



# Valley View Primary School

Headteacher: Mrs G.D. Jeynes  
Chair of governors Mr J. Watson



Primrose Village  
Learning and Living



**South Tyneside Council**

**Health and Safety Policy and Plan**

## **GENERAL STATEMENT OF INTENT**

The governing body recognises and accepts its responsibility to provide a safe and healthy working and learning environment for staff, pupils and visitors. 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 governing body will take all reasonably practicable steps to fulfil this responsibility and will aim to achieve more than the basic minimum legal requirements as well as best practice overall. In so doing it will pay particular attention to meeting the requirements of the Health and Safety at Work, etc., Act, the Workplace (Health, Safety and Welfare) Regulations, other Regulations and relevant Codes of Practice.

The governing body accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

The Governors are committed to the authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

The provision of First Aid within the school will be in accordance with the Authority's guidance on First Aid in school.

The governing body is committed to progressive improvements in the field of Health and Safety.

The arrangements outlined in this statement 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.

## **Health and Safety Policy Statement**

The Governors and management of the School are committed to a safety management approach to Health & Safety, and thereby to an organised, well informed and pro-active approach to all health & safety and welfare related issues. All activities will be planned and executed with a systematic approach which includes an element of “context sensitive” risk assessment, and necessary control measures will be put in place to reduce/eliminate to a safe level any foreseen risks.

This policy supplements and operates in conjunction with South Tyneside Corporate Health and Safety Policy Manual and Children and Young People’s Directorate Health and Safety Policy.

It is the policy of this school to operate at all times in a manner which ensures, so far as is reasonably practicable, the health, safety and welfare of all persons employed, visiting, working in or being taught at the school.

All school staff are reminded that they have a duty of care to carry out their work with due regard for the health and safety of themselves, other staff, pupils, contractors and visitors to the school, and to observe the health and safety requirements relevant to their activities.

A suitable and sufficient assessment of all foreseeable hazards and risks to staff, pupils and visitors will be carried out. Where significant risk is identified, appropriate measures to reduce or eliminate the risks will be taken and communicated to those concerned.

Consultation will take place with any Union appointed safety representatives and members of staff on matters that effect their health and safety. If required, specialist advice will be sought at the earliest opportunity from The South Tyneside Corporate Health & Safety Team, Building Surveyors, Asset Manager or other specialist advisers, such as the local Fire Officer.

All staff are requested to support the school in achieving a safe environment for everyone. The necessary information, training, instruction and supervision will be made available by managers to achieve this, particularly to staff after recruitment, transfer or changes to their responsibilities.

A copy of this statement will be brought to the attention of all members of staff. It will be regularly reviewed and updated as necessary, or at least annually.

Additional information to implement this policy is contained in the attached Schedule of Duties. Further information is contained within the Health and Safety Manuals. These can be found in the school office.

## ORGANISATION

The school recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within or visit the school.

The following is a summary of individual responsibilities, their consequent structure and accountability.

### **Governors**

The Governing Body has the responsibility to ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to both staff and pupils, although it should be emphasised that unnecessary responsibility cannot fall on individual members of the Governing Body, nor can the Head of the school or employees avoid responsibility by referring urgent matters to that body for information and decision. The Governors will be kept informed of all developments relating to health and safety matters and Clerks to Governors will include such matters on the Agenda for termly meetings.

### **Governors must ensure:**

- a) Implementation of the Council's Corporate Health and Safety Policy, the Children and Young People's Directorate Health and Safety Policy within the School, and instituting a health and safety policy for the school.
- b) That in co-operation with the Headteacher, an individual school Health and Safety Policy is produced, and this policy is regularly reviewed and revised as and when necessary;
- c) That risk assessments are undertaken of any activity that has significant associated hazards and that a written record of these assessments are kept and reviewed regularly;
- d) That sufficient funding is allocated for health and safety issues e.g. training, provision of personal protective clothing etc;
- e) That regular health and safety inspections of the premises are carried out on a termly basis; with copies of inspection reports sent to Corporate Health and Safety and Directorate.
- f) That the Governing Body receives an annual audit of health and safety systems and standards of health and safety from the Headteacher;
- g) That a positive health and safety culture is established and maintained.

## **Headteacher**

The Headteacher is responsible and accountable for the implementation of this policy and the compliance with all relevant legislation in every area and activity within the school. In order for this to be achieved, his/her operational duties include the following:

- a) Ensuring that all members of staff (including new staff, supply staff, newly qualified teachers, students and voluntary helpers etcetera) are aware of the contents of the school health and safety policy and all safe working practices.
- b) If deemed necessary, appointing one or more members of staff (Health and Safety co-ordinators), undertaking specific duties in relation to health and safety (this post is not to be confused with union appointed safety representatives. This is an extra role to enable the Governing Body/Headteacher to effectively manage health and safety.)
- c) Ensuring that risk assessments are carried out on any activity that has significant associated hazards. South Tyneside LEA recommends that a group approach to risk assessment be executed, usually consisting of an individual who has received specific training in the theory of risk assessment, a teacher/head of department/ assistant who has the hands-on experience of tasks being assessed, and any safety representatives that school may have. Where significant risks are identified, appropriate measures and/or safe working practices be introduced to reduce/eliminate such hazards.
- d) Undertaking inspections of the school premises, plans, equipment and working practices on a termly basis. Where necessary implement any changes and improvements. A copy of the inspection checklist and action plan to address identified deficiencies should be sent to Corporate Health and Safety and the LA.
- e) Providing an annual report to the Governors of the school regarding safety performance – risk assessments carried out, fire drills carried out, also accidents that have occurred and any identified trends, etc.
- f) Making recommendations to Governors where Health and Safety funding is required, and advising on any safety policies that need to be introduced.
- g) Ensuring that effective first aid provision and accident reporting procedures exist in accordance with the guidelines issued by the Corporate Health & Safety Team (to allow South Tyneside Council to comply with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations).

