

The Shevington Federation



Shevington Vale Health and Safety Policy 2019-20

Date approved by Governors:
Autumn 2019

Review date: as necessary guided
by Wigan Local Authority

SCHOOL'S HEALTH & SAFETY POLICY

Shevington Vale Primary School

1. Statement of Intent

The Executive Headteacher and Governors of The Shevington Federation recognise that they have overall responsibility for the organisation and implementation of a Health and Safety Policy, and that key personnel within the management structure are identified and their health and safety roles defined with their areas of employment.

The employee's duty to co-operate with the employer is recognised. We expect all employees to meet their minimum legal duties in this area and indeed to generally exceed them. The school management accepts the responsibility for ensuring all necessary arrangements for maintaining a safe environment are implemented and monitored.

Shevington Vale County Primary School recognises the importance of health, safety and welfare regarding the successful operation of its activities and believes the active participation of all staff is essential in maintaining the highest standards in preventing accidents. All activities will be conducted using appropriate control measures to minimise the risks to the health and safety of all staff, pupils and others, who may be affected by our activities.

The School Health and Safety Policy detailed herein will be brought to the attention of all staff, and will be subject to regular reviews to ensure it reflects the school's activities.

2. School Organisation

The Executive Headteacher and Governors recognise the need to identify organisational arrangements in the school for implementing, monitoring and controlling of Health and Safety matters. Where possible, the Governors will ensure the school budget reflects the necessary funding to provide suitable and sufficient training for those with Health and Safety responsibilities.

A summary of individual duties, including reporting arrangements, are contained in Wigan Council's Health and Safety Manual, a copy of which is held in the Executive Headteacher's Office and the Staffroom.

HEALTH AND SAFETY DUTIES

STATUTORY DUTIES

1. The Health and Safety at Work etc. Act 1974 places duties on EMPLOYERS to safeguard, so far as it is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed such as pupils and visitors but who may be affected by work activities. Employers also have additional duties under other health and safety legislation such as the Control of Substances Hazardous to Health Regulations.
2. Persons who have CONTROL OF PREMISES have duties to take reasonable measures to ensure, so far as is reasonably practicable, that premises and equipment are safe for people using them who are not their employees, e.g. pupils, and visitors and those using premises on a lettings basis.
3. EMPLOYEES have duties to take reasonable care to ensure that they work in ways which are safe and without risk to health both to themselves and other staff, pupils and visitors. They must also co-operate so that employers can comply with their statutory duties.

LOCAL AUTHORITY RESPONSIBILITIES

The LA will offer an advice and support service in the following ways. The:

- issue of a HEALTH AND SAFETY POLICY;
- issue of Codes of Practice, Guidance/Advice Notes, and other relevant information, as appropriate;
- provision of a comprehensive support and advice service;
- provision of a comprehensive training programme;
- provision of a monitoring system for schools;
- provision of a safety audit service.

GOVERNORS RESPONSIBILITIES

Governors will ensure that:

- the LA's HEALTH AND SAFETY POLICIES and Codes of Practice are fully implemented and, to ensure compliance, are monitored on a regular basis;
- the school produces its own safety policy to supplement the LA's policies, and that the policy is annually reviewed;
- School safety forms a part of the Resources Committee's responsibilities.
- the Safety Policies are brought to the notice of all employees;
- the school has considered its health and safety obligations and has made provision for meeting those obligations;
- the school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety;
- health and safety issues concerning the school are identified and appropriate action taken;
- appropriate facilities and information for accredited Union Safety Representatives are provided to enable them to fulfil their duties- a part of the LA agreements.
- all reasonable facilities and information are provided to officers of the Local Authority inspectors of the Health and Safety Executive and any other health and safety official as appropriate.

The Governors' Resources Committee will:

- Monitor the implementation of Health and Safety policies and procedures
- Review safety measures to advise the Executive Headteacher and Governing Body
- Disseminate safety advice and information provided to Governors by external health and safety agencies
- Assist in reviewing the health and Safety Policy and risk assessments as required
- Carry out an annual audit and report findings to the Governing Body.

