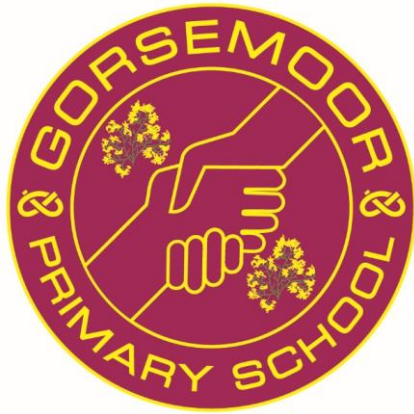


# Health and Safety Policy



Date of Issue: Jan 2017  
Review Date: Jan 2019

Approved by the Full Governing Body  
on 22nd March 2017

<b>Audience:</b> Staff/Governors/Public
<b>Frequency of Review:</b> Every Two Years
<b>Postholder responsible for Review:</b> Headteacher

<b>Recommended associated documents:</b> Risk Assessments, Educational Visits Policy, COSHH, Accident Report Forms, Control of Contractor visits
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# **Gorsemoor School Motto**

## **Safe and Happy as we Learn.**

The governors of Gorsemoor Primary School recognise that they have a duty to provide a safe, smoke-free and healthy working environment for their employees, pupils, sub-contract staff or visitors whilst under their control or protection. The governors also recognise that they have a duty to protect the environment insofar as it may be affected by any activities undertaken.

The governors will, therefore, as far as is reasonably practicable:

1. develop and promote policies and procedures designed to provide high quality health, safety and environmental standards in all activities;
2. develop and maintain safe working practices;
3. provide and maintain safe working areas and equipment;
4. promote and encourage the participation of all staff and students in the achievement of quality safety standards;
5. consult with staff and students on those matters of health and safety relating to the working environment;
6. provide the necessary training, guidance and advice to all staff and students to enable them to meet their group or individual responsibilities for safety matters;
7. continuously monitor, review and re-assess the policies and procedures to ensure that they remain fully effective utilising best practices and best available techniques;
8. maintain effective dialogue with local authorities and neighbours on all matters in which school activities may affect the local community.

### **1. Statement of Health and Safety Policy**

- 1.1. This policy statement supplements both the general statement of policy issued most recently by Staffordshire LA and the more detailed statement issued by the Directorate.
- 1.2. The Governing Body and Senior Leadership Team of Gorsemoor Primary School recognise and accept their responsibilities both under civil and criminal law and also under Staffordshire's scheme of delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees is appreciated.
- 1.3. In compliance with the Health and Safety at Work etc. Act, the Governors at Gorsemoor School will ensure, in so far as is reasonably practicable that:
  - 1.3.1. the premises are maintained in a safe condition;
  - 1.3.2. safe access to and from the premises is maintained;
  - 1.3.3. all plant and equipment is safe to use;
  - 1.3.4. the school is committed to ensuring that risk assessments are undertaken to ensure safe working for all.

- 1.3.5. sufficient information, instruction, training and supervision is available and provided;
  - 1.3.6. arrangements exist for the safe use, handling and storage of articles and substances at work;
  - 1.3.7. a healthy working environment is maintained including adequate welfare facilities.
- 1.4. In addition to the above commitment, the Governors also recognises its obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public, contractors, etc., are or may be affected by the school activities being carried on within the school boundary or otherwise, the Governors will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an educational institution which must set standards by example for its students, this commitment is seen as especially important.
- 1.5. Within the financial restraints indicated by the Department for Education, the Governors will ensure through the Senior Leadership Team that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.
- 1.6. The Governors are committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Governors commitment to the continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises. Employees are reminded of their own duties.
- 1.6.1. To take care of their own safety and that of others and;
  - 1.6.2. To co-operate with the Governors and Senior Leadership Team so that they may carry out their own responsibilities successfully.
- 1.7. All relevant Regulations, Codes of Practices and Standards will be complied with as necessary.
- 1.8. Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.
- 1.9. A copy of this statement has been provided to every member of staff. Copies are also posted on staff noticeboards. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.
- 1.10. This policy statement together with the organisation structure and the following arrangements and procedures has been approved by the school's Governors

Signed:

Signed

[Chair of Governing Body]

[Headteacher]

Date: 9<sup>th</sup> November 2016

Date: 9<sup>th</sup> November 2016

## **2. Health and Safety Organisation**

2.1. In order to ensure that health and safety issues are dealt with in accordance with this establishment's safety policy, the following organisational structure has been accepted by the Governors. Duties and responsibilities have been assigned to staff and governors as laid out below.

