

William Levick Primary School
Health and Safety policy and procedures



Policy Statement

The Headteacher and Governing Body of William Levick Primary School understand and accept their responsibilities both under civil and criminal law and also under schemes of delegation for local management of schools. As responsible persons in control of premises, the requirement to provide a safe and healthy working environment for the whole school community is acknowledged.

We take advice and guidance from LA and from legal documentation including the Health and Safety at Work Act 1974 to ensure that through our policies and daily working practices:

- The premises are maintained in a safe condition
- Safe access to and egress from the premises is maintained
- All equipment is safe to use
- Appropriate safe systems of work exist and are maintained
- Sufficient information, instruction, training and supervision is available and provided
- Arrangements exist for the safe use, handling and storage of articles and substances
- A healthy working environment is maintained including adequate welfare facilities.

In order to ensure we can implement the above, we allocate specific responsibilities to key members of staff (See the appendix for key responsibilities) and ensure an appropriate budget is allocated.

Whilst the Headteacher holds the role of Health and Safety Officer for the school, we encourage all members of the school community to:

- Take care of their own safety and that of others
- Comply with all relevant codes of practice and policies
- Inform Leadership of any issues surrounding Health and Safety

The following section gives details about the practical arrangements for delivering the details of the policy statement.

Internal Procedures

We recognise that in a school environment there are many potential hazards. The following gives details of the systems and procedures in place to ensure that the School monitors and manages potential Health and Safety issues and ensures the risks are minimised.

Children with medical conditions / allergies etc

Parents / carers are asked on an annual basis to update school records containing personal details about their child. This includes any medical diagnosis, allergies, recurring conditions etc. Emergency contact details are also included.

These records are kept centrally in the School office and a summary of all medical details are produced and kept in the class register and class teacher's planning file in the classroom.

Responsive medication (inhalers, epi-pens) are kept in a central place in the child's classroom so they are easily accessible as and when needed.

Where it is necessary for other medicines to be administered at school, we will encourage parents/carers to come into school to administer the medication at the appropriate time. If this is not feasible the medicine should be brought into school clearly labelled with contents, owner's name and dosage, and be prescribed by a doctor. The medicine should be brought to school by the parent or other adult (not the child) and should be delivered personally to the school office.

Any medication administered is recorded in the medication file. Medication will only be administered in school if we have received written permission and details from parents. (Permission to administer medication form included in appendices). It will also need to be prescribed by a doctor. Please see 'Administration of Medicines' policy for further guidance.

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Children falling ill during the school day

Children complaining of feeling unwell during the school day will be monitored by the class teacher. If they are too unwell to be at school they will be sent to the school office for parents to be contacted. If they are physically sick they will be sent home and will be advised to remain at home for 48 hours before returning to school.

Dealing with accidents / injuries on school premises

If a child sustains a minor injury (i.e. small cut or graze) then first aid will be given as necessary. Any child requiring first aid should be sent to the school office or the nearest available qualified first aider. If the injury occurs at breaktime, children should be sent to the school office and if the injury is sustained at lunchtime it will be treated in the central first aid area outside the year 2 classroom. Any first aid administered, however minor, will be accompanied by a note home which must be completed by the adult administering first aid.

If the injury is thought to be of a more serious nature then the adult dealing with the child will send immediately for a qualified first aider and also notify a senior member of staff. The senior member of staff will make the decision to contact parents and send for an ambulance if necessary.

Any child receiving a bump to the head will be given a bump note to take home; even if first aid is not necessary we will inform parents of the bump to the head via the note home.

Any first aid activity or bump notes given must be recorded in the first aid book located in the area where the first aid is administered.

Only people who have undertaken training should administer first aid. All support staff are appropriately first aid at work trained. The training is valid for a fixed period and this is regularly reviewed by school.

First aid kits are stocked as per guidance from St John's Ambulance. They will contain:

- Individually wrapped sterile adhesive dressings in an assortment of sizes
- An individually wrapped triangular bandage
- A sterile eye pad with attachments
- Safety pins
- Individually wrapped un-medicated wound dressings in an assortment of sizes
- A disposable plastic apron
- Disposable gloves
- Plastic disposable bags for soiled or used dressings
- A resuscitation aid
- Blunt ended scissors
- Individually wrapped moist wipes
- Tissues

These are checked on a regular basis and will be replenished as appropriate.

