



Westfield Primary School

HEALTH AND SAFETY POLICY – SITE SPECIFIC

School: Westfield Primary

INTRODUCTION

The policy of this school is to provide and maintain, so far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work for all employees and other persons and to provide such information, training and supervision as is necessary to achieve this aim.

This does not replace the Authority's Statement of Safety Policy or the Local Education Authority Schools' Health and Safety Policy but is additional to it, for the benefit of all employees, visitors and other individuals, including contractors.

The policy will be reviewed on an annual basis or when changes in legislation so warrant.

AIMS OF THE POLICY STATEMENT

The aim of the Policy is to ensure that reasonable action is taken to ensure the health, safety and welfare of all persons using the premises:

- a) to establish and maintain a safe and healthy environment throughout the school;
- b) to promote and maintain safe working procedures for employees and other persons;
- c) to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- d) to ensure the provision of sufficient information, instruction, training and supervision;
- e) to maintain a safe and healthy place of work and safe access and egress from it;
- f) to produce effective emergency evacuation procedures;
- g) to produce adequate accident reporting procedures;
- h) to provide and maintain adequate welfare facilities;
- i) to make any special arrangements as may be necessary to ensure the health and safety of any disabled person using the premises.

ORGANISATION

The Director for Education, Leisure and Libraries will issue and review, as necessary, the Local Education Authority Schools' Health and Safety Policy based upon the Authority's Statement of Safety Policy. Safe systems of work and other documents will be drawn to the attention of every employee.



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This site specific policy operates alongside the Authority's Statement of Safety Policy and the Local Education Authority Schools' Health and Safety Policy, ensuring that the necessary steps are taken to ensure the health and safety of employees and other persons, including the public, clients, pupils, students, contractors and visitors. The Director of Education, Leisure and Libraries will ensure that adequate guidance is given to employees tasked with this duty.

RESPONSIBILITIES

The Local Education Authority retains overall responsibility for health, safety and welfare within education establishments, excluding voluntary aided and foundation school, where the governors are the employer.

The Governing Body has responsibility for ensuring that any health and safety directions issued by the Local Education Authority are complied with and that there is a regular oversight of health and safety issues within the school.

The Headteacher undertakes the day-to-day management of health and safety within the school and ensures inspections are undertaken in accordance with the LA policy.

Employees have a duty to look after their own health and safety and that of others and comply with the employer's instructions regarding health and safety. Employees must tell their line management of any shortcoming in health and safety arrangements.

General Responsibilities – Staff

- a) No class of primary age children should be left for any reason except in an emergency and even then a colleague or the Headteacher should be made aware of the situation and asked to keep an eye on them.
- b) Scissors or sharp craft tools must be stored out of reach of children and when in use constant supervision must be exercised.
- c) A particularly high level of supervision must be exercised when children are assisting in the movement of equipment.
- d) Computer screens will be sited so as to comply with the LA Policy.
- e) Hot glue guns must only be used under teacher supervision.
- f) No child must be allowed out of school during school hours unless there is clear evidence of a request from the parent or guardian. All pupils leaving mid-session must be picked up by a parent/guardian in all but exceptional circumstances. The



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adult must complete the signing out book in the office and must be over 16 years of age.

In the absence of the Headteacher, the deputy Headteacher(s) will discharge the above responsibilities.

In addition to the overall responsibility of the Head the following have delegated responsibility in the areas shown:

	Area	Any Special Responsibility
All teachers	Own classroom/area	Day to day safety
Cook	Kitchen and servery	
Caretaker	Boiler House	
Senior Midday Supervisor	Playground activities At break times	

All staff have the responsibility to co-operate with the Headteacher to achieve a healthy and safe workplace and to take reasonable care of themselves and children.

Whenever a teacher or supervisor notices a health or safety problem which they are not able to put right they must straight away tell the appropriate person.

Other persons responsible for:

Staff Safety Training

East Riding County Council

Council/Governing Body.