### **2.2. The Governing Body (Chairperson: Mr M. Walden)**

The Governors will comply with any directions issued by the LA concerning the health and safety of persons on school premises or taking part in school activities elsewhere. The Governors are ultimately responsible for health and safety matters at a local level. They accept that the delegation of funds to them from the Directorate LA carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governors they will accept a share of the responsibility for the way in which health and safety issues are addressed. However, the LA will be informed of any issue which has significant health and safety implications and which cannot be resolved satisfactorily without LA involvement.

The Governors appreciate that they can only work within their allocation of the total education budget determined by Department of Education and that they will only be accountable for deciding how the budget within their control is to be spent.

### **2.3. The Headteacher ( Acting Mrs B Heath)**

Overall responsibility for the day-to-day management of health and safety in the school rests with the Headteacher. As manager of the establishment and of all the activities carried on within it the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Headteacher will include:

- 2.3.1. ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999;
- 2.3.2. ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements which form part of this policy;
- 2.3.3. adequate staffing levels for safe supervision;
- 2.3.4. the delegated responsibility for maintenance of the premises;
- 2.3.5. the purchase of equipment to meet appropriate safety standards;

- 2.3.6. the repair, maintenance and testing of school equipment;
  - 2.3.7. the provision of appropriate protective equipment where necessary
  - 2.3.8. the purchase and maintenance of first aid materials and fire fighting equipment;
  - 2.3.9. the funding of necessary safety training for staff;
  - 2.3.10. the arrangements for securing health and safety assistance from a competent source;
  
  - 2.3.11. the appointment of a premises manager;
  - 2.3.12. the provision of appropriate health and safety information to governors.
- 2.4. The Headteacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.
- 2.5. The Headteacher will delegate certain tasks to the Health and Safety Supervisor, Mr. E. Plejdrup. The Health and Safety Supervisor's role is primarily that of facilitator. The Health and Safety Supervisor may take on certain functions but the overall responsibility rests with the Head of Establishment. The core duty is to ensure that there is a management system established for the management of health and safety.

The Headteacher's duties include:

- 2.5.1. Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and that assessments are monitored and reviewed.
- 2.5.2. Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff;
- 2.5.3. Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 2.5.4. Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 2.5.5. Arrange for termly evacuation drills and weekly fire alarm tests etc.;
- 2.5.6. Advise the Property and Estates Division (or other appropriate body e.g. Joint Property Unit ) of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 2.5.7. Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe (Mr. E. Plejdrup to advise);

- 2.5.8. Co-ordinate the bi-annual health and safety checklist, ensuring all areas of the establishment and all activities are covered;
- 2.5.9. Report to the Local Authority any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 2.5.10. Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- 2.5.11. Ensure that SLT are kept informed of the names and details of those persons appointed to provide competent health and safety assistance;
- 2.5.12. Oversee all arrangements for educational visits and school journeys;(Liaise with the Educational Visits Coordinator)
- 2.5.13. Ensure that Hazard Data Sheets from Cleaning Services are available centrally and regularly updated.
- 2.5.14. Oversee with the Site Supervisor any major construction activities to ensure safe work practices and the safety of all staff and pupils.

