



SOLENT JUNIOR SCHOOL Health and Safety Policy

Full Governing Body approval gained in January 2015 Next review January 2016

Policy produced by Portsmouth City Council
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Chair of Governor's signature:

PART ONE:

1. STATEMENT OF INTENT:

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of Solent Junior School.

We are committed to:

- providing a safe and healthy working and learning environment
- preventing accidents and work related ill health
- assessing and controlling risks from curriculum and non-curriculum work activities
- complying with statutory requirements as a minimum
- ensuring safe working methods and providing safe equipment
- providing effective information, instruction and training
- monitoring and reviewing systems to make sure they are effective
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters

- setting targets and objectives to develop a culture of continuous improvement
- ensuring adequate welfare facilities exist at the school
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A health and safety management system has been created to ensure the above commitments can be met. All governors, staff and pupils will play their part in its implementation.

Name _____ Signature _____ Date: _____

(Chair of Governors)

PART TWO:

2. ORGANISATION:

2.1 Introduction:

To comply with the Governing Body's Statement of Intent the school's normal management structure have additional responsibilities, as detailed below.

2.1.1 The Governing Body:

The Governing Body has the following responsibilities and must ensure that:-

- a clear written policy statement is created which promotes the correct attitude towards safety for staff and pupils
- responsibilities for health, safety and welfare are allocated to specific individuals and those persons are informed of these responsibilities
- persons have sufficient experience, knowledge and training to perform the tasks required of them
- clear procedures are created which assess the risk from hazards and produce safe systems of work
- sufficient funds are set aside with which to operate safe systems of work
- health and safety performance is measured both actively and reactively
- the school's health and safety policy and performance is reviewed annually

2.1.2 The Head Teacher:

The Head Teacher has the following responsibilities and must ensure that:-

- they must fully commit to the Governing Body's Statement of Intent for Health, Safety and Welfare
- a clear written local Policy for Health and Safety is produced
- that the Policy is communicated to staff and others requiring the information
- appropriate information on significant risk activities is given to visitors and contractors
- appropriate consultation arrangements are in place for staff and their representatives

- all staff are provided with adequate information, instruction and training on health and safety issues
- risk assessments of the premises and working practices are undertaken
- safe systems of work are in place for identified risk factors
- emergency procedures are in place
- equipment is inspected and tested to ensure it remains in a safe condition
- records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents and investigations
- arrangements are in place to monitor premises and performance
- all accidents are investigated and any remedial actions are implemented
- they report to the Governing Body at least annually on the health and safety performance of the school.

2.1.3 The School Health and Safety Co-ordinator:

The School Health and Safety Co-ordinator has the following responsibilities:-

- co-ordinate and manage the annual risk assessment process for the school
- co-ordinate the annual general workplace monitoring inspections and performance monitoring process
- make provision for the inspection and maintenance of work equipment throughout the school
- advise the Head teacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors
- ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally
- Carry out any other functions required by the Head teacher or Governing Body

2.1.4 Teaching/Non-teaching Staff Holding Positions of Special Responsibility:

This includes deputy head teachers, curriculum co-ordinators, clerical managers/supervisors and caretakers. They have the following responsibilities:

- apply the school's Health and Safety Policy requirements to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements
- carry out health and safety risk assessments of the activities they are responsible for
- ensure that all staff under their control are familiar with any health and safety procedure for their area of work
- attempt to resolve health, safety and welfare problems from members of staff or refer them, to the Head Teacher. Any problems that cannot be resolved locally should be forwarded to the PCC Health & Safety Unit for advice
- carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and make a record of these inspections
- ensure, so far as is reasonably practicable, the provision of information, instruction, training and supervision to enable employees and pupils to avoid hazards and contribute positively to their own health and safety
- investigate any accidents that occur within their area of responsibility
- keeping the Head Teacher informed on the health and safety performance of his/her department or area of responsibility (this could be facilitated by quarterly briefings, an annual report, etc. dependent on direction from the Head Teacher)

