyard.
- Visitors will also be required to observe the health and safety requirements of our school.
- Staff members should supervise all visitors.
- We restrict unauthorised people to enter the premises. Staff should challenge any adult unknown to them who is in the school area without a lanyard.
- Contractors should be made aware of the school's policies and should satisfy the school that they are working in a safe and proper manner in accordance with all statutory and advisory standards.

Review

The headteacher will review this policy annually and update, modify or amend it, as it considers necessary to ensure the health, safety and welfare of all staff, pupils and visitors.

Smoking Policy

Our school has a "No Smoking Policy" for the school.

- It is a breach of "the policy" for an employee to smoke anywhere on the school premises.
- Contractors must ensure that they and their employees do not smoke on the school premises.
- All visitors asked to co-operate with the school No Smoking Policy.

Alcohol and Drugs

Alcohol or drugs are not permitted on school site. It is the school policy that any example of such abuse will result in the pupil(s), staff or visitors being excluded from school.

Violent or threatening behaviour to Staff

Any threatening or violent behaviour to staff by other employees, pupils, parents, or visitors will not be tolerated and action will be taken to remove such person and will be reported to the appropriate authority which may include the police.

Induction of new employees

Health & Safety training to new employees will be incorporated into general induction training. It is essential that all staff are aware of the safety culture at our school, operate safe systems of working and follow the school's procedures. Information regarding Health & Safety will be provided to parttime, temporary, and casual staff to enable them to work safely.

Slips and Trips

All working areas must be kept clean and tidy to minimise the risk of fire and tripping/slipping accidents.

Excess materials that are toxic or a fire hazard must be returned to a storage area as soon as possible. Under no circumstances should flammable materials be stored in unauthorised areas.

Manual Handling

More than a third of lost time injuries at work are caused by manual handling activities. Basic commonsense measures can be taken to reduce the risks. These include:

- Follow the system of work, using handling aids properly and efficiently
- Never take personal risks by overreaching, twisting, stretching, stooping or exerting during a handling operation.
- Reporting any problems in the work activity when they arise and ask for assistance when necessary

In consultation with staff, competent persons will carry out an assessment of all manual-handling activities. Risks that are identified 'will be reduced to the lowest level reasonably practicable.

Machinery

We will take all reasonable steps to ensure the safety of all persons who are working on or near machinery. Should members of staff have any problems relating to machine safety they should immediately inform a responsible person so that steps can be taken to remedy the situation promptly.

All persons who use equipment will have available adequate health & safety information and, where appropriate, written instructions relating to the use of the equipment.

Equipment

All items including equipment purchased will comply with the relevant statutory and non-statutory health & safety requirements. Where risks are involved, a competent person will make a risk assessment before the items are obtained. Safety data sheets relating to the items are to be obtained from the suppliers in order to assist in the assessment and to determine whether a special code of working practice is required.

Control of Hazardous substances

The requirements of the COSHH Regulations 1988 must be compiled with as follows:

All substances which may be regarded as hazardous must be identified by the subject teacher and a COSHH assessment of the risk posed by such hazards carried out by a competent person. Where there is doubt as to whether a substance is hazardous, advice can be obtained from the following sources.

- a) Manufacturers' data sheet
- b) Product labels
- c) The classification, packaging, and labelling regulations
- d) Advice from the DfE Science Adviser
- e) Advice from the DfE Health and Safety Officer

Where such hazards are identified, they should be eliminated as far as possible. Where this is not possible or impractical, an assessment of the risk posed by such hazards carried out by a competent person.

When such a risk assessment has been undertaken, measures must be taken to eliminate, or reduce and control such risks. Procedures for controlling the substance may include:

- a) Totally enclosed process and handling systems
- b) Plant or process or systems of work which minimise generation of, or suppress and continue the hazard
- c) Partial enclose with local exhaust ventilation
- d) Local exhaust ventilation
- e) Sufficient ventilation
- f) Reduction in the number of staff and pupils exposed
- g) Reduction in the time in which persons are exposed to the hazard;
- h) Regular cleaning of the school premises
- i) Provision of means of safe storage and disposal of hazardous substances;
- j) Personal protective equipment
- k) Prohibition of eating, drinking and smoking in containment areas

Note:

Testing of fixed and portable exhaust systems will be undertaken on an annual basis. Results will be conveyed to the head teacher.

