

# St Lawrence CE Primary School



## Health & Safety Policy

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Version 3.0

This document has been reformatted to a new St Lawrence CE Primary School standard template and all version numbers have been reset, as part of the review of all policies in November 2011.

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## **1. Statement of Policy**

This is the health and safety policy of St Lawrence CE Primary School, which should be read in conjunction with the Education Health and Safety Manual of Telford & Wrekin LA.

The governing body is committed to ensuring a high standard of health, safety and welfare for all staff, pupils, visitors and contractors, by ensuring the following:

- A healthy and safe environment throughout the school
- Safe working practices for all staff and pupils
- Arrangements to ensure that no person is adversely affected by any article, substance or machine used in school
- Provision and dissemination of health and safety information which is received from the LEA and other sources
- Access to health and safety training
- Safe means of access and egress
- Welfare facilities for all staff
- Procedures for emergencies such as fire and first aid
- Monitoring of health and safety standards in the school, together with review of accident/ near miss statistics
- Access to specialist help with reference to health and safety matters
- Encouragement for staff to participate in the promotion of health and safety standards in the school
- Legal compliance
- LA compliance
- Continual improvement

The governors are committed to ensuring good communication throughout the school, and liaison with staff/ trades union health and safety representatives.

## 2. Organisation

The individual responsibilities and duties of the governing body, Head teacher, teachers and ancillary staff are set out below:

### 2.1. Level 1

Governors' responsibilities will include;

- Monitoring and reviewing the school health and safety policy
- Monitoring health and safety standards within the school
- Liaising with the LA and others with regards to matters of policy
- Establishing a health and safety committee as requested by the health and safety representatives
- Nominating a chairperson from the board of governors for the health and safety committee

### 2.2. Level 2

The designated health and safety co-ordinators' responsibilities will include:

- Taking day to day responsibility for matters of health and safety within the school
- Arranging for staff to be informed and trained
- Monitoring health and safety standards in the school

The designated Health & Safety Co-ordinator for St Lawrence CE Primary will be the Head teacher.

LA responsibilities will include:

- The LA Director of Resources/ Property Services Manager is identified as the responsible person for the structural elements of the school
- Monitoring safety systems within the school



### **2.3. Level 3**

All other school employees will be responsible for health and safety issues in the following areas:

- Checking the classroom/ work area is safe
- Checking (within their ability) that the equipment used is safe
- Ensuring correct and safe procedures are followed
- Ensuring protective equipment is used where appropriate
- Reporting defects
- Carrying out special tasks (e.g. first aid)

### **3. Arrangements**

The following is a list of arrangements which the governors of St Lawrence Primary School will implement in order to ensure the health, safety and welfare of all staff, pupils, contractors and visitors as far as reasonably practicable.

#### **3.1. Design/ Technology**

The Health and Safety co-ordinator together with the design and technology co-ordinator will take all practicable steps to ensure that teachers who teach design and technology understand and follow the health and safety guidance for the use of tools and materials during lessons. Safety considerations will be reflected in each teachers planning. For more detailed guidance refer to the Health and Safety Recommendations ('Be Safe', ASE) that can be found in the Design and Technology Store which is located in the Heads office/resource room.

#### **3.2. Science**

Health and safety considerations for science work are built into teacher's midterm plans. These will include such things as ensuring that children wash their hands after handling organic materials or animals, working with hot or boiling water, ensuring that all plastic syringes are returned at the end of a session etc.

Teachers will ensure that correct Health and Safety procedures are followed during science lessons, that protective equipment is used where appropriate and that the work area is safe. Teachers will also check (within their ability) that the science equipment is safe to use and report any defects.

### **3.3. Physical Education**

Teachers at St Lawrence CE Primary School are required to teach gymnastics, dance, games and athletics, swimming and water safety, and some aspects of outdoor and adventurous activities. The Head teacher will be satisfied that all teachers who are required to teach physical education are able to do so in a safe environment with an understanding of the needs and stages of development of all the children in their class. Teachers are given the opportunity to participate in appropriate in-service training in order to ensure that they are confident to teach these elements.

In the case of outdoor and adventurous activities, a suitably qualified leader/ instructor/coach, holding a valid appropriate sport's governing body qualification for the activity and grade of activity, must take charge of the activity.

In the case of swimming, a suitably qualified lifeguard must be in attendance at all times.

Teachers must obtain the permission of the Head teacher before introducing new activities.

### **3.4. Safety Implications for Partnerships**

A qualified teacher in charge of any class of pupils cannot transfer or delegate in loco parentis to an assistant or student. Qualified teachers always supervise students on teaching practice, even though they may reasonably assume greater responsibility for classes as their initial training progresses. It is the responsibility of the teacher to check that the duty of care is operating reliably while an assistant is working with the pupils.

