

Policy on Health and Safety

MUGGINTON CofE PRIMARY SCHOOL

Reviewed	<i>3rd October 2016</i>
HT	J Green
CoG	D Walton
Future Review	<i>T2 2018 - 19</i>

Mugginton CofE Primary School

Health and Safety Policy

This policy has been written in accordance with the Christian ethos of our school, our recognition of British values, an awareness of our position in the Global community and taking account of all current Safeguarding and Child Protection guidance.

1. Responsibility of the Governors and Headteacher

The Governors and Headteacher are responsible for implementing this policy within the school. In particular they will:

- monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
- prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
- make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines and information issued by the Authority;
- make arrangements for the implementation of the Authority's accident reporting procedure as amended in April 2012, and draw this to the attention of all staff at the school as necessary.
- make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed;
- ensure that regular safety inspections are undertaken. (The Health & Safety Governor will inspect all school premises and property once a term.);
- arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety Governor;
- report to the Derbyshire County Council Property Department any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed;
- monitor, within the limits of their expertise, the activities of contractors (in liaison with the staff of the Derbyshire County Council Property Department), hirers and other organisations present on site, as far as is reasonably practicable;
- identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Headteacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate. In our school the health and safety Governor is Mark Gowdrige and it is the responsibility of Mr J Green to report to RIDDOR accidents which include death or major injuries, over 3 days lost time, reportable work-related diseases, dangerous occurrences and occupational ill health.

2. Responsibilities of Staff Towards Pupils and Others in their Care

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- exercise effective supervision over all those for whom they are responsible, including pupils;
- be aware of and implement safe working practices and to set a good example personally;
- identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;

- provide written job instructions, warning notices and signs as appropriate;
- provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
- minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
- provide the opportunity for discussion of health and safety arrangements; ,
- investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
- provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training.

Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Headteacher.

3. Responsibilities of all Employees

All employees have a responsibility under the Act to:

- take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
- co-operate with the Chief Education Officer and others in meeting statutory requirements;
- not interfere with or misuse anything provided in the interests of health, safety and welfare;
- make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Headteacher;
- ensure that tools and equipment are in good condition and report any defects to the Headteacher;
- use protective clothing and safety equipment provided and ensure that these are kept in good condition;
- ensure that offices, general accommodation and vehicles are kept tidy;
- ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Headteacher.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE HEADTEACHER.

Please note the following:

- It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
- While it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
- All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

4. Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to:

- exercise personal responsibility for the safety of themselves and their fellow pupils;
- observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
- use and not wilfully misuse, neglect or interfere with things provided safety purposes.

Pupils who are absent from school as a result of sickness or diarrhoea may not return to school until 48 hours have elapsed after the last incidence of sickness or diarrhoea.

N.B. The Governors and Headteacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school handbook.

5. Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

6. Fire and Emergency Evacuation Procedures

- The school's procedures for fire and emergency evacuation are appended. They are also posted in the school Junior Classroom.
- These procedures will be updated as appropriate.
- The log book for the recording and evaluation of practice and evacuation drills is available and is kept in the office.

7. Fire Prevention Equipment

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

8. First Aid and Accident Reporting Procedures

- First aid is available in the junior classroom cupboard.
- The names of the first aiders/appointed persons are: Joseph Green, Chris Tunnicliffe, Emma Jones, Celia McKay, Helen Sweeney and Sarah Birks
- Joseph Green is responsible for administering the accident reporting procedure, the notification of serious accidents causing
 1. death or major injury
 2. over 3 days lost time
 3. reportable work-related diseases
 4. dangerous occurrences
 5. occupational ill-health

The accident book for minor incidents is to be found with the first aid equipment in the junior classroom cupboard. Report forms and the arrangements to be followed if the person injured is unable to complete an accident report form or who is not an employee of the Authority are to be found in the office in the file named 'accidents'. Details of all accidents should be recorded and subsequent investigations so that if the accident becomes reportable under RIDDOR we have all the information required.

- The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.

9. Risk Assessments

- The school's procedures for risk assessments are appended.
- These procedures will be updated as appropriate.

Mugginton CofE Primary School - Health and Safety Policy

Appendix 1: Fire Safety & Evacuation Procedures

1. Outline Procedure:

- The fire alarm system will be activated automatically or manually depending on the incident.

In the event of a fire alarm being sounded:

- VH will take register and visitor book (**NB IT IS ESSENTIAL THAT A NOTE RECORDING ANY PUPIL WHO IS ABSENT IS SENT TO THE OFFICE BY 9.15 AM**)
- The first adult outside should monitor the road to take children safely across the road to the playground.
- Infant staff will let children out of class
- Infant teacher will check toilets, resource area and learning garden
- Junior staff will let children out of class
- JG/Fire Warden to perform final check of school premises including toilets, corridor, rainbow room and EYFS area before joining pupils and staff on playground.
- The **Fire Warden** will report the evacuation findings to the **Fire Brigade**

2. Responsibilities:

- The **Fire Warden** is the Headteacher.
- In the absence of the Headteacher the **Fire Warden** will be the Teacher-in-charge.
- In the absence of VH, The Fire Warden will appoint an alternative.

3. If you Detect a Fire:

- Use nearest red fire call point to set off alarm if it is not already sounding.
- Contain the fire by closing doors and windows where possible.
- Tackle the fire with extinguishers if possible **but only do so if you are trained** and without taking personal risk.
- Evacuate the building by the nearest safe exit.
- Go to a safe place and telephone 999 and ask for the Fire Service.
- Green signs indicate safe exits and escape routes.
- If you suspect there is a fire on the other side of a door, **DO NOT** open it.
- **DO NOT STOP OR RETURN TO COLLECT ANY PERSONAL BELONGINGS.**
- Report to the designated assembly point outside your nearest safe exit.

4. Evacuation Procedure

If the Fire Alarm Sounds:

- Ensure all doors and windows are closed and evacuate the building immediately in a calm manner and proceed to the nearest assembly point.
- Assist disabled staff or visitors to the nearest safe exit or safe refuge.
- Green signs indicate safe exits and escape routes.
- If you suspect there is a fire on the other side of a door, **DO NOT** open it.
- **DO NOT STOP OR RETURN TO COLLECT ANY PERSONAL BELONGINGS.**
- If you are the fire warden in the area, check that the area is clear, evacuate the building by the nearest safe exit and **proceed to the Assembly Point.**

Do not re-enter the building until the Chief Fire Officer (Fire Brigade) or the fire warden (test only) has given clearance to do.

5. Administrative Arrangements

Fire notice boards are strategically placed in fire zones (by the front door) displaying the following information:

- A building plan showing the area covered by the appropriate fire zone.
- A building plan showing fire exits and assembly areas.
- A FIRE notice detailing what to do:
 - 'If you discover a fire'
 - 'On hearing the fire alarm'

6. Operation of Fire Extinguishers

Fire extinguishers should only be operated by appropriately trained employees when it is safe to do so. If in any doubt, **EVACUATE IMMEDIATELY** and raise the alarm.

7. Types of Extinguisher

There are four types of fire extinguisher, which are all coloured red with an appropriately coloured panel:

- Red with Black panel (CO₂) used on any type of fire (Junior outside door, Rainbow Room, Learning Garden door)
- Red with Blue panel (dry powder) used on any type of fire other than one involving computer equipment
- Red with Cream panel (Foam) used on flammable liquid fires
- Red (Water) used on carbon-based fires (Junior Door)

NOTE: Fire extinguishers are very noisy when used - be prepared!

8. Fire Extinguisher Instructions:

- Remove extinguisher from wall or floor bracket.
- Take up a position where a quick and safe retreat is possible.
- Remove safety pin from handle.
- Adopt a crouching position (to avoid heat and smoke) and point horn towards the fire.
- Squeeze handle to discharge contents.
- Shut off discharge when fire appears to be extinguished.
- Wait until atmosphere clears and if flames reappear, discharge again.
- Replace safety pin and return extinguisher to wall bracket.
- Inform Admin Staff that the extinguisher requires replacement.

9. DO NOT CONTINUE TO FIGHT A FIRE IF:

- It is dangerous to do so.
- There is any possibility that the escape route may be cut off by fire or smoke.
- The fire continues to grow despite your efforts.
- There are gas cylinders nearby threatened by the fire.
- If you have to withdraw, close windows and doors behind you wherever possible.

10. If the Fire Involves:

LIQUID IN CONTAINERS OR SPILLED LIQUID:

- Direct horn towards near edge of the fire and with a rapid sweeping motion drive the fire towards the far edge until all flames are extinguished.

FALLING LIQUIDS:

- Direct horn at base of fire and sweep upwards.

ELECTRICAL EQUIPMENT:

- Switch off electric current.
- Direct horn straight at fire.

ENCLOSED EQUIPMENT:

- Direct the horn into any opening with the object of penetrating the interior.

Mugginton CofE Primary School - Health and Safety Policy

Appendix 2: Risk Assessment Procedures

Mugginton CofE Primary School is aware of its obligations and undertakes to implement procedures to ensure compliance with the following regulations.

- Management of Health and Safety at Work Regulations 1999

It aims to control the health and safety hazards and risks to its employees and students and other persons affected by its activities by carrying out regular risk assessments as required under Section 3 of the Management of Health and Safety at Work Regulations 1999.

1. Responsibilities for carrying out Risk Assessment

The Health and Safety Governor, Mark Gowdrige, is responsible for:

- carrying out risk assessments for all areas of the school by completing risk assessment forms for all areas and suggesting control measures to be implemented.
- reporting all findings to the Headteacher.
- reviewing assessments annually or more frequently if there is reason to suspect they are no longer valid, or there has been a significant change in the process.

The time and effort spent on an assessment should be in approximate proportion to the nature and degree of risk. It is unnecessary to produce extensive paperwork to show the limited extent of unlikely or inconsequential events.

The Headteacher is responsible for:

- assisting the Health and Safety Governor in implementing all actions highlighted in the risk assessment.
- assisting the Health and Safety Governor to ensure that all contractors and sub-contractors employed by the school provide relevant risk assessments. (i.e. cleaning, catering, landscaping, etc.)
- Monitoring contractors whilst on-site to ensure they work to the risk assessments they have provided.

Employees are responsible for:

- following all safety procedures and controls as implemented by any risk assessments carried out on their work environment or equipment.
- reporting any new hazards they come across in their work environment or equipment.