## 2.6. Curriculum Leader

All Curriculum Leaders are responsible to the Headteacher for ensuring the application of this policy to all activities undertaken by their department. They will also have responsibilities for ensuring that all relevant parts of the Authority's statement are observed and implemented by all members of staff in their respective departments. In particular, staff holding such positions of responsibility will:

- 2.6.1. ensure that risks assessments are undertaken within their sections and that control measures are implemented, and that assessments are monitored and reviewed;
- 2.6.2. ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned;
- 2.6.3. ensure that all accidents (including near misses) occurring within their department are promptly reported and recorded using the appropriate forms etc;
- 2.6.4. ensure that all accidents are investigated with a view to preventing a recurrence;
- 2.6.5. ensure that all staff within the department are aware of their specific roles in case of fire and/or emergency;
- 2.6.6. remove from use and inform the Site Supervisor of any equipment/appliance which has been identified as being unsafe and which is in need of repair;
- 2.6.7. ensure that adequate levels of class supervision are available at all times;
- 2.6.8. carry out (in conjunction with other members of staff) the bi-annual

- health and safety checklist within their areas of responsibility and provide a report to the Health and Safety Officer.
- 2.6.9. maintain or have access to an up-to-date library of relevant published health and safety guidance from sources including the LA, DCSF, etc., and ensure that all subordinate staff are aware of and make use of such guidance including that available in electronic format;
  - 2.6.10. identify specific staff health and safety training needs and inform the Health and Safety Officer accordingly;
  - 2.6.11. consult with all staff on any matters which affect their health and safety whilst at work;
  - 2.6.12. carry out departmental induction training including any specific information and training that may be necessary because of activities which are peculiar to the department;
  - 2.6.13. ensure that levels of first aid provision remain adequate for the activities being undertaken;
  - 2.6.14. resolve health and safety problems referred by members of staff within their year groups. Any problems that cannot be satisfactorily solved must be referred to Mr. E.Plejudrup.
  - 2.6.15. ensure, via teachers, that all pupils are given the necessary health and safety information and instruction prior to commencing practical facilities which may involve some risk;
  - 2.6.16. ensure that good standards of housekeeping are maintained;
  - 2.6.17. consult the Authority's Health and Safety Adviser or other appropriate officer, when additional assistance becomes necessary.

## **2.7. All Teaching Staff (including Peripatetic and Supply)**

Teaching staff are responsible for the health and safety of all pupils and training students under their control whilst involved in organised work activities both on site e.g. classrooms, hall, workshops etc., and off site e.g. school trips. Class teachers shall:

- 2.7.1. ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the students involved, the activities to be undertaken etc., will all need to be considered;
- 2.7.2. be aware of the school's health and safety policy and any local rules and arrangements, which may apply specifically to the curricular area concerned;
- 2.7.3. ensure that safety instruction is given to all pupils prior to commencing practical sessions;
- 2.7.4. know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
- 2.7.5. ensure that pupils follow school/departmental safety rules and

- 2.7.6. that protective equipment is worn where appropriate; ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 2.7.7. ensure safety devices e.g. machinery guards are in good condition and are used; especially in kitchen areas.
- 2.7.8. report any defective equipment to the Headteacher or additional personal appliances to Health and Safety Officer;
- 2.7.9. investigate all accidents (in conjunction with teachers and first aiders) which occur through activities organised/supervised by the school;
- 2.7.10. propose for consideration by their Curriculum Leader any standards within the curriculum area;
- 2.7.11. ensure that an agreed adequate level of classroom and off site supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

## 2.8. Site Supervisors

The Site Supervisor is responsible to the Headteacher for

- 2.8.1. arranging for the removing from service of any item of furniture, apparatus or equipment which as been identified as unsafe and notifying the Headteacher of any new/additional electrical appliances:
- 2.8.2. taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc;
- 2.8.3. participating in bi-annual health and safety audit, paying particular attention to the building structure, services, access to/from the school, main circulation areas etc;
- 2.8.4. ensuring that other site supervisory staff are adequately supervised;
- 2.8.5. identifying any particular health and safety training needs of supervisory staff in the group;
- 2.8.6. ensuring that staff within the group are not involved in activities outside their limitations;
- 2.8.7. ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of equipment;
- 2.8.8. ensuring that all staff work in accordance with safe working practices issued by the school, the Authority etc;
- 2.8.9. ensuring that the location of all ladders, steps and scaffolds is logged, and an annual inspection is made of their condition;
- 2.8.10. liaise with and monitor, as far as it is reasonably practicable, the activities of contractors (including catering and cleaning staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.



