



## Health and Safety Policy Cockfield CEVC Primary School

### INTRODUCTION

The Governors and Head teacher acknowledge that the Suffolk County Council has the prime responsibility for the Health and Safety and that the governing body and Head teacher have specific responsibilities to manage Health and Safety at the School level. They also have responsibilities to support the published aims of the LEA in improving the overall the Health and Safety performance of schools.

The Head teacher is responsible for advice from the Suffolk County Council.

### AIMS

- To ensure the safety of all at Cockfield CEVC Primary School
- To educate children, staff and visitors in safe working practices and good habits
- To promote an ethos and sense of responsibility and awareness concerning Health and Safety
- To establish routines, systems (including risk assessments) and good working practices that lead to effective implementation of this policy.

### ORGANISATION

#### Specific Roles

**The Head Teacher, with the support of the School Bursar and appointed Governors for Health and Safety will follow the 9 Term Plan – see appendix 1.**

**The role of the Head teacher, with the support of the School Bursar and appointed Governors for Health and Safety is:**

- To identify risks and prepare Risk Assessments covering all major, significant areas if potential risk
- To provide a termly update to the governing body, in the Head teacher report
- To disseminate Health and Safety information
- To oversee and monitor the implementation of the Health and Safety policy
- To advise on Health and Safety issues
- To initiate and coordinate Health and Safety training

- To carry out regular Health and Safety inspections
- To organise and oversee inspections from outside contractors
- To oversee the safety of all purchase of equipment and materials
- To oversee the safe storage of hazardous substances and potentially dangerous equipment
- To ensure that the School is adequately equipped with various health and safety equipment and materials (i.e. First Aid Kits, Fire Extinguishers, etc)
- To oversee the Health and Safety of all school activities.

### **Class Teachers**

- To promote safe working practices by children and any adult helper under that teacher's direction
- To ensure that children are taught how to use equipment and materials safely
- To report any accidents or incidents to the School Bursar or Head teacher and to enter such incidents into the accident report book
- To ensure that Fire Exits are clear in all areas of the School
- To be aware of the risks and carry out Risk Assessments and required actions to minimise any risk both in School and outside School during educational visits
- To inform parents of appropriate Risk Assessments
- To promote safe working practices by children
- To follow guidance and instructions relating to Health and Safety
- To ensure that the children are taught how to use equipment and materials safely
- To check the safety of all equipment before it is used by children
- To be aware of the Risk Assessments and required actions to minimise any risk both in School and outside School during educational visits. To share these risk assessments with any adult helper, including Teaching Assistants and volunteers, under the teachers direction.

### **Midday Supervisors**

- To ensure children's general well-being during lunch time
- To report any accidents or incidents to Jenny Maskell, School Bursar or Trudie Harkin Head teacher and to enter such incidents into the accident report book

- To be aware of all risk assessments and required actions to minimise any risk in School

### **Office Staff**

- First Aid Kit renewal
- Renew emergency contacts

### **HIV and AIDS**

Procedures for supporting any members of the School community infected or affected by HIV: The School has procedures for dealing with first aid at all times to minimise risks. Staff wear gloves when dealing with bleeding and cover their own cuts with plasters to protect themselves from infection.

We could well be unaware of anyone infected or affected by HIV, so our procedures need to allow for this. We need to be aware of any discrimination regarding equal opportunities.

### **Specific Documentation**

The School has prepared a management plan for critical incidents in School, which itemises the procedures to be followed in the event of a serious incident.

### **Regular Health & Safety Checks**

The following Table lists regular Health and Safety checks carried out.

General inspection of building and grounds	Termly	Head teacher + H&S Governors
Fire Drill	Termly	Head teacher
Emergency Contact form review	Termly	Bursar
First Aid Kit renewal	At least termly	Bursar
Emergency School Closure review	Annually	Head teacher
Fire equipment inspection	Annually	Contractor
Electrical wiring check	Biannually	LA
PAT testing	Annually	Contractor
PE equipment and outside equipment	Annually	Contractor

## First Aid Training

Every three years specific staff receive first aid training. In addition at least two members of staff working in EYFS are trained in paediatric First Aid. All staff undergo relevant training for administration of Epipens, when the need arises.

