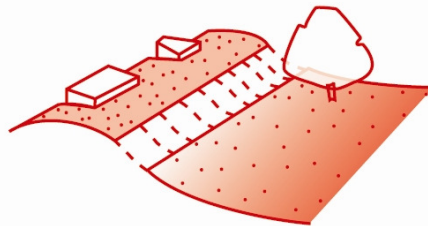


Riverhead Infants' School Health and Safety Policy

Riverhead Infants' School



This policy was ratified by the Full Governing Body on

Signed

Heather

Chair of Governors

Signed

Heather Powell

Headteacher

Date: 21st March 2012

Next Review Date: 21st March 2013

HEALTH & SAFETY POLICY

Health and Safety at Work Act 1974

Other health and safety legislation and service specific regulations

In accordance with the Education and Libraries Directorate of Health and Safety Policy for Kent County Council. The Headteacher and Governors of Riverhead Infants School acting as delegates take responsibility for the day-to-day Health and Safety of staff, pupils and visitors.

GENERAL POLICY STATEMENT

The Head Teacher, and Governors of Riverhead Infants School are committed to ensuring a safe and healthy environment and for providing safe equipment and procedures for all staff, pupils and visitors involved in school activities on or off site. They recognise also their responsibility to consider the health and safety of contractors and any other person whose health and safety may be affected by school activities.

The effective management of health and safety ranks equally with any other managerial or supervisory responsibility. There are also a legal and moral responsibility on all employees to safeguard their own health and safety and to co-operate with their employer by following established procedures and bringing to the attention of school management any health and safety problems of which they are aware.

It is the intention of the Headteacher and Governors that the established policies and procedures issued by the LA shall be followed and developed locally to meet the needs of the school, as set down in this policy statement. The aim is to ensure that health and safety becomes an integral part of school activities.

Kent County Council will take overall and final responsibility for safety in the School and the Head Teacher and Governors undertake to comply and implement. KCC Policies and Guidance as found on Kent Trust Web.

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MEANS OF ORGANISATION & RESPONSIBILITIES

The Head Teacher will ensure that all staff are aware of their delegated responsibilities and duties regarding Health and Safety. The Governing body will take reasonable measures to ensure so far as reasonably practicable, that the premises and systems of work are safe and with minimal risk to health.

The Head Teacher

The Head Teacher is responsible for the planning and implementation of the Health & Safety Policy and the management of the System within the School, and in particular shall ensure that:

- An effective policy is planned produced and implemented with an annual review.
- All staff are familiar with the policy.
- Establish and maintain safe, secure and healthy working conditions.
- Risk assessment be carried out regarding the health and safety of staff, visitors, other users of the premises and pupils and appropriate protective and preventative measures implemented.
- Training programmes introduced and maintained for all staff in the establishment.
- Incorporate relevant health and safety standards as appropriate in new systems, buildings, plant and equipment.
- Prepared contracts to take into account issues affecting health and safety and welfare of staff, pupils and other users of the establishment.
- Regular safety checks to be carried out along with annual inspections of the premises and local environs
- The implementation of accident and incident investigation reporting procedures.
- Where necessary provide the Governing body with routine health and safety reports.

School Staff

Employees are required to ensure they:

- Carry out duties in accordance with the Health & Safety Policy.
- Take reasonable care of themselves whilst at work.
- Adhere to the information, instruction and training provided.
- Co-operate with management on matters of Health and Safety.
- Do not misuse anything provided for safety.
- Use plant, equipment and substances correctly and use the appropriate safety equipment.
- Inform their appropriate line manager of any defective equipment, safety hazard or damage in their area.
- Report all accidents whether serious or not to their line manager.
- Take reasonable precautions to ensure the safety of all persons within their charge.

Parent/carers

- All parents and pupils are asked to sign a home school agreement outlining the responsibilities of parents and pupils.
- Parents are required to notify the School of absence as early as possible.
- Changes to address, home contact or emergency numbers should be advised immediately.

Governors

H&S responsibilities rest with the LA as employer and Headteacher and staff as employees. The governing body as the management body, should ensure the school staff and premises comply with the LA's H&S policies and practices. The governing body having control of the premises, must take reasonable steps to make sure the buildings, equipment and materials are safe and that these do not put the H&S of people at risk while on the premises.

