



St Peter's C of E Primary School

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Health and Safety Policy



St Peter's CE Primary School (& Nursery)

Health and Safety Policy and Arrangements

Next Review – summer 2017

General

The Governing Body of St Peter's School recognises its responsibilities under the Health and Safety at Work Act 1974 (HASAWA) to ensure that arrangements are in place to secure, so far as it is reasonably practicable, the health, safety and welfare of pupils, staff and others using or visiting the premises or participating in school sponsored activities.

The Governors will actively work with the Headteacher and staff to identify hazards and where these cannot be removed ensure that they are adequately controlled.

Responsibilities

The Governing Body

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the Governing Body. The Governors will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular to:-

- (a) make arrangements to ensure that the school complies with all relevant legislation particularly the HASAWA and Management of Health and Safety at Work Regulations 1992
- (b) have in place procedures to identify hazards and evaluate risk control measures
- (c) create a management structure and periodically monitor its effectiveness
- (d) ensure a governor attends health and safety briefings held by the LA
- (e) have health and safety on the agenda at all Governing Body meetings
- (f) ensure the Headteacher, as Key Manager for health and safety, carries out the appropriate responsibilities

The Governing Body will provide, in co-operation with the LA where responsibilities for premises and plant are shared:-

- (a) a safe environment for pupils, staff, visitors and other users of the premises
- (b) plant, equipment and systems that are safe
- (c) safe arrangements for transportation, storage and use of articles and substances

- (d) safe and healthy conditions that take account of: Statutory Requirements, Approved Codes of Practice and DFEE or LEA Guidance
- (e) adequate information, instruction, training and supervision
- (f) provision of all necessary safety and protective equipment

Headteacher

The Headteacher, as Key Manager, is responsible for the day to day running of the school and putting health and safety into effect.

The Headteacher will assist in the development and maintenance of safe conditions for staff, pupils, visitors and anyone else using the premises. The Head will in particular:-

- (a) be satisfied that effective arrangements are in place to ensure the health and safety and welfare of all users of the premises
- (b) ensure that termly health and safety inspections are carried out
- (c) arrange for risk assessments to be carried out by a competent person
- (d) put into effect any remedial measures or refer as necessary to the Governors or LA
- (e) consult with members of staff on health and safety matters particularly an accredited staff safety representative
- (f) attend health and safety briefings and training arranged by the LA
- (g) report regularly on health and safety matters to the Governing Body
- (h) ensure contractors on site follow safe working practices

Premises Manager

The Premises Manager has particular responsibility for security and premises related issues and will:-

- (a) co-operate with the Headteacher and ensure that they effectively monitor the condition of the premises
- (b) report defects so that appropriate remedial action can be taken
- (c) regularly test the fire alarm system and record findings

All Staff

Members of staff also have health and safety responsibilities. Staff will therefore be required to:-

- (a) take reasonable care of their own health and safety and that of anyone else who may be affected by what they do or fail to do
- (b) co-operate with all health and safety arrangements
- (c) report any defect or other health and safety matter that they are aware of
- (d) use correct equipment, tools and safety protection equipment

Stress

The Governing body recognises workplace stress as a legitimate problem affecting staff and one that needs careful and sympathetic management. While individual reaction to stress may vary widely, the need to recognise and act upon potentially stressful situations is considered an essential management function. Members of staff will be encouraged to seek advice regarding any situation they feel is causing them undue stress. Such consultation will be treated without prejudice and in the strictest confidence:

- (a) Staff have the opportunity to have an immediate confidential meeting with their line manager or health and safety representative if they so wish
- (b) Staff would have the opportunity to be referred to an outside organisation that would be able to offer them professional help and guidance.
- (c) Management team would ensure that the member of staff concerned would be supported throughout any counselling that may be needed and to give additional assistance during the working day if required

Maternity – New and Expectant Mothers

Once the Governing body has been informed by the employee that she is pregnant, recently given birth or is breastfeeding a specific risk assessment paying particular attention to risks that could affect the health and safety of the new or expectant mother or her child will be carried out. A designated quiet area (PDC room or the Deputy Headteacher's office) will be provided for the employee to use when needed.