Risk Assessments

Risk assessments will be carried out to determine the risks associated with working operations. The assessment is required to identify risks both to staff, pupils and to any other persons who may be affected.

Risk Assessments are updated normally and the responsibility for administering the completion of these lies with the Health & Safety Officer.

C.O.S.H.H. regulations 1988 place a statutory duty on employees to assess the potential health risks to employees arising from work involving the use of hazardous substances.

CO.S.H.H. also requires that except in very limited circumstances a written record must be maintained.

General assessments of risk are best carried out by staff in the curriculum areas concerned.

For details, see separate policy and procedure.

Washroom and Toilet Facilities

It is our aim to ensure the health, safety and welfare of all pupils and staff, so far as reasonably practicable. We recognise the need to provide a safe working environment and that this includes the provision of sufficient washing and toilet conveniences.

Heating and Ventilation

Normally heating is provided by the central heating system but in certain circumstances it may be necessary to supplement this with portable heaters. Electrical heaters must be included in the annual electrical check of portable appliances. Under no circumstances must portable open-bar electric fires or Bunsen burners be used in the school for heating.

Throughout the year, adequate ventilation should be provided for odour removal, replenishment of oxygen and humidity control. When extraction fans are used, it is essential that vents be provided.

Gas and Pressure Vessels

Where gas is used in school kitchens, laboratories, and domestic science rooms there shall be fitted an emergency shut off valve which is readily accessible and easily operated. All pipes must be clearly marked either by using painted yellow ochre or marked in some other acceptable way, e.g. yellow labels with words GAS - clearly illustrated. The headteacher and the site supervisor must be aware of the location of the main gas shut off valve.

All gas appliances will be subjected to an annual inspection and soundness test carried out by a competent person.

The headteacher will comply with the recommendations of the publications 'Guidance Notes on the Gas Safety in Educational Establishments' (Publication 1M/25 by British Gas and the DFES and Science 5/89).

All pressure vessels will be installed, used, tested and maintained in accordance with the Pressure Systems and Transportable Gas Containers Regulations 1989.

Electricity at Work

The Electricity at Work Regulations 1989 and HES Guidance Note GS 23 'Electrical Safety in Schools' outlines the requirements for electrical safety. The requirements of BS 4163: 1984 'Health and safety in Workshops of Schools and Similar Establishments' will also be adopted.

Before any item of electrical equipment is used the user should give each item a visual check to ensure there are no obvious defects.

All portable electrical appliances will be checked annually by an electrical contractor using portable appliance tester. Fixed electrical appliances will also be tested on an annual basis using an Earth Loop Impedance Tester, complete with earth lead and probe. The contractor who carried out such tests will

also carry out minor repairs 'where necessary and also take out of service any items which do not meet with safety standards.

Where technical knowledge is needed for the repair of electrical equipment, help and advice must be sought from a professional source. The wiring of plug tops carried out by a competent person and the item included on an inventory of portable electrical equipment to be checked annually by the electrical contractor. (A competent person according to Guidance Note 23 Electrical Safety in School', is a person who possess sufficiently technical knowledge, experience and skill to be able to carry out a specific task and prevent danger of injury arising during the course of the work or as a result of the work).

Only electrical items, which have been approved by the contractors, may be used within the school premises. Portable open-bar electrical fires must not be used or stored in school. If any person is in doubt as to the suitability of any equipment, advice should be sought.

Electrical and portable testing and electrical supply testing

This will be carried out in accordance with recommendations made under Section 4 of the Electricity at Work Regulations 1989, which states:

“Tests should be carried out to prevent danger, all systems shall be maintained so as to prevent, so far as it is reasonable possible, such danger”.

Checks will be carried out on all portable equipment as follows:

An annual visible audit will be carried out. All staff have a responsibility to view equipment within their own work area and report any problems in respect to worn wiring, loose connections and operational problems to the head teacher who will be responsible for reporting it to the site manager and follow up that repairs have been done.

Visual Display Unit work stations

All new VDU workstations will comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations, 1992.