IMPLEMENTATION ARRANGEMENTS

Training

All new employees, teaching and non-teaching, along with volunteers shall be provided with induction training appropriate to their health and safety needs.

In the case of volunteer helpers it will be the responsibility of the relevant teacher or supervisor to ensure that appropriate information is passed on to them.

Refresher training and training in new areas of responsibility will be arranged for members of staff, either at their own request or at the direction of the Head Teacher, or on the instruction of the Board of Governors as well as the Education Authority.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

ACCIDENT REPORTING PROCEDURES

All staff are required to ensure that all accidents, incidents and near misses are reported to the schools main office, which will then ensure that serious incidents are reported to the Headteacher and that the appropriate management guidelines are followed. This ensures compliance with the

requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, and the Civil Courts.

- FATALITIES and MAJOR INJURIES involving children, staff or visitors must be reported **IMMEDIATELY**, followed by completion of the appropriate report form (F2508), a copy of which should be forwarded to the Health and Safety Executive and the Kent Personnel Section.
- MINOR ACCIDENTS/INCIDENTS to children, staff or visitors should be recorded on an appropriate form which should be retained.
- HEAD INJURIES must always be reported to the Headteacher and parents.
- 'NEAR MISS' or DANGEROUS OCCURRENCES are reported in the accident book, a near miss is defined as "specified occurrences that did not but could have resulted in a reportable injury or death".

A major injury would be classified as follows:

1. Any fracture (including break, crack or chip) other than to the fingers, thumbs or toes
2. Any amputation.
3. Dislocation of the shoulder, hip, knee or spine.
4. Loss of sight (whether temporary or permanent)
5. A chemical or hot metal burn to the eye or penetrating injury to the eye.
6. Any injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
7. Any other injury leading to: hypothermia, heat-induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours.
8. Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
9. Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin; Acute illness requiring treatment, or loss of consciousness.
10. Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

ADMINISTRATION OF MEDICINES

In accordance with the guidance on the administration of medicines set out in 'The Administration of Medicines to Pupils and the Management of Medical Conditions' (Sep 1998), (H98/51). The School has agreed that prescription medicines may be administered to children, at the specific request of the parent or guardian and in accordance with the procedures laid down in the Guidance. Staff will not take responsibility for administration of any medicine which could damage the health of a child if administered incorrectly or if a child's health depends on the timing of administered medication. Staff are not required to administer medication which requires intimate contact with the pupil however where necessary appropriate arrangements will be made in the school.

- **ANY MEMBER OF STAFF TAKING RESPONSIBILITY FOR ADMINISTERING MEDICATION TO A PUPIL TAKES ON THE LEGAL DUTY OF CARE.**
- Medicines will be stored in the school office in their original container, or in the fridge in the staff room clearly showing the child's name and dosage instructions. They shall not be accessible to children and in accordance with the guidance stored in the smallest quantity possible.
- Staff agreeing to administer medicines in an emergency situation should only do so under strict guidelines and with training if necessary, all other routes should be exhausted before a member of staff takes responsibility for administering medication to a pupil.
- Certain drugs such as inhalers for asthmatic children cannot always be stored away from the child, where necessary these will be readily available and self-administered under the supervision of a staff member.
- Children with specific medical conditions or allergies will have relevant information stored in their file along with a photograph and description of their condition displayed in the staffroom, classroom and lunch hall in a booklet.

Sun Safety

Riverhead Infant's School wish staff and pupils to enjoy the sun safely. Staff to model sun safety. The Headteacher will work with staff, pupils and parents to achieve this through:

- Educating the children following the guidelines and teaching resources of Cancer Research UK's *SunSmart* Guidelines for Primary Schools 2004.

- Requesting the children wear school sun hats during the summer period
- Providing shaded areas on the playground.
- Having Tee Shirts rather than vests for Physical Education.
- Encouraging parents to apply sunscreen before school.