### **3.5. Pupil to staff ratio**

The ratio of pupils to teachers typically reflects normal classroom organisation but, because of the risk element in physical education, more favourable staffing may be necessary in some circumstances. More specific reference to teaching group size where the activity requires numbers that may vary from that of normal classroom organisation and learning can be found in the document, 'Safe Practice in Physical Education' (Baalpe, 2000) a copy of which is kept by the appointed Health and Safety Officer for the school. Ultimately, pupil teacher ratios are determined by a risk assessment of the circumstances specific to the event.

### **3.6. Risk Assessments**

A legal requirement under the 'Management of Health and Safety at work Regulations, 1999' Regulatory Reform (Fire Safety) order 2005, COSH reg 1992, Health & Safety (VDU equipment) Regulations 1992, Noise at work regulations 2005 and other specific risk assessments as may be identified by the school from time to time . Risk assessments are used to identify hazards and calculate the related risks in the facilities, equipment, activities, procedures and staffing for physical education. The risk assessment record is reviewed regularly and a note is made of any hazard, risk or action, which should additionally be included in the revised risk assessment. This is retained for future reference and to save time when the event or activity is repeated. Outdoor PE equipment (e.g. goalposts etc) is checked by the Health and Safety sub-committee annually as part of the cycle of auditing within Health and Safety. These assessments are then used to complete the Telford & Wrekin self audit in the Summer Term of each year. Teachers have an obligation to report defects in equipment as and when they occur. The Health and Safety Officer keeps records of these defects and the action taken to rectify them. (More information on general risk assessments and proforma can be found within this policy).

Risk assessments will be reviewed annually or more frequently when there is a significant change, or there is reason to believe that the original assessment is no longer valid.

A risk assessment survey of all premises, methods of work and all school-sponsored activities is conducted annually in the

Summer Term. These assessments will be carried out by a member of the Health & Safety sub-committee. The risk assessment will be in writing and will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The result of the survey will be reported to the Governing Body of the school.

Specialist competent advice will be obtained from the LA's Health & Safety Officer when required.

### **3.7. P.E. Clothing and Personal effects**

Appropriate and suitable clothing must be worn for PE lessons (refer to the schools PE policy for more detailed guidance). A change of clothing before the lesson is important, partly for reasons of hygiene but also to ensure that the clothing is suited to the physical activity.

Personal items that constitute a hazard if worn for physical activity, such as watches, rings, chains, bracelets and other adornments are removed before physical education lessons. It is part of the regular routine of changing to consistently remind the pupils of this requirement and to check to ensure compliance before the activity begins.

Whilst ear studs constitute a hazard and would normally be removed, there are occasions when an item of jewellery cannot reasonably be removed. The school will use its discretion at these times and act according to the circumstances.

Parents are made aware of the schools policy on the wearing of jewellery and appropriate clothing during P.E. lessons in the parent's handbook.

### **3.8. Swimming Pools**

When using public swimming facilities it is reasonable to expect that owners of the pool will provide a safe working environment for users under the Occupier Liability Act, 1957 and 1984. However, teachers accompanying pupils, together with the instructors will ensure that they know and will implement the normal operating procedures and the emergency action plan for the facility being used. Teachers have a duty to react to any unacceptable changes in the pool environment and to protect their pupils accordingly. A qualified lifeguard must be on duty at all times when teachers, children and other members of the school are in the vicinity of or in the swimming pool. If a lifeguard is not in attendance, no school member shall leave the changing room area.

Children will be accompanied to the pool by at least two adults, one of whom is a teacher. All adults will hold a current CRB check. The ratio of attendants to bathers will follow the recommended guidance from Telford & Wrekin; a copy of the LA school's swimming policy is available separately.

### **3.9. Resources**

Resources in classrooms and general store cupboards are easily accessible and kept in a tidy manner. Visual inspections of equipment are made prior to use and more information on this can be found under the headings of 'Furniture/ Equipment' and 'Electricity at Work' which can be found within this policy.

### **3.10. Kitchens**

Telford and Wrekin Building and Cleaning services are responsible for the management of Health and Safety within the school servery. Through a service level agreement they are responsible for the client monitoring and quality control of food preparation, food delivery and food hygiene.

When pupils are given the opportunity to prepare food as part of the school curriculum a risk assessment is undertaken and the appropriate hygiene routines are maintained. Adults will supervise small groups of pupils and will operate equipment such as mobile cookers in an area away from pupils.

### **3.11. Windows & Glazing**

Ability to open and close windows safely:

It should be possible to reach and operate the control of opening windows, skylights and ventilators in a safe manner. Where necessary, window poles or similar equipment should be kept available, or a stable platform or other safe means of access should be provided. Where there is a danger of falling from a height, opening restrictors should be fitted.

All new glazing installed within the school complies with the requirements of BS 6262; 1982 (British Standard for Glazing in Building). It is the responsibility of the LA to install glazing in any parts of the school that are re-modelled.