### **Assistant head/s**

The Assistant head is responsible to the Headteacher for the health and safety of all staff, workplaces and activities under their control. To achieve this, their duties include the following:

- a) Ensuring that all staff, pupils, supply teachers and voluntary helpers are aware of the requirements of the Health and Safety Policy, and the safe working practices that apply to their area of activity.
- b) Actively encouraging the participation in health and safety and welfare matters of all pupils.
- c) Making known to the Headteacher any identified training needs.
- d) Establishing and regularly reviewing safe working practices for activities under their control.
- e) Taking effective action and/or immediately referring to the Headteacher any health and safety problems brought to their attention. This includes the stopping of any practices or the use of any tools, equipment etc. which are considered unsafe. This is to be enforced until safety levels are adequate.
- f) Ensuring on a termly basis that all items of portable electrical equipment (including new purchases) are entered on the school inventory before use, and that visual inspections of all equipment take place before each use. Defective or damaged equipment must be isolated and taken out of use until repaired or replaced, (repaired by a competent person only).
- g) Checking the adequacy of fire precautions and procedures in liaison with the Headteacher.
- h) If an accident or incident occurs, assisting in the accident investigation regarding any findings and recommendations to prevent a recurrence.

## **Teaching Staff (Including Supply Teachers)**

Teachers have a duty of care under Health and Safety Legislation. In order to achieve this, their duties include the following:

- a) Ensuring that all staff (including temporary staff and supply teachers) and students etcetera assigned to help, are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them (e.g. risk assessment).
- b) Implementing the health, safety and welfare procedures for pupils at a level appropriate for their requirements also communicating information about hazards that may be encountered and the measures necessary to reduce risk in terms that they can readily understand.
- c) Exercising effective supervision of pupils and maintain an awareness of emergency procedures in respect of fire, first aid, accident reporting etc. carrying them out as necessary.
- d) Seeking information on any special safety measures to be adopted in their own teaching areas and ensure that they are adhered to.
- e) Setting an example by personally following safe working practices.
- f) Ensuring that where necessary, the appropriate protective clothing, guards etc. are available, in good condition and are used. All electrical equipment should be visually checked before use.
- g) Reporting to the Headteacher or Head of Department any defects in equipment or identified inadequacies in procedures. (Where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled 'awaiting repair', 'under repaired' or 'replace'.)
- h) Integrating all relevant aspects of health and safety into the teaching process and if necessary, giving special instruction; e.g. the use of equipment in technology lessons.
- i) Assisting in ensuring that all persons evacuate the building in the event of a fire alarm sounding.

## **Non Teaching Staff**

There is a need to identify the duties and responsibilities for the following categories of staff where appropriate. As these differ for each establishment it is not possible to provide a 'model'. Remember that in allocating duties consideration should be given to the degree of risk as well as competence of the individual, training, instruction, supervision and authority needed to carry them out.

It is suggested that a format similar to the preceding pages be adopted for the following groups of employees within your school.

All employees have legal responsibilities under The Health and Safety At Work Act. Those duties are to safeguard themselves, colleagues and others in the workplace.

### **Trade Union Safety Representative**

Any Trade Union Safety Representative will be encouraged by the Headteacher to fulfil his/her duties as well as being released for any appropriate training. The Headteacher will also consult regularly with the Safety Representative on Health & Safety matters. He/she will be entitled to inspect the school in accordance with the agreed Trade Union/Authority procedures.

### **Health & Safety Executive**

The Health & Safety Executive (HSE) have many powers, including the right to visit the school and have sight of all relevant policies and documents.

They have the right to turn up for announced or unannounced visits, however they will usually visit in connection with an accident that has been reported to them.

All visits and communications with the HSE must be notified to the Corporate Health and Safety team and the LEA

## **ARRANGEMENTS**

The school recognises its obligations to identify arrangements designed to make its safety policy effective.

All staff should be aware of the following arrangements:

### **Risk Assessments**

Risk assessment is a principle requirement of the management of Health & Safety at Work Regulations. Regulation 3 requires all employers and self-employed persons to undertake a systematic assessment of all risks (except the trivial) to workers and any others who may be affected by their work activities. The purpose of the risk assessment is to assist the employer to determine what measures to take in order to establish safe systems of work and to comply with health and safety legislation.

This school has completed risk assessments in the following areas: -

- School trips
- School transport, (not the condition of contracted transport, but the arrangements for use of school mini buses and the arrangements for contracted school transport e.g. pick up points, separation of pedestrians and traffic turning circles etc.)
- use and condition of outdoor play equipment
- use and condition of indoor play equipment
- Craft/design and technology (e.g. use of scissors)
- Manual handling assessments for teachers/caretakers who have to move heavy or awkward loads.
- Fire risk assessments
- Display Screen equipment assessments
- Control of substances hazardous to health assessments
- Cookery activities
- Swimming
- Lone working (e.g. caretaker or teachers with parents)
- Any work experience placements you may occasionally have
- P.E. activities and P.E. equipment
- Contractors working on-site
- Violence to staff (e.g. lone working situations)
  - Walking to and from events
- Security

This is not an exhaustive list.

### **Fire and Emergency Procedures**

Each week the alarm will be tested to ensure that it is effective. Points from different zones are used to trigger the alarm to ensure that all break glass or other points are in working order. Details are recorded in the Fire Log Book.