2.1.5 Class Teachers:

Class teachers are expected to:-

- exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies
- follow particular health and safety measures in their own teaching areas as laid down in the relevant Guidance or Procedures
- give clear oral and written instructions and warnings to pupils when necessary
- follow safe working procedures
- require the use of protective clothing and guards where necessary
- make recommendations to the Head teacher, Bursar or curriculum co-ordinator on health and safety equipment and any improvements to plant, tools, equipment or machinery that may be necessary
- integrate all relevant aspects of safety into the teaching process and, where necessary, give specific lessons on health and safety in line with national curriculum requirements for safety in education
- avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation
- report all accidents, defects and dangerous occurrences to the Headteacher

2.1.6 Health and Safety Representatives:

Safety Representatives can either be appointed through their union under the Safety Committees and Safety Representatives Regulations 1977 or volunteer to be a Representative of Employee Safety under The Consultation with Employees Regulations 1996. PCC does not distinguish between union and non-union Safety Representatives in their corporate H&S policy. The requirements of the two sets of regulations are similar and give the same facility to representatives; however there are some differences with regard to those who are union appointed. The respective Unions and PCC H&S Unit can provide additional advice, if required.

The Governing Body recognises the role of appointed Health and Safety Representatives. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They must be consulted on health and safety matters affecting all staff. They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they do not carry out health and safety duties on behalf of the Head teacher or Governing Body.

2.1.7 All Employees:

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:-

- comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies
- co-operate with school management in complying with relevant health and safety law
- use all work equipment and substances in accordance with instruction, training and information received

- report to their immediate line manager any hazardous situations and defects in equipment found in their work places
- report all incidents in line with current incident reporting procedure
- act in accordance with any specific health and safety training received
- inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements
- exercise good standards of housekeeping and cleanliness
- co-operate with appointed Safety Representative(s)

2.1.8 Pupils:

Pupils, allowing for their age and aptitude, are expected to:

- exercise personal responsibility for the health and safety of themselves and others
- observe standards of dress consistent with safety and/or hygiene
- observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency
- use and not wilfully misuse, neglect or interfere with things provided for their health and safety

PART THREE:

3. PROCEDURES AND ARRANGEMENTS:

3.1 Introduction:

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

3.2 Risk Assessments:

- (i) General risk assessment - will be co-ordinated by the school caretaker
- (ii) New and expectant mothers risk assessment - will be carried out by the school bursar
- (iii) Curriculum activities assessment - Risk Assessments for Curriculum activities will be carried out by relevant subject teachers
- (iv) Fire safety assessment - A site-specific fire risk assessment will be carried out by the PCC Fire safety advisor
- (v) Manual handling assessments - Manual handling risk assessments will be carried out (co-ordinated) by the school caretaker
- (vi) Computers and Workstation assessments - Workstation DSE assessments will be carried out by the school bursar
- (vii) Hazardous substances – the school caretaker is responsible for identifying and assessing hazardous substances within their area of responsibility, for which no generic assessment exists in the 'Caretaking' manual
- (viii) Violence - Assessment of the risks of violence to staff will be carried out by the Headteacher or Deputy Headteacher

3.3 Emergency Procedures:

3.3.1 Fire and evacuation procedures are detailed in Appendix 1.

3.3.2 First aid:

This is provided as a practical example for guidance purposes. Individual premises should record their own arrangements.

(i) First aid boxes are provided at the following locations: school medical room next to reception

(ii) The following staff are available to provide first aid:

Certificated First Aiders: Jo-Anne Hall (Admin Officer), Sue Collier (Receptionist), Suzanne Hamorak (Upper school LSA)

(iii) In event of needing first aid assistance, either: -

- locate the nearest first aider (and cover their class if required)
- if an ambulance is required, call "999"
- transport to hospital:- no casualty should be allowed to travel to hospital unaccompanied. The Headteacher/Deputy Headteacher will designate an accompanying adult in emergencies where parents cannot be contacted

3.3.3 Incident/accident reporting:

As soon as possible after the incident, the injured person or line manager will complete the Portsmouth City Council Accident Report Form (copies can be found in the school office). The line manager will ensure the form is completed with full details and action taken and will forward a copy of the form to PCC Health & Safety Unit within 5 days of the incident.

