

**Health and Safety at Work etc Act 1974
Health and Safety Policy of**

Bowhill Primary School

1 GENERAL STATEMENT OF POLICY

The Governors accept responsibility for local arrangements to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities; and aim to ensure that staff and pupils work collectively to secure a safe environment and procedures.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below. The Health and Safety appointed member of staff will, at the start of the academic year, ensure staff are familiar with the contents of this policy.

The policy will be kept up to date, to ensure this, the policy and the way in which it has operated will be reviewed every year by the Governors.

The Governing Body formally approve and adopt the procedures contained in the booklet 'A Devon Approach to Outdoor Education'. A copy is held by the Health and Safety representative and a copy in the staffroom. Where necessary a risk assessment will need to be carried out for any trip and a copy held in the file for future use.

2 ORGANISATION

2.1 Headteacher/Principal

The Headteacher is responsible:

- (a) for appointing a member of staff to be in charge of health and safety;
- (b) for ensuring that this policy works, is understood by all staff and is revised annually;
- (c) for ensuring that the policy is monitored as required by the Governing Body;
- (d) after discussion with the appropriate member of staff to decide whether any equipment, apparatus or material is to be withdrawn from use pending any actions that might be necessary to render it so far as reasonably practicable, safe for use;
- (e) for seeing that the authority's attention is drawn to any matter that cannot be dealt with locally;
- (f) for training (see 2.7 below).

2.2 Delegation of Responsibility

Individual Staff Members

Individual staff members must ensure that all pupils under their control receive instructions on their own safety and to ensure that they do not endanger others. They must also be aware of the need for risk assessments to be carried out within the environment in which they work. Please see check list Appendix A.

Curriculum Leaders/Heads of Departments

Each is responsible within his/her area of the curriculum of familiarising themselves with the necessary Health and Safety rules, advice and literature and ensuring other staff are informed of safe practice. (See "Devon Education Health & Safety Manual" for list of documents).

School Senior Administrator

The school senior administrator must ensure that:

- (a) appropriate contractors are used to maintain the equipment as listed in the Devon Education Health & Safety Manual and to ensure records are kept;
- (b) only approved contractors are used to carry out repairs to the school premises;
- (c) the Health and Safety member of staff is responsible for all appropriate accident reporting forms and the fire log being kept and completed as necessary.

Cleaning Staff

The cleaner(s) must comply with the school's policy and be fully aware of the policy issued by their employer and any other instructions given.

Person in Charge of the Kitchen

The person in charge of the kitchen must be aware of the school's policy and ensure his/her activities comply. They must also be fully aware of the policy issued by their employer and any other instructions given.

2.3 Those listed above must ensure that:

Rules and Regulations

- (a) so far as is reasonably practicable, that all local rules, relevant safe working practice notes, codes of practice or statutory requirements are observed and practised within their areas of responsibility and that statutory notices are displayed, or to report to the Headteacher where it is not reasonably practicable to meet the prescribed conditions.

Equipment and Materials

- (b) all equipment, apparatus and materials used in their areas of responsibility are safe to use, and that they are marked where appropriate with warning signs and then used in accordance with the manufacturer's instructions and any other instructions issued by the Authority. Where inherently dangerous materials are involved, those listed will ensure that the Headteacher's attention is drawn to any shortcomings in the provisions made for their storage and use.

Protective Clothing and Equipment

- (c) their department or sphere of work is adequately equipped with items of protective equipment and clothing considered to be necessary both for the users themselves, others who work with them and pupils and students or to draw the Headteacher's attention to any shortcomings in the provision.

2.4 All Staff

Apart from any specific responsibilities mentioned in 2.2 and 2.3 above, it is the individual responsibility of every employee to ensure, so far as is reasonably practicable, his own safety and that of all who come into contact with his work, including pupils, students, visitors and contractors. The responsibility extends to teachers, and any others having control of pupils or students, ensuring so far as is reasonably practicable that pupils or students do not endanger themselves or others.