2.8.11 Ensure that any construction vehicles have safe access and are pupils are protected

2.8.12 The Site Supervisor will assume the role of Health and Safety Supervisor and will oversee the work practices of the cleaning staff to ensure that we are compliant with health and hygiene. He will report back to the Headteacher regards the hygiene of the school.

## 2.9. All Employees

All employees have general health and safety responsibilities, both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health while at work, along with that of others who may be affected by their actions.

Employees must also co-operate with the Governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

- 2.9.1. to participate in the risk assessment process and comply with findings;
- 2.9.2. to report all defects in the condition of the premises or equipment of which they become aware;
- 2.9.3. to report all accidents according to the procedures in Part 3 of this document;
- 2.9.4. to be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 3);
- 2.9.5. to make use of all necessary personal protective equipment provided for safety or health reasons;
- 2.9.6. to, where necessary, make use of all control measures made available to them, e.g. chemical cupboards etc;
- 2.9.7. follow all relevant codes of safe working practice and local rules;
- 2.9.8. report any unsafe working practices to the Health and Safety Officer;
- 2.9.9. notify the Headteacher for any new/additional electrical appliances and enter on appropriate departmental log sheet.

## 2.10. Pupils

All pupils must be encouraged to follow all safe working practices and observe all school safety rules. All pupils will:

- 2.10.1. follow all instructions issued by a member of staff in the case of an emergency;
- 2.10.2. ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- 2.10.3. inform any member of staff of any situation which may affect their safety;

**(Note: This part of the policy statement should be brought to the attention of all pupils and parents.)**

**2.11. Hirers, Contractors and Others**

- 2.11.1. When the premises are used for purposes not under the direction of the Headteacher, then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices;
- 2.11.2. The Headteacher or the co-ordinator will seek to ensure that hirers, contractors and others who use the school premises sign in at Reception, conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times;
- 2.11.3. When the school premises or facilities are being used out of normal school hours for a school sponsored activity, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- 2.11.4. When the premises are hired to persons outside the employee of the governing body, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the governing body and that they will not, without the prior consent of the governing body:
  - (a) introduce equipment for use on the school premises;
  - (b) alter fixed installations;
  - (c) remove fire and safety notices or equipment;
  - (d) take any action that may create hazards for persons using the premises or the staff or students of the school.
- 2.11.5. All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the **Health and Safety at Work etc. Act 1974** and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the **Health and Safety at Work etc. Act 1974**.
- 2.11.6. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher will take such action as necessary to prevent persons in his or her care from risk of injury.
- 2.11.7. The Governing body draws the attention of all users of the school premises (including hirers and contractors) to S.8 of the Health and Safety at Work etc. Act 1974, which states that no person shall intentionally or recklessly interfere with or use anything which is provided in the interests of health, safety or welfare in pursuance of

any of the relevant statutory provisions.

### **3. Health and Safety Arrangements**

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

#### **3.1. Accident Reporting, Recording and Investigation**

Accidents to staff, pupils or visitors are recorded centrally in the school accident book; this is kept in the main school office. The lunchtime supervisors record incidents at lunchtime and this information is then transferred onto the accident slips held in main office. The school follows county and national Guidance with regard to the notification of serious incidents.

#### **3.2. Asbestos**

The Asbestos Record System Manual is held in Reception in the paper store and it is available for consultation by staff or contractors working on site. The Site Supervisor (Mr E.Plejdrup) makes contractors aware of their responsibilities, and he also oversees other works within the school and is aware of the detail contained within the asbestos record. Potential or real interference to asbestos materials is reported to Mr Plejdrup and county guidelines are then adhered to.