The PCC H&S Unit should be contacted by telephone as soon as possible when the incident results in serious injury/death on 02392841131.

The school will refer to PCC's Accident Reporting Policy for further information and guidance.

3.3.4 Bomb hoaxes and bomb alerts:

The Head teacher, or in their absence, the most senior member of staff available, will decide on action to be taken in the event of an incident. The control point from where such an incident will be handled is Solent Infant School. The signal (alarm) for evacuation of the building (if necessary) will be activating a fire alarm call point or, in the event of loss of power, ringing the hand bells which are located in the school office, in the shared area outside class 5T and the shared area outside class 4S. Normal evacuation procedure should be followed.

3.3.5 Gas leaks:

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone the National Gas Emergency Service on 0800 111999. If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened. In these instances, Portsmouth City Council's Housing & Property Services department can be contacted on 02392841311 to report any minor issues. They will send a contractor to investigate. **IF IN ANY DOUBT AT ALL CONTACT THE NATIONAL GAS EMERGENCY SERVICE ON 0800 111999.**

3.3.6 Chemical spills:

- (i) All Science/design and technology/Art teachers and technicians should follow guidance contained in the CLEAPPS Hazards.
- (ii) Other areas should follow procedures as identified in relevant COSHH assessments

4. HEALTH AND SAFETY TRAINING:

4.1 Health and safety induction training will be provided for all new employees by the school bursar who will give a Health & Safety overview and the school caretaker who will cover fire safety training and working at height guidance.

Note: A range of courses are offered by the PCC and these can be found on the Managed Learning Environment (MLE). The following professional bodies offer school specific training:

- CLEAPPS offer a range of courses for Science and Design & Technology - The Association of British Theatre Technicians (ABTT) offer a range of courses for drama - National Society for education in Art and Design (NSEAD) - Training & Development Agency for Schools (TDA) national CPD database - Design & Technology Association (DATA): Teacher accreditation scheme

4.2 The following staff have received or will receive health and safety training in the following areas:

All staff – online PCC Manual Handling training and Fire Safety for Employees

All staff – in-house Working at Height Information and Guidance

Headteacher/Deputy Headteacher/Bursar/Caretaker – PCC Risk Assessment Workshop

Caretaker – Legionella Awareness

PE Manager + 1 other teacher – Educational Vocational Co-ordinator training

5. INSPECTION AND TESTING OF PLANT AND EQUIPMENT:

5.1 Statutory inspections:

All plant and equipment requiring statutory inspection and testing (i.e. steam boilers, lifting equipment, local exhaust ventilation, pressure cookers etc) will be inspected by appropriate contractors.

5.2 Portable electrical appliances:

Inspection and testing of portable electrical appliances will be carried out by a certified PAT tester every 2 years.

5.3 Equipment maintenance – curriculum:

Heads of Department will be responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified and implemented.

5.4 Ladders and access equipment:

Caretakers will be responsible for inspection and maintenance of ladders and other access equipment following guidance contained in the Caretaking Manual Section F.

6. HEALTH AND SAFETY MONITORING:

6.1 Inspection of premises:

- (i) General workplace Inspections will be co-ordinated by the school caretaker
- (ii) Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff

7. CONSULTATION AND COMMUNICATION OF INFORMATION:

7.1 Consultation:

- (i) The Governors Resources Committee (or equivalent) 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. Committee members are:

Elizabeth Cooper	- Headteacher/Staff Governor
Sarah Haydon	- Deputy Headteacher/Co-Opted Governor
Cheryl Lincoln	- Chair of Governors/Authority Governor
Lucy Sinnott	- Co-opted Governor
Kate Patfield	- Co-opted Governor
John Hovey	- Co-opted Governor
Sophie Collings	- Teacher/Staff Governor
Kate Toovey	- Teacher/Co-opted Governor

- (ii) The Trade Unions' appointed Safety Representative(s) on the staff is/are:

None at present

7.2 Communication of information:

- (i) The Head teacher will ensure that systems are established so that staff and pupils are familiar with the arrangements set out in this document
- (ii) The Health and Safety Law poster is displayed on the staffroom noticeboard
- (iii) Health and safety advice is available from the school bursar who is the school H&S Co-ordinator or the PCC Health and Safety Officer for Schools.