The maintenance of glazing is the schools responsibility. Where glazing needs to be replaced this will be done in accordance with the recommendations from Telford & Wrekin's Capital and Facilities department.

#### **3.11.1. Fire resisting glazing**

Glazing in fire doors and fire resisting compartments will only be replaced with comparable fire rating, which will resist fire for at least 30 minutes. Replacement fire resistant glazing should also meet the impact recommendations of BS 6262.



### **3.12. Conditions of floor, walkways, stairs, ramps and corridors**

Stairways and corridors must be kept as clear as possible to allow for unobstructed access to doors, prevent trips and provide unimpeded evacuation in the event of fire.

#### **3.12.1. External walkways and play areas etc.**

All designated external walkways will be subject to monitoring and precautions to prevent slips and trips. These measures shall include salting designated walkways to control icing and clearance of leaves to prevent build up so far as is reasonably practicable. All other external areas, including play areas, will be assessed on an ongoing basis to identify their suitability for staff and pupils.

#### **3.12.2. Internal corridors and open spaces**

All internal corridors and open areas shall have well fitting carpets, free from rucking and excessive wear. Uncarpeted areas shall be free of excessively slippery surfaces, wet surfaces controlled and warning signs placed where prevention cannot be reasonably avoided.

#### **3.12.3. Stairways and ramps**

Any external stairways/ ramps will be kept in good order and, where necessary, have non-slip surfaces.

#### **3.12.4. Inspections**

All external and internal walkways, play areas etc corridors and stairways will be subject to regular inspection, including an annual governors inspection during the annual Health & Safety audit.

### **3.13. Boundaries**

The schools boundaries (including trees) are maintained in a reasonable and safe manner in order to ensure the safety of pupils. Boundaries are inspected formally once every 12 months as part of the annual safety audit. Further advice and guidance will be obtained from the LAs Health and Safety officer when required.

### **3.14. VDU workstations**

The school administration staff and any teaching staff, who use display screen equipment as a significant part of their working day are deemed to be users and are entitled to a free eye test.

The county policy on the use of display screen equipment will be followed to determine 'users'. The procedures to be followed for 'eye testing' are part of this policy (section D – Educational Health & Safety Manual)

A VDU workstation risk assessment will be carried out for all identified VDU users.

### **3.15. Furniture & Equipment**

Inspection and maintenance of equipment takes place on three different levels, dependent on the competence factor required to ascertain if the equipment has developed a health and safety risk, together with, where practicable, a visual inspection prior to use.

Where new equipment is purchased the supplier or competent person shall install it and suitable training and instruction shall be given prior to use.

Where defects are found within the inspection (either visual or planned maintenance) then the piece of equipment/ furniture shall be taken out of use, labelled as defective and quarantined. If necessary defects will be reported to the Health and Safety Co-ordinator/ Head teacher who will arrange for repair.

A record of the maintenance of all equipment is kept on site, together with any maintenance contracts.

### **3.16. Traffic Management**

Parking on the school site is restricted during school hours, to employees and lawful visitors only. The Head teacher and Governors ensure that traffic management systems are adequate and when necessary the LA Health and Safety Officer will give advice and guidance. The school will maintain a record of all traffic incidents involving vehicles or bicycles, which are travelling to and from school, which occur in the vicinity of the school. The LA Health and Safety Officer will be informed of all traffic incidents in and around the school.

### **3.17. Sanitary conveniences and wash facilities**

Sufficient sanitary conveniences and wash facilities shall be provided to satisfy the Workplace (Health, Safety & Welfare regulations 1992 and the Building Regulations- parts G & M. In addition to these requirements, separate boys and girls sanitary conveniences shall be provided for use by the pupils.

### **3.18. Facilities for rest and to eat meals**

#### **3.18.1. General**

A staff room is provided as a rest facility for the staff. Meals may be eaten in the staffroom. The hall is designated as the eating facility for the pupils. School meals are provided in the hall. Pupils may also bring their own packed lunch and consume them in the hall.

#### **3.18.2. Facilities for pregnant women and nursing mothers**

Facilities for pregnant women and nursing mothers to rest should be conveniently situated in relation to sanitary facilities and, where necessary, include the facility to lie down. The head teacher shall consult with the individual pregnant woman and nursing mother to identify her needs.

### **3.19. Ability to clean windows safely**

Window cleaners should consult with the Headteacher to identify a safe means of cleaning windows and provide suitable and sufficient risk assessment. The hierarchy of controls laid out in the Working at Height Regulations 2005 should be used when identifying the most suitable means of cleaning windows. Working at height should, where possible, be avoided with methods such as the use of brushes on poles selected in preference to the use of ladders.

### **3.20. Falls or falling objects**

#### **3.20.1. Changes in level**

Changes of level, such as a step between floors, which are not obvious, should be marked to make them conspicuous.

