

School Health and Safety Policy Arrangements FIRE SAFETY

- Fire drills take place every term. Details are recorded and notes made of any problems needing remedying.
- Notices of fire procedures are fixed to visible sites around the school and in every classroom
- All fire escape routes are kept free from obstruction.
- All fire doors are kept permanently unlocked while the premises are in use – they operate on a ‘fail safe’ mechanism where they are locked from the outside but open immediately from the inside.
- The administrator checks all fire equipment termly to ensure they are within the "use by" date as is the statutory requirement. In addition there is an annual check of all fire extinguishers by Chubb.
- The fire alarms are tested weekly by Kerri Phelps and Ann Griffiths. Records are kept in a folder in the office.
- An assessment on the risks of fire is carried out by Kerri Phelps and a governor from the Premises/Health and Safety Committee. As a result of the assessment, if any issues are identified they are prioritised and appropriate action taken.
- The Staff's first requirement is to ensure the safe evacuation of all persons from the building to the safe places indicated on the fire procedures notices.
- The Fire Brigade will be summoned by the administrator in the case of a fire.
- The primary responsibility of class teachers remains to evacuate the premises which should NOT then be re-entered. In circumstances where the administrator is not at school, once everyone has safely left the building and moved to a place of safety, the senior member of staff present will summon the Fire Brigade.
- All attendance registers will be properly marked for the morning and afternoon sessions. Members of the teaching staff will take their Fire Registers with them on evacuating the premises.
A roll call will be taken as soon as possible to identify any missing people.
- During school hours, all visitors/contractors report their presence on site to the administrator, sign the appropriate ‘Visitors’ book and ensure they are familiar with the fire precautions.
- Adults taking after school clubs should ensure they too are familiar with the fire precautions.
- People hiring out the school hall/community rooms are also advised to familiarise themselves with fire precautions.
- The school premises are organised in such a way as to ensure that adult and children can circulate in a safe manner.
- All access routes will be maintained in a safe condition and be free from any hazards e.g. a hole, uneven or slippery surface which is likely to cause a person to slip, trip or fall.

Notices around school have the following information:

IF YOU FIND A FIRE

Press the fire alarm nearest to where you are

- 1. The alarm will sound.**
- 2. Children and staff will walk out of school by the nearest safe exit.**
- 3. Classes line up at the assembly point on the top playground.**
- 4. Teaching staff will take Fire Registers outside and check all children in their classes are out of the building. The administrator will check the toilets.**

DO NOT PANIC. Walk quickly and quietly in line, do not return to the classroom or cloakroom to pick up personal belongings.

The school premises is organised in such a way as to ensure that pedestrian and restricted traffic can circulate in a safe manner.

Emergency exit doors and routes must not be obstructed by random storage at any time.

Security

- Gates are locked at the same time each day in the morning at 8.50 am and after school at 3.30 pm, after which time access to school is through the main entrance. After school clubs use the main door or Community Entrance door.
- The administrator has a pad which is pressed to open the main access door, once the identity of the visitor and their reason for calling has been obtained.
- All visitors sign in and out and wear badges of identification or a visitor's badge.
- Main doors have good locking mechanisms.
- The whole school is alarmed, with the ability to separate alarm zones into 'Butterflies', main school and 'community' areas.
- All teaching staff and the cleaner in charge have a set of keys to access the school at any time. They can also activate the school's electronic security system. The School administrator has a full inventory of key holders and keys that have been allocated.
- Anyone working with or giving lifts to the children has been CRB/DBS checked.
- An annual audit is completed by the governors on the Health and safety committee
- Risk assessments are carried out before every educational visit.
- All P.E. activities have been risk assessed.
- All electrical devices are annually tested.

- Fire drills take place every term. Details are recorded and notes made of any problems needing remedying. .
- All staff are made aware of the Health and Safety at Work Act 1974, and associated legislation through a HSE Health and Safety poster in the staff room.
- The outside security lights are on a timer. In the event of any late meetings, after which the lights have automatically turned off, no individual should lock up the school building/gates alone, as they would be in an extremely vulnerable position.

