



## **Health and Safety Policy**

**HEALTH AND SAFETY AT WORK ETC ACT 1974**  
*Health and Safety Policy of Southborough Primary School*

**INTRODUCTION**

The Health and Safety at Work Act 1974 places a primary duty on all employers to ensure, as far as is reasonable, the health, safety and welfare of all their employees. In addition, employers are required to adopt a statement of safety policy. The Council has done this. Children and Young People Services have issued its policy to extend and particularise the general aims and objectives of the Council's statement.

**With reference to educational establishments.**

Part One of the Children and Young People Services Policy deals with the responsibilities of Head Teachers in individual establishments and the requirement for them to issue a local statement of safety policy and the arrangements for ensuring it is implemented correctly.

**SECTION A****GENERAL STATEMENT OF SAFETY POLICY**

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept responsibility for the health and safety of pupils and other people who may be affected by our activities. The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below. The policy will be kept up-to-date, particularly as the curriculum, staff and procedures change. To ensure this, the policy and the way in which it has operated will be reviewed annually. This document must be read in conjunction with the Bromley and Children and Young People Services Safety Policies. Copies of all three documents will be displayed on the Staff Room notice board.

These policies will form part of the induction training given to staff.

**SECTION B****RESPONSIBILITIES**

Final responsibility for health and safety within the school lies with the Head Teacher.

The following areas are the responsibility of the named persons:-

Classrooms –	Class teachers
Admin Offices	SBM & Office staff
Gymnasiums and sports areas	PE Coordinator
Stairs, corridors, foyers	Site Manager
Boiler room	Site Manager
Toilet and shower rooms	Site Manager
Kitchen and servery	Cook, Site Manager, Galaxy Manager
Library	Literacy Coordinator
Playground and garden areas	Site Manager

It is the duty of every member of staff, both teaching and non-teaching, to report any unsafe conditions to the Head Teacher or the deputy in their absence. In addition an attempt should be made to eliminate the danger before reporting it. (See Section C.10).

All employees have the responsibility of co-operating with the Head Teacher to achieve a healthy and safe workplace and to take reasonable care of themselves, pupils and others.

### ***Review of Training Needs***

The Head Teacher shall be responsible for keeping under constant review the safety training needs of staff within their jurisdiction. This will include induction and update training.

## **SECTION C**

### **ARRANGEMENTS**

#### **RISK ASSESSMENT**

It is accepted that some of our activities may, unless properly controlled, create risks to members of staff, pupils or visitors. We will take all reasonably practicable measures to reduce these risks to an acceptable level.

#### ***1. Electricity***

The “competent” person for carrying out tests on portable electrical equipment is:  
Site Manager

Visual inspections of electrical equipment are to take place pre-termly and tests using a portable appliance tester are to be carried out annually. Results of all tests are to be recorded on a locally produced form.

Any electrical items brought into the school for whatever reason must be reported to the “competent” person to enable a test to be carried out before their use. This includes items on loan or gifts.

The use of multi adapters is to be avoided as is the use of extension leads unless they are fully unwound and protected. Trailing leads should be avoided unless they are correctly protected to prevent trips.

#### ***2. Fire***

Fire drills are to be carried out termly and results recorded locally on Appendix 2 of Code of Practice 2.12.

The Site Manager is responsible for carrying out fire alarm call point tests on a weekly basis using a rota system. Records must also be kept on Appendix 3 of Code of Practice 2.12.

All staff are to be familiar with what types of extinguisher are in their vicinity and on what types of fire they may be used.

All staff must also be familiar with emergency drills, escape routes, muster points and bomb evacuation procedures.

### **3. First Aid**

The qualified first aiders(s) at work are

Simon Hopper\_\_\_\_\_normal place of work School office

Annette Bacon\_\_\_\_\_normal place of work Year 3 or 4 or dining room/playground

Sonia Ahmet\_\_\_\_\_normal place of work Galaxy

The appointed persons are as attached at Appendix: 1 (list of all those who have done emergency first aid)

Location of first aid boxes or cupboards:

Opposite SBM Office

Galaxy conservatory

Person(s) responsible for replenishment of first aid boxes are:

Simon Hopper, Annette Bacon and Sonia Ahmet

The school policy on administering drugs to children is contained in Code of Practice 3.01.

Method of achieving first aid cover when first aiders are absent or sick is by the fact that there is more than the legally required number of first aiders and numerous appointed persons.