Any incidents that result in a child being sent to hospital will be recorded in line with LA accident reporting guidance.

Accident Investigation

Any accident will be followed up by an investigation to find out what happened and why. If the accident occurred as a result of a breach of Health and Safety policy this will be followed up to resolve the issue to avoid further incident.

Asbestos

The School has an asbestos register which contains details of areas around the school that contain asbestos. This is held in the red box in the Headteacher's office. No work should be carried out in school without first consulting the asbestos register and gaining a permit to work.

Caretaking and Cleaning

All cleaning work will be carried out correctly and any defects reported immediately to the Headteacher. The Caretaker will carry out a basic visual inspection of the building and site each morning and will report any buildings / site defects to the Headteacher who will arrange for appropriate action to be taken.

Toxic, flammable and dangerous materials will be stored in accordance with the Authority's instructions and COSHH Regulations. COSHH assessments will be carried out by the Caretaker. The Headteacher will ensure that

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cleaning staff are made aware of any issues which arise as a result of these assessments and arrange training which is necessary.

Contractors

School will always undertake appropriate checks to ensure that any contractors used are appropriately qualified and adequately insured to carry out any work. We will always ensure that the site of the work is made safe.

Curriculum Activities

Subject specific policies will outline any specific risks but for any curriculum activity the relevant risks assessments will be carried out.

Teachers will ensure that children are aware of any potential hazards in activities being carried out and ensure that they take reasonable precautions to prevent accident.

The following specific hazards have been raised:

Scissors: Training in the correct use of scissors is an important part of any skills-based learning programme and will be delivered as appropriate.

Knives: Stanley knives and craft knives should not be used by children. If any other knives are used the children should be taught the correct way to use a knife for craft purposes i.e. knives should be used with the metal cutting edge pointing and working away from the body.

Adhesives: Instant type glues should on no account be kept or used in school. It should also be remembered that some impact adhesives give off poisonous vapours and should only be used in areas where there is good ventilation. Aerosol propelled fixatives and adhesives should not be used.

Gases: Toxic gases are produced when heat or glue is applied to polystyrene surfaces. Polystyrene should not be filed or sanded unless a mask is worn.

PE: The BALPPE Document, 2008 issue is accepted by the LA as the standard code of practice. A copy of this is kept in school in the staffroom.

Indoor work: Clothing – Children should work in bare feet. Teachers should ensure the hall floor is clear from hazards. Clothing should be loose and suitable for physical activity. Any items of jewellery should be removed.

The Education Committee's Safety in PE Regulations include the provision that the wearing of earrings and sleepers is likely to impede a child or cause danger to others and must not be worn during PE or games. Accordingly, children who wear earrings or sleepers will not be allowed to take part in PE or Games unless the earrings or sleepers are removed or covered with plasters by the child themselves. Please refer to the school's Uniform Policy for additional guidance.

Supervision: Children should never put up or use PE equipment or apparatus without supervision and they should not be left in the school hall unattended.

Children should not be allowed to use any apparatus before they have been trained to use it in the correct manner. After the equipment is in position it should be checked by the teacher to ensure its safety and correct use. Equipment should be sited thoughtfully i.e. not near windows and obstructions.

All PE equipment will be serviced annually. Any defects are reported to the Headteacher and appropriate action taken. A copy of the servicing record is kept in the red box in the Headteacher's office.

Outdoor work: Clothing – this may need to be increased due to weather conditions. The use of a track suit for outdoor PE and Games is to be encouraged. Otherwise the clothing is much the same as for indoor work. Trainers are most suitable for outdoor PE. Boots for use on grass pitches must be free from sharp edges.

Disaster Plans

The School has a Critical Incident Management Plan in place outlining procedures in the event of an emergency when evacuation from the site may be necessary. This disaster plan is kept in the school office and is taken from the building by the School Secretary in the event of an evacuation.

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Display Screen Equipment

All workstations should be subject to an ergonomic survey. The Headteacher is responsible for the implementation of an annual review of this survey which acts as a risk assessment. The Headteacher will ensure that all new regular users and or workstations are suitable assessed.

