



HALFWAY JUNIOR SCHOOL



**Health and Safety
June 2019**

Review: June 2020

“Supporting Each Other to Achieve Success for All”



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Health and Safety

Rationale

This school recognises that health and safety issues are an integral part of school management and must be considered at all times in order to create a culture of safety. We see the maintenance of a safe, secure school as a fundamental requirement. This policy has due regard to statutory legislation including, but not limited to, the following:

- Health and Safety at Work Act 1974
- Workplace Regulations 1992
- Management of Health and Safety at Work Regulations 1999

Health and Safety Management is about *limiting the risks* faced by people in the workplace and any others who may be affected by our work activities.

Aims

- To provide safe healthy working conditions for pupils, staff and visitors as far as is reasonably practical
- To ensure that no-one in this school adversely affects the health and safety of others
- To take account of Common and European Community Law.

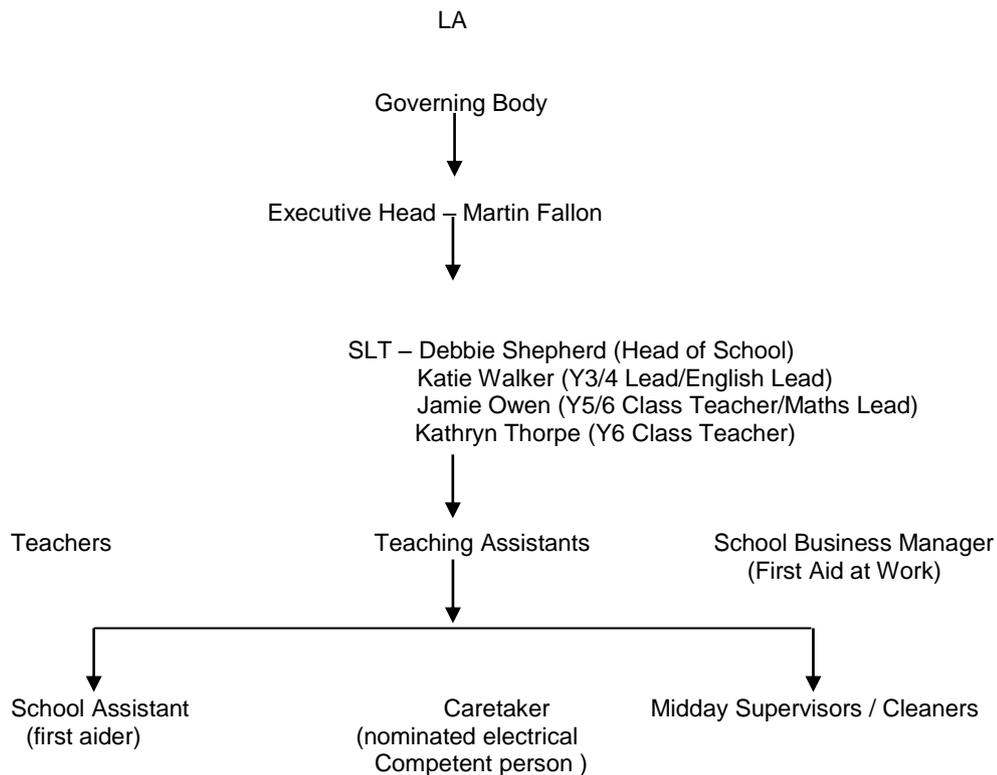
Definitions

- Health: *A soundness of body...the state of complete physical, mental and social well-being, and not merely the absence of disease or infirmity.*
- Safety: *Freedom from danger or the risk of danger.*
- Accident: *An unplanned, uncontrolled, unwanted event – involving employees and non-employees – which causes death or injury*
- Incident: *Any situation arising in the working environment – fire, violence and aggression, dangerous occurrences, occupational diseases, and importantly near misses.*
- Near Miss: *An unplanned event **that** could have resulted, but **did** not result in injury, damage or any other form of loss*

Objectives

- Implement procedures that enable the policy to be followed
- Make necessary health and safety information available to everyone involved. Details will be kept in the staffroom and staff informed of any additions or changes
- Monitor policy through discussion with the Governing Body and report, as and when necessary, any changes in policy and practice

Responsibility



The overall responsibility for health and safety rests with the LA as the employer.

The task of managing health and safety is the responsibility of the Head of School. Governors also have a statutory duty to oversee and monitor health and safety procedures. It is expected that all members of staff will report to the head any matters which concern them on grounds of safety. The Caretaker / Buildings Officer will be similarly vigilant in the areas where his knowledge and experience are required to recognise hazards.