All staff must be aware of the contents of CYP Code of Practice 3.03 which deals with reducing the risk of infectious diseases associated with blood and body fluids.

### **4. Manual Handling**

Simple common sense measures can be taken to reduce the risk of injury through manual handling activities. Senior teachers/heads of sections must ensure that risk assessments include any high risk manual handling activity. Staff must follow any control measure identified such as use of handling aids or safe system of work. Staff should report any problems with working activity or equipment as soon as they occur.

### **5. Display Screen Equipment (DSE)**

Computer based equipment can be used in complete safety if a few common sense measures are taken. Adjust furniture and equipment to suit your needs – do not adjust your posture to the workstation. Avoid a static posture and prolonged DSE work without a change of activity. Always report problems with your furniture, equipment or eyesight as soon as these arise. A close assessment of such users work areas will be needed and records kept.

## **6. Reporting Accidents**

The method of reporting all accidents and incidents is clearly laid down in the CYP Code of Practice 2.02. The criteria for informing parents is also contained. Procedures and criteria for filling in the Bromley Accident/Incident Form AR3 (if used) and RIDDOR and their method of dispatch should also be followed. All accident forms, once completed, should be passed to before they are submitted to the Head Teacher for investigation and signature and who will check each accident form to see if it constitutes a report under RIDDOR.

All incidents of physical violence or verbal abuse are to be reported on Form AR3 if applicable.

## **7. Use of Premises Outside Working Hours**

To ensure lessees are fully aware of their responsibilities during the period of the letting, "Conditions of Booking" should accompany every acknowledgement of a booking. When the Site manager/caretaker opens the school prior to the letting they must show the person responsible for the event the whereabouts of the nearest fire alarm call point, fire extinguishers, assembly points, and fire exits to the area to be used. They should also acquaint that person with any special emergency arrangements such as wheelchair routes, disabled evacuation equipment etc. The system for contacting the emergency services should be explained

## **8. Security**

The procedures for clearing the school and setting the alarms are by the Site Manager checking every room, corridor and toilets and locking as they are checked before setting the alarm and leaving the building secure.

The users of dangerous or high value items such as chemicals, TVs and videos should ensure that those items are secure on completion of use.

The procedure for visitors is to report to the school office as soon as they enter the premises. They should sign the visitors book and obtain a pass. They should then wait for their escort/point of contact or proceed if authorised.

All staff should be aware of unidentified people wandering around the school and be prepared to challenge them or report their presence to the Head Teacher.

## **9. Contractors**

All contractors must report to the school office to sign in before work commences. Out of hours, such work must be authorised and contractors briefed. Monitoring of contractors on site will be carried out by the school surveyor, school staff and client officer. If staff feel that something is dangerous then the Head Teacher should be informed. Segregation of the work area must be maintained.

No vehicles should be manoeuvred to or from the site whilst children are in the area.

No grass mowing is to take place while children are on the fields.

No equipment is to be left outside the segregated area and all equipment is to be secured at the end of the working day.

### ***10. Action on Identifying Potential or Actual Hazards***

If any member of staff identifies a hazard it is their duty to report the fact to the SLO as soon as possible.

If the hazard is of a nature that it may cause imminent actual harm then staff have a further duty to prevent any harm from occurring before reporting the matter. This may involve segregation, isolation, removal or any other means necessary.

Once reported the SLO may seek expert help from the school surveyor, eliminate the hazard or report the matter further to the relevant person.

### ***11. Communicating Health and Safety***

The Head Teacher has the duty of ensuring all members of staff read this Safety Policy and that copies of the CYP and this policy are displayed on the Staff Room noticeboard.

Any amendments to any policy will be circulated to all staff. Any hazards that are brought to the attention of the Head Teacher from any source will also be circulated to staff who may be affected.

Subject Leaders are responsible for ensuring that staff are trained in the use of new equipment and for the dissemination of any handbooks to the relevant staff.

The Head Teacher will investigate all injuries, accidents, near accidents and damage that may lead to a hazard and ensure that they are reported to the appropriate authority.

Safety will be a regular item on the agenda of staff and departmental meetings.

Subject Leaders are responsible for ensuring that personal protective equipment for use by staff is of the correct type for the hazard it is required to counter. Staff are to be trained in its use, maintenance and cleaning. Regular checks should be undertaken to ensure its usability. Any defects should be reported to Subject Leaders.

