



# Branton Community Primary School and Breamish Valley Community Nursery

## Health and Safety Policy

### Rationale

The health and safety of both staff and students has always been of paramount importance in the Education Service. The Headteacher is traditionally responsible for the discipline and internal organisation of the school, and for the safe conduct of the school and all school related activities.

Since the introduction of Local Management of Schools, the Governing Body has fulfilled 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 LEA 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, a well-integrated partnership between the LEA and the Governing Body, with the LEA 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 must be brought to the attention of every employee.

In order to comply with this requirement, the LEA Safety Policy and Manual of Guidance has been issued to all schools. However, due to the inevitable differences in the internal management and organisation of schools, the LEA Safety Policy is:

- in parts, of a broad and general nature
- unable to provide all the detailed information required by law

- unable to describe the safety management systems and procedures adopted by different schools
- unable to provide for the Governing Body to acknowledge its responsibilities and set out its own policy and arrangements for health and safety.

Therefore, this school safety policy has been devised to complement the LEA Safety Policy and provide those details that an LEA policy cannot. Clearly, the maintenance of a detailed policy will require a continuing commitment from staff. 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 an essential part in the County Council's approach to risk management, and will help to reduce the rapidly increasing costs of litigation that impose an unacceptable burden on the budget.

### **General Statement of Policy**

In partnership with the LEA, the Governing Body recognises its responsibility to provide a safe and healthy environment for teaching and non-teaching staff, students, 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 to and egress 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 LEA 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 Development 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

<u>Title</u>	<u>Name</u>
The Chair of Governors	Mrs Janice Woods
The Governor with Safety Responsibilities	Mr Tom Oates
The Vice Chair	Mr Tom Oates
The Headteacher	Mrs Zoe Ryan
The Teacher	Miss Rachel Plunkett
Coordinator - COSHH	Mr Ian Davison
Coordinator - Manual Handling	Mr Ian Davison
Coordinator – Fire	Mrs Zoe Ryan
Coordinator – Risk Assessment	Mrs Zoe Ryan
Educational Visit Coordinators	Mrs Zoe Ryan, Mrs Theresa McCann, Miss Rachel Plunkett Individual Teacher responsibility, leader of visit. Records of Risk Assessments kept by the Head
First Aid	All teaching and support staff hold current Paediatric First Aid certification and will administer first aid as appropriate.
Forest School First Aid	Mrs Elspeth Bone holds an additional First Aid training certificate for Forest School

Z C A Ryan	T Oates	J Woods
Headteacher	H & S Governor	Chair of Governors
Reviewed and updated July 2017		

Reviewed, on behalf of Governing Body  
Name Mrs Z Ryan, Mr T Oates  
Date 11 July 2017

Next review due summer 2019

## **Headteacher**

The Headteacher is responsible to both the LEA and the Governors for all matters concerning the safe conduct of the school and all its related activities.

The Headteacher is required to:

- establish a structured system of safety management, in accordance with LEA guidance and the LEA Safety Policy, comprising:
    - the identification of safety requirements and objectives
    - the clear identification of priorities
    - the incorporation of safety requirements and future objectives in the development and budget planning of the school, and where appropriate, inclusion in the School Development Plan
    - the regular monitoring and review of safety performance, progress and future needs so that this information is fed back into the planning process.
    - implement a system for protecting all persons 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 legislation concerning health and safety, in accordance with LEA guidance
    - as EVC, ensure that risk assessments are carried out for all out of school trips in accordance with County Council guidelines
    - 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 LEA Policy: D-6)

## **The class teacher – Miss Rachel Plunkett**

The class teacher will assist the Head in the day to day running of the school and deputise for the Headteacher in any short period of absence.

Arrangements are in place for any longer term absence of the Headteacher. Should this occur the school will contact Mrs Joyce Jenkins, Headteacher, Amble First School who will advise on and oversee the day to day running of the school during the period of absence.

