



Health and Safety Policy

Baston C of E Primary School

The Governing Body is committed to:

- **the provision of safe and healthy conditions for pupils, staff, visitors and contractors;**
- **compliance with all relevant health and safety legislation;**
- **seeking the co-operation of staff, pupils, parents and contractors to achieve these objectives in order to minimise injuries and work related ill health.**

The risk control arrangements are set out in the risk assessments which are recorded separately.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

If in doubt about anything to do with health and safety, stop and ask; where necessary specialist advice will be obtained.

This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.

Signed *Jean Cross* **Chair of Governors**

Signed *Rebecca Mills* **Head Teacher**

Date 12.10.17

INTRODUCTION

1. This statement covers the activities of Baston CE Primary School. It is to be read in conjunction with the general statement of safety policy issued by the Lincolnshire County Council and the Education Department's Health and Safety policy.
2. The Governors and Headteacher recognise the importance of safety, health and welfare, in the successful operation of all its activities. They believe in the active participation of every person within the organisation, in order to achieve and maintain the highest practicable standard of accident prevention. Success in this relies on initiative, teamwork and the co-operation of all staff.
3. The Governors and Headteacher are required by the Health and Safety at Work etc. Act 1974 to afford facilities for consulting with Trade Union safety representatives, and to establish safety committees where requested.

Organisation and Responsibilities

Overall and final responsibility for health and safety is that of the Governing Body.

Day to day responsibility for health and safety is delegated to the Head Teacher

Governing Body

Are specifically responsible for ensuring that:

- a health and safety policy is prepared, implemented and reviewed to ensure it remains valid;
- health and safety standards are monitored;
- actions are prioritised where resources are required;
- health and safety is an agenda item at Governors' meetings;
- a Governor is given specific responsibility for health and safety;
- the Governor with specific health and safety responsibilities and the Head Teacher receive health and safety management training;
- assistance is obtained from specialists when in any doubt about the health and safety standards to apply;
- the Director of Children's Services is informed of any situation of concern where appropriate health and safety standards cannot be implemented.

Headteacher

The Headteacher is responsible to the Governing Body for ensuring that:

- the health and safety policy is implemented on day to day basis;
- risk assessments are carried out and measures are implemented to control the significant risks and comply with health and safety legislation;
- the significant findings of the risk assessments are recorded;
- health and safety standards are monitored informally on a day to day basis and formally monitored three times a year, keeping records of the findings and any actions required;
- staff are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work;
- any problems with implementing and maintaining appropriate health and safety standards are reported to the Governing Body along with details of significant injuries to staff, pupils and visitors;
- specialist help and assistance is obtained where necessary.

All Staff

Are responsible for:

- taking reasonable care for their own health and safety and that of others who are affected by their activities;
- where appropriate, exercising effective supervision of pupils so as to minimise risks to their health and safety;
- using any work equipment in accordance with the training and instructions provided;
- co-operating as is necessary to implement the arrangements of this policy and the measures detailed in the risk assessments;
- monitoring the health and safety standards of their own areas, ensuring that appropriate risk control measures are implemented;
- reporting to the Head Teacher any health and safety matters they cannot, or do not feel competent to, deal with themselves and any shortcomings they see in the health and safety arrangements.

Pupils

Pupils are expected:

- to exercise personal responsibility for their own health and safety and that of others;
- to observe standards of dress and behaviour consistent with the safety of themselves and others;
- to observe the rules of the school and in particular the instructions of staff.

Health and Safety Assistance

The Health and Safety Team for schools are available to provide health and safety assistance. The Team can be contacted to provide general health & safety enquires via email: corporatehealth&safety@lincolnshire.gov.uk or telephone 01522 554917.

Please note that your first and immediate contact for Schools Health and Safety matters, queries, questions, advice or help is - Fraser Shooter, Corporate Health & Safety Advisor email address: Fraser.Shooter@lincolnshire.gov.uk

1. Arrangements

The arrangements for controlling risks from school activities are set out in the risk assessments which are recorded separately. Other arrangements are below.

First Aid Arrangements

It is the policy of the school to train as many teachers and midday supervisors as possible in emergency first aid so that there is always cover for the most likely times when injuries occur and for absences/school trips etc. This training is repeated every 3 years to maintain competence. First aid boxes stocked with the recommended contents are located in the Hall Kitchen Area, and a person has been made responsible for checking the contents on a monthly basis and replacing any items used. All staff should familiarise themselves with the location of these so that, in the event of an injury or acute illness, these can be located quickly.