#### **3.3. Contractors**

The school follows the advice of the Building Inspector with regard to the selection of contractors, but also uses its own known specialists for other minor works. Contractors are requested to sign in/out at reception, and are also asked to complete paperwork related to their work, including the completion of a hot work permit, where appropriate. Major contracts are managed through County, and are overseen by the Headteacher. Close liaison is maintained between the contractor, the school and the Local Authority

#### **3.4. Curriculum Safety [including out of school learning activity/study support]**

Class teachers are responsible for the day-to-day safety of their pupils in normal class activities including PE and Science. Further advice can be sought from The Science Coordinator and Science Technician and for PE from the PE coordinators.

We follow County guidance for non-wearing of jewellery for PE and Games.

All year bases compile their own chemical safety sheets, but the science technician compiles the sheets for the Science store (which is kept locked at all times). All of these sheets are kept centrally in the front Paper store for central access. The Kitchen staff keep their own sheets.

All visits out of school require a Risk Assessment to be completed. Miss V Ledo, is the EVC co-ordinator for visits. (Deputy EVC is Mrs Palmer) All visits should be booked

through the Electronic EVOLVE system (Staffordshire County Council approved system). All staff are asked to adhere to good practice contained within the various local and national guidelines related to visits and copies are available for staff to refer to within school.

### 3.5. Drugs and Medication

If parents request that their child receive medication whilst in school, they are asked to deposit this in the Front Reception office. The staff responsible for this, both during the school day and at lunchtime, then administer the medication.

### 3.6 Electrical Equipment [fixed and portable]

Portable electrical equipment is tested biannually by Mr Plejdrup . Damage to any equipment is reported to the Headteacher and then to Mr Plejdrup, either verbally or through the central repair book. Staff are discouraged from bringing their own electrical equipment into school, unless it has been tested. Fixed installation equipment is maintained and tested through Authority-run contracts.

### 3.7. Fire Precautions and Procedures [and other emergencies including bomb threats]

Mr. Plejdrup carries out termly risk assessments, and fire drills are carried out every term. More frequently if building work is in progress. Records of fire drills are kept, and staff are always asked for comments on the success or otherwise of the drill. All staff and pupils are advised of the need to follow the green Fire Exit signs and teachers and TAs are asked to supervise the clearance of their immediate teaching areas. Regular school visitors know the assembly point and other visitors are escorted by their host. Fire extinguishers are maintained on contract by Chubb, the fire alarm is tested weekly by the Site supervisor, and emergency lighting is tested .

#### 3.6.1 First Aid

Trained first aid staff are:

**First Aid at Work:**

Mrs. B S Heath  
Mrs. L Smith  
Mrs. J Wilson  
Miss K Morgan

**Paediatric First Aid:**

Mrs Rowland  
Mrs Horn  
Mrs Etchells  
Mrs Morris  
Mrs Ryan  
Mrs Barber

Mrs Hiatt

First Aid Provision: Assessment completed September 2016.

First aid boxes are kept throughout the school, in wet areas or closed classrooms as well as in the front office and school kitchens. The First Aid at Work personnel have more comprehensive kits that are with them in their rooms and are always visible Mrs. W Westwood arranges for the checking of the first aid boxes and monthly records are maintained. First Aid at work personnel check their own bags and replenish from a central store as required. Should an ambulance be deemed necessary the first aider will summon one in conjunction with reception office. Attempts are always made to inform parents and if they are unable to accompany a child to hospital the school makes every effort to allow the class teacher to do so.

### 3.9. Glass and Glazing

The school is compliant with the glazing survey. When windows are broken, all replacement glass is BS 6206 laminate, and is clearly marked as such. Monitoring of the glazing around school is carried out regularly by Mr E, Plejdrup.

### 3.10 Hazardous Substances

The school follows county and national guidelines with regard to the use of hazardous substances, and their use is kept to a minimum. Hazard data sheets are kept by the in a central record in the paper store. Storage of such substances follows manufacturers' advice.

Mrs Fraser ensures that chemicals used in Science are correctly stored in the locked Science store and flamesafe cupboard

### 3.11. Health and Safety Advice

The school has appointed a health and safety officer, Mr.E.Plejdrup, who has undergone relevant INSET, both within and outside of LA. The school has always been keen to consult with experts about health and safety matters, and regular contact is made with relevant LA departments.