It is the duty and responsibility of the Head of School to:

- i. Implement Health and Safety procedures
- ii. Provide the necessary physical and human resources and information for those carrying out the work
- iii. Provide feedback to SLT on performance including successes and failures
- iv. Communicate and participate at all levels in Health and Safety activities

It is the duty of all individual employees:

- i. to take reasonable care for their own health and safety and that of others people who may be affected by their acts and omissions at work (within their levels of competence)
- ii. to co-operate with their employer or any other person in order to achieve the objectives of the policy;
- iii. to make themselves aware of risk assessments and all advice relating to their safety.
- iv. Use all work items correctly, in accordance with the training and instructions that they have received

- v. Not to misuse or interfere with anything provided in the interests of Health and Safety and welfare
- vi. Read Sheffield City Council's Corporate Health and Safety Policy – copy available in the staff room
- vii. Immediately report to the Head of School any work situation which might represent a serious and imminent danger
- viii. Notify the Head of School of any shortcomings in his Health and Safety arrangements, even when no immediate danger exists
- ix. Co-operate with the Head of School in the production of risk assessments and safe working practices applicable to their jobs
- x. Report accidents / incidents or near misses, no matter how minor

Procedures

Inspection of Site

The Caretaker / Buildings Officer is responsible for the day to day management of the school, its buildings and surrounding grounds. In addition regular inspections by the Head / Business Manager and the Buildings Officer will be made throughout the year, note will be taken of any concerns and action taken or advice sought as necessary in accordance with Sheffield policies and procedures.

Reports from HSE, Fire Service, Property Maintenance, Electrical Inspectors and Asbestos Inspectors are welcomed, and will be requested if there are any concerns. Any defects noted will be rectified by arranging for appropriate work to be carried out.

Environment

The working environment is kept as comfortable as is reasonably practical and should meet statutory and recommended requirements. Workplaces must be kept in a clear, orderly and safe condition.

Any substance spilled or likely to cause slipping will be cleared up by a responsible person.

Dangerous substances should not, in general, be in school.

Cleaning materials etc. are kept in designated cleaners rooms, which are locked to prevent unauthorised access. The stores are on key coded locks (access codes are available in the Premises Office)

COSHH information and data analysis sheets are stored in the cleaners room and Premises offices for all substances stored on site. In case on an incident which requires an individual to seek medical advice, these folders should be taken to the medial provider.

All storage areas should be kept safe and tidy. There must be clear access to all electrical distribution boards.

Training

The school will provide adequate training on an ongoing basis to ensure employees are competent to do their work in all areas.

The school will provide emergency evacuation training detailing actions to be taken to all new staff, including supply staff on their first day of work.

Illness and Accidents

Any accident causing serious injury to a child or any person in school must be reported to the designated first aider immediately and subsequently recorded on the appropriate form. Parents will be informed as soon as possible. The school will make every effort to assist parents in ensuring prompt professional assistance for the child.

Accidents not causing injury will be reported as a 'near miss' where it is felt the consequences could have been serious or whenever there are serious implications for other schools.

The accident book will be filled in for serious injuries and parents will be notified immediately. Children will take a brief note home or the class teacher will inform parents if necessary at the end of the day. Parents will always be told immediately of any head injuries.

All injuries to adults must be reported immediately.

After any accident or incident an investigation must take place. A checklist/form for this is available from the school office.

First Aid

Mrs Greaves and Mrs Hackworth are the designated first aiders in school and all children with injuries should be seen by them.

Mrs Clayton, Mrs Sutherland and Mrs Schofield maintain the first aid boxes to comply with LA standards. The boxes are situated in the office, the dinner hall and some shared areas.

First Aid trained staff will update their training/ qualification in line with best practice guidelines

The school has an Automated external defibrillator (AED) located in Mrs Debbie Shepherd's office (Head of School office, next to the school office). All school staff are trained within the use of this equipment, which can be access by other users of the site / community as required.

Location notices are on display around the site

The AED battery life is checked by the Caretaker on a weekly basis

Medicines

We are willing to facilitate children taking medicines in school under certain conditions.

- i) We must have precise written instructions from parents (Mrs Clayton/Admin may occasionally seek advice from parents by telephone).
- ii) Form to be completed
- iii) Medicines must be clearly labelled by parents with the child's name.
- iv) The prescribed dose should be taken in the presence of one of the above qualified first aiders. In all cases there should be two people involved with administration. The child's name date, time and signature of person present are recorded in the book kept for that purpose.

Inhalers

Some children may need supervision and support, in which case we would require written advice or a visit from the parents to help us. In this case the rules above will apply.

However, in accordance with the Health Authority's policy children are encouraged to take an active role in controlling their condition and may keep their inhaler to use as necessary.

