



ST LEONARD'S CE PRIMARY ACADEMY
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 Reg Office: As above
 Company Reg No. 07807811
 Head Teacher: Jane Wheatley MA BA NPQH



St Leonard's CE Primary Academy Health and Safety Policy 2016-18

This policy should be taken and used as part of St Leonard's Church of England Primary Academy's overall strategy and implemented within the context of our vision, instrument of government aims, and values of a Church of England Academy. St Leonard's is a Church of England Primary Academy which celebrates a love of God and puts the Christian ethos at the centre of all that it does.

1. Introduction (Statement of Intent)

- 1.1 This policy covers staff, pupils, visitors and other users of the premises. It aims to show how the Governors and Head Teacher discharge their duties under the Health and Safety at Work etc Act 1974.
- 1.2 The Senior Management Team of the School and the Governing Body are committed to ensuring the Health and Safety of everybody involved in the school. We aim to:
 - Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips.
 - Establish and maintain safe working procedures for staff and pupils.
 - Provide and maintain safe school buildings and safe equipment for use in school
 - Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in school.
 - Formulate and implement effective procedures for use in the event of fire and other emergencies.
 - Investigate accidents and take steps to prevent a re-occurrence.

2. Roles and Responsibilities

2.1 The **Governing Body** has ultimate control of the school. They will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues.
- Ensure adequate resources for health and safety are available.
- Take steps to ensure plant, equipment and systems of work are safe.
- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.



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- Maintain the premises in a condition that is safe and without significant risk.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff & pupils.
- In their critical friend role, maintain an interest in all the health and safety matters.
- Review and monitor the effectiveness of this policy.

2.2 The **Head Teacher** is responsible for the day to day running of the school. She will:

- Promote a positive, open health and safety culture in school
- Report to Governors on key health and safety issues
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary
- Ensure that all staff co-operate with the policy
- Devise and implement safety procedures
- Ensure that risk assessments are reviewed on an annual basis
- Ensure relevant staff have access to appropriate training
- Ensure any contractors on site are competent in health and safety matters
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2.3 **Senior Management** within the school will support the Head Teacher in their role. They will:

- Provide a good example, guidance and support to staff on health and safety issues
- Deal with any hazardous practices, equipment or building issues as appropriate and report to the head teacher if they remain unresolved
- Carry out a health and safety induction for all staff and keep records of that induction
- Keep up to date with new developments in Health and Safety issues for schools
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise

2.4 The **Cleaner in Charge** will:

- Report any concerns regarding unresolved hazards in school to the senior management team immediately
- Ensure that all work under their control is undertaken in a safe manner
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Fully co-operate with health and safety arrangements during larger building projects

2.5 The **School Admin Officer** will:

- Ensure risk assessments are accurate, suitable and reviewed annually
- Carry out a weekly test of the fire alarm
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working
- Arrange for repair and maintenance work to be undertaken where necessary to maintain the health and safety of the staff and pupils working in school

2.6 All School Staff will:

- Read the Health and Safety Policy
- Comply with the School's health and safety arrangements
- Take reasonable care of their own and other people's health and safety
- Leave the classroom / playground / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the school's risk assessments

2.7 In accordance with the school rules and procedures on discipline, Pupils will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Follow safety instructions of teaching and support staff, especially in an emergency

2.8 Swindon Borough Council will:

- Provide appropriate training to ensure that the school is able to fulfil its responsibilities regarding the health, safety and welfare of staff, governors, pupils and visitors
- Undertake a Health and Safety audit on a regular basis to ensure that the school complies with legislation

3. Arrangements

3.1 Accidents and Incident Reporting

Reporting accidents at work is a legal requirement. The information enables the Health and Safety Executive (HSE) to identify how risks arise and aide the investigation of serious accidents. The reporting of work related accidents is a statutory requirement under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).

3.2 The Head Teacher/Admin Officer will:

- ensure that every accident in the workplace or arising from work activities, whether involving injury or not, is recorded on an Accident Book Form (AB1) or Reportable Injury Form (RIF1) and is properly investigated
- ensure that a Reportable Injury Form (RIF1) is completed for:
 - a) any accident that leads to injuries and /or causes an employee to be absent from work beyond the day of the accident for one or more days.

OR

- b) any accident, either to an employee or non-employee, that results in them going directly to hospital
- ensure the completed Reportable Injury Form (RIF1) is sent within 5 days of the incident.