#### **3.20.2. Stacking and racking**

Materials and objects should be stored and stacked in such a way that they are not likely to fall and cause injury. When stacking, staff are to take into account the strength of the materials being stacked, the height and the potential results of stacks collapsing. Regular checks are to be made of stacked materials to ensure that the stacks are in good condition. Racking should be of adequate strength and stability having regard to the loads placed on it and its strength and stability having regard to the loads placed on it and its vulnerability to damage. Racks should be assessed for their suitability, registered and subject to an inspection program. Manual handling must also be taken into account when placing items in stacks and on racks and when removing them. Particular care must be taken when stacking hazardous substances.

### **3.21. Working at height**

#### **3.21.1. General**

All work at height must be carried out in accordance with the Work at Height Regulations 2005. The following hierarchy of controls must be followed when identifying suitable work methods and equipment: avoid work at height where it can be avoided; use work equipment or other measures to prevent falls where work at height cannot be avoided; and where it cannot, eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur. The following must also be ensured:

- All work at height is properly planned and organised
- All work at height takes account of weather conditions that could endanger health and safety
- Those involved in work at height are trained and competent
- The place where work at height is done is safe
- Equipment for work at height is appropriately inspected
- The risks from fragile surfaces are properly controlled; and
- The risks from falling objects are properly controlled

#### **3.21.2. Planning for work at height**

Planning for work at height must:

- Ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height
- Ensure that the work is properly planned, appropriately supervised, and carried out in as safe a way as is reasonably practicable
- Plan for emergencies and rescue
- Take account of the risk assessment carried out under regulation 3 of the Management of Health and Safety at Work Regulations.

### **3.21.3. Use of ladders**

The use of ladders must be limited to short duration jobs not exceeding ten minutes. Step ladders should be placed at right angles to the work to be done, and be fully opened and locked into place. Only ladders complying with BS 2037:1994 Category 1 (blue label) are to be used. All ladders must be individually numbered and registered on a ladder register and be subject to a regular inspection. As with all work equipment, users should carry out a before use inspection. No ladder is to be painted (paint can hide defects). No person should access the top of a step ladder unless a suitably designed platform and handholds are provided. Extension ladders should be erected at a ratio of 1 unit out to 4 units up; one footed at the bottom and where possible, is tied at the top. Staff should receive training in the safe use of ladders. Where work is to be carried out on electrical appliances, composite ladders are to be used.

### **3.21.4. Roof work**

Where roof work is to be carried out, a risk assessment must be carried out and adequate arrangements are to be taken to ensure that persons cannot fall through fragile surfaces. Warning signs are to be erected where fragile roof surfaces exist. Where roof work is more complex, job specific safety method statements must also be prepared. Measures should be implemented to prevent the fall of persons and materials. When work is being carried out at height, suitable arrangements are to be put in place to prevent unauthorised access to the roof or other similar places where work is being carried out at height.

### **3.21.5. Forbidden activities**

Access by other than approved equipment such as step ladders, extension ladders, podium steps, tower scaffolds and free standing scaffolds, etc. (eg the use of chairs, tables and furnishings, etc is forbidden).

### **3.22. Workstations and seating**

Appropriate workstations and seating will, so far as is reasonably practicable, be provided. VDU workstations are discussed elsewhere in this policy. Appropriate desks and tables, etc will be provided for staff and pupils, including child sized tables and chairs. Desks and chairs will be soundly constructed and as far as is reasonable practical, avoid sharp edges.

### **3.23. Lighting**

Adequate lighting levels will be maintained both inside and outside the school at all relevant times, so far as is reasonably practicable. This includes emergency lighting. Arrangements are discussed within the section on fire safety for the provision of emergency torches where no fixed emergency lighting is provided for those who have to use the school during the hours of darkness.

### **3.24. Room dimensions and space**

Workrooms and classrooms will be provided to ensure that they meet the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992, the Regulatory Reform (Fire Safety) Order 2005 and space requirements laid down by the LA.

### **3.25. Lone working**

Lone working should, where possible, be avoided. Staff who are required to carry out lone work should have a means of communication to summon assistance if required. Line managers should be aware when staff are lone working. The LA Health and Safety department are to be contacted for further advice if lone working is to take place on a regular basis.



### **3.26. Weather conditions**

#### **3.26.1. Cold, wet and windy**

Staff and pupils are to wear appropriate outdoor clothing when outside in cold, wet and windy conditions. First aiders are to be aware of the action to take in the event of exposure and hypothermia.

#### **3.26.2. Hot, humid and sunny**

Staff and pupils should not, as far as is reasonably practicable, be exposed to hot, humid and sunny conditions. Staff and pupils should adapt the principal of “slip, slap, slop” – slip on some clothing and cover the skin, slap on a hat and cover the head, and slop on some sun protection cream of the appropriate UV protection. First aiders should be aware of the action to take in the event of heat stroke, heat exhaustion and sun burn.

