



Silverhill Primary School  
Procedures and Policy for Health and Safety

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|------------|-----|------------|-------------|
| Policy No. | S10 | Issue date | Review date |
|------------|-----|------------|-------------|

### Statement of Health and Safety Policy

To comply with the 'Health and Safety at Work etc Act 1974'; it is necessary to produce and regularly review a written statement of health and safety policy.

### Statement of Intent

The basis of the policy is the Statement of Intent. This lays out the intentions of the Governing Body, Senior Management and staff to ensure so far as is reasonably practicable a healthy and safe workplace for employees and anyone else who may be affected by use of the school. It also stresses that each employee has a duty to ensure so far as is reasonably practicable the safety of themselves and others through their acts and or omissions.

### The Organisation for Safe Schemes of Work

The daily organisation of the school and associated schemes of work to ensure the carrying out of the Statement of Intent can be identified through the Derbyshire County Council Health and Safety and Risk Management File. To be used in conjunction with this file is a Staff Handbook which identifies the key elements of Health and Safety polices and procedures for the school including manual handling, use of ladders and issues of good housekeeping.

### Physical Provisions

A scheme of maintenance for all equipment is established. This Planned Preventative Maintenance (PPM) Scheme ensures that all equipment is systematically examined and tested to help prevent breakdown and possible injury associated with such a breakdown.

#### a) Electrical Equipment

Only authorised qualified electricians to install or repair electrical equipment.

Equipment that is known or suspected to be faulty must not be used.

All electrical equipment shall be visually examined before use. The person using the equipment should satisfy themselves that it is in working order and can be used safely.

The equipment shall be electrically tested by a competent electrician on an annual basis. All the relevant details of the tests shall be logged along with a signature and date and the date of the next test. This test and examination may be done by a contractor.

#### **b) Mechanical Equipment**

The above tests and inspections also apply to all mechanical equipment.

Some mechanical equipment may need inspection by an insurer's engineer to comply with insurance policies and legislation. This may be lifting equipment, such as hoists, person carrying lifts, steam boilers, etc.

The procedures for the procurement and disposal of equipment are as follows:

The equipment shall be suitable and sufficient for the task, for example, a domestic appliance may not be capable of withstanding the daily stresses and strains for which an industrial type appliance is designed. Disposal of equipment must be through the correct channels to avoid any claim upon the establishment for providing someone with faulty equipment.

#### **Emergency Escape and Fire Provisions.**

A fire evacuation practice is carried out at least once per term. The time of the practice varies to take account of employees working at different times of the day. The escape routes vary to encourage staff and pupils to think for themselves in an emergency situation and not to merely use the same exit each time.

The fire alarm system is tested on a weekly basis. All alarm tests and evacuation practices are logged in the appropriate file in the School Office.

Fire evacuation procedures are visible in all class rooms. The location of fire extinguishers are identified in the Staff Handbook.

The Emergency Evacuation Plan identifies the procedures to be followed and individuals allocated to carry out tasks.

## **First Aid Provisions**

To comply with the 'Health and Safety (First Aid) Regulations 1981', it is the duty of management to ensure that there is a minimum of an "Appointed Person" on duty at all times whilst employees are at work. The basic duties of an "Appointed Person" are as follows:

- a) to take charge of the injured person (s) and summon the appropriate help, Doctor, Nurse or transport to hospital, if necessary
- b) to take charge of the first aid box and maintain stocks and contents, and make available the necessary contents for treatment of minor injuries
- c) to ensure a record is kept of each incident and that appropriate forms are completed
- d) to maintain notices of first aid arrangements
- e) to inform new employees of the first aid arrangements at the work place

It is school policy to offer all members of staff basic first aid training every three years. Two members of the full time staff have completed the full first aid course. This is reviewed as necessary.

## **First Aid Boxes and Kits**

First aid boxes and travelling first-aid kits contain a sufficient quantity of suitable first aid materials and nothing else.