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Carrying out safety

Inspections.

Occupational Health and Safety

Section, County Hall, Beverley.

Education Advisory Services

Area Education Offices.

Health and Safety Executive,

Festival House, Jameson Street,

Hull.

Humberside Fire and Rescue.

Service

East Riding County Council,

Property Services Department.

Recording and Investigating

Headteacher (initially).

Accidents

Maintenance of buildings

as laid down in the local

Plant and equipment for L.M.S.

management of school

And voluntary aided schools.

Documentation.



Teaching and Non-Teaching Staff Holding Posts/Positions of Special Responsibility

These staff:

- a) have a general responsibility for the application of the Authority's safety policy to their own department or area of work and are directly responsible to the Head for the application of existing safety measures and procedures within that department/area or work. Advice or instructions given by the Authority and the Head, including the relevant parts of this statement, shall be observed;
- b) shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, (e.g. chemicals, boiling water, duplicating fluid, guillotines);
- c) shall make every effort to resolve any health and safety problem any member of staff may refer to them and refer to the Head any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- d) shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Head;
- e) shall ensure, as far as is practicable, the provision of sufficient information, instruction, and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work;
- f) shall, where appropriate, seek the advice and guidance of the relevant Advisor or Officer of the authority;
- g) shall report to the Head requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.
- h) shall ensure that all cleaning materials are locked away in special stores when not in use.

Supervision at Playtimes

The mid-session breaks are legally deemed as part of the teaching day. The procedure and rota of supervision is designated on the staff notice board, as is absence cover.

No children should be allowed to practice activities in the hall or classroom unless personally supervised by a teacher.



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During wet weather, all classes remain in classroom supervised by their class teacher. Arrangements will be made for provision of beverages, also supervision of the children if a teacher wishes to visit the toilet or collect materials from the administration block.

Special Obligations of Class Teachers

The safety of pupils is the responsibility of class teachers, teachers have traditionally in law carried responsibility for the safety of pupils when they are in charge.

If for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the Head before allowing practical work to take place.

Class teachers are expected:

- a) to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare and first aid, and to carry them out;
- b) to know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- c) to give clear instructions and warning as often as necessary;
- d) to follow safe working procedures personally;
- e) to ask for protective clothing, guards, special safe working procedures, etc. where necessary;
- f) to make recommendations to their headteacher, e.g. on safe equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

Supervision Before and After School

Full-time staff are expected in school no later than 8.30 a.m. and are expected to leave no earlier than 3.50 p.m. parents are requested to ensure that children arrive at school as near to 8.55 a.m. as possible and leave the premises at the end of the day as soon after 3.35 p.m. as possible. Pupils who arrive early or leave late may contact any member of staff in an emergency. On wet days children are to arrive at school as near 8.55 a.m. as possible and are allowed in school under the supervision of their teacher when the teacher arrives in the classroom.



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Teachers must remain in the class/cloaks area until the last child under their supervision has left the building and remain in the vicinity of the classroom until 3.40pm in KS1 and 3.45pm in KS2 in case a child returns to the room.

No child must be kept in detention after school.

Special care must be kept to ensure that no child leaves the school until

11.55 a.m. or 3.30 p.m. in KS1

12 noon or 3.35 p.m. in KS2

At no time within the prescribed hours should children be unsupervised whether in the playground, dining hall or anywhere else in the school.

No child is to leave the premises unless accompanied by a parent/adult known in advance to be collection the child and on leaving and entering our of normal hours, a signing in book must be signed.

Parents are asked to make sure that children do not bring items to school which are hazardous or dangerous. If such items are found by any member of staff they will be confiscated and the parents asked to come into school to collect them. Pupils who are not met by parents due to delays are asked to come to the main reception where they will be supervised and parents contacted.

If any member of the public refuses to leave the premises or is constituting a nuisance, dial the police (999) and request immediate assistance.