### **Catering Assistant - Mrs Helen Wyld**

Community and Environmental Services are the employing Directorate in the many school kitchens and they operate their own procedures. At Branton Primary School and Breamish Valley Nursery we operate our own kitchen and are therefore responsible for the necessary safety arrangements that relate to staff and also any relevant matters related to the management of the building in general. With regard to these matters the Headteacher and unit manager will work together to coordinate any safety measures. (LEA Ref: D-10)

### **Caretaker/cleaner - Mr Ian Davison**

The caretaker/cleaner is responsible to the Headteacher for applying the Authority's safety policy to his own areas of work and is directly responsible to the Head as we operate our own caretaking and cleaning services at Branton Primary School. (LEA Ref: D-9)

In addition the caretaker has special responsibilities which may be summarised as follows:

- Shall establish and maintain safe working procedures in connection with the use, handling, storage and transport of all substances and equipment.
- Shall resolve any health and safety problems a member of staff may refer to him and if unable to do so, refer to the Head, the problem.
- Shall carry out regular safety inspection of the activities for which he is responsible.
- Shall seek the advice of the relevant Advisor where appropriate.
- Shall inform the Head of any unsafe equipment.

### **All Staff**

Section 7 of the Health and Safety at Work Act places duties on all staff to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and to cooperate with the employer and his representatives so far as is necessary in order for the employer to fulfil any of the relevant statutory provisions.

Section 8 of the Health and Safety at Work Act makes it an offence to "recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions".

**Health and safety legislation requires all staff to:**

- use all materials, machinery and equipment etc in accordance with the information, instruction and training which they have received
- report immediately to the caretaker/Head any defects in the equipment etc
- report immediately to the caretaker/Head any serious and immediate danger to health and safety
- report to the caretaker/Head any matter which they, taking into account their instruction and training, would reasonably consider represented a shortcoming in the protective arrangements for health and safety (it is sufficient to report a given matter once only, and not to have to repeat it)

**All members of staff are responsible for:**

- observing all instructions on health and safety issued by the Director of Children's Services, Headteacher, Subject Co-ordinator or any other person delegated to be responsible for a relevant aspect of safety
- observing all safety rules relating to the use of specific machinery
- reporting all accidents to the Head and ensuring that an accident report form is completed
- reporting all potential hazards to health and safety to the Caretaker/Headteacher
- assisting Officers of the County Council in their inspections and investigations
- assisting Inspectors of the Health and Safety Executive to carry out inspections and investigations.

**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 E-2 of LEA Safety Policy and Manual of Guidance.

**General Arrangements**

The arrangements set out in Section E of the LEA Safety Policy and Manual of Guidance remain in effect. The purpose of this section is to amplify those arrangements - with the inclusion of specific details and, where necessary, the naming of individuals - which clearly explain 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 LEA Policy, so that over a period of time this section may develop into a comprehensive and valuable resource.

Over a period of time circumstances may change. Therefore it is important that these arrangements are amended when necessary so as to remain fully up to date.

## **Accidents**

**(LEA Ref: E-10) [schools should modify the information below to reflect their local arrangements]**

The accident procedure is given below:

- 1) In the event of an accident any member of staff is expected to give comfort and aid to the injured person whilst ensuring that an urgent message is sent to the school office. An assessment of the condition should be made by the first aider in attendance.
- 2) Should an ambulance be required it will be summoned from the office.
- 3) In the event of serious injury or ill health to a student, the parent (or emergency contact should the parent be unavailable) should be contacted immediately using the contact numbers held in the office and requested to collect their children to take home or to hospital, as appropriate. Medical advice should not be delayed if parents or emergency contacts are not available. In circumstances where a student needs to be taken to hospital immediately by ambulance and a parent is not available to accompany him/her, a member of the school staff should go to the hospital to await the arrival of the parent. On occasion it may be necessary to take an injured student to hospital in a vehicle belonging to a member of staff. Before this occurs, staff should ensure their insurance covers this eventuality.
- 4) Students 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.
- 5) Completion of the Accident Report Form ACC1 is given below:
- 6) It is important to indicate the responsibilities of staff for accident reporting. The Head should check the completed ACC1 forms and countersign them and should monitor records to identify accident trends.
- 7) The School accident book should be used to record the more trivial incidents which are not recorded on form ACC1. 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 page should be completed. Each record should be detached on completion and kept in the school office.

