

The Priory Primary Academy Trust
Health and Safety Policy



January 2012
Reviewed annually by the governing body

Introduction

It is our policy to ensure as far as is reasonably practical, the health and safety of all pupils on school and on off-site visits; the health and safety and welfare of teachers and other education staff; and the health and safety of visitors to school and volunteers involved in any school activity. The application of common sense by any and all such personnel is not unreasonably a request of the School.

Our aims are to:

- maintain control of health and safety risks arising from our activities
- consult with all staff on matters affecting their health, safety & welfare
- provide and maintain safe plant and equipment
- ensure safe handling, storage and use of substances
- provide appropriate information, instruction and supervision for staff/pupils/visitors
- ensure staff are suitably trained and competent to do their work safely
- continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill health
- maintain a safe and healthy working environment ensuring the welfare of all persons
- assess risks, record significant findings and monitor safety arrangements
- review and revise safety policies & procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements.

Organisation

The overall responsibility for health and safety at the Academy is held by the Governing Body who will:

- ensure that health and safety has a high profile
- ensure adequate resources for health and safety are made available
- consult staff regarding suitable health and safety training opportunities
- monitor and review health and safety arrangements.

The Head Teacher will:

- develop a safety culture throughout the School
- consult staff and provide information, training and instruction so that personnel are able to perform their various tasks safely and effectively
- assess and control risk as part of the day-to-day management of the unit/centre/school
- ensure staff are aware of their responsibilities
- ensure a safe & healthy environment & provide suitable welfare facilities
- make operational decisions regarding health and safety
- ensure periodic safety tours and inspections are carried out
- ensure significant hazards are assessed and suitable arrangements are made to remove or reduce the risks
- ensure staff are aware of their health & safety responsibilities
- update the Governing Body
- produce, monitor & review local safety policies and procedures
- monitor and review the health and safety policy periodically, and as required.

All staff members have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- supporting the School's health and safety arrangements
- ensuring their own work area remains safe at all times
- not interfering with health and safety arrangements or misusing equipment
- complying with safety procedures, whether written or verbally advised for their own protection or the protection of those under their supervision and others who may be affected by their actions
- reporting safety concerns to the Head Teacher
- reporting any incident that has led, or could have led, to damage or injury
- assisting in investigations due to accidents, dangerous occurrences or near-misses.

Specific health and safety responsibilities of individuals are as follows:

- **Safety Auditor**
The Academy has an annual independent health and safety audit. The auditor will advise the Head Teacher regarding the Academy's responsibilities with regards to health and safety at work and recommend any appropriate training for staff.
- **Teachers**
The responsibility of applying safety procedures on a day-to-day basis rests with the teachers and senior management team.

Where any new process or operation is introduced in the area of their responsibility, they are to liaise with the Head Teacher so that the associated risks are assessed and any precautions deemed necessary are implemented.

All accidents will be investigated in accordance with the current procedures in order that the cause of any accident can be identified and remedial actions taken as appropriate.

The Head Teacher ensures that all new members of staff under her control are instructed in their own individual responsibility with regards to the Health and Safety at Work etc. Act 1974 and that they frequently make inspections of their areas of responsibility, taking prompt remedial action where necessary.

All employees have a responsibility to ensure they act in a responsible way towards the health & safety of themselves, other members of the School, visitors, contractors and members of the public. They are required to co-operate with the senior management team and to adhere to safety guidance provided to assist in maintaining standards of health and safety within the Academy.

- **Caretakers**
The caretaker is responsible for opening and closing the Academy. If breaches of security occur out of hours, s/he will notify the Head Teacher / Deputy Head. The caretaker is responsible for the cleaning of the School and keeps all cleaning materials in a locked cupboard. Data sheets are clearly displayed for chemicals. The caretaker notifies the Head Teacher of any item of basic maintenance required.
- **Administrative officer**
The administrative officer is usually the first point of contact for minor injuries. S/he liaises with Health professionals regarding children with specific medical needs and ensures that equipment, medicine, inhalers, epipens, etc are correctly stored and a record of all medicines administered is kept.

