



Fairfield Primary School Health and Safety Policy

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By:	R Birtwhistle
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GENERAL STATEMENT

The Governors and Head Teacher of the School are committed to ensuring a safe and healthy environment and for providing safe equipment and procedures for all staff, pupils and visitors involved in school activities. They recognise their responsibility to consider the health and safety of contractors and any other person whose health and safety may be affected by school activities.

The effective management of health and safety ranks equally with any other managerial or supervisory responsibility. There is also a legal and moral responsibility on all employees to safeguard their own health and safety and to co-operate with their employer by following established procedures and bringing to the attention of school management any health and safety problems of which they are aware.

It is the intention of the Governors and the Head Teacher that the established policies and procedures issued by the LA shall be followed and developed locally to meet the needs of the

school, as set down in this policy statement. The aim is to ensure that health and safety becomes an integral part of school activities.

The Governors wish to encourage the recognised Trade Unions to exercise their legal rights to appoint safety representatives at the school, as provided for in the Health and Safety at Work etc. Act 1974. The Governors wish to work in a constructive and co-operative way with such safety representatives in order to promote high standards of health and safety.

ORGANISATION AND RESPONSIBILITIES

General

Day to day responsibility rests with the Head Teacher or in their absence with the Deputy Head Teacher or another member of the Senior Management Team. The Headteacher works alongside the LA and the governors to effectively manage health and safety in the best interests of all stakeholders.

Head Teacher

The Head Teacher will:

- Ensure that this policy is complied with at all times
- Ensure that all accidents, dangerous occurrences, diseases, near misses and property damage are reported and that their cause is investigated and that all reasonably practicable steps have been taken to prevent its re-occurrence.
- Ensure the maintenance and a competent person, in accordance with Borough Council's procedures, carries out repair of machinery, plant and equipment as appropriate.
- Ensure that adequate first aid provisions are made in accordance with the first aid arrangements management guidelines.
- Ensure that all employees including new employees receive adequate health and safety information, instruction and training to enable them to work without undue risk.
- Be available to any member of staff to discuss and attempt to resolve the health and safety issues not resolved through established arrangements.
- Ensure that staff are provided with and use protective clothing and safety equipment, which must be properly maintained and reviewed when required.
- Ensure effective arrangements are in force to facilitate the evacuation of buildings in case of fire or other emergencies and that fire-fighting equipment is readily available and properly maintained.
- Liaise with and consult local trade unions on health and safety procedures and ensure their effective implementation.

Health and Safety Liaison Officer

The Health and Safety Liaison Officer (HSLO) shall:

- Liaise and work closely with the Local Authority where necessary.
- Ensure that the health and safety policy is complied with.
- Undertake an annual health and safety inspection of the workplace (although in reality it happens far more than this) in conjunction with the Local Authority, the school site manager, a governor and a Health and Safety Officer, who will submit a written report the Head Teacher.

- On receipt of complaints from a member of staff, investigate the issue and take the appropriate action
- Following training, to undertake risk assessments in accordance with the management guidelines.

Site Supervisor

The site supervisor has a duty to check the general conditions of the premises and, in particular the non-classroom areas, and for ensuring that health and safety hazards are dealt with or reported to the Head Teacher. The site supervisor will use the Trust Every system to maximise safety, efficiency and communication as well as working closely with the Local Authority and the Health and Safety Advisor from Stockton Council.

The Site Supervisor will liaise with the local authority arrange that cleaners employed by the local authority are given necessary health and safety information on safe working procedures; that the safety checking of their equipment is carried out; and that cleaning materials area assessed in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 1999 and the management guidelines.

Teachers

All teachers are responsible for ensuring that their areas of responsibility are checked frequently to ensure that no health and safety hazards are present. Should a teacher identify hazards then they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level.

If the teacher cannot resolve the issue because it is beyond their remit, affects others areas of the school, or requires financial support, then the Head Teacher or the HSLO should be advised of the hazard/issue.

The following Curriculum Co-ordinators shall ensure compliance with the following guidance:

- Science – CLEAPPS
- Design & Technology – BS4163, 2000 Health and Safety for Design and Technology in Schools and Similar Establishments, Code of Practice.
- Physical Education – British Association of Advisors and Lecturers in Physical Education (BAALPE), Safety Practice in Physical Education.

All staff

All staff have a health and safety responsibility to ensure that they are safe in what they are doing and their actions/activities do not cause harm/injury to others. Accordingly, all staff shall ensure that they comply with the schools health and safety policy, training or instructions.

Non -teaching staff shall report hazards to their immediate line manager who shall address the issue in accordance with the policy. Teaching staff shall follow the guidance outlined in the teacher's responsibilities. Staff have received training on using Every that reports and logs safety incidents. This supports effective safeguarding and means that it is 'everyone's responsibility'.

Specific Responsibilities

The following staff have been nominated to be responsible for the following areas of health and safety:

- Fire Safety – R Birtwhistle
- First Aid – Karen Simcox
- Administration of medicine – Office Staff
- COSHH – Site Manager
- Electrical safety – Site Manager
- Display Screen Equipment – Paul Whitaker (computing Lead)

The above named people shall ensure that the Management Guidance, contained within the Health and Safety Manual, and the requirements outlined in this policy, are complied with at all times.

ARRANGEMENTS

Training

All new employees, teaching and non-teaching, shall be provided with induction training appropriate to their health and safety needs.

