

Bubwith Community Primary School



Health and Safety Policy
November 2014

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Introduction

The policy of this school is to provide and maintain, so far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work for all employees and other persons and to provide such information, training and supervision as is necessary to achieve this aim.

This does not replace the Local Authority Schools' Health & Safety Policy but is additional to it, for the benefit of all employees, visitors and other individuals, including contractors.

The Policy will be reviewed on a regular basis or when changes in legislation so warrant.

Aims Of The Policy Statement

The aim of the Policy is to ensure that reasonable action is taken to ensure the health, safety and welfare of all persons using the premises:

- a) to establish and maintain a safe and healthy environment throughout the school;
- b) to promote and maintain safe working procedures for employees and other persons;
- c) to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- d) to ensure the provision of sufficient information, instruction, training and supervision;
- e) to maintain a safe and healthy place of work and safe access and egress from it;
- f) to produce effective emergency evacuation procedures;
- g) to produce adequate accident reporting procedures;
- h) to provide and maintain adequate welfare facilities;
- i) to make any special arrangements as may be necessary to ensure the health and safety of any disabled person using the premises.

Organisation

The Director of Children, Family and Adult Services (CFAS) will issue and review, as necessary, the Local Authority Policy based upon the Authority's Statement of Safety Policy. Safe systems of work and other documents which will be drawn to the attention of every employee.

Each person in charge of premises will provide a site specific Safety Policy which includes reference to the Authority's Statement of Safety Policy and the Local Authority's Policy, ensuring that the necessary steps are taken to ensure the health and safety of employees and other persons, including the public, clients, pupils, students, contractors and visitors. The Director of CFAS will ensure that adequate guidance is given to employees tasked with this duty.

Responsibilities

The Local Authority retains overall responsibility for health, safety and welfare within education establishments.

The Governing Body has responsibility for ensuring that any health and safety directions issued by the Local Authority are complied with and that there is a regular oversight of health and safety issues within the school.

The Headteacher undertakes the day to day management of health and safety within the school and ensures inspections are undertaken in accordance with the LA policy.

Employees have a duty to look after their own health and safety and that of others and comply with the employer's instructions regarding health and safety. Employees must tell their line management of any shortcoming in health and safety arrangements.

For more detail regarding responsibilities refer to the host policy.

Arrangements

For the following items reference must be made to any guidelines issued by the Department of Children, Family and Adult Services - Departmental Administration Manager.

Display Screen Equipment Regulations

All DSE workstations should comply with the Authority's 'User' Assessment Form.

Display screen equipment users will be entitled to eye and eyesight tests and provided with corrective appliances (spectacles) if deemed necessary. Further information is available from the Occupational Health Unit.

Manual Handling Operations Regulations

Assessments for the manual handling of loads, persons and animals will be undertaken by the appropriate premises manager or line manager and the assessments will be retained in the health and safety file. Refer to the Guidance Relating to Manual Handling.

Personal Protective Equipment Regulations

The provision of personal protective equipment will be determined by the appropriate line manager and agreed with the Director of Education, Leisure and Libraries. Advice on these regulations can be obtained by contacting the Safety Services Unit.

Workplace (Health, Safety and Welfare) Regulations

All buildings, extensions and building modifications must comply with these regulations. To ensure compliance reference may have to be made to the Education (School Premises) Regulations 1996. Advice on these regulations can be obtained by contacting the Safety Services Unit.

Provision and Use of Work Equipment Regulations

Wherever possible, any equipment provided for use at work will be purchased to meet an appropriate (Conformité European) mark or relevant British Standard, in line with the Guidelines Relating to the Provision and Use of Work Equipment.

Risk Assessment

The Management of Health and Safety at Work Regulations 1992 require that assessments are undertaken to determine any significant risk to employees and other persons. Significant findings of assessments should be recorded and action taken to reduce the level of risk.

The risk assessment should identify the hazards present and evaluate the extent of the risk. Refer to the Guidelines Relating to the Management of Health and Safety at Work and further information can be obtained from the Safety Services Unit.

Risk assessments will be carried out by The Health and Safety Sub Committee.

A copy of the assessment is available for view in The Health and Safety File.

Smoking

The Authority has adopted a no smoking policy, which, for most purposes, bans smoking in all buildings and vehicles. The school and its grounds are non smoking areas.

