

HEALTH AND SAFETY POLICY

This statement is issued in accordance with the Health and Safety at Work Act (1974). The general aims of these policy statements are accepted, and the arrangements set out below are designed to implement the general aims of Fletewood School.

General Guidelines

It is the policy of the Governing Body, so far as is reasonably practicable, to:

1. establish and maintain a safe and healthy environment throughout the school;
2. establish and maintain safe working procedures among staff and pupils;
3. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
5. maintain all areas under the control of the Governors and Headteacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
6. formulate effective procedures for use in case of fire and for evacuating the school premises;
7. lay down procedures to be followed in case of accident;
8. teach safety as part of pupils' duties where appropriate;
9. provide and maintain adequate welfare facilities as appropriate;
10. Ensure the correct use of chemical products under COSHH guidelines.

Responsibility of the Governors and Headteacher

The Governors and Headteacher are responsible for implementing this policy within the school. In particular they will:

1. monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
2. prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
3. make arrangements to draw the attention of all staff employed at the school to the school policies and procedures and of any relevant safety guidelines and information issued by the HSE;
4. make arrangements for the implementation of the accident reporting procedure and draw this to the attention of all staff at the school as necessary;

5. make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed;
 6. ensure that regular safety inspections are undertaken, and any issues logged in the Health and Safety log book;
 7. arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe;
 8. report to the Governing Body any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
- N.B. The Governing Body will deal with all aspects of maintenance that are under their control;
9. report to the Conference Treasurer any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them;
 10. monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
 11. identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Headteacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

Duties of the Person Delegated to Assist in the Management of Health and Safety

The delegated person, Mrs Gaynor Rowe, shall:

1. assist the Headteacher in the implementation, monitoring and development of the safety policy within the school;
2. monitor general advice on safety matters given by the HSE and other relevant bodies and advise on its application to the school;
3. co-ordinate arrangements for the design and implementation of safe working practices within the school;
4. investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
5. order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and Headteacher;
6. assist in carrying out regular safety inspections of the school and its activities, including referring to the Health and Safety log book, and make recommendations on methods of resolving any problems identified;
7. ensure that staff with control of resources (both financial and other) give due regard to safety;
8. co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

N.B. The above role must not be confused with that of the Health and Safety Representative, which is a trade union appointment to enable the representation of staff interests in health and safety matters.

Responsibilities of Staff Towards Pupils and Others in their Care

All staff members are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. exercise effective supervision over all those for whom they are responsible, including pupils;
2. be aware of and implement safe working practices and to set a good example personally;
3. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
4. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
5. provide written job instructions, warning notices and signs as appropriate;
6. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
7. minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
8. evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
9. provide the opportunity for discussion of health and safety arrangements;
10. investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
11. provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
12. where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.
13. Where food is used, ensure that relevant staff have a minimum Level 2 Food Safety qualification and ensure that all training is adhered to.

N.B. When any member of staff considers that corrective action is necessary, but that action lies outside the scope of their authority, they should refer the problem to the Headteacher.

Responsibilities of all Employees

All employees have a responsibility under the Act to:

1. take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work; not be under the influence of alcohol or any other substance which may affect their ability to care for children. If practitioners are taking medication that may affect their ability to

care for children, those practitioners should seek medical advice. Providers must ensure that those practitioners only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. Staff medication on the premises must be securely stored, and out of reach of children, at all times. A log of medication will be kept in the office.

2. co-operate with others in meeting statutory requirements;
3. not interfere with or misuse anything provided in the interests of health, safety and welfare;
4. make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Headteacher;
5. ensure that tools and equipment are in good condition and report any defects to the Headteacher;
6. use protective clothing and safety equipment provided and ensure that these are kept in good condition;
7. ensure that offices, general accommodation and vehicles are kept tidy;
8. ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Headteacher.
9. ensure that all chemicals, including cleaning products, are stored appropriately and out of reach of children.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS, SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE HEADTEACHER.

Please note the following:

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to:

1. exercise personal responsibility for the safety of themselves and their fellow pupils;

2. observe standards of dress consistent with safety and/or hygiene;
3. observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
4. use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

N.B. The Governors and Headteacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school website.

Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

The Governors and Headteacher must ensure that:

1. fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
2. arrangements are made for checking the security and condition of the premises and equipment used after vacation by the visitors and/or church members.

There is a strict NO SMOKING policy enforced throughout the building and NO SMOKING signs are displayed at all entrances. This also applies to e-cigarettes.

