



MEHRIA PRIMARY SCHOOL

Health and Safety Policy

Date agreed: April 2021

Review date: April 2023

Signed: _____

Headteacher

Signed: _____

Deputy Headteacher

Introduction

This is a statement of organisation and arrangements (code of practice) for the above named school. This does not replace the council's safety policy or the department for education's safety policy but is in addition to it for the benefit of teaching and non-teaching staff, pupils, visitors, contractors and all those on the school site.

This statement deals with those aspects delegated by the school governing body over which the Head has control and covers safety associated with the building structure plant, fixed equipment and services for which other officers of the authority also have responsibility and has been produced in full consultation with the LEA, it describes how the Head is discharging his responsibilities in respect of pupils, visitors, and other employees who are present on school premises in the internal organisation, management and discipline of the school in accordance with the articles of government.

Luton Borough Council and Department for Education Safety Policy

Attention is drawn to the general policy of Luton Borough Council with respect to the safety, health and welfare at work for employees. The school policy must be read in context of the council's policy and the department for education's policy.

School Policy

The promotion of the safety, health and welfare of staff and pupils is considered to be a mutual objective for the LEA, governors and staff. It is therefore the school's policy so far as reasonably practicable to take the necessary steps to ensure the safety, health and welfare of its staff and pupils and also the public and visitors.

The aim of the statement is to ensure that all reasonably practicable steps are taken to secure the safety, health and welfare of all persons using the premises:

- To establish and maintain a safe and healthy environment throughout the school
- To establish and maintain safe working procedures among staff and pupils
- To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- To ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work, and to ensure that they have access to health and safety training as and when provided
- To maintain a safe and healthy place of work and safe access and egress from it
To formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises
- To lay down procedures to be followed in case of accident
- To provide and maintain adequate welfare facilities

- To make special arrangements to ensure the health and safety of any disabled person using the site

The Head teacher has overall responsibility for the application of the school safety policy. However, the staff within the school are responsible for implementing and maintaining compliance with the school safety policy in the areas for which they are responsible.

Responsibilities

All staff have a duty to ensure their own safety and the safety of those around them including colleagues, visitors and pupils. This means your actions should not place you or others, at risk and that you should report immediately any defects in buildings, equipment or procedures to the member of staff.

Obligation of all employees

The Health and Safety at Work Act 1974 states:

‘It shall be the duty of every employee while at work:

To take reasonable care for the health and safety of himself and of other persons who may be affected by his omissions at work, and

As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with

The Act also states:

‘No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.’

In order that the laws be observed and responsibilities to pupils and other visitors to the school are carried out all employees are expected:

- To know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied
- To observe standards of good dress consistent with safety and hygiene
- To exercise good standards of housekeeping and cleanliness
- To know and apply the emergency procedures in respect of fire and first aid
- To use and not wistfully misuse, neglect or interfere with things provided for their own safety and the safety of others
- To co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive

General Responsibilities

Under the Health and Safety at Work Act the LEA have the overall responsibility for health and safety. The governing body also have a monitoring role on health and safety issues and responsibilities under the Health and Safety at Work Act for delegated functions.

The Head teachers Responsibilities

The Head Teacher also has responsibilities for health and safety in the school and in particular he should:

- Be the focal point for day to day references on safety and give advice or indicate sources of advice
- Co-ordinate the implementation of the safety procedures in the school
Maintain contact with outside agencies able to offer specialist advice
- Report all known hazards immediately to the authority and the governing body and stop and/or practices or the use of any plant, tools, equipment , machinery he considers to be unsafe until satisfied as to their safety
- As appropriate under LMS to take decisions about or make recommendations to the Authority for additions or improvement to plant, tool, equipment, machinery which are dangerous or potentially so;
 - Make or arrange for investigation of premises, places of work and working practices on a regular basis and ensure that he is kept informed of accidents and hazardous situations
 - Review from time to time
 - The provision of first aid in the school
 - The emergency regulations and make recommendations for improving the procedures laid down
 - Review regularly the dissemination of safety information concerning the school
 - Recommend necessary changes and improvements in welfare facilities
 - Inform the governors from time to time of the safety procedures of the school and provide them with an up to date report and safety issues
 - Monitor the school policy on health and safety procedures and update them as new information is supplied by Luton Borough Council

