



Osmaston Primary School

Health & Safety Policy

(Health and Safety at Work etc. Act 1974)

Health & Safety Policy Statement

It is the aim of the Governing Body to provide safe and healthy working conditions for all employees, pupils, supply staff visitors and volunteers. In addition it will endeavor to ensure that all work carried out by it's employees, pupils and volunteers does not adversely affect the health and safety of anyone else in the vicinity, such as clients, consultants, suppliers, contractors or members of the public.

It is school policy to ensure that every reasonable step be taken to prevent injury and ill health to personnel by protecting individuals from hazards at work. This is approached by:

- Assessing and controlling risk as part of the day to day management of school activity
- Providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently
- Ensuring that a constant awareness with regard to health & safety at work is maintained in respect of all activities within the school and during out of school activities
- Periodic reviews of the safety policy as school activities and associated risks change

All personnel employed within the school have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.

All employees within the school have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- Complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions.
- Reporting to the Head teacher any incident which has led, or could have led to damage or injury.
- Assisting in any investigation with regards to accidents, dangerous occurrences or near misses.

It is the responsibility of all line managers to ensure their compliance with safety arrangements within their areas of responsibility. Safety arrangements are adopted for the control of risk and reflect the procedures, which are to be followed within the school.

..... Headteacher
 Chair of Governors

2.1 The objectives of Osmaston Primary School Health & Safety policy are:

- To promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act 1974, other statutory instruments and approved codes of practice
- To ensure that places and methods of work are safe and healthy through the arrangements set out in this policy and others which are adopted from time to time as appropriate to changing circumstances
- To protect personnel, whether they be employees, pupils or members of the general public visiting the school or contractors and their employees from any foreseeable hazards
- To ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety in so far as is reasonable and practicable
- To ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare
- To ensure that awareness with regards to all aspects of safety is fostered by all personnel
- To ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded and to co-operate in all aspects with regard to safety
- To ensure that full and effective consultation on all matters is encouraged.

Responsibilities

2.2 Responsibilities of individuals within the school are as follows:

- **Board of Governors.** The ultimate responsibility for all aspects of health and safety at work within Osmaston rests with the board of governors.
- **Headteacher.** The headteacher is responsible for the effective implementation of the safety policy and encouraging staff, through regular monitoring, to implement health and safety arrangements.
- **Health and Safety Co-ordinator.** The Co-ordinator is advisor to the headteacher on health, safety and welfare within Osmaston and she is also to advise all personnel in meeting their individual responsibilities with regard to health and safety at work.
- **Teachers and supervisors.** The responsibility of applying safety procedures on a day-to day basis rests with all teachers and supervisors. They are to ensure that all new members of staff under their control are instructed to their own individual responsibility with regard to the Health and Safety at Work Act 1974.

- **Employees.** Employees have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the school, contractors and members of the public. They are required to co-operate with supervisors, line managers and safety representatives, and to adhere to safety advice given, in helping to maintain standards of health and safety within the school.
- **Safety representatives.** It is the responsibility of safety representatives to make such proposals as they see fit with regard to methods of achieving improvements in health and safety aspects.
- **Contractors.** It is the responsibility of contractors and their employees to read and comply with the school health and safety policy.

2.4 Under section 2 (7) of the Health and Safety at work Act 1974, the Governors named for safety have the function, in consultation with the staff and pupils they represent, of keeping under review the measures taken to ensure the health and safety at work of the employees and pupils.

Specific functions will include:

- The study of accident reports and hazards so that reports can be made to the board of governors on unsafe and unhealthy conditions and practices, together with recommendations for corrective action
- Assistance in risk assessment and the development of school safety procedures and safe systems of work
- Monitoring the effectiveness of safety procedures and safe systems of work
- Monitoring the effectiveness of the safety content of employee training
- Monitoring the adequacy of safety and health communication and publicity in the school.

3. Responsibility of Key Health and Safety Manager (Headteacher)

- 3.1 Has overall responsibility for the provision and maintenance of healthy and safe conditions in the work place and building and ensures that the requirements and resources, including staff, necessary to implement safety are established.
- 3.2 Assures a system of immediate communication and action in the event of an emergency.
- 3.3 Ensures information and education is provided to employees and volunteers in the premises to enable them to carry out their personal responsibility for safety and that of clients.
- 3.4 Responsible for the development and administration of the fire and safety procedures.