Fire and Emergency Evacuation Procedures

1. The school's procedures for fire and emergency evacuation are appended. They are also posted in the office and every classroom.
2. These procedures will be updated as appropriate.
3. The log-book for the recording and evaluation of practice and evacuation drills is available in the office.

Fire Prevention Equipment

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

First Aid and Accident Reporting Procedures – See separate First Aid Policy

1. First aid is available in the Office and an additional first aid box is in Classroom One.
2. The name of the first aider/appointed person is Mrs. Gaynor Rowe.
3. The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is the Headteacher,
4. Accident forms should be filled in appropriately on Scholarpack with a form being printed to be sent home with the relevant child/children.
5. The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.

N.B: Any employee rendering first aid to the best of their ability, is indemnified by the Governing Body.

Portable Appliance Testing

The name of the appointed PAT co-ordinator is Mr. J. Martin. Arrangements are made to regularly monitor and test the condition of all portable electrical appliances. This includes the regular visual inspection of electrical equipment. All staff should report any suspect or dangerous appliance and electrically isolate until tested. Visual inspection will take place termly and the testing of each appliance once a year – during the summer holidays. A record of each portable appliance will be kept in the office.

Handling of Food

All staff handling food will be expected to complete a minimum of Level 1 Food Hygiene training and will be expected to update this every three years as a minimum requirement. All children will be taught basic food hygiene and will be expected to follow instructions by teachers to ensure they are safe when handling food.

Suitable clothing must be worn when handling food, e.g. gloves (if appropriate), aprons designated for food only, etc. Thorough hand-washing is expected by both staff and children. All kitchen areas and any other areas used in food preparation will be cleaned and disinfected appropriately.

No nuts or nut products are to be used on the premises during school hours in case of allergies. Staff must regularly check children's allergy lists and request annual updates from parents as a minimum to ensure no cross-contamination that could result in an allergic reaction. Only food that is in its use-by date must be used in school.

Kitchen appliances must be kept in good working order and should be reported immediately if a fault is discovered. All gas appliances must be checked annually for safety with a carbon-monoxide monitor close by.

Any parents running clubs that involve food, such as cookery club, must abide by the school's Health and Safety policy and must also hold a relevant and up to date Food Hygiene certificate.

Control of Substances Hazardous to Health (COSHH)

At Fletewood School, the safety of all our pupils, staff and visitors is a priority. We endeavour to eliminate any risks to those working or studying at our school, however, there are times when such risks cannot be eliminated, therefore, we follow strict guidelines in order to ensure such products are used appropriately and safely. Where a product is deemed unsafe for use within our school and the risks cannot be limited, we will substitute such product with a safer alternative, where possible.

We hold Safety Data Sheets for all cleaning chemicals and potentially hazardous substances that are used on our premises to ensure that we have as much information about the substance as possible, before use. All members of staff and visitors can have access to these, via request to our administrator.

Staff are provided with the appropriate Personal Protective Equipment (PPE) to keep them safe when using chemicals, such as bleach for cleaning the toilets. All substances such as cleaning chemicals are kept out of reach of all children, in a locked cupboard in the boy's bathroom; the key to which is in a high cupboard in Class One, where it is out of reach of all, except the teaching and cleaning staff.

The children will encounter substances such as paint, hand soap, hand sanitiser, to name a few. The children are provided with the appropriate PPE for use when using substances such as paint. These substances pose none to minimal risk, if they are used for their intended purpose. Our youngest children are always supervised when using all substances, to ensure their safety and the safety of those around them. Our older children have been taught the proper use of all substances that they may encounter. However, when using these, there is always a teacher nearby in order to help, if needed.

All teaching staff are paediatric first aid trained in order to ensure that the appropriate care is given to the children, should this be needed. We also have a First Aid at Work trained member of staff, who can carry out first aid on adults, should the need arise.

Any substances such as surface disinfectant, that is needed to be decanted into a separate bottle for use, will have a clear label to ensure that the user is aware of what they are working with and to stop the possibility of chemicals being mixed, which may result in a chemical reaction. It is the responsibility of the staff member refilling any bottles to ensure that they are using the correct substance, for said bottle.

When we are running low of stock on any substance, the member of staff to notice this should inform the correct person (Administrator or Head Teacher) immediately, to ensure that this can be ordered in enough time, that we will not run out of the substance. this will ensure that the same product is always sourced.

Any concerns of COSHH or the handling of substances should be brought to the attention of the Head Teacher, in order to ensure that these are resolved immediately.

Please see separate COSHH information sheet for specific products used in the school.

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