### **3.27. Protective equipment**

#### **3.27.1. General**

It is the Head teacher’s responsibility to ensure, if at all necessary, that suitable personal protective equipment and equipment identified by a risk assessment is available for staff and pupils. Training in the safe use of personal protective equipment will be provided. All personal protective equipment must be subject to an inspection program.

#### **3.27.2. Public Highways**

When walking at the side of and crossing highways on school activities, front and rear markers are to be positioned wearing high visibility clothing. Torches may also be required if it is planned to be near to a public highway at night.

### **3.28. Control of Substances Hazardous to Health (COSHH)**

As a primary school the use of hazardous substances will be eliminated as far as possible. Where this is not possible or impracticable, the Governors Health and Safety sub-committee will carry out an assessment of the risks posed by such hazards. When such a risk assessment has been undertaken, measures must be taken to eliminate, or reduce and control such risk. These assessments will be done regularly to ensure that new equipment or materials have not created new health risks.

Where hazardous materials are used by cleaning contractors and stored on the premises, the contractors must ensure that copies of the COSHH Assessments are available for non-cleaning staff. Cleaning store cupboards will be locked at all times.

### **3.29. Manual Handling**

No person will undertake any manual handling operation, which may cause risk of injury. Manual handling operations are defined as lifting, lowering, pushing, pulling, carrying or moving loads. Where manual handling of heavy objects cannot be avoided, an assessment will be made to establish the degree of risk involved. The Head teacher will arrange, where necessary, for suitable information, supervision, instruction and training in manual handling for staff which will include correct lifting techniques. (Refer to section M of the Education Health & Safety Manual, Telford & Wrekin for further guidance)

### **3.30. Heating and ventilation**

We aim to ensure that all workplaces within the school are provided with adequate heating and ventilation, as far as reasonably practicable, in accordance with the requirements of the Workplace (Health, Safety & Welfare) Regulations, 1992 and Education Regulations, 1996. The temperature of the school should reach at least 16 degrees Celsius within one hour of the school day starting; where this is not possible, alternative arrangements will be identified.

Normally heating is provided by central heating systems, but in certain circumstances it may be necessary to supplement with portable heaters. All portable heaters will be approved by the Head teacher and be included in the annual PAT (portable electrical appliance testing) and subject to a fire risk assessment. .

During warmer weather it is sometimes necessary to use portable fans and again these are approved by the Head teacher and PAT tested yearly.

### **3.31. Electricity at Work**

St Lawrence School buys into the Telford & Wrekin R&M scheme and therefore the inspection of electrical circuits and wiring is a benefit of the maintenance provided by this scheme. Copies of all inspection reports are kept in the Health and Safety file in the main office.

Before any electrical equipment is used, the user gives each item a visual check to ensure that there are no obvious defects. The school has an inventory of electrical equipment. Each class teacher is responsible for recording any new electrical equipment brought into school in the inventory books, which are kept in each classroom. Only new electrical equipment should be put into service without a portable appliance test (PAT); used equipment must receive a PAT test from a competent person before being put into service.

All defective and/or suspected defective and/or damaged electrical equipment must be taken out of use immediately, labelled as defective and quarantined. The electrical equipment must not be put back into service until a competent person has carried out a repair and a PAT test has been carried out and the equipment passed as safe for use.

All portable electrical appliances are tested on an annual basis. It is the schools responsibility to notify the firm that testing is due and to arrange for a visit, this is done in March each year.

### **3.32. First Aid**

We ensure that sufficient members of staff receive first-aid training, including necessary refreshers, which are targeted on the relevant school development plan. The list of trained first aiders is displayed in the staff handbook, which is available in each class area and in the office. An appointed first-aider from the staff has followed more in depth training.

The appointed first aider will log incidents that require treatment in the accident book, which is kept in the school office. These records are kept for three years. A register and training record is kept for all staff that has received first aid training.

First aid equipment is kept in the first aid case in the main office and can be accessed by all staff and dinner supervisors. The cabinet contains the standard first aid equipment recommended by Telford & Wrekin LA in section F of the Education Health and Safety Manual. At no time will school be in session without sufficient first aid trained staff being present. Activities outside the school must either have a first-aider present or have immediate access to one (for more information see Offsite Activities). A list of the schools current first aid trained staff can be found in Appendix 1.

### **3.33. Medication**

Legally schools are not compelled to administer medication to children because of the risks involved and the possible legal consequences. However, it is the school policy, wherever possible, to assist children and parents by administering medicines in school time **if** the teacher concerned is prepared to do so.

The school does impose certain conditions before it will administer medicine to the children in its care.

- Parents must sign a consent form stating the type, the frequency and the dosage of medicine to be given to the children whilst in school.
- The medication itself must be clearly labelled with the child's own name
- If the date on the bottle has expired we will not be able to administer the medication
- Parents must hand the medicine directly to the main office.