Contents of the boxes and kits are replenished as soon as possible after use in order to ensure that there is always an adequate supply of all materials. Items are not be used after the expiry date shown on packets. It is, therefore, essential that first aid equipment be checked frequently, to make sure there are sufficient quantities and all items usable.

First aid boxes can be identified by the white cross on a green background in accordance with the Safety Signs Regulations 1980.

First aid boxes contain only those items which a first aider has been trained to use.

Sufficient quantities of each item should always be available in every first aid box or container. In most cases these will be:

- a) one guidance card
- b) twenty individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment (which may be detectable for the catering industry)
- c) two sterile eye pads with attachment
- d) six individual wrapped triangular bandages
- e) six safety pins
- f) six medium sized individually wrapped sterile unmedicated wound dressings (approx 10cm x 8cm)
- g) two large sterile individually wrapped unmedicated wound dressings (approx 13cm x 9cm) and
- h) three extra large sterile individually wrapped unmedicated wound dressings (approx 28cm x 17.5 cm)

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers are to be provided. Each container holds at least 300 ml and is disposed of once the sterile seal is broken. At least 900ml should be provided. Eye baths/eye cups/ refillable containers should not be used for eye irrigation.

Sterile first aid dressings are packed in such a way as to allow the user to apply the dressing to a wound without touching that part which is to come into direct contact with the wound.

Where an employee has received additional training in the treatment of specific hazards which require the use of special antidotes or special equipment, these are stored in the first aid cabinet.

### **Travelling First Aid Kits**

The travelling first aid kits include:

- a) card giving the general first aid guidance
- b) six individually wrapped sterile adhesive dressings

- c) one large sterile unmedicated dressing
- d) two triangular bandages
- e) two safety pins
- f) individually wrapped moist cleansing wipes

### **Supplementary Equipment**

Blankets

Disposable plastic gloves and aprons

Blunt-ended stainless steel scissors

Plastic disposable bags for soiled or used first aid dressings are provided.

Employers should ensure that used dressings etc are safely disposed of in sealed bags and in the appropriate bin.

### **Accident and Incident Reporting Procedures**

All accidents, incidents and first aid treatments are recorded in the school accident book, located in the first aid area. Forms are located in the School Office.

Staff are informed of any accidents happening on the premises either verbally or through written communication eg. Bumped head letter. The accident book is analysed by the health and safety committee. This is to enable lessons to be learnt from mistakes to avoid any future recurrence of the accident. Information is shared with all staff at staff meetings or as appropriate.

### **Control of Hazardous Substances (COSHH)**

Hazardous substances kept on the premises at Silverhill School are subject to assessment. Health and Safety Data Sheets are kept in a file in the school office.

Staff are made aware of policies and assessments in connection with usage of substances through staff meetings and the Staff Handbook.

A formal inspection is carried out annually by the:

Headteacher  
Assistant Headteacher  
Health and Safety Governor  
Project Manager

### **Safety Training Provision and Provision of Information and Instruction**

A rolling programme of relevant training is attended by the Health and Safety Committee or all members of staff as appropriate. All key information is transferred to all members of staff through staff meetings and written communication.

### **Contractors and Visitors on site**

The Health and Safety Committee has a responsibility to ensure the continued health and safety of all persons whilst on the premises. This duty extends to contractors, visitors, parents, pupils etc. These people are owed the same duty of care as that given to employees.

There is a system in place on each site to ensure communication between contractors/visitors and site management.

#### **For visitors;**

Sign Visitors book  
Wear Visitors badge

#### **For contractors;**

Sign Visitors book  
Wear Visitors badge  
Read contractors checklist  
Sign Asbestos Register as appropriate

Relevant questions are asked, such as what work is to be carried out, where, using what equipment or chemicals. Decisions are then made as to the extent of school closure or segregation of staff and pupils from the work activities.

If the work contract is awarded to an outside agency or business, careful vetting does take place by the Local Authority Surveyor. This includes the company's health and safety policy, work statements and the level of insurance cover held by the contractor. Refer to Derby City Councils policy on Contractors.

