



Long Sutton CP School

Health and Safety Policy

June 2015

1. Statement of Health and Safety Policy

The Governing Body is committed to:

- **The general safeguarding of all pupils, staff, and others on site**
- **the provision of safe and healthy conditions for pupils, staff, visitors and contractors;**
- **compliance with all relevant health and safety legislation;**
- **seeking the co-operation of staff, pupils, parents and contractors to achieve these objectives in order to minimise injuries and work related ill health.**

The risk control arrangements are set out in the risk assessments which are recorded separately.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

If in doubt about anything to do with health and safety, stop and ask; where necessary specialist advice will be obtained.

This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.

SignedChair of Governors

SignedHeadteacher

Date

2. Organisation and Responsibilities

Overall and final responsibility for health and safety is that of the Governing Body.

Day to day responsibility for health and safety is delegated to the Headteacher

Governing Body

Are specifically responsible for ensuring that:

- a health and safety policy is prepared, implemented and reviewed to ensure it remains valid;
- health and safety standards are monitored;
- actions are prioritised where resources are required;
- health and safety is an agenda item at Governors' meetings;
- a Governor is given specific responsibility for health and safety and will oversee and monitor risk assessments;
- the Governor with specific health and safety responsibilities and the Headteacher receive health and safety management training;
- assistance is obtained from specialists when in any doubt about the health and safety standards to apply;
- the Director of Children's Services is informed of any situation of concern where appropriate health and safety standards cannot be implemented.

Headteacher

The Headteacher is responsible to the Governing Body for ensuring that:

- pupils, staff and any visitors to school premises are safe at all times
- the health and safety policy is implemented on day to day basis;
- risk assessments are carried out and measures are implemented to control the significant risks and comply with health and safety legislation;
- the significant findings of the risk assessments are recorded;
- health and safety standards are monitored informally on a day to day basis and formally monitored three times a year, keeping records of the findings and any actions required;
- staff are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work;
- any problems with implementing and maintaining appropriate health and safety standards are reported to the Governing Body along with details of significant injuries to staff, pupils and visitors;
- specialist help and assistance is obtained where necessary.

All Staff

Are responsible for:

- the safeguarding of all pupils at all times;
- taking reasonable care for their own health and safety and that of others who are affected by their activities;
- where appropriate, exercising effective supervision of pupils so as to minimise risks to their health and safety;
- using any work equipment in accordance with the training and instructions provided;
- co-operating as is necessary to implement the arrangements of this policy and the measures detailed in the risk assessments;
- risk assessments are carried out and measures are implemented to control the significant risks and comply with health and safety legislation;
- monitoring the health and safety standards of their own areas, ensuring that appropriate risk control measures are implemented;
- reporting to the Headteacher any health and safety matters they cannot, or do not feel competent to, deal with themselves and any shortcomings they see in the health and safety arrangements.

Pupils

Pupil are expected:

- to exercise personal responsibility for their own health and safety and that of others;
- to observe standards of dress and behaviour consistent with the safety of themselves and others;
- to observe the rules of the school and in particular the instructions of staff.

Health and Safety Assistance

Mouchel Safety Adviser: Mr David Hortop 01522 836717(office) 0779318663
DavidHortop@mouchel-lincoln.com or dhortop@hotmail.co.uk (home)

3. Arrangements

The arrangements for controlling risks from school activities are set out in the risk assessments which are recorded separately..

Additional assessments will be carried out for specific activities as they arise and, where possible, pupils will be involved in carrying out their own risk assessments as part of their learning.

Other arrangements are below.

First Aid Arrangements

It is the policy of the school to train as many teachers, support staff and midday supervisory assistants as possible in emergency first aid so that there is always cover for the most likely times that injuries occur and for absences/school trips etc. **Mrs Maureen Lister** the principle first aider and is trained in First Aid at Work. Training is repeated every 3 years to maintain competence. First aid boxes stocked with the recommended contents are located at appropriate points and a person has been made responsible (**ML**) for checking the contents on a monthly basis and replacing any items used. All staff should familiarise themselves with the location of these so that, in the event of an injury or acute illness, these can be located quickly.

Staff should administer first aid treatment in accordance with their training and always err on the side of caution by referring pupils to (**ML** in the first instance) for further medical attention as set out below or when in doubt.