Medicines will be kept in a locked cabinet in the main office and will be accessed by the child's teacher or a member of the office staff at the relevant times. Inhalers will be kept within the classroom or with the child in order to ensure ease of access at all times (Please refer to section M of the Education Health & Safety Manual, Telford & Wrekin for more detailed guidance).

### 3.34. Fire safety

Notices regarding the action to be taken in the event of fire will be displayed in every classroom and workplace and at the school office, including a pictorial escape route diagram showing the designated escape route and fire assembly point. All fire exits will be clearly marked and must be kept free of obstructions at all times. Practice evacuations will take place at least once per term and staff will record the outcomes and any concerns. Inspections of fire safety equipment will be carried out regularly. The testing of fire alarms will be on a weekly rota basis ensuring that each is tested at least once per half term, a log of the inspections will be kept and any problems with the system will be dealt with immediately. There is a maintenance contract for all extinguishers, which are tested annually during the Summer Term by **Chubb Fire Services**. The Fire alarm procedures and a list of fire safety equipment to be found on the school premises are listed in Appendices 4/5. Further guidance can be found in the LA Education health and safety manual.

Hot work is identified as a high risk activity and must be carried out under a hot work permit.

In addition to the school's general fire risk assessment, a task specific risk assessment will be carried out to ensure that adequate escape routes and means of giving warning in the event of fire are maintained during building work.

All teaching staff, including voluntary staff and cleaning staff are provided with training in the action to take in the event of fire.

Provision of emergency torches:

In areas where no fixed emergency lighting is provided, emergency torches will be provided where staff and visitors are required to be in the school during hours of darkness. These include, cleaning operations, staff required to work late, governor's meetings, PTA meetings, etc. All emergency torches will be checked on a weekly basis and the checks recorded in the fire log book.

### **3.35. Emergency Plans**

An emergency plan has been prepared to cover all foreseeable major incidents, which could put at risk the users of the school.

This plan has been agreed by the governing body and is regularly rehearsed by staff and pupils. The evacuation drill is practised once each term and the fire alarm system is tested regularly (see 'fire safety' for more guidance). The results of these rehearsals are recorded and form part of the regular risk assessment survey and the outcome will be reported to the governing body.

Any problems or defects relating to the building or alarm system will be reported to the Head teacher immediately.

A plan of the buildings showing locations of alarm points, exits etc can be found in the appendices of this document.

### **3.36. Water Hygiene**

St Lawrence School buys into the Telford & Wrekin R&M scheme and therefore the risk assessment, inspection, testing and control of water born bacteria in the schools water systems is a benefit of the maintenance provided by this scheme. Copies of all inspection reports are kept in the Health and Safety file in the main office.



### **3.37. Accident Reporting**

Where there is a death or major injury (including as a result of physical violence) the council's Safety department will be informed as soon as practicable. Definition of 'major injury' can be found in Section A of the LA's Education Health and Safety Manual.

All accidents, which occur as a result of building sites and contractors working at the school, will be reported immediately to the Council's Safety Officer. In the case of ALL accidents the school will complete the council's Accident Report Form. This will be done within 3 working days of the incident, or from the date the incident was first reported. Completed forms will be forwarded to the council's safety department immediately. Details of the accident will be recorded by the school or injured person on the Accident Report Proforma found within the Education Health & Safety Manual.

### **3.38. Support for Staff**

The school endeavours to provide information to its staff in order to raise their awareness of good health issues. Telford & Wrekin LA will, by way of leaflets, posters and booklets, provide information to the school on various health topics.

Staff with any health related concerns / issues (e.g. from varying degrees of emotional problems, stress etc) can discuss these in confidence with their line manager, where appropriate the Head teacher will be informed and will ensure that an appropriate level of support will be offered. This includes contacting outside agencies and the arranging of counselling if requested. The Councils Health and Safety Officer / Occupational Health Team will be contacted for advice and details of appropriate funding to implement this policy.

### **3.39. Occupational Health**

The school will take all practicable steps to ensure that the health of staff is a priority. Where appropriate the staff will receive training and advice on health matters that may affect them within the workplace (this may include manual handling training, workshops on stress etc). Any work related health problems or concerns must be brought to the attention of the health and safety management team who will deal with them as swiftly as possible. The LAs Health and Safety Officer may also be contacted for advice and guidance. A stress policy can be found in the staff handbook and an annual stress audit is also undertaken for staff.

### **3.40. Drugs & alcohol**

Please refer to the schools Substance Misuse policy

### **3.41. Training**

Health and Safety Training for Governors is attended regularly by members of the Health and Safety Sub-committee. The Head teacher will also attend these sessions where appropriate. Updates on legislation will be received through primary conferences. The Head teacher will also identify any health and safety training needs for the staff.