BUILDING MAINTENANCE

The School building and grounds will be maintained in a reasonable condition and should be 'fit for purpose'. General regulations will be met including the following technical specifications:

- The acoustic conditions and noise insulation of the rooms and other spaces in the school will be appropriate for their normal use.
- The requirements for lighting are that the work surfaces in teaching areas should receive at least 300 Lux of illumination, will be met.
- The minimum standards for the provision of heat will be 18°C for areas where there is a normal level of physical activity, such as classrooms, libraries and other areas, the heating equipment will be capable of delivering this temperature when the outside temperature falls to minus 1°C.
- Hot surfaces will not exceed 43°C in areas available to pupils. Where hot surfaces exceed this temperature, they must be enclosed or guarded.
- A normal level of ventilation will be regulated in all occupied areas, this would be 3 litres of fresh air per second for each of the maximum number of persons the area will accommodate. Extra ventilation will be available where necessary.
- An adequate supply of both hot and cold water will be readily available.
- The School will provide the basic number or above of sanitary fittings, being 5% of the number of pupils in school who are 5 years old and over plus 10% for those under 5 years. There should be the same number of washbasins as there are sanitary fittings.
- Some separate male and female washrooms are available as well as a disabled toilet.
- Appropriate changing areas are provided for the pupils.

TERM MAINTENANCE AND INSPECTION CONTRACTS

The Headteacher will ensure that testing, inspection and maintenance of equipment is undertaken as required. Regular inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher. Equipment found to be unserviceable, or of doubtful serviceability shall be taken out of service, adequately labeled, locked away and the defect reported to the Headteacher who will arrange for repair or replacement.

- Certain mechanical and electrical equipment and installations are required by statute to be inspected and maintained on a regular basis, records of inspections and any resulting actions must be held on the premises.
- The Headteacher will ensure that general requirements, under equipment and premises related health and safety legislation are adhered to including that the workplace and work equipment are maintained in safe working order and in good repair.
- Required equipment will be regularly inspected, cleaned and serviced to ensure optimum performance and free from breakdowns.
- As a minimum requirement we undertake to ensure the gas appliances, boilers and heating systems are inspected and serviced annually.
- Emergency lighting must be inspected and tested bi-annually and the fire alarms should be tested at least once every 3 months.

CONTRACTORS IN SCHOOL

Contractors must meet with the approval of the Headteacher or the nominated representative before they are allowed access to the site. Aspects to consider for suitability would be; inclusion on LA approved list, previous works carried out, membership of trade bodies, knowledge of health and safety, standard of safety policy, experience of working on occupied sites.

- Visiting contractors must report to the School Office and sign the Contractors book.
- Contractors must ensure that they are appropriately dressed and using safety clothing/equipment appropriately.
- Contractors are required to isolate any equipment they are using from other site users.
- Contractors will be required to minimise the risk of fire from works they are undertaking and the associated storage of materials and equipment.
- Where the school recognizes that the activity of the contractors carries a risk to themselves, any other person including children and to the buildings, a risk management report should be requested from the contractor.
- The Headteacher or nominated representative reserves the right to suspend contractors working if it is thought that the work may be hazardous to others or the contractor.

EDUCATIONAL TRIPS AND VISITS

See separate Offsite Educational Visits Policy.

FIRE SAFETY

All staff are required to ensure that they are familiar with the emergency procedures and the evacuation drill. The fire alarms shall be tested regularly and those staff not hearing the alarm shall report the fact to the Headteacher. A full fire practice evacuation procedure shall be undertaken three times a year at the beginning of three of the six terms.

Where the school is used by external groups including the PTA for arranged events Risk Assessments must be in place. A delegated person from the group must be briefed on their responsibilities.

Fire Evacuation & Means of Escape

- Fire exits, routes and fire fighting equipment shall not be obstructed at any time.
- It is the responsibility of the teaching staff to ensure that the children in their care are fully aware of the procedure for evacuating the building, as follows:
- Children are required to leave the classroom through the nearest exit as instructed by the class teacher. Classes assemble on the hard playground at the rear of the building under the supervision of their class teacher. Children not in their classroom will be accompanied out of the building by appropriate staff until re-united with their class teacher.
- It is the responsibility of the staff to maintain order and control throughout, to close windows and doors if safe to do so and bring a class register and take a roll check. **Immediately notify the Head Teacher if a child is found to be missing.**
- A member of the office staff is to collect the signing in books and do a roll call to ensure that all staff and visitors are accounted for.
- Children with statement of special educational need will have an individual care plan

Fire Extinguishers & Notices

- All staff to be made aware of the safe use of fire extinguishers and understand their colour codings for types of use.
- Fire notices are displayed in all public rooms and corridors.