The Pupil

The pupils are expected;

- a) to exercise personal responsibility for the safety of self and class-mates;
- b) to observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- c) to observe all the safety rules of the school and in particular the instructions of teaching staff given in emergency;
- d) to use and not wilfully misuse, neglect or interfere with things provided for their safety.



NB All pupils and parents should be made aware of the contents of this section.

Defects in Equipment

Any defective equipment should be taken out of use immediately and the designated person informed. The designated person should inform the Head about the repair or replacement of the item.

Repaired equipment should be checked by the designated person, before being brought back into service.

Information

Copies of all East Riding County Council Welfare, Health and Safety circulars are included with the weekly bulletin and notices. A complete file of all such documents is maintained for reference and available to all staff in the school office.

Electrical Safety

The Local Education Authority policy dealing with electricity at work has been implemented within these premises.

The regulations governing the renewal of the School's Public Entertainment Licence ensure an annual check by the Environmental Health Department and Fire Brigade of electrical safety of earth leakage circuit breakers, emergency exit signs, fire alarms, etc., to meet current legislation.

Residual Current Devices should be tested, the results of which being recorded in a form similar to that shown in Appendix 1.

Persons with Disabilities

The site is adapted so that persons with disabilities are fully included in school activities.



e.g. visually handicapped, hearing impaired, etc. Where it is identified that a pupil/pupils are in requirement of special needs, it is a duty that these requirements are met, e.g.,

- Teacher training
- Specialist equipment
- Means of access

Visitors

Regular visitors and other users of the premises, (e.g. delivery personnel from specific companies), should be required to observe the safety rules of the school. In particular parents helping out in school should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned. Such notice should be drawn to their attention.

All visitors, site users and contractors are expected to sign in and wear a visitor's badge. Anybody found not wearing a badge should be challenged.

Reporting Defects

Any teacher or adult, or child, discovering a defect in the building should report the matter to the designated person. The designated person should take immediate steps to render the area safe or out of bounds and should contact the Clerk of Works. He/she should inform the Headteacher of his/her action.

General Arrangements

First Aid

First aid will be in accordance with LA H/S Policy.

Emergency Services – telephone 999.



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The accident record book is in the Staffroom Office. If accidents occur an accident report must be completed in accordance with County requirements:

AIF Report of Minor Injury (e.g. Bruising, Bangs, Grazes, etc.). Three copies are to be kept, one on the premises, one sent to the Occupational Health and Safety Section, County Hall, Beverley and one sent to the CFAS Admin Team ONLY where fault or negligence can be found e.g. trapped ankle in hole in playground.

F2508 Report of an injury or Dangerous Occurrence. Staff – e.g. broken bones, hospital over 24 hours, absence over 3 days. Four copies. In addition to the above, the original one must be sent to the Health and Safety Executive, Festival House, Jameson Street, Hull.

Administration of Medicines in schools – as laid down in HQ Circular No. 2/84.

In case of Accident

- a) If of a minor nature, deal as a first aid case and follow the procedures under first aid heading.
- b) In serious or doubtful cases, attempts to contact parent/emergency contact, and/or call an ambulance (999). A child must be accompanied to hospital by a parent or member of staff. If the latter, parents must be informed as soon as possible. An accident report must be completed in line with the procedures under first aid heading.
- c) All accidents to members of staff must be reported, noted in accident book and an accident report completed in line with the procedures under first aid. Do not hesitate to call an ambulance if in doubt about seriousness of injury to children or adults.
- d) Parents of any child who has bumped their head should receive a text at the end of the day explaining the nature of the injury.

Fire

See Fire Site Policy

General Fire Safety.

Ensuring fire safety rests with the: Headteacher



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Escape routes: All doors marked for emergency exit and
Escape routes organised

Fire doors: Must never be fastened open.
Must never be obstructed by desks, etc.
To impede exit.

Fire extinguishers to be serviced by: Approved contractors.

Fire alarms: Tested weekly by Caretaker.
Headteacher – period of drills will be
One every term for all zones.