EXECUTIVE HEADTEACHER RESPONSIBILITIES

The Executive Headteacher will ensure that:-

- policies and procedures with regard to health, safety and welfare matters (including safeguarding and child protection) within the school are established and approved by the Governing Body, and that the policies and procedures are known, read and followed by all members of staff, including temporary/supply staff;
- any health and safety matters raised, and guidance from the LA, are brought to the attention of the Governing Body
- regular reviews of the safe performance of all areas of the school are undertaken with appropriate action when necessary, and are reported to the Governing Body;
- accidents, incidents and dangerous occurrences are reported, investigated, and, where appropriate, preventive measures are taken. Also, that reports and returns are submitted to the LA in accordance with the published procedures;
- adequate first aid provision is made for staff and pupils and other persons, whilst on school premises and when working away from the school, in accordance with LA guidance;
- training needs are identified and arrangements made for those needs to be met;
- necessary arrangements are made to ensure that Trade Union Safety Representatives can effectively carry out their functions, and that consideration is given to reports on inspections carried out by Safety Representatives;
- all parts of the premises, plant and equipment for which the governors have responsibility are regularly inspected and maintained in safe working order;
- goods purchased comply with necessary safety standards and that all equipment purchased is safely installed.
- any unsafe items which are the LA's responsibility are reported to Wigan Council and any item which constitutes a health and safety hazard is taken out of use;
- staff and volunteer helpers organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience and skills so that they will be aware of, and have made arrangements to deal with, any risks involved
- asbestos management procedures are implemented with all contractors on site before work commences
- working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, pupils or other persons on the premises- NPS buyback agreement
- awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged-this is a weekly agenda item on all meeting plans.

EMPLOYEES' RESPONSIBILITIES

All employees have a general duty under the Health and Safety at Work etc Act 1974 to:-

- take reasonable care of their own safety and that of other persons;
- co-operate with the employer on health and safety matters to enable the employer to carry out their own responsibilities successfully;
- use correctly any equipment provided for their safety;
- report any defective equipment to their supervisor or other appropriate person, i.e. Safety Representative;
- report accidents or dangerous occurrences at the earliest possible opportunity;
- be familiar with and observe at all times all safety policies and procedures;
- take reasonable precautions to ensure the safety of all persons in their charge.

2.2 Designated persons with Safety Responsibilities at Shevington Vale

	<u>Staff name/designation</u>
Competent person appointed to advise on Health and Safety	Executive Headteacher liaising with Local Authority Health and Safety Dept.
Premises Officer	EHT and Head of School.
Fire	Karen Tomlinson
First Aid	S. Boardman- Teacher S. Fletcher- Teacher N. Bowden- Teacher J. Willet- Teacher C Edwards – Office staff C. Pearson – Office Staff J Keegan - Support staff A Howell- Support staff J Stanley – Support staff D. Murphy – Support staff D. Speakman- Support Staff A .M Farnwoth –Support Staff G Handley - Teacher A Houghton- Teacher J. Harrison- Support staff C Pearson- Support staff E Porter - Support Staff G. Smith- Teacher M. Mcdonald- Teacher
Medication	C Edwards, C Pearson

Care & Welfare	Class Teacher (In first instance)
Catering	Dolce Catering
Supervision (non-teaching)	As above
Swimming	Pool Instructor Class Teacher or other adult in charge.
Visits/Activity Holidays	Teacher in Charge & Executive Headteacher
P E	Class Teacher
Information Technology, E-Safety	A. Houghton – Head of School

Arrangements

(In the following any reference to Executive Headteacher shall mean Executive Headteacher or in her absence the person in charge.)

The Executive Headteacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school.

Teaching and non-teaching staff holding posts/positions of responsibility have a general responsibility for the application of the School's Safety Policies within their own area of work and are directly responsible to the Executive Headteacher for the application of all health, safety and welfare measures and procedures within their own department/area of work.

Class teachers have responsibilities for the safety of pupils in their charge.

All employees have a responsibility to take reasonable care of their own health, safety and welfare and that of other persons who may be affected by their acts or omissions while at work. They also have a responsibility to co-operate so that employers can comply with their statutory duties.

Additional up to date information is contained on the on-line intranet provided by the LA.

If staff has any concerns about Health and Safety, they should ensure they contact the Health and Safety Officer or their line manager.

3.1 Accidents

Procedure:

In case of children - they report to adult in charge, i.e. teacher on duty, class teacher, welfare assistant, and adult helper. Each classroom has an emergency red card system. This can be used to alert an adult in the adjacent room.

Adults take appropriate action and report accordingly to a First Aider for treatment i.e. First Aid administered for minor injuries, written in School Accident Record Book, and/or Wigan's Accident Report Form, Executive Headteacher/ Head of School to be informed and parents/carers notified in person/writing. Serious and violent incidents are reported to Wigan via an on-line form or scanning the form. The school office holds the forms.

In case of all adults including visitors to school - they report to qualified First Aider and appropriate action taken, accident form completed as appropriate. If necessary notify next of kin or persons as requested. Personal contacts details are in the school office.

All accidents are investigated, in case appropriate measures need to be taken for future prevention of similar accidents.

First aid boxes are located outside classrooms, in the staff room and in the disabled toilet.

First aid kits are taken on school trips.

For designated First Aiders see page 7

3.2 Contractors

All contractors will abide by the school's safety and emergency procedures. Everyone books in and out when on site. All contractors have sight of the Asbestos Register overview and caveats before commencing work inside or on the outside of the building

3.3 Control of Substances Hazardous to Health (COSHH)

Caretakers and cleaners to store all substances in a safe manner. Keep out of reach of children. All staff are not to bring unauthorised chemicals into the school.
Hand wash gels to be out of reach of children and to supervise children using them if necessary.

