



HEALTH AND SAFETY POLICY For Codicote C of E Primary School

This policy was agreed by staff and governors in September 2008. This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

Signed:
(Headteacher)

Date:

Signed:
(Chair of Governors' Premises Committee)

Date:

PART 1: STATEMENT OF INTENT

The Governing Body of Codicote School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and Common Law duties.

This Statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of all members of staff. The policy statement supplements

- HCC's General Statement of Health and Safety at Work Policy ;
- CSF Health and Safety Policy, Organisation and Arrangements Statement

The above Statements (and other H&S policies and guidance) may be downloaded by staff from the Education Health and Safety Manual.

PART 2: ORGANISATION

As the employer, HCC has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools.

(In Foundation and Voluntary Aided Schools, the responsibility for health and safety rests with their employer, the Governing Body).

At school level duties and responsibilities have been assigned to Staff and Governors as laid out below.

Responsibilities of the Governing Body:

The Governing Body/management committee is responsible for health and safety matters at a local level and are responsible for:

- Formulating a Health and Safety Statement detailing the responsibilities for ensuring health and safety within the establishment;

- Reviewing the establishments Health and Safety Policy and performance annually;
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
- Providing appropriate resources within the establishment's budget for the implementation of the attached arrangements;
- Receiving from the Headteacher reports on health and safety matters and reporting to (CSF, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting a positive H&S culture and high standards of health and safety within the establishment.

Responsibilities of the Headteacher:

Overall responsibility for the day to day management of health and safety in the school rests with the Headteacher.

As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Headteacher has responsibility for :

- Communicating the policy to all relevant parties;
- Ensuring there is an adequate system in place for undertaking risk assessments;
- The implementation and monitoring of the establishments health and safety arrangements which form part of this policy;
- Ensuring all staff are provided with adequate information, instruction and training on health and safety issues;
- Ensuring that the establishment has emergency procedures in place.
- Reporting to HCC any hazards which cannot be rectified within the establishment's budget;
- Ensuring there is no misuse of plant, equipment etc.;
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- The provision of appropriate health and safety information to governors;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed).
 - Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher or Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them;

The Headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.

Responsibilities of other teaching staff:

- Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;

- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented (these are held in classrooms with copies available in the office);
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Ensure, so far as is reasonably practicable, the 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;
- Ensure that all accidents (including near misses) are promptly reported and investigated using the appropriate forms etc;

Responsibilities of Site Manager:

- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including the CSF, CLEAPSS, DCFS, BAALPE etc., and ensure that all subordinate staff are aware of and make use of such guidance;
- Ensure that appropriate safe working procedures are brought to the attention of all staff;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Responsibilities of employees

Under the Health and Safety at work Act etc 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees of the establishment have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent to use or have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

PART 3: ARRANGEMENTS

Appendix 1	-	Fire Evacuation and other Emergency Arrangements
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Appendix 3	-	First Aid and Medication
Appendix 4	-	Accident Reporting Procedures
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Detailed information is given in the Education Health and Safety Manual

APPENDIX 1

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The head teacher is responsible for ensuring the fire risk assessment is undertaken and implemented following guidance contained in the Education Health and Safety Manual. The fire risk assessment is located in the fire folder and reviewed on an annual basis.

Fire Instructions

These documents are made available to all staff and are included in the establishment's induction process.

An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed in the staff handbook and a summary posted in each classroom

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by Liz Pollard and provided to HCC upon review.

Fire Drills

- Fire drills are undertaken termly, and a record is kept in the Fire Log book;

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable fire fighting equipment.

- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- Service isolation points are in the Boiler room – gas & water and Hall – Electricity. Material Safety Data Sheets for Chemicals and flammable substances. These will be kept by Caretaker in a file available from the office.

APPENDIX 2

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by the site manager and a record kept in the Fire log book.

Any defects on the system will be reported immediately to the Headteacher.

A fire alarm maintenance contract is in place and the system tested annually.

Smoke and heat detectors are tested on a quarterly basis by the site manager.

INSPECTION OF FIRE FIGHTING EQUIPMENT

Kidde undertakes an annual maintenance service of all fire fighting equipment.

The site manager checks that all fire fighting equipment is available for use and operational and for any evidence of tampering weekly.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the Headteacher.

MEANS OF ESCAPE

Daily, the site manager checks for any obstructions on exit routes and ensures all final exit doors are operational.

APPENDIX 3

FIRST AID AND MEDICATION

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

The school office, KS 2 corridor, Reception cupboard, Mens' toilets, 326 club room.

The Office Manager is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

The following staff are available to provide first aid-

TRAINED TO FIRST AID AT WORK LEVEL:

Mrs Sue Mansell

TRAINED TO EMERGENCY AID LEVEL:

All Teaching Staff

TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID):

Carolyn Gardner

Course applied for to train additional staff (Sept 2008).

