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STATEMENT OF INTENT

1. **Statement of Intent**

The policy of the Governing Body and the Headteacher is to maintain safe and healthy working conditions at Osaldwick Primary School for all staff, pupils and visitors. In preparing this policy the Health and Safety Guide-lines of the City of York have been taken in to account.

The allocation of duties for safety matters and the particular arrangements made to implement the policy are set out in this document. The Policy will be kept under review and reviewed at least annually.

School Management at Osaldwick Primary School believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- Reducing accidents and work related ill health as far as reasonably practicable
- Ensuring compliance with statutory requirements as a minimum standard
- Assessing and controlling risks from curriculum and non-curriculum work activities
- Providing a safe and healthy working and learning environment for staff and pupils
- Ensuring safe working methods and providing safe work equipment
- Providing effective information, instruction and training
- Consulting with employees and their representatives on health and safety matters
- Monitoring and reviewing our systems and prevention measure to ensure that they are effective
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring adequate welfare facilities exist throughout the school
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable
- Learning from our own health and safety experiences and sharing learning opportunities with other schools

To ensure the above commitments can be met the City of York Council Safety Management System has been adopted. All Governors, staff and pupils will play their part in its implementation.

To be reviewed July 2015



2. **Roles and Responsibilities**

2.1 **The LEA**

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.

2.2 **The Governing Body – Resource Management Committee**

Through the health and safety/buildings and premises committee, The Governing body is responsible for monitoring and reviewing the health and safety policy as and when necessary.

2.3 **The Head Teacher**

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

2.3.1 The Head Teacher must delegate responsibilities as outlined in the SMS specifically:

- Co-ordinate and manage the annual risk assessment process for the school in line with the CYC Safety Management System (SMS) – **Site Managers**
- Co-ordinate the workplace inspections and active monitoring process in line with CYC SMS – **Site Managers**
- Make provision for the inspection and maintenance of work equipment throughout the school, including the statutory testing of specific equipment – **Site Managers**
- Manage the keeping of records of all health and safety activities – **Site Managers**
- Ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally – **School Business Manager**
- To co-ordinate the control of contractors on site when work is being undertaken in line with CYC SMS – **Site Managers**

The following roles are delegated where appropriate (if not delegated the Head Teacher assumes responsibility)

Site Asbestos Liaison Officer (SALO)	Site Managers
Site Legionella Representative (SLR)	Site Managers
Fire Warden	Named Staff – See Appendix 2
First Aid	Named staff - See Appendix 2
Educational Visits Coordinator	Mrs J Snowball



All staff have a responsibility to advise the Head Teacher of situations, or activities that are potentially hazardous to the health and safety of staff, pupils and visitors.

Other staff will have tasks allocated to them relevant to their curriculum roles and responsibilities.

- 2.3.2 Whilst the Head Teacher has day to day responsibility for the school and its staff, the catering contractor (whether DSO, or private company) is responsible for health and safety matters affecting the production of meals in schools.

This means that the food production side of the server is the responsibility of the cook supervisor. Arrangements for the pupils and the taking of the meal are the responsibility of the Head and his/her staff.

It is expected that there will be close co-operation between the Head Teacher and representatives of the catering contractor, particularly the Cook Supervisor, to ensure that high standard of health and safety exist in accordance with the school's arrangements.

3. Procedures

- 3.1 **Fire Safety** - All exits are marked and kept free of obstructions. There are three fire extinguishers, one electrical extinguisher and a fire blanket at the Leyes site and 17 CO2 and Foam extinguishers at the Lane Site including two fire blankets in the DT/Cookery room. In each kitchen there are 3 extinguishers (one of each type – CO2, Wet chemical and Foam) and a fire blanket. In the Children's Centre there are 2 CO2, 1 foam extinguishers and 2 fire blankets. Their locations are marked with a red fire sticker. Fire safety equipment is checked regularly by Chubb and records of their visits are kept. Staff are trained in their use biennially The Site Manager checks the alarm on a regular basis. Fire practices are held termly and recorded in the fire practice book at both The Leyes and The Lane Sites. In the event of a fire, all staff and children congregate on the playground at the side of the school at The Leyes and to the rear of the school at The Lane. Named staff are responsible for checking toilets. It is the responsibility of the Head Teacher to call the Fire Brigade. Office Staff will take the registers and staff downloads entry out to teachers for roll call.

3.2 **Accidents – First Aid boxes:**

Lane Site : Staff room/Pre-school/Reception class plus 8 First Aid shoulder bags for use in the playground

Leyes Site: Medical room/Disabled toilet, Office, plus 1 First Aid Shoulder bag



All accidents are recorded and monitored. Staff holding an emergency first aid certificate are identified in Appendix B. Regular emergency first aid courses are held for staff. Notifiable accidents and incidents are recorded and passed to the LEA as appropriate.

Letters to parents inform them of accidents to their children are recorded on a Local Authority Form. These forms are checked each half term for trends of accidents. 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.

3.3 **Reporting Hazards** – All staff are responsible for reporting hazards. It is then the Head Teacher's responsibility to follow up this report. The Resource Management Committee monitors the action taken to remedy hazards.

3.4 **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 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 Head Teacher.

3.5 **Control of substances Hazardous to Health Regulation**
Any substances marked as dangerous are not left in classrooms. Staff should check that instructions are followed when using any such substances. The cleaning cupboard is locked during the day and key kept in the Main offices.

Teaching staff should note that the use of chemicals in science should be checked with the Science Leader, or the Head Teacher.

3.6 **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 Head Teacher, with a note saying Fault Do Not Use. The following points about equipment should be noted:

Staple Guns – These are not be used by children and must always be stored in a drawer when not in use.