- First Aid trained staff
A list of trained First Aiders is kept in the staff training record. First Aid training is regularly undertaken by members of the staff.
- Health & Safety governor
There is a governor with special responsibility for Health and Safety. The governor has regular meetings with the Head to discuss Health and Safety issues and reports to the Governing Body.

The following arrangements for health and safety have been drawn up following assessments of risk in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for The Priory Primary Academy Trust and are to be used with the Academy's procedures and policies as listed at the appendices.

In carrying out their normal functions, it is the duty of the Head Teacher and all Academy employees to do everything possible to prevent injury and ill-health to others. This will be achieved so far as is reasonably possible by the implementation of these arrangements and procedures.

General arrangements can be summarised as follows:

- providing and maintaining safe equipment and safe systems of work
- making arrangements to ensure the safe use, handling, storage and transportation of materials, substances and other articles
- providing adequate information, instruction, training and supervision to ensure all personnel are aware of their responsibilities & how to carry out their duties safely
- providing safe places to work with safe access to and exit from them
- providing a healthy and safe working environment with adequate welfare facilities
- providing a system for rapidly identifying and effectively dealing with hazards
- implementing control measures to reduce risks to as low as reasonably practicable.

All members of staff have a statutory duty to co-operate in fulfilling the objectives of the School as detailed in the Statement of Intent. Everyone has a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves or to others.

Employees are required to observe special rules and safe working methods that apply to their own work and to report hazards discovered by them immediately upon discovery.

Accident reporting

Minor accidents to pupils are to be entered on the Academy's own internal sheets which are kept in the staffroom, disabled toilet and classrooms. More serious accidents are recorded on the CSRF-003 (School Accident Internal Report Form). The Head Teacher is to ensure that the governing body and HSE is informed of all accidents of a serious nature & dangerous occurrences.

Accident investigation

All significant accidents or incidents and near-misses are to be reported to the Head Teacher. A documented investigation into the incident is always to be carried out in order to identify the cause of the accident and to implement measures to prevent reoccurrence. Investigations are essential in order that accidents, damage to equipment and property, and losses, are kept to a minimum. Contractors must report any accidents to the Head Teacher.

Safe working procedures

The Head Teacher must ensure that safe working procedures are developed through:

- risk assessing the tasks
- identifying the hazards
- defining a safe method of work
- documenting the assessment
- implementing the safe system of work
- monitoring the safe system of work
- reviewing the assessment & method statement.

Once developed, safe working procedures must be circulated to protect all personnel working within the Academy from risks to their health and safety. They must familiarise themselves with laid-down procedures and ensure that personnel under their control are fully aware of these procedures.

Defective equipment

Defects in equipment must be reported to the senior management. It is to be removed from use and quarantined immediately and it is to be clearly marked as faulty until its repair or replacement

Working at height

When using access equipment, such as ladders or stepladders, the correct equipment is always to be used for the job to be undertaken. This selection must always be underpinned by a risk assessment and it must be used in accordance with the training provided. Contractors are to be advised of all access points within and around the building. Contractors working at height are to be appropriately supervised.

Good housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. The following is to be adhered to at all times:

- keep corridors and passageways free from obstruction
- ensure shelves in storerooms are stacked neatly and not overloaded
- heavy items are to be placed on lower shelves to assist manual handling
- keep floors clean and dry
- do not obstruct emergency exits
- storage of supplies to be in correct location
- rubbish and litter to be cleaned & removed from the building at the end of each working day.

Electrical equipment

Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.

Requirements for electrical sockets:

- where 13-amp sockets are in use, only one plug per socket is permitted
- the use of adaptor sockets & multi-socket adaptors is not permitted
- protective outer sleeves of electrical cables are to be firmly secured within the plug
- where the outer sleeve is not secure within the plug, and a wire is visible, a qualified person is to be contacted to rewire the plug correctly.

Electrical equipment that is known to be, or is suspected to be faulty must not be used and should be removed from use immediately.

All electrical equipment must be tested annually by a qualified engineer. All electrical equipment is to be inspected in accordance with the Electrical Policy.

Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested.

Control and use of harmful substances

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, personnel must ensure that adequate precautions are taken to prevent ill-health.

No new materials or chemical substances are to be brought into use unless a COSHH assessment under the Control of Substances Hazardous to Health Regulations 2002 has been carried out and clearance given for use by the Head Teacher.

Staff must not attempt to use a harmful substance unless suitably trained to do so.

Harmful substances are to be stored in the secure storage when not in use.

Smoking

Smoking is not permitted anywhere on the School site.

Kitchen usage

Only authorised staff are allowed access to the School's kitchen – access is protected by a key pad. Permission for access must be sought from the Head Teacher.

All catering staff are to operate within the requirements of the Food Standards Act 1999 and follow the Food Standards Agency and Hampshire County Council guidance.

Emergency provision

Fire, police or ambulance services can be contacted by dialling 999 and asking for the service required.

First aid is not to be administered by anyone except first aid trained (in date) staff. The names & locations of the First Aiders are clearly signposted around the School. First Aid trained staff receive refresher training every 3 years.

Emergency evacuation is to be carried out in accordance with the School's emergency evacuation plan

Fire safety

Fire procedures are available for all personnel to read. Fire safety & evacuation plans are to be read at induction and periodically thereafter.

Fire notices 'Action to be taken in the event of a fire' are posted in the main areas of the building close to the fire points. The notices clearly identify the evacuation routes and assembly point. Personnel are responsible for

knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire.

The most important part of fire control is prevention & all personnel should be familiar with the flammable potential of materials and substances that they use, and exercise maximum care in their use, especially with those marked 'flammable'.

Fire evacuation procedures, fire safety training and fire alarm testing are to be carried out in accordance with corporate guidance and the School's Fire Safety Policy.

The fire risk assessment is to be reviewed annually and amended as new hazards or required amendments are identified.

Visitors

It is the duty of all of the personnel within the School to ensure the health and safety of all visitors:

- all visitors must sign into the School at reception and sign out again when leaving
- no visitors are allowed through the security door without gaining permission from a member of staff
- visitors are to be accompanied to their destination as appropriate
- appropriate personnel are to be made aware of visitors to the School
- visitors are not permitted to enter unauthorised areas of the School.

Contractors

Contractors are to report to the reception upon arrival and departure. Contractors are to be provided with a fire safety brief immediately upon arriving, prior to them commencing their work. Contractor risk assessments and safe working systems are to be inspected prior to work commencing.

Contractors must comply with the Academy's safety policies and safe working procedures. If there are any breaches of safety, then these must be reported to the Head Teacher at the earliest opportunity.

All contractors are to be appropriately supervised at all times. Appropriate supervision will need to be determined dependent upon the type of work, levels of perceived risk and length of time that the work will take to complete.

Lone working

Due to the remote location of Academy, lone working is not encouraged. The Head Teacher should be made aware of anyone wishing to work in school alone and should approve the activity.

Moving and handling

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and a moving & handling risk assessment has been carried out.

Where any doubts exist about the handling of awkward or heavy loads, then advice is to be sought from management prior to any manual handling operations commencing.

Risk assessments

Local responsibility for identifying, assessing and controlling risks rests with the Head Teacher.

Risk assessments:

- are to be undertaken for all areas where a significant risk is identified or a possibility of such risk exists
- are to be carried out by competent persons only who must have completed appropriate risk assessor training
- are to be reviewed periodically in accordance with the determined risk assessment review date.

All risk assessments & control measures are to be approved by the Head Teacher prior to implementation.

Completed risk assessments are to be stored in the Risk Register.

Other health and safety arrangements

Emergency evacuation procedures

On hearing the fire alarm, all adults and children are to evacuate the Academy via the appropriate fire exit and assemble on the front playground where registration will take place. In the event of a fire happening when children are on the rear playground, children will initially assemble there and the senior management team will be responsible for reconciling numbers present in both playgrounds.

