

# Health & Safety – Schools

Adopted from Northumberland County Council

## Hillcrest School



**Approved by:**

**Date:** [Date]

Miss J Reid, Chair of Governors

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## Introduction

The health and safety of both staff and students has always been of paramount importance to the Governing body. Under the Local Management of Schools framework the Governors share the responsibility for health and safety in the school with the LA.

The Governing Body fulfils many of the functions of the employer and has significant responsibility for the day to day running of the school and the management of the delegated budget. The Headteacher is responsible for the discipline and internal organisation of the school, and for the safe conduct of the staff and students and all school related activities. The LA provides specialist advice in relation to safety matters and many of the services requiring technical expertise.

The Health and Safety at Work Act requires the employer to publish a Health and Safety Policy setting out the employers' statement of intent, management organisation and detailed arrangements with regard to health and safety. The policy must be brought to the attention of each employee.

In order to comply with this requirement, the Children's Services Safety Policy and Safety Information Manual (LA Safety Policy) is provided on the Corporate Health and Safety Team's website together with several other supporting policy documents. However, due to the inevitable differences in the internal management and organisation of schools, the LA Safety Policy is designed to provide generic advice allowing the flexibility for each school to develop and adopt its own safety management systems and procedures.

In view of this, the school's own safety policy has been devised to complement that of the LA and provide those details that an LA policy cannot. For ease, the school policy is cross referenced with the main manual.

The Governing Body acknowledges its responsibilities and sets out its own policy and arrangements for health and safety. In order to issue this policy, many members of staff have already done much work, and the Governors wish to acknowledge their appreciation of these contributions.

Clearly, the maintenance of a detailed policy will require a continuing commitment from staff and regular updating of the policy is carried out. Further contributions or suggestions from members of staff would be most welcome. In return, it offers the advantage of a clear and well organised safety management system, set out clearly for the benefit of everyone.

These detailed safety management arrangements play an essential part in the County Council's approach to risk management to reduce the number of accidents and incidents as well as reducing the cost of litigation which impose an unacceptable budgetary burden.

## **General Statement of Policy**

In partnership with the LA, the Governing Body recognises its responsibility to provide a safe and healthy environment for staff, students, contractors and visitors to the premises and will take all reasonably practicable steps within its power to fulfil this responsibility. Such matters include:

- a safe place of work and a safe working environment
- safe plant and equipment
- safe systems of work
- safe access to and egress from places of work
- the assessment of all significant risks associated with work processes, and the adoption of appropriate precautions
- the provision of adequate information, instruction, training and supervision
- adequate consultation with staff on all matters relating to health and safety, and the fostering of a positive safety culture in the school
- keeping abreast of legislation by obtaining advice from the LA and through persons competent in health and safety matters
- a written system of safety management which includes:
  - the identification of needs and objectives, in order of priority
  - the allocation of appropriate funds
  - the integration of health and safety planning within the School Development Plan
  - the regular monitoring of progress, and of safety performance, to be used in the planning process
  - an annual review of the safety policy
  - the inclusion of health and safety on the agenda of Governing Body meetings, at least annually.

## Safety Organisation

Title	Name
Chair of Governors	Miss Reid
Vice Chair	Mr Dexter
Governor with Safety Responsibilities	
Headteacher	Mrs Mead
Deputy Headteacher	Mr Phillip
School Safety Coordinator (if appointed)	
Subject Coordinators (and areas of responsibility, if not obvious)	
Coordinator - COSHH	Mr Bainbridge
Coordinator - Manual Handling	Mr Bainbridge
Coordinator – Fire and Emergency	Mr Bainbridge
Coordinator – First Aid	Mrs Green
Medication Coordinator	Mrs Atkinson
Educational Visit Coordinator (EVC)	Mr Belcher
Membership of the Safety Management Team (details to be inserted by the school)	Mrs Mead Mr Phillips Mrs Miller

### Headteacher

The Headteacher is responsible for the effective day-to-day management of school activities, including the safe conduct of staff and students. Assistance in this task is provided through the delegation of specific duties to those staff who comprise the management team, such as Deputy Heads, Department Heads and the Site Manager, where appointed.

The Headteacher, assisted by the management team, is required to:

- Establish a structured system of safety management, in accordance with LA guidance and the LA Safety Policy. This should be designed to identify safety requirements and objectives and set out clear priorities which are incorporated into the school budget planning process and, where appropriate, the School Development Plan.