### 3.12. Housekeeping, Cleaning and Waste Disposal

The school cleaning is carried out by the schools own employees under the supervision of Mr G Barber, and their role is seen as very important within school. All cleaning staff will be undergoing training.

Site staff carry out snow shifting. In times of heavy snowfall, the school has purchased a snow machine that is maintained by Mr E. Plejdrup.

Waste generated by both the school and kitchen is kept in a secure area which is emptied once per week.

### 3.13. Handling and Lifting

Cleaning staff have undergone training in this area, and advice is also given in their staff handbook. Staff are asked for suggestions to minimise handling and lifting. Deliveries to the school do cause problems, but staff are aware of the need for deliveries to be dropped off at an appropriate location in order to minimise unnecessary handling of stock.

### 3.14. Jewellery [This should be repeated in school uniform policy/prospectus]

Students are permitted to wear one pair of plain earrings or studs and one named charity wristband. All jewellery is removed for PE lessons. This follows guidance from the LA.

### 3.15. Lettings/Shared Use of Premises

The school lettings form gives advice and instructions to those who may use the school in the evening or at weekends. All hirers are aware of their responsibilities with regard to insurance, and the caretaking staff ensure that only relevant areas of the school are opened, where practical, for such events.

### 3.16. Lone Working

Staff are discouraged from working alone, but where it is necessary they are reminded of the need to follow safe practice and county guidelines.

### 3.17. Maintenance/Inspection of Equipment

Ladders and steps	- Site Supervisor	-	Weekly
Fire alarm (manual)	- Site Supervisor	-	Weekly
Fire alarm (automatic)	- Trinity	-	Quarterly
Fire extinguishers	- Chubb	-	Annually
PE Equipment	- Sportsafe UK	-	Annually
Emergency lighting	- Trinity	-	Annually
	- Site Supervisor	-	Monthly
Air Conditioning	-MITIE	-	Twice a year

### 3.18. Monitoring the Policy

Mr. E.Plejdrup has the delegated responsibility for monitoring all matters relating to health and safety, including the completion of the bi-annual self-evaluation tool. He is assisted by Mr R Ball, the nominated Governor for health and safety.

### 3.19. Personal Protective Equipment (PPE)

Staff who require such equipment are provided with it. Advice on the use and maintenance of such equipment is sought from Sites and Safety at county.

### 3.20. Reporting Defects

A hazard and defect book is available in Reception and all staff are requested to list their concerns on this. This is checked on a daily basis by the site supervisor. In addition, staff are asked to complete a State of Room survey at the start of each academic year. This enables problems to be identified, and allows the school to prioritise its work for the coming year.

### 3.21. Risk assessments are carried out where deemed necessary.

Subject specific risk assessments are carried out by subject leaders, ie Science Coordinator and PE coordinator. Forest schools work also has its own risk assessments.

Class room risk assessments are carried out by class teachers.

Catering by the Kitchen staff

Cleaning risk assessments are jointly conducted by the Site Supervisor with the Cleaning Supervisor.

Non-subject specific risk assessments are monitored by Mr.E.Plejdrup.

### 3.22. School Trips/Off-site Activities

The school provides guidelines for staff who wish to run visits at home or abroad. These follow national and county guidance, and all relevant documentation for county is completed. Foreign visits adhere to the specific advice given by county. Advice on visits is available from Miss V Ledo who also centrally keeps copies of all risk assessments that have been undertaken. Where necessary, advice is sought from County.

### 3.23. School Transport

The school does not use its own vehicles but contracts out school visits to companies that meet the safety standards.

### 3.24. Smoking

Gorsemoor has a no-smoking policy in all areas.

### 3.25. Staff Consultation

Health and safety issues are discussed as part of the Premises agenda, and meetings are scheduled weekly between the Headteacher and Mr E.Plejdrup. All staff are invited to raise health and safety concerns with Mr E Plejdrup or the Headteacher which will then be discussed at the meeting. Should more urgent problems arise between meetings, they are addressed as quickly as is practicable through informal consultation.