Educational School Visits

The Headteacher is the Educational Visits Co-ordinator and takes responsibility for ensuring that all staff involved with a school visit follow the LA policy on Safe Practices on School Visits and understand their role and the legal responsibilities. At the start of each school year the process for organising a school visit is revised and confirmed. Visit Leaders are responsible for completing all relevant risk assessments and ensuring that everyone involved with a school visit is clear about the procedures. Any member of staff / volunteer accompanying a visit will be expected to sign to say they have been briefed about the visit and understand the risks associated and how to minimise them.

Whenever a group is going out of school there will be at least one nominated First Aider with the group and will be in charge of First Aid arrangements. They are responsible for checking the contents of the First Aid kit(s) before departure and ensuring children have any necessary medication.

Equipment

The movement of portable equipment is the responsibility of the staff.

This includes:

Televisions

Overhead Projectors

Computers and Monitors

Children must not under any circumstances move any of the above items, which should only be moved when they have cooled down.

Equipment will be inspected by the adult using it prior to its usage on each occasion. Any hazards identified should be reported via the hazard report form and given to the Headteacher who has responsibility for ensure the hazard is addressed.

Hazards to note:

1. Cracks in plugs or pieces missing from plug sockets
2. Insecure shelving or other bases for equipment
3. Jagged or sharp edges or potentially dangerous protrusions
4. Unsafe stands or trolleys
5. Badly kinked flex on electrical equipment

An annual check on the safety of all electrical equipment is undertaken and a log retained in school.

Notes on the use of equipment:

- A. Children must not be allowed to connect any piece of equipment to the mains supply
- B. Detachable leads should be plugged into equipment before connecting to the mains
- C. Teachers should check that equipment not in use is unplugged and that switches are left in the off position
- D. Plugs and leads should be stored tidily so that they do not constitute a hazard. Extension leads should only be used as a last resort and on no account should they cross a corridor or thoroughfare. Neither should they be used in a coiled position because of the heat that can be generated. Multi-way adapters in wall sockets should not be used unless they are fitted with an internal fuse. Fuses in all plugs should be of the correct rating.

Guillotines and paper trimmers: Paper trimmers may be used throughout school by staff only. Before use staff must ensure the safety guard is securely in place.

Staples and staple guns: Children should not be allowed to use a staple gun. When not in use the guns should be stored in a safe place where children do not have access to them. All staples should be removed from pin boards once they have served their purpose, using an appropriate extractor.

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Environmental

Daily checks are carried out by the School's Caretaker to monitor elements of the school environment such as temperature, humidity, noise, dust, lighting, ventilation. Any issues surrounding these elements are reported to the Headteacher.

Fire

Each member of staff must make themselves familiar with fire escape procedures including fire sounder points, escape routes and assembly points. Any member of staff discovering a fire must immediately activate the alarm via a fire alarm call point. This will ensure the evacuation of the building and the calling of the fire brigade.

Fire warning equipment and fire extinguishing equipment is tested annually in accordance with the Authority's instructions. Fire alarms are tested weekly and a log maintained in school.

A fire risk assessment will be carried out and reviewed annually.

Fire Drill

There will be a fire drill early on in the new school year and at least one per term thereafter. These will be implemented by the Caretaker or the Headteacher and there will be no prior warning given. All exit doors must be capable of being opened easily and immediately from the inside of the building and all escape routes are to be kept free from obstruction at all times. The Caretaker will visually inspect all fire exits each morning to ensure they are clear.

Immediately the fire bell is heard each member of staff shall ensure that his or her class leaves the building in a calm and orderly manner by the designated exits. If an exit is blocked, then the nearest exit door to the classroom is to be used. Staff and children should proceed to the playground and a roll call taken from the class registers which will be brought out onto the yard. When a class or part of a class is being supervised by another adult, then this person will escort those children from the premises and ensure that they are returned to their registration class.

If the fire alarm is activated without prior warning, The Headteacher will identify the nature / cause of the alarm if it is safe to do so. If it is established that it is a real fire, the emergency services will be contacted following the fire procedures as detailed in the Fire Risk Assessment.

Any missing children or staff are to be reported to the Headteacher. Evacuation of children and staff is of prime importance. Once the building is evacuated no-one, but fire officers, should re-enter the building. Details about the last known whereabouts of missing personnel should be supplied to fire officers on arrival.

Hazardous materials

Great care is taken to ensure that storage of any combustible materials is safe. Combustible materials are kept to a minimum and are stored in the metal cabinet in the Caretaker's room. Care is also taken to ensure that curtains and combustible furnishings do not constitute a fire hazard.