### ***Responsibility of Specified Departments***

#### ***12. Physical Education***

##### ***(i) Conduct and Supervision***

All sports and activities are to be carried out in accordance with the following references:

Safety in Physical Education (HMSO)  
Safety in Outdoor Pursuits (HMSO)

The senior PE teacher must monitor activities to ensure adherence to the published guidance.

The senior PE teacher is also responsible for ensuring risk assessments are carried out and for prioritising effort to reduce the higher risks.

If any sport or activity other than those mentioned in the above references is to be included in the curriculum then guidance from the National Governing Body of that sport/activity is to be obtained before any participation. No teacher is to take responsibility until they have received appropriate training.

In the interests of health and safety, appropriate kit should be worn for each activity. Long hair to be tied back.

All jewellery and personal effects must be removed before a lesson commences.

### ***(ii) Abilities***

It should be remembered that pupils vary considerably in ability and physical co-ordination and care should therefore be taken to ensure that any activity a pupils may be asked to do is fully understood by them and within their capabilities.

### ***(iii) Equipment***

The PE equipment must be subjected to an annual check by Kent Gym & Sports Services Ltd and records kept of all such inspections. Any defects must be reported to the Head Teacher or Head of Department.

The supervising teacher must ensure that all equipment is inspected and safe to use before each lesson. On completion of the lesson, all equipment is to be replaced securely and correctly.

No pupil is to move equipment unsupervised.

### ***(iv) Accidents***

Any accidents occurring during organised activities whether in the school or away from the establishment must be reported at the earliest opportunity. On return, the supervising person is to fill in the Accident Form.

## ***13. Technology***

The Head of Technology has the duty of seeing that the advice of the LA is followed by other members of staff; that staff, particularly new staff, are familiar with this policy; that the delegation is working and that delegated duties are being carried out.

The Head of Technology is also responsible for ensuring that risk assessments are carried out and for prioritising effort to reduce the higher risks.

**LIST OF FIRST AIDERS IN SOUTHBOROUGH PRIMARY SCHOOL**

**FIRST AID AT WORK**

<b>SURNAME</b>	<b>FIRST NAME</b>	<b>DATE OF EXPIRY</b>
Bacon	Annette	19.05.2018
Hopper	Simon	08.03.2019
Sonia	Ahmet	22.06.2019

**PAEDIATRIC FIRST AID**

<b>SURNAME</b>	<b>FIRST NAME</b>	<b>DATE OF EXPIRY</b>
Connolly	Nicola	16.01.2021
Edmunds	Tia	22.03.2019
Malhotra	Amy	12.01.2019
Gadsdon	Christina	11.11.2019
Quinn	Joanna	24.6.2019
McKeown	Louise	24.6.2019
Fincham	Kirsty	19.05.2020
Millbank	Michaela	12.05.2018

**APPOINTED PERSON / EMERGENCY FIRST AID**

<b>SURNAME</b>	<b>FIRST NAME</b>	<b>DATE OF EXPIRY</b>
Sue	Alderson	03.01.2021
Jill	Bareham	03.01.2021
Fiona	Bryant	9.9.2019
Dee	Burstow	03.01.2021
Simone	Ebah	9.9.2019
Lee	Gilbert	9.9.2019
Karima	Hamache	9.9.2019
Michelle	Hon	03.01.2021
Damien	Johnson	01.05.2018
Aynur	Keles	03.01.2021
Sharon	Kelly	9.9.2019
Rhian	Lloyd Robert	03.01.2021
Angela	Man	03.01.2021
Karen	Mander	03.01.2021
Alex	Mendes	03.01.2021
Kelsey-Marie	Miller	03.01.2021
Jenny	Owens	9.9.2019
Helen	Pelling	03.01.2021
Georgina	Preston	03.01.2021
Jane	Reader	03.01.2021
Nicole	Rourke	9.9.2019
Natalie	Shaw	9.9.2019
Annu	Singh	03.01.2021
Katie	Sullivan	9.9.2019
Angela	Trimming	03.01.2021
Lisa	Tytherleigh	9.9.2019



Karen	Smith	9.9.2019
Lorraine	Wade	9.9.2019
Victoria	Watson	03.01.2021
<b>Cardiopulmonary Resuscitation and Automated External Defibrillation</b>		
Christina	Gadsdon	11.11.19