## **Out of School Activity Provision**

All staff involved in out of school activity have read, signed and understood the guidelines and comply with them as a minimum standard. The supervision ratios and first aid provision provided by the school is incorporated into the policy to ensure all staff are aware of this and can comply on all school trips.

Transport arrangements are taken into consideration and best practice adhered to. Any employees using their own vehicle for work purposes must be covered by insurance for business use.

## **Environmental Conditions**

The management of the school ensures acceptable environmental conditions within the premises in line with health and safety guidelines (temperature, lighting, noise, dust).

## **Welfare Facilities**

The welfare facilities provided on site are maintained in a clean and hygienic state and available for use by all members of the school community. These facilities include toilets, hand-washing facilities with warm water, soap and towels or hot air hand dryer, facilities to make a drink and eat lunch.

## **Lone Working**

Any members of staff who are working alone must comply with the following conditions

- they should inform another adult of their whereabouts and approximate lone working time and provide them with a contact telephone number;
- they should have access to a telephone;
- they should ensure all exterior doors are locked.

## **Wildlife Areas**

The safety aspects of our wildlife area and pond have been considered. Please refer to the Grounds for Change Policy.

## **Keeping of Animals**

In the instance that animals are kept in school the guidelines in the 'Be Safe' booklet are followed. (see Science co-ordinator and Grounds for Change policy)

## Records of Inspection and Testing

There is a record of all inspections and tests kept in the School Office to enable the Planned Preventative Maintenance (PPM) Scheme to be monitored. The types of equipment which require test and inspection records are listed below;

| Testing                       | Frequency        |
|-------------------------------|------------------|
| Fire extinguishers            | annual           |
| Fire alarms - serviced        | 4 times per year |
| Fire alarms - tested          | weekly           |
| Evacuation practice           | 6 times per year |
| Pe equipment                  | annual           |
| Electrical equipment          | annual           |
| mechanical equipment          | As required      |
| ladders/step ladders          | 3 times a year   |
| personal protective equipment | annual           |
| water temperature             | weekly           |
| Emergency lighting            | Twice yearly     |
| Electrical inspection         | Every 5 years    |
| Water system hygiene          | 4 times per year |
| Lightening conductor          | annual           |
| Intruder alarm                | annual           |
| Grease Trap                   | weekly           |
| Kiln                          | annual           |
| Boilers                       | annual           |
| Site boundaries/surfaces      | annual           |
| Play equipment/benches        | annual           |

**Grounds Maintenance - see Grounds for Change Policy**

### Monitoring of Policy and its Provisions/Auditing

This policy will be monitored and amended annually in line with the Governing Body policy review timetable. A copy of the policy is available from the School Office, on the school website and internal network.

## HEALTH AND SAFETY POLICY STATEMENT

### 1. General

- 1.1 The Governing Body notes the provisions of the Health and Safety at Work, etc Act 1974 which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- 1.2 The aim of the Governing Body is, "To provide a safe and healthy working and learning environment for staff, pupils and visitors."
- 1.3 The arrangements outlined in this statement and the various other safety provisions made by the Governing Body cannot prevent accidents or ensure safe and healthy working conditions. The Governing Body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. **So far as reasonably practicable** the Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

### 2. The Duties of the Governing Body

- 2.1 In the discharge of its duty the Governing Body, in consultation with the Head, will:
- a) make itself familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1992 (SI 1992 No.2051)

- b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
- c) periodically assess the effectiveness of this policy and ensure that any necessary changes are made
- d) identify and evaluate all risks relating to:
  - \* accidents
  - \* health
  - \* school-sponsored activities (including work experience)
- e) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others
- f) create and monitor the management structure