Fire drills must be carried out at least once per term to enable everyone to become

familiar with the evacuation procedure. Details should be recorded in the Fire Log Book.

In each room there should be a diagram showing exit and line up points. The location of explosive substances such as gas and paint should be known and the Senior Fire Officer informed upon arrival.

Fire exits and fire exit routes should be free from obstruction at all times.

All exit doors must be unlocked whilst there are people in the building.

All fire exits must be clearly signed and comply with legislation e.g. including a pictogram.

All visitors should be made aware of arrangements in case of fire.

The fire log book is kept in the caretaker's room. Full and detailed records are kept of evacuations, call point testing, alarm system servicing, fire fighting equipment checks etcetera.

**What to do in case of fire.**

- 1) Sound the alarm via the nearest call point.
- 2) Immediately leave the building via the nearest safe exit and go to the designated assembly point (junior playground). Where possible close all doors behind you.
- 3) Designated members of staff should ensure the Fire and Rescue Service has been called.

NOTE: The alarm ceasing to sound does NOT indicate that it is safe to re-enter the Building.

On sounding the alarm the fire brigade will be summoned if necessary by senior management. All staff, pupils and visitors must leave the building immediately, closing doors behind them as necessary.

Lines up points have been designated and a diagram displaying where they are is placed in each room.

Only if there is no risk to personal injury should attempts be made to tackle a fire using a suitable fire extinguisher. In addition, if there is no risk of injury, mains services such as gas and electricity should be turned off.

**Action on Hearing a Fire Alarm**

- The teacher or responsible adult will supervise children leaving the building by an appropriate exit, closing the door when the last person is out.
- Proceed to line up point in the junior playground
- Walk quickly do not run.
- Keep calm.
- Do not stop to collect any personal belongings or books.
- Registers will be taken to the line up points by the secretary and distributed to teachers for roll call.
- If the fire brigade have been called there must be clear access to the site for the emergency services.

## **Lettings**

Details of fire procedures will be given to hirers.

Special precautions must be taken for large gatherings (e.g. plays)

All emergency exits must be unlocked while the building is occupied.

Access to a telephone is advisable, however if access is not given this must be communicated to hirers so that they can make their own arrangements.

The Caretaker must inspect premises after their evening use and check for possible fires.

The no smoking policy must be communicated to the hirers.

If the caretaker discovers a fire when the school is unoccupied, he/she must sound the alarm and call the fire brigade.

The Headteacher must be informed immediately.

## **Contractors on site**

Before we select contractors, we will make sure that they not only have a good work record, but also a good health and safety record. The Corporate Health & Safety Team must be notified at an early stage on proposed projects. This will enable the group to consider any health and safety design issues and ensure that the contractor has satisfied all relevant health and safety criteria (refer to Corporate Health and Safety Policy)

Have they got any history of working within a school in this area, how did this go what reputation have they got?

What is their accident rate, when was the last time they had a reportable accident?

Have they had any Health and Safety Prosecutions/investigations in the last 3 years?

(Your chosen contractor must be known to the authority and be fully accredited, for confirmation and further advice contact Corporate Health and Safety Team who will be able to advise.)

Before any contractors are engaged to work on this school site for any jobs other than routine maintenance, we will check with Building Services/Asset Management, to make sure that the job can go ahead. Sometimes pending on the job type, size duration etc other regulations come into play that need to be followed such as The Construction Design and Management Regulations (CDM Regs ).

Once we have checked with Building Services or Asset Management and they have advised that the job can go ahead we will then and only then engage any contractors to work on site.

When Contractors arrive on site to commence work the following Safe Systems of Work

will be followed

1. All staff will be informed of the works being carried out and any areas that are likely to be affected. Also the duration and timing of the works will be discussed.
2. Ensure that any changes to the job are discussed with the Headteacher or representative, and any changes affecting timing, or health and Safety be looked at and action taken where necessary.
3. Ensure that any contractors working on site or sub contractors are familiar with our Health and Safety Policy and are aware of any local safety rules.
4. Monitor the contractors performance during the works and take appropriate action when necessary. If you believe there to be a detrimental effects on Health and Safety then the job should be stopped until you are satisfied with the Health and Safety practices.

### **Asbestos**

South Tyneside Council has prepared a register of where asbestos is may be found at this school. It identifies where Asbestos is known to be present in areas of the school, please refer to the asbestos register located in the Headteacher's office.

When any building/modification works are carried out in this school we will assume that the presence of asbestos is likely and make the contractors aware of this fact, so that the necessary measures can be taken before work commences. We will discuss this with Building Services/Asset Management before work commences, as part of the risk assessment process.

Please refer to the Corporate Health and Safety Policy Manual with regard to the Asbestos Management Plan

### **Rubbish and combustible waste**

This should not be left in the boiler room (boiler rooms should not be used for storage) or in the area beneath the stage, in escape routes or in passageways.

Such materials should be put in a metal or non-combustible container and be disposed of as soon as possible. If bins stored outside, where possible, they should be stored 6 metres away from the building.

### **Fire Guards**

These **must** be used when temporary gas heaters are in use.

## **Displays and Decorations**

Decorations must not be placed near temporary heaters or suspended by light fittings.

## **Smoking**

Smoking is not permitted on school premises or the grounds.

## **Electrical supplies and fittings**

Any faults must be reported immediately. Any faulty fittings (e.g. cracked sockets etc.) should be isolated and labelled for repair. (See Equipment and Materials for electrical testing of equipment)

## **Boiler Rooms**

Boiler rooms must not be used for storage.

## **First Aid Policy**

### **Statement of First Aid**

The school's arrangements for carrying out the policy include nine key principles.

- Places a duty on the Governing body to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school.

