

ST ALFEGE WITH ST.PETER HEALTH AND SAFETY POLICY

This Policy Statement is written specifically for St.Alfège with St. Peter's Church of England Primary School and the activities that are carried out at the school and incorporates the organisation and arrangements which are in place to meet the requirements of the legislation. This is accordance with Section 2(3) of the Health and Safety at Work etc. Act 1974 and any subsequent Acts

The Premises Committee, on behalf of the Governors of St Alfège with St. Peter's Primary School, recognise and accept their responsibilities for providing, so far as is reasonably practicable, a safe and healthy working environment for the staff, children, contractors and users throughout the school premises.

The Premises Committee is also committed to ensuring that no activity will be carried out which could endanger health, safety and welfare of any person. In order to achieve this we will ensure, so far as is reasonably practicable:-

- (a) the provision of plant and systems of work that are safe and without risk to health
- (b) arrangements for the use, storage, handling and transport of articles and substances that are safe and without risks to health;
- (c) the provision of such information, instruction, training and supervision as is appropriate to ensure the safety of users of the building.
- (d) the maintenance of the premises in a condition which is safe;
- (e) the provision of suitable welfare facilities.

All users of the building have a responsibility for their own safety as well as having a duty of care towards other users. In particular they should comply with the arrangements detailed in this policy, (available in the school office) follow health and safety instructions and not do anything which may endanger themselves or others. All Staff will receive a copy of this policy.

ORGANISATION

The Governors have delegated the day-to-day responsibility for health and safety to the Headteacher. S/he will be responsible for ensuring that the school is run safely and for arranging regular safety inspections and risk assessments in conjunction with the Premises Committee. Any recommendations made should be brought to the attention of the Headteacher, Premises Manager and Governors.

In the absence of the Headteacher, the responsibility for health and safety is delegated to the Deputy Headteacher.

Staff should report any problems concerning health and safety immediately to the Headteacher or in his/her absence to her/his Deputy or to the Premises Manager.

ARRANGEMENTS

The following instructions are the arrangements by which the policy will be implemented. All users are required to follow these instructions.

If anyone has any doubt about any of these requirements, they should discuss their query with the Headteacher and/ or the Premises Manager.

Other regular site users

Those responsible for the organisations using the premises will be given a copy of this policy.

Accident Reporting

- (a) All accidents to staff must be reported immediately to the school office and the accident/incident report form book, kept in the office should be completed.
- (b) The headteacher will see each accident report and investigate the causes if necessary. All reportable accidents will be submitted to the Education Authority in accordance with the agreed procedures.
- (c) Accidents to pupils which require the provision of first aid must be recorded in the appropriate accident books which are kept by the First-Aider. Full details of the accident should be given by the member of staff or user reporting it and these should be entered in the book. Major injuries will be reported to the Education Authority.
- (a) Parents will be advised by telephone and in writing if their child suffers a serious or potentially serious injury at school.

Recording and Reporting Aggression and/or Threatening Behaviour

- (a) Acts of aggression and/or threatening behaviour by children or adults should be recorded in the accident/incident book(s) kept in the school office

Hazard Reporting

- (a) Any hazards seen should be reported immediately to the Headteacher, Premises Manager or member of staff. Steps should be taken as appropriate to minimise the risks of an accident occurring.
- (b) The Headteacher or Premises Manager should take action to have the hazard rectified and to minimise danger. A record of the action taken should be made for the benefit of the Premises Committee.

Annual Report

- (a) It is the responsibility of the Headteacher to submit an annual report on Health and Safety to the Premises Committee. The Premises Committee reports back regularly to the main Governing Body. Items to be reported will include information on risk assessments, accidents, hazards and safety inspections undertaken.

Fire Precautions

- (a) Regular inspections of the premises for fire safety must be carried out by a qualified person. Any recommendations made should be actioned by the Headteacher in

- (b) Fire doors in corridors must be kept closed to prevent the spread of fire
- (c) Fire extinguishers must be kept in place and not used for other purposes. If a fire extinguisher is used, a report must be made and the fire extinguisher replaced
- (d) The fire alarm will be regularly tested and a record will be kept of each test. Every term at least one full evacuation practice will be carried out
- (d) Staff and users must familiarise themselves with the requirements of the fire action notices which should be displayed prominently throughout the building.
- (e) If a fire is discovered, the person finding it must raise the alarm by activating a 'Break Glass' fire alarm. Users should not attempt to put out the fire if there is risk of injury to themselves. Doors should be closed to prevent the spread of the fire.
- (g) Anyone with access to a telephone should telephone the emergency services.
- (h) The Premises Manager is responsible for arranging annual checks of the fire extinguishers. Extinguishers and 'Break Glass' points are checked visually, weekly. Appropriate records are kept.