General Responsibilities – Staff

- No class of primary age children should be left for any reason except in an emergency and even then a colleague or the Head Teacher should be made aware of the situation and asked to keep an eye on them
- Scissors or sharp craft tools must be stored out of reach of children and when in constant supervision must be exercised
- A particular high level of supervision must be exercised when children are assisting in the movement of equipment

- Computer screens will be sited so as to comply with the Borough Policy
- Hot glue guns only be used under teacher supervision
- No child must be allowed out of school during school hours unless there is a clear evidence of a request from the parent or guardian. The Head Teacher must be notified and any letter making such a request should be kept until after the pupils return
- In all but exceptional circumstances agreed by the Head Teacher and the parents, all children leaving school during school hours must be collected by an adult and not sent unaccompanied. The adult must complete the signing out book in the office and must be over 16 years of age

In the absence of the Head Teacher, the deputy will discharge the above responsibilities

All staff have the responsibility to co-operate with the Head Teacher to achieve a healthy and safe work place and to take reasonable care of themselves and children

Whenever a teacher or supervisor notices a health and safety problem which they are not able to put right they must straight away tell the appropriate person

Teaching and Non-teaching staff holding posts/positions of special responsibility

These staff:

- Have a general responsibility for the application of the authority's safety policy to their own department or area of work and are directly responsible to the Head for the application of existing measures and procedures within that department/area of work.
- Advice or instruction given by the authority and the head, including relevant parts of this statement, shall be observed;
- Shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances eg: chemicals, boiling water, duplicating fluid
- Make every effort to resolve any health and safety problem any member of staff may refer to the head any of these problems which they cannot achieve a satisfactory solution within the resources available to them
- Shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Head
- Shall ensure, as far as is practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work
- Shall, where appropriate, seek the advice and guidance of the relevant advisor or officer of the authority
- Shall report to the head requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so;
- Shall ensure that all cleaning materials are locked in special stores when not in use

Supervision at Playtimes

The mid-session breaks are legally deemed as part of the teaching day. The procedure and rota of supervision is designated on the staff notice board.

No children should be allowed to practice activities in the hall unless personally supervised by a teacher in addition to the duty teacher

Special Obligations of Class teachers

The safety of pupils is the responsibility of class teachers, teachers traditionally in law carried responsibility for the safety of pupils when they are in charge

If for any reason eg: the condition of location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the Head before allowing practical work to take place.

Class teachers are expected:

- To exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare, first aid and to carry them out
- To know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied
- To give clear instructions and warnings as often as necessary
- To follow safe working procedures personally
- To ask for protective clothing, guards, special safe working procedures where necessary
- To make recommendations to their headteacher eg: on safe equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so

Supervision before and after school

Full time staff are expected in school no later than 8.45am and are expected to leave no earlier than 3.30pm. Parents are requested to ensure that pupils arrive at school as near to 8.55am as possible and leave the premises at the end of the day as soon after 3.15pm as possible.

The Head teacher or deputy headteacher will be on duty until 3.40pm to deal with any emergency

Special care must be kept to ensure that no child leaves the school until 12 noon or 3.15pm

At no time within the prescribed hours should children be unsupervised whether in the playground, dining hall or anywhere else in the school.

No child from the reception class is to leave the premises unless accompanied by a parent/adult known in advance to be collecting the child. All children should be told to return to their teacher if they were expecting to be met and the person isn't waiting for them.

Parents are asked to make sure that children do not bring items to school which are hazardous or dangerous. If such items are found by any member of staff they will be confiscated and the parents asked to come into school to collect them.

