

Russell Scott Primary School
Health and Safety Policy

Statement of Intent:

The Governors of Russell Scott Primary School recognise their corporate responsibility under the Health and Safety at Work Act to provide a safe and healthy environment for all staff employed at the school, the pupils of the school and other people who come onto the premises. The Governors will take all reasonable and practical steps to fulfil their responsibilities. They will provide safe and healthy working conditions that take account of all appropriate statutory requirements, codes of practice, advice and guidance, including those issued by Thameside Council.

The Governors shall:

Appoint and maintain the responsibility structure set out in Appendix 1.

Appoint and record the name of the Health and Safety Officer(s)

Record the name of and consult with the elected Health and Safety representative.

iv) Provide plant, equipment and systems of work, which are safe. Provide supervision, training and instruction so that staff and students can perform their activities in a healthy and safe manner.

vi) All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, then the governing body will ensure within the financial resources available, that such training is provided.

Provide necessary safety and protective equipment and clothing, together with any necessary guidance, instruction and supervision.

REVIEW

The Governing Body will review this policy statement every 2 years and update, modify or amend it as it considers necessary to ensure the health safety, and welfare of staff, pupils and others.

Signed.....(for the Governing Body) Date.....

Signed.....(Head)

Date..... Last updated: January 2024

Responsibilities:

The organisational structure is set out in Appendix 1.

The Headteacher's responsibilities are as follows:

- The Headteacher, will be responsible for the day-to-day operation of this organisational structure, the implementation of the statement of intent and the policies and procedures set out in this document.
- The Headteacher will ensure that all areas of the school are inspected at least once per term.
- The Headteacher will report to the Governing Body those instances where the Head's delegated authority does not allow the elimination or reduction of risks to a satisfactory level. The Head will take all necessary short-term steps to avoid danger.
- The Headteacher will ensure a system for reporting, recording and investigating accidents is in place. All reasonable steps will be taken to prevent recurrences.
- The Headteacher will ensure a system for the recording of all visitors to the site and that they are briefed of any hazards on site.
- The Headteacher will ensure arrangements for the safe conduct of maintenance work so that the impact on staff and students is considered.
- The Headteacher will ensure that new employees receive a copy of this policy before starting work at the school and that they are briefed on safety arrangements.
- The Headteacher will organise effective arrangements for the safe evacuation of the building in case of fire and other emergency and that suitable fire fighting equipment is available and maintained. Appendix 7.
- The Headteacher will ensure that systems of risk assessment are in place to enable prompt identification and control of hazards.
- The Headteacher will ensure that all training needs are identified and that staff are trained to the appropriate standards.
- The Headteacher will maintain a file of notes for the caretaker which contain practical information and decisions which need recording for updates of this policy, final approval for the visit has been given.
- The Headteacher will ensure that risk assessments are carried out as appropriate

Risk Assessments

The Head is responsible for the maintenance of risk assessment records.

All members of staff

All employees will make themselves familiar with the Health and Safety policy and procedures contained within it. They should take reasonable care of their own Health and Safety and that of any other persons who may be affected by their activities. Everyone should avoid actions that would put themselves or anyone else at risk.

Appendix 2 contains a checklist of duties for all members of staff.

The Health and Safety Committee

The Health and Safety Committee will consist of the Head, Governor responsible for Health and Safety, teaching staff Health and Safety representative and Site Manager. It will meet at least once per term.

Health and Safety will be an agenda item on every meeting of the Premises Committee. An annual report on Health and Safety will be submitted to the first autumn term meeting of the full Governing Body. See Appendix 8.

Working Arrangements

Accidents

What to do when an accident occurs:

The following procedures are suggested, but may vary according to the severity of the accident and the circumstances. Time should be taken to assess the situation and emergency First Aid should be given only if you are fully confident of the correct procedure.

- Obtain assistance from another adult immediately.
- Do not leave the accident victim.
- Inform office/senior staff with accurate details and indicating the type of assistance that is required (this may be a First Aider or the Emergency Services).
- After the emergency has passed, procedures for reporting accidents should be followed.

Accident Reporting

The system for reporting accidents is managed and reviewed by the Head, working with the designated First Aiders. (See Appendix 3)

First Aid and Illness

Arrangements for First Aid (See Appendix 6) will include the following:

The number of First Aiders

- Training arrangements
- The medical room and its provision (if applicable)
- First Aid boxes: their contents and location and procedures for checking them
- Procedures for contacting a First Aider, contacting emergency services and parents,
- Covering classes in an emergency
- The location of lists containing emergency phone numbers

Rules on medication – see policy

Parents sign a request for medication form at the general office. Only prescribed medicine can be given to the pupils at any time. This is placed with a daily record in a zip bag with the medication. It is then signed each time the medicine is given.

Illness

Pupils: Teachers should assess the situation as to whether or not the pupil is capable of continuing the lesson/activity. If the illness is severe then follow the procedure for Accidents.

Staff: If you are taken ill and feel incapable of continuing with the lesson, obtain assistance from another member of staff.

Emergencies and Evacuation Procedures

An emergency is considered to be anything that unexpectedly disrupts the normal running of the school such as the sounding of the fire alarm or the occurrence of an accident. Here we deal with other possible emergencies.

Serious Service/Structural Malfunction

This covers gas leaks, bursts, electrical faults etc. You should assess the seriousness of the situation and remedy it, if possible, without involving unnecessary risk to you or to others. If necessary, evacuate the teaching area and send for assistance.

Intruders

In the event of a disturbance caused by intruders, you should, after assessing the situation, take steps to defuse the situation, seek assistance from another member of staff, inform the office, and remember not to be a hero and risk the safety of either students or yourself.

Student Absconding From Lesson

Remain with your class. Inform the office/senior member of staff.

Emergency Evacuation

If for any reason, we are advised by the Authorities to evacuate the school, the procedure should be as is set out in the Fire Regulations. The procedures for the safe evacuation of the building will be made known to all users of the building and plans will be displayed at all appropriate locations.

Critical Incidents – refer to Guidance issued by the LEA

Fire Precautions

The school is a no smoking environment. This applies to all staff, students and contractors. (See Appendix 7)

Electrical Safety

The following procedures are in place to ensure electrical safety:

- Portable electrical equipment is tested on an annual basis and the report received is acted upon immediately. The date of inspection is recorded in the Health and Safety log and the next inspection placed in the annual programme of maintenance.
- Rules on disposal of lamps will be made clear to all necessary personnel. See letter from Roger Higson dated 30.1.06 'Disposal of Lighting Equipment'
- Hard wire testing

Hazardous substances and materials

- Only substances or materials that have been assessed in accordance with the COSHH regulations may be used in school.
- All substances or materials must be used in accordance with the hazard data sheets.
- Any hazardous substances that are unwanted or unused must be removed only by recognised disposal contractors.

Contractors in School

All contractors who are due to carry out work on the school site or inside must report to Visitors Reception where upon a permit to work will be issued.

Infection control

A table giving guidance on exclusion from school for the more common or important infectious diseases is kept in the office.

Supervision of pupils

All adults who work at the school should be aware of the arrangements for the safe supervision of pupils throughout the school day and when partaking in school activities. The current arrangements are set out as Appendix 4.

Hot Drinks Guidance:

Rationale

- To eliminate the risk of pupils sustaining burns and scalds as a result of hot drinks in school.
- To recognise potential dangers.
- To take action to avoid/remove the danger.
- To eliminate risks to reduce and eliminate accident and injury.