DT Equipment – Children are instructed in the correct use of this equipment and fully supervised when using tools.



PE Equipment – PE Equipment is inspected annually by an outside contractor. Records are kept of these inspections.

Cookers – Staff and parents are shown how to operate the cooker for club or curriculum activities. It is essential that adults remain by the cooker when the rings are still hot. The cooker is marked with this instruction. It is checked annually for safety.

3.7 Health and Hygiene

- 3.7.1 Notifiable and Infectious Diseases – Details of notifiable diseases and periods of exclusion are kept in the staff rooms and in school brochure.
- 3.7.2 Medicines – It is the school policy not to administer medicine other than that prescribed by a doctor and with any instructions. Parents may come in to administer non-prescribed medication e.g. Calpol, at the office with another adult present. In the case of chronic illness and after discussion with parents a Health and care plan will be drawn up in conjunction with the Health professionals and parents/carers. In general only inhalers 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.
- 3.7.3 Hygiene – It is the responsibility of the SLT to monitor the cleanliness of the building. This is part of the weekly visual inspection. All staff are responsible for encouraging good hygiene habits in the children. Particular emphasis is placed on hand washing.

3.8 Animals in School

Only the following small mammals or insects can be kept in school – gerbil, mouse, hamster, rabbit and guinea pig, butterflies, tadpoles, snails. Fish may be kept in school. No dogs are allowed in the school grounds – *with the exception of Guide Dogs*. Guidance on keeping animals is located in the “Be Safe” Document. Stuffed animals are only used if displayed in glass cases.

3.9 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, wherever possible two weeks prior to the actual visit. It is the duty of the teacher to ensure all helpers are fully briefed about the visit and the expectations for behavior. Parental consent for the visit is always sought. Risk assessment for outdoor visits are completed and checked by a member of the Resources Management Committee.

When residential visits are organised parents are invited in to school to discuss the visit in details. Staff should be aware of the LA guidelines for educational visits.

3.10 Security

All staff and pupils are encouraged to be aware of strangers on the premises. If a visitor is unknown identification should be requested. Visitors are requested to enter only by the front door. Outside doors at the school are closed once children have left the premises. Pushpads



and keypads on doors prevent entry. Staff that remain in school late are advised to ensure that their classroom doors are locked. In the event of anything suspicious, or a child, or a teacher is at risk of injury then a message will be sent to the Head Teacher, a member of the SLT, or the office who will contact the Police. Any act of violence or abuse towards a member of staff must be reported to the Head teacher, who will take the appropriate action. Further notes on our security policy are set out in appendix C.

3.11 **Contractors**

All contractors are expected to report their arrival and departure to the Head teacher, or office staff or site manager before commencing work. On initial arrival they are required to read through the Asbestos Register and be made aware of any relevant risk assessments. Method Statements may be required depending on the nature of the work during pre-start meetings. If they are working in an unsafe manner they are requested to stop work by the Head Teacher. Additional advice is available from the Health and Safety service in the LA.

3.12 **Lettings**

All bodies using the school building receive information which includes details about the location of the first aid box and the telephone and a site familiarity tour. They also have a contact number for the Site Manager.

3.13 **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. A copy of the policy is kept in the staff file so that it is available for supply staff. All staff are encouraged to attend health and safety courses as appropriate.

Booklets and Books

- Health and Safety – LA Guidelines
- Health/Safety and School LA H&S Adviser
- Be Safe (science safety guidelines)
- Make it Safe (DT safety guidelines)
- Safety Guidelines for Educational Visits and Outdoor Activities
- Safety and Disaster Management in Schools and Colleges

3.14 **Security in Action**

Records are kept of acts of vandalism, theft.
Any damage is quickly repaired.



Appendix A

Annually

Fire Fighting Appliance Inspection (Fire Service/LA)
Fire Safety Risk Assessment
Fire Vulnerability Assessment
Boiler/Heating Inspection (LA)
PAT (Portable Appliance Testing) Inspection (LA)
Electrical – General Inspection (Every 3 years LA)
COSHH assessments (LA for Cleaning Contract)
Display Screen Equipment/Workstation & Users Assessment
PE Annual Inspection (LA)
Initial Workplace Risk Assessments (if required)
Workplace Risk Assessments
PPE (Personal Protective Equipment) Assessments
Manual Handling Risk Assessments
Work Equipment Assessment for Suitability & Maintenance

Termly

PE Equipment Inspection
Playground Inspection
Buildings Inspection
Safe Access/Egress Assessment

Weekly

Fire Alarm
Water safety assessments (for legionnaires)

As required

Accident & Incident Reports
Accident at School Assessment Forms
Medication Forms
Off-Site Visits Risk Assessments

**APPENDIX B**

List of named staff/roles as Fire Wardens

All office staff

Headteacher

Andy Driffield

APPENDIX C**Risk Assessments**

The following Risk Assessments can be found in the Site Manager's documentation:

Risk Assessment Number	Subject	Comment
001	Access to Plant Room	
002	Accidental Damage to Asbestos	
003	Adverse Weather Conditions	
004	Cleaning of External Grounds	
005	Lifting & Carrying/Manual Handling	
006	Lone Working	
007	Repair & Maintenance Work	
008	Responding to Intruder Alarm	
009	Slips, Trips and Falls	
010	Use of Cleaning Equipment	
011	Use of Cleaning Products	
012	Use of Electrical Equipment	
013	Use of Hand Tools	
014	Use of Ladders for Light Work	
015	Use of Stepladders	
016	Outdoor Play - Sunburn	
017	Contractors on Site	
018	Use of Leaf Blower	
019	Re-Fueling	
020	External Play/Climbing Equipment	
021	Outdoor Play Area	