Staff should administer first aid treatment in accordance with their training and always err on the side of caution by referring pupils for further medical attention as set out below or when in doubt.

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil, should be referred immediately for further medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via the standard letter of any non significant head bumps which show no signs or only slight reddening.

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention.

Aids and hepatitis B viruses are a risk to staff involved in the provision of first aid. The universal precautions for cleaning up body fluid spillages detailed in the Department of Health poster 'Guidance on infection control in schools and nurseries' should be followed to prevent the spread of infection. This poster is displayed in the Staff room. Must wear latex Gloves, Disposal of all clinical waste including the gloves must be made by using sealed plastic bags and placing them into the sanitary container in the Ladies Toilet.

Injury Reporting

Minor pupil injuries/first aid treatments will be recorded by the person administering first aid in the accident book kept in the Hall Kitchen Area.

All employee injuries and significant injuries to pupils will be recorded on report form PO3 (available on LCC Website), a copy being kept on file and a copy sent to the Health and Safety Team.

The Head Teacher is responsible telephoning the Incident Contact Centre (ICC) 0845 300 9923 in the event of 'Fatal', 'Major' or 'Over 3 Day Absence' injuries, 'Reportable Diseases' and 'Dangerous Occurrences' as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

'Major' injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of care.

Injuries arising out of curriculum sporting activities, requiring hospital treatment, are reportable. Injuries which arise from play activities or health conditions are not reportable, unless these happen in connection with work, or as a result of work activities.

'Major' injuries to staff are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours.

'Over 3 day' absence are injuries to staff, do not count the day of the injury but every day after when they were unable to carry out their normal duties is counted, irrespective of weekends, holidays etc.

'Reportable Diseases' are those notified by a doctor's certificate. These diseases are numerous but rare and include injuries from repetitive movements, infections such as Leptospirosis, Tetanus Hepatitis and Legionellosis conditions from exposure to substances such as occupational dermatitis. The Health and Safety Team (shall be contacted via email - corporatehealth&safety@lincolnshire.gov.uk - for further details if there is any suspicion of a reportable disease.

Injuries to self employed persons working on school premises must be reported in the same way as for school staff.

Some incidents which do not result in injury must also be reported to the ICC. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing, but do include the failure of a lift and fires or electrical short circuits which disrupt activities for more than 24 hours.

The Health and Safety Team () shall be contacted if in doubt about reporting procedures via email - corporatehealth&safety@lincolnshire.gov.uk.

Statutory Notices

The following statutory notices are displayed in the Staff room;

'Health and Safety Law' poster.

Employee Induction Procedures

The capabilities of all new staff with regard to their own health and safety and that of pupils in their care will be taken into account before employment starts. Adequate information and training will be given to ensure that they are aware of the school's health and safety arrangements, particularly:

- evacuation procedures;
- first aid and injury reporting arrangements;
- any other relevant emergency procedure.

Risk Assessment Procedures

Risk assessments shall be recorded on the attached form and will be stored in electronic copy on the school server and in hard copy in the main school office.

Risk assessments will be reviewed every year or when circumstances change.

Significant Findings of Risk Assessments

Assessment Number		Area/Activity		Carried out by		Date	
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk

Baston C of E Primary School - Risk Assessments

Assessment Number	Area/Activity
1.	Caretaker's Activities
2.	Legionella Bacteria
3.	Asbestos
4.	School Security and Vehicle Hazards
5.	Pupil Play Activities
6.	Pond
7.	School Corridors (Risk Assessment Attached)
8.	Classrooms
9.	PE Activities
10.	Hall
11.	ICT Room
12.	Office
13.	Staffroom
14.	Design and Technology Activities
15.	Science Activities
16.	Educational Visits and Trips.
17.	Clay Work and Kiln Operations.
18.	Pupils' Toilets
19.	Work Related Stress
20.	Violence at Work
21.	Contractors' Activities
22.	Working Alone
23.	Moving and Handling Assistance for Pupils with Special Needs
24.	Initial Risk Assessment for Expectant Mothers
25.	Fire Risk Assessment

The school may not hold risk assessments which do not apply to the school e.g. ICT Room, Kiln Operations risk assessment. Electronic versions of these model risk assessments are available from corporatehealth&safety@lincolnshire.gov.uk