First Aid

First aid procedures and first aid box contents will be in accordance with the Authority's Guidelines Relating to the Health and Safety (First Aid) Regulations 1981.

Accidents and Near Misses

An accident record book must be kept and completed for every accident or injury, however minor. The yellow accident book for recording accidents to pupils or visitors is kept in the medical room. For employees who are involved in an accident there is a separate form to complete (B1510). Please see Miss Moore for more information.

Near Miss accidents, not resulting in injury, must be reported to Miss Moore or Mrs MacCallum, who will then complete a NMR form.

If an accident occurs then, if necessary, a report must be completed in accordance with the Authority's requirements. You must refer to the Corporate Accident and Incident Reporting Procedure for accidents to pupils/students.

Reporting of an Injury

Whenever an injury/accident occurs, as a result of work activities and on council premises including acts of violence and aggression, and leads to more than 7 days absence, an Accident Incident Form (AIF) must be completed and forwarded by email to the Local Authority accident.reporting@eastriding.gov.uk who will then forward it to the HSE as appropriate.

Emergency Procedures

In any school there is always the potential risk of a fire and to a much lesser degree a bomb threat.

It is imperative that all building users are aware of and understand the emergency evacuation procedures.

In the event of a fire or bomb threat, building users must follow the instructions, e.g. fire action notice, evacuate the building and assemble at the designated assembly point.

Escape routes and doors must be clearly signed and free of obstructions at all times and doors easily openable.

Fire fighting appliances should be periodically visually checked by the Caretaker and also be annually inspected by the Authority's designated contractor. All staff are offered training on the use of Fire Fighting Equipment.

A record must be kept of all fire drills and practices.

Further information can be found in the LogBook and Risk Assessment Procedure.

Electrical Safety

All portable electrical appliances will be examined on a twelve monthly schedule using contractors who are NICEIC registered. The examination of the fixed equipment, i.e. from the mains distribution board to the socket outlet, will be arranged by the Department of Planning, Environment and Technical Services.

The use of personal electrical appliances on site is prohibited unless evidence is produced to show a test/examination or arrangements are made for such test/examination.

Defective Equipment

Any defective equipment must be taken out of use immediately and arrangements made for either its repair or disposal. Repaired equipment must be checked prior to use.

Control Of Substances Hazardous To Health (COSHH)

Under the COSHH Regulations all staff have a duty to prevent or control exposure of employees and other persons to substances hazardous to health.

The regulations apply to all potentially hazardous substances such as dusts, printing products, pesticides, bleach fumes etc.

COSHH assessments should be carried out where there are significant risks from hazardous substances and COSHH assessments must be brought to the attention of all relevant employees.

All COSHH assessments must be reviewed on a regular basis or whenever there is a change in circumstances concerning use.

Schools holding stocks of hazardous substances are required to check the stocks on a regular basis, at least annually, and list and arrange for disposal of all substances no longer required.

All hazardous substances and containers must be labelled, be adequately sealed and stored in the correct manner.

Schools are responsible for arranging for the air flow testing of fume cupboards and local exhaust ventilation systems to ensure compliance with the regulations and design criteria.

Further information can be found in the Guidelines Relating to the Control of Substances Hazardous to Health Regulations 1994.

Defects In Buildings

Any person discovering a building defect must report the matter to the Headteacher. The area must be rendered safe or made out of bounds and reported to the Building Surveyor for action.

Training

When deemed necessary, training will be arranged for employees to meet the needs of Education requirements. All employees shall have access to relevant information, instruction, training and supervision to enable them to work safely, efficiently and effectively.

Contractors And Visitors

All contractors and visitors must report to reception, sign in and obtain an identification badge, and be informed of any known hazards on site. Any site safety rules must be explained.

Infectious Disease

Information and advice on infectious disease can be obtained from the Occupational Health Unit at County Hall.

Safety Services Unit

Advice and information regarding health and safety issues can be obtained from the Safety Officers employed in this Unit. The Unit will issue health and safety information, as necessary. A Safety Officer is employed as a consultant who can be employed by schools to undertake risk assessments on their behalf.

This document is not a finite statement and cannot include all items necessary to achieve safe working conditions. It is incumbent upon us all to comply with statutory requirements and internal arrangements to help achieve and secure a safe and healthy place to work.

**Reviewed / Minuted as unchanged – November 2014
Health, Safety and Safeguarding Minutes**