2.5 Risk Assessment

At the start of the academic year all staff will be made aware of the terms hazard and risk by the Health and Safety representative. Everyone should constantly be aware of hazards. The following hazards have been identified as being most likely to occur in education establishments:

- (a) misuse and abuse of electrical or mechanical appliances and machines;
- (b) trailing wires over floors;
- (c) spillage of liquids on floors and passages causing slippery surfaces;
- (d) obstructing passages and emergency exits with furniture or other impediments;
- (e) misuse or non-use of ladders or steps;
- (f) non-use of guards on machines, duplicators, guillotines etc;
- (g) careless fire precautions (e.g. disposal of lighted cigarette ends);
- (h) faulty electrical wiring and illicit alterations to wiring;
- (i) badly lit staircases and passages;
- (j) uneven floors or broken floor coverings;
- (k) inadequate notices and instructions regarding safe working procedures in workshops, laboratories, kitchens and other areas.

In addition to the above hazards and means of control identified in other relevant documents (see "Devon Education Health and Safety Manual" sheet ref: GUIDANCE DOCUMENT, County Recommended Texts). The Guidance Document contained in the Manual can be accessed through the Intranet – Teachers – Health and Safety. The particular hazards that have been identified in school are given in Appendix B.

Risk assessment is an ongoing process and everyone identified in this policy is responsible for ensuring new hazards are identified and actions are taken to eliminate or control them. THE AIM IS TO ENSURE THAT NO ONE IS HURT OR MADE ILL BY COMING TO OUR SCHOOL.

Bowhill Policies

2.6 Governors

Governors will accept responsibility for:

- (a) monitoring of this policy;
- (b) prioritising actions where resources are required;
- (c) including health and safety on governors' meeting agenda;
- (d) prepare an annual report on health and safety;
- (e) ensure that as part of the regular inspection by Governors health and safety is included.

2.7 Training

Opportunities will be provided for:

- (a) specific training for health and safety within the school's overall development plan priorities; and
- (b) to new staff including supply and temporary staff.

The Headteacher accepts responsibility for ensuring the above.

Governor's training will also be considered on an annual basis.

2.8 Support

We will ensure that advice and support is obtained from Devon County Council. In particular we will seek advice from the Directorate's Health and Safety Unit (DEHSO). For this purpose a service level agreement has been developed.

2.9 Information

The Health and Safety representative maintains and will keep updated a file which is available to all staff which consists of:

- (a) a copy of "Devon Education Health and Safety Manual" June 1995; (DEHSM95) – see Intranet - Teachers;
- (b) a copy of the Devon County Council's Policy Statement;
- (c) a copy of the Education Department's Policy Statement;
- (d) a copy of the Workplace Policy Statement (this document plus all appendices);
- (e) a copy of the School's Security Policy;
- (f) a copy of all relevant documents issued by Devon County Council;
- (g) a copy of all relevant statutory document (See DEHSM95) – (see Intranet – Teachers);
- (h) a copy of all relevant DfES publications (See DEHSM95) – (see Intranet – Teachers).

2.10 Safety Representatives

Safety representatives are appointed by recognised trade unions. At present we have Mr M Burnard – N.A.S.U.W.T.

Any member of staff has the right to take up an issue on Health and Safety with his/her immediate superior or with the Safety Representative. Forms HS3

are available for the purpose of reporting hazards where a written report is necessary. The responsibility of reporting these hazards lies with the relevant member of staff.

3 ARRANGEMENTS

Refer to "Devon's Education Health and Safety Manual".

3.1 First Aid

The persons responsible for First Aid are to ensure that:

Details of First Aid arrangements are displayed on each appropriate notice board and include details of who is able to render First Aid, where First Aid equipment is situated and the telephone number for emergency use in summoning a doctor and/or ambulance. First Aid boxes are to be equipped with the approved contents and not used to store any other items; they will be checked and replenished as frequently as required, but not less often than once each term. The present list of staff responsible for First Aid is maintained up to date in the Medical Room.