Electrical Testing

- (a) It is the responsibility of the Premises manager to ensure that electrical testing of portable appliances is carried out in accordance with guidance from the Health and Safety Executive.
- (b) All earthed portable equipment must be tested at least annually and suitable records kept. Double insulated equipment should be tested at appropriate intervals. Testing must be carried out by a competent person who has relevant certificates
- (b) All fixed installations should be tested every five years in accordance with IEE Regulations.
- (d) Staff should visibly check electrical apparatus for obvious signs of damage on each occasion before use. Any defects noted must be reported to the Premises Manager and any such equipment removed from use temporarily
- (e) The Premises Manager will undertake a full visual examination of all equipment annually.
- (f) Staff must not use their own electrical equipment in school unless permission is given by the Headteacher/Premises Manager, and the equipment has been electrically tested.

Risk Assessment

- (a) Risk assessments will be arranged as necessary by the Headteacher to meet the requirements of the current legislation.

- (b) Risk assessments will be carried out by a competent safety practitioner and reviewed annually.
- (c) Recommendations made should be implemented by the required dates. New tasks/ways of working which require risk assessments should not be started until an initial assessment has been made by the Headteacher. When necessary, further advice should be obtained from a safety practitioner.
- (d) Records of risk assessments must be kept by the Headteacher.
- (e) A health and safety inspection will be carried out by the Headteacher once every four months and a record of the inspection must be kept. Governors responsible for Health And Safety will carry out termly inspections and report to the Premises Committee. In addition, Staff representative(s) will also conduct termly inspections.

First Aid

- (a) Suitably stocked first aid boxes will be provided in the following locations throughout the school:- Staffroom, Main Office, Nursery and travel box .

Suitable signs must be displayed showing the locations and names of Qualified First-Aiders.

- (b) It is the responsibility of nominated Qualified First Aiders to check the contents of each first aid box on a monthly basis and replace used items as necessary.
- (c) Care must be taken to avoid contact with bodily fluids and disposable gloves should always be worn and disposed of in medical waste bins after use.

Work Equipment

- (a) Guards, as supplied, must always be kept in place on all equipment used in the school.
- (b) Staff must only use equipment if they have been authorised.
- (c) Staff must report any defects immediately and put out suitable warning notices on such equipment to prevent it being used.

Chemicals

- (a) No chemicals or other hazardous substances may be used unless they have been COSHE assessed and the staff are aware of the requirements of the assessments.
- (b) Chemicals must not be stored or used where children can get access to them. They must not be stored in cupboards under sinks in classrooms. They must be locked away .
- (c) Chemicals must not be transferred into other containers unless they are labelled correctly so that everyone is clear about the contents and the hazards involved.
- (d) Flammable liquids must be stored in approved fire resisting cupboards or stores. Caps must be kept on the cans at all times except when the substance is in use.
- (e) The Headteacher must keep copies of all risk assessments and make them available to staff as necessary.

Contractors

- (a) No work may be undertaken by contractors unless they have reported to the Premises Manager. Contractors must be in possession of a Safety Plan as required by the Construction (Design Management) Regulations 1994 or have provided method statements to the Headteacher in accordance with the Management of Health and Safety Regulations 1992. They must also have been advised of any specific requirements from the school.
- (b) Contractors must work in accordance with the Health and Safety legislation. They must not undertake work in ways which may put the health and safety of children and staff at risk.
- (c) Contractors should be able to produce a copy of their Health and Safety Policy as this is a requirement of the legislation.
- (d) If, in the opinion of the Premises Manager or the Headteacher, any contractor is not working safely, the job may be stopped until the problem is rectified.