### **3.42. Out of School Visits / Activities**

#### **3.42.1. Day trips**

Whenever educational visits take place the school refers to the LA policy, 'Guidance on Undertaking Educational Visits', a copy of which can be found in the school office or from the Head teacher. The school asks permission from parents just once at the beginning of the year for blanket coverage of all trips that are organised in school hours and not paid for by parents. On trips that take place outside the school day a separate permission slip is needed and an application for an Educational Visit is made to the Head teacher or LA if the trip is deemed to be of high risk. The necessary risk assessments are then carried out (see appendix 6). All members of staff planning or participating in such visits receive a briefing in advance from the Head teacher or Assistant Head teacher and complete a checklist to ensure the correct procedures have been followed (Appendix 8). When on a trip members of the staff will carry permission slips and the emergency contact details issued by the council's Health & Safety department. Where appropriate the LA Health and Safety advisor will be consulted about the visit.

#### **3.42.2. Hazardous Visits**

The Head teacher will assess the suitability of a party leader with regards to activities, which may require special skills and/or are considered to be hazardous. If there is any doubt about the nature of any activity, the party leader is required to consult the LA for further clarification. It is the responsibility of party leaders to be aware of any possible hazards in locations, which may be visited. A preliminary visit to the location may assist in identifying and heightening awareness of any possible hazards. For a list of Hazardous activities and for further guidance refer to the LA Education Health & Safety Manual.

### **3.42.3. Residential Trips**

Responsibility for granting/ obtaining final approval for the event and the safety of pupils rests with the Head teacher. All school visits and journeys are to be authorised by the Head teacher in the first instance. In the case of residential visits, applications will be forwarded to the LA (Appendix 7) at least 28 days prior to the visit. A copy of the form will be passed on to the Chairman of Governors for information.

A meeting will be held with parents to clarify any aspect of the visit. They will be given full details of the visit including dates, itinerary, destination, costs, travel arrangements and inoculations necessary before they are asked to give their consent.

For detailed guidance of all aspects of residential trips (including staff to pupil ratios, insurance, charging etc) refer to the Education Health & Safety Manual.

### **3.43. Smoking**

St Lawrence Primary School is a strictly no smoking school. We ensure that both staff and pupils are given the opportunity to work in an environment free of tobacco smoke and as such we operate a strict policy of no-smoking within the school grounds. Parents are advised of this policy and asked to respect the policy when visiting the school.

### **3.44. Major / Minor Building Works**

The Head teacher will ensure that contractors or self-employed persons who carry out school financed work are issued with a copy of the LA, 'Safety Rules for Contractors'. They will also be required to read the school's asbestos survey and to sign to say that they have understood and will be complied with.

Where the school directly contracts work to be carried out, risk assessments and where appropriate, method statements and permits to work must be provided to the school. Unless work is of an urgent nature or is of low risk, construction and maintenance work should be arranged outside of the school day.

No minor works, including works of a self-help nature will be carried out without the permission of the Head teacher. All persons associated with the school, who carry out minor works of a self-help nature must be competent to carry out the work, must have read and signed the school's asbestos survey and to sign to say that they have understood and will be complied with and where walls etc. are to be drilled into or otherwise disserted, the presence of pipes and cables etc must be checked for and their absence established.

### **3.45. Noise**

There is a statutory duty to control noise at work and to protect workers and other persons from its effects. The main areas of noise in school are the school kitchens and the hall. The Head teacher is responsible for arranging the measuring of noise levels where there is a likelihood of exposure to noise above the first action levels (810dB(A)).

In the case of building work on site every practicable step is taken to control noise emissions, mandatory signs and verbal instructions will advertise any noise control to legal visitors.

### **3.46. Good Housekeeping**

The staff and governors of St Lawrence Primary School believe that the key to the successful implementation of the schools Health and Safety Policy is good housekeeping. The Governors and Head teacher are responsible for conditions in the school and have made arrangements for cleaning and waste disposal. The school has entered into a service level agreement with Telford & Wrekin's cleaning and catering service.

The Head teacher will bring to the attention of the contractor anything within the premises, which may affect their health and safety. In particular, they are informed of the action to be taken in case of emergencies and the location of fire fighting equipment, escape routes, alarm points and final exits.

All staff and pupils must take reasonable care to ensure that their workplace is kept clean and as tidy as possible. Rubbish bins are only to be used for litter, any special items of waste, such as broken glass, will be disposed of safely.

Practical craft areas must be kept in as tidy a condition as possible.

All waste must be disposed of in accordance with the Environmental Protection (Duty of Care) Regulations 1996 and the Hazardous Waste Regulations 2005. All contractors must remove their waste from the school by the contractor.