Control of Substances hazardous to Health (COSHH)

NO SUBSTANCES WILL BE USED OR GENERATED WITHIN THE SCHOOL UNLESS AN ASSESSMENT OF THE HAZARDS AND RISK THAT THEY PRESENT HAS BEEN MADE.

Whenever the school intends to use, or create a substance that could be a risk to the health of staff, children and others the School COSHH Assessment Co-ordinators will:-

- identify and control those substances
- minimise the risk to staff and others exposed to those substances
- arrange for the provision of information and training needed to do the job safely.

All members of staff have a responsibility for reporting hazards, potential hazards and "near misses" to the Headteacher or Cleaner in Charge.

- Staff must be aware that certain substances are hazardous to health. Wherever possible these will be taken out of use. Where substitution proves to be impossible a simplified Assessment Form, COSHH PS2 is available on Shropshire Learning Gateway – Services – Human Resources – Health and Safety, must be completed for each substance in order to ensure conformity. Copies of these documents will be made available in the office. All users will be informed, trained and instructed in the use of these substances.
- Read labels carefully.
- Follow warnings and instructions.
- Use the proper procedures and protective clothing and equipment
- Learn emergency procedures and practise sensible, safe working habits
- No new substance is to be used in the school until it has first been assessed.
- Be alert to the potential dangers of allowing children to bring their own pens into school.
Spirit based items should not be allowed.
- The use of solvent based "Tippex" will be controlled by the school office.
- Substances used by the Shropshire Shire Cleaning Services and Shire Catering will be controlled by their respective departments which will ensure that the assessments are carried out and staff informed, trained and instructed.

(N.B. The school should have access to the Shire Service Health and Safety arrangements which must not contradict the school's arrangements. If the catering and cleaning are organised by the school they will need to have their own procedures in place).

Legislation

The Control of Substances Hazardous to Health Regulations for detailed information on substances refer to the COSHH assessment file.

Reporting of Accidents

Reporting of Injuries, Diseases & Dangerous Occurrences

The Reporting of Injuries and Dangerous Occurrences Regulations 1985 (RIDDOR) require that

Employers report:

- all fatal and specified major injuries,
- any injuries that result in the inability of an employee to work more than 3 days,
- or any injury which results in a person being admitted to hospital for more than 24 hours.

The regulations relate to any employee or other person within the school or engaged upon an activity arranged by the school.

Under the requirements of the Regulations, where someone dies or suffers a specified major injury or condition, or there is a dangerous occurrence, as defined in the Regulations, the Nominated Person, (See list of responsibilities in Organisation Section) has to notify the Health and Safety Executive (H.S.E.) immediately by the quickest practicable means. During normal office hours a telephone call must be made to Shropshire Council Human Resources and Development – Health and Safety Team (01743 252819) who will report the incident if necessary. This must be confirmed in writing within 48 hours by the use of the Council Accident Report Form (CARS). Out of hours it will be necessary to contact the Incident Contact Centre of the H.S.E. directly. Either by phone (0845 30009923) or go online. Instructions are available on the back of the white sheet of the CARS form.

A schedule of injuries and conditions which are required to be reported is listed in the Schools Health and Safety Manual, section 4. 10.

In addition where a serious accident/injury has occurred the Health and Safety Team - Chief Executive's Office may be required to investigate the incident.

The CARS form should be used for all accidents, incidents, violence and near misses e.g. reporting deaths, injuries and dangerous occurrences. This includes employees, pupils, visitors, service user, volunteers, contractors, agency, work experience.

In addition to the completion of the appropriate form, it is useful to ensure that a note of all telephone notifications is made, including:-

- the time of the call
- the name of the caller
- what details were given of the event being notified

The report form will be signed/completed by the Headteacher, the pink copy should be retained for the school files, the yellow copy sent to Children and Young People's Services Health and Safety Coordinator at The Guildhall, Shrewsbury. The white copy sent to the Health and Safety Team -Chief Executive's Office, Shirehall, Shrewsbury. In the case of a RIDDOR reportable incident the information will be forwarded to the Health and Safety Executive. The school will be notified of the outcome and provided with a reference/incident number.