3.4 Communicating Health and Safety Information

General safety information and the statutory poster to be displayed on the notice board located in the Staff Room. Further information is contained in the LA's on-line resources.

3.5 Electrical Equipment

All portable electrical equipment will be tested by the LA's AVS Section periodically. All staff are to inspect electrical equipment before and after use. No unauthorised equipment is to be brought into school.

3.6 Emergency Procedures

All areas in school have an "URGENT" red card which all members of the school community are made aware of. The card is for pupil use in case of an emergency which involves their supervising adult. The card to be taken by a child, to the nearest adult, who will immediately attend the specified area and take appropriate action.

All children have emergency contact numbers, left with school, kept on the SIMS computer system and manually in the locked office cupboard.

Staff details also kept in cupboard – with emergency contacts for them also.

3.7 First Aid and Medication

First aid box is located in the Staff Room. All children requiring first aid treatment are to report to the Staff Room. Details of injury must be recorded in the school accident book. No medication will be given to pupils without the Executive Headteacher's/ Head of School authorisation and the parent/carer's written authority. (Welfare Staff at lunchtime fill in their own book and have their own "bumbags of First Aid items").

3.8 Medicines in school

Any child on medication which needs to be taken during the day the parent/carer will need to come to school to administer the dosage themselves, or a parent/carer completes a form in the school office giving certain staff in school permission to administer the medication- no medication is to be kept in the classroom apart from inhalers. - see Medicines Procedure statement. MEDICINE HAS TO BE TAKEN TO THE OFFICE. CHILDREN ARE NOT ALLOWED TO COLLECT MEDICATION FROM THE OFFICE-THIS MUST BE DONE BY A RESPONSIBLE ADULT. Giving medication to children needs 2 adults- one to administer and one as a check and a witness.

3.9 Record of Medical Conditions

Records of any medical conditions are recorded on the SIMS system. Health Care Plans are kept in the school office.

3.10 Fire Prevention

Everyone in school needs to be vigilant to ensure that life and property are not endangered by fire.

Appendix A states the school fire/emergency procedure. The school Fire Officer is to conduct a fire evacuation practice once per term. Fire alarms to be tested weekly. All drills and tests to be recorded. All flammable materials to be correctly stored.

3.11 General Housekeeping

All materials and equipment to be put away and stored safely after use. Cleaning, maintenance and repair activities carried out in the presence of pupils. All walkways, paths, stairways, etc to remain clean and unobstructed, to provide a safe means of access.

3.12 Ladders and Access Equipment

Caretaking Staff to check ladders regularly.

3.13 Lifting and Manual Handling

If required, staff are to carry out a manual handling risk assessment before lifting/moving equipment, furniture, etc. Where possible, staff are to work in pairs or mechanical equipment to be used.

3.14 Personal Protective Equipment

Appropriate PPE, where provided, for use by pupils and staff, must be worn and used correctly. Any faults to be reported to the teacher in charge.

3.15 Playground safety

Playground surfaces are inspected regularly. Outdoor provision in the Foundation Stage is checked daily. A record is kept by Foundation Stage staff if hazards are identified and addressed. Playground toys and equipment are checked and kept in a safe condition or discarded if unsafe by all staff. NPS provide checks for playground equipment.

3.16 PE Activities

Supervision, conduct and use of equipment to be used within the guidelines laid down in the LA manual, and BAALPA publications.

3.17 Risk Assessment

All staff are to carry out appropriate risk assessments of the activities they undertake, record, and where necessary, inform other colleagues and the Executive Headteacher/ Associate Headteacher. Risk assessment file is kept in the school office.

3.18 Supervision of pupils during Non-Curriculum Time

Supervision during play/lunch break will be by teacher on duty/welfare assistant. The Executive Headteacher/ Head of School is responsible for appointing and briefing staff for supervision duties, Welfare duties and responsibilities.

3.19 Safety maintenance checks

School has service level agreements in place to ensure that we comply with all statutory requirements including portable electrical appliances, legionella testing, SEN equipment checks and playground equipment checks.

3.20 Smoking

All smoking is prohibited on school premises and during school visits/field trips.

3.21 Security

All visitors report to the school reception, to book in and out. During school sessions, all outside doors remain closed and secure. Pupils arriving late or leaving during a school session must use the front entrance.

At least one gate needs to be not padlocked so that effective evacuation procedures can take place if needed- LA Health and Safety officers support this decision.

Parents are informed regularly about any security issues that arise.

Staff or visitors working with individual children must inform the Executive Headteacher and work in an accessible area.

The Lockdown Procedure will be practised once per year.