The Headteacher will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

Transport to hospital : If the First Aider or Headteacher considers it necessary, the injured person will be sent directly to hospital by ambulance. Parents and/or guardians will also be informed. An accompanying adult will be designated in situations where the parents cannot be contacted. The school will follow the procedure for completion of incident/accident records in accordance with HCC guidance.

Blood Spillages

HCC guidance on Protection from Blood borne viruses and basic infection control will be followed.

Administration of medicines

- All medication will be administered to pupils in accordance with the DfES document "Managing Medicines in Schools and Early Years Settings"
- No member of staff should administer any medicines unless a request form has been completed by the parent / guardian.
- The only medication kept and administered within school are those prescribed specifically for a pupil at the request of the parent / guardian and with the consent of the head teacher. Records of administration will be kept by the Office Manager.
- All medications kept in school are securely stored in the staffroom fridge with access strictly controlled.
- Where children need to have access to medication i.e. asthma sufferers, it will be kept in the child's classroom, and clearly labelled.
- Staff will undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc) as appropriate.

APPENDIX 4

ACCIDENT REPORTING PROCEDURES

In accordance with the County Accident/Incident Reporting Procedure employees must report:

- Accidents, dangerous occurrences, and near misses on the standard County Council Incident and Dangerous Occurrence Report (IDOR) form.
- Violent incidents and verbal abuse on the standard County Council Violent Incident Report (VIR) Form.

Copies of these forms are available from the accident file in the main office.

The Headteacher will countersign the HCC report form before the original copy is sent. A copy is also kept at school

- A local accident book, in the main office, is used to record all minor incidents to pupils any more significant incidents must also reported to HCC using the forms described above.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Headteacher or their nominee will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE).

In the event of a fatality or major injury these incidents will be reported immediately to the Health and Safety Executive (HSE) on-line at their web site <http://www.hse.gov.uk/riddor/> or by telephone on 0845 300 9923.

The Education Health and Safety team should also be informed on 01992 556478.

In the event of an incident resulting in

- Pupils or other non-employees being taken to hospital
- Employee absence, as the result of a work related accident, for periods of 3 days or more (including W/E's and holidays)

These must be reported to the HSE within 10 days of the incident occurring.

In every case where a incident is reported to the HSE a copy of the F2508 form should be attached to the IDOR/VIR form and sent to the Education Health and Safety Team.

Full guidance and copies of the form are located in the County Health and Safety Policies and Guidance Manual.

APPENDIX 5

LONE WORKING

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height) should not be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Headteachers/senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.(Refer to Guidance on Personal Safety in the Health and Safety Manual).
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and also to pre-plan the route if the premises are unfamiliar.)
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. (NB. Consider the use of Key-holder services such as Arena who will either attend for you or collect the key-holder to attend)
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

APPENDIX 6

HEALTH AND SAFETY INFORMATION & TRAINING CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation

The premises committee meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

Communication of Information

Detailed information on how to comply with HCC's health and safety policy is given in the Education Health and Safety Manual, which is available for reference via the Grid. Hard copies are available in the main office, site manager's room, and in the headteacher's office.

The Health and Safety Law poster is displayed in the entrance hall and staff room.

The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice for Community, special and VC schools.

HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided and documented for all new employees by the headteacher

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

Employees will be provided with :

- induction training in the requirements of this policy
- update training in response to any significant change
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required

Training records are held by the site manager and CPD coordinator who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan.

- This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.
- The Headteacher will be responsible for assessing the effectiveness of training received.
- Each member of staff is also responsible for drawing the Headteacher's / line managers attention to their own personal needs for training and for not undertaking
- duties unless they are confident that they have the necessary competence

APPENDIX 7

WORK EQUIPMENT

All staff are required to report to the headteacher any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use. All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by the site manager (training completed 2008). Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and subjected to the same tests as school equipment. Major fixed wiring circuits will be checked at least once every five years.

External play equipment

The external play equipment will only be used when supervised. Such equipment should be checked daily by the site manager for any apparent defects, and particularly for contamination by animals in areas covered by bark chippings or soft sand.

The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair.

Caretaking/cleaning equipment including hand tools- responsibility of the site manager
Gas appliances – responsibility of site manager and school cook
PE and play equipment is inspected by an approved contractor annually.
Kiln is inspected by an approved contractor annually
Portable electrical equipment is inspected by the site manager annually.

APPENDIX 8

FLAMMABLE AND HAZARDOUS SUBSTANCES

Within curriculum areas teachers are responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “Control of Substances Hazardous to Health Regulations 2004” (the “COSHH” Regulations).