Any petroleum based compounds such as Evostick, Bostick, Varnishes and balsa cement should not be used in school. Also, flammable compounds such as turps, meths and paraffin, should not be used in school.

Inspections of the Premises

The Headteacher is ultimately responsible for the condition of the site, although the Caretaker will carry out inspections of the site and inform the Headteacher of any hazards / issues. These inspections will be carried out as per guidance from LA and Health and Safety Executive. A record is kept of all inspections that take place.

Manual Handling

The Governing Body expects that where any manual handling operation involves a risk of injury it should if possible be avoided or otherwise automated or mechanised. If this is not possible a risk assessment should be carried out by the Headteacher.

The Risk Assessments will be reviewed annually (minimum) or when relevant circumstances change.

The Headteacher will provide adequate information, instruction and training to employees on the results of Risk Assessments. Manual Handling Training will be provided as and when required.

It will be the duty of all members of the school staff to take reasonable care for the safety of all in the school situation.

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Playground safety

The playground equipment consists of seats, tarmac surfaces, a ball / traversing wall, ball catcher, wooden trim trail and a collection of small games equipment including bats and balls, skipping ropes, etc. The Caretaker will carry out a visual check of the playground area every morning and any concerns are to be reported to the Headteacher. Any potential hazardous items found on the playground will be removed and reported. Children will be briefed on the safe use of all play equipment and encouraged to play games which do not pose significant risk to each other. Signs on play equipment inform parents and visitors that the equipment should only be used by school children during school hours and at any other times people using it do so at their own risk.

Whilst on the playground children will be supervised by staff at all times. At break time 2 adults will be present and at lunchtime a total of 6 Lunchtime Supervisors will be on duty. Staff are briefed about potential areas of risk and heightened supervision is expected in these areas.

Personal Protective Equipment (PPE)

The School will ensure the relevant PPE is available for any tasks which require it.

Risk Assessments

Risk assessments for specific areas of the School will be reviewed and updated on an annual basis. This will be led by the Headteacher but will involve all relevant staff. Any issues arising from the risk assessment reviews are the responsibility of the Headteacher and should be dealt with as quickly as is necessary. Copies of the risk assessments will be kept centrally in the Headteacher's office but should be consulted by any member of staff carrying out a specific activity.

Road Safety

Vehicular access to the School is restricted to staff, persons with disability, official visitors, deliveries and those whose children attend Kids Club.

This information is communicated through our school newsletter and parents using the school drive are reminded that they are doing so against school wishes.

Outside the school site parents are encouraged to observe general courtesy when driving and parking and are reminded about this several times throughout the year.

The School has warning signs on the surrounding roads and a school crossing patrol person to help children cross the busy main road. Zigzag lines and yellow lines surround the area immediately outside school to discourage parents / carers from parking in this potentially dangerous area.

Through the curriculum and assemblies children are taught about the importance of good road safety and children in Y5 /6 are given the opportunity to take part in cycling proficiency.

Security

The security of the site is ensured by the secure perimeter fence covering the entire boundary of the School. The drive gates are closed from 8:30am-3:30pm.

The school pedestrian gate is open to allow the children access to School and is locked again when the school is locked. Access to the School is only possible through the main entrance door by means of a buzzer / video system. A high door release button prevents children from being able to open the main entrance doors. These doors can only be opened from the school office once identity has been established.

All staff members have an identity badge which they are expected to wear at all times whilst on school premises.

Any visitors to school must sign in on arrival and wear a visitor sticker whilst on school premises. They must sign out on leaving.

All staff and regular volunteers are subject to a DBS check. The details of these are held in the single central register on the school's office computer.

All regular school volunteers are given a copy of the school's safeguarding / health & safety information sheet to read and sign so they are aware of their responsibilities whilst working in school, as well as receiving an induction.

Stress Management

The Headteacher will be aware of problems encountered by staff and signs of stress and of the organisational and individual factors contributing to it.

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All possible support will be given to staff by the Headteacher and the Governing Body.

Training

The Headteacher is responsible for ensuring that all staff are suitably trained in all relevant aspects of Health and Safety. Details of the Health and Safety policy are included in the staff handbook, which is updated and discussed annually. Any specific training required will be arranged, this will take place one to one, and at staff meetings or other agreed times with input from outside specialists as necessary. The Headteacher will keep comprehensive Health and Safety training records for all members of staff. Health & Safety is a standing item on the staff meeting agenda to ensure it remains at the forefront of everyone's minds.