Furniture and Equipment

All equipment purchased for use in the school must be suitable for use at work. If there are enquiries about suitability, these should be made to the head teacher in the first instance.

All items of furniture have a limited life. It is therefore essential that regular visual checks are carried out as part of the annual safety audit. The headteacher and the site supervisor have the responsibility for carrying out these visual checks.

Glazing

The headteacher will ensure that all replacement glazing complies with the requirements of BS 6262:1982 (British Standard for Glazing in Buildings) especially with reference to the provision of toughened glass in doors and side panels below 800 mm and windows below 150 mm from the ground. Staff should report any breakage to the head teacher immediately.

Car Parking

There are no car parking facilities available on school site.

Supervision of pupils

1. Pupils should not arrive at school before 8.15 unless registered for a pre morning club. They cannot be adequately supervised before this time and should therefore not be on the premises. The school is not responsible for those pupils who arrive before 8.15am.
2. Pupils are supervised at break times in accordance with the duty rota, which covers all areas of the school.
3. Pupils should move around the building in an orderly fashion, keeping to the left in corridors.
4. In specialist rooms, (e.g. ICT), pupils are expected to follow any instructions necessary for their safety whilst in that particular area.

Staff Training

The school will arrange to have an Inset at the beginning of every academic year where up to date information will be provided to all staff. Throughout the year, appropriate information will be provided during staff meetings and via staff emails.

The school will provide where specialist health and safety training is required for teachers to conduct their work safely. Such training will be on-going.

School Visits

The school has a code of practice relating to out of school visits and activities, which must be complied with by all staff. The code of practice relates to the following areas:

1. Insurance arrangements
2. Financial arrangements
3. Potentially hazardous activities
4. Checklist for head teacher
5. Outdoor pursuits

Activity guidelines are produced for a wide range of activities such as

1. Environmental and field studies
2. Non-risk activities

Where further information regarding out of school activities is required, advice and clarification must be obtained from the head teacher.

It is recognised that pupils benefit greatly from the experience of visits and activities taking place away from school premises. Many curriculum areas require pupils to experience investigative work; other visits are organised to encourage the development of interests, skills and personal qualities of pupils. A balance must be struck which enables pupils to take part in as wide a range of activities as possible and at the same time following safe practices so that any risk involved is reduced to the absolute minimum.

The aim of the visits must be clear. Usually they will be curriculum related, sometimes they will be interest or leisure based. The pupils must clearly understand why the trip is being held and what the implications of participating will be.

The exact details of organisation will vary from trip to trip but will generally follow the pattern outline below.

1. Agree with the headteacher the aim of the visit and discuss appropriate dates
2. Inform parents of the visit in writing, giving any cost implications
3. Agree methods and timescale of payments with office staff. The leader of the trip is responsible for liaising with the office and ensuring payments are made.
4. Ensure proposed staffing arrangements are adequate
5. Hold a meeting with parents if necessary but especially if overnight accommodation is involved. This enables any queries to be answered.
6. Ensure all travel arrangements are confirmed in writing to parents, including hotel contact numbers and methods of passing on information amongst parents.
7. First Aid boxes must always be taken
8. Pupils should be informed of any emergency evacuation procedures
9. Pupils should be very clear about the ground-rules appropriate to the visit. For example, they should not wander off alone. The highest standards of behaviour will be expected at all times.
10. Pupils should be given advice concerning appropriate clothing, footwear and equipment.
11. The work expected of the pupils before, during and after the visit should be clearly explained and closely monitored.
12. Pupils should be advised about appropriate amounts of pocket money and arrangements made for safe-keeping.
13. Emergency procedures, names and contact numbers should be left with the office For further detail see the Educational Trips Procedure.

Fire Procedures

See Fire Safety Policy and Procedure

Extinguishers Location and Maintenance

Extinguishers are located around the building and have been recorded on a log sheet; all extinguishers are serviced once every 12 months. Monthly visual inspection of all fire fighting equipment is carried out, which is recorded on a log sheet.

What type of extinguishers needs to be used?