Hot Drinks Policy Statement

- All staff must adhere to the Hot Drinks Policy including visitors, work experience students and volunteers.
- Hot drinks should not to be consumed in classrooms/teaching areas during lesson times
- Hot drinks in an open top mug may be offered in a designated safe area where there are no pupils present.
- All hot drinks taken out of the staff room into school must be in a sealed thermostat drinking cup.
 - If a pupil should inadvertently be brought into a room where hot drinks are being consumed, then every effort must be taken to minimise potential risk to the pupil.
 - All staff on playground duty who do not get a break may have a hot drink, provided that the drink is served in a sealed thermostat drinking cup and it is not left unattended in an area where pupils are present. Or alternatively, if an open top mug is utilised in a designated safe area.

Security

It is the responsibility of the Headteacher in consultation with the Governing Body to ensure the security of the buildings and grounds.

- All visitors will wear a visitor's badge to aid identification and confirm that signing in has taken place. All visitors will read the emergency procedure card unless they are to be constantly accompanied by a member of staff who could lead in the event of an emergency.
- External security shutters have been fitted to the most vulnerable external doors and windows and these protect such areas when the school is unoccupied.
- Staff should take care not to leave their personal valuables unattended in any area of the school at any time and should ensure that school equipment such as computers, iPads, Laptops, cameras and audio equipment is locked away out of sight when not in use.
- A visual check of classrooms should be made at the end of the school day to ensure that valuable equipment has been cleared away.
- Money should always be kept secure and should always be placed in one of the school safe overnight. Thieves will cause extensive damage breaking in to steal even small amounts of cash.
- General security in the working day depends on all occupants of the building being vigilant and reporting to the office or a senior member of staff anything unusual, suspicious or causing concern. Serious breaches of security may require the emergency procedures contained in this policy to be used.

Smoking policy

The school is a no smoking environment. All staff who work at the school are expected to refrain from smoking on the school site.

Out of School Activities

The following outline procedures should be applied to all educational visits and holidays. All risks will be assessed, recorded and controlled.

- Planned educational visits for one day or less. The procedures in the Educational Visits File will be followed.
- For all other visits (holidays) and any visit involving hazardous activities. The procedures in the Educational Visits File and TMBC Arranging Educational school Visits Guidelines will be followed.

Itineraries for School Visits and Holidays

The required detail will vary depending on the nature and duration of the visit. Take the following points into account when constructing your itinerary:-

- times and point of departure/arrival/return
- approximate duration of travel
- all planned activities
- supervision arrangements, especially periods of intermittent supervision
- detail should be given for any evening activities and to supervision on residential visits

Risk Assessments will be carried out for all visits. Organisers should complete these in consultation with Headteacher and Educational Visits Coordinator. These should take place at a very early stage before final approval for the visit has been given.

Display Screen Equipment (DSE)

The term Display Screen equipment (DSE) is used to describe not only the visual display unit (VDU) of a computer but also the other computer equipment and the workstation where it is used i.e. the desk, work surface, chair, input devices, software, printer and document holder. The duties under the, 'Display Screen Equipment Regulations 1992' requires the employer to assess the risks to the health and safety of its employees from the use of DSE.

Personal Protection Equipment (PPE)

Personal protective equipment (PPE) is the generic name given to items of protective clothing and equipment used by individuals to control their exposure to hazards. Where it is not practicable to control exposure to hazards by any other means, the employer will provide employees with suitable PPE free of charge. The types of PPE required will be determined as part of the risk assessment process. All employees are responsible for using PPE as directed and for storing it correctly.

Manual Handling

Manual handling is the name given to tasks involving lifting, putting down, carrying, pulling, pushing or moving that rely on bodily force. The employer recognises that such tasks have the potential to cause injuries. Where it is not possible to lift or move loads by mechanical means, tasks will be assessed, mechanical aids will be provided to reduce the amount of manual handling required and employees will be provided with training in safe lifting techniques. Manual handling risks will be assessed using the risk assessment checklist (see Appendix 10)

Work Equipment

For the purpose of this procedure work equipment includes plant, equipment and tools, whether owned by the school or obtained on loan or hire. The employer acknowledges and accepts its duties under the Provision and Use of Work Equipment Regulations 1998 (PUWER). It will take all reasonably practicable steps to provide work equipment that will not put health and safety of any person at risk and that is suitable and properly adapted for the purpose for which it is provided. All employees are responsible for using machines in accordance with the manufacturers' instruction. Any machine fitted with a guard to prevent contact with moving parts must not be operated with the guard removed or disabled. Machines must not be adjusted when the machine is running. Damaged equipment must not be used.