### 3.26. Staff Health and Safety Training and Development

Mr. E.Plejdrup is the Health and Safety Officer. He has undergone training and holds the Basic Certificate in Health and Safety and is undergoing Level two training. SLT are charged with disseminating health and safety information to their staff, and should specific guidance be required, then advice is sought from county.

Other needs are covered within personal development plans.

### 3.27. Staff Well-being/Stress

The school responds sympathetically to difficult personal situations and offers support whenever it is able. Use is made of Local Authority's Occupational Health Unit and Confidential Counselling Service. Staff are made aware of Stress in the Workplace Guidance via SLN.

### 3.28. Supervision [including out of school learning activity/study support]

Staff are requested not to leave students unattended during curriculum time. At all other times i.e. schools trips, LA guidelines are followed e.g. age related ratios and depending upon the nature of the visit. All staff and volunteers undergo a background check with the Criminal Records Bureau.(DBS)

### 3.29. Swimming Pool Operating Procedures

N/A

### 3.30. Use of VDU/Display Screens

Mrs. B. S. Heath arrange risk assessments in this area and will put control measures in place where necessary.

### 3.31. Vehicles on Site

Students are discouraged from walking across car parks or vehicle entrances. The nature of the school site make it very difficult to completely segregate vehicles and staff/students, but the pupils are regularly reminded of the out-of-bounds areas. Contractor vehicles are controlled by the Site Supervisor

### 3.32. Violence to Staff/School Security

The school takes school security and the safety of students and staff very seriously. The school has many exits and entrances but is fitting push bars on external doors wherever possible. Visitors are signed to reception where they are asked to sign in, and the main entrance door is controlled by one of three switches at the reception desk. The school has invested in CCTV. Systems are in place, which allow staff to report incidences of verbal or physical violence, should they occur. Staff are made aware of the corporate policy re violence.



### 3.33. Working at Height

The site staff are aware of guidelines regarding the use of ladders. Ladders are kept in good order and visual inspections are carried out before use. Pupils are not permitted to use ladders on school premises, and contractors should carry out their own risk assessments and adhere to safe practise when working at height.

### 3.34. Work Experience

Work experience students are made familiar with our safety regulations. They have induction packs issued by our work experience coordinator Miss Walden. In the case of teaching students, they also have an induction pack and come under the care of Mrs Le Chevalier. The universities themselves carry out DBS checks.

### 3.35. Water Hygiene

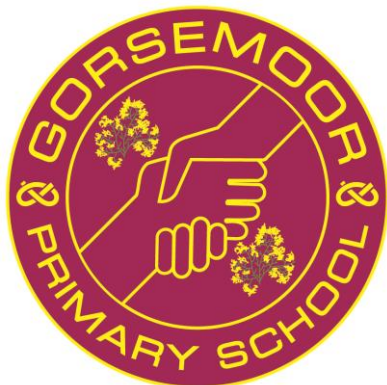
Arrangements for routine inspections are made by the local authority. HSL now undertake a monthly inspection and are responsible for recording and updating the manual. Mr. E.Plejdrup is responsible for monthly flushing of infrequently used outlets. The manual is located in the Paper store at the front of school.

### 3.36. Maternity

When staff inform that Headteacher that she is pregnant, due care must be given to working conditions i.e. appropriate seating, restrain from lifting and stretching. Time to attend maternity appointments is statutory. As a school, we will also take into consideration the amount of time a pregnant employee has to stand or be out in inclement weather, especially in icy conditions. We will also take advice if there is an outbreak of communicable illness in the school, i.e. German measles. On return to work, due care will be given if the mother is still breast feeding.