2.2 In particular the Governing Body undertakes to provide:

- a) a safe place for staff and pupils to work including safe means of entry to and exit from
- b) plant, equipment and systems of work which are safe
- c) safe arrangements for the handling, storage and transport of articles and substances
- d) safe and healthy working conditions which take account of all:
  - i. statutory requirements
  - ii. codes of practice whether statutory or advisory
  - iii. guidance whether statutory or advisory
- e) supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the Governing Body will ensure within the financial resources available that such training is provided. Pupils will receive such training as it considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated.
- f) necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
- g) adequate welfare facilities

2.3 So far as is reasonably practicable the governing body, through the Head, will make arrangements for all staff, including temporary and

voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- a) this policy
- b) all other relevant health and safety matters
- c) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

### **3. The Duties of the Head**

3.1 As well as the general duties which all members of staff have (see 5.0) the Head has responsibility for the day to day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

3.2 The Head is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times

3.3 In particular the Head will:

- a) be aware of the basic requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the school
- b) ensure at all times the health safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities
- c) ensure safe working conditions for the health, safety and welfare of staff and pupils and others using the school premises and facilities
- d) ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus so that each task is carried out to the required standards and so that all risks are controlled.
- e) consult with members of staff, including the safety representatives on health and safety issues

- f) arrange systems of risk assessment to allow the prompt identification of potential hazards
- g) carry out periodic reviews and safety audits on the findings of the risk assessment
- h) identify the training needs of staff and pupils and ensure within the financial resources available that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
- i) encourage staff pupils and others to promote health and safety
- j) ensure that any defects in the premises its plant equipment of facilities which relate to or may affect the health and safety of staff pupils and others are made safe without delay
- k) encourage all employees to suggest ways and means of reducing risks
- l) collate accident and incident information and when necessary carry out accident and incident investigations
- m) monitor the standard of health and safety throughout the school including all school based activities encourage staff pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others
- n) monitor first aid and welfare provision
- o) monitor the management structure along with the governors

#### **4. The Duties of Supervisory Staff**

- 4.1 All subject co-ordinators will make themselves familiar with the requirements of the Health and Safety etc Act 1974 and any other health and safety legislation and codes of practice, which are relevant to the work of their area of responsibility.
- 4.2 They will take a direct interest in the school's health and safety policy and in helping other members of staff pupils and others to comply with its requirements
- 4.3 As part of their day to day responsibilities they will ensure that:
  - a) safe methods of working exist and are implemented throughout the school
  - b) health and safety regulations, rules, procedures and codes of practice are being applied effectively
  - c) staff, pupils and others under their jurisdiction are instructed in safe working practices
  - d) new employees are given instruction in safe working practices

- e) regular safety inspections are made of their area of responsibility as required by the Head or as necessary
- f) positive, corrective action is taken where necessary to ensure the health and safety of all staff pupils and others
- g) all plant, machinery and equipment is adequately guarded
- h) all plant, machinery and equipment is in good and safe working order
- i) all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant machinery and equipment
- j) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available
- k) toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- l) all health and safety information is communicated to the relevant persons
- m) they report, as appropriate, any health and safety concerns to the appropriate individual

## **5. The Duties of all Members of Staff**

- 5.1 All staff will make themselves familiar with the requirements of the health and safety at Work etc Act 1974 and any other health and safety legislation and codes of practice. They should:
- a) take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
  - b) as regards any duty of requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with
- 5.2 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk
- 5.3 In particular all members of staff will:
- a) be familiar with the safety policy and any all safety regulations as laid down by the governing body
  - b) ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
  - c) see that all plant, machinery and equipment is adequately guarded
  - d) see that all plant machinery and equipment is in good and safe working order

- e) not make unauthorised or improper use of plant machinery and equipment
- f) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
- g) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- h) report any defects in the premises, plant, equipment and facilities, which they observe
- i) take an active interest in promoting health and safety and suggest ways of reducing risks

## **6. Hirers, Contractors And Others**

- 6.1 When the premises are used for purposes not under the direction of the Head then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in paragraph 3.0 of this document
- 6.2 The Head or the co-ordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times
- 6.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee will be treated as a hirer and will comply with the requirements of this section
- 6.4 When the premises are hired to persons outside the employ of the Governing Body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not without the prior consent of the Governing Body:
  - a) introduce equipment for use on the school premises
  - b) alter fixed installations
  - c) remove fire and safety notices or equipment
  - d) take any action that may create hazards for persons using the premises or the staff or pupils of the school
- 6.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the health and safety at Work Act etc 1974 and must

pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the Health and Safety at Work, etc Act 1974.