(Further information is available on the Shropshire Council Intranet).

Parents are advised of incidents in writing by means of a note where deemed necessary. N.B. Head injury forms are kept in the staff room and the accident book.

If there are children with allergies their names are permanently on view to staff and supply teachers on the register sheet. In addition, their photographs are displayed in the staffroom. The photographs of children with asthma and/or allergies are displayed in the classrooms for ease of identification.

Staff must ensure that they have meetings with potentially hostile parents in the presence of another member of staff.

Near Miss incidents and incidents of strangers to be recorded on incident sheets in the SAFE SCHOOL INITIATIVE folder.

Reviewing the incident

An analysis of the accident reports and near misses will be undertaken at intervals and considered by both school management and the Governors' Committee with Health and Safety Responsibilities for consideration of further action.

FIRST AID

The school will ensure that, adequate and appropriate facilities are provided to enable first aid to be rendered to staff and children should they be injured or become ill.

If medical assistance is thought necessary, parents will be contacted. However, should the parent(s) be unavailable medical assistance will be sought by the school and the child will be accompanied to the doctor or hospital by a member of staff.

The school seeks to ensure that at least two members of staff have received training on a first aid course and hold a certificate issued by an Organisation approved by the Health and Safety Executive.

See start of the policy for names of First Aiders at work recognised by the Health and Safety Executive.

In any event the school will seek to ensure that a person is trained in emergency aid procedures.

First Aid Facilities

- The first aid boxes are placed in clearly identified and accessible locations: all classrooms, kitchens, staff room and sick bay.
- Each first aid box will contain sufficient quantities of suitable first aid material and nothing else.
- Contents of the box will be replenished as soon as possible after use in order to ensure there is always adequate supply of all materials. Mrs Amanda Wilcox is responsible for ensuring these are replenished as soon as possible after use. Each box contains a list of required first aid items.
- Disposable plastic gloves will be provided in the first aid box which will be properly stored and checked regularly to ensure that they remain in good condition.
- Notices are posted in prominent positions throughout the school giving locations of first aid equipment and the names of the first aiders.

Recording First Aid Treatment (This may differ in individual schools).

Records of all cases treated will be made and kept in the appropriate Accident and Incident Book.

The names of the persons nominated to deal with first aid can be found on display around the school, at the beginning of the First Aid Folder and at the beginning of this Health and Safety policy.

Administration of Medicines

The administration of medicines is covered in detail in the 'Administration of Medicines' Policy and the 'Asthma' Policy.

Confidential Counselling Service

The school notes that the Local Authority provides a confidential counselling service for all staff.

Governors commend the use of this service to staff.

Contractors

All contractors working on the school premises are to report to the school office prior to starting work. They must sign the ASBESTOS book and will be expected to operate within the guidelines set.

For extensive work or high risk jobs the contractor must comply with the recommendations and procedures issued by Shropshire Council and also current health and safety legislation.

Close liaison between the LA representative and contractors must be maintained.

The above will be arranged prior to work commencing and during the work activity as appropriate, i.e. provision will need to be made for emergency discussions to address unforeseen developments e.g. the work may take longer than planned and new safety arrangements may need to be made.

School safety arrangements regarding contractors

The LA will assess, where possible, the safety credentials of a contractor before awarding work e.g. CHAS registered.

The following are factors that will be considered as part of their safety vetting procedure:

- details of current relevant issues, supported by documentation where necessary;
- sight of the contractor's own safety policy (where they employ five or more employees - as required by Section 2 of HASAWA), method statements, permits to work etc., as applicable;
- confirmation that the contractor agrees to work in accordance with the schools's safety policy and arrangements, and the health and safety requirements laid down in the contract;
- clarification of the responsibility for provisions of first aid and fire extinguishing equipment;
- details of articles and hazardous substances intended to be brought onto site, including any arrangements for safe transportation, handling, use, storage and disposal;
- details of plant and equipment brought onto site, including arrangements for storage, use, maintenance and inspection;
- clarification for supervision and regular communication during work, including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury, imminent danger to employees and others, and possible damage to plant and buildings;
- arrangements for suitable working times and segregation of school activities from the contractors work areas;
- confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant).

