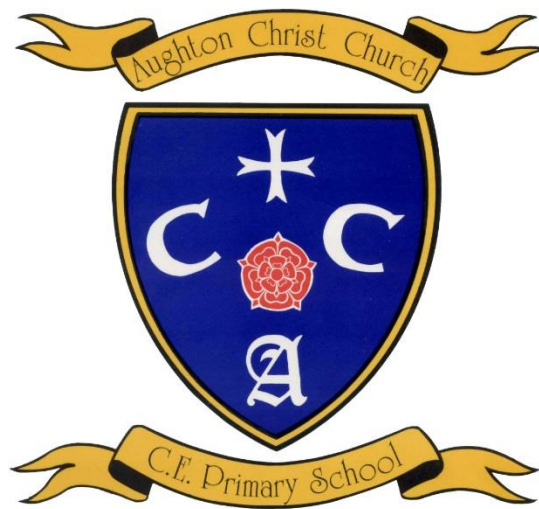


Policy Document

Aughton Christ Church C of E Primary School

Health and Safety Policy



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Aughton Christ Church C of E Primary School

Health and Safety Policy

Introduction

This policy is based on the requirements of the Health and Safety at Work etc Act 1974 and associated Health and Safety and other Legislation. It should be read in conjunction with the Lancashire County Council's Health and Safety Management System which is held on the School's Portal. *As a Community or Voluntary Controlled School the County Council is the employer.

The Governing Body is responsible for the use of the premises. The Head Teacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school. The County Council, the Governing Body and the Head Teacher should work in partnership to meet these responsibilities.

Appendix 1

Health and safety publications available in school

Appendix 2

Security in action

Appendix 3

Critical Incident and Recovery Plan

1. Statement of Intent

The policy of the Governing Body and the Headteacher is to maintain safe and healthy working conditions at Aughton Christ Church C of E Primary School for all staff, pupils and visitors. In preparing this policy the Health and Safety guidelines of Lancashire County Council have been taken in to account. The allocation of duties for safety matters and the particular arrangements made. The ways to implement the policy are set out in this document. An annual review of the policy will take place. The policy will be kept under constant review and reviewed at least annually.

2. Responsibilities

The L E A

The LEA is responsible for setting LEA policy for health and safety and informing schools about changes within this policy. They provide advice on health and safety matters.

The Governing Body

Through the Health and Safety/Buildings and Premises Committee, the Governing Body is responsible for monitoring and reviewing the Health and Safety Policy of the school as and when necessary.

The Health and Safety Committee considers reports of inspections, assists in safe work systems and discusses new regulations received from the LEA. The Headteacher, Safety Representative and the Governing Body are responsible for making recommendations relating to safety.

The Headteacher

Overall responsibility for the detailed health and safety arrangements within the school lies with the Headteacher and in their absence with the designated team leader in charge. It is the Headteacher's responsibility to ensure compliance with the LEA policy for health and safety.

Safety Representative

The school recognises and accepts that Safety Representatives must be given the paid time necessary to carry out their functions, and paid time as is necessary to undergo training in those functions, as is reasonable in the circumstances. Safety Representatives functions are to: -

- Investigate potential hazards and dangerous occurrences at the workplace, and complaints by employees relating to health, safety and welfare at work, and examine the causes of workplace accidents.
- Make representations to the Head Teacher/Governing Body on the above investigations, and on general matters affecting the health and safety of the employees they represent.
- Inspect the workplace.
- Represent employees in dealings with Health and Safety Inspectors.
- Attend Health and Safety Committee meetings.

Health and Safety Committee carry out safety inspections. Records of the inspections are discussed at the meetings of the Health and Safety Committee. In addition, the Headteacher / Safety Representative and Site Supervisor do regular checks.

Employees

All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever an employee notices a health and safety problem this should be drawn to the attention of the Safety Representative and the Headteacher immediately.

Competency for Tasks and Training

The school has arrangements in place to ensure that all new employees are provided with appropriate health and safety induction training when they start work. This will cover basics such as first aid, fire safety and lockdown procedures. Specific on the job and job specific health and safety training will also be provided if needed to achieve the required competency. Training provision will include regular refresher training where appropriate.