If any member of the public refuses to leave the premises or is constituting a nuisance, dial the police (999) and request immediate assistance

The Pupil

The pupils are expected:

- To exercise personal responsibility for the safety of self and class mates
- To observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous)
- To observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency
- To use and not wilfully misuse, neglect or interfere with things provided for their safety

Person with Disabilities

Where it is identified that a pupil/pupils are in requirement of special needs, it is a duty that these requirements are met:

- Teacher training
- Specialist equipment
- means of access

Advice can be obtained from:

Borough Services for the Visually Handicapped,

Education Department, Unity House,

111 Stuart Street, Luton, LU1 5NP

Tel: 01582 548 107

Borough Services for the Hearing Impaired,

Education Department, Unity House,

111 Stuart Street, Luton, Lu1 5NP

Tel: 01582 548 106

Visitors

Regular visitors and other users of the premises (eg: delivery personnel from specific companies), should be required to observe the safety rules of the school. In particular parents helping out in school should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned. Such notice should be drawn to their attention.

Reporting Defects

Any teacher or adult, or child, discovering a defect in the building should report the matter to the site agent. The site agent should take immediate steps to render the area safe or out of bounds

Defects in Equipment

Any defective equipment should be taken out of use immediately and the designated person informed. The designated person should inform the Head about the repair or replacement of the item

Repaired equipment should be checked by the designated person, before being bought back into service

Information

Copies of all Luton Borough Council Welfare, Health and Safety circulars are included with the weekly bulletins and notices.

Electrical Safety

The Local Education Authority policy dealing with electricity at work implemented within these premises.

The regulations governing the renewal of the school's public entertainment licence ensures an annual check by the environmental health department and fire brigade of electrical safety of earth leakage circuit breakers, emergency exit signs, fire alarms etc to meet current legislation

Residual current devices should be tested, the results of which being recorded in a form similar to that shown in appendix 1

General arrangements

First Aid

First aid will be in accordance with borough council guidelines:

Emergency services - telephone 999

The accident record book is in the main office. If accidents occur an accident report must be completed in accordance with the borough requirements:

LB – Report of minor injury (bruising, bangs, grazes) Three H&S1 copies are kept on the premises, one sent to the occupational health and safety section, Town Hall, Luton and one sent to the Educational Department Divisional Office

F2508 – Report of an Injury or Dangerous Occurrence. Staff eg: broken bones, hospital over 24 hours, absence over 3 days. Four copies. In addition to the above, the original one must be sent to the Health and Safety Executive.

Administration of Medicine in Schools – in accordance with Borough Council Guidelines

In case of accident

- If of a minor nature, deal as a first aid case and follow the procedures in section 8.1
- In serious or doubtful cases, attempt to contact parent/emergency contact and/or call an ambulance (999). A child must be accompanied to hospital by a parent or member of staff. If the latter, parents must be informed as soon as possible. An accident report must be completed in line with the procedures in the first aid section
- All accidents to members of staff must be reported, noted in the accident book and an accident report completed in line with the procedures in the first aid section. **Do not hesitate to call an ambulance if in doubt about seriousness of injury to children or adults.**

Fire

General Fire Safety

Ensuring fire safety rests with the:

Head teacher

Escape routes:

All doors to be unlocked when the premises are in use

Fire doors:

Must never be fastened open. Must never be obstructed by desks etc to

Fire extinguishers to be serviced by:	impede exit Approved contractors
Fire alarms:	Head teacher – period drills will be One every term for all zones

Alarm

- Sound the alarm by pressing the alarm button on the alarm system. Report sources of fire to the Head teacher
- Person nearest to the telephone will dial 999 and call the fire brigade. **DO NOT WAIT FOR PERMISSION**

Action

- Classes on playgrounds will proceed by the nearest safe route to a designated location
- Main building classes will exit by the most convenient door according to the situation of the fire and proceed to a designated location

Teachers

- Escort children in a calm and orderly manner to the playground
- Close all doors
- Bring attendance register if in the office
- Distribute the registers
- Report to the Head teacher

If the fire appears to be a minor one, attempt to deal with it using apparatus available, if trained to do so. Never put yourself in danger

Advice and Consultancy should be sought from the local prevention officer

Bomb Alert

In a case of a bomb alert pupils and staff must vacate the building as in a fire alert. The emergency services must be informed (999) and no one should re-enter the building until it is declared safe.