8. PREMISES MANAGEMENT:

8.1 Supervision of pupils:

- (i) Arrangements for supervision of pupils are organised to ensure children are always in sight of adults and pupil/adult ratios are adequate

8.2 Security and visitors:

(i) All visitors must report to the school reception where they will be asked to sign the visitors' book and wear an identification badge

8.3 Vehicles on Site/Parking:

(i) Cars must be parked in designated areas.

(ii) The risks of persons and vehicles coming into contact will be controlled by the school caretaker

(iii) Delivery/contractor vehicles must park in the school car park or on nearby roads

(iv) Arrangements for disabled persons. There are alternative sloped routes onto the school grounds and into the school hall for wheelchair users. The school Inclusion Leader will coordinate requirements for disabled pupils

8.4 Building maintenance:

(i) General building maintenance is carried out by PCC Housing & Property Services (HPS) department contractors

(ii) The school caretaker will be responsible for ensuring that all identified general building maintenance is carried out by either HPS, or other reputable contractors

8.5 Asbestos management:

(i) The asbestos register is held at school reception

(ii) The school caretaker is responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified sign the register and that any changes to the register are notified to PCC AMS (or the relevant asbestos management team).

8.6 Control of contractors:

(i) All contractors must report to the school reception, where they will be requested 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.

(ii) The school caretaker is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work .

8.7 Lettings management:

(i) Lettings are managed by the school admin team and the caretaker following the 'Lettings' policy and procedures

9. OTHER PROCEDURES:

9.1 Emergency response management:

(i) The Local Authority's 'emergency response' guidelines are followed and staff are made aware of the advice given, in conjunction with the school site-specific emergency response procedures.

9.2 Managing medicines:

(i) Prescribed medication will be administered to pupils following guidance contained in the administration of medicines policy. The school admin team have been nominated as responsible persons for control of administration of medicines to pupils.

9.3 Educational visits:

(i) Educational visits will be organised following guidance contained in DfES (DCSF) documentation issued by Hampshire Outdoor Education, PT & Sports Service. The Educational Visits Co-ordinator (where appointed) is Sophie Collings.

9.4 Management of Mini-buses:

(i) Operation of minibuses will be carried out by the school caretaker following guidance contained in the MIDAS Manual.

10. REFERENCE DOCUMENTATION:

10.1 All reference documentation relating to this policy and the School's H&S management systems can be accessed via the school office

11. CONSULTATION:

11.1 The development of this policy has been subject to a consultation process involving meetings/discussions between Headteacher, Bursar, Caretaker, school admin team, PCC H&S department and presented to the school Resources Committee

12. COMMUNICATION AND DISSEMINATION:

12.1 This policy is available on the Solent Junior School website and a copy has been placed on the staffroom noticeboard

13. POLICY REVIEW:

13.1 This policy will be reviewed annually and republished on a three yearly basis or sooner if required.

Appendix 1

FIRE AND EVACUATION PROCEDURES

Fire notices are displayed across the whole school site

Escape routes are checked by the school caretaker every day

Fire Extinguishers are maintained and checked by the school caretaker every month

Alarms are tested by the school caretaker every week

Emergency evacuation procedure will be tested once every term.

All of the above are recorded in the Fire Log Book

Premises evacuation arrangements – in case of an alarm being activated are as follows:-

- assemble on lower school playground
- if playground is inaccessible assemble at Solent Infant School