Personal Electrical Equipment

Any personal electrical equipment is not to be used in school until it has been PAT tested (Personal Appliance Test). This includes personal mobile chargers, personal laptop chargers etc. It is a requirement when such personal devices leave the school premises and then make a return that they must be PAT tested again before use in school.

Use of Ladders

Always select a ladder which is suitable for the work which is being performed. Examine it before use to ensure that it is free from defects, of good construction, sound material and of adequate strength of the job. Ladders should be fitted with non-slip feet. Ladders should always be used when putting displays up of any kind. **Staff should not stand on chairs or tables to put displays up.**

Lone Working

Lone working does occur on occasions, and as this may place individuals concerned at 'increased risk'. It is important that the issue is addressed within the risk assessment for the particular activity/task. In order to do this, particular situations need to be identified in advance, so that assessments can be conducted and where necessary, appropriate measures put in place.

Examples of lone working: Caretaker/Site: Manager early start, late finish, school holidays, call-outs etc.,
Teaching staff: preparation, meetings, etc., outside 'normal' hours, Late meetings, weekend working

Legionella

The school is aware of its responsibility to ensure that monitoring systems are adhered to and the logbook completed and to ensure that routine testing of the water systems are carried out so as to comply with Tameside's guidelines and procedures.

Asbestos

There is no asbestos in the building.

Appendix 1:

Organisation chart for Health and Safety issues

Health and Safety Personnel	Name(s)	Duties
Governor with responsibility for Health and Safety	Shaun Ahern	
Headteacher (Day to day operations)	Steve Marsland	
Designated Health and Safety Officer	Steve Marsland	
Other Health and Safety Contacts	Catherine Harrop (With the authority to request contractors for unsafe conditions) Darrell Birtles Craig Etchells	
Risk Assessment Manager	Rachel Matthews	
Designated First Aider with responsibility for medical stations	Jane Scott	
Other designated first aiders	Rachel Hansell Allison Williams Tina Winterbottom Stephanie Hirst Darran Gorman Kerry Mason Sam Phillips	

Key holders:	Steve Marsland	-	Headteacher	Julie West	-	Deputy Head
	Craig Etchells	-	IT Manager	Rachel Matthews	-	Assistant Head
	Darrell Birtles	-	Site Manager	Gemma Zauscinski	-	Assistant Head

Appendix 2:

Checklist of duties for all staff

All members of staff should:

1. Take reasonable care of their own Health and Safety and that of any other person affected by their activities
2. Co-operate to enable any statutory duty or requirement to be met
3. Familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put them or anyone else at risk
4. Be familiar with the Health and Safety policy and the particular aspects which affect their work
5. Report any observed defects in the premises, plant, equipment and facilities
6. Take an active interest in promoting Health and Safety and suggest ways of reducing risk

Where machinery or equipment is used, staff should:

1. Check that it is adequately guarded
2. Check that it is in safe working order
3. Not make unauthorised or improper use of the equipment
4. Use the correct tools or equipment for the job and adopt any appropriate protective or safety measures
5. Ensure that hazardous substances are properly used, stored and labelled

Appendix 3:

Accident Reporting

All employees are required to report any accidents that occur at work.

- An accident report form must be completed for all absences, which result in medical treatment or absence to staff, students or third parties. All accident report forms should be submitted to the appropriate person at Tameside Services for Children and Young People as quickly as possible. We retain a copy of the form and the original is sent directly to the Tameside within four working days. Copies of accident investigation reports, written statements that may have been made by the injured party or witnesses must be attached to the form. Records should be kept for seven years.
- A separate form must be completed for each individual who suffers injury. For trivial/minor/non-consequential incidents where the individual involved does not require first aid or medical treatment and where there is no apparent injury e.g. bumps to head. Ensure the incident is recorded on either an individual index card or separate sheet.
- If the accident is likely to be reportable to the Health and Safety Executive, it should be reported immediately by telephone Tameside Services for Children and Young People. Telephone 0161-342-3751
- Staff, who have witnessed an accident should co-operate fully with the Head in supplying information to complete the form with special reference to Section 8. The form will be signed by the Head or Nominated Person.
- All reasonable steps will be taken to identify the cause of the accident or dangerous occurrence and, wherever possible, remedial measures will be taken to prevent a recurrence.
- Minor accidents should be written in the accident book and signed off by a First Aider or Senior Member of Staff.

Violence or aggression

All incidents of violence or aggression must be reported using the approved school's Special Initiative Package. We retain a copy of the form and the original is sent directly to within four working days to Services for Children and Young People. If a result of a violent incident an accident occurs Tameside accident report form should be completed.

Appendix 4:

Supervision of Pupils

Refer to the Russell Scott Behaviour Policy

The School day

Before

- The school day begins at 8:55am, children gather in their designated playground and are welcomed into school by their class teacher in the playground or at the door. Nursery, Reception, Key Stage 1 (playground), Key Stage 2 (playground)
- At 9:10am the doors are closed and pupils arriving late must use the Main Entrance, and be signed in the late book.

Morning Registration

- Morning registration is taken by the class teacher at 8:55am and children are marked present until 9:10am. Registers officially close at 9:30am.
- Break supervision
 - There are four designated areas for the children to play out at morning and/or afternoon playtimes.
 - The Nursery children access their outdoor provision closely supervised by a member of the Nursery Team.
 - The Reception children play in their own designated playground accessed by the reception doors.
 - The Key Stage 1 pupils have their 'Break-time' from 10:40am until 10:55am. They play in the KS1 playground. They are supervised by at least one qualified teacher and a member of the support staff. Access to first aid is always available. At the end of playtime the children line up in classes and are collected by their class teacher and walked into school. Access to the toilet is free flow but as the toilets are within sight of the playground, the members of staff on duty ensure they are checked regularly.
 - The Year 3 and 4 pupils have their 'Break-time' from 10:40am until 10:55am. The Year 5 and 6 pupils have their 'Break-time' from 10:55am until 11:10am. They play in the KS2 playground. They are supervised by at least one qualified teacher and a member of the support staff. Access to first aid is always available.

Lunchtime supervision

- The children are supervised throughout dinnertime by welfare assistants. Key Stage 1 dinner is from 12:00pm to 1:15pm and Key Stage 2 is split by year groups on a rota from 12:15pm to 1:15pm and 12:30pm-1:30pm.

Reception

- At three welfare assistants are responsible for supervision during dinnertime. The children are taken into the dining hall at 12:00pm and return to the reception area after eating. They are closely supervised in the Reception play area when the weather is suitable otherwise they remain in the classroom base with suitable activities.

Key Stage 1

- At least four welfare assistants supervise the year 1 and year 2 classes. A rota is organised to ensure that children are supervised both in the hall and on the playground.
- Classes are taken into the hall one at a time to avoid congestion. Pupils who have a packed lunch collect their sandwiches from the trolley and those having school dinner, line up.
- After dinner the pupils remain in the KS1 playground, weather permitting.
- During wet playtimes classes stay in their classrooms with activities.

Key Stage 2

- Five welfare assistants supervise children in Key Stage 2. Each year group has an allocated welfare assistant to ensure that pupils are confident to seek support, and staffs are able to see through difficulties or concerns.
- Pupils start their dinner hour in the playground under supervision. Pupils are called into the hall one class at a time through the hall door. Children who eat sandwiches collect their lunches from the trollies (that are already in the hall) and children who are having a dinner, line up for their food. The children go straight out to play when they have finished. The welfare assistants rota the jobs to ensure that all areas are supervised.
- During wet playtime pupils remain in their classrooms with wet play activities. Whenever possible prefects from Year 6 support each class. Both Year 6 classes (except prefects) stay in the same room with a welfare assistant.

Advice to Pupils on road safety

- Pupil Safety
 - Pupils receive regular reminders about the importance of road safety. These happen during assembly and in class and may be given by a number of different adults: Headteacher, police officer, safety officer etc.
 - Reception, Yr3 and Yr6 have annual visits from the Road Safety team to deliver key messages in personal safety.
 - Parking – Parents are asked to park in designated bays on the car park or on Crown Point North. Letters are regularly sent to parents reminding them of the importance of acceptable parking .Regular visits from the local police support this request.

Appendix 5:

Security Arrangements

1. The Site Manager is responsible for opening the school in the morning.
2. The Site Manager is responsible for checking all doors and windows before setting the intruder alarm and locking the school at the end of the school day.
3. Visitors to the school are registered electronically using 'Entry Sign' at reception and issued with a badge. Contractors undertaking works are to be issued with a TMBC Permit-to-Work.
4. Contact with the police. A record should be kept of all contacts with the police.

Appendix 6:

Medical and First Aid arrangements

The designated First Aid staff are:

<u>Name</u>		
Jane Scott		
Rachel Hansell		
Allison Williams		
Tina Winterbottom		
Stephanie Hirst		
Darran Gorman		
Kerry Mason		
Sam Phillips		

The duties of First Aiders are as follows:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- when necessary, ensure that an ambulance or other professional medical help is called

First Aid boxes are located as follows: -

Location	Responsible for checking
KS1 Bay	Jane Scott
KS2 Bay	Jane Scott
Staffroom	Jane Scott

First Aiders are responsible for maintaining the list of contents for First Aid boxes and for monitoring the checking and maintenance of First Aid boxes.

2. The Head is responsible for maintaining records of training and ensuring that staff are booked on refresher courses as appropriate.

3. The Head is responsible for checking and updating these lists.

List contents: - Names, addresses, telephone numbers of emergency services, hospitals and local GPs

Names and location of First Aiders with internal telephone numbers

Procedure for contacting parents in the event of an accident or illness

4. Medication –

Staff are unable to give pupils medicine of any type unless the medicine has been prescribed by a doctor and the necessary form has been completed and signed by the parent. See policy

Appendix 7.

Fire Prevention

Fire Safety- The headteacher is responsible for fire prevention and safety in school.

- Routes of entry and exit are checked by the site manager on a daily basis to ensure that fire exits are not blocked and hazards are removed.
- A fire drill is carried out once a term – children assemble at safe points and registers are checked.
- Fire fighting equipment is checked and maintained by the site manager at regular intervals
- The fire plan is reviewed after each fire drill
- Staff receive training on fire prevention
- Year 6 pupils receive information on fire safety at home through 'Crucial Crew'
- Teaching staff carry out appropriate risk assessments when using cookers or other heating appliances

Appendix 8:

Health and Safety Committee

Membership

Vice Chair – Health and Safety Governor
Headteacher & Health and Safety Representative
Site Manager
School Business Manager
Premises Committee
Educational Visits Coordinators

Shaun Ahern
Steve Marsland
Darrell Birtles
Catherine Harrop

Rachel Matthews

Remit

- Half termly meetings
- Keep policy up to date
- Check policy in operation
- Spread Health and Safety awareness

Role of competent persons is to advise on Health and Safety needs/priorities/problem

Outline agenda

- Minutes of previous meeting
- Matters arising not covered by previous agenda
- Actions since last meeting - diary
- Fire Procedures
- Ventilation and heating
- Site Issues

Useful contacts:

Occupational Health and Safety Unit
Services for Children and Young People
Greater Manchester Health Protection Unit
Further Information on policies and guidance go to:

– 0161-342-2129/3153
– 0161-342-3751
– 0161-786-6710 (Infection and Control)
- TMBC website Education - support net