In all other areas the establishments nominated person(s) responsible for substances hazardous to health is the site manager.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- risk assessments are conducted for the use of hazardous substances (generic risk assessments are available for products purchased from Hertfordshire Supplies, these are adapted to suit specific use of material on site)
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers)
- suitable personal protective equipment (PPE) has been identified and available for use

APPENDIX 9

LIFTING AND HANDLING MANUAL HANDLING OF LOADS

- Generic risk assessments for manual handling are undertaken and staff provided with information on safe moving and handling techniques.
- All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by the site manager who will arrange for a risk assessment to be carried out.
- Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable.
- The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.
- Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

APPENDIX 10

HEALTH AND SAFETY MONITORING AND INSPECTION

- A general workplace inspection of the site will be conducted termly by the site manager.
- Advice and pro forma inspection checklists can be found in the Education Health and Safety Manual.
- Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.
- The person(s) undertaking the inspection will complete a report in writing and submit this to the head teacher.
- Responsibility for following up items detailed in the safety inspection report will rest with the Headteacher.
- A named governor will be involved / undertake inspections on an annual basis and report back to the premises sub-committee and full governing body meetings

APPENDIX 11

ASBESTOS

The HCC Asbestos Policy, available on the Property Matters web site will be followed.

- The asbestos register is held in the main office and will be made available to all staff and visiting contractors prior to any work commencing on the fabric of the building or fixed equipment.
- The authorising officers shall ensure:
- The asbestos log is maintained and that any changes are notified to the Mouchel asbestos helpdesk. All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer

Any damage to materials known or suspected to contain asbestos should be reported to the headteacher who will contact the Asbestos Helpline on 0845 6030369

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Headteacher.

APPENDIX 12

General Risk Assessments

- The school risk assessments will be co-ordinated by the headteacher following guidance contained in the Education Health and Safety Manual.
- All workplace activities, teaching and non teaching (e.g. caretaking), premises and one off activities have been assessed by the headteacher and approved by the headteacher.
- These risk assessments are available for all staff to view and are held centrally in the main office
- Specific risk assessments relating to individual persons, e.g. staff member or young person/pupil are held on that person's file.
- Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest and staff are made aware of any changes to risk assessments relating to their work.

Pregnancy Risk Assessment

Assessments on new and expectant mothers will be undertaken by the Headteacher following guidance contained in of the County Health and Safety Manual.

It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.

The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

Curriculum Activities

Risk Assessments for Curriculum activities will be carried out the Headteacher using relevant Health and Safety Codes of Practice for Design & Technology, Science, Art PE etc.

APPENDIX 13

OFFSITE VISITS

Offsite visits will be organised following guidance contained in the Hertfordshire County Council Children, Schools and Families Offsite Visits Manual held in the headteacher's office.

The County Council Offsite Visits Advisor must be notified of all level 3 trips, which include, overseas trips and school led adventurous / hazardous activities.

The school's Educational Visits Co-ordinator(s) are the head and deputy.

All Offsite Visit activities must be risk assessed using relevant HCC forms, these assessments are monitored and reviewed by the Headteacher.

APPENDIX 14

WORKING AT HEIGHT

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable.

A copy of this assessment will be provided to employees authorised to work at height.

The establishments nominated person(s) responsible for work at height is the site manager.

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and that ladders are checked termly;
- all access equipment is inspected and maintained;
- the risks from fragile surfaces is properly controlled.

APPENDIX 15

WORKING WITH ICT

- Advice on the use of DSE is available in the Education Health and Safety Manual
- All staff who use habitually use computers as a significant part of their normal work. (Significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars etc shall have a DSE assessment carried out by their line manager.
- HCC DSE Risk Assessment Form is available on Connect.
- Those staff identified as DSE users shall be entitled to an eyesight test for DSE use , every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

APPENDIX 16

Vehicular Access to School

- Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them. Gates are kept shut during school hours.
- The children's and parent's access shall be kept clear of vehicles.
- The access from the road shall be kept clear for emergency vehicles.
- The vehicle access gate must not normally be used for children's pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

APPENDIX 17

Lettings

Lettings are managed by the office manager following County council guidance. For further guidance, please see the School's Lettings Policy.

APPENDIX 18

CONTRACTORS

Contractors are selected through the Technology Forge site. If staff have any concerns regarding contractors, these should be reported immediately to the Headteacher, or deputy Headteacher.

All contractors must report to the school office where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The site manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and the Headteacher is responsible for keeping records of all contractor work .

APPENDIX 19

Not applicable

APPENDIX 20

Health and well being

The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and HCC's management standards.

Detail systems are in place within the school for responding to individual concerns e.g. Performance Management, mentoring. Staff are able to speak to the headteacher / deputy/senior management regarding well being issues.

APPENDIX 21

Legionella

The school complies with advice on the potential risks from legionella as identified in the Education Health and Safety Manual.

The site manager will be responsible for identifying and flushing rarely used outlets on a weekly basis and after school holiday periods. Where necessary water temperature checks will be undertaken on a monthly basis.

The site manager will ensure that any showers or other areas where water droplets are formed are disinfected and descaled on a quarterly basis.