- 6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Head will take such actions as are necessary to prevent persons in his or her care from risk of injury
- 6.7 The Governing Body draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the Health and Safety at Work etc Act 1974. which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions

## **7. Staff Consultative Arrangements**

- 7.1 The Governing Body, through the Head, will make arrangements for the establishment of a safety committee by incorporating agenda items on health and safety matters into existing consultative groups. Representation on this committee will cover all appropriate areas of work or special hazards. As a group, the nominated safety representatives of each accredited trade union or staff association will be offered a number of places on this committee and should decide amongst themselves which individuals should sit on the committee.

## **8. Codes of Practice and Safety Rules**

- 8.1 From time to time the Department for Education and Skills (Dfes), the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Heads and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Head considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the Governing Body that he or she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

## **9. Risk Assessment**

- 9.1 The Head will ensure that a risk assessment survey of the premises, methods of work and all school-sponsored activities is conducted annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Governing Body.

## **10. Emergency Plans**

- 10.1 The Head will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants of users of the school. This plan will indicate the action to be taken in the event of a major incident so that everything possible is done to:
- a) save life
  - b) prevent injury
  - c) minimise loss
- 10.2 The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils.

## **11. First Aid**

- 11.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents
- 11.2 At the discretion of the Governing Body other staff will be given such training in first aid techniques as is required to give them a basic minimum level of competence.
- 11.3 Supplies of first aid material will be held at various locations throughout the school. The Head will determine these locations. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.
- 11.4 Adequate and appropriate first aid provision will form part of the arrangements for all out of school activities.
- 11.5 A record will be made in the School accident book of each occasion any member of staff; pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity.

## 12. Review

- 12.1 The governing body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health safety and welfare of staff and pupils.

Signed \_\_\_\_\_ (For the governing body) Date \_\_\_\_\_

Signed \_\_\_\_\_ (Head) Date \_\_\_\_\_

## Appendix 1

The designated person in charge of Health & Safety is: Mrs Kate Nash  
(Headteacher)  
The deputy is: Mrs Sharon Gratton  
(Administration Manager)

### Surveys

Regular surveys are carried out by the Health and Safety Committee on a termly basis and survey details can be found in the minutes of their meetings.

Committee (September 2008)  
Mr J Coupland (Chair)  
Mrs K Nash (Head-Health & Safety Rep.)  
Mrs S Gratton

### Training Record:

| Training                         | Staff                                       | Date  |
|----------------------------------|---|---|
| COSHH                            | Sharon Gratton<br>Kate Nash<br>Julie Turner | 26 April 2007<br>26 April 2007<br>26 April 2007       |
| General Risk Assessment          | Sharon Gratton<br>Kate Nash<br>Julie Turner | 2 May 2007<br>2 May 2007<br>2 May 2007                |
| Management of H & S              | Sharon Gratton<br>Kate Nash<br>Julie Turner | 24 April 2007<br>24 April 2007<br>24 April 2007       |
| Managing Contractors             | Sharon Gratton                              | 1 November 2006                                       |
| Portable Electrical Appliances   | Sharon Gratton<br>Derek Smith               | 15 November 2006                                      |
| Accident Investigation Reporting | Sharon Gratton<br>Kate Nash<br>Julie Turner | 19 October 2006<br>6 December 2005<br>19 October 2006 |
| Fire Precautions                 | Sharon Gratton                              | 7 May 2008  |
| Water Hygiene                    | Derek Smith                                 |   |
| First Aid                        | All Staff                                   | 3 September 2007                                      |