In assessing the level of First Aid provision required the recommendations contained in "Safe Working Practice Notes - First Aid in Education Establishments" published by the Education Department will be used.

3.2 Accidents

Unless otherwise specified all reports (verbal and written) should be made to the Headteacher or in her absence her Deputy. (See file in staffroom for copies).

Staff should report all accidents and near misses. The detailed procedure to be followed is available in the headteacher's office and in the staff room (see DEHSM95).

3.3 Fire and Other Emergencies

A member of staff should be appointed to ensure fire risk assessment is undertaken and recorded as appropriate. All staff must ensure that they understand what to do in fire and other emergencies. This is done annually on the first non-pupil day of the new academic year.

Notices detailing the fire or other emergency alarms and drills are posted in each room.

For general advice the Department's document Fire Precautions Guide and Log should be read.

In the particular case of fire and emergency drills the Headteacher will cause one to be held at least once each term which will involve the total evacuation of the premises, preferably within 2.5 minutes.

The School Senior Administrator is responsible for ensuring that all fire fighting equipment is inspected annually by a competent contractor and appropriate entries are made in the Fire Precaution Guide and Log.

The log (Form BR92) including these drills would be kept in the office. These forms are available from the Directorate and must be available for inspection by the Fire Officer.

Red circles are used usually for behaviour management issues, but could be used in circumstances such as health and safety issues (See Rewards and Sanctions and Behaviour Management Policies for further information re red circles).

3.4 Contractors

When contractors are engaged to work in the school the Headteacher will liaise with the contractor or his/her representative to ensure that the contractor is aware of the school rules, of any particular hazards that might be present (for example dangerous chemicals, asbestos, corrosive materials) and of any temporary rules that will apply during the contractor's presence on the premises. The headteacher must ensure that any temporary rules, such as exclusion from premises are made known to all staff, pupils and students and visitors to the premises. This might be achieved by the posting of suitable notices by the Headteacher, or by the contractor in consultation with the Headteacher. The Headteacher will consult DEHSO and if necessary Devon Surveyors Practice, for any additional guidance on these matters (see also Appendix C). All contractors must report to the Headteacher before any work takes place and prior to each working session.

3.5 Security

See separate Security Policy (SECURITY in DEHSM95 and develop your own).

4 GENERAL

No safety policy will attain its desired end unless those whom it concerns are themselves committed to the need for positive care in their own work and instil into pupils and students a similar sense of responsibility for their own safety and that of others.

E/SW
Based on BR81 1991 Rev
January 1997

Signed :

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Date :

Review date April 2018

APPENDIX A

HEALTH AND SAFETY AT WORK WORK PLACE POLICY STATEMENT CHECKLIST

Individual class teachers should report for the room areas for which they are responsible.

The following is a checklist for the Site Manager, Headteacher, Health and Safety Officer and named Governor:

1 Doors and Windows

Check that:

- 1.1 Doors are unobstructed.
- 1.2 Glazed doors are sound (and if required are fire resistant).
- 1.3 There are no doors with
 - loose or broken hinges
 - damaged or sticky catches
 - broken wood panels or broken glass panels
 - loose or stiff handles
 - defective closing mechanisms
 - obscure vision panels
- 1.4 Doors that are liable to blow open have suitable restraints.
- 1.5 Glass in windows is not broken or badly cracked.
- 1.6 Windows normally used as a means of ventilation open easily without undue force being applied, but where necessary the opening can be restricted to prevent an accidental fall.
- 1.7 Windows do not jut out dangerously when opened.
- 1.8 Windows do not have broken fastenings or cords.
- 1.9 Where necessary a window pole is available.