Welfare Facilities

Children are encouraged to bring a bottle of fresh drinking water to school each day. There are also water fountains available around the school for children to access water. Toilet facilities are available throughout the school and include the appropriate waste disposal mechanisms and washing facilities. The staff room provides a comfy area for staff to take breaks; this includes appropriate cooking / food heating facilities and hot water.

Waste Management

School dustbins are sited an appropriate distance away from the school building and are locked at the end of the school day. All waste is placed in these bins and no excess waste is left around the site.

Paper is recycled and collected on a weekly basis. This is stored in the purple recycle bins locked a safe distance away from the school building.

Facilities for staff are located in the staff room; microwave, hot water boiler; fridge etc. Staff are reminded that any hot drinks leaving the staff room when children are in school must be in an insulated mug with a lid.

Wildlife Areas

The School's nature garden is enclosed by a fence and two securely locked gates. Children are not allowed un-supervised access to the garden. The pond has a secure cover which is locked and a sign informs of the pond.

This policy has been reviewed and approved by the staff and governing body:

Date: October 2014

Headteacher's signature: _____

Chair of Governor's signature: _____

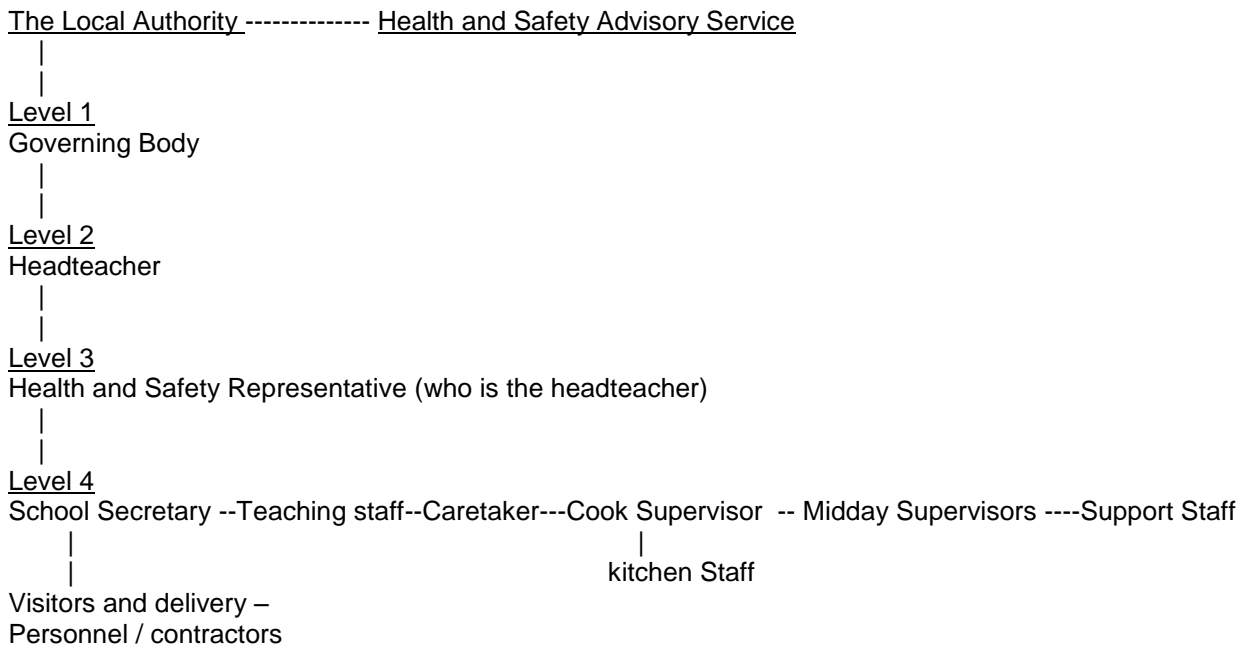
Date of next review: October 2015

Appendix

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Responsibility for implementation of the school's Health and Safety Policy

Line responsibility and Management Structure



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Responsibilities of Governing Bodies

Governing Bodies are responsible for ensuring that health and safety is maintained within their school. In order to do this they must ensure that certain key elements are in place within the school. The responsibilities of Governing Bodies outlined below fall principally into the areas of monitoring of performance, ensuring health and safety matters are adequately resourced and ensuring that those staff who have specific health and safety responsibilities are aware of and undertake those responsibilities.

In particular the Governing Body should ensure that:-

- The school has a health and safety policy (which can be based on the CAYA policy and guidance) which is implemented within the school and that the effectiveness of this policy is monitored. The Governors should formally approve this policy.
- Health and safety is effectively managed in the school through appropriate management systems including risk assessments, inspections, communication systems, guidance, review and monitoring.
- The school considers health and safety as an on-going priority and ensures that health and safety obligations are included in school development plans.
- Health and safety responsibilities are allocated to appropriate staff within the school's organisational structure.
- When decisions on staffing levels are being considered that the health and safety implications of such decisions are fully considered.
- Adequate resources for health and safety are identified.
- They seek health and safety advice from CAYA Health and Safety Section as necessary and that this advice is acted upon as far as is reasonably practicable.
- There is an appropriate forum for discussing health and safety issues, taking decisions and ensuring action is carried out. This could be full Governors' meetings or a sub-committee of the Governors where health and safety is a standing agenda item.
- They receive an annual report on the school's health and safety performance from the Headteacher to include, for example, the findings of risk assessments, any problems the Headteacher feels need referring to the Governors, accident statistics, any changes in working practice and any budgetary implications (this is not an exhaustive list).
- They receive on a regular basis any guidance issued by the Authority and take appropriate action as necessary.
- They review annually the health and safety performance of the school and set targets for achievement for the next year.
- All the County guidance on school journeys and adventure activities and licensing where appropriate is complied with.

NB: THE GOVERNORS OF VOLUNTARY AIDED AND FOUNDATION SCHOOLS ARE THE EMPLOYERS AND THEREFORE LIABLE FOR THE EMPLOYER'S RESPONSIBILITIES AS OUTLINED IN THE HEALTH AND SAFETY AT WORK ETC ACT 1974 AND THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 AND OTHER SAFETY REGULATIONS MADE UNDER THE REMIT OF THE HEALTH AND SAFETY AT WORK ETC ACT 1974.

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Responsibilities of the Headteacher

The Headteacher is ultimately responsible for the day to day implementation of health and safety in their school. This includes ensuring there are arrangements in place for the safe use of the school after hours for lettings and other events.

In order to effectively discharge this responsibility, the Headteacher should ensure that:-

- A school health and safety policy is developed with the Governing Body in line with the CAYA health and safety policy and guidance and that this policy is fully implemented and monitored within their school.
- The policy is brought to the attention of all employees and is periodically reviewed.
- His/her knowledge of health and safety issues is kept up to date.
- Individuals within the school staff are allocated appropriate duties in terms of health and safety management and that these are recorded in the school health and safety policy document.
- Staff are made aware of the health and safety guidance, and any guidance issued by the CAYA which is relevant to their work.
- An annual report on health and safety is prepared and presented to the Governors.
- Inspections of the school are carried out as per CAYA guidance and that appropriate action is taken to deal with the findings of these inspections.
- The school has a relevant number of people trained to carry out risk assessment.
- Risk assessments of all significant risks are carried out and that the findings of these risk assessments are communicated to all those who may be affected by the risk.
- Following risk assessment, an action plan is drawn up to ensure the identified risk reduction measures are followed up.
- Adequate resources are made available to ensure that the school meets its statutory obligations as far as is reasonably practicable.
- Staff training needs in terms of health and safety are identified and that staff receive adequate health and safety training where required. This should include ensuring that all staff (including supply, part-time and temporary staff, staff undergoing teaching training and students on work experience) receive as a basic minimum induction training on their first day in school.
- An appropriate hazard reporting system is set up and that there is a follow-up procedure to ensure actions have been taken.
- All equipment (both personal protective equipment and general equipment, e.g. tools, goggles, gloves, ladders etc) required to ensure health and safety, is provided and is suitable for the task for which it is intended and that it can be adequately and safely stored.
- Systems exist to ensure equipment is checked and where it is found to be faulty that it is taken out of use until repaired/disposed of.
- Safe systems of work are adopted and are documented.
- All goods purchased comply with the relevant safety standards and where there are health and safety implications for their use that these are considered prior to purchase and appropriate systems of work and risk assessments are put in place.
- Appropriate emergency procedures, e.g. fire drills, fire alarm testing, etc, are carried out in accordance with CAYA guidance and that the results are recorded and where appropriate acted upon.
- Where contractors are appointed to work on the site that all appropriate health and safety documents (e.g. safety policy/risk assessments) have been seen by the school. That all risks presented by the contractor's work have been assessed and appropriate controls put into place and that the contractor has been made aware of any risks that there may be to their health and safety from working on the site.
- That there are systems in place to ensure that all necessary permits to work are completed for work by contractors.