- 3.5 Creates and maintains awareness of safety and fire prevention at all levels through a continuous educational programme. This will entail ensuring groups using the premises are aware of fire procedure and that fire drills are carried out by groups using the premises.
- 3.6 Assists other supervisors and volunteers in identifying and eliminating potential hazards.
- 3.7 Holds copies of all statutory documents and certificates relating to accidents, injuries, dangerous occurrences, first aiders etc.
- 3.8 Ensures periodic monitoring and inspection of the building to assess risk and to ensure compliance with health and safety standards.
- 3.9 Establishes safe working practices for employees and volunteers.
- 3.10 Ensures that the safe working practices are being complied with.
- 3.11 Ensures that the details of the location of fire and emergency instructions, fire extinguisher guide, first aiders, employer's liability certificate.
- 3.12 Ensures that all accidents are reported and the relevant information is recorded.
- 3.13 Appoints persons to carry out risk management and monitoring.
- 3.14 Ensures that all staff and volunteers receive adequate and appropriate instruction and training.

4. Fire regulations and precautions

- 4.1 The key health and safety manager will ensure that regular inspections are carried out of all fire fighting equipment, including the operation of all evacuation exits and emergency lighting.
- 4.2 All staff and volunteers should ensure that they are conversant with agreed emergency and safety procedures.
- 4.3 All groups using the premises should ensure that they carry out practice evacuation procedures and these should be recorded in the inspection book.
- 4.4 The procedure to follow in the event of a fire is to be made available to all personnel.
- 4.5 A log book for the recording and evaluation of practice and evacuation drills is kept by the Site Manager.
- 4.6 General fire notices will be issued to new staff at induction.
- 4.7 'Action to be taken in the event of a fire' is posted in all parts of the school building and each classroom has a printed notice clearly identifying the evacuation route and assembly area to be used.
- 4.8 Personnel are responsible for knowing the location of fire points, fire exits and the location of the assembly point in the event of a fire.
- 4.9 Fire evacuation procedures, fire prevention training and fire alarm testing is to be carried out in accordance with current legislation.

5. Aids to Work Place Safety

- 5.1 Do report to your line manager anything which could be a hazard to safety.
- 5.2 Do familiarize yourself with fire exits and suitable fire exit routes in case of emergency. Also note the location of fire appliances.
- 5.3 Do not smoke inside the building. The school operates a no smoking policy.
- 5.4 Unplug all suitable equipment prior to leaving the building.
- 5.5 Switch off such equipment as is possible such as PC/VDU.
- 5.6 Do not allow obstruction of fire doors or exits or cause obstruction yourself.
- 5.7 Do not attempt to repair electrical equipment.
- 5.8 Do not place aerosols in direct sunlight.
- 5.9 Any defective tools or equipment are not to be used.

6. First Aid

- 6.1 First Aiders should be used where possible for the treatment of any person who becomes ill or who is injured on the premises. A doctor or ambulance will be called as appropriate.
- 6.2 The Headteacher is responsible for determining where supplies of first will be held at various locations of the school. Admin will ensure stocks of first aid in the first aid station in the main corridor and all class supplies. The materials will be checked regularly and any deficiencies made good without delay.
- 6.3 In accordance with the Employer's Liability Act, an accident book is kept at the first aid station. An entry must be made in the accident book whenever an injury or illness occurs, however trivial, regardless of whether any first aid assistance is required.
- 6.4 Parents of all pupils should complete a contact form stating next of kin, arrangements for contact in an emergency and name of doctor.
- 6.5 No staff or volunteers should administer medicines to any pupil except according to health authority guidelines.
- 6.6 The number of certificated first aiders will not at any time, be less than the number required by law.
- 6.7 A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of the arrangements for all out of school activities.