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil, should be referred immediately for further medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via the standard letter of any non significant head bumps which show no signs or only slight reddening.

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention – usually via parent contact.

Aids and hepatitis B viruses are a risk to staff involved in the provision of first aid. The universal precautions for cleaning up body fluid spillages detailed in the Department of Health poster 'Guidance on infection control in schools and nurseries' should be followed to prevent the spread of infection. This poster is displayed in the office.

Injury Reporting

Minor pupil injuries/first aid treatments will be recorded by the person administering first aid in a book kept with first aid boxes or in the office.

Parents of all pupils under 5 years of age will be given a copy of the accident/injury record on the same day as required by EYFS guidelines.

All employee injuries and significant injuries to pupils will be recorded on report form PO3 (available on Schoolsecure), a copy being kept on file and a copy sent to the Health and Safety Team.

The School Business Manager is responsible telephoning the Incident Contact Centre (ICC) 0845 300 9923) in the event of 'Fatal' and specified injuries only. 'Major' or 'Over 7 Day Absence' injuries, 'Reportable Diseases' and 'Dangerous Occurrences'

are to reported online as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

'Major' injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of care. Injuries arising out of curriculum sporting activities, requiring hospital treatment, are reportable. Injuries which arise from play activities or health conditions are not reportable, unless these happen in connection with work, or as a result of work activities.

'Major' injuries to staff are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours.

'Over 7 day' absence are injuries to staff. Do not count the day of the injury but every day after when they were unable to carry out their normal duties irrespective of weekends, holidays etc.

'Reportable Diseases' are those notified by a doctor's certificate. These diseases are numerous but rare and include injuries from repetitive movements, infections such as Leptospirosis, Tetanus Hepatitis and Legionellosis conditions from exposure to substances such as occupational dermatitis. The Health and Safety Team (01522 836713) shall be contacted for further details if there is any suspicion of a reportable disease.

Injuries to self employed persons working on school premises must be reported in the same way as for school staff.

Some incidents which do not result in injury must also be reported to the ICC. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing, but do include the failure of a lift and fires or electrical short circuits which disrupt activities for more than 24 hours.

The Health and Safety Executive website (www.hse.gov.uk/riddor) contains important guidance. The LA Health and Safety Team (01522 836713) shall be contacted if in doubt about reporting procedures.

Statutory Notices

The following statutory notices are displayed in the Staffroom;

'Health and Safety Law' poster.

Health and Safety Representatives and Consultation

Mr Chris Wesley is the Governor & **Mrs Lindsey Kirkham** the Staff Representative responsible for health and safety and will be consulted during the preparation and review of the school's health and safety procedures.

Health and safety is a standing item on the agenda of all employee and full governors' meetings.

Employee Induction Procedures

The capabilities of all new staff with regard to their own health and safety and that of pupils in their care will be taken into account before employment starts. Adequate information and training will be given to ensure that they are aware of the school's health and safety arrangements, particularly:

- evacuation procedures;
- first aid and injury reporting arrangements;
- any other relevant emergency procedure;
- critical Incident management policy;
- safe working procedures.

General Risk Assessment Procedures

Risk assessments shall be recorded on the attached form.

Risk assessments will be reviewed every year or when circumstances change.

'Incidental' risk assessments will be carried out for 'one off' activities. Pupils will be encouraged to carry out risk assessments for such activities.

See also:

- Risk Assessments
- Safeguarding procedure

Risk Assessments for Educational Visits

Risk assessments will be completed for every educational visit including sports events.

The member of staff with responsibility for organising the trip will undertake the risk assessment and will submit the completed form to the Educational Visits Co-ordinator (Mrs Nicky Dowding) **at least** one week before the visit is due to take place. This is to allow sufficient time to make any necessary amendments to the visit or supervision ratios. It will also allow time to refer to the Governing Body or Local Authority if elements of the visit pose a high potential risk to the safety of pupils and staff.

Permission letters are required from parents for all occasions when pupils are to be taken off the school site. The **only** exception to this is for local walks as this is included in the school's general consent form along with permission to administer first aid, attend swimming lessons, etc.

Final responsibility for Health and Safety sits with the Governing Body which will self-regulate the school's performance. Any breach of this policy will be reported to the Governor with overall responsibility for Health and Safety so that appropriate action may be taken to prevent potential harm to pupils, staff and visitors at the school.