Fire Alarm: Break Glass Situated throughout school

Alarm

- a) Sound the alarm by breaking the glass of the alarm system. Report source of fire to the headteacher.
- b) Person nearest the telephone will dial 999 and call the Fire Brigade. **DO NOT WAIT FOR PERMISSION.**

Action

- a) Classes on yard or field will proceed by the nearest safe route to a designated location.
- b) Main building classes will exit by the most convenient door according to the situation of the fire and proceed to a designated location.



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Teachers

- a) Escort children in a calm and orderly manner to the field.
- b) Close all doors.
- c) Bring fire sheet if in the classroom –Admin staff would bring fire sheets and visitors signing in book to designation.
- d) Check that all children are accounted for and report to the headteacher.

Non -Teaching Staff and Anyone Else on the Premises

- a) Join the school on the field.
- b) Bring fire sheets if in classroom.
- c) Distribute the fire sheets.
- d) Report to the headteacher.

If the fire appears to be a minor one, attempt to deal with it using apparatus available if trained to do so. Never put yourself in danger. Advice and Consultancy should be sought from your local Fire Prevention Officer.

Bomb Alert

In case of a bomb alert all pupils and staff must vacate the building as in a fire alert. The emergency services must be informed (999) and no one should re-enter the building until it is declared safe (see WHS Circular 6/82).

General Information

Specialist advice can be obtained from the Occupational Health and Safety Section.

PO Box 37, County Hall, Beverley.

Telephone Number (01482) 887700

And the

Health and Safety Executive, Festival House, Jameson Street, Hull.



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Telephone Number (01482) 223487

Safety Circulars are kept in the Health and Safety folders in Head's room.

The Department to contact in case of emergency repairs is the Property Services Department.

Electrical Equipment

An approved contractor will be appointed for routine inspections of plugs and cables for loose connections and faults. See Appendix 3. The Department to contact in case of emergency is the Commercial Department or the approved contractor.

Other Equipment

Boiler House	Caretaker	As laid down in Humberside County Council manual of inspection on the use,
Kitchen	Cook	Planning and cleaning of machinery and
	Assistant Cook	heavy equipment

The cook or assistant cook is responsible for contacting the Property Services Department if any defects are found.

An approved contractor will be appointed for the maintenance of appliances, audio visual equipment.

COSHH - Control of Substances Hazardous Health Regulations 1988

Under the COSHH Regulations (1988) all staff have a duty to prevent or control exposure of employees or pupils and visitors to the premises to substances hazardous to health.



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These Regulations apply to all potentially hazardous substances such as dusts, printing products, pesticides, detergents, bleaches, fumes, micro-organisms, paints, dyes and solvents as well as substances used in science experiments.

The master set of COSHH assessment records will be kept in the Head's office. Copies of relevant assessments will be issued to individual departments/personnel.

No new substances may be brought into school without carrying out a full COSHH assessment. This is a legal requirement.

All hazardous materials will be purchased through County Supplies or other recognised scientific suppliers who provide hazard data sheets and/or appropriate labels with each substance purchased. A copy of any hazard data sheet so obtained must be passed to the Headteacher for filing with the COSHH assessments. It is our responsibility as purchaser to obtain any hazard data sheet so these must be requested as part of any order.

If there is any change to a scheme of work the staff involved must ensure that the Headteacher is informed in writing of any COSHH assessments required and that all relevant safety warnings are included on pupils worksheets, etc.

Departments holding stocks of hazardous substances (Science, Art, Technology, Office, Caretaker, Groundstaff, etc.) are required to check stock on a regular basis (at least annually) and list for disposal all substances no longer required. Flammables (e.g. aerosols) should be stored in locked flammables cupboard which is suitably marked in accordance with the Safety Signs Regulations 1980. all hazardous substances and containers will be labelled and have tops on.

All members of staff must make proper use of control measures and report any defects to the Headteacher.

