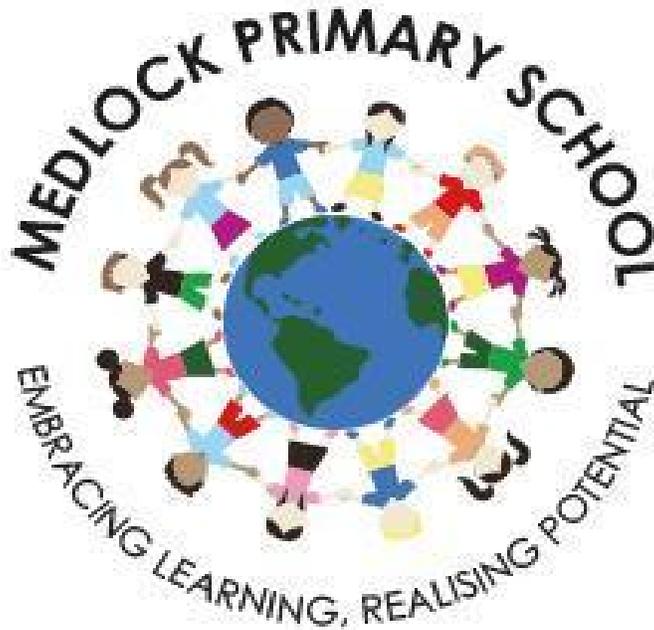


# Medlock Primary School



## Health & Safety Policy

Ratified: September 2021  
For Review: September 2022

## **Contents:**

### **1. Health & Safety Policy Statement**

### **2. Safety Organisation**

- 2.1. Objectives
- 2.2. Responsibilities
- 2.3. Risk Assessments
- 2.4. Safety Committee

### **3. Safety Arrangements**

- 3.1. Accident Reporting
- 3.2. Accident Investigation
- 3.3. Reporting Procedures
- 3.4. Out of School Visits
- 3.5. Safe Working Procedures
- 3.6. Defective Tools & Equipment
- 3.7. Means of Access
- 3.8. Good Housekeeping
- 3.9. Electrical Equipment
- 3.10. Use of Harmful Substances
- 3.11. Skin Infections and Hand Care
- 3.12. Smoking
- 3.13. Consumption of Food
- 3.14. Emergency Services
- 3.15. Noise
- 3.16. Fire Prevention
- 3.17. Visitors
- 3.18. Contractors
- 3.19. Use of Vehicles
- 3.20. Legionella
- 3.21. Bending and Lifting

# Part 1: Health and Safety Policy Statement

The governing body regards the promotion of health and safety at work to be of the utmost importance for all personnel who work in and visit Medlock Primary School as well as the pupils who attend.

It is school policy to ensure that every reasonable step is taken to prevent injury and ill-health to personnel by protecting individuals from hazards at work. This also includes pupils and visitors to the school whether it is for pursuance of their employment or other activities.

This is approached by:

- assessing and controlling risk as part of the day-to-day management of school activities
- providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently
- ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out-of-school activities
- periodic review of the safety policy as school activities and the associated risks change

All personnel employed within the school have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.

All employees within the school have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions
- reporting to the Health & Safety Co-ordinator any incident that has led, or could have led, to damage or injury
- assisting in any investigation with regard to accidents, dangerous occurrences or near-misses

In line with the safety organisation set out in part 2 of this policy, it is the responsibility of all line managers to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures that are to be followed within the school.

**Headteacher - Jonathan Brown**

**Chair of Governors - Lindsay Gilbert**

**Health and Safety Lead: Mark Colborn**

**Health and Safety Link Governor - Sam Buah**

# Part 2: Safety organisation

## Objectives

2.1 The objectives of Medlock Primary School health and safety policy are to:

- promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act 1974, other statutory instruments and approved codes of practice
- ensure that places and methods of work are safe and healthy through the arrangements set out in part 3 and others that are adopted from time to time as appropriate to changing circumstances
- protect personnel, whether they be employees, pupils, members of the general public visiting the school, or contractors and their employees, from any foreseeable hazards
- ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety insofar as is reasonable and practicable
- ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare
- ensure that awareness with regard to all aspects of safety is fostered by all personnel
- ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to safety
- ensure that full and effective consultation on all matters is encouraged

