



# **HEALTH AND SAFETY POLICY**

**Adopted date: September 2017**

Glemsford Primary Academy has a duty under the provisions of the Health and Safety at Work Act 1974 to ensure:

- working conditions and environment
- substances used
- equipment provided, and
- working methods adopted

do not impair the well-being of any employee or any other person, including pupils, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

The Headteacher and Governing Body are committed to taking all reasonable actions to ensure that these duties are fulfilled.

## **ORGANISATION**

The Headteacher has the prime responsibility in the school on a day to day basis to ensure that a satisfactory safety performance is achieved.

The School Governors have a large part to play in this process with the overall responsibility for the Health and Safety in the school.

Further to this all employees have a regard for their own health and safety and that of others including pupils and colleagues and communicate any concerns to the appropriate person/s so that any potential hazards can be quickly rectified. Individual members of staff /Governors are responsible for particular areas as follows:

- First Aid- All staff who have qualifications regularly updated. The designated person is responsible for ensuring the First Aid boxes are equipped. The minimum number will be kept under review with statutory requirements.
- Safety Inspections (annual) – Governors
- Safety Training- Headteacher
- Accident Reporting/Investigation- Reporting- all staff and Investigations- Headteacher
- Building Safety- Headteacher / Governors responsible for Health and Safety
- Monitoring Equipment Maintenance- Headteacher
- Liaison with Contractors- Headteacher and/or office staff
- Updating policy as and when required- Headteacher
- Fire precautions/Evacuations- Headteacher/Fire Marshals
- Termly test of the fire alarms- Fire alarm company (Chubb)
- Risk Management – see Risk Management policy.

## **ARRANGEMENTS**

The following arrangements are in place in the school to ensure that there is a safe environment for all.

## **HEALTH AND SAFETY**

This policy is reviewed and updated annually.

## **COMMUNICATIONS**

Any new Health and Safety information will be passed to all staff in staff meetings and recorded in staff meeting minutes. The information can also be located in the Health and Safety file.

## **CRITICAL INCIDENT MANAGEMENT**

We follow the SWAT guidelines and staff are aware of this as the need arises.

## **HEALTH AND SAFETY INDUCTION TRAINING**

Staff are given, where appropriate:

- An overview of the Health and Safety Policy and organisational structure
- A tour of the premises
- Current health and safety priorities for the school
- General health and safety advice, including the schools own guidance and that from the SWAT/LA
- Where appropriate, curriculum specific guidance and arrangements for working with County Subject Advisers
- Introduction to recognised unions and the local representatives
- Information about specific duties and responsibilities relating to any H & S concerns
- Grievance procedures
- Information on hazards specific to the school and established control or precautions
- Use of equipment and / or tools
- Information about materials and substances in use-handling and labelling systems/warning signs. COSHH requirements, risk assessments and health and safety data sheets.
- Use and care of PPE (personal protective equipment)
- Housekeeping procedures for policy documents and local rules
- Legal responsibilities and rights
- Physical examinations in pursuit of statutory maintenance requirements e.g. electrical equipment, hoists and lifting equipment
- First Aid training and first aid facilities
- Fire evacuation and emergency procedures
- Information about fire extinguishers- location and use
- Access to well-being advice, counselling and other staff support schemes
- Security Information
- Information about areas and equipment that are not for children
- One-to-one instruction and supervision of young and inexperienced workers (and work experience students)
- Manual lifting and handling- general advice and risk assessment

- Safe stacking of materials
- Safe procedures for machines, including design and technology equipment
- General housekeeping and maintenance of access
- Smoking restrictions
- Information about reporting of incidents, hazards, work-related injuries and illnesses
- What to do in an emergency

## **PERSONAL SAFETY PROCEDURES**

Please see our Dealing with Abuse, Threats and Violence towards School Staff Policy. Also the Manual Handling Policy and the Code of Conduct

## **PLANNED SAFETY CHECKS**

Electrical equipment undergoes a safety check annually. All items bear a sticker detailing when they were last checked. LA contracts and other recommended providers are used. The Governors carry out an annual health and safety inspection using the checklist provide by our Health and Safety Auditor. Further checks include boiler servicing, fire alarm and emergency lighting, fire protection, security alarm, sports equipment and water testing.

## **INCIDENT REPORTING**

The incident report book is used in our school. Every incident is subject to investigation as appropriate with a view to preventing recurrence.

## **RISK ASSESSMENTS**

Risk assessments may be required under many circumstances but in general they will only need to be completed in schools when published guidance or recommended practice is not followed, is not completely relevant to the activity considered, or does not exist. Risk assessments are therefore completed as required and will be fully reviewed by the Headteacher.

## **FIRE PROCEDURES**

These are displayed in every room. Fire drill is carried out at least once a term. Routine checks are carried out by the Fire Marshal and recorded in the file in the main office. The fire bell is a two-tone siren. When the bell rings children and staff should evacuate the building by the nearest exit as shown on fire notices in each classroom, activity area, the corridors, the library and the hall. Registers are to be taken to the meeting point by the office staff. School should be evacuated in a quiet and orderly manner. Children will line up on the field and teachers will take a roll call. They will then await further instructions. Extinguisher testing is carried out annually, the Fire Marshal checks this has been done. Weekly checks are carried out by the Fire Marshal and recorded in the Fire Assessment folder.

Designated persons for evacuation checks

**FIRE MARSHAL** – The Fire Marshal's role is to distribute staff not designated to a class to ensure the building has been evacuated and children with PEEP have enough support. All marshals have been trained and the names of the current Fire Marshals can be found in the Appendix.

**ADMIN TEAM**-- To take all of the registers and signing books to the meeting point and meet the fire brigade.

## **BUILDING REPAIRS AND ALTERATIONS**

The Form 13 procedures are followed. Our Property Manager provides the asbestos survey report a copy of which is in the Asbestos folder in the main office.

## **FIRST AID**

First Aid equipment is kept in the main office, corridors and Nursery. The designated person maintains the contents of the boxes. Accidents and injuries are recorded in the accident report book, which is kept in the main office. The children's details including GP's telephone numbers are kept in files in the office or on SIMS. Inhalers are to be kept with the class teacher for younger children and the older children's are stored in the staff room medical shelf (marked inhalers). Children should know how and when to use them before bringing them in to school. In case of accident or illness parents will be contacted in the first instance. If parents are unavailable, school will make direct contact with the child's health centre, if necessary. In the case of an emergency, the Headteacher, Senior Teachers or Office staff will telephone an ambulance and then inform the parents.

We follow the latest county council and DfES guidelines for supporting pupils with medical needs. Please see our Medical Conditions Policy for further details.

## **ACCESS CONTROL**

All external doors have keypads attached so visitors have to report to the front door. They ring a bell to be admitted to the school. On entering school, visitors sign in. they wear a white visitors badge.

There is a small staff car park at the front of the school, away from the playground. Visitors should park in the main road if no spaces are available.

Occasionally the personnel from the grounds department bring vehicles on to the road on the field at the rear of school for maintenance purposes. They always sign in before they bring their vehicles on site, so that we are aware of their presence and can keep children off the field.

## **SWIMMING**

Swimming sessions take place during the Spring Term at Kingfisher Leisure Centre, Sudbury. The staff and children follow the procedures established by the Leisure Centre. Children are allowed to swim if they have good health. All staff must have their basic resuscitation qualifications and Shallow Water training which is updated annually.

## **STRESS MANAGEMENT AND STAFF WELL-BEING**

We have joined the Suffolk Staff Well-being / Work Life Balance programme and are exploring ways to manage stress and well-being.

## **PLAYGROUND/FIELD**

A designated member of staff is on duty in the playground every morning from 8:40am. Two members of staff are on duty every playtime and five Mid-day Supervisors are on duty every lunchtime. The class teacher or teaching assistant is on duty at afternoon play (Their own class- Reception and KS1 classes only). At the end of the day, teachers accompany their

class to the exits and ensure that all children are collected by an appropriate adult. Children with permission to walk home alone from Years 4-6 are allowed to leave the school premises unaccompanied

Staff and children are informed by the teacher and MDSA on duty as to whether they are allowed on the field. Children are informed of playground rules in their new classes at the beginning of each school year, during assemblies and PSHE lessons.

### **CONTRACTORS ON SITE**

Contractors have to report to the office on arrival at school and sign in like all other visitors. The Headteacher or Office Staff conveys information about problems to the relevant people. Staff are informed at staff meetings or weekly notes of areas to avoid during work. Children are informed during assemblies. The contractors are given information about the school timetable and the main movement of children around the school.

### **OUTSIDE LETTINGS**

There are very few letting throughout the school year, although the rooms are available for letting. The fire procedures involve evacuation school through the door that would normally be used for that area. The person hiring a room on behalf of any organisation will be expected to familiarise themselves with the fire safety notice in the room being let.

### **INDIVIDUAL CURRICULUM AREAS**

#### **SCIENCE**

Children are taught about the dangers of electricity and are taught safe working practices.

#### **P.E.**

Children are taught to listen to instructions carefully and carry apparatus safely. The teacher checks all apparatus before the children use it. P.E. equipment is checked annually.

#### **D.T.**

Children are taught safe working practices. (e.g. hot to handle scissors correctly) starting in the Early Years Unit and continuing throughout the school. The oven in the Early Years Unit is in the kitchen which has a safety gate across the front of it the doorway. The oven in the main school is stored in the staff room so that it can be used safely. It is not used unless supervised by an adult.

### **VISITS OUTSIDE SCHOOL**

The members of staff concerned arrange visits. They gain approval for the visit from the Headteacher, the Office staff then books the transport and the teacher in charge of the visit fills in an insurance form, which is countersigned by the Headteacher. It is then entered on to the Evole website.

Risk Assessments are carried out for all educational visits.

Guidelines are issued by the LA for adult: child ratio. They are:

- Age 4 and under      1 to 6
- Age 5-6                1-10
- Age 7-10               1-15

Suffolk County Council's Education Department has issued a Health and Safety booklet "Educational Visits: Regulations and Guidelines" which is available for staff to refer to when planning a school visit, along with the risk assessment forms in the office filing cabinet.

Review date: September 2018

Chair of Governors: \_\_\_\_\_

## **APPENDIX**

The names below are the current staff members who hold each role:

### **Health and Safety Coordinator**

Ben Jeffery - Headteacher  
Claire Martin – Chair of Governors

### **Fire Marshal**

Kelly Sorrell

### **Key Holders**

Ben Jeffery	Headteacher
Kelly Sorrell	Custodian (lives in the village)
Jayne Stead	Teaching Assistant (lives in village)
Sue Attfield	Bursar
Gill Pryke	Kitchen staff (lives in the village)
Helen Clutterham	EYFS (Nursery keys only)
Suzanne Reeve	Nursery staff (Nursery keys only)