Security

There are three principle key holders – the caretaker, Head Teacher and Deputy. Entry to the Academy for visitors is via the main entrance. Visitors are initially greeted at the security window in the outer porch. If access is required, the signing in book is completed and a visitors badge given. The School aims to ensure that no visitor is allowed unsupervised access to the children. Pending the construction of higher playground gates, staff entry to the School via the rear playground is protected by padlocks

Off-site activities – see *Educational Visits policy*

Supervision, before and after school, breaks and lunchtimes and at other times

Children may arrive at school from 8.15 am. They are supervised between 8.15 and 8.30 am by the Head Teacher and from 8.30 to 8.40 am by a member of the teaching staff on a rota. Children are collected from the front playground by their class teacher. At playtime and lunchtime, there is a minimum of 2 adults supervising children at play. Staff members have medical alert and emergency assistance cards which are sent with a child to the nearest adult, should extra help be required. After school, all teachers dismiss their children from the front playground to the waiting authorised adult. Children are not allowed to leave the School site unaccompanied. Any child not collected by 3.25pm waits in the library for collection.

Welfare provision

There are a minimum of 2 catering assistants who look after the children in the lunch hall each day. Supervision at play is by support staff and teaching staff on a rota. There is an effective prefect system and each class has its assigned prefects from Year 6. These prefects befriend the younger children, sorting out any minor issues and settling the children back into class for the afternoon session.

Administration of medicines

Each register contains a list of children with specific medical needs. Care plans and inhalers/epipens are kept in the staff room. All staff are aware of serious medical issues and there is training on the administration of

inhalers/epipens/diabetic procedures on an annual basis. Prescription medicines may only be administered with written consent from the parent. A record of all medicine administered is kept.

Upkeep of buildings and grounds

The Priory Primary Academy Trust is responsible for the maintenance of the buildings and grounds. There is a premises plan which reflects when specific items of maintenance are planned. Minor works are completed by competent contractors, at the discretion of the Head Teacher. All work incurring costs over £5,000 is referred to the Governing Body for approval.

ICT safe use of computers and other display screen equipment

All staff and children are made aware of how to use ICT equipment safely and responsibly.

Safe use and storage of pressurised cylinders

Gas cylinders are kept in a cage outside the School building.

Aggressive behaviour and violent incidents

Staff members are encouraged to notify the senior management team of any meetings they hold on their own. If the person with whom they are meeting becomes agitated, staff should terminate the meeting immediately and seek assistance. There is an incident record folder in the Head Teacher's office.

Pedestrian safety

Access to the Academy for parents, children and visitors is via a double gate. The gate is opened for vehicular access during the School day and all movement on site is supervised.

Parents' Association events

A number of Parents' Association (PA) events occur each year e.g. summer fair, disco, Christmas fair. Risk assessments are completed for these events in liaison with trained staff. Members of the PA who may have unsupervised access to children have CRB (Criminal Records Bureau) clearance.

Maintenance and use of equipment

There is a range of equipment on the site, ranging from scissors to a staff dishwasher. Where necessary, risk assessments are in place to ensure that equipment may be used safely. Training on using particular pieces of equipment e.g. the photocopier and laminator is available through peers, informally. Portable appliances are checked annually by an external tester. Additionally, The Head Teacher makes occasional safety checks on small items such as kettles.

Hazard reporting procedures

The Academy maintains a register of health and safety concerns and this is reviewed regularly and acted upon.

Higher risk aspects of curriculum activities in schools

If an unusual activity is planned, risk assessments are completed and submitted to the Head and, if necessary, the Governing Body for approval.

Vehicles and traffic on site

The School aims to restrict the movement of vehicles on the Academy site. The front gates are kept closed during the day and deliveries are encouraged during the hours of 9.00am and 3.00pm, to avoid possible contact with children and parents.

There is a separate Traffic on Site policy.

Arrangements for staff training

Staff members are kept up to date with developments in Health and Safety during planned staff meetings. Specific training courses are attended as required.

Arrangements for monitoring and reviewing of policies

This policy is reviewed annually. The policy is monitored throughout the year in a variety of ways including for example meetings with Health & Safety governor, meetings with staff and reports to the Resources committee and full Governing Body.