7. Staff

- 7.1 All staff receives an induction, initial training and a copy of the Health and Safety Policy to make themselves familiar with the requirements of the

- Health & Safety at work act 1974 and any other health and safety legislation and codes of practice.
- 7.2 Further adequate health and safety training will be given where appropriate.
- 7.3 All staff should be made aware of the code of practice regarding child abuse.
- 7.4 All members of staff will:
- Be familiar with the policy 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
 - Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labeled.
 - Report any hazards in the reporting book held in the staffroom
 - Take an active interest in promoting health and safety and suggest ways in reducing risks

8. Hygiene

- 8.1 All staff will wear disposable gloves when undertaking tasks which might involve contact with bodily fluids, such as changing nappies, cleaning toilets, all first aid involving cuts and bruises.

9. Safety Regulations

- 9.1 The Health and Safety at work Act imposes a legal obligation on ALL employees to take all reasonable steps to avoid injuring themselves or any other people while at work.
- 9.2 All staff must report to their line manager without delay anything which they are aware of which could constitute a hazard to safety (eg faulty electrical connections).
- 9.3 Electrical equipment should be connected to the nearest socket. Long trailing cables should be avoided. Any second hand equipment to be used on the premises should be first checked by a competent person.
- 9.4 No form of maintenance apart from routine cleaning must be carried out by members of staff or volunteers unless they have received training. Cleaning of equipment should be carried out by members of staff or volunteers unless they have received training. Cleaning of equipment should be carried out only by persons who have received instruction in accordance with the manufacturers and suppliers approved procedures.

10. Use of VDU's

- 10.1 It is not considered that the use of VDU's presents any health or safety hazard. Adult users should however make themselves aware of suggested

procedures as outlined in the booklet 'Working with VDU's' from the Health and Safety Executive.

- 10.2 Staff and pupils will not use VDU's for more than 50 consecutive minutes per hour. Anyone who complains of eye strain or headaches following the use of a VDU will be advised to consult an optician.

11. Security

- 11.1 Look after valuables at all times, whether they be your own or belonging to Osmaston Primary School or other group.
- 11.2 The school accepts no responsibility whatsoever for the keeping of valuables, money or personal belongings. Staff and volunteers are advised strongly to take every precaution not to leave articles of value lying about the office, in desks etc. Females are particularly advised not to leave handbags unattended at any time when at school.
- 11.3 Staff to be vigilant at all times and to question anyone entering the premises.

12. Risk Assessment and Monitoring Regular Inspections shall be made of the premises in order to:

- 12.1 Assess the risks to the health and safety of all employees, volunteers and pupils.
- 12.2 Monitor the implementation of the Health and Safety Policy. All significant findings of the inspections will be recorded in the appropriate inspection book held at the school. These inspections will be carried out by authorized members of staff who will receive sufficient training and instruction in order to be able to carry out the required duties.
- 12.3 The results of all surveys to be reported to the governing body.

13. Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below:

- Keep corridors and passageways unobstructed
- Ensure shelves in storerooms are stacked neatly and are not overloaded
- Keep floors clean
- Do not obstruct emergency exits

14. Visitors

It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school.

15. Contractors

Contractors working within the school are required to comply with the working rules as issued by the school. Any breach of the rules to be reported to the Headteacher.

16. Use of harmful substances

- When using harmful substances, whether they are material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.
- No new materials or chemical substances are to be brought into use unless a COSHH (Control of Substances Hazardous to Health Regulations 1994) assessment has been carried out and clearance given. A Data Safety sheet is available from the Health and Safety Co-ordinator or Site Manager.
- All harmful substances to be locked away after use.

17. Manual Handling

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.

18. Lettings

The Governing Body and Headteacher must ensure that:

- The means of access and egress are safe for the use of hirers and that all plant and equipment made available to and used by the Hirers is safe. If the Headteacher knows of any hazard associated with the above, she should take action to make hirers aware of it.
- Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building.
- Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed.
- Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the Hirer or his staff

19. Emergency Plans

- 19.1 The Head will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants of users to the school. This plan will indicate the action to be taken in the event of a major incident so that everything possible is done to:
- save life
 - prevent injury
 - minimize loss
- 19.2 This sequence will determine the priorities of the emergency plan.
- 19.3 The plan will be agreed by the governing body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the governing body.

20. Review

- 20.1 The governing body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health and safety and welfare of staff and pupils.

This policy was reviewed and updated by the Business Manager in March 2010 to bring in line with Derby City Council Policy and ratified by the Governing Body of Osmaston Primary in Spring Term 2011.

Reviewed January 2014 by the School Business Manager