2 Electrical Equipment

Check that:

- 2.1 All electrical equipment is maintained in a safe condition. Do this by a visual examination to ensure that all looks to be in order.
- 2.2 Mains electrical distribution areas and electric meter cupboards are avoided for storage purposes and access restricted to authorised persons only.

3 Lighting

Visually check that:

- 3.1 All the light fittings are working.
- 3.2 Light switches are not loose cracked or broken.

4 Plugs, sockets and leads

Visually check that:

- 4.1 Plugs are in good condition with no cracks or pieces missing.
- 4.2 Sockets are in good condition with no cracks or pieces missing.
- 4.3 Socket screws and mountings are secure.
- 4.4 Sockets are situated in safe positions, convenient for the equipment to be used.
- 4.5 Indicator lights where fitted on sockets function.
- 4.6 Insulation on leads is not cracked or frayed.
- 4.7 Leads are without knots, joints and free of 'kinks'.
- 4.8 Ensure drum extension leads are not used when coiled.
- 4.9 Leads are correct length for the equipment being used.
- 4.10 There are no hazardous trailing leads.

- 4.11 Multi-point adapters are not being used (except computer w.s).
- 4.12 Leads and flexible cable are securely fixed at both equipment and plug ends.

5 Electrical Equipment

Check that:

- 5.1 Fixed and portable electrical equipment is not damaged and as far as you are aware in operation correctly.
- 5.2 Copies of manufacturers instructions/operating manuals are easily accessible.
- 5.3 Equipment is only being used for purposes for which it was intended.
- 5.4 All electrical equipment is switched off and where appropriate unplugged when not in use.
- 5.5 On/off indicator lights where fitted function correctly.
- 5.6 No unauthorised equipment is in use.
- 5.7 Second-hand purchases or hired items of equipment have been tested for safety before use.

6 Use of Gas

Check that:

- 6.1 All gas taps are closed when not in use.
- 6.2 The location of gas isolator valves and main gas cocks are known and accessible and that they are clearly labelled.
- 6.3 Nothing is stored near gas meters.
- 6.4 Portable LPG equipment is used in accordance with the Chief Fire Officer's recommendations.

7 Fire and Emergency

Check that:

- 7.1 Evacuation procedures are prominently displayed in each room and drills are held regularly.
- 7.2 Fire extinguishers are regularly checked.
- 7.3 Fire alarms are audible throughout the building.
- 7.4 All designated fire exits are clearly marked.
- 7.5 Adequate assistance is provided for disabled in the event of fire or emergency.
- 7.6 Materials are not used or stored in a manner likely to cause a fire hazard e.g. near to a heat source.

8 First Aid

Check that:

- 8.1 Notices are posted in prominent places indicating the name of members of staff responsible for first aid and the location of first aid boxes.
- 8.2 Suitably equipped first aid boxes are available and easily accessible.

9 General

Check that:

- 9.1 All cupboards fixed display units, etc are stable.
- 9.2 Classroom furniture is not so badly damaged as to be the cause of injury or hazard and that wherever possible there are no sharp edges or corners.
- 9.3 Furniture is positioned safely.
- 9.4 All shelf-mountings are secure.

10 Health and Safety Publications

All publications listed in the Health and Safety Policy are available.

Non-Teaching Areas

1 CIRCULATION AREAS

(a) Stairways, Corridors and Passageways

- i Steps/stair treads are not badly worn or broken
- ii Banisters/rails are sound
- iii All areas are adequately lit
- iv Stair covering is sound, i.e. trip free
- v All areas are free from obstruction
- vi Fire doors are not wedged or kept in a permanently open position
- vii Floors are not inherently slippery
- viii Vision panels are not obstructed on swing doors

(b) Doors and Windows

- i Doors are unobstructed
- ii There are no doors with:
- iii loose or broken hinges
- iv damaged or sticking catches
- v defective closing mechanism
- vi Glass in windows is not broken or badly cracked
- vii Windows open easily without undue force, and allow for adequate ventilation
- viii Where necessary a window pole is available

2 ELECTRICAL EQUIPMENT

Check by Looking (visual inspection)

(a) Cables and Plugs

- i For signs of damages, e.g. cut, abrasions (apart from light scuffing) to the cable covering
- ii Damage to the plug, e.g. the casing is cracked or the pins are bent
- iii Non standard joints including tape joints in the cable
- iv The outer covering (sheath) of the cable not being gripped where it enters the plug of equipment. Look to see if the coloured insulation of the internal wires is showing.