### **3.47. Safety Representatives**

The Head teacher has implemented a safety management structure within the school. A Health and Safety sub-committee of governors has been established. The Governors will be invited to attend the LAs governor training sessions on aspects of Health and Safety. The sub-committee is answerable to the full committee of governors and will report to them on a yearly basis, or more often when the need arises. A Health and Safety Co-ordinator has been appointed (Head teacher) who has responsibility for the day-to-day maintenance and development of safe working practices within the school. This person works with and reports to the sub-committee of governors regularly. In addition to this, a first aid appointed person is named within this document.

The school will also work closely with, and consult where appropriate, the LAs Health and Safety Officer, Di Rogers

### **3.48. Health and Safety Executive/ Environmental Health Officer/ Fire Officer Visit**

When visits from the above are made, the school will ensure that they have easy access to any Health and Safety information they make require to aid in their visit/ inspection. Where necessary, the Head teacher will accompany the visitor and be accountable to them.

### **3.49. Asbestos**

An asbestos survey of the school buildings has been undertaken. A copy of the full report can be found in the school office.

Any work involving asbestos will be undertaken in accordance with the control of Asbestos at Work Regulations, 2002 and the Health and Safety at Work Act of 1974. Where asbestos will be removed, cut, drilled in etc. or may be damaged, only a licensed contractor is to carry out the work.

Asbestos is identified as hazardous waste under the Hazardous Waste Regulations 2005. Asbestos must only be disposed of by a contractor licensed to dispose of it.

### **3.50. Visitors to School Sites**

If parents need to enter the school building throughout the day they are required to do so using the main entrance by the office. Their first point of contact will be the office.

Other visitors to the school are required to sign in using a visitor's book which is kept in the office. Clear signs are displayed at the entrance, which inform visitors of these procedures.

### **3.51. Hygiene**

Pupils at the school are taught about the importance of good hygiene when performing activities such as cooking and during PSHE lessons. The school also participates in, and promotes initiatives from the HSE on good hygiene. Notices reminding both staff and pupils to wash their hands after visiting the toilet can be found in the relevant places. The staff promote good hygiene by setting clear examples and ensuring that the children understand the importance of washing their hands before they eat etc. Soap and paper towels/hand dryers are provided by the school.

All catering staff and teachers who are required to handle food must advise their line manager of any conditions such as diarrhoea, stomach upset, dermatitis of the hands etc. which could constitute a food hygiene hazard. Parents are to advise the school of similar conditions where their children could be involved in cookery classes and the like.

### **3.52. Banking of money**

The responsibility for the banking of money at St Lawrence Primary School lies mainly with the Administrators. Sometimes it may be necessary for the Head teacher to take responsibility also. If a significant sum of money is to be banked another staff member may be requested to accompany the banker. Necessary safety precautions must be taken and wherever possible the person banking the money must refrain from using a set time or route to go to the bank in order to reduce the likelihood of mugging.



**3.53. Structural integrity**

The LA is responsible for the structural integrity of the school. The LA, Head teacher and the governing body will carry out periodic inspections of the structure of the school.

The LA Property Services department will be contacted for competent professional advice relating to structural matters.

**3.54. Risk Assessment**

A risk assessment survey of all premises, methods of work and all school-sponsored activities is conducted annually in the Summer Term. These assessments will be carried out by members of the Health and Safety Sub-committee. The risk assessment will be in writing and will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The result of the survey will be reported to the Governing body of the school.

**3.55. School opening times and supervision of pupils**

Staffing supervision levels are only provided between 08.45 hrs and 15.05 hrs. Parents must not drop off/ collect pupils outside of these times. It is the parent's responsibility to ensure that their children are adequately supervised outside of these times unless the children are on a formally arranged school trip or activity.

## **Appendices**

### **Content**

- 1a. Medication Consent Form
- 1b. Record of Medication Administered in School
2. Fire Alarm procedures/ List of Fire Safety Equipment
3. Plans of the school
4. Risk Assessment Proforma (General)
5. Application for Residential Visits
6. Checklist for school trips
7. Names, positions and duties for responsible people

**Appendix 7.**

**Names, positions and duties for responsible people: St Lawrence CE Primary School 2012 - 2013**

Nominated Health and Safety Co-ordinator	Mrs Sue Blackburn
Fire Control / Emergency Evacuation	Mr Mark Lambie/Mrs Amanda Care
Person nominated for the documentation and reporting of accidents, diseases, dangerous occurrences and incidents of violence.	Mrs Sue Blackburn / Mr Mark Lambie
Certified First Aiders	See most current list in school. Co-ordinator Mrs Amanda Care.
Appointed Persons	Mrs Stephanie Gaskell
EV co-ordinator	Mrs Amanda Care
Portable Electric Testing/ COSHH co-ordinator for arrangements	Mrs Amanda Care
Risk Assessments co-ordinator	Mrs Amanda Care/ Mrs Sue Blackburn
Safety Audit	Paul Evans – Chair of Governors