



# Lindley CE Infant School

## Health & Safety Policy

### March 2017

Name of Policy Writer/Amendments	Date Written/Amended	Next Review Date
Sue Poole & Alison Perring	March 2017	March 2020

*At Lindley CE Infant School we embrace the ethos and beliefs of the United Nations Convention on the Rights of the Child.*

*This policy follows the principles of:*

*Article 3 -The best interests of children must be the primary concern in making decisions that may affect them.*

*Article 12 – Respect for the views of the child*

*Article 13 – Freedom of expression*

*Article 28 – Right to education*

## Learning Together: Achieving Together



Respect  
Friendship  
Trust

Our school is an inclusive community.  
It is a place where everyone is valued and all achievements are praised, celebrated and encouraged. All children are inspired to develop their unique God given talents in a safe, happy and caring environment.

### Aims:

- *Through a strong set of Christian values, children and adults are encouraged to respect themselves. They are taught to respect the rights and needs of others, thereby equipping them with the skills and attitudes to become successful global citizens of the future.*
- *To support children in developing a reflective approach to life and sensitivity to all God's creation by providing an awareness and experience of the living Christian faith through our strong Christian ethos.*
- *To support all children in reaching their full potential by providing a personalised education.*
- *To treat everyone with equality and fairness*
- *To have high expectations in a secure, friendly and caring atmosphere that rejoices in effort and success but where it is safe to make mistakes.*
- *To provide children with excellent learning experiences ensuring that learning is fun and exciting.*
- *To promote the health and well-being of our pupils and staff through a well planned, creative curriculum in an environment that promotes healthy lifestyle choices.*
- *To encourage and value the contributions that adults make to the education and care of our children.*
- *Through our firm Christian foundation we encourage the school and wider community to work together in partnership, promoting community cohesion whilst strengthening and enriching the life of the school.*

## **Introduction**

Lindley CE Infant School is an educationally inclusive school where the learning and teaching, achievements, attitudes and well-being of every young person matter.

## **Equal Opportunities**

The governors and staff are committed to providing the full range of opportunities for all pupils. The school promotes equality of education for all which includes all the protected characteristics covered under the Equality Act 2010 as well as other aspects which have the potential to discriminate against or to devalue any individuals within our community. All pupils have access to the curriculum, and the right to a learning environment which dispels ignorance, prejudice or stereotyping.

## **Part 1: Health and safety policy statement**

The governors regard the promotion of health and safety at work to be of the utmost importance for all personnel that attend as pupils, work in and visit Lindley CE Infant School.

It is school policy to ensure that every reasonable step be taken to prevent injury and ill-health to personnel by protecting individuals from hazards at work. This also includes pupils and visitors to the school whether it is for pursuance of their employment or other activities.

This is approached by:

- assessing and controlling risk as part of the day-to-day management of school activity
- providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently
- ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out-of-school activities
- periodic review of the safety policy as school activities and the associated risks change

All personnel employed within the school have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.

All employees within the school have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions
- reporting to the School Business Manager any incident that has led, or could have led, to damage or injury
- assisting in any investigation with regard to accidents, dangerous occurrences or near-misses.

In line with the safety organisation set out in part 2 of this policy, it is the responsibility of all line managers to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures that are to be followed within the school.

**Headteacher:**

**Date:**

**Chair of governors:**

**Date:**

**Health and safety officers:**

Mrs Susan Poole

Mr Leslie Hurren

## Part 2: Safety organisation

### Objectives

#### **2.1 The objectives of Lindley CE Infant School health and safety policy are to:**

- promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act (1974), other statutory instruments and approved codes of practice
- ensure that places and methods of work are safe and healthy through the arrangements set out in part 3 and others that are adopted from time to time as appropriate to changing circumstances
- protect personnel, whether they be employees, pupils, members of the general public visiting the school, or contractors and their employees, from any foreseeable hazards
- ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety insofar as is reasonable and practicable
- ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare
- ensure that awareness with regard to all aspects of safety is fostered by all personnel
- ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to safety
- ensure that full and effective consultation on all matters is encouraged

### Responsibilities

#### **2.2 Responsibilities of individuals within the school are as follows.**

- **Governors.**  
The ultimate responsibility for all aspects of health and safety at work within Lindley CE Infant School rests with governors who will ensure that:
  - The headteacher produces a health and safety policy for approval by the resources committee of the governing body and that this policy is regularly reviewed
  - Risk assessments are undertaken and a written record kept;
  - Sufficient funding is allocated for health and safety;
  - Regular safety inspections are undertaken;
  - A positive health and safety culture is established and maintained.
- **Headteacher.**  
The headteacher is responsible for the effective implementation of the health and safety policy and for ensuring staff, through regular monitoring, implement health and safety arrangements. She will ensure that:
  - A school health and safety policy is approved by the governing body and that policy is regularly reviewed and revised as necessary;
  - Risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed regularly and when they are no longer felt to be valid;
  - Safe systems of work identified via risk assessment or to comply with national/guidance, are monitored to ensure they are followed and effective;
  - Information and advice on health and safety is acted upon/circulated to staff and governors;
  - A regular safety inspection is undertaken;
  - Any health and safety issues are reported to governors in the headteacher's report;
  - The headteacher cooperates with the GB in meeting its legal requirements in respect of the monitoring of health and safety practices and procedures;
  - Staff are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely.