Type	Class	
Water Extinguishers	Class A	Carbonated material i.e. wood, paper, textiles, many other plastics and other combustible materials
Foam Extinguishers	Class A/B	Fires contained or static burning liquids such as petrol, oil paints, fats, solvents and tars
Carbon Extinguishers	Class B	Fires contained or static burning liquids such as petrol, oil paints, fats, solvents and tars
Dry Powder	Class B/C	Fires burning gases and vapours such as town gas, gaseous hydrocarbons (methane, ethane, propane, butane) acetylene hydrogen etc.

Fire Risk Assessment

See Fire Risk Assessment Policy and Procedure.

Suggested Assessment Areas

These are areas within the school in which similar work tasks are carried out in which there is an identifiable potential risk.

Areas can be individual rooms, a number of rooms (not necessarily adjacent) or a whole block or unit. The areas can be sub-divided or combined to accommodate different organisational aspects or geographical layouts within the school.

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|------------------------------------|---|
| 1. Kitchen | Food preparation/cleaning |
| 2. Caretakers (cleaner's) cupboard | General duties and cleaning |
| 3. Classrooms | Teaching involving use of dry marker pens |
| 4. Storage areas/stores | Storage of chemicals and solvents |
| 5. Creative arts | Paints etc. |

	Assessment Area	Process	Harmful substances
1	Kitchen	Food Preparation	Cleaning chemicals
2	Caretaker's (Cleaner's cupboard)	Cleaning and general	Cleaning chemicals
3	Storage areas/stores	Storage of chemicals	Numerous chemicals
4	Printing	Screen/machine printing	Solvents
5	Building maintenance and construction	Carpentry and joinery Heating and ventilation Painting and decorating Plastering Plumbing Welding Furniture craft	Wood dust Solder fumes (tin and lead) Paint dust (lead), solvents Dust Solder fumes (tin and lead) Welding fumes (lead, iron, etc.) Adhesives, solvents
6	Creative arts	Work with paints etc.	Adhesives, solvents

Contractors

It is the objective of the management at Oakwood Primary Learning to provide a safe place of work for work force working at school site.

These rules are designed to ensure that our work force is not put at risk and that their operations do not endanger contractor's employees.

Whilst these rules cover a number of areas of danger they are not exhaustive.

Prior to commencing work

Prior to commencing work in any location of school site, the site supervisor must be informed. It will be site supervisor's duty to ensure that all contractors fully understand these rules.

1. All contractors are required to supply the latest copy of DBS
2. Contractors must wear identification badges issued by the office in the main front entrance.
3. Each individual must understand that they may be subject to random searches of bags or other items carried around the school or when they are leaving school.
4. If any contractor is asked to supply his or her name whilst at Oakwood Primary School either by security staff or another school person, he or she must give their name without argument.
5. All no-smoking notices must be strictly obeyed therefore smoking will only be allowed outside. There should be no consumption of alcohol or use of drugs by any contractors whilst they are on the site. This includes consumption during lunch or other breaks. Any person who is found to smell of alcohol may be asked to leave the site and not to return.
6. If any internal doors to offices need to be opened by contractors during their work, then the responsibility for the safety of the contents of the office once it has been opened remains with the person who opened the door. The office must not be abandoned with the door left open whilst individuals go off to lunch or for any other break. The person opening the office door must ensure that it is closed and secured at the earliest opportunity. Care must be taken to ensure that all such internal doors are closed and secured at the end of each day when the work stops and contractors leave the site.
7. Our school is particularly sensitive to sexist, gender and race issues. There must be no sexist remarks, leering or whistling. Offensive printed material including newspapers with photographs of scantily clad people are not to be left lying in offices or in any place where contractors may work.
8. Contractors are solely responsible for the security of their own equipment, work materials etc. We accept no responsibility for contractor's kit even if a lockable room and key has been provided.
9. No action by any contractor working on our premises must be such as to bring discredit upon our school.

10. If you are doing **HOT WORK** or making a lot of **DUST** this will set the smoke alarm off **CAUSING THE FIRE BRIGADE TO BE CALLED**- Please speak to the site supervisor **BEFORE** doing this type of work

11. All contractors must adhere to our minimum dressing code. For men which is a short sleeve t-shirt and knee length shorts, for women full sleeve t-shirt and trousers.

Health & Safety

Officer is

Fatemah Salihi