3.3 Administration of Medicines

- Medication is only administered in school to pupils in exceptional circumstances
- A log must be kept for all medicines administered in school

- See Medical Needs Policy for fuller detail

3.4 Asbestos

- All staff have been made aware of the location of any asbestos in school (boiler room only)
- All contractors must sign to say they have seen the register before starting work on site

3.5 Control of Hazardous Substances

- The use of hazardous substances in school will be kept to a minimum
- The Head Teacher/Admin Officer will complete a COSHH assessment for all hazardous substances used on site
- The associated procedures and control measures will be funded and enforced

3.6 Display Screen Equipment

- A risk assessment will be carried out, and reviewed annually, for members of staff with 'desk based jobs'

3.7 Educational Visits

- All off site trips will be subject to risk assessment

3.8 Electrical Testing

- All items of portable electrical equipment in school will be inspected and checked annually

3.9 Employee Health and Wellbeing

- The school will seek the support of Swindon Borough Council Occupational Health team if required

3.10 Fire Safety & Evacuation of the Building

- Fire exits have appropriate signage
- Exit procedures are displayed by the door of each classroom
- A fire drill is practised and documented once a term by the Admin Officer
- Evacuation times and any issues which arise are reported to the Governors
- Fire extinguishers are checked annually by Fire Appliance Services
- See separate Fire Safety Policy

3.11 First Aid Provision

- All school staff are emergency aid trained
- In addition 4 school staff are Paediatric First Aid Trained
- There are first aid kits in every classroom
- Portable first aid kits are taken on educational visits

3.12 Food Technology

- Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place

- Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned
- Pupils will not undertake riskier parts of the cooking process, i.e. taking food in or out of hot ovens

3.13 Legionella

- **ESG** undertake all assessments and sampling concerning Legionella
- **ESG** keep the school informed of their findings and appropriate action is taken

3.14 Lifts & Hoists

- There are no lifts or hoists in the school

3.15 Manual Handling

- Pupils and staff must only lift equipment and furniture within their own individual capability
- Manual handling training will be provided for appropriate members of staff including, when necessary, how to lift pupils safely

3.16 Playground Equipment

- Playground equipment and its use is supervised during all breaks during the school day
- If the equipment is used during lesson time supervision is again maintained
- A decision is made and enforced if inclement weather (damp/icy) means that equipment becomes unsafe to use on a particular day

3.17 Playground Supervision

- Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment

3.18 Pregnant Members of Staff

- Swindon Borough Council's procedures for pregnant members of staff will be followed, including carrying out a 'Pregnancy Risk Assessment'

3.19 Risk Assessment

- The school maintains a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and grounds
- They are all available in the school office for staff to inspect and refer to as necessary
- The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments
- All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place)

3.20 Slips Trips and Falls on the Level

- The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place

3.21 Snow and Ice

- Staff will strive to keep the site's main pedestrian, and vehicle, routes open during snowy and icy conditions
- If it becomes impossible to keep these routes clear the Head Teacher is informed immediately and this information contributes to any decision to close the school

3.13 Stress at Work

- Proactive - the Council's templates for Stress Risk Assessment are used in order to identify how levels of stress (caused by work) amongst staff can be reduced
- Reactive - individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with the school's welfare policies and, if necessary, by accessing Swindon Borough's Occupational Health team

3.14 Supervision of Pupils

- Sensible, safe behaviour will be promoted to pupils by all members of staff
- Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school rules
- Pupils will only be allowed into or stay in classrooms under adult supervision
- Appropriate supervision of cloakrooms and toilet access will be in place at busy times

3.15 Violence at work/Lone Working

- A risk assessment has been carried out for violence at work and lone working
- Pupils and staff will always report any incidents of violence
- Lone workers must inform a responsible adult of their whereabouts

3.16 Working at Height

- Working at heights risk assessments have been completed for the school
- Teaching and other staff who assist in putting up displays in school have been given appropriate in-house training and advised that they must:
 - Use appropriate access equipment - step ladders
 - Wear flat shoes whilst putting up displays
 - Not climb on furniture to put up displays

4. Related Policies

4.1 Other policies related to Health and Safety include:

Risk Assessment; Child Protection and Safeguarding; Fire Safety; Stress and Well-being; Children with Medical Needs; Educational Visits; Access to Education; Drugs Education

This policy will be reviewed every two years