General information

Specialist advice can be obtained from the Education Health and Safety Service, Town Hall, Luton telephone number 01582 546 000

And the

Health and Safety Executive

14 Cardiff Road

Luton

Telephone: 01582 444 200

Safety circulars are kept in the circulars folder.

The Department to contact in case of emergency repairs in the property services department

Electrical Equipment

An approved contractor will be appointed for routine inspections of plugs and cables for loose connections and faults. The Department to contact in case of emergency is the commercial department or the approved contractor.

COSHH - Control of Substance Hazardous Regulations 1988

Under the COSHH Regulations (1988/94) all staff have a duty to prevent or control exposure of employees or pupils and visitors to the premises to substance hazardous to health.

These regulations apply to all potentially hazardous substances such as dust, printing products, pesticides, detergents, bleaches, fumes, micro-organisms, paints, dyes and solvents as well as substances used in science experiments.

No new substance may be bought into school without carrying out a full COSHH assessment. This is a legal requirement.

All hazardous materials will be purchased through county supplies or other recognised scientific suppliers who provide hazard data sheets and/or appropriate labels with each substance purchased. A copy of any hazard data sheet so obtained must be passed to the site agent for filing with the COSHH assessments. It is our responsibility as purchaser to obtain any hazard data sheet so these must be requested as part of any order.

If there is any change to a scheme of work the staff involved must ensure that the Head teacher is informed in writing of any COSHH assessments required and that all relevant safety warnings are included on pupils worksheets.

Departments holding stocks of hazardous substances (science, art, technology, office, ground staff) are required to check stock on a regular basis (at least annually) and list for disposal all substances no longer required. Flammables (aerosols) should be in locked flammables cupboard which is suitably marked in accordance with the safety signs regulations 1980. All hazardous substances and containers will be labelled and have tops on.

All members of staff must make proper use of control measures and report any defects to the Head teacher.

All COSHH assessments must be reviewed on a regular basis or whenever there is a change in circumstances concerning use.

In all work with their pupils staff must bring any relevant safety procedures to their notice.

Whilst we do not discourage pupils from bringing substances from home, a stringent check is kept on the type and amounts for use, to comply with the regulations.

COSHH assessment records

To comply with the 1988/94 COSHH regulations, a full survey of the premises at Mehria Primary School was carried out to assess which products may be harmful.

Relevant assessment records have been circulated to all staff. This is an on-going procedure and all staff have been made aware of assessment records and data sheets.

Educational visits

No teacher/member of staff must take children off school premises without specific insurance cover as governed by current Luton Borough council requirements.

Sports Activities

To be undertaken in accordance with Luton Borough Council Educational Guidelines

Maintenance of Physical Education Equipment

To be undertaken in accordance with Luton Borough Council Educational Guidelines

Supervision of Physical Activities

To be undertaken in accordance with Luton Borough Council Educational Guidelines

Infectious Diseases

The school will take all reasonably practicable precautions in accordance with the requirements of the Health and Safety at Work Act 1974 to protect all persons on the premises.

Children are encouraged to follow hygiene procedures, such as washing hands before meals and blowing noses. When a child is thought to have an infectious disease parents are immediately informed . Children with certain conditions such as conjunctivitis, should not be at school – we liaise with the Health Authority for guidance.

Conclusion

The whole staff are committed to make these arrangements work. This will ensure, so far as is reasonably practicable, that working conditions are safe and without risks to health and that the working life of everyone is accident free.

If an important or probation notice is served by an enforcement officer (eg Health and Safety Executive), the head should immediately advise the Director of Education, also the Education Health and Safety Service. If a probation notice is issued with immediate effect the activities specified should cease forthwith.

Future Safety Policy

This document is not a finite statement of policy. It will require regular consideration and revision where necessary. It cannot include all items necessary to achieve safe working conditions and due consideration must be given by all employees to the statutory requirements and internal arrangements which can, and will help the achievement of a safe and healthy work place.