8) The ACC1 should be sent to the Health and Safety Team in the case of significant injuries. It is important that the member of staff supervising at time of accident records details. Again, first aid treatments should be recorded. It is important that accidents are investigated and actions to prevent recurrence are always recorded on the ACC1.

9) A VI form should be sent to the Health and Safety Team in the case of a violent incident. The Head, in conjunction with the member of staff involved, should complete this.

### **Accident Investigation**

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

An investigation should be undertaken by the school using the ACC2 if a serious incident or one which may have serious repercussions.

In the most serious cases the school should call in a Health and Safety Officer who, if deemed appropriate, will undertake full accident investigation and will take photographs and witness statements.

### **Reportable Injuries etc**

In the case of reportable 'major injuries', 'dangerous occurrences' and 'occupational diseases' in respect of employees and 'injuries that result in hospital visits for treatment' for students and non-employees, the Health and Safety Executive (HSE) should be called immediately and form F2508 sent to them within 10 days.

In the case of injuries to employees resulting in over-three days' absence from work, form F2508 should be sent to them within 10 days. Office staff should undertake these tasks using information on the ACC1 or VI form and the information should be checked and countersigned by the Safety Coordinator or senior member of staff.

### **First Aid Arrangements**

#### **(LEA Ref: E-11)**

First aid arrangements are given below:

- All teaching and support staff hold first Aid certificates and can administer First Aid. If felt appropriate the member of staff administering the first aid will refer the incident to the Head.
- All First Aid certificate holders who administer first aid are responsible for notifying Mrs McCann of items needed and she will order the items as required;
- Mrs McCann will then replenish first aid boxes and ensure that all staff certificates remain current.
- The number of first aiders will not, at any time be less than the number required by law.
- The main first aid cupboard is located in the hall above the sink, equipped to administer paediatric first aid. There is also be a first aid box in the kitchen equipped to administer first aid for staff. The eye irrigation tube is located in the kitchen.

## Health Matters

### **(Policy on Supporting Children with Medical Needs) See policy on Supporting Pupils with Medical Conditions Reviewed July 2017**

The means of identifying students' medical needs should be established:

- a) in the school's prospectus
- b) by writing letters to parents
- c) in intake forms which require parents to identify medical needs

When needs are identified -

- Staff should only administer prescription 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 the secure First Aid cabinet in the hall or if refrigeration is required in the main school fridge in the kitchen, not in the fruit fridge. Medication should be suitably labelled with details of name and dosage
- All staff should know the location of students' health care plans (if applicable) and the arrangements for updating them.
- First-aiders should have comprehensive list of a student's medical requirements, a copy of which will be attached to the inside of the main first aid cabinet and on the staff notice board in the kitchen.
- Arrangements should be made to train staff, particularly to recognise and deal with anaphylaxis, asthma and epilepsy via the Schools Medical Service.
- Administration of non-prescribed Paracetamol tablets (500 mg) should be kept to a minimum, though it is permissible in certain circumstances, such as period pains, migraine. The following will still be required:
  - Parental consent
  - Record of issue
  - Details of any allergies

Policy and arrangements to protect non-smokers from the effects of tobacco smoke at work. **(LEA Ref: E-42)** Branton Primary School is a non-smoking building. Smokers are requested to leave the premises and follow the Smoke Free policy guidance on distance from the school building if they need to smoke.

## Child Protection

The named teachers responsible for Child Protection are Mrs Ryan and Miss Plunkett.

- There is a responsibility for these teachers to update their training bi-annually.
- All other members of staff should have basic child protection training, annually, with once every three years being face to face training.