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- All parts of the premises and plant that the Governors are responsible for the repair and/or purchase of are regularly inspected and maintained in safe order. That any unsafe items which are the responsibility of the Authority are reported to them in the appropriate form.
- Where a situation presents an imminent risk of serious personal injury that action is taken to minimise that risk as far as is reasonably practicable irrespective of who is ultimately responsible for dealing with it under the LMS scheme.
- Appropriate first aid provision is ensured and maintained.
- Where the premises are used or let after hours that all appropriate health and safety considerations e.g. access, lighting, emergency escapes, access to a phone, access to first aid facilities, have been considered and the necessary actions have been put in place. That all the necessary insurance is in place and that a lettings agreement has been signed.
- Any health and safety guidance received from CAYA is made available to the Governing Body so that appropriate action may be taken as necessary.
- There is appropriate liaison and consultation with Trade Union representatives.

School health and safety co-ordinator

The school health and safety co-ordinator has the following responsibilities:

- To co-ordinate and manage the annual risk assessment process for the school.
- To co-ordinate the general workplace inspections and performance monitoring process.
- To make provision for the inspection and maintenance of work equipment throughout the school.
- To manage the keeping of all health and safety records including management of the building fabric and building services in liaison with County Property division and other contractors.
- To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.
- Carry out any other functions devolved to them by the Headteacher or Governing Body.

Teaching/non-teaching staff holding positions of special responsibility

This includes Deputy Headteachers, Curriculum Co-ordinators, School Secretary and Caretakers. They have the following responsibilities:

- Apply the school's health and safety policy or relevant CAYA department health and safety guidance to their own department or area of work and to be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible.
- Ensure that all staff under their control are familiar with the health and safety code of practice, if issued, for their area of work.
- Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.

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- Ensure so far as is reasonably practicable, provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Investigate accidents that occur within their areas of responsibility.
- Report to the head teacher on the health and safety performance of their department or area of responsibility.

Class teachers

Class teachers are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- Follow particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant guidance, if issued and to ensure that they are applied.
- Point out any shortcomings in health and safety arrangements relevant to their area of work.
- Give clear oral and written instructions and warnings to pupils when necessary.
- Follow safe working procedures, be aware of all risk assessments and appropriate control measures relevant to their area of work and teaching.
- Require the use of protective clothing and guards where necessary.
- Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior permission.
- Report all accidents, defects and dangerous occurrences to their Head of Department.
- Set a good personal example.

All Employees

All employees have health and safety responsibilities as outlined by the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

The health and safety responsibilities of employees are as follows. Whilst at work all employees will:-

- Make themselves familiar with and conform to the schools/department health and safety policy.
- Be aware of and comply with all schools/department health and safety guidance and instructions, safe systems of work and risk assessments, including control measures relevant to their area of work.
- Point out any shortcomings in the schools/department arrangements for health and safety (guidance, instruction, safe systems of work and risk assessments) to their Section Head or Headteacher as appropriate.
- Report all hazards and incidents occurring during the course of their work to their line manager. In addition to this, where the hazard is such that it represents an imminent risk of serious injury, the employee must take all steps within their control to make the situation safe.
- Use appropriate safety equipment and personal protective equipment/clothing which is provided by the employer and ensure that it is used by persons under their charge where appropriate.

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- Co-operate with management in any situation related to health and safety, for example, the introduction of new procedures, initiatives or requirements.
- Co-operate with any investigations related to health and safety, e.g. accident investigations.
- Ensure that all persons for whom they have responsibility obey safety rules and safe systems of work.
- Not use equipment which they have not been trained to use.
- Take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions.
- Report all accidents however minor or near misses.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

School Health and Safety Representatives

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching hours. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Head teacher or Governing Body.

Pupils

Pupils, allowing for their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/ or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.