## Responsibilities

Individual Members of staff are responsible for the particular areas as follows:

Trudie Harkin - Head teacher

Jenny Maskell – Bursar: responsible for Health & Safety

Schools Building Committee Governors - Rev. Sharon Chair of Gov's, Dr N Kelly, Mr D Bayes

Sharon Creasy – water testing and fire alarm

<b>Task</b>	<b>Name of Person responsible</b>
H&S Policy review	Trudie Harkin and Governors
Prepare Risk Assessments	Trudie Harkin and teachers
Communication and information management	Jenny Maskell/Trudie Harkin
Critical Incident Management	Trudie Harkin
H&S Induction training	Trudie Harkin
Routine updating training	Trudie Harkin
Personal safety procedures (also Schoolsafe)	Trudie Harkin
Planned checks (procedures)	Jenny Maskell
Planned checks (equipment)	Jenny Maskell
Incident reporting/investigation	Jenny Maskell/Trudie Harkin
Coordination of risk assessment work	Jenny Maskell/Trudie Harkin
Locally organised building repairs and alterations	Jenny Maskell/Trudie Harkin
First Aid (training and equipment)	Jenny Maskell
Vehicle control and pedestrian safety	Trudie Harkin

Educational Visits Coordinator	Trudie Harkin
Supporting pupils with medical needs	All staff
Premises Security	Trudie Harkin
Contractors on site	Trudie Harkin
Outside lettings	Trudie Harkin

## **ARRANGEMENT OF THE HEALTH & SAFETY POLICY**

- The School Buildings Committee has responsibility for Health and Safety at school level.
- The School has a system to ensure relevant Health and Safety information is passed onto the appropriate people within the School.
- The Head teacher acknowledges responsibility for keeping the School's Health and Safety Committee /Staff informed about new information and guidance received.
- In the School Office general Health and Safety information is filed, which any member of staff might refer to at any time. This includes the school's Health and Safety policy.
- Relevant notices are also displayed in the staff room.

### **Critical Incident Management**

The county's guidelines are followed and staff are aware of the advice-see separate policy.

### **Personal Safety Procedures, Schoolsafe and Control of Violence**

- At least two members of school staff have been trained to the Schoolsafe standard.
- A list of DBS checked personnel is kept in the Office.
- All staff attend Safeguarding training annually and Governors who have not attended a course are encouraged to attend.
- Visitors and people entering the building are monitored; the School has a signing in book at Reception and visitors are issued with a badge
- Visitors are directed to use the main entrance to the School.
- There is a policy for lone workers in the School Office.

### **Planned Safety Checks**

- Procedures
- Equipment
- Premises

Routine Maintenance is required for the following:

- Small portable electrical appliances, extension cables etc – an annual PAT test is completed by Dr Kelly, Governor and authorised contractor.
- Other equipment (fixed-electrical radiators etc checked by LEA contractors yearly)
- Recorded checks are made of the condition of plugs, sockets and mains leads by Jenny Maskell
- All equipment is subjected to an appropriate, programmed and recorded maintenance check. For example: - All indoor and outdoor sports and play equipment- checked regularly by Sportssafe.
- The School's water system - hygiene and temperature is carried out monthly by Mrs Sharon creasy (for legionnaires disease checks it is checked annually by LEA)
- In Design Technology, the DT policy considers current Health and Safety guidance and staff are asked to follow this advice.
- Door closers-finger boards have been fitted to all doors.
- If the County contracts or recommended providers are not used, procedures are in place to ensure the same standard of safety, competence, record keeping, quality assurance and insurance cover is in place.
- Schools Building Committee will inspect the whole School termly.

### **Incident Reporting/Investigation**

The incident report form is in use in the School. The School's ID (DfES code number) is recorded on every form and all staff have been briefed on when and how to use the form. Every incident is subject to investigation as appropriate with a view to preventing reoccurrence.

### **Coordination and Risk Assessment Work**

- Risk assessments are required for short and long term planning. These include the school playing field which can have natural hazards such as rabbit holes.
- Required Risk Assessments:
  - First aid arrangements-all staff are trained, date of training is recorded by Jenny Maskell
  - Lone working situations re policy
  - Visits and Trips-carried out by Head Teacher/Staff
  - Tree maintenance-carried out by Suffolk County Council ground staff.
  - Display screen equipment/workstations.
  - Manual handling-advice provided to staff through staff meetings
  - Working at height-cleaner re light fittings.
  - Clinical waste - drug policy.

- Swimming pool supervision – Bury swimming pool and staff (female/male)
- School fetes, drama productions etc.

### **Fire Procedures**

- A fire risk assessment is ongoing
- The notices detailing the evacuation procedure are located around the School.
  - There is a termly schedule for routine practice drills carried out by the Head teacher and duly recorded in the Fire Safety Book
  - There is a check to ensure all fire extinguishers have been tested during annual inspection.

Staff are adequately trained to enable escape in an emergency and to use fire extinguishers.(Safety Bos)

- Sharon Creasy conducts the weekly alarm test and the details of the tests are recorded in the Fire Safety Book.
- Regular checks of all fire exits/doors are carried out by Jenny Maskell
- The School's wheelie bins and recycling centre is situated a sufficient distance from the building so they cannot be used to set fires.