### **Staff currently holding a first aid certificate:**

Mrs Yolande Whittle – first aid at work and paediatric first aid

Mrs Sharon Pattinson – paediatric first aid

Miss Carly McAlindon- paediatric first aid

Mrs Karen Miller – first aid at work

Mrs Claire Charlton – paediatric first aid

Miss Kirstie Linfoot – paediatric first aid

Mrs Vanessa Kelley – first aid at work

Mrs Jane Crawford – first aid at work

Miss Samantha McCarthy – paediatric first aid

### **Materials, equipment and facilities.**

The school will provide materials, equipment and facilities as set out in DfEE 'Guidance on First Aid for schools'.

The locations of First Aid Kits in school are:

- The First Aid room including travelling first aid kit for school trips
- Inside The Foundation Stage cloakroom
- Outside the Nursery in the Outdoor area
- School Office
- Kitchen

The contents of the kits will be checked on a regular basis by Mrs Whittle.

Records of training will be reviewed annually and any foreseen training requirements will be addressed.

Notices giving details of whereabouts of first aid facilities will be displayed at appropriate sites.

At all times there are people on the School premises and for off site activities i.e. school trips there should be a first aider present. At least one first aid kit will be taken on all off site activities, along with individual pupil's medication such as inhalers, epipens etc.

The minimum requirement is that an Emergency Aid Appointed Person must be present to take charge of the first aid arrangements but this is unusual and must be determined via risk assessment and recorded in a retrievable form.

All teaching staff act in loco parentis during the time that the school is open for children.

All injuries, whether to staff, pupils or visitors, must be recorded via the school accident book or for more serious injuries, on the accident report forms. South Tyneside Council guidance for accident reporting should be followed at all times.

Any serious injuries should be transported to hospital by ambulance as the patient's condition could worsen. Accidents of this type should be reported by telephone or e-mail in the first instance to the Corporate Health and Safety Team (0191 4247341/6) and then followed by a written report/investigation using appropriate South Tyneside Council paperwork.

No attempt to move an injured person should be made until a proper examination and assessment has been completed.

There is clear evidence that premature handling of the casualty has worsened injuries.

Minor injuries may be treated on a self-help basis or by any members of staff in loco parentis.

### **Medicines**

Medicines are administered on receipt of a completed medicine administration form signed by the parent (Forms 3A & 3B) and Form 4 by staff. Medicine is only administered where clear name, date and dosage is visible. Parent to sign form at the end

of the day / session confirming medicines administered and time last dose was received. Not all medication may be administered by school staff, in this situation, a planning meeting will be held to agree procedure for administration.

**If children collected by After school provision school will telephone parents to notify them of medication administered.**

All children in receipt of regular medicine and medical conditions have a medical care plan and training is delivered where required. Medical care plans and a list of medication are displayed in the child's classroom, school office and staffroom. Where individual medication relates to allergies & anaphylaxis a care plan is in place and all relevant staff including kitchen staff and lunchtime supervisors are informed and lunch arrangements for food allergies include supervision. Staff inform the next teacher & LSA of medical needs of pupils as part of class transition. Parents are responsible of informing school of medical needs, changes in medication / condition and for supplying medication and ensuring it is in date. Staff will update medical records in consultation with parents and/or health professionals.

### **Information on First Aid arrangements.**

The Head teacher will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents.
- The arrangements for First Aid.
- Those employees with qualifications in first Aid.
- The location of First Aid kits.

In addition the head teacher will ensure that signs are displayed throughout the school providing the following information:

- Names of employees with first aid qualifications.
- Location of first aid boxes.

All members of staff will be made aware of the school's first aid policy.

### **Epilepsy**

If a known epileptic suffers a short seizure and shows rapid signs of recovery, then it is appropriate to sit the child quietly and to closely monitor his/her condition.

If the person suffers an injury during the seizure, then immediate first aid should be given.

If the fit is violent and/or prolonged, medical help should be sought, or an ambulance called as well as contacting the parents, or partners in the case of adults.

All staff are to be informed of children who are epileptic and are to be aware of action to be taken.

If a child with no past history of epilepsy has a seizure, parents should be contacted immediately and medical advice sought.

In the event of fatal or serious injury, nothing at the site of the accident must be moved, except for helping the injured, until a thorough examination has been carried out.

Trade Union Safety Representatives must also be informed of injuries and dangerous occurrences.

Parents/guardians or next of kin must be contacted as soon as possible.

### **Pupil accidents involving their head**

The governing body recognises that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

- Where emergency treatment is not required, a 'Head bump' letter will be sent home to the child's parents or carers. Staff will inform parents on collection of their child when possible, as a precaution, a letter will also be issued to the child to put in their school bag. It is the parents' responsibility to check the child's bag for letters daily. The accident will be reported in the first aid book.

Where the injury is assessed and deemed more serious or the child complains of any additional side effects, the child's parents or carers will be contacted and advised of the accident. The parents or carers will then be asked to come to school to check on their child or to collect with the advice of seeking further medical attention.

- Head bump forms are kept in the first aid files located at all first aid points.

### **Pupil injury to or near intimate areas**

Where an injury occurs to or near an intimate area of the child's body this will be assessed as follows:

- Depending on age the child will be asked to check the area independently in a toilet cubicle. The first aider will remain outside of the toilets.
- On the child's inspection, if an injury to an intimate area is reported the parents or carers will be contacted and asked to come in and assess the injury due to its nature, first aid may be administered if required immediately e.g. blood loss with another member of staff present.
- On the child's inspection, if an injury is reported that is close to but not an intimate area, then this can be assessed by a first aider with another member of staff present.
- All details of the incident will be reported and both members of staff will sign the first aid form. The parents will be advised when collecting their child.