General Matters

- (a) Staff must take care when moving within the school building and grounds.
- (b) Staff should only carry loads which they feel they are able to carry safely.
- (c) Fridges, cookers and other cooking equipment available for staff use, should be regularly cleaned and kept in good condition. It is the responsibility of the users of such equipment to arrange for these items to be kept clean.
- (d) Certificates for the regular statutory inspections of plant and equipment such as boilers and air receivers etc. must be kept by the Premises Manager.
- (e) Staff should not climb on chairs and desks to gain access to walls etc. Stepladders should always be used according to the latest Health and Safety Check guidelines.
- (f) Staff allocated to named persons (students etc) must ensure that they provide them with the required Health and Safety information.
- (g) Staff must not carry out their own repairs on equipment. Faults must be reported to the Premises Manager.
- (h) Staff and pupils must wear appropriate clothing (including jewellery if worn) when at work or school to prevent it causing accidents.
- (i) All drinking fountains should be regularly cleaned.
- (j) Regular cleaning will be undertaken throughout the school on a daily basis.

Students

- (a) Students should understand the requirements of this policy and be familiar with the any, separate specific policy.
- (b) Staff responsible for students etc. must ensure that they have received a copy of the relevant policies and understand what is required

.Health and Safety

1. All students will report to the Headteacher for a pre-placement interview.
2. The student will be allocated to one or more class teachers or named persons to whom they will be responsible.
3. All students will be given instruction on emergency evacuation procedures, accident reporting procedures for themselves and for pupils, and any other matter which is identified as presenting a risk to the health or safety of a student.
4. The following Health and Safety rules and instructions must be observed.
 - (a) The fire alarm is tested weekly. It is a bell ringing continuously. If the fire alarm rings at any other time, you should proceed immediately with your class to the assembly point in the playground as specified in the Fire Action notice displayed in the classroom.
 - (b) If you discover a fire, you must immediately press the fire alarm. Report the details immediately to a member of staff. Do not attempt to fight the fire yourself but close doors behind you to limit the spread of the fire.
 - (c) If you have an accident at school this must be reported immediately to the school office who will take the necessary details for inclusion in the accident book. All accidents should be reported even if you think they are trivial.
 - (d) If you are working with a child who has an accident, the class teacher must be informed immediately, Care must be taken to avoid contact with bodily fluids.
 - (e) When moving between classrooms or through the school, always walk and close fire doors in corridors behind you.
 - (f) You may use any equipment provided in the classrooms under the supervision of the teacher. However, if you notice anything wrong with any equipment, report it immediately to the teacher in charge of the room. Do not use the equipment until it has been checked and repaired.
 - (g) You must not bring any personal electrical apparatus with you to school as all electrical apparatus must be electrically checked before use.
 - (h) Never try to repair any pieces of equipment yourself..
 - (i) Do not lift or carry any heavy or awkward items. Ask for assistance or advice on the move before proceeding with it. Many injuries occur each year from incorrect handling.
 - (j) Before using any chemical provided for your use, make sure that you are aware of any hazards associated with the product and the precautions that you should observe. It is the policy of St. Alfege with St. Peter's Church of England Primary School not to use

chemicals or substances which are hazardous to health and safety and have not been assessed. Never put chemicals in unmarked or incorrectly marked containers.

- (k) Correction fluids and other similar substances including thinners may only be used by students above the school leaving age if they are under supervision. Spirit duplicator and photocopier fluids/toners must not be used or handled by WES. Fixative sprays for art work must not be used in areas with poor ventilation or when children are close by.
- (l) WES must not use any equipment in any school offices, store rooms, resource rooms, etc.
- (m) WES still attending secondary school must not enter the staff room except in an emergency.
- (n) Due to the layout and positioning of materials and equipment in stock rooms and resource rooms, entry to WES of school age is not allowed.
- (o) WES must not enter the school kitchen, store cupboards, cleaners cupboards, etc.
- (q) WES must not use staple guns or staple removers with children in the room. School age WES must not use equipment unless under supervision. Equipment must not be left where children have access to it.
- (r) Sensible clothing and shoes should be worn at all times. Care must be taken to avoid clothing, shoes or jewellery which may get caught in equipment or cause you to have an accident.
- (s) WES must not help erect PE or play equipment unless supervised by a teacher and have an understanding of the correct way to move apparatus.
- (t) Mobile phones should only be used during official school breaks. They should be turned off at all other times.

IF AT ANY TIME YOU SEE A SITUATION WHICH CAUSES YOU CONCERN, PLEASE REPORT IT.

Full details of the Health and Safety Policy for St Alfege with St Peter's are kept by the Headteacher.

Signature

Date