School needs to know where this is the case.

Infectious Diseases

Children or adults suffering from an infectious or contagious disease should be excluded from school for the minimum period recommended. This advice is available in the school office. Any anxieties or queries should be referred to Mrs Shepherd and then to the school nurse if necessary.

Fire Procedures

All staff and children are made aware of fire procedures.

There are written instructions in every room (See appendix A).

All fire exits are to be kept clear, and fire doors closed at all times.

Fire drills are held at regular intervals and details recorded.

Anyone noticing any signs of fire will immediately activate the fire alarm.

Our first duty is the safe evacuation of the children.

Fire alarms are tested as recommended by an electrical contractor

All alarms and fire exits are signposted.

All external doors are secure.

Staff know the combinations of the door lock controlling the main entrance.

Visitors wishing to gain entrance at the front door ring a buzzer which sounds in the office and the head's room. Visitors are asked to identify themselves before the lock is disengaged.

All visitors to the school should report to the office.

An external Fire Risk Assessment is carried out on annual basis and an action plan formulated to address any areas of concern identified.

Electrical Equipment

All recommendations and procedures identified in the Appointed Duty Holder for Electrical Safety are in place.

Users will visually check lead and plug etc.

Unplug equipment after use.

Sockets not in use should be switched off.

Children must be taught the correct routines for setting up and shutting down computers.

Fixed Electrical Testing

Testing will be undertaken by an external agency recommended by the LA and an inventory kept.

Testing (frequency as required by HSE) is ongoing throughout the year.

Portable Appliance Testing

An annual test is carried out by a competent person on all electrical over 12 months old. An inventory of equipment is maintained on site.

Safety Outside

Children are expected to enter and leave school in an orderly fashion, walking on the footpaths.

The playground and field are subject to checks in the same way as the building.

The issue of road safety with regard to the school car park (cars picking up children) etc. is addressed in letters to parents as needed.

Safety Education

All members of staff take every opportunity to explain to children why certain precautions and practises are necessary. Personal safety, including substance abuse education, is taught as part of the planned curriculum. Visitors, particularly the Health and Safety Officer, emergency services and school nurse are invited into school to assist with this.

Out of School Visits

Visits to places of cultural or environmental interest play an important part in the education we deliver. In some cases these are free, but normally we find it necessary to levy a charge via voluntary contributions.

Visits are planned and organised in complete accordance with the Sheffield Guidelines. Risk assessments are made by the teacher and approved by the Governing Body.

(Health & Safety Guidelines for Out of School Visits).

Out of School Visits – Items to be Taken

Class list with telephone numbers and addresses, staff details

Badges or other identification

First Aid Kit

Mobile Telephone

Accident / emergency procedure (will be placed in First Aid bags)

Itinerary

Consent forms (office will retain these)

Risk assessment forms

Copies of all the above documentation must also be retained in school.

On short, local visits made on foot during the school day it will not be necessary to carry all the items noted. However parents should always be informed when children go out of school. The teacher in charge should use her discretion as to what it is advisable to take on the visit.

On Return to School

Check coach

Report back to head

Retain and file documentation

Produce any invoices / receipts

Review and evaluate visit

External Contractors on Site

- All contractors must comply with the school visitors signing in procedure and wear a visitors badge
- All contractors appointed will be CHAS registered
- An up to date Asbestos management plan will be made available to all contractors
- Contractors must sign the management plan on each site visit where work is carried out

Critical Incident Plan

In the event of a critical incident, the management plan and associated equipment is stored in reception. This should be used and the enclosed paperwork (within the evacuation box) completed

Discipline

Failure to adhere to the school's Health and Safety Policy, instructions or procedures will result in disciplinary action being taken in accordance with whole school policy.

Evaluation of Policy and Practice

In order to identify its strengths and highlight any weaknesses school operates a policy of continuous review and self-evaluation.

An annual programme of monitoring and ongoing analysis provides a reliable basis on which to form judgements and plans for developments.

Appendix A

Fire Drill

When Fire Alarm Sounds:

- All areas MUST be vacated by the designated exit doors.
- All class bases to assemble in the playground.
- Check children against register. (Fire Registers collected from designated points on exit of building by teachers and Admin to take Fire Register Folder out).
- Office staff to vacate the office by front door unless this is blocked – alternative exits via the main hall
- Do not re-enter building until all clear from Fire Brigade or designated school lead
- If the fire alarm is activated during a school break where children are in the playground, play is stopped and children moved to the fire evacuation point. Any staff within the building at the time of such an activation, will follow the fire evacuation procedure prior to going to the playground to assist with the evacuation procedure.