- v Leads are not coiled, nor trailing and have adequate length for the equipment used
- vi Multi point adapters are not being used (except for the fuse multi gang extension sockets on low wattage equipment)

(b) The Equipment

- i Copies of operating instructions are readily accessible
- ii Equipment that has been used in conditions where it is not suitable, e.g. a wet or dusty area
- iii Damage to the outer cover of the equipment or obvious loose parts of screws
- iv Overheating (burn marks or staining)
- v Equipment is switched off and unplugged at the end of the day
- vi Is the item being maintained
- vii Ensure equipment is in good state

(c) Lighting, Heating and Space

- i Light switch is not broken
- ii Light is adequate for work undertaken
- iii Heating is adequate
- iv There is adequate space for employee accommodated in each office

3 FURNITURE/MACHINERY /OFFICE EQUIPMENT

Check that:

- i Desks, tables, chairs are in sound condition and positioned safely
- ii Filing cabinets are in stable condition and the uppermost drawers are not overloaded
- iii Dangerous parts of machinery are properly guarded e.g. guillotine
- iv Lifting and carrying of equipment is performed safely
- v Caution is exercised in the use of steps/step ladders/ladders
- vi Paper/combustibles are kept clear of heat sources
- vii Waste paper is stored and disposed of adequately
- viii Plan cabinets are bolted either to wall or floor
- ix Adequate noise protection gear is provided as necessary

4 SANITARY FACILITIES

Check that:

- i Sanitary facilities are clean and tidy
- ii Soap and hand dry facilities are available

5 FIRST AID ARRANGEMENTS

Check that:

- i First Aid Notices are prominently displayed
- ii Locations of First Aid boxes are marked
- iii First Aid boxes are adequately stocked with the approved items

6 FIRE AND EMERGENCY

Check that:

- i Evacuation procedures are prominently displayed in each room and drills are held regularly
- ii Fire extinguishers are regularly checked
- iii Fire alarms are audible throughout the building
- iv All designated fire exits are clearly marked
- v Adequate assistance is provided for disabled in the event of fire or emergency
- vi Materials are not used or stored in a manner likely to cause a fire hazard e.g. near to a heat source.

7 SCHOOL GROUNDS

With the adventure playgrounds and the area covered by the school grounds it is important that inspections are carried out regularly with regards to potential risks. Children also need to be made aware of the potential risks and the correct way to use and enjoy the equipment.

APPENDIX B

RISK ASSESSMENT (See Section 2.5)

Use 5 steps to Risk Assessment - "School Risk Assessment Procedure"

1. Identify hazard.
2. Assess risk – who will be affected and how seriously.
3. Evaluate measures of control.
4. Record findings.
5. Monitor and review periodically.

Hazard

Precautions

Other Information

NB: Use the attached Guidance Notes and extract those items which are a hazard in your school for which you have taken precautions, plus any others and enter above or include under ARRANGEMENTS as 3.6, 3.7, etc

GUIDANCE NOTES

RISK ASSESSMENT (See Section 2.5)

To help in considering what hazards you should include at Appendix B I give below a few notes for your consideration. Remember only record in Appendix B the significant hazards. These should be those which could result in serious harm or affect several people/pupils. In addition list the precautions taken to lesson the hazard identified.

Smoking

"In the interest of the Health and Safety of all staff and children a no smoking policy is in operation throughout the school and grounds".

