


## Sharley Park Community Primary School

# Health and Safety Policy Statement

	<b>Sharley Park Community Primary School</b>	
<b>Date Approved</b>	<b>Signed</b>	<b>Minute Number</b>

### Introduction

This policy complements the Corporate Policy of the County Council and it committed to working collaboratively with the LA to ensure the health and welfare of all employees, visitors and children at our school.

1. The school is fully committed to meeting its statutory obligations under the terms of the Health and Safety at Work etc Act 1974 and the subsequent health and safety regulations made under it. This school believes that this can best be achieved through the effective management of health and safety and the development of a health and safety culture where employees at all levels of the organisation recognise and discharge their duties under health and safety legislation. This will be achieved by ensuring that all employees are made aware of health and safety issues, so that health and safety becomes an integral part of everyone's daily activities.
2. The school is committed to assessing and reducing significant risks to health and safety so far as is reasonably practicable and by this process removing preventable accidents from the workplace. In order for this process to be effective the school accepts that sufficient resources will need to be made available to ensure that it is able to meet its statutory obligations.
3. The school accepts that in order to maintain a safe and healthy workplace, the provision of suitable information and instruction is vital and that this should be enhanced by appropriate health and safety training. This training will be organised through the LA and other outside agencies e.g. First Aid Training, in response to identified priorities, fire safety, education visits etc
4. Many of the functions associated with health and safety on a day to day basis are delegated by the LA to governors and school management. These include risk assessment, accident reporting and production of a local health and safety policy. Governors are aware that they are responsible for ensuring that local policies are produced which require the school management to implement the objectives of this policy and for monitoring that the policy is fully implemented by the school

management. Where this has resource implications then sufficient finance will be considered by the governors.

5. All employees at any level within the organisation have a duty to safeguard their own health and safety and that of anyone they interact with. They also have a duty to comply with the school's health and safety procedures and to report any potential dangers immediately to the Headteacher, or to the H&S Representative. There is also an expectation that all employees will do everything within their power to make safe any danger without putting themselves at harm.

### **Policy Statement**

To implement this policy in practical terms the school will pay particular attention to the expressed aims of the Corporate LA Health and Safety Policy and will make appropriate arrangements to meet these requirements.

The school realises that in order for the aims and objectives of the policy to be fully realised a partnership approach to health and safety is required. The partnership involves employer, employees and employees' representatives, Governors, parents and children. Any H&S issue raised by any of the school's stakeholders must be brought to the attention of a senior manager so that parties can meet to discuss and resolve health and safety issues.

The school currently operates a Governor Health and Safety Sub-Committee comprising Trade Union Health and Safety Representatives/Officers and Governors.

The school also realises that for the policy to be successful everyone must be aware of its existence and will therefore endeavour to ensure that it is brought to the attention of all staff. Similarly any future revisions of the policy will be brought to the attention of all staff.

The school will continue to work with the LA to carry out a programme of health and safety inspections/audits to monitor health and safety compliance. In order for the policy to be effective and to continue to be effective, then its implementation will need to be monitored.

The school will endeavour to monitor this implementation through a system of audits and inspections. The Education Health and Safety Policy will be reviewed and amended as appropriate and kept in line, as a minimum, with the Derbyshire County Council Corporate Health and Safety Policy.

All staff should make themselves aware of the practice started below which should form the basis our daily routines.

### **Working Practices**

#### **Policy**

1. The H&S policy will be reviewed annually and approved at Governors.
2. All staff will annually sign and acknowledge its existence and the arrangements to promote good practice in H&S including specific risk assessments.
3. A member of the SLT is the appointed co-ordinator and all incidents shall be reported to him immediately.
4. Risk Assessments will be stored centrally as a point of reference but must be updated prior to any event.
5. Training will be made available to any employees who express a desire or need to update their competences.

### **Accident and Assaults**

1. All accidents will be reported using an accident report form.
2. Minor accidents to visitors must be reported to the HT so that a record can be made.

### **Fire**

1. Fire assessment must be made annually or prior to any event where the public will access the main school site.
2. Fire Evacuation will be carried out at least 6 times annually and a record kept.
3. Fire points will be tested weekly on a rota basis and logged
4. Fire alarms will be tested annually
5. Fire extinguishers will be tested annually

### **Workplace**

1. Lighting, ventilation and housekeeping should be appropriate to the activity being undertaken
  - a. Emergency lighting will be checked annually
  - b. Air conditioning will be checked annually
2. Storage safe and adequate.
3. All staff are responsible to report and 'make safe' without harm to themselves any defects.

### **Electricity**

1. Mains wiring will be inspected every five years
2. PAT tests will take annually with a record
3. Electrical work will only be undertaken by a qualified person

### **Asbestos**

1. All contractors must receive a permit to work. This can only be issued by The Headteacher ; in her absence work must not start.

### **Services**

1. A gas soundness test must be carried out annually
2. The heating boilers must be serviced annually
3. A gas safety test must be carried out annually
4. Heater cabinets must be serviced and cleaned annually

### **Moving and handling**

1. Moving and handling assessments must be carried out and risk assessment put in place to reduce the risk of injury to staff.
2. Staff involved in Moving and handling must receive training regularly. They also have a responsibility to ensure that they request keep their own training up to date.
3. Personal handling plans must be drawn up in consultation with appropriate services to advice in moving and handling
4. All lifting equipment must be inspected annually.

### **COSSH and PPE**

1. There is an inventory of hazardous substances.

2. No hazardous substances should be brought onto the school premises unless a COSG reg. has been obtained and then by approval of the HT
3. PPE must be worn whenever there is a risk of contamination or inhalation
4. There is no protection against inhalation of asbestos, if you find any, leave it alone and notify the HT immediately.

### **Work at Height**

1. For all Teaching and TA staff there is simply 'no working at height', you are not authorised to work beyond the **next to the top step** on a pair of step ladder and only then when they are being supported by a second person.
2. Caretaking staff can work to prescribed heights following training and risk assessment.
3. Cleaning above 11 feet will be contracted

### **Lone Working**

1. The dangers of lone working are many fold, as a general rule no-one should lone work as it poses unacceptable risks.

### **Work Equipment and Machinery**

1. Only trained personnel should operate machinery should as floor scrubbers etc

### **Educational Visits**

1. The appointed EVC (Educational Visits Co-ordinator) is Beth Green
2. All educational visits must have a pre-visits to assess risk
3. All visits must be authorised by the HT/Co-ordinators on behalf of the Governing Body
4. Risk assessments must be signed by all accompanying adults

### **Emergency Procedures**

1. All staff should make themselves aware of the shut off points for, gas, water and electricity.
2. All staff and children must know emergency evacuation points
3. Any staff or members of the public must have appropriate support in evacuating the building

4. The 'red box' contains H&S documentation.

### **Administration of Medicines**

1. We only supervise children taking medicines.
2. Only with consent of a parent.
3. Two adults have to be present.
4. Both have to check name and dose.
5. Doses have to be in single measures provided by parents.
6. Both adults sign and confirm the time medicines were supervised.
7. Diabetic medicines are treated under a different policy.

### **Contractors**

1. Any contractors in site must produce:
  - A H&S policy
  - A risk assessment
  - A work method statement
  - Insurance