

Health and Safety Policy

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1.0 Statement of Intent

The policy of the Governing Body and the Headteacher is to maintain safe and healthy working conditions at Lakeside Primary School for all staff, pupils

and visitors. In preparing this policy the Health and Safety Guide-lines of City of York have been taken in to account.

The allocation of duties for safety matters and the particular arrangements made.

To implement the policy are set out in this document. An annual review of the policy will take place. The Policy will be kept under constant review and reviewed at least annually.

2.0 Responsibilities

2.1. The L E A

The LEA is responsible for setting LEA policy for health and safety and informing schools about changes within this policy. They provide advice on health and safety matters.

2.2. The Governing Body

The Governing Body is responsible for monitoring and reviewing the health and safety policy of the school as and when necessary.

The health and safety committee considers reports of inspections, assists in safe work systems and discusses new regulations received from the LEA or the HSE. The committee meetings are held termly and have an agenda, and are minuted. A governor reports regularly at meetings of the full Governing Body. Health and Safety is always an agenda item for governors', Staff, Team and MSA meetings. The Governing Body is responsible for making recommendations relating to safety.

2.3. The Headteacher

Overall responsibility for the detailed health and safety arrangements within the school lies with the Headteacher and in their absence with the designated team leader in charge. It is the Headteacher's responsibility to ensure compliance with the LEA policy for health and safety.

2.4. Safety Representative

Health and Safety committee carry out termly safety inspections. Records of the inspections are discussed at the meetings of the health and safety committee. In addition the Headteacher and Site Manager do weekly checks.

2.5. Employees

All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee notices a health and safety problem this should be drawn to the attention of the Headteacher immediately who will record it in the incident book.

3.0 Procedures

3.1. Fire Safety

All exits are marked and kept free of obstructions. There are three fire extinguishers, one electrical extinguisher and a fire blanket in the school and an extinguisher and blanket in the kitchen. Their location is marked with a red fire sticker. Fire safety equipment is checked regularly by Thorn Security and records of their visit are kept. The Headteacher checks the alarm on a regular basis. Fire practices are held termly and recorded in the fire practice

book. In the event of a fire, all staff and children congregate on the field behind the play area, facing towards the school. Named staff are responsible for checking toilets. It is the responsibility of the Headteacher to call the fire brigade. Mrs Gunnell/Mrs Washington will take the registers out to teachers for role call.

3.2. Accidents

We have three first aid boxes, one in the reception classroom, one in the hygiene suite

and one in the office. All accidents are recorded and monitored. All staff hold an emergency first aid certificate. Regular emergency first aid courses are held for all staff. Notifiable accidents and incidents are recorded and passed to the LEA as appropriate.

Letters to parents informing them of accidents to their children are recorded on a Local Authority Form. These forms are checked each half term for trends of accidents. Letters are always sent to parents when children have a bump on the head.

Plastic, disposable gloves are available and all staff are advised to use these when dealing with bleeding or other cases of body fluids. If there is an emergency situation, an ambulance is called to transport a child to hospital. Wherever possible, the parent should accompany their child. If this is not possible, the child is accompanied by two members of staff. In a non-emergency situation, staff can transport a child, but should ensure they have correct insurance cover, otherwise a taxi must be used.

3.3. Reporting Hazards

All staff are responsible for reporting hazards. It is then the Headteacher's responsibility to follow up this report. The health and safety committee monitors the action taken to remedy hazards.

4.0 Electrical Safety

Electrical equipment is numbered and logged. All staff are expected to visually check equipment before use and report damage and remove from the area with a notice saying "Fault Do Not Use".

In addition, a risk assessment is carried out on an annual basis and appliances tested by a contractor and a certificate held listing all tested and serviceable equipment.

Staff should note, particular care needs to be taken with extension leads, to avoid trailing wires. No electrical equipment should be introduced into school from home without the prior agreement of the Headteacher.

5.0 Control of Substances Hazardous to Health Regulations

Any substances marked as dangerous are not left in classrooms. Staff should check that instructions are followed when using any such substances. The cleaning cupboard is locked during the day and the key kept in the Secretary's office. Teaching staff should note that the use of chemicals in science should be checked with the science co-ordinator or the Headteacher.

Please inform the Headteacher of any additional potential COSHH items that have been brought into school other than those on the list.

6.0 Equipment

It is the responsibility of all staff to ensure that equipment is in good working order and is stored safely. Any faulty equipment should be withdrawn from use and reported to the Headteacher, with a note saying Fault Do Not Use. The following points about equipment should be noted:

Staple Guns – These are not to be used by children and must always be stored in a drawer when not in use.

DT Equipment Children are instructed in the correct use of this equipment and fully supervised when using tools.

Ladders – Several pairs of ladders are kept in school. These are checked during a health and safety inspection. Teachers and helpers are advised to use ladders and not chairs when displaying work.

PE Equipment PE equipment is inspected annually by an outside contractor. Records are kept of these inspections.

Cookers – Parents are shown how to operate the cooker. It is essential that parents remain by the cooker when the rings are still hot. The cooker is marked with this instruction.

7.0 Health and Hygiene

7.1. Notifiable and Infectious Diseases

Details of notifiable diseases and periods of exclusion are kept in the school prospectus.

7.2. Medicines

It is the school policy not to administer medicine except in the case of chronic illness after discussion with parents. A medical care plan is then drawn up in conjunction with the school's medical officer. In general only inhalers are kept in school. Children who go home with a medical complaint or as a result of an accident are recorded in a book in the office.

7.3. Smoking

The Governing Body has adopted a no smoking policy within the school building and grounds.

7.4. Hygiene

It is the responsibility of the Headteacher to monitor the cleanliness of the building. This is part of the weekly visual inspection.

All staff are responsible for encouraging good hygiene habits in the children. Particular emphasis is placed on hand washing.

8.0 Animals in School

Only the following small mammals can be kept in school – gerbil, mouse, hamster, rabbit and guinea pig.

Fish may be kept in school

No dogs are allowed in the school grounds.

Guidance on keeping animals is located in “Be Safe”. Stuffed animals are only used if displayed in glass cases.

9.0 Outdoor Visits

These are considered a vital part of our work. Any outdoor visit is carefully researched and preliminary visit made by the teacher. **APPROPRIATE RISK ASSESSMENT FORMS MUST BE COMPLETED** using Evolve. It is the duty of the teacher to ensure all helpers are fully briefed about the visit and the expectations for behaviour. Parental consent for the visit is always sought.

Risk assessment for outdoor visits are completed and checked by a member of the Health and Safety Committee.

When residential visits are organised parents are invited in to school to discuss the visit in detail. Staff should be aware of the LA guide-lines for educational visits.

10. Security

All staff and pupils are encouraged to be aware of strangers on the premises. If a visitor is unknown identification should be requested. Visitors are requested to enter only by the front door. Outside doors at the school are closed once children have left the premises. Pushpads and keypads on doors prevent entry. Staff who remain in school late are advised to ensure that their classroom doors are locked. In the event of anything suspicious or a child or a teacher is at risk of injury then a precoded card will be sent to the Headteacher or Secretary and they will act appropriately (red card – emergency, green card – assistance required). Any act of violence or abuse towards a member of staff must be reported to the Headteacher, who will take the appropriate action. Further notes on our security policy are set out in appendix 2.

All outside classrooms have walkie talkies which are linked directly to the office.

11. Contractors

All contractors are expected to report their arrival and departure to the Headteacher or office staff before commencing work. If they are working in an unsafe manner they are requested to stop work by the Headteacher. Additional advice is available from Property Services.

11.1. Lettings

All bodies using the school building receive information which includes information about the location of the first aid box and the telephone. They also have a contact number for the caretaker.

12.0 Staff and the Health and Safety Policy

All staff, teaching and non teaching, are given a copy of the policy. New staff are given a copy and are required to confirm they have read it. All staff keep a copy of the policy in the staff file so that it is available for supply staff.

12.1. Staff are encouraged to attend health and safety courses as appropriate.

Appendix 1

Booklets and Books

- . Health and Safety – LEA Guide-lines
- . Health/Safety and Schools – Barry Stock
- . Be Safe (science safety guide-lines)
- . Make it Safe (DT safety guide-lines)
- . Safety Guide-lines for Educational Visits and Outdoor Activities
- . Safety and Disaster Mangement in Schools and Colleges.

Appendix 2

Security in Action

Management Practice

Records are kept of acts of vandalism, theft.

Any damage is quickly repaired

Incidents are reported to the police and LEA as appropriate

A budget for essential security items is requested as necessary

Advice from the Crime Prevention Officer/LEA Safety Officer is sought when security or safety is being reviewed.

All staff are asked to be alert to suspicious activities.

Contingency Planning

Keyholders are logged with both police and LA

Computer back-up records are kept off site.

Evacuation Plans

Termly fire practices are held

The fire bells/equipment are tested regularly

Escape routes are clearly marked

Each room has clear instructions for the evacuation of the building

Staff have clear guidelines for checking toilets in the building

The headteacher is responsible for telephoning the police and/or fire service.

General Building Security

The boundary of the school is clearly defined

The school has an intruder alarm

The alarm system is set only by the headteacher/deputy headteacher or caretaker

The alarm system is regularly maintained by Mayfair.

The keyholders for the school are controlled. Currently these are the Headteacher, Site Manager and Keyholding Company (Mayfair).

Access to the building during school hours is restricted by the use of push pads on doors and courtyard gates

Visitors are asked to use the front door

Staff are encouraged to challenge strangers and ask for identification

Security Outside of School Hours

Parents are encouraged to report any suspicious activities to the police

The school has external lighting

Hirers of the school are advised to take account of security

Equipment/Money

Computer equipment is kept in classrooms. It is security marked and records are kept of serial numbers.

Staff have lockers, which can be used for personal property.

Cash holdings are kept to a minimum

Cash is counted with the front door locked. Money is not left unattended

The secretary varies the timing of bank visits

Health and Safety Policy Check List

Yes/No

- . Have you got a copy of the Schools Health and Safety Policy?
- . Do you know how to report an accident?
- . Do you know where the accident book is kept?
- . Do you know what the fire drill is?
- . Have you been made aware of any workplace hazards?
- . Do you know who to report to about any faulty equipment or anything which may cause injury?
- . Do you understand your responsibility towards health and safety?

. Are you aware of the safety policy regarding doors?

Name

Signature

Date