3. Procedures

The school acknowledges its responsibility for ensuring that appropriate emergency procedures are in place and that these are communicated to all concerned, including other users of the premises, and monitored on a regular basis.

Fire Safety

- All exits are marked and kept free of obstructions.
- There are six fire extinguishers and fire blanket in the kitchen. Their location is marked with a red fire sticker.
- Fire safety equipment is checked regularly by JLA Fire Security and records of their visit are kept.
- The Site Supervisor checks the alarm on a regular basis.
- Fire practices are held termly and recorded in the fire practice book.
- In the event of a fire, all staff and children in the EYFS and KS1 will leave through the hall fire door and congregate on the Infant Playground, to the rear of school and all children and staff in the Juniors will congregate on the Junior playground, to the side of the school building, exiting through their classroom doors.
- Staff are responsible for checking toilets in their own classrooms. It is the responsibility of the Headteacher to call the fire brigade. Miss Sefton will take the registers out to teachers for roll call.

Accidents, First Aid and Work-Related Ill Health

The school acknowledges the legal requirement to:

- Ensure that there is a recognised system in place to deal with the reporting, recording and investigation of incidents and accidents.
- Ensure that there is a recognised system in place for reporting work related injuries, diseases and dangerous occurrences under the RIDDOR Regulations.
- Provide appropriate first aid arrangements for employees and anyone attending the premises that may be affected by the school's activities.

- Provide health surveillance for any employees who may be at risk of ill-health as a direct result of work activities, and has made appropriate arrangements to deal with this issue.

Accidents

We have six first aid boxes, one in the Reception classroom, one in Y1 and Y2 classroom, one in the CAT room, one outside Y3 and Y4 classrooms and one outside Y5 and Y6 classrooms.

All accidents are recorded and monitored. Only staff who are first aid trained will deal with accidents. A record of who is trained is kept by the Business Support Officer. Regular emergency first aid courses are held for all staff. Notifiable accidents and incidents are recorded and passed to the LEA as appropriate.

Letters to parents informing them of accidents to their children are logged in the First Aid Record File. Letters are always sent to parents when children have a bump on the head.

Plastic, disposable gloves are available and all staff are advised to use these when dealing with bleeding or other cases of body fluids. If there is an emergency situation, an ambulance is called to transport a child to hospital. Wherever possible, the parent should accompany their child. If this is not possible, the child is accompanied by two members of staff. In a non-emergency situation, staff can transport a child, but should ensure they have correct insurance cover, otherwise a taxi must be used.

Reporting Hazards

All staff are responsible for reporting hazards. It is then the Headteacher's responsibility to follow up this report. The Health and Safety Committee monitors the action taken to remedy hazards.

Electrical Safety

Electrical equipment is numbered and logged. All staff are expected to visually check equipment before use and report damage and remove from the area with a notice saying "Fault Do Not Use".

In addition, a risk assessment is carried out on an annual basis and appliances tested by a PAT (portable appliance test) contractor and a certificate held listing all tested and serviceable equipment.

Staff should note, particular care needs to be taken with extension leads, to avoid trailing wires. No electrical equipment should be introduced into school from home without the prior agreement of the Headteacher.

5. Control of Substances Hazardous to Health Regulations

Any substances marked as dangerous are not left in classrooms. Staff should check that instructions are followed when using any such substances. Teaching staff should note that the use of chemicals in science should be checked with the science co-ordinator or the Headteacher.

Please inform the Headteacher of any additional potential COSHHE items that have been brought into school other than those on the list.

6. Equipment

It is the responsibility of all staff to ensure that equipment is in good working order and is stored safely. Any faulty equipment should be withdrawn from use and reported to the Headteacher, with a note saying **Fault Do Not Use**. The following points about equipment should be noted:

- **Staple Guns** - These are not to be used by children and must always be stored away when not in use.
- **DT Equipment** - Children are instructed in the correct use of this equipment and fully supervised when using tools.
- **Ladders** - Several pairs of ladders are kept in school. These are checked during a health and safety inspection. Teachers and helpers are advised to use ladders and not chairs when displaying work.
- **PE Equipment** - PE equipment is inspected annually by an outside contractor. Records are kept of these inspections.
- **Cookers** – adults are shown how to operate the cooker. It is essential that adults remain by the cooker when the rings are still hot.