- **Health and safety panel and health and safety officers.**
  - Officers offer advice to the headteacher on health, safety and welfare within Lindley CE Infant School. They will make proposals as they see fit with regard to methods of achieving improvements in health and safety aspects in their area of responsibility.
  - Officers will advise all personnel in meeting their individual responsibilities with regard to health and safety at work.
  - Officers monitor health and safety performance and recommend any action necessary should this performance appear or prove to be unsatisfactory
  
- **Employees**  
All employees must:
  - Take reasonable care of their health and safety at work and that of other persons who might be affected by their acts or omissions at work;
  - Use the signing in and out board;
  - Report immediately, or as soon as practicable, any defects noted with equipment, machinery or the workplace generally to the headteacher or health and safety officers;
  - Not misuse anything provided for health and safety purposes;
  - Report any accident, near miss incidents, dangerous occurrence or case of ill health arising out of work and cooperate fully with management in investigating such accidents or incidents;
  - Cooperate with management in respect of complying with health and safety requirements.
  
- **Volunteers**  
Have the same responsibilities as indicated for all employees.
  
- **Contractors**  
It is the responsibility of contractors and their employees to read and comply with the school health and safety policy

## **Risk assessments**

**2.3** Responsibility for assessing and controlling risks rests with all personnel within the school. However, risk assessment and training shall be performed in consultation with the designated health and safety officers.

## **Health and safety panel**

### **2.4 The health and safety panel is to comprise:**

- Health and safety officers:
  - School business manager
  - Caretaker
  - Staff governor
- Nominated governor

**2.6** Under section 2(7) of the Health and Safety at Work Act (1974), the health and safety panel has the function, in consultation with the staff and pupils it represents, of keeping under review the measures taken to ensure the health and safety at work of the employees and pupils.

Specific functions will include:

- the study of accident and notifiable disease statistics and trends so that reports can be made to the governors on unsafe and unhealthy conditions and practices, together with recommendations for corrective action

- examination of safety audit reports on a similar basis
- consideration of reports and factual information provided by inspectors of the enforcing authority
- consideration of reports that safety representatives may submit
- assistance in risk assessment and the development of school safety procedures and safe systems of work
- monitoring the effectiveness of safety procedures and safe systems of work
- monitoring the effectiveness of the safety content of employee training
- monitoring the adequacy of safety and health communication and publicity in the school

## **Part 3: Safety arrangements**

### **Introduction**

The safety arrangements set out below are for the information, guidance and compliance of all personnel in Lindley CE Infant School.

Health and safety are integral parts of management. They are key considerations that should underpin and facilitate educational and financial activity. Under the Health and Safety at Work Act (1974) and common law, employers and employees must look after children in their care.

In carrying out their normal functions, it is the duty of all employees to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk.

These can be summarised as:

- providing and maintaining safe equipment and safe systems of work
- making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles
- providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety
- providing safe places of work with safe access to and exit from them
- providing a safe and healthy working environment
- providing a system for rapidly identifying and remedying hazards
- where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment

More specific arrangements are set out below and will be appended from time to time as necessary to address new risks.

### **Specific arrangements for health and safety**

#### **3.1 Accident reporting**

- Any accident is to be reported to the headteacher by the person or persons involved in the accident, and entered in the accident report book (either the student accident book or the staff accident book).
- Accident books are held in the office.
- The headteacher will investigate all accidents and report to the LA as necessary.
- There is a legal requirement placed upon employees to report certain events to the HSE as part of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The types of work-related accidents which should be reported:

- Accidents which result in a death;
- Accidents which result in a specified injury;
- Accidents which prevent the injured person from continuing at his or her work for more than seven days;
- Diagnosed cases of certain industrial diseases;
- Certain 'dangerous occurrences' (incidents with the potential to cause harm).

### **3.2 Accident investigation**

- All significant accidents or incidents that are considered to be dangerous and near-miss situations are to be reported to the headteacher, the resources committee and if deemed necessary to instigate a RIDDOR report.
- The health and safety officer is to carry out an immediate investigation into the incident in order to identify the cause of the accident and measures taken to prevent a reoccurrence.
- Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum.
- The health and safety officers are responsible for the co-ordination of such investigations.
- All contractors must ensure that accidents involving their personnel are reported to the health and safety officer of the school, as well as their own reporting chain.

### **3.3 Near misses**

For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, an incident/accident form is to be completed. The form will be sent to the headteacher who will then decide if it needs to be forwarded to the resources committee and if deemed necessary complete a RIDDOR report.

### **3.4 Curriculum**

All staff should ensure that any equipment used to support the curriculum has been adequately tested and an adequate risk assessment performed prior to commencing the activity.

### **3.5 Out-of-school visits and activities**

All personnel that arrange or actively participate in school visits or out-of-school activities must follow the procedures outlined in the separate educational visits policy.

### **3.6 Drugs and medication**

All medication taken in school should be administered through the school office and parental permission must be obtained in the form of a written authorisation before any medication is given. In exceptional circumstances, the headteacher may authorise administration where verbal parental consent has been given (See Medical Needs Policy)

### **3.7 Safe working procedures**

The health and safety officer must ensure that safe working procedures are developed through:

- assessing the tasks
- identifying the hazards
- defining a safe method
- implementing the system
- monitoring the system

Once developed, safe working procedures must be promulgated to protect all personnel working within their area of responsibility from dangers to their health and safety. They are also to familiarise themselves

with laid-down procedures and ensure that personnel under their control are fully conversant with these procedures.

### **3.8 Means of access**

- When using access equipment, such as ladders, crawling boards, etc, the correct equipment is to be used for the job to be undertaken.
- Always use correct routes of access. Do not use short cuts; they can result in serious accidents.

### **3.9 Good housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean.
- Do not obstruct emergency exits.

### **3.10 Electrical equipment (fixed and portable)**

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- Where 13-amp sockets are in use, only one plug per socket is permitted.
- Electrical equipment that is known to be, or suspected of being faulty must not be used.
- All electrical equipment is tested on an annual basis. Staff should not use any electrical equipment from home that hasn't been electrically tested.
- If electrical equipment becomes faulty whilst in use, it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected.

### **3.11 Use of harmful substances**

- When using harmful substances, whether they be material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.
- No new materials or chemical substances are to be brought into use unless an assessment using the Control of Substances Hazardous to Health Regulations 1994 has been carried out and clearance given for use by the caretaker.

### **3.12 Skin infections and hand care**

- To reduce the risk of dermatitis, oil acne or skin cancer, always avoid unnecessary skin contact with oils and chemicals. Always wear gloves and protective clothing where necessary.
- Use barrier creams before commencing work. These provide a barrier between the skin and harmful chemicals, oils and dirt.
- Do not put oily or chemically soiled rags in pockets.
- Always change clothing if it has become contaminated with chemicals, flammable liquids or oils.

### **3.13 Jewellery**

- No jewellery is allowed to be worn by children for health and safety reasons, with the exception of wristwatches, which must be the responsibility of the wearer.
- If a child comes to school wearing earrings they should be removed.
- If a child arrives in earrings and cannot remove them, staff need to check with the headteacher.

### **3.14 Smoking**

We do not allow smoking of cigarettes, cigars, e-cigarettes or any other similar item on the school premises as we do not want to present smoking as acceptable. Nor do we wish to present adult smokers as role models. Because of this, we do not allow smoking, even within the school boundary. If any employee or

volunteer wishes to smoke, s/he must leave the school site. Should we find any member of staff smoking at school, we would consider this a serious breach of the terms of employment.

### **3.15 Emergency services**

- Fire, police or ambulance services can be contacted by dialling 9/999 and asking for the service required.
- There is a first aider on call within the school administration during working hours.

### **3.16 Noise**

Where noise cannot be controlled at source, all personnel must be protected from high noise levels as required by the Noise at Work Regulations.

### **3.17 Fire prevention**

- Fire procedures are available for all personnel to read.
- A notice, 'Action to be taken in the event of a fire' is posted in all buildings at fire points and each classroom has a printed notice clearly identifying the evacuation route and assembly area to be used.
- Personnel are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire.
- The most important part of fire control is prevention. It is with this in mind that all personnel are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked 'flammable'.
- Fire evacuation procedures, fire prevention training and fire alarm testing are to be carried out in accordance with current legislation.

### **3.18 Visitors**

- It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school.
- Visitors should not be allowed to enter work areas unaccompanied and, where protective clothing is issued for a specific area or task, the same level of protection is to be afforded to any visitor proceeding to that area.

### **3.19 Contractors**

Contractors working within the school are required to comply with the schools health and safety policy and asbestos management policy (PAMP) working rules as issued by this school. Any breach of these rules is to be reported to the headteacher or health and safety officer.

### **3.20 Use of vehicles**

Only those persons authorised and in possession of the appropriate licence are to drive vehicles on school business.

### **3.21 Legionellosis**

The primary aim is to prevent the build-up of the Legionella pneumophilla organisms in water systems and to prevent inhalation of infected water droplets.

Control measures are as follows.

- The water temperature is to be below 20 degrees C or above 55 degrees C and this is to be checked monthly.
- Records are to be maintained of all cleaning and temperature checks carried out.
- Records are to be maintained of any maintenance, water treatments or disinfection.

### **3.22 Manual handling of loads**

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out. (See staff handbook)

### **3.23 Lettings**

See lettings policy.

### **3.24 Lone Working**

See Security policy

### **3.14 Consumption of food**

Food is only to be consumed in recognised rest rooms and dining areas.

**Additional arrangements will be appended as they are developed out of risk assessments carried out in accordance with this policy.**