### **Transport to hospital or home**

- The head teacher will determine what is a reasonable and sensible action to take in each case.
- Where the injury is an emergency an ambulance will be called following which the parent will be called.
- Where hospital treatment is required but it is not an emergency, then the Head teacher will contact the parents for them to take over responsibility for the child.
- If the parents can not be contacted then the Head teacher may decide to transport the

pupil to hospital.

Where the Head teacher makes arrangements for transporting a child then the following points will be observed:

- Only staff cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured pupil.

### **Accident Reporting**

The Governing body will implement the LA's procedures for reporting:

- All accidents to employees
- All incidents of violence and aggression.

The Governing body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees.

- An accident that involves an employee being incapacitated from work for more than three consecutive days.
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and pupils an accident will only be reported under RIDDOR:

- Where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;
- It is an accident in school which requires immediate emergency treatment at hospital

For each instance where the Head teacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought.

Where a pupil has an accident it will be reported to the LA.

All accidents to non-employees (e.g.) visitors which result in injury will be reported to the authority.

## **Design and Technology**

All Design & Technology activities must be risk assessed and suitable controls to reduce risk to an acceptable level implemented prior to the activity taking place. CLEAPPS have produced guidance and model risk assessments to assist in this process. If a copy of CLEAPSS guidance is not available at the School the Corporate Health and Safety Team should be contacted.

Staff should ensure that:-

Children are well supervised at all times.

Protective clothing is worn when appropriate.

Sharp edged tools are stored so that the cutting edge cannot be accidentally touched.

All tools are stored appropriately in commercially purchased storage units.

Files and similar objects have properly fitted handles.

Hammer heads must be checked regularly.

Tools must be used for their intended purpose.

Scissors must be handled correctly and be of the round edged type.

## **Food Technology**

All food technology activities must be risk assessed and suitable controls to reduce risk to an acceptable level implemented prior to the activity taking place.

Appropriate food hygiene standards must be observed.

Housekeeping in this area needs to be good.

Passageways must be kept free for safe movement.

Coats and bags must be stored outside this area.

The floor should be kept clean, and 'clean as you go' practices should be adopted.

Spillages must be cleared up immediately and the area dried with paper towels.

Windows and ventilation should be properly controlled.

Staff should note various means of exit from the cookery area.

There must be no displays, pictures or pin boards near the cooker.

Fire fighting equipment including fire blanket extinguisher should be in close vicinity.

These must **NOT** be sited over the cooker but near the exit to this area.

There must be adequate and safe working practices drawn up for this area all pupils should:-

- Wear clean aprons
- Tie back long hair
- Remove jewellery e.g. rings
- Be discouraged from wearing loose clothing
- Must not carry hot substances
- Must not be allowed to do any frying
- Must use plastic graters only etc.

### **Equipment and materials**

#### **Correction Fluids**

Should be water (not solvent) based.

Children should not bring their own correction fluids into schools.

#### **Rotary Trimmers**

The trimmer is kept in stockroom. Care should be taken while carrying, and it should be returned to the designated storage area after use.

#### **Pen Tops**

Pens supplied to children should be without tops where practicable. If children bring their own pens, they should be advised to dispose of the tops. Staff need to be vigilant about this as there has been several accidents and subsequent deaths due to children putting pen tops into their mouths.

#### **Kettles and Microwave Ovens**

Kettles and microwave ovens should not be used in classes or activity areas except in specialist areas designed for such purposes.

#### **Installations**

Only approved contractors will be used after consultation with Building Services.

#### **Extension Cables**

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Extension cables must not be used permanently - only as a temporary measure. Those with multi sockets may be used for low powered equipment only, e.g. computers. Equipment such as heaters and kettles must be plugged directly into a wall mounted

socket.

### **Electrical Equipment**

All electrical equipment details should be entered in the inventory book which is kept in the main office.

All equipment should be regularly tested and labelled by the competent person undertaking the test.

Any defective equipment must be taken out of service, labelled and stored in a secure place so it can not be used until repaired.

### **Printing and Reprographics**

The machine in use within this school is in the staff room, the ICT Suite and the main office.

Children must not use the photocopier.

### **Gas**

There must be access to the isolator at all times. Keys will be kept in the caretaker's room. Gas isolation valves should be clearly identified.

### **P.E. and Swimming /after School activities**

Staff are reminded that:

- 1) If a parent has put a restriction on a child's activity on medical grounds, it is the PARENT ALONE WHO CAN REMOVE IT.
- 2) If a child taking part in an unaccustomed physical activity is known to have a disability, or have an ongoing medical complaint (e.g. asthma, epilepsy, cystic fibrosis, etc), reasonable adjustments should be made to enable the child to participate. This may involve a higher level of supervision

If these two points are not followed, a serious situation could develop, which may result in claims for damages should an incident occur.

There is specific guidance available in the BAALPE Safe Practice in Physical Education, which we follow.

A note of consent must be received from the parent/guardian before a child may take part in swimming and any after school activities.

### **Cancellation of Activities**

Parents/guardians must be notified in advance if after school activities have to be cancelled. Where this is not possible, children must be kept in school until the time they would normally leave at the end of the activity.

### **Equipment**

Any defects or damage should be reported immediately, and taken out of use awaiting repair if necessary.

### **Swimming Supervision**

There should be continuous supervision and there must be at least one qualified adult (**with a life saving qualification min: RLSS/ASA Rescue Test for teachers or National Pool Lifeguard qualification.**) and 1 other supervisor (able to demonstrate the competencies indicated below) on the poolside.