Safe Plant and Equipment

The school will ensure that all plant and equipment that requires maintenance is identified, that maintenance is carried out and that new or second-hand plant and equipment meets any required health and safety standards before it is purchased.

Areas for regular Health and Safety monitoring and external providers:

<u>Area/plant/equipment:</u>	<u>Maintenance Provider:</u>
Boiler service	T Jolly
Intruder alarm	EFT Systems Ltd
Gym equipment	Crown Gymnastics Equipment
Water Monitoring	Carried out by Graham's Environmental Service
Playground equipment	Sovereign Repairs by Beacon
PAT	Kitchener 2000

Ladder/stepladder inspections	3 sets of ladders. Description, name and signature.
Automatic doors	Horton Automatics
Waste management	West Lancs Borough Council

7. Health and Hygiene

Notifiable and Infectious Diseases

Details of notifiable diseases and periods of exclusion are kept in the school office.

Medicines

It is the school policy not to administer medicine except in the case of chronic illness after discussion with parents. A medical care plan is then drawn up in conjunction with the Headteacher. In general, only inhalers and Epi-pens are kept in school. Children who go home with a medical complaint or as a result of an accident are recorded in a book in the office.

Smoking

The Governing Body has adopted a no smoking policy within the school building and grounds.

Hygiene

It is the responsibility of the Headteacher to monitor the cleanliness of the building. This is part of regular visual inspection.

All staff are responsible for encouraging good hygiene habits in the children. Particular emphasis is placed on hand washing.

Food Hygiene

School lunches are cooked offsite and delivered by an external catering company. Once on site the meals are served by school welfare staff.

8. Animals in School

Only the following small mammals can be kept in school – gerbil, mouse, hamster, rabbit and guinea pig.

Fish may be kept in school

No dogs are allowed in the school grounds.

Any other animals, such as chickens and or tadpoles follow their own risk assessment.

9. Outdoor Visits

These are considered a vital part of our work. Any outdoor visit is carefully researched and preliminary visit made by the teacher. **APPROPRIATE RISK ASSESSMENT FORMS MUST BE COMPLETED** using **Evolve**. It is the duty of the teacher to ensure all helpers are fully briefed about the visit and the expectations for behaviour. Parental consent for the visit is always sought. Risk assessment for outdoor visits are completed and checked by a member of the Health and Safety Team.

When residential visits are organised parents are invited in to school to discuss the visit in detail. Staff should be aware of the LA guide-lines for educational visits.

10. Security

All staff and pupils are encouraged to be aware of strangers on the premises. All staff will wear a blue identification card on a blue lanyard. If a visitor is unknown identification should be requested. Visitors are requested to enter only by the front door and a visitor pass on a red lanyard or a visitor sticker will be given for the wearer to display clearly on their person. Outside doors at the school are closed once children have left the premises. Staff who remain in school late are advised to ensure that their outside classroom doors are locked. Any act of violence or abuse towards a member of staff must be reported to the Headteacher, who will take the appropriate action. Further notes on our security policy are set out in appendix 2.

11. Contractors

All contractors are expected to report their arrival and departure to the Headteacher or office staff before commencing work. If they are working in an unsafe manner they are requested to stop work by the Headteacher. Additional advice is available from Property Services.

Lettings

All bodies using the school building receive information which includes information about the location of the first aid box and the telephone. The Site Supervisor is on site.

12. Staff and the Health and Safety Policy

All staff, teaching and non-teaching, are given a copy of the policy. New staff are given a copy and are required to confirm they have read it. All staff keep a copy of the policy in their staff file so that it is available for supply staff. **Staff are encouraged to attend health and safety courses as appropriate.**

Appendix 1

Booklets and Books

1. Health and Safety – LEA Guide-lines
2. Health/Safety and Schools – Barry Stock
3. Be Safe (science safety guide-lines)
4. Make it Safe (DT safety guide-lines)

5. Safety Guide-lines for Educational Visits and Outdoor Activities
6. Safety and Disaster Mangement in Schools and Colleges.