## Responsibilities

2.2 Responsibilities of individuals within the school are as follows.

- **Governing Body.** The ultimate responsibility for all aspects of health and safety at work within Medlock Primary School rests with the governors. The lead Governor for Health and Safety is Sam Buah.
- **Headteacher.** The headteacher (supported by the leadership team) is responsible for the effective implementation of the safety policy and for encouraging staff, through regular monitoring, to implement health and safety arrangements.
- **Health & Safety Lead** The Health & Safety Lead is adviser to the headteacher on health, safety and welfare within Medlock Primary School. He or she is also to advise all personnel in meeting their individual responsibilities with regard to health and safety at work. Health and Safety Lead is Mark Colburn.
- **Teachers and supervisors.** The responsibility of applying safety procedures on a day-to-day basis rests with all teachers and supervisors. All accidents will be investigated by them in accordance with current procedures so that cause of any accident can be identified and remedial action taken as appropriate. They are to ensure that all new members of staff and pupils under their

control are instructed in their own individual responsibility with regard to the Health and Safety at Work Act 1974 and that they frequently make inspections of their area(s) of responsibility, taking prompt remedial action where necessary.

- **Employees and pupils.** Employees and pupils have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the school, contractors, and members of the public. They are required to co-operate with supervisors, line managers, safety representatives and the Health & Safety Lead, and to adhere to safety guidance given in helping to maintain standards of health and safety within the school.
- **Safety committee.** The safety committee as a whole, or through individual members, is to monitor health and safety performance and recommend any action necessary, should this performance appear or prove to be unsatisfactory.
- **Contractors.** It is the responsibility of contractors and their employees to read and comply with the school health and safety policy.

## **Risk assessments**

### **2.3 Responsibility for Assessing and Controlling Risks**

Responsibility for assessing and controlling risks rests with all personnel within the school. However, risk assessment and training shall be performed in consultation with the Health & Safety Lead.

## **Safety committee**

**2.4** The safety committee is to comprise:

- Health & Safety Lead
- The Headteacher (or the delegated member of the Leadership Team)
- Health & Safety link governor (as an observer)

**2.5** The committee will meet as deemed necessary, but not fewer than once per term.

## **Terms of reference of the safety committee**

**2.6** Under section 2(7) of the Health and Safety at Work Act 1974, the safety committee has the function, in consultation with the staff and pupils it represents, of keeping under review the measures taken to ensure the health and safety at work of the employees and pupils.

### **Specific functions will include:**

- the study of accident and notifiable disease statistics and trends so that reports can be made to the governing body on unsafe and unhealthy conditions and practices, together with recommendations for corrective action
- examination of safety audit reports on a similar basis
- consideration of reports and factual information provided by inspectors of the enforcing authority

- consideration of reports that safety representatives may submit
- assistance in risk assessment and the development of school safety procedures and safe systems of work
- monitoring the effectiveness of safety procedures and safe systems of work
- monitoring the effectiveness of the safety content of employee training
- monitoring the adequacy of safety and health communication

## Part 3: Safety arrangements

### Introduction

The safety arrangements set out below are for the information, guidance and compliance of all personnel in Medlock Primary School.

Health and safety are integral parts of management. They are key considerations that should underpin and facilitate educational and financial activity. Under the Health and Safety at Work Act 1974 and common law, employers and employees must look after children in their care.

In carrying out their normal functions, it is the duty of all staff to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk. These can be summarised as:

- providing and maintaining safe equipment and safe systems of work
- making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles
- providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety
- providing safe places of work with safe access to, and exit from, them
- providing a safe and healthy working environment
- providing a system for rapidly identifying and remedying hazards.

More specific arrangements are set out below and will be appended from time to time as necessary to address new risks.

All personnel have a statutory duty to co-operate in fulfilling the objectives of the board of governors and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

## **Specific arrangements for health and safety**

### **3.1 Accident reporting**

Any accident or injury is to be reported to the Health & Safety Lead by the person or persons involved in the accident.

All accidents are recorded and logged.

In the case of a pupil, an accident slip is issued and the incident is logged on the 'Accidents and First Aid' section of the pupil's Scholar Pack profile. Where a serious injury has occurred, in addition to it being recorded on the 'Accidents and First Aid' section of the pupil's Scholar Pack profile, an 'Accident Report - Child' also needs to be filled in (Appendix 1) and uploaded to the 'Student Documents' section.

Where a member of staff is injured, the incident is to be recorded on the member of staff's Scholar Pack profile under 'Accidents and First Aid'.

Where an adult is injured who is not a member of staff, an 'Accident Report - Adult' form is to be filled in and stored on the schools drive - 'Health and Safety Accident Recording'.

Should, as a result of an accident, an individual receive a broken bone, burn or other serious injury; this will be reported at the soonest opportunity to the HSE via a RIDDOR form.

The Health & Safety Lead is to ensure that the governing body is informed of all accidents of a serious nature and any dangerous occurrences, and where applicable, follow the requirements of current legislation (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995).

### **3.2 Accident investigation**

- All significant accidents or incidents that are considered to be dangerous and near-miss situations are to be reported to the Department Head. They in turn are to report the incident to the Health & Safety Lead.
- The Health & Safety Lead is to carry out an immediate investigation into the incident in order to identify the cause of the accident and measures taken to prevent a recurrence.
- Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum.
- All contractors must ensure that accidents involving their personnel are reported to the Health & Safety Lead of the school, as well as their own reporting chain.

### **3.3 Reporting procedures**

Any practice or condition that is likely to have an adverse effect on the health and safety of personnel, or damage to equipment or property, is to be reported to phase leaders. Such reports are to be recorded.

### **3.4 Out-of-school visits and activities**

All personnel that arrange or actively participate in school visits or out-of-school activities must follow the procedures outlined in the separate document entitled 'Procedure for school visits and out-of-school activities'.

### **3.5 Safe working procedures**

All staff must ensure that safe working procedures are developed through:

- assessing the tasks
- identifying the hazards
- defining a safe method
- implementing the system
- monitoring the system

Safe working procedures must be promoted with staff to ensure compliance and the safety of staff and their direct reports.

### **3.7 Means of access**

- When using access equipment, such as ladders, crawling boards, etc, the correct equipment is to be used for the job to be undertaken. Stepladders should always be supported by an assistant.
- Always use correct routes of access. Do not use short-cuts; they can result in serious accidents.

### **3.8 Good housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean.
- Do not obstruct emergency exits.

### **3.9 Electrical equipment**

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- Where 13-amp sockets are in use, only one plug per socket is permitted.

- The protective outer sleeve of electrical cables is to be firmly secured within the electric plugs. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to rewire the plug correctly.
- Electrical equipment that is known to be, or suspected of being faulty must not be used.
- If electrical equipment becomes faulty whilst in use, it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected.

### **3.10 Use of harmful substances**

- When using harmful substances, whether they be material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.
- No new materials or chemical substances are to be brought into use unless an assessment using the Control of Substances Hazardous to Health Regulations 1994 has been carried out and clearance given for use by the Health & Safety Lead.
- Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the Health & Safety Lead.

### **3.11 Skin infections and hand care**

- To reduce the risk of dermatitis, oil acne or skin cancer, always avoid unnecessary skin contact with oils and chemicals. Always wear gloves and protective clothing where necessary.
- Always change clothing if it has become contaminated with chemicals, flammable liquids or oils.

### **3.12 Smoking**

Smoking is not permitted in the school premises and grounds.

### **3.13 Food and Drink**

Food and drink are to be carried between rooms in secure containers and hot drinks are not to be left unattended at any time.

### **3.14 Emergency services**

- Fire, police or ambulance services can be contacted by dialling 999 and asking for the service required.

- There are first aiders on call within the school during working hours.

### **3.15 Fire prevention**

- Fire procedures are available for all personnel to read in their work areas. They cover all aspects of fire prevention.
- A notice, 'Action to be taken in the event of a fire' is posted in each classroom with a printed notice clearly identifying the evacuation route and assembly area to be used.
- Personnel are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire.
- The most important part of fire control is prevention. It is with this in mind that all personnel are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked 'flammable'.
- Fire evacuation procedures, fire prevention training and fire alarm testing are to be carried out in accordance with current legislation. It is the responsibility of the Health and Safety Lead (supported by the Caretaker Team) to ensure signage is clear and up to date.

### **3.16 Visitors**

It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school.

### **3.17 Contractors**

Contractors working within the school are required to comply with the working rules as issued by this school. Any breach of these rules is to be reported to the phase leader and/or Health & Safety Lead.

### **3.18 Use of vehicles**

Only those persons authorised and in possession of the appropriate licence are to drive vehicles on school business.

### **3.19 Legionella**

The primary aim is to prevent the build-up of the Legionella Pneumophilla organisms in water systems and to prevent inhalation of infected water droplets.

Control measures are as follows.

- All showers are to be turned on and left running for five minutes weekly.
- All showers are to be cleaned monthly, or after more than one week's non- use, to prevent slime, corrosion and scale build-up. This will involve dismantling the showerheads to clean and disinfect inside the spray nozzle.

- The water temperature is to be below 20 degrees C or above 55 degrees C and this is to be checked monthly.
- Records are to be maintained of all cleaning and temperature checks carried out.
- Water storage tanks are to be covered.
- Records are to be maintained of any maintenance, water treatments or disinfection.

Where Legionella monitoring is contracted out, it is the caretakers role to monitor it is carried out effectively. Where issues arise he should report through the Health and Safety Lead.

### **3.21 Bending and Lifting**

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out. Always keep your back straight in any situation where you are required to bend down either to lift an object or to talk to a small child.

Health and safety information and advice are available on all aspects of health, safety and welfare from the Health & Safety Co-ordinator.

### **3.22 Response to Incidents in School**

Whenever there is an incident in school, eg a fight, the person investigating must check that those involved have no injuries. If injuries are detected then a first aider must be called and the injuries must be included in the report to parents.

**Additional arrangements will be appended as they are developed out of risk assessments carried out in accordance with this policy.**

## Appendix 1

### Accident Report - Child

To be completed in the event a child receives an injury that requires more than basic First Aid.

<b>Date &amp; Time of Incident</b>			
<b>Name of Injured Person</b>			
<b>Age and Class (if child)</b>			
<b>Nature of Injury</b>			
<b>Description of how the injury occurred.</b> (To be informed by witness statements and injured individual's account. It may be appropriate to take witness statements separately - consult with line manager if you feel this may be necessary. If taken, include when logging this report)			
<b>Where in school did the injury occur?</b>			
<b>In the opinion of first aider, does injury require a hospital visit?</b>	<b>Yes / No</b>	<b>If yes, name of family member informed.</b>	
<b>Who was supervising the area when the incident occurred?</b>			
<b>Number of children in area at time of incident.</b>		<b>Number of adults supervising area.</b>	
<b>Other Notes</b>			
<b>This form was completed by - Please date.</b>			

On completion of this report, please upload onto the pupil's Scholar Pack Profile in the 'Student Documents' section. The incident will also need to be logged on the 'Accidents and First Aid' section of Scholar Pack - please cite that an Accident Report has been uploaded when logging the accident on Scholar Pack.

### Accident Report - Adult

To be completed in the event an adults receives an injury that requires more than basic First Aid.

<b>Date &amp; Time of Incident</b>			
<b>Name of Injured Person</b>			
<b>Job Title / Employer</b>			
<b>Role performed when injured</b>			
<b>Nature of Injury</b>			
<b>Description of how the injury occurred.</b> (To be informed by witness statements and injured individual's account. It may be appropriate to take witness statements separately - consult with line manager if you feel this may be necessary. If taken, include when logging this report)			
<b>Where in school did the injury occur?</b>			
<b>In the opinion of first aider, does injury require a hospital visit?</b>	<b>Yes / No</b>	<b>Confirm - Injured party was informed of first aiders opinion</b>	<b>Yes / No</b>
<b>Other Notes</b>			
<b>This form was completed by -</b>			

<b>Please date.</b>	
---------------------	--

For school staff - on completion of report - please upload onto the individual's Scholar Pack Profile in the 'Confidential documents' section. The incident will also need to be logged on the 'Accidents and First Aid' section of Scholar Pack - please cite the 'Accident Report' has been uploaded.