3.22 Resources Committee

The Resources Committee will conduct inspections annually (or as necessary in between) and monitor the maintenance of the premises, develop and implement appropriate safety procedures.

3.23 Swimming

During swimming activities, the teacher or adults in charge hand over pupils to the swimming instructors who follow Local Authority guidelines and procedures. Transport arrangements will be in line with LA guidance.

3.24 Transport

At all times, whenever vehicle transport is required to be used by the pupils and staff, legislation must be adhered to regarding seat belts, etc. It is the responsibility of the teacher in charge to take account of pupil safety.

3.25 Training

All staff employed at, or by the school, will receive appropriate instruction and training to carry out all tasks/activities requested of them.

3.26 VDU/DSE Users

Regular users to have a risk assessment of their workstation and appropriate measures taken to minimise any hazard/risk. Appropriate information and training provided.

3.27 Violence to Staff

The use of aggressive / abusive behaviour towards staff is unacceptable. Staff need to have at all times, a means of summoning help if confronted by such behaviour. All staff need to respond promptly to such calls for help.

Staff should avoid working alone in school especially at night. Caretaking / Metrofresh staff follow best practice guidance for this situation.

Conduct a risk assessment and keep under regular review any risk of injury, physical or verbal, to the health and safety of staff. Appropriate control measures to be taken. All violent incidents to be investigated and reported to the LA Health and Safety Officer.

Appendix A

Shevington Vale Primary School - General Fire Evacuation Procedures.

FIRE EVACUATION

IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

- Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point which are located by all exit points.
- A follow up call to the Fire Brigade is needed if the Fire Brigade have restricted their visits due to false calls – this will be known by Senior staff.
- Should an alarm be false a call to 999 is needed to cancel the call out.

FIRE FIGHTING

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable fire fighting equipment.
- All staff receive fire training from the Local Authority Fire Warden.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.

ON HEARING THE FIRE ALARM:

- ✓ All staff, pupils, occupants of building must respond to alarm activations
- ✓ The fire alarm is a repeated tone.
- ✓ Staff will supervise / affect the evacuation of pupils/visitors to the designated assembly point(s)
- ✓ Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to the member of staff that they have signed in to meet when they entered Shevington Vale.
- ✓ *Pupils should leave in single file when instructed by the teacher in charge of the class.*
- ✓ *Pupils should then leave by the nearest available escape route. The last person to leave the classroom must close the door.*
- ✓ *Pupils should walk in their classes and remain with their teacher at the assembly point.*

- ✓ *If a pupil is not in a classroom when the alarm sounds, the staff will ensure that all children leave the building with an adult through the nearest available exit and let the Office staff know, so as they can pass on the safety of the pupil to the class teacher*

- ✓

A calm orderly exit is essential
Walk quickly – DO NOT RUN or stop to collect belongings

- ✓ *On arrival at the assembly area pupils must stand in their class groups while staff check their registers.*
 - ✓ *R -Y3 are on the Infant Playground by their muster stations*
 - ✓ *Y4-Y6 are on the junior playground by their muster station*
 - ✓ *Headstart are on the front grass area of school near to the fence.*
 - ✓ *Registers, visitors' book etc. will be taken out to the assembly point by the office based staff.*
 - ✓ *Visitors to leave by the nearest fire exit.*
 - ✓ *The catering staff are out at the front gate to warn traffic passing.*
 - ✓ *Office staff will also pass on messages about any child not in class at the time but evacuated by another adult, as they give out registers.*
 - ✓ *The result of this check must be reported to the Headteacher /Senior member of staff as soon as it is completed.*
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- ✓ *Fire wardens are responsible for ensuring corridors/buildings are cleared. Fire wardens should ensure that in the event of their absence, another member of staff is available to take over their duties:*

Area of School	Exit point from school	Muster/Meeting Point
Nursery	Door leading to outside from their room	Front of school
Reception	Year R classroom door which passes through covered play area.	Far end of infant playground
Year 1	Year 1 classroom door]	Far end of infant playground
Year 2	Year 2 classrooms door	Far end of infant playground
Year 3	Year 3 classroom door which leads to outside.	Far end of infant playground
Year4	Year 4 classroom door which leads to outside.	Far end of junior playground
Year5	Year 5 classroom door	Far end of Junior playground
Year 6	Year 6 classroom door	Far end of Junior playground
Nurture/Stay and Play	The door leading to the outside	Far end of Junior playground
School Kitchen	Own exit	Far end of playground and if can re-join class
School Office/entrance hall/Sunflower room/staffroom	Main entrance	Main gate at the front warning passers-by.
Hall	Main door to outside	Front fence next to road road
		Junior playground

- The Headteacher /senior member of staff will liaise with the Fire Brigade on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the Fire Brigade / Headteacher/ senior member of staff.

June 2019