In the case of volunteer helpers, it will be the responsibility of the relevant teacher or supervisor to ensure that appropriate information is passed on to them.

All employees and volunteers shall on their first day of employment be informed of what to do in the event of a fire and what first aid arrangements are in place.

Refresher training and training in new areas of responsibility will be arranged for members of staff, either at their own request or at the direction of the Head Teacher.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

Emergency Procedures (Fire and Bomb)

All staff are required to ensure that they are familiar with the emergency procedures and the evacuation drill.

The fire alarms shall be tested quarterly and those staff not hearing the alarm shall report the fact to the nominated fire safety officer.

The fire evacuation drill shall be carried out once a term as instructed by the Head Teacher.

Staff are required to report defects or missing fire-fighting equipment to the Head Teacher immediately.

Fire exits, routes and fire-fighting equipment shall not be obstructed at any time.

Gas Safety

Staff working in areas where a gas supply is in use i.e. kitchens, boiler house, shall ensure that the gas supply is switched and locked off when not in use. That the gas supply is isolated in the event of an emergency.

First Aid

The staff members responsible for first aid shall ensure that the contents of the first aid boxes are replenished as necessary and comply with the contents laid down within the regulations.

All first aiders and staff shall ensure that accidents are reported as outlined below and that the staff member responsible for first aid is informed if items from the first aid box are used.

First Aid Provision

- The use of hygienic first aid practises by all staff.
- Mrs K Simcox, Mrs J Robinson, Miss Nixon and Mrs C Nixon are our primary First Aiders. In addition, all teaching staff in Early Years are trained in paediatric first aid. PE staff (Mr Fox is also first Aid trained). Auto-injector refresher training was given to teaching staff. Staff are retrained as and when necessary.
- First Aid boxes are sited in the Office, and each classroom. They are checked regularly.
 - The contents of The First Aid boxes comply with S.B.C. Health and Safety directives/recommendations.
 - The school now has an AED (defibrillator) on site (Mrs Dunford, Mrs Simcox and Mrs Robinson are trained in its use). The equipment is checked weekly by Mrs Simcox and has a yearly check - done in October '23.
 - If we need to summon an ambulance, we must also contact a parent or other contact number. The parent will accompany the child to hospital, unless in an emergency situation when the parent cannot get to school quickly enough and then a member of staff will accompany the child.

Administration of Medicines

Guidance on the administration of medicines to pupils is set out in "The Administration of Medicines to Pupils and the Management of Medical Conditions" (Sep 1998), (H98/51). The Governing Body has agreed that prescription medicines may be administered to children, at the specific request of the parent or guardian and in accordance with the procedures laid down in the Guidance. Medicines will be administered by volunteering members of staff who will undergo training in order to carry out the task. Medicines will be stored in the school office not accessible to children and in accordance with the guidance.

Accident and Ill Health Reporting

All staff are required to ensure that all accidents, incidents and near misses are reported to the schools main office, who will then ensure that serious incidents are reported to the Head Teacher and that the appropriate management guidelines, contained within the Health and Safety Manual are followed.

Equipment and Electrical Testing

The Head Teacher will ensure that testing, inspection and maintenance of equipment as outlined in the property log book and the management guidelines within the Health and Safety Manual are undertaken as required.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher. Equipment found to be unserviceable, or of doubtful serviceability shall be taken out of service, adequately labelled locked away and the defect reported to the Head Teacher or HSLO who will arrange for repair or replacement.

The Head Teacher will ensure that all electrical equipment brought into the school from other sources, e.g. on loan, or during a letting, has the appropriate test certificate and is formally visually inspected in accordance with the Electrical Safety Management Guidelines.

Contractors

The Head Teacher shall ensure that the LA guidelines regarding contractors are adhered to at all times.

Educational Visits and Journeys

All educational visits and journeys are required to be approved by the Head Teacher and risk assessments need to be shared with the head teacher within 48 hours of the trip going ahead.

Safe Physical Environment

- Annual safety audit of the school by a member of the Health and Safety department at Stockton Council.
- A no smoking policy in all areas of the school buildings and grounds.
- Provision of furniture of the appropriate height for each group of children and storage of all items in suitable containers and at a height appropriate to the user so as to reduce bending and stretching.
- Teaching children to dispose of rubbish appropriately, and the prompt collection of any litter by the site manager.
- Prohibition of the use of any substances in/outside of the school building without the permission of the Headteacher and COSHH and Risk assessments.

A Visitors' Signing In and Out using Inventry – online system and Visitors' Badges are allocated. A variety of security measures including outside lighting, movement sensitive alarm systems, key fobs used for main entry door.

Playground Safety

- Conscientious supervision of playgrounds at all times.
- Regular maintenance and inspection of playground.
- School rules about playground behaviour designed to maximise playground safety.
- Training and regular liaison with Lunchtime Supervisors.
- Challenging any unknown visitors.

Safety Within the Curriculum

- Children receive regular half-termly updates on e-safety issues as a pro-active approach.
- Children receive additional safety training through partnership work with Stay Safe, NSPCC and local community organisations.
- Training children to use tools and other equipment safely and properly.
- School uniform regulations which discourage the wearing of jewellery and require that long hair be tied back if appropriate.

This policy was amended and updated November 2023

R Birtwhistle Head Teacher

