



# All Saints Church of England Primary School, Carshalton

## Policy for Health and Safety

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Next Review – Autumn 2016

## **1. GENERAL**

The Governing Body notes the provisions of the Health and Safety at Work, etc Act 1974 (s.3(1)), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

The aim of the Governing Body is, "To provide a safe and healthy working and learning environment for staff, pupils and visitors."

The arrangements outlined in this statement and the various other safety provisions made by the Governing Body cannot prevent accidents or ensure safe and healthy working conditions. The Governing Body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

## **2. THE DUTIES OF THE GOVERNING BODY**

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

- a) make itself familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1992 (SI 1992 No 2051)
- b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
- c) annually assess the effectiveness of this policy and ensure that any necessary changes are made
- d) identify and evaluate all risks relating to:
  - i) accidents
  - ii) health
  - iii) school-sponsored activities (including work experience)
- e) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.
- f) create and monitor the management structure.

In particular the Governing Body undertakes to provide:

- a) a safe place for staff and pupils to work including safe means of entry and exit
- b) plant, equipment and systems of work which are safe
- c) safe arrangements for the handling, storage and transport of articles and substances

d) safe and healthy working conditions which take account of all appropriate:

- (i) statutory requirements
- (ii) codes of practice whether statutory or advisory
- (iii) guidance whether statutory or advisory

e) supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the Governing Body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated.

f) necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision

g) adequate welfare facilities.

So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- (i) this policy
- (ii) all other relevant health and safety matters
- (iii) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

### **3. THE DUTIES OF THE HEADTEACHER**

As well as the general duties which all members of staff have (see 5.0), the Headteacher has responsibility for the day to day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through senior members of staff, teachers and others as appropriate.

The Headteacher is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular, the Headteacher will:

- a) be aware of the basic requirements of the Health and Safety at Work etc Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the school.
- b) ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities

- c) ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities.
- d) ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled
- e) consult with members of staff, including the safety representatives, on health and safety issues
- f) arrange systems of risk assessment to allow the prompt identification of potential hazards
- g) arrange for twice yearly reviews and safety audits on the findings of the risk assessment
- h) identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- i) encourage staff, pupils and others to promote health and safety.
- j) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay.
- k) encourage all employees to suggest ways and means of reducing risks
- l) collate accident and incident information and, when necessary, carry out accident and incident investigations
- m) monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others
- n) monitor first aid and welfare provision
- o) monitor the management structure, along with the Governors

#### **4. THE DUTIES OF SUPERVISORY STAFF**

All supervisory staff will make themselves familiar with the requirements of the Health & Safety at Work etc Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of their area of responsibility.

In addition to the general duties which all members of staff have (see 5.0), they will be directly responsible to the Headteacher or the member of staff nominated by the Headteacher, to have overall day to day responsibilities for the implementation and operation of the school's health and safety policy within their relevant department and areas of responsibility.

They will take a direct interest in the school's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.

As part of their day to day responsibilities they will ensure that:

- a) safe methods of working exist and are implemented throughout their department
- b) health and safety regulations, rules, procedures and codes of practice are being applied effectively.
- c) staff, pupils and others under their jurisdiction are instructed in safe working practices
- d) new employees working within their department are given instruction in safe working practices
- e) regular safety inspections are made of their areas of responsibilities as required by the Headteacher or as necessary
- f) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
- g) all plant, machinery and equipment in the department in which they work is adequately guarded
- h) all plant, machinery and equipment in the department in which they work is in good and safe working order
- i) all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work
- j) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
- k) toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled
- l) they monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- m) all the signs used meet the statutory requirements
- n) all health and safety information is communicated to the relevant persons
- o) they report, as appropriate, any health and safety concerns to the appropriate individual

## **5. THE DUTIES OF ALL MEMBERS OF STAFF**

All staff will make themselves familiar with the requirements of the Health and Safety at Work etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:

- a) take reasonable care of their own health and safety and any other person who may be affected by their acts or omissions at work
- b) as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

All staff are expected to familiarise themselves with Health and Safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

In particular all members of staff will:

- a) be familiar with the safety policy and any and all safety regulations as laid down by the Governing Body
- b) ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
- c) see that all plant, machinery and equipment is adequately guarded
- d) see that all plant, machinery and equipment is in good and safe working order
- e) not make unauthorised or improper use of plant, machinery and equipment
- f) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
- g) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- h) report any defects in the premises, plant, equipment and facilities which they observe
- i) take an active interest in promoting health and safety and suggest ways of reducing risks.

Following is a specific section on health and safety issues pertaining to physical education:

## **6. POLICY OF SAFETY IN PHYSICAL EDUCATION**

The school follows the guidance provided by BAALPE (The British Association of Advisers and Lecturers in Physical Education) in their publication 'Safe Practice in Physical Education' as a basis for developing a safety policy in PE.

The following are the main principles:

### **Teaching and Learning**

- a) Regular lessons are necessary for children to be able to develop awareness, skills and responsibility. Agreed routines (see Emergency Procedures below) and safety principles for different activities need to be understood and practised by both teachers and pupils.
- b) Appropriate behaviour needs to be taught and established with the pupils.
- c) Pupils need to learn the reasons for changing into appropriate clothing and footwear (see kit below).

### **Teacher**

- a) Each teacher is a role model and should demonstrate their good practice with regard to suitable clothing, footwear and jewellery and be in an appropriate position for observation and intervention, usually on the edge of the activity.

- b) Should have sufficient knowledge of the subject matter to plan and set tasks which avoid unnecessary hazard to the body, e.g. knee-bend leg stretches should not involve “bouncing” on the knee joint.
- c) Should ensure that each lesson begins with an appropriate warm-up in order to avoid injury.
- d) Should ensure that planning includes the use, moving and positioning of apparatus, e.g. apparatus needs handling systematically, carefully, appropriately and quietly.
- e) Should aim to develop positive attitudes in pupils, towards their own safety and that of others

### **Pupils Should Learn**

- a) The need for safety in being physically active; warm-up, warm down, landing properly, working co-operatively and the use of correct posture and skills.

### **Accommodation**

- a) Teachers should ensure that the working environment is danger-free, e.g. piano stool, school furniture or equipment, wet playgrounds, large puddles, mud and slippery grass.
- b) Teachers should ensure that there is adequate lighting, ventilation and heat to enable pupils to work safely.

### **Emergency Procedure**

- a) A First Aid Kit and mobile phone should be taken to the playing field for use in the event of an emergency.
- b) All accidents should be reported and an accident report form (available from the School Office) should be completed.
- c) In the event of a serious accident ensure the pupil can breathe and summon help, but do not move the pupil unless he/she is in danger.
- d) Teachers should be aware of children with specific health/medical problems and allergies. (Details on children’s files and in a book in the Medical Room)

### **Kit**

- a) Children should change into appropriate PE kit for the activity.
- b) No jewellery of any kind may be worn for PE.
- c) Long hair should be securely tied back (School Office have supply of elasticated hair bands)
- d) No solid hair bands should be worn.
- e) For games children should have a suitable change of clothing for outdoor/indoor activity. Children need to be warm and during cold weather should be encouraged to wear warm clothing.
- f) Children should work in bare feet, in dance and gymnastics, wherever it is practical otherwise plimsolls may be worn.

## **7. HIRERS, CONTRACTORS AND OTHERS**

When the premises are used for purposes not under the direction of the Headteacher, then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in paragraph 3.0 of this document.

The Headteacher or the co-ordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as the hirer and will comply with the requirements of this section .

will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not without the prior consent of the Governing Body:

- a) Introduce equipment for use on the school premises
- b) Alter fixed installations
- c) Remove fire and safety notices or equipment
- d) Take any action that may create hazards for persons using the premises or the staff or pupils of the school

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss 3-4 of the Health and Safety at Work etc Act 1974.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk of injury.

The Governing Body draws the attention of all users of the school premises (including hirers and contractors) to s8 of the Health and Safety at Work etc Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions

## **8. STAFF CONSULTATIVE ARRANGEMENTS**

The Governing Body, through the Headteacher, will make arrangements for the establishment of a safety committee by incorporating agenda items on health and safety matters into existing consultative groups. Representation on this committee will cover all appropriate areas of work or special hazards. As a group, the nominated safety representatives of each accredited trade union or staff association will be offered a number of places on this committee and should decide amongst themselves which individuals should sit on the committee.

## **9. CODES OF PRACTICE AND SAFETY RULES**

In consultation with the Governing Body (where appropriate) and taking into account the requirements of this statement the safety committee will approve (where necessary) codes of practice for the observation of safety requirements in school.

From time to time the Department for Education and Employment (DFEE), the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Headteachers and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Headteacher considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the Governing Body that he or she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

## **10. RISK ASSESSMENT**

The Headteacher will ensure risk assessment cover of the building layout, methods of work, use of equipment, environment of the work place, duties undertaken, fire evacuation and arrangements, employees, pupils, visitors and contractors.

The Headteacher will ensure risk assessments are changed/ updated immediately due to a change in work activity, building layout, new equipment, new duties, ill health and accidents (risk assessments should only be changed if the accident was the result of an inadequate risk assessment).

The Headteacher will ensure risk assessments are reviewed in line with current legislation. Risk assessments that are no longer valid due to a change in circumstances will be discarded in agreement with the Governing Body.

## **11. EMERGENCY PLANS**

The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- a) save life
- b) prevent injury
- c) minimise loss

This sequence will determine the priorities of the emergency plan.

The plan will be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular safety audit survey and the outcome will be reported to the Governing Body.

## **12. FIRST AID**

The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents. (See Administering Medicines Policy)

The number of certificated first aiders will not, at any time, be less than the number required by law.

At the discretion of the Headteacher other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. The number of such trained but un-certificated first aiders will be determined by the Headteacher as that being sufficient to meet the needs of all foreseeable circumstances.

Supplies of first aid material will be held at various locations throughout the school. These locations will be determined by the Headteacher. They will be prominently marked and all staff will

be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment whether on the school premises or as part of a school-related activity.

### **13. REVIEW**

The Governing Body will review this policy statement annually and up-date, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.