All COSHH assessments must be reviewed on a regular basis or whenever there is a change in circumstances concerning use.

In all work with their pupils staff must bring any relevant safety procedures to their notice.

Whilst we do not discourage pupils from bringing substances from home, a stringent check is kept on the type and amounts for use, to comply with the regulations.



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Educational Visits

Educational Visits co-ordinator is the Mr Garnett. Refer to Educational Visits Policy as guided by the LA.

Sports Activities

To be undertaken in accordance with East Riding County Council Education Guidelines.

Maintenance of Physical Education Equipment

To be undertaken in accordance with East Riding County Council Education Guidelines.

Contractors, including DSO/DLO, Working on East Riding County Council premises must comply with any appropriate legislation and any County Council rules governing the particular premises. To this end contractors will agree with the Headteacher what working arrangements will be applied before starting work.

Where possible, prior to the contractor's staff starting on site, designated routes for the movement of vehicles should be planned to reduce the risks to other persons.

They will also be required to report to the person in charge of the premises all accidents and injuries which occur on the premises whether such accidents involve injury to their own staff or to other persons on the premises.

Notification of dangers when work is in progress

The following procedures should be followed:

- a) In the event of danger, the operator in charge of the building should take any steps deemed necessary to exclude persons from the danger until such times it is rectified.
- b) The contractor should be told what the person in charge has identified as dangerous and what has to be done to ensure that persons are not endangered.
- c) Where work has been ordered by the Chief Property Services Officer, the matter should be reported to the Clerk of Works/Principal Building Surveyor.
- d) In cases of less urgent nature, the person in charge of the building should discuss the problem with the contractor's representative on site and if possible agree a solution.
- e) The Clerk of Works/Principal Building Surveyor should always be consulted or notified on the apprehended danger and what is being done by the contractor to avoid it.



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Use of County Council Equipment by Contractors

Employees who are in charge of such equipment must not lend it to contractors who not DSO employees. The contractor is expected to supply any/all equipment needed to complete the work safely that they have undertaken to do.

Lunchtime Duties – Supervisors – See SMT booklet.

Within the terms laid down by East Riding County Council, specific duties to include:

Responsibility for all children on school premises between 11.55 and 1.15 p.m. including children returning from home. Pupils are asked to return after 1.00 p.m. if going home for lunch.

Discipline – see L.T.S. guide.

Community Use – Hall only

Under the 1986 Education Reform Act the Headteacher and Governors recognise that community use of premises will be required, e.g., Adult Education/Youth Service and Community Groups. Such groups' attention will be drawn to the detail of this safety policy with which they will be required to comply with so far as it affects their operations. Safety provisions over and above those contained in this safety policy may be appropriate for particular common use activities and each group will be responsible for producing their own safety procedures which complement those within existence within the school.

Infectious Diseases

The school will take all reasonably practicable precautions in accordance with the requirements of the Health and Safety at Work etc. Act 1974 to protect all persons on the premises.

The school policy and hygiene guidelines will be adhered to and are available on request from the Headteacher.

Pupils and Staff should be familiar with these Arrangements



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Safety Officers

Officers of the Occupational Health and Safety Section have the right to stop any activity on Council owned property if it is, in their opinion, giving rise to imminent danger. The work activity will not be allowed to restart until such time that the cause of the danger is removed or rectified. Officers acting in this manner will be indemnified in accordance with the terms expressed in Minute 6372 of the Personnel Sub-Committee held on 28th November, 1991.

Any member of staff noticing a failure to comply with this statement of organisation and arrangements, or other advice/guidance issued by the Authority or Head in pursuance of the safety policy, should immediately report the circumstances to the Head. The Head should then initiate appropriate remedial action. If it proves impossible for the Head to resolve the matter, he/she should then report the matter to the Senior Education Officer (Finance Administration and Development).

Hazardous situations should also be reported immediately and the same procedure followed.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Head and Governors.

Review

A review of all procedures will take place each year in time for the commencement of the new academic year.



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