Clearly, it is not necessary to go to such elaborate lengths where the contract is very short and will not cause hazards of any significance. The complexity of the arrangements must be directly proportional to the risks and consequence of failure.

Details of fire and evacuation procedures should be notified to every visitor to the site.

Portable electrical appliance testing

The Headteacher is responsible for ensuring that all portable electric equipment is tested annually by an approved contractor.

A record of all such electrical equipment used in the school is kept in the office.

No equipment other than newly purchased may be used unless tested. This includes personal equipment brought into school by members of staff. All new equipment must be entered into the register as soon as practicable and not left until required to be tested.

The school administrator, will be responsible for co-ordinating the registration, inspection and testing of equipment.

Use of premises outside school hours

Consideration will be given to persons using the premises outside school hours in order to ensure their safety.

The school administrator will ensure that all visitors understand the procedures to be adopted in the case of fire/emergency evacuation, first aid provision, safe use of buildings, equipment, substances and other facilities.

A control on numbers of persons attending functions at the school will be exercised and the advice of the Fire Prevention Officer sought. A limit of 200 visitors attending functions in the school hall has been set.

Events and entertainment programmes will be scrutinised beforehand with regard to licensing and the above mentioned procedures.

Risk Assessment

The school will assess all risks to safety and health as required by the Management of Health and Safety at Work Regulations. .

The risk assessment will be recorded and updated regularly by the Safety co-ordinator.

The school understands that should any changes occur, it will be necessary to review and amend the assessment to ensure that those who need to know are fully aware of any risks brought about by the changes.

Risk assessments - Educational visits

Teachers will, where possible, make a pre-visit to the place of their visit.

They will fill in a risk assessment form. **This will be signed by the Headteacher.**

They will read the Educational Visits Policy.

Ratio of adults to children will be discussed with the head.

They must get the consent of every child's parents/guardian before taking them on a visit.

On a visit which will extend beyond the school day, the teacher will ensure the administrator or Headteacher will be able to send a text message in case of a coach breakdown or any other delay.

Teachers must remind children to wear seatbelts.

Good Housekeeping

The school has adopted policies and practices which lead to a safe working environment.

- All spillages will be immediately cleaned up with safe disposal of the waste.
 - All rubbish and waste paper will be disposed of every day so as to minimise the amount of combustible material in case of a fire, other than the paper stored in designated recycling boxes, awaiting collection.
 - All storage areas will be kept orderly, safe and provided with easy access.
 - The school premises will be cleaned to an acceptable standard on a daily basis.
 - Hygiene standards are of the highest attainable by all staff serving dinners.
- All school staff are responsible on a daily basis for reporting Health and Safety issues to the Headteacher.

Mini-bus use.

- All staff must have taken the county test to drive children in the mini bus.

At present, the following members of staff are qualified to drive mini buses: **Sue Lambert**

Kath Dolloway

- Staff must check children are wearing seat-belts.
- If several vehicles are being used there should be communication between all parties
e.g. mobile phone so that there is support for staff/parents in case of a breakdown and are covered in terms of any accusations in child protection cases.

Parental/Adult Help.

- All parents and adults must be CRB/DBS checked if they offer to help with clubs, transport or any other school activity.
- They must prove that their insurance is validated to take children on school business and of course that the car is road taxed and MOT.

BAD WEATHER CONTINGENCY PLANS See 'Critical Incident Plan'

MONITORING AND REVIEW This will happen on an annual basis.

The Headteacher and the Health and Safety Committee will be responsible for reviewing and amending this policy where necessary.

Print name.....

Date.....

Signature.....