### **Locally Organised Building Repairs and Alterations**

- Procedures are in place to ensure the Form 13 procedure is followed.

### **Asbestos**

All staff and people working in the school are shown the asbestos register which identifies known locations of asbestos containing materials.

- The School requires all people altering the fabric of the building to sign the appropriate form and read the policy details to be found in the Office.
- All relevant staff and Governors know the asbestos procedures. They have been advised about the asbestos survey report and signed forms acknowledging their awareness of asbestos in the School buildings.
- Any necessary alterations to the asbestos survey report will be made AND notified to the County Council by the Property Advisor.

### **First Aid Equipment**

- All first aid equipment is appropriately located. First Aid kits are located in the First Aid room .These are taken when on a school trip or when swimming. A first aid kit is located in the kitchen area for all staff to access.
- Jenny Maskell regularly updates and maintains first aid kits.
- There is a procedure for disposal of clinical waste, the relevant bin being situated in the disabled toilet
- The injury reporting procedure file is kept in the staff room along with the County Council incident reporting forms. They are monitored regularly by Jenny Maskell and a Governor.
- Office staff have access to health centre/GP telephone numbers and they are displayed on the notice board in the School Office. The list is maintained by Jenny Maskell.

### **Vehicle Control and Pedestrian Safety**

- There are parking arrangements at the Parish/ Village Hall car park
- There are no times when vehicle movements are restricted but awareness when the swimming bus/other buses pick up the children
- Refuse collection vehicles do not present risks to any pedestrians (staff, pupils, parents etc.) on site.

### **Education Visits Coordinator (EVC)**

- Current County Advice is being followed. EVOLVE is used for residential trips which requires detailed information regarding an educational visit to be input on to the online system, covering every aspect of the visit. This is then checked and authorised by the Head teacher before being sent to County for authorisation.

### **Supporting Pupils with Medical Needs**

- All staff are aware of all pupils with medical needs. The latest County Council and DfES guidelines are followed.

### **Premises Security**

- We follow County Council guidance Outside Lettings
- There are no lettings at the present time.

This policy document has been adopted by the governing body and is signed by the chairperson on its behalf.



Signed \_\_\_\_\_ Headteacher

Signed \_\_\_\_\_ Chair of Governors

Date \_\_\_\_\_

Review Date May 2018

Appendix 1

Term 1	Term 2	Term 3	Term 4	Term 5	Term 6	Term 7	Term 8	Term 9
<p><b><u>PLAN</u></b></p> <p>Audit</p> <p>H&amp;S policy check</p>	<p>plan major project for next 3 yrs</p> <p><b>For example</b></p> <p>do you have a new SEN student coming to the school ?</p>	<p>Check updates to LA guidance</p> <p>Particularly the A to Z guide</p>	<p><b><u>DO</u></b></p> <p>Review</p> <p>H&amp;S policy check</p>	<p>Site security review</p>	<p>Check updates to LA guidance</p> <p>Particularly the A to Z guide</p>	<p><b><u>CHECK</u></b></p> <p>Assess</p> <p>H&amp;S policy check</p>	<p>Term 1 audit report - final check for recommendations not yet implemented</p>	<p>Check updates to LA guidance Particularly the A to Z guide</p> <p><b>Are we better than we were in Term 1?</b></p>
Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect
Fire drill	Fire drill	Fire drill	Fire drill	Fire drill	Fire drill	Fire drill	Fire drill	Fire drill
Update fire risk assessment	Site security (safeguarding) risk assessment	Local responsibilities for building maintenance under the Property SLP	Update fire risk assessment	Site security (safeguarding) risk assessment	Local responsibilities for building maintenance under the Property SLP	Update fire risk assessment	Site security (safeguarding) risk assessment	Local responsibilities for building maintenance under the Property SLP

Use of external adviser or auditor required this year ?	School trips review	Incident and first aid records review	Use of external adviser or auditor required this year ?	School trips review	Incident and first aid records review	Use of external adviser or auditor required this year ?	School trips review	Incident and first aid records review
Asbestos review with Corporate Property Adviser	Maintenance review with Corporate Property Adviser	Condition survey review with Corporate Property Adviser	Asbestos review with Corporate Property Adviser	Maintenance review with Corporate Property Adviser	Condition survey review with Corporate Property Adviser	Asbestos review with Corporate Property Adviser	Maintenance review with Corporate Property Adviser	Condition survey review with Corporate Property Adviser
Target setting for H&S policy	Risk assessment update	H&S training review <b>AND</b> H&S promotional work	Target setting for H&S policy	Risk assessment update	H&S training review <b>AND</b> H&S promotional work	Target setting for H&S policy	Risk assessment update	H&S training review <b>AND</b> H&S promotional work