*NB: if a QTS teacher is not present poolside, it is important to remember that the supervisors/instructors must still be working under the direction of a qualified teacher (QTS).*

There should also be adequate qualified cover for this lifeguard should he/she have to leave the poolside for any reason. The instructors working with swimmers cannot be the lifeguard but may be used to provide cover if they are adequately qualified. In this case the instructor must stop teaching and their pupils must leave the water.

Teachers are instructed that they do not allow children into the pool unless the pool lifeguard is in attendance or if the individual teacher(s) possess the relevant qualifications.

### **School Outings/ Trips**

Refer to South Tyneside Corporate Health and Safety on 'School trips and Adventurous Outdoor Activities'. Medical care plans and individual medication must be taken and appropriate risk assessments carried out. A person who has been trained in first aid will accompany all off site visits.

### **Animals in School**

Animals can play an important role in the education of children. Children can learn about their needs and characteristics. Only suitable animals should be used in the school and proper planning considered for their welfare, particularly during holiday times. Recognised publications (e.g. CLEAPSS guides) should be used to determine suitable animals and should be available when keeping animals in school. This procedure is a guide to the precautions taken by the school.

Be aware that there are some animals and plants that can not be taken from the wild.

Have a reliable reference book available on the animal such as those produced by the

RSPCA.

Only obtain animals from reputable suppliers.

Ensure that children wash their hands before and after handling animals.

Animal housing to be kept clean and disinfected as required.

Do not allow contact between school animals and wild animals to avoid transmission of disease.

Do not allow children to bring dead or injured animals in to school.

If animals wander on to floors or tables wash afterwards.

Teach children how to handle the animals with care.

Feed animals correctly.

Any animal bites and scratches should be washed carefully. Seek medical advice if there is any risk of infection.

### **Piano**

The piano is sited in the School Hall.

Only adults should move it.

There should be one person at each end and then it should be on a smooth, level surface. Specific care should be taken when moving a piano backwards or forwards, as a falling piano will always fall backwards or forwards. It is therefore important to keep the area clear of obstructions and people.

A visual check on castors should be made to check that they are adequate for the load.

The piano must NOT be moved up or down stairs/steps.

A risk assessment needs to be carried out before the piano is moved.

## **Violence to Staff**

The Governors are concerned about the possibility of staff being subjected to violence of any kind whilst working in school.

If any member of staff is subjected to **any** aggression on school premises they **must** inform the Headteacher immediately. Staff are asked to keep written records of such episodes.

A V1 report form should be completed and sent to the Education Health & Safety Officer at the LEA.

Appropriate steps will be taken by the Headteacher to deal with such a situation.

If necessary, the Governors and LEA will be informed and involved.

## **Accidents**

All accidents must be reported to the Headteacher and entered into accident book which is found in the first aid room and also complete the AR1/ AR2 /AR3 documents.

Fatal or Major Injuries must be reported immediately by telephone to Health and Safety Manager (0191 4247341) and also to the Chair of Governors for guidance. This must be followed up by the completion of an accident report form and sent to the Education Health and Safety Officer.

Dangerous Occurrences must also be reported immediately by telephone to Health & Safety Manager (0191 4247341).

## **HIV/AIDS**

There are publications available regarding the care of children and adults who suffer with HIV/AIDS.

Also see Health & Safety Manual.

## **Infectious Diseases**

There are publications available regarding the care of children and adults dealing with 'Infectious Diseases'.

## **Lone Working**

Lone work is that in which the person undertakes a specific activity unaccompanied or without immediate access to another person for assistance. (Lone working is not where individuals experience transient situations in which they find themselves alone, but where individuals are knowingly or foreseeably placed in circumstances in which they undertake work activities without direct or close supervision).

Generally it is acceptable for employees to work alone, provided the School complies with legislative duties and exercises the common law 'duty of care' to the individual(s) concerned. (Lone working is prohibited in specific circumstances e.g. working with live electrical conductors, confined spaces, etc.). The Corporate Health and Safety Team can advise on this, if required.

Whilst recognising that flexible working arrangements are helpful in an Education environment, the need for lone working should be avoided wherever possible.

The responsibility for implementing planned and effective safe systems of work for those who work alone is that of the person who controls the work activity. This responsibility cannot be delegated to those who work unaccompanied.

However all employees have a responsibility to take reasonable care of their own safety and to co-operate with their employer. Employees should not knowingly place themselves in situations which expose them to additional risk by working alone, without having first collaborated in the development and implementation of a 'safe system of work' and without the full knowledge of their line-manager.

If a person finds that they are placed in a situation, which may be considered to be that of a 'lone worker', then they should make sure that their manager is made aware of these circumstances at the earliest opportunity and then assist in the process of identifying the steps needed either to prevent the 'lone worker' situation from arising, or if this is not possible, assist in developing the precautions necessary to ensure their own safety.

To satisfy the current legislative requirements, it is necessary for the risks associated with 'lone working' to be assessed i.e.:

- Identify all persons who may be required to work alone and the foreseeable circumstances in which this may occur
- Identify the hazards to which the person(s) may be exposed and the current controls in place to minimise the risks to their safety
- Assess whether these controls are adequate and whether there is more that could reasonably be done to further reduce the risks
- Develop and implement safe working arrangements, including the provision of information, instruction, training and supervision
- Monitor and review the safe working arrangements for effectiveness

It would be expected that this risk assessment process is undertaken as a collaborative exercise by the 'lone worker' and their line manager and that the agreed safe working

procedures are recorded and communicated to all person(s) who may be required to work alone and any colleagues who have a role to play in ensuring their safety. Special consideration needs to be given to identifying the training and the level of competence required, to enable persons to work alone, safely. This is normally set at a higher level than that required for those who work with other colleagues.