Appendix 2

Security in Action

Management Practice

- Records are kept of acts of vandalism, theft.
- Any damage is quickly repaired
- Incidents are reported to the police and LEA as appropriate
- A budget for essential security items is requested as necessary
- Advice from the Crime Prevention Officer/LEA Safety Officer is sought when security or safety is being reviewed.
- All staff are asked to be alert to suspicious activities.

Contingency Planning

- Keyholders are logged with both police and LA
- Computer back-up records are kept off site.

Evacuation Plans

- Termly fire practices are held
- The fire bells/equipment are tested regularly
- Escape routes are clearly marked
- Each room has clear instructions for the evacuation of the building
- Staff have clear guidelines for checking toilets in the building
- The headteacher is responsible for telephoning the police and/or fire service.

General Building Security

- The boundary of the school is clearly defined
- The school has an intruder alarm
- The alarm system is set only by the Headteacher/Assistant Headteachers or Site Supervisor
- The alarm system is regularly maintained by EFT Systems Ltd.
- The key holders for the school are controlled.
- Visitors are asked to use the front door
- Staff are encouraged to challenge strangers and ask for identification

Security Outside of School Hours

- Parents are encouraged to report any suspicious activities to the police
- The school has external lighting
- Hirers of the school are advised to take account of security

Equipment/Money

- Equipment is security marked and records are kept of serial numbers.
- Cash holdings are kept to a minimum.
- Cash is counted with the front door locked. Money is not left unattended.
- The Business Support Officer varies the timing of bank visits.

Health and Safety Policy Check List

Yes/No

1. Have you got a copy of the Schools Health and Safety Policy?
2. Do you know how to report an accident?
3. Do you know where the accident book is kept?
4. Do you know what the fire drill is?
5. Have you been made aware of any workplace hazards?
6. Do you know who to report to about any faulty equipment or anything which may cause injury?
7. Do you understand your responsibility towards health and safety?
8. Are you aware of the safety policy regarding doors?

Appendix 3

Critical Incident Recovery Plan

Definition 'An event - or events - usually sudden, which involve experiencing significant personal distress, to a level which potentially overwhelms normal responses and procedures and which is likely to have emotional and organisational consequences'.

Scope of the Plan

In School

- A deliberate act of violence, such as the use of a knife or firearm
- A school fire or laboratory explosion
- A student or teacher being taken hostage

- The destruction or serious vandalising of part of the school
- Public Health threats (eg meningitis)
- Adverse weather conditions (eg snow)

Outside School

- The death/serious injury of a student or member of staff through natural causes or accidents
- A transport-related accident involving children and/or members of staff
- Death or injuries on school journeys or excursions
- Civil disturbances and terrorism

The School will follow procedures recommended by Lancashire County Council.

In the event of a School related emergency the proposed arrangement is outlined here:

INCIDENT OCCURS

The Headteacher is notified

The Headteacher's rings:

- Emergency Services 999 if appropriate
- County Emergency Number 07771663501
- The Chair of Governors
- Assistant Headteachers if appropriate
- School Business Support Officer
- Site Manager if appropriate
- Local Radio station if appropriate

Out of School Opening Hours

A Site Team member or member of staff witnessing or first discovering the incident will be responsible for initiating the immediate response to the emergency situation.

He/she will:

- Call the emergency services 999
- Evacuate the premises immediately if necessary
- Inform the Headteacher and School Business Support Officer 01695421391

- The County will be informed 07771663501

Off Site Incident

Group Leaders will take a copy of the procedures with them on any off-site activity.

Group Leaders will:

- Account for all party members
- Delegate a member of staff to take care of uninjured members of the party
- Call the School
- Keep a log of actions taken and conversations held Communications during an Emergency Situation
- The Headteacher / School Secretary will be in communication with emergency services via mobile
- The School switchboard to be used for incoming calls only
- Mobiles will be used for outgoing calls
- Staff dealing with incoming calls will receive written briefings
- All calls will be logged
- The Headteacher only will handle media enquiries

Shelter/Lockdown Procedures

Shelter in School buildings may be appropriate if there is a toxic release or the threat from an intruder on the school grounds or within the vicinity of the School.