Arson/Fire Prevention

- Make sure staff and colleagues are aware of fire and security problems and follow the advice given by the Fire Prevention Officer.
- Store only reasonable quantities of dangerous chemicals
- Where practicable reduce storage of waste products of a combustible nature to a minimum level.

- Ensure building is secure.
- Where contractors are on site, they will be required to minimise the risk of fire ensuing from the works they are undertaking and associated storage of materials and equipment.

FIRST AID

- A list of trained first aiders who have been trained in accordance with the standards set out by the HSE and the location of first aid boxes will be posted up in the main office.
- The staff member responsible for first aid shall ensure that the contents of the first aid boxes are replenished as necessary and comply with the contents laid down within the Regulations.
- All first aiders and staff shall ensure that accidents are reported as outlined below and that the staff member responsible for first aid is informed if items from the first aid box are used.
- Sick or injured children should be sent with an escort to the School Office.
- Staff should wear protective gloves when dealing with blood products.
- Staff should advise parent/emergency contact of the nature of the illness or accident, ask that they collect the child if necessary, suggest where applicable they seek further medical advice. It is not necessary to contact parents for very minor accident or illness.
- A travelling first aid kit will be provided on all off-site visits and will consist of a basic first aid kit and a 'sick' bucket.

LONE WORKING

It is not uncommon for a member of staff to work alone at school during an evening or at weekends when the school is closed, and possibly when it is dark. The following guidelines are offered for staff to follow where possible.

- Lone persons should lock themselves into the building with the windows closed
- Always have a telephone with you and make sure that someone knows where you are and when you are expecting to leave.
- Visiting homes must be done in the daylight. Staff must advise another member of staff of their going and returning from a home visit. Staff must be prepared to terminate a visit if they feel at all unsafe. Consideration should be given as to whether two staff are required for a particular visit, bearing in mind the circumstances.

Key holders responding to an alarm call

- Key holders should not enter the building on activation of the alarm if there are signs of forced entry until the Police are present.

SAFETY CURRICULUM

Safety education is taught through PSHE and SEAL and is built into the general curriculum, the school aims to equip the children to deal safely with a wide range of situations. Advisors will be invited to visit to speak to the children on a range of topics including; stranger danger, road safety and safe use of medicines.

- Children are taught risk assessment in physical education and any area where there is perceived risk.
- Safety education will include consideration of the stereotypes and pressures which affect risk taking.
- Children are encouraged to take responsibility for their own and others' safety.
- Children are taught to control anger and deal with stress and fear.
- Children are taught to take responsibility for social and moral issues, they will discuss safety issues in the school and local environment

SECURITY

The security and safety of the children and staff is regularly monitored by means of surveillance.

- All visitors to the School are required to sign the visitor's book. Contractors working on site have a separate book.
- The School perimeter fence is regularly inspected for suitability and to ensure that it is intact.
- Building security is maintained through manual and electronic security devices.
- A security lock is fitted to the main entrance door and all other means of entrance are kept locked.
- An automatic barrier operates in the car-parking area, this is kept closed whilst School is in session.
- Telephone extensions and panic buttons are provided in all teaching areas.

- CHILDREN WILL ONLY BE ALLOWED TO LEAVE THE SCHOOL PREMISES DURING SCHOOL TIME BY PRIOR ARRANGEMENT OF THEIR PARENTS/GUARDIANS signing out before they leave.
- The Headteacher is responsible for ensuring classes are adequately supervised. Student teachers must have demonstrated their ability to cope with all teaching situations before they are left unsupervised.
- Special attention will be paid to the supervision of pupils during physical education activities, both within the school and outside

DISASTER AND EVACUATION PLAN

The School Business Manager is responsible for the management of the disaster and evacuation pack which will be issued to all teaching staff. This will be kept in the school office with a copy stored in Amherst. They will be regularly updated. All staff will be inducted in the disaster and evacuation plan.

School Web Site see separate Practices and Procedures Policy

VISITORS

All visitors are to sign in and out at Reception, and must be aware of the fire procedures. All unaccompanied visitors are required to have a List 99 check, or CRB check if they have regular contact with children (more than 3 times a month).