Arrangements that are implemented to ensure the safety of 'lone workers' need to be subject to a monitoring regime which is commensurate with the risk, by their supervisor/line manager. (This might range from periodic visits, to the implementation of Permits to Work or CCTV observation).

'Lone workers' have a responsibility to inform their line manager if they have any concerns over the effectiveness and efficiency of the agreed arrangements and they should also be subject to a periodic review.

The purpose of a risk assessment is to establish:

1. Whether the work can be done safely by an unaccompanied person; and
2. The arrangements necessary to ensure that a lone worker is not exposed to a greater risk than those who work together. For example:
  - Does the workplace present a special risk to a lone worker? (e.g. due to the environment, location, contents, unfamiliarity, ...)
  - Does the work activity present a special risk to a lone worker? (equipment, process, substance, location, time, members of public, handling cash, e.g.)
  - Is there a safe way in and out for one person? (both in the course of the normal work and in the event of an emergency)
  - Can the equipment in use be adequately controlled, handled by one person?
  - Can all goods, substances and materials in use be safely handled by one person?
  - Is the working environment appropriate? (e.g. heating, lighting, ventilation etc.)
  - Does the lone worker have, or have access to first aid facilities?
  - Does the lone worker have access to a suitable means of communication, or other means of summoning assistance, should this be required? e.g. (mobile telephone, radio, inactivity alarm, etc.)
  - Is there a risk of violence associated with the work activity and/or location?
  - Is the lone worker more at risk due to their gender or their inexperience?
  - Has the employee received sufficient information, instruction and training to enable the work to be undertaken safely whilst alone?
  - Has the employee received specific training in how to respond to foreseeable emergencies which may arise in the course of their work alone?
  - Is the lone worker medically fit to undertake the work alone? (e.g. health checks,

health monitoring etc.)

- Are there contingency plans in place should an alert/alarm be raised by a lone worker? Are these plans well known and rehearsed? (e.g. would you or your colleagues know what to do, who to contact, etc.)

The outcomes of the risk assessment process should be written down, normally in the form of a procedure or a 'user' checklist, which defines:-

- the conditions under which 'lone working' would be permitted,
- the scope of the work permitted and
- the arrangements necessary to ensure the safety of the 'lone worker'.

The 'lone worker' is obligated to follow the agreed procedures and protocols established to ensure their own safety and has a responsibility to ensure that the agreed arrangements are in place prior to commencing work. Where there are concerns regarding any aspect of the arrangements, advice should be sought from an appropriate, responsible person.

Where contingency plans form part of the arrangements, they should be clear, precise, communicated, practised and subject to periodic review.

Staff are encouraged to ensure that they do not place themselves, or those they are responsible for, in the situation below:

The worst case scenario is that individuals are working alone, unbeknown to others, including those responsible for their safety and well-being, for whom no safe system of work has been developed.

The HSE has published guidance on 'Lone Working', which can be found (and downloaded free) on the HSE's website:-

[www.hse.gov.uk/pubns/indg73.pdf](http://www.hse.gov.uk/pubns/indg73.pdf)

### **Hazardous Substances**

Hazardous substances include chemical and biological agents, including cleaning chemicals, adhesives, paints and substances used for science teaching. These should be kept locked away at all times not in use. Staff should not keep their own small stock.

Chemicals should always be stored in suitable containers the contents and hazards clearly labelled.

Incompatible chemicals, (e.g. oxidising agents and solvents) should be stored separately. A simple chart on how hazardous substances should be stored is attached. Hazardous liquids should be stored in suitable secondary containment that would safely contain any leakage.

To comply with the Control of Substances Hazardous to Health Regulations (COSHH) you need to:

**Assess the risks** to health arising from hazardous substances used in or created by your workplace activities.

**Decide what precautions are needed.** You must not carry out work which could expose your employees to hazardous substances without first considering the risks and the necessary precautions, and what else you need to do to comply with COSHH.

**Prevent or adequately control exposure.** You must prevent your staff and students being exposed to hazardous substances. Where preventing exposure is not reasonably practicable, then you must adequately control it.

The eight principles of control are:

- Design and operate activities to minimise generation, release and spread of hazardous substances.
- Take into account all relevant routes of exposure – inhalation, skin absorption and ingestion – when developing measures to control risk.
- Control exposure by means that are proportionate to the health risk.
- Choose the most effective and reliable control options which minimise the escape and spread of hazardous substances.
- Where adequate control cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment (e.g. gloves, goggles, etc).
- Check and review regularly all elements of control measures for their continuing effectiveness.
- Inform and train all staff on the hazards and risks from the substances they work with, the measures to minimise the risks and ensure adequate supervision.
- Ensure the control measures introduced do not increase the overall risk to health and safety.

For further information about hazardous substances used in science teaching please refer to the CLEAPSS guidance. For further assistance contact the Corporate Health and Safety Team on 0191 424 7431-6

### **Blood and other body fluids – avoiding contamination**

All staff should be familiar with this procedure before having to handle blood or other body fluids.

Treat all blood and body fluids as infectious.

Cover any cuts, scratches or abrasions with a waterproof adhesive plaster before starting

to clean up spills. Wear disposable gloves and, if necessary, disposable overalls.

Bio Hazard Kits, complete with gloves, aprons, absorbent granules, bio hazard disposal bags, etc are available from the first aid room.

Ask a first aider to clean and dress any wound as necessary.

Brush up absorbent materials once the fluids have been soaked up.

Clean surfaces exposed with suitable anti bacterial or disinfectant product.

Dispose of the gloves and wipe or contaminated material in a plastic bag, seal if possible, and dispose of in the main bin. If there is a yellow bag system in place, use the yellow bag and dispose in the Clinical Waste disposal bin.

Wash immediately and thoroughly where there has been accidental contact with blood or body fluid.

Medical advice should be sought immediately where exposure to blood borne pathogens has occurred.

Record incident in the accident book and complete the Accident Report Form.

### **Electrical Safety**

Used properly, electricity is of great benefit and a good servant. Misused it can be dangerous and a poor master.

All portable appliances should be subject to Portable Appliance Testing (PAT). Unauthorised appliances should not be brought into the School unless subject to PAT and entered on the Inventory of Portable Appliances in the School.

Staff should visually check each item of electrical equipment prior to use for signs of damage, e.g. cuts, abrasion to the cable covering;  
damage to the plug, e.g. casing cracked or pins bent;  
non-standard joints including taped joints in the cable;  
the outer covering (sheath) of the cable not being gripped where it enters the plug or equipment. Look to see if the coloured insulation of the internal wires is showing;  
damage to the outer cover of the equipment or obvious loose parts or screws;  
overheating (burn marks or staining);  
equipment that has been used in unsuitable e.g. wet or dusty conditions;  
also, investigate any unusual odours, e.g. grease, oils, insulation, lubricants - this often is first indication of a fault.

Beware and minimise trip hazards posed by trailing cables.

The fixed electrical installation should be checked at five yearly intervals. The installation must be checked annually in areas where a Public Entertainments License applies.

### **Highly Flammable Liquids**

Quantities of highly flammable liquids will be kept to a minimum and such substances stored in a locked metal cabinet. The cabinet should be at least 30 minutes fire resisting.

Highly Flammable Liquids must never be stored in refrigerators unless the appliance is Spark Proof

### **Health and Safety Inspections**

Health and Safety Inspections will be undertaken once per term by the Headteacher, Caretaker and a Governor. The results will be recorded and an action plan produced to address identified deficiencies. The Health and Safety Representative for the school is invited to accompany these inspections.

### **Work at Height**

Current legislation (The Work at Height Regulations 2005) requires that work at height be avoided where possible.

A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level.

Staff must:

- avoid work at height where they can;
- use work equipment or other measures to prevent falls where they cannot avoid working at height; and
- where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.
  
- The Regulations require that:
  - all work at height is properly planned and organised;
  - all work at height takes account of weather conditions that could endanger health and safety;
  - those involved in work at height are trained and competent;
  - the place where work at height is done is safe;
  - equipment for work at height is appropriately inspected;
  - the risks from fragile surfaces are properly controlled; and
  - the risks from falling objects are properly controlled.

Staff planning work at height must:

- ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height;
- ensure that the work is properly planned, appropriately supervised, and carried out in as safe a way as is reasonably practicable;
- plan for emergencies and rescue;
- take account of the risk assessment.

For further advice, contact the Corporate Health and Safety Team.

### **Ladders, Stepladders and Kick Stools**

Ladders and step ladders should be used only as a means of access, not as a working platform.

Extending ladders should only be used by persons who have received suitable instruction and training.

Access to roofs even retrieving balls, should not be undertaken during windy or severe weather.

Staff must not use chairs, etc., for access to high shelving or putting up displays. There should be sufficient stepladders or kick stools provided around the school. Staff should receive basic instruction in the use of step ladders to ensure that they are aware that they must not have any degree of side loading and that the top step should not be stood on, unless it is designed for this, and has a suitable rail to support the user.

There should not be any chairs in storerooms.

Ladders and stepladders should be Class 1 (Industrial) standard. Any Class 3 (Domestic) grade or wooden ladders and stepladders will be replaced with Class 1(industrial).

Ladders and stepladders should be subject to visual inspection prior to every use. A formal visual inspection should be undertaken by the Caretaker on a monthly basis and records kept. An inspection record form is attached.

### **Manual Handling**

Manual handling - including lifting, pulling, pushing, moving and carrying - should be avoided as far as possible.

If it is not possible to avoid manual handling then the risk should be minimised by breaking the load down into smaller parts where possible. Where this is not possible mechanical aids such as trolleys should be used. It may be possible to use a 2 or more person lift. Where there are manual handling tasks to be carried out then a suitable risk assessment must be undertaken and recorded.

Where staff have to carry out manual handling operations then the appropriate level of training will be arranged.

## **Office Safety**

The office is checked to ensure that adequate walkways are maintained that are free from tripping hazards from trailing cables, etc.

A Display Screen Equipment Assessment should be undertaken in respect of persons that habitually use computer equipment for an hour or more per day.

Adequate storage should be maintained and items stored below head height where possible. Items that are surplus to requirements should be disposed or recycled as appropriate. Where storage at height cannot be avoided suitable means of access should be readily available.

## **New and Expectant Mothers**

When a member of staff has become pregnant the Headteacher should be notified and an appropriate assessment carried out to ensure that while at work and return to work while breastfeeding conditions are suitable.

Further information is available from the HSE document: *A guide for new and expectant mothers who work*.

## **Safety Training**

The safety training needs of the school will be considered by the Senior Management Team and appropriate training arranged.

Appropriate safety training will be given to new or temporary staff at induction. As an absolute minimum, this basic training should include the procedures for fire and first aid. They should also be made aware of this safety policy and the procedures for implementing it.

The Headteacher will arrange refresher training as necessary.

## **Consultation**

There will be effective arrangements for joint consultation between Senior Management and representatives of staff within the School.

All staff are required to report potential hazards and if they are not satisfied with the actions taken to address their concerns they may raise the issue through their line manager. If the problem remains unresolved, then the issue may be referred to the Headteacher.