<b>Health and Safety Aspect</b>	<b>Method</b>	<b>Responsibility</b>
Incidents to staff, or visitors	Record in Accident Book	Mrs N.Stafford Mrs L.Clayton Mrs L. Horton
Incidents to pupils	Record on accident forms	Mrs L Clayton Mrs L. Horton Mrs D.Westwood And all teachers
Fire and Emergency Procedures	Direct contact	Mr. E.Plejdrup
Briefing visitors	Direct contact	Mrs N. Stafford Mrs L. Clayton Mrs L.Horton
Briefing new staff	Direct contact	Headteacher
Briefing Associate Teachers	Direct contact	Headteacher
Premises	Record in Repairs Book	All staff Mr. E.Plejdrup
Furniture	Record in Repairs Book	All staff Mr E.Plejdrup
Machinery/Equipment	Direct contact	Headteacher
Student visits and transport issues	Risk assessment	Miss V.Ledo
Briefing of contractors	Direct contact	Mr. E.Plejdrup
Briefing staff about contractors	Direct contact	
Electrical safety	PAT testing	
Health and Safety literature and guidance	Direct contact	
Hygiene in school areas excluding the Kitchens	Direct Contact	Mr. E. Pleydrup

<b>Health &amp; Safety Aspect</b>	<b>Date completed</b>	<b>Review Date</b>	<b>Responsibility</b>
Completion of Annual premise checklist in Autumn Term			Mr. E.Plejdrup
Completion of the self audit in January of each year			Mr. E.Plejdrup
Completion of Annual Fire risk assessment			Mr. E.Plejdrup
Annual review of Risk Assessments			Mr. E.Plejdrup
Annual Health and Safety Report to Governors			Headteacher Mr. R. Ball (Link Governor) Mr. E.Plejdrup
Annual review of School Health & Safety Policy			Headteacher Mr. E.Plejdrup



## Appendix 1 FIRE EMERGENCY PLAN FRAMEWORK



### FIRE AND EMERGENCY EVACUATION PROCEDURES PUBLIC PREMISES

This document details the fire and emergency evacuation procedures for the premises. Staff must ensure that they are familiar with these procedures and act upon the requirements.

#### 1. ACTION WHEN THE FIRE ALARM SOUNDS

*Leave the building with the children in an orderly fashion, ensuring that you are the last out of the class. Use the fire exits that we have rehearsed and take with you the absence sheets on doors. If possible, close classroom doors and external doors.*

**DISABLED PERSONS** - *Escort out of the building. Where there is a one to one stay with the child. If we have a temporary disablement i.e. a wheelchair for a broken leg, push that child out last with you.*

#### 2. ACTION ON DISCOVERING A FIRE

*Activate the nearest alarm point and alert the office and Headteacher of the location of the fire. Do NOT put yourself at risk by re-entering the building.*

#### 3. SUMMONING THE FIRE & RESCUE SERVICE

*The office manager will summon the fire brigade by telephone. If she is absent, this will be done by another member of the office staff.*

#### **4. ROLL-CALL**

*Mrs Colwell will collect the staff absence cards and teachers will collect their own cards from classroom doors. Lunchtime supervisors will do this if they are in classrooms at lunchtime. The office staff will collect visitor sign in books Initially head count the children. Therefore, ALWAYS have an accurate head number following SIMs registration.*

#### **5. FIRE DRILLS**

*A fire drill will be carried out at least once a term. More frequent if there are builders on site. At least once a year there will be a fire drill at lunchtime.*

#### **6. FIRE MARSHAL PERSONNEL**

*The Headteacher, Deputy, Assistant Headteacher and EYFS Coord /,SENCO for Nursery are the fire marshals. The Head will sweep the admin end of school, the Dining hall, LRA, the Hall and the toilets at the back of the hall.*

*The Deputy will sweep all KS1 classes except Nursery, plus the lower toilets THE EYFS Coord / SENCO will sweep The Nursery.*

*The Assistant Headteacher will sweep all KS2 classes and computer room.*

#### **7. STAFF ABSENCES**

*It is vital that staff cards are correctly altered if you leave the premises during the day. The office will know of staff absences and those on courses.*

#### **8. VISITORS AND CONTRACTORS**

All visitors (not members of the public) and contractors must report to the front office, signing in the appropriate book on arrival and before leaving the premises.

In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the fire assembly point.

Contