

MARUS BRIDGE PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

PART 1 STATEMENT OF INTENT

- 1.1 This is a Statement of Policy for Organisation and Arrangements of Marus Bridge Primary School. The Statement does not replace Wigan M.B.C's. Statement of Safety Policy, but is in addition to this for the benefit of all teaching and non-teaching staff and pupils.
- 1.2 The Statement deals with those aspects over which the Governing Body has control and covers safety associated with the building structure, equipment and services for which other officers of the Authority also have responsibility. It describes how the Headteacher is discharging his responsibilities in respect of pupils, visitors and other employees present on school premises.
- 1.3 The aim of the Statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the premises:
- a) To establish and maintain a safe and healthy environment throughout the school.
 - b) To establish and maintain safe working procedures among staff and pupils.
 - c) To ensure the provision of sufficient information, instruction and supervision for all people on site to enable them to avoid hazards and to contribute positively to their own safety and health at work including access to training.
 - d) To formulate effective procedures for use in case of fire and other emergencies and for evacuating school premises.
 - e) To lay down procedures in case of an accident.
 - f) To provide and maintain adequate welfare facilities.

PART 2 RESPONSIBILITIES AND DUTIES.

2.1 **The Governing Body:**

In the discharge of its duty the Governing Body, in consultation with the Headteacher, will:-

- a) develop a positive Health and Safety culture.
- b) ensure that there is an effective and enforceable policy for the provision of Health and Safety throughout the school and have taken account of the L.A's own Safety Policy.
- c) provide a safe place for all people using the premises, including a safe means of entry and exit.
- d) provide plant, equipment and systems of work which are safe.

- e) provide opportunities for instruction and training where required.
- f) make reports on Health and Safety matters to the L.A as requested and to Parents through Annual Reports etc.
- g) make itself familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other relevant information to the work in school.

2.2 The Headteacher:

The ultimate responsibility for all school safety organisation and activity rests with the Head who shall:

- a) be the focal point for day to day references on safety and give advice or indicate sources of advice.
- b) coordinate the implementation of the approved safety procedures in the school.
- c) maintain contact with outside agencies for expert advice.
- d) be available to staff to discuss Health and Safety issues and where necessary refer these to the Governing Body.
- e) report to the L.A. those instances where the Heads executive authority does not allow the elimination or reduction to a satisfactory level of hazard, but to take all necessary short term measures to avoid danger pending rectification.
- f) In consultation with staff, appoint a Health and Safety Coordinator and establish a Health and Safety Committee to be made up of
 - 1) Headteacher.
 - 2) The Health and Safety Coordinator (Mrs A. Atkinson)
 - 3) Governors (Mr D. Leonard)
 - 4) Premises Manager (Mr B. Hayes)

. Staff will also meet with the School Council to discuss Health & Safety Issues.
- g) arrange periodic reviews, inspections and safety audits.
- h) Identify and provide appropriate training where necessary within financial resources available.
- i) report to the Governors all matters relating to the Health and Safety necessary for them to carry out their responsibilities.
- j) recommend necessary changes and improvements in Welfare facilities.
- k) ensure that there is an effective system for the reporting, recording and investigating of accidents i.e. that all reasonable measures are taken to avoid re-occurrence.
- l) review from time to time:
 - 1) provision of first aid in school.
 - 2) emergency regulations.

- m) review regularly the dissemination of safety information concerning the school.
- n) encourage staff, pupils and others to promote Health and Safety and to suggest ways and means of reducing risks.
- o) ensure that all visitors including contractors are informed of any hazards of which they might be unaware, and that consideration is given to the possibilities of such works affecting pupils and staff. May be delegated to Premises Manager/ Admin` Officer or another person.. .

2.3 All Employees:

The Health and Safety at Work Act 1974 requires that all employees should take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.

All employees are expected:

- a) to familiarise themselves with the Health and Safety aspects of their work and the school's Health and Safety policy.
- b) to exercise good standards of housekeeping and cleanliness i.e. removing materials to the appropriate location and discarding rubbish properly and safely.
- c) to check that all equipment is in good and safe working order before use and that it is returned to the appropriate place. e.g. loose wires, P.E. equipment.
ALL defects must be reported immediately.
- d) not to make unauthorised or improper use of plant, machinery or equipment.
- e) report any defects in premises, plant, equipment and facilities which they observe.
- f) to co-operate with other employees and other agencies in promoting improved safety measures in the school.

2.4 Senior Staff:

Key Stage Leaders are responsible and accountable to the Headteacher for all matters relating to Health Safety and Welfare within their departments and must ensure that:

- a) all staff and people in their department are made fully aware of Health and Safety issues in relation to their duties.
- b) all statutory notices are displayed appropriately, such as first aid equipment and books, fire drill, exits etc.
- c) all problems, defects and hazards must be reported to the Headteacher.
- d) regular safety inspections of their department are carried out and make recommendations as appropriate.

2.5 Adults working in School:

The Health and Safety of pupils in our School is the responsibility of everybody not just class teachers. As we work and move around the school, if we notice a hazard or a child at risk of injury, we must respond accordingly. If for any reason, an adult considers he/she cannot accept this responsibility, he/she should discuss the matter with the Headteacher before allowing work or an activity to take place.

Class teachers/Teaching Assistants/Lunchtime Supervisors are expected:

- a) to exercise effective supervision of the pupils and to know emergency procedures in respect of fire, first aid and other emergencies and to carry them out.
- b) to give clear instructions and warnings as often as necessary.
- c) to follow safe working procedures personally.
- d) to check their own classroom, workstations and play areas over regularly for any apparent defects e.g. sockets, furniture, floor surfaces, steps, windows, ceiling tiles etc. Outdoor Areas should be checked prior to usage including the School Field and enclosed garden and Picnic places. Any concerns should be reported to the Headteacher, Premises Manager or Line Manager.

2.6 Pupils:

The pupils are expected:

- a) to exercise personal responsibility for the safety of self and other children and adults.
- b) to observe standards of dress consistent with safety and hygiene i.e. appropriate footwear, 'jewellery rules' and bringing unsuitable items into school like penknives, matches etc.
- c) to follow all rules of safety and notably those given in an emergency.
- d) to use equipment safely and move about the premises in an appropriate manner as instructed.
- e) will play in a safe manner with regard to themselves and other children/adults. Children will be reminded of their responsibilities by Staff routinely, in class and in Assemblies.

2.7 School Health and Safety Coordinator:

The School Health and Safety Coordinator shall in addition to the Headteacher :

- a) assist in coordinating the whole school programme of Health and Safety by informing and involving staff in these issues.
- b) assist in carrying out inspections and ensure the appropriate action is taken.
- c) disseminate Health and Safety Information within the school.
- d) ensure new staff are briefed about the school's Health and Safety arrangements and are given a copy of the Health and Safety Policy.

- e) receive reports regarding any incidents and inspections carried out by Health and Safety Executive or other authoritative bodies.

2.8 **Visitors/ Contractors:**

Regular visitors and other users of the premises should observe the Health and Safety Guidance provided by the School. Parent helpers and others assisting class teachers and staff should be made aware of Health and Safety arrangements applicable to them by the person with whom they are working.

Contractors/ Visitors must sign the Visitors Book and where appropriate, read and sign the **ASBESTOS Register**

PART 3 SCHOOL ORGANISATION ARRANGEMENTS

3.1 **First Aid Provision:**

First Aid Boxes are provided in the Infant and Junior Resource Areas, Staffroom, Caretaker's Room and the School Hall.

Each Box will contain standard first aid requisites and a guidance card. Refer to the Health and Safety Coordinator for omissions.

The following staff are trained as first aiders:-

Mrs A. Atkinson	SLT
Mr. R.Aldridge	SLT
Mrs. K. Hampson	Teaching Assistant
Mrs. E. Taberner	Teaching assistant
Mrs. D. Jones	Teaching assistant

Paediatric Trained First Aid:

Ms. L . Roberts	Reception Class Teacher
Miss C. Melling	HLTA

All Lunchtime Supervisors have received emergency First Aid Training.

First Aid should be given but only as far as knowledge and skill permit. The patient should be reassured, and only if absolutely necessary, removed from the danger.

Appropriate First Aid Provision should be made for all out of school activities.

Transport to Hospital: If an ambulance is required, then the emergency 999 service should be used. It may be necessary in less severe cases to transport a pupil to hospital with Parents' permission where possible but Parents must meet their child at hospital. However, this is on a voluntary bases and Staff must ensure that they have appropriate insurance cover. Whenever possible, Parents should be summoned to take their children to hospital.

Injuries at playtimes will be treated by one the Staff on duty in each department and they must be noted in the Accident Book.

Injuries at lunchtime are treated by one of the unchtime Supervisers, Teacher or First Aider and these should be noted in the Accident Book.

All injuries must be reported to the child's class teacher so that they can inform Parents.

If an injury is more serious, then one of the trained First Aiders must be requested to see the child. If in doubt ask for advice.

Protective gloves should be worn when treating cuts, grazed or open wounds. Any soiled waste should be disposed of in a plastic bag and then into the Caretaker's bin.

All head injuries must be closely monitored and seen by a First Aider. Parents to be informed of such injuries by telephone and note where deemed necessary.

No creams, medicines, T.C.P., Waspeze etc. should be used.

Staff should ensure that their own personal medications are securely kept away from children.

Under no circumstances are children allowed to keep medicines other than Asthma treatments. (see Administration of Medicines)

3.2 **Accident Reporting:**

All accidents / injuries should be recorded in the Department or Office Accident Books within 24 hours. Where necessary, the L.A. will then be notified via the Accident Report Form or by telephone in certain cases as laid down in the Accident Report Book. The L.A. may consequently contact the Health and Safety Executive.

Parents must be informed of all accidents / illnesses by the appropriate method - letter and/or verbally, not merely through the child.

For employees only an entry must be made in the Accident Register. (Form B1-510) in the Office.

3.3 **Dangerous Occurrence:**

Any occurrence, which but for good fortune could have resulted in a serious accident must be recorded and reported to the L.A.

3.4 **Fire and Emergency Procedure:**

Designated Headteacher – D. Jones – Fire Officer

- a) It is the duty of all staff to carry out the procedures as follows:-
(i.e. in the case of fire, operate the nearest alarm etc. and then evacuation procedure specific to your location in the school).
- b) As part of daily routines, all staff must ensure all escape routes are accessible.
- c) The Headteacher will arrange for an annual review of emergency procedures and of the provision of First Aid in School.
- d) Bomb alert.

Where necessary, recommendations will be made to the Governing Body.

3.5 **Basic Fire Safety Rules:**

Often no more than tidiness, good housekeeping and common sense.

- a) Combustible materials e.g. card, board, packaging and wood etc. should not be kept around School unless they are required.
- b) Thoroughfares, stairways, entrances and exits should be kept clear and free of combustible materials as appropriate to displays. Escape routes must always be clear.
- c) Displays and other works should be set up with care since 'decorations' can be a fire risk if hung near heat or light sources.
- d) Waste bins must be of non combustible material and should be emptied regularly. Waste paper should not be left lying around and attention should be paid to general tidiness especially near electrical appliances.
- e) Stockrooms and paperstores to be kept tidy and inflammable materials e.g. banda fluids/paints secured in metal cupboards.
- f) The Boiler Room should be kept clean, tidy and locked.
- g) Electrical points should never be overloaded and wiring checked visually. Electrical equipment must be used properly and returned to storage areas, not left where children could tamper.
- h) Some clothing/materials used for School plays/dramas could be inflammable and should never be put near heat sources e.g. floodlights/stage lighting.
- ij) Exit routes should be monitored regularly. Portable extinguishers will be checked by the Caretaker monthly for the correct position and that they are fully charged where applicable. These are inspected under the Local Authority Contract. Fire doors should not be wedged back and their condition will be checked for wear/tear by the Caretaker.
- j) Emergency drills are carried out once a term at least to remind all Staff and Non-teaching Staff of procedures. New Staff will be instructed in these procedures.
- k) Fire Warning Systems are checked weekly by the Premises Manager who informs **CUSTODIAN** on **08702402152** in advance to avoid calling out the Emergency Services unnecessarily.

3.6 **Fire and Emergency Guidelines:**

1. **On the discovery of fire or other emergency.**

- a) Raise the alarm by operating the nearest alarm point as shown on your plan.
- b) Call emergency services (School Admin` Staff or another appointed person in her absence).

2. **Evacuation Procedure on hearing the alarm.**

- a) Leave the building in an orderly fashion via the nearest exit route as shown on your area plan - the GREEN Route. If this is blocked by the fire/hazard, use the RED Route.
- b) Teachers should accompany their class out onto the JUNIOR PLAYGROUND, first location or INFANT PLAYGROUND second location taking registers with them. The Secretary will bring these if they are in her possession along with the Visitors' Book.
- c) Key Stage Coordinators should check everybody in their Department is accounted for and inform the Headteacher of this. The Headteacher will relate this information to the Emergency Services on their arrival.
- c) The Admin` Staff/ Premises Manager and Kitchen Supervisor must ensure that their staff have left the premises.(Including any Contractors) and gone to the Assembly Point.
- e) All Staff must be aware that their primary duty is to themselves and other employees. They also have a duty to Visitors, Parent helpers, Contractors and pupils. No attempt should be made to fight any fires until this duty has been accomplished.

3.7 **Electrical Equipment:**

- a) The Headteacher will arrange for a register of all portable equipment to be used on school premises.
- b) Daily visual Inspections should be made by all users. Defects must be reported to the Headteacher and on no account must such equipment be used.

Equipment must have a valid test label attached and if not, this must be referred to the Headteacher.
- c) On no account must a member of staff use a piece of electrical equipment brought in from outside without it first being registered and inspected - including their own property.
- d) The L.A. is responsible for inspecting portable equipment on a regular basis by a competent person.

3.8 **Administration of Medicines:**

Usually, children who are unwell and on a course of medication are expected to stay at home until they are fully recovered. However, there are those children with special needs and others where prolonged absence could disadvantage the child. Parents are invited into School to administer medicines where appropriate. However, in exceptional circumstances consent is given for Staff/Headteacher to administer medicine. The only medication allowed is that prescribed by a G.P. and Parents must fill in a Medical Request Form.

All medicines are to be kept in the a Locked Cupboard in the Staffroom and they must be clearly marked with the pupil's name and contents given. A register of medication administered is maintained with the Medication.

Inhalers etc. for Asthma sufferers are kept either by the child or in a secure place by the classteacher with easy access for the child in question. Parents of these children should complete a Medical Request Form. The Staff are unable to keep a record of all occasions that children use their inhalers. This is for children to inform their Parents.

These children must always take their medication to P.E. activities and on Educational Visits.

Approved by Governors 13th July 2010.

Signed

Headteacher

Signed

A handwritten signature in black ink, appearing to read 'T Gerard'. The signature is written in a cursive style with a large initial 'T' and a long horizontal stroke.

Chair of Governors

Health and Safety - Summary and Good Practice

*This is a summary document for all Staff, regular Visitors and temporary Staff.

Always report HAZARDS and ACCIDENTS to SLT and Premises Manager as required.

Where appropriate, deal with these immediately:

EXAMPLE: Spillages - dry and use signs.
Faulty equipment/Premises - remove/report.

Staff should always take reasonable care for the Health/Safety of themselves and for others for whom they are responsible.

FIRST AID:

Boxes located in each department, Hall, Staffroom and Caretaker's room.
All injuries to be recorded in Accident Book.

All head injuries and injuries which cause concern must be reported to Classteachers/SLT and Parents.

Wear gloves when dealing with broken skin or bloodloss and where there is evidence of bodyfluids. Any waste should be put in the First Aid bin in the Caretaker's room.

SEEK ADVICE from trained First Aiders if in any doubt –Mrs. K. Hampson, Mrs. E. Taberner, Mrs. D. Jones, Mrs Atkinson, Mr. R. Aldridge

All Staff accidents must be recorded in the L.A.'s Accident Book (School Office).

MEDICATION:

Only administered following consultation with Headteacher. Stored in Locked Cupboard.
Children's asthma medications are generally stored by the classteacher.

VISITS

When arranging any Off-site Visits, School and LA procedure must be followed and Appropriate Forms completed and checked by SLT.

EMERGENCY PROCEDURES

FIRE DRILL:

On hearing the Fire Alarm, proceed to Junior Playground/Infant Playground as shown on your location or classroom plan. Take the register if it is still in the classroom.

GENERAL:

Electrical equipment - always check visually wires, plugs and switches before use. Faulty equipment must not be used and must be reported to Headteacher immediately.

Always unplug equipment and return to its store.

Children should not plug/unplug equipment or switch it on/off at the mains.

Extension leads must be uncoiled and not allowed to impede walk areas.

Staff must always use stepladders when working at heights.

Adequate precautions/instructions should be used when using potentially hazardous tools/materials e.g. paint sprays, craft knives, glue guns and other tools etc.

Children should not move / carry heavy furniture including A.V. / I.T. trolleys

Field and Play Areas/Equipment must be checked prior to use and supervised accordingly to ensure children and adults well-being.

Doors must always be locked at the start of each session and outside Gates secured .