- The headteacher will take responsibility for ensuring that all persons working with pupils have undergone the relevant DBS checks, copies of which will be stored in the school office by Mrs McCann and recorded in the Single Central Register

### **Building Maintenance**

**(LEA REF: E-25, E-26, E-30, E-43 E-48)**

- The Headteacher is in charge of the maintenance of the school site and its buildings. The Headteacher is responsible to ensure that protocols detailed in section E-48 are applied when the school commissions services independently.
- The caretaker has a responsibility for reporting of building/site defects to the Headteacher, in those cases where the County Council is responsible for the maintenance the County Council will be notified by Mrs McCann or the Headteacher.
- Defects or emergency items for maintenance are the responsibility of the caretaker who will notify Mrs McCann who will make arrangements for appointing competent contractor to do the necessary work.
- The caretaker/cleaner is responsible for liaison with Community and Environmental Services staff and contractors in order to co-ordinate any necessary safety precautions during the progress of any building/site maintenance. This may entail completion of the HSC1 forms, when required. **(LEA Ref: E-30)**

### **Maintenance and Safety Testing of Equipment**

With regard to the above, appropriate arrangements need to be in place and

person(s) 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:
  - a) Annual safety tests of 240v portable electrical appliances **(LEA Ref: E-25)**
  - b) Annual return for safety testing/servicing of portable temporary heaters **(LEA Ref: E-8-4)**
  - c) No Fire alarm system is installed in school, however regular fire drills will take place by the use of a handbell and staff will be made aware of procedures in the case of fire in school. **(Fire Log Book)**

### **Fire Safety**

**(Fire Log Book)**

- The Head should ensure that a fire risk assessment for the establishment is completed.

- The Fire Coordinator (the Headteacher) is responsible for planning and coordinating fire drills and Mrs McCann and Mr Davison are responsible for maintaining records in the Fire Log Book, such as fire drills.
- Fire drills should take place at least each term.

The following arrangements for fire precautions should be in place to ensure that:

- Flammable liquids are stored in a locked metal cupboard
- Fire doors are always closed and never wedged open
- Electrical equipment not in use should always be isolated from the mains.

## **Security**

A security system is in place at both the front and rear entrance of the building. A signing in system for visitors is in place at the front entrance. In addition the gate leading to the playground and field is secured during the school day. All school staff wear identity badges, with students and visitors given appropriate badges on entry to school.

## **Risk Assessment (LEA Ref: E-2-2)**

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 LEA provides further guidance and several general assessments have been issued to schools. However, most assessments are best done in light of the particular circumstances in the school, and by school staff. (Ref also to Guidance Notes for Coaches and Volunteers and BALPE guidelines)

In most cases identifying and adopting the relevant text book and/or hazard information card etc, and noting any variations or special circumstances existing in the school, will be sufficient.

As a final step, unless the text is used as an immediate source of information during the activity, the necessary precautions must be transcribed into the relevant working document, such as a lesson plan or worksheet.

Manufacturers' safety data sheets should be obtained for all hazardous products used in school and risk assessments should be completed for all activities. Colleagues should refer to the main COSHH section in the Safety Information Manual for further information **(section E-19-4)**.  
(The Head to keep records of all risk assessments on the NCC Evolve system)

## **Manual Handling (LEA Ref: E-33)**

A written assessment of all manual handling tasks likely to involve risk of

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

The name of the person(s) co-ordinating and maintaining records of manual handling risk assessments should be recorded.

Caretaker/Cleaner Mr. I Davison

### **Machinery and Work Equipment**

#### **(LEA Ref: E-37)**

All future purchases require a careful selection process so as to ensure that any machine or item of work equipment obtained for use at work is the most appropriate and safe for its intended purpose.

All machinery and work equipment intended for use is to be maintained in safe working order.

### **Information and Training**

All practical steps will be taken to provide staff with relevant information regarding school activities and the safe use of substances, machines and other items of work equipment that they are required to use, and any specialist safety training that may be required.