Premises Hire

Any hirers of the premises have the responsibility to ensure that they use it correctly. The Governing Body recognises its duties as controller of the premises and will ensure that:-

- (a) premises hired are in safe condition for the purpose of hire
- (b) arrangements for emergency evacuation are adequate
- (c) fire fighting equipment is in place and in operational condition
- (d) insurance requirements are met

Contractors

Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, so far as it is reasonably practicable, the health, safety and welfare of themselves and

anyone else who may be affected by their acts or omissions. They will, as visitors to the premises, be entitled not to be put at risk by circumstances relating to the premises that are outside their control. The Headteacher will therefore ensure that where contractors are appointed directly by the school:-

- (a) contract meetings are held to agree health and safety measures prior to works commencing and during the project
- (b) contractors are advised of any health and safety related issues or circumstances that may adversely affect their health and safety whilst on the premises

Communication

All staff are made aware of communication channels within the school and within the Authority for health and safety. The Headteacher will ensure that all health and safety guidance and advice is kept together in a safety file or displayed in a place that is easily accessible to all staff. All such advice is communicated to staff where relevant and incorporated into the school's procedures.

Staff Consultation

The Governing Body and Headteacher recognise the valuable contribution to health and safety that can be made from all staff, particularly staff safety representatives.

Risk Assessments

The Headteacher will ensure that a risk assessment is carried out for the premises and working methods. The assessment will be used to identify health and safety hazards and ensure that where they cannot be eliminated the associated risk are reduced or otherwise adequately controlled. Please also refer to the Lone Working Procedure.

Fire Precautions

The school has a contract for the maintenance of the Fire Alarm System and Fire Fighting Equipment.

Procedures

Procedures in the event of fire have been prepared and circulated to all staff. These procedures conform to Health and Safety update 92/01. Notices giving instructions in the event of fire are displayed in each classroom, hallways all offices and staffroom. Stairs and hallways have letters and numbers which correspond to evacuation instructions.

Fire Drill

A fire drill will be held at least once per term, and significant details recorded in the Fire Log by the Premises Manager.

Fire Alarm Testing

The Fire Alarm System will be tested weekly using a different call point each time in rotation and the finding recorded in the Fire Log by the Premises Manager.

Accidents, Incidents, Near Misses and Dangerous Occurrences

All will be recorded and reported in accordance with Southwark Education and Leisure Services Department Policy. The pupil Accident Book, Employee Accident HS1 (Employees), HS2 (must be

included with both the HS1 and HS3 forms) and HS3 (Pupils) report forms are kept in the School Admin Office. Safety Reps have legal rights under the Safety Representatives and Safety Committee Regulations 1977 to examine the causes of accidents, and investigate dangerous occurrences in the workplace.

First Aid

The Appointed Person & First Aid Rep is: Patsy John

The Deputy Appointed Persons: Tracy Hall & Lisa Walder

Fully Qualified First Aiders are: Patsy John Tracy Hall, Lisa Walder & Ian McIntyre

All staff have had one day CPD on medical training from the school nurse. Key staff

First Aid Boxes can be found: PDC, by the playground entrance, Staffroom and School Office and all classrooms.

Managing Medicines

The school will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions. Parents should tell the school about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. However staff should make sure that this information is the same as that provided by the prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions.

In all cases it is necessary to check that written details include:

- name of child
- name of medicine
- dose
- method of administration
- time/frequency of administration
- any side effects
- expiry date

In order for the school to administer medicine the following forms must be completed:

- Parental agreement for school/setting to administer medicine
- Health Care Plan (to be completed with parent and SENCO for long term illness)

All medicine will be kept in the main school office or in the Headteacher's fridge.

Staff who administer medicine must complete:

- Record of medicines administered to all children (also kept in the main school office)

If a child refuses to take medicine, staff should not force them to do so, but should note this in the records. Parents must be informed of the refusal on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures should be followed.

C.P.D.

The premises manager is trained in aspects of Health & Safety in accordance with the job description.

All staff has annual training in medical conditions and specialist training for key staff where there are children with medical conditions (See Medical Care Policy).

Kitchen staff has regular up to date appropriate training in regards to their job description and health and safety in the workplace in the kitchen.

Signed:

Anne-Marie Bahlol– Headteacher.....

Bett Llewelyn & John McCracken– Co Chair of Governors.....