- monitor and review safety performance regularly, and identify future needs in order to aid the planning process.
- implement a system for safeguarding all persons either on the premises, or involved in school activities, from risks which are reasonably foreseeable
- coordinate any necessary safety arrangements with any contractors working on the site
- implement such procedures as are necessary to comply with all health and safety legislation, in accordance with LA guidance
- provide regular reports on significant issues and general progress to the Governing Body
- foster the growth of a positive safety culture, in which all the staff share the aim of continuous improvement in health and safety. *(Ref in LA Policy: D)*

### **The Deputy Headteacher/Heads of Year**

The School Management Team is assigned specific duties to assist the Head in the day-to-day management of the school, and deputise for the Head during any period of absence.

### **Subject Coordinators**

The Subject Coordinator is responsible to the Headteacher for the safe management of the subject and for implementing specific school health and safety procedures relating to the subject area.

The Subject Coordinator will identify clear short and long term priorities of the Department/Subject with regard to health and safety and provide this information to the Headteacher so that it may be included in the normal budget planning arrangements.

The Subject Coordinator will maintain a permanent file of safety publications and guidance issued by the LA, or any other relevant bodies or professional associations, relevant to the subject. They will ensure that it is freely accessible to all relevant staff, and that all subsequent additions are brought to the attention of such staff, and added to the file, as appropriate. The Subject Coordinator will assist in the fostering of a positive safety culture within their subject area.

The Subject Coordinator will make appropriate arrangements for the periodic monitoring of safety standards, arrangements and progress towards identified objectives. They will report the results to the Headteacher, for incorporation in the regular review of safety matters and inclusion, where appropriate, in the School Development Plan and/or budget planning.

## **Unit Manager**

Facilities Services are the employing Directorate in the majority of school kitchens and they operate their own procedures.

In such cases the Headteacher and Unit Manager will liaise so as to coordinate any necessary safety arrangements which relate to each other's staff, and in relevant matters related to the management of the building in general.

Where a school manages the catering services directly or uses the services of a private contractor reference should be made to section E3 of the LA Safety Policy.  
(School to detail its own arrangements here)

## **Caretaker**

The caretaker is responsible to the Headteacher for the safe organisation and work of the service, and, as Head of a 'Service Department', for fulfilling all those functions listed under 'Head of Department', with respect to caretaking staff.

## **All Staff**

All staff have a duty to take reasonable care of themselves and other persons who may be affected by their acts or omissions at work. Individuals also have a duty to cooperate with their managers in order that the employer can fulfil its statutory duties. The Health and Safety at Work Act also makes reckless interference with or misuse of anything provided in the interest of health, safety or welfare an offence.

Health and safety legislation requires all staff to use all materials, equipment and facilities in accordance with the information, instruction and training which they have received. Furthermore, staff must observe site safety rules and all instructions on health and safety issued by the Local Authority Headteacher, Subject Coordinator or any other person delegated to be responsible for a relevant aspect of safety. Individuals must also assist Officers of the County Council and Inspectors of the Health and Safety Executive in their inspections and investigations

Staff must report immediately to their line manager any:

- serious and immediate danger to health and safety, including any defects relating to facilities or equipment
- matter which they, taking into account their instruction and training, would reasonably consider represents a shortcoming in the protective arrangements for health and safety
- accidents, incidents and hazards, ensuring that an accident report form is completed

# **The Management of Health and Safety**

The Management of Health and Safety at Work Regulations require that a thorough and modern system of safety management is adopted as described in Section B of LA Safety Policy.

## **General Arrangements**

The arrangements set out in Sections E to L of the LA Safety Policy remain in effect. The purpose of this section is to amplify those arrangements with the inclusion of specific details and, where necessary, identify responsible individuals. This clearly explains how the matter in question is managed within the school. It also provides an opportunity to include individual topics which do not appear in the LA Safety Policy, so that over a period of time this section may develop into a comprehensive and valuable resource.

Over the course of time circumstances may change. It is, therefore, important that these arrangements are reviewed so as to remain fully up to date.

## **Meetings of the Safety Management Team**

### *Purpose of Meetings:*

- To direct and coordinate the necessary planning for health and safety, and to draft the School's Safety Policy
- To review, prioritise and direct safety initiatives arising from:
  - plans submitted by departments and/or coordinators
  - reports concerning safety inspections, accident reports and other means of monitoring performance
  - new information or guidance received from the County Council, enforcing authorities or consultants
- To audit all parts of the safety management system on an ongoing basis.