Stress

"Governors recognise that stress is not just an individual problem that should be shared and solved collectively. Our aim is to ensure that it is minimised as much as possible".

Violence/Aggression to Staff, and Home Visits

"Any aggressive behaviour towards staff should be reported immediately to the Headteacher. It is important that staff keep written accounts of any such episodes for use in any appropriate future action. The Headteacher and Governors will inform the LEA if necessary in deciding upon any action to be taken".

For home visits you need to consider the possibility of violence or aggression to teachers and other staff making home visits or visits away from school.

Waste Disposal

You need to have rules for the disposal of items such as broken glass ("wrap in several layers of newspaper, place in a safe place and get the cleaner to remove").

Transport (Movement about Site)

Under this heading you need to consider:

- (a) Use of school minibus;
- (b) Use of staff cars;
- (c) Movement of traffic on site e.g. car parking;
- (d) Controls during the start and end of the school session when parents are collecting children

Lettings

"The Governors will only agree to lettings taking place if the organiser ensures that the activities (a) do not cause additional hazards, and (b) comply with this policy, particularly in relation to fire precautions and emergency procedures".

Asbestos

Refer to the asbestos register issued by Devon Surveyors Practice. "The following contains asbestos".

Bowhill Policies

Purchasing

The aim is only to use safe and acceptance products - both equipment and materials. Purchasing items only through a reputable supplier and using Supply Zone and not as a rule second hand. Ensure someone reads the instructions and understands the implications of new purchases - both equipment and materials.

Movement of Equipment

It is important to look at how large items of equipment are moved about the site (e.g. pianos). Also look at how you store items of equipment and materials. It is important to avoid storing items at high level and also bulky items at low level. Avoid lifting and twisting as part of the same lift.

Animals in School

Children need to be taught about hygiene and safety with animals. They also need to be aware of animal welfare issues such as their day-to-day welfare. Overall responsibility lies with Mark Burnard.

Playing Field Maintenance

It is important to agree with the Contractor when maintenance can take place.

Lifting

It is important that staff only lift and carry items correctly. The need to provide and use trolleys and other appropriate lifting equipment should be considered.

COSHH

Use the information and guidance contained in the Director of Education's letter of January 1990 "COSHH GUIDANCE FOR SCHOOLS".

APPENDIX C

HEALTH AND SAFETY AT WORK

AIDE-MEMOIRE ON SMALLER WORKS FOR PREMISES BASED STAFF

- 1 Do I know the nature, scope, commencement date and duration of the works?
Is there a standard specification relating to the necessary health and safety requirements (either wholly, or in part)?
- 2 Is there any relevant health and safety information I need to give to the contractors? (e.g. fire alarms, access needs ...).
- 3 Will the contractor's vehicles need to pass through open access areas? If so, can they be segregated from staff and visitors by timing or barriers? If not, what alternative arrangements can be made?
- 4 Will the contractor's work create any of the following potential risks for staff and visitors?
 - (a) Objects falling from heights
 - (b) Overturning of mobile scaffolds or ladders
 - (c) Materials obstructing passageways and fire escape routes
 - (d) Scaffolds, ladders, LPG (Liquefied Petroleum Gas) cylinders, tools and plant being left unattended
 - (e) Electrical leads passing through occupied areas
 - (f) Excavations
 - (g) Exposure to Hazardous Substances such as fumes, dust and chemicals which are toxic, irritant or corrosive
 - (h) Fire risks created by process, repairs or refurbishmentIf so, what precautions do the contractors intend to take?
- 5 Does the establishment need to take any complementary precautions within its own control to prevent danger to staff and visitors?
- 6 What are the arrangements for the storage and transport of materials and waste? Are these likely to create any danger for staff or visitors?
- 7 Do I know the name and number of the supervising officer responsible for this contract?

Date updated April 2017

Review Date April 2018

Governor responsible:

Delegated Health and Safety representative: Mr M Burnard