The Procedures will be as follows:

- Signal for commencing lockdown procedures will be given – person identifying cause for concern to start the continuous long blasts on whistle, this to be repeated by all staff on hearing signal
- Headteacher, member of SLT or office staff will call Emergency Services 999
- Staff will move children into their own classroom or nearest classroom
- Nursery will move children into Year 1 classroom unless it poses a risk

- If some children are outside they will be told to disperse if this ensures their safety
- Doors and windows will be closed
- Children will be seated away from doors and windows - on floor, under tables or against a wall – children to remain calm and quiet
- Keep out of sight – staff to draw curtains/blinds
- Turn off lights
- Ensure that children, staff and visitors are aware of an exit point in case the intruder does manage to gain access
- If possible, check for missing / injured children, staff and visitors
- Remain inside until signal for an 'all clear' will be given (verbal), or unless told to evacuate by emergency services
- In event of a toxic release, any extractor fans will be switched off

Evacuation

In event of the need to evacuate the building, the School's Fire Drill procedures will be followed. In the need to evacuate the site, the ministry centre will be used.

School Closure

The decision to close the School will only be made in exceptional circumstances by the Headteacher. This decision will be made upon a risk assessment of any given situation. The decision to close the School will be made as a soon as possible on the day. This will be communicated via the School's messaging service and the school website. The LEA will be informed upon closure.

Important Areas in an Emergency Situation (when evacuation is not needed)

- Control Point - Headteacher's office
- Parents - Hall
- Media Briefing Point – Intervention Room
- Staff Welfare Facilities - Staffroom

Critical Incident Recovery Plan – Responsibilities and Roles

Role	Name	Responsibilities
Incident Manager	Headteacher	<ul style="list-style-type: none"> • Consider the need to alert other colleagues and external agencies. Collate all relevant information relating to the emergency. Coordinate the emergency response strategy, liaising with relevant agencies, eg the emergency services, County Council, School Governors as appropriate. Monitor the emergency response. Provide regular staff/team briefings. Authorise any additional expenditure.
Deputy Incident Manager	Assistant Headteachers	<ul style="list-style-type: none"> • Assists Incident Manager. Coordinates and manages staff in the Incident Response Team. Monitors staff welfare and organises staff roster.
Parent Liaison Officer(s)	Assistant Headteachers	<ul style="list-style-type: none"> • Advises parents and provides information. Provides point of contact. Arranges on site coordination of visiting parents. Maintains regular contact with parents where appropriate.
Administrators	School Business Support Officer	<ul style="list-style-type: none"> • Manage telephone lines. Help to collate information. Relay incoming and outgoing messages by telephone, fax, email, etc in a prompt manner. Provide admin support to the Incident Manager and Deputy Incident Manager. Maintain a master log of key events and decisions, including expenses incurred.
Communications Officer/Media Spokesperson	Headteacher	<ul style="list-style-type: none"> • Acts as point of contact for media enquiries. Works with the County Council's Communications team to prepare media statements/interviews. Assist with internal communications.
Teachers		<ul style="list-style-type: none"> • Maintain supervision. Ensure the safety and security of children. Provide information and offer reassurance. Monitor pupil's physical and psychological welfare.
Site Leader	Site Supervisor	<ul style="list-style-type: none"> • Ensure site security at all times. Provide information about site facilities/layout as necessary. Assist with access/egress to the school.
Liaison Officer	Headteacher	<ul style="list-style-type: none"> • To represent the school at the County Council's Emergency Operations Centre • Communicate with colleagues at the school on a regular basis and receive updates/progress reports • Relay information to and from the County Council.

REVIEW

Policy Leader / HT*	David Kennedy
Assistant Headteachers and Key Stage leads	Fiona Chapple (KS2) Clare Geeson (EYFS and KS1)
Chair of Governors	Neil Heyes
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