### *Frequency of Meetings*

The frequency of meetings is determined by the size and complexity of the school and number of issues to be dealt with; it is set by the Headteacher. Additional meetings should take place after serious incidents or where necessary. *(Details to be inserted by the school).*

# Accidents

**(LA Ref: F1)** *(The school should modify the information below to reflect their local arrangements)*

## *Accident Procedure*

- In the event of an accident any member of staff is expected to ensure the scene is made safe and give comfort and aid to the injured person. A message must be sent to the school office as an urgent action. An assessment of the injury should be made by the first aider at the earliest opportunity.

Should an ambulance be required it is usually summoned from the main office. If it is clear that the seriousness of the injury requires immediate medical attention, any member of staff should summon the ambulance by calling 999. In this case, again, a message should be sent to the main office as soon as possible.

- In the event of serious injury or ill health to a student, the parent (or emergency contact) should be contacted immediately using the contact numbers held in the main office. A request to collect their child to take home or to hospital should be made, as appropriate. *Medical treatment or advice should not be delayed if parents or emergency contacts are not available.*
- In circumstances where a student needs to be taken to hospital immediately by ambulance and a parent is not available to accompany them, a member of the school staff should go to the hospital to await the arrival of the parent. On occasion, it may be necessary to take an injured student to hospital in a vehicle belonging to a member of staff. Before this occurs, staff should ensure that their insurance covers this eventuality. Staff should be aware that hospital personnel will stabilise the casualty's condition until the parents arrive and give consent to further treatment.
- Students should only be sent home when a responsible person is present to take care of them. This would normally be a parent/guardian, second emergency contact or close relative.

## *Completion of the Accident Report Form (ACC1)*

- The school's accident book/form *(delete as appropriate)* should be used to record the more trivial incidents which are not recorded on form ACC1. It is important that treatment rendered by the first aider is recorded. In order to comply with the requirements of the Data Protection Act only one record per page should be completed. Each record should be detached on completion and kept in the school office.
- It is important to indicate the responsibilities of staff when reporting accidents. The Safety Coordinator or senior member of staff should check the completed ACC1 forms and countersign them and should monitor records to identify accident trends.
- The ACC1 should be completed for all significant injuries and sent to the Health and Safety Team. It is important that the member of staff supervising at the time

of the accident records the details. *The injured person should not complete the form.* Again, first aid treatments should be recorded. It is important that actions to prevent recurrence are always recorded on the ACC1.

- A VI form should be sent to the Health and Safety Team in the case of a violent incident. A senior member of staff, in conjunction with the member of staff involved, should complete this.

## **Accident Investigation**

The Safety Coordinator should advise staff on the appropriate level of response.

A senior member of staff should undertake an investigation using the form ACC2 if the incident is serious, complex or one which may have serious repercussions.

In the most serious cases the school should call in a Health and Safety Advisor. If appropriate, they will undertake a full accident investigation and take photographs and witness statements.

## **Reportable Injuries**

The Health and Safety Executive (HSE) should be notified of an incident immediately in the following circumstances:

- Death or 'specified injuries' in respect of employees
- 'dangerous occurrences'
- 'occupational diseases' (via the Occupational Health Unit)
- 'injuries resulting in hospital visits for treatment in respect of students and non-employees who are injured out of or in connection with work activities' (and where the injured person is taken directly to hospital for treatment)

In the case of injuries to employees resulting in an over-seven days' absence from work, these should be reported to the HSE within 15 working days. Office staff should undertake these tasks using information recorded on the ACC1 or VI form. The information should then be checked and countersigned by the Safety Coordinator or senior member of staff.

**All notifiable incidents can be reported to the HSE via their on-line reporting system.**

## **First Aid Arrangements**

**(LA Ref: F3)**

First aid arrangements are given below:

- A member of staff should be nominated to act as first aid coordinator. They should take on the responsibility for ordering items and replenishing first aid boxes and ensuring that certificates remain current
- In High Schools at least two members of staff should be trained to the full First Aid at Work standard and staff in practical areas (PE, Science, Design &

Technology) trained to at least the emergency aid for appointed persons level. The position should be monitored to take account of staff turnover

- First aid boxes should be located in the main office, the staff room and in the science prep room, gym and Design & Technology classroom. (*Alter as necessary*)
- Ideally a medical room should be available; supervision of this facility must always be a consideration. In more serious cases the child should be transferred to the care of parents as soon as possible
- Other relevant arrangements or need for information may include:
  - arrangements for first aid training/emergency aid training
  - arrangements for community association activities
  - arrangements for parties on off site visits
- *The names of first aiders should be entered below:*

## **Health Matters**

### ***(Policy on Supporting Children with Medical Needs)***

- The means of identifying students' medical needs should be established:
  - in the school's prospectus
  - by writing letters to parents
  - on intake forms which require parents to identify medical needs
- Staff should only administer prescribed medication with the agreement of the Headteacher and only when a parental consent form has been completed. The medication should only be administered during school hours where this is unavoidable.
- Arrangements should be made for the storage of medication in school in a secure cabinet, usually in the main office
- Medication should be suitably labelled with details of name and dosage
- All staff should know the location of students' health care plans, where they exist for more serious conditions. The arrangements for updating them should be agreed. First aiders should have a comprehensive list of a student's medical requirements. Medical input to the individual health care plans should be sought from the School Medical Service.
- Arrangements should be made to train staff, particularly to recognise and deal with anaphylaxis, asthma, diabetes and epilepsy via the School Medical Service.
- Administration of non-prescribed Paracetamol tablets (500 mg) should be kept to a minimum, though it is permissible in certain circumstances, such as period pains and migraine. The following will still be required:

- Parental consent
- Record of issue
- Details of any allergies

## **Building and Site Maintenance**

**(LA Ref: E3, G3, H3, J1, J2)**

- The Headteacher is in charge of the maintenance of the school site and its buildings. The Headteacher is responsible for ensuring that protocols detailed in section E3 are applied when the school commissions services independently.
- The caretaker has a responsibility for the reporting of building/site defects to the County Council, in those cases where the County Council is responsible for the maintenance. The Property Help Desk can be reached by telephoning (01670) 622339. The need for emergency repairs should be notified in the same manner. This will enable the Property Division to prioritise and assign workloads accordingly and will allow requests for work to be traceable.

The caretaker is responsible for liaison with Property Services staff and contractors in order to co-ordinate any necessary safety precautions during the progress of any building/site maintenance. This may entail completion of the HSC1 forms, when required. **(LA Ref: J2)**

A contractors' induction pack should be made available to those carrying out appropriate works. *(The details of any other relevant information/procedures should be inserted by the school).*

## **Maintenance and Testing of Equipment**

With regard to the above, appropriate arrangements need to be in place and person(s) identified to ensure that:

- internal school procedures are established and followed
- liaison with the County Council and contractors takes place
- full records relating to statutory testing are maintained. These will include:
  - Annual safety tests of 240v portable electrical appliances **(LA Ref: L4)**
  - 5 yearly fixed wiring inspection **(LA Ref: L4)**
  - Weekly testing of the fire alarm system **(Fire Log Book)**
  - Water hygiene test **(LA Ref: H8)**

RCD testing will also be carried out and the results recorded.

## **Fire Safety and Emergencies**

### ***(Fire Log Book)***

- The Head should ensure that the fire risk assessment in section 4 of the Fire Log Book is completed for each building. Several parties should be involved in the completion of this task
- The Fire Coordinator (nominated by the Headteacher) is responsible for devising and coordinating fire drills and maintaining records in the Fire Log Book, such as fire drills and fire alarm tests
- Fire drills should take place each term
- The following arrangements for fire precautions should be in place to ensure that:
  - Flammable liquids are stored in a locked metal cupboard
  - Fire doors are always closed and never wedged open
  - Waste materials are collected daily and are stored in a locked area until collection by the Council
  - Electrical equipment not in use is always isolated from the mains.

## **Safeguarding**

A separate safeguarding pack (*available on the Corporate Health and Safety Team web page*) has been completed detailing specific school arrangements.

Most schools have security systems in place including fence lines, locks and door access systems which afford authorised access only and allow movement between different parts of buildings at specific times. In addition, many schools have adopted signing in systems and issue visitors' badges to authorised visitors.

All vehicle movements on site should be subject to a detailed risk assessment.

All individuals who have unrestricted access to pupils are subject to DBS arrangements and details are maintained in the school central register.

Such measures enable schools to be secure and safeguard staff and students against the risks of unauthorised entry to specific site areas and school buildings.

*(School to add specific details and develop its own risk assessment).*

## **Risk Assessment**

### ***(LA Ref: E6)***

A written assessment of all activities that involve a significant risk to health or safety should be produced, in which the hazards, risks and necessary precautions are identified. The Health and Safety Team provides further guidance and several general assessments have been issued to schools (*available via the Corporate Health and Safety webpage*). However, most assessments are best done in light of the particular circumstances in the school, and by school staff.

With regard to teaching, in many cases standard national texts and model risk assessments are provided by organisations such as CLEAPSS, AfPE and DATA. Where relevant these should be adopted, adapted and implemented.

Where appropriate, the precautions detailed in the risk assessment should be transcribed into relevant working documents, such as a lesson plans or worksheets. Risk assessments should be indexed for easy retrieval.

Manufacturers' safety data sheets should be obtained for all hazardous products used in school (except where hazard data is provided by CLEAPSS for Science chemicals). Risk assessments should be completed for activities involving hazardous chemicals. Further information is contained within the COSHH section of the LA Safety Policy (**LA Ref: H1**)

*(The names of person(s) co-ordinating and maintaining records of risk assessments should be inserted by school).*

## **Manual Handling**

**(LA Ref: L1)**

A written assessment of all manual handling tasks likely to involve risk of injury should be produced. Wherever reasonably practicable, procedures and practices should be changed to eliminate or otherwise reduce manual handling tasks.

## **Display Screen Equipment**

**(LA Ref: L2)**

Staff who are using computer workstations regularly and for a significant part of their working day (defined as 'computer users') should be provided with a suitable workstation which is ergonomically designed to minimise the stresses and strains of this type of work. In practice this requires the provision of adjustable furniture to provide optimum support and comfort for the user and a clear screen display which is set up to avoid unwanted reflections.

All defined 'computer users' should complete a self-assessment of their workstation which is then passed to a trained workstation assessor to be verified. Each school should have at least one member of staff who is suitably trained in carrying out DSE workstation assessments. All workstations must be assessed periodically and new workstations must be assessed before being put into use.

The cost of reimbursement of eye tests for users and the provision of corrective spectacles, where deemed necessary solely for DSE use, were delegated to schools.

## **Machinery and Work Equipment**

**(LA Ref: G1)**

All new machinery and work equipment should be selected through assessment to ensure that it is appropriate for the intended purpose. All such equipment must be maintained in safe working order, usually by a specialist contract via an SLA or other such contract.

## **Educational Visits**

All school trips are planned by a competent Party Leader. The details relating to the planning process are then entered into the County Council's EVOLVE system. These details are then checked by the appointed School Educational Visits Coordinator (EVC) who has undertaken the County Council's recognised training course. The EVC must ensure that risk assessments are in place to cover the trips made by the school for both Category 1 and Category 2 visits. Additionally, the EVC should ensure that members of staff have access to the County Council's Code of Practice for educational visits. All visits must then be approved by the Headteacher.

In the case of Category 2 visits the school's submission is assessed by the Outdoor Education Safety Adviser (OESA) before final approval is made for the trip to go ahead. Trips must not proceed unless approval by the Headteacher and, where relevant, the OESA is verified.

## **Play Equipment** *(delete where not applicable)*

The school play equipment is checked regularly by school staff and inspected at least annually by a competent contractor via the SLA with the LA. For further information Property Services should be contacted. *(Insert alternative arrangements if appropriate).*

Any actions identified in the Play Equipment Inspection report are initiated immediately or referred the Governors Property Group. Where necessary, equipment is taken out of use temporarily until repairs are completed.

Further details about outdoor play equipment can be found in section G5 of the LA Policy.

## **Information and Training**

Staff will be provided with appropriate information and training to enable them to undertake and supervise school activities. Examples of such activities include the safe use of substances, machines and other items of work equipment. Any specialist safety training requirements should be identified through training needs analysis, prioritised and costed to allow appropriate allocation of the school's training budget.

## **Personal Protective Equipment (PPE)**

*(LA Ref: L7)*

Where PPE is identified as a control measure in a risk assessment the equipment selected must be appropriate for the task. This ensures that it will provide adequate protection and is compatible with other equipment in use.

The assessment should be reviewed if there is a significant change in the activity. Advice on the selection of PPE is available from the Corporate Health and Safety Team.

All PPE must be maintained in good working order, and any defect reported immediately to the Head of Department, for repair or replacement.

Respiratory protective equipment (RPE) is maintained in good working order, kept hygienically clean, stored in clean condition, and inspected at monthly intervals (3 monthly where use is infrequent) by the Head of Department. A written record will be kept for inspection. Alternatively, disposable RPE is used provided that this is suitable for purpose and worn in line with the manufacturer's instructions.

## **Subject Areas**

Each subject area within the school may have health and safety arrangements that are unique. Where appropriate, Subject Coordinators may submit a summary of key issues and procedures for inclusion in the School Safety Policy. Topics may include:

- How safety is planned and managed within the Department
- Where safety information is filed
- Special safety rules and training requirements
- Responsibilities of certain individuals with regard to safety tasks or functions
- Liaison with regard to safety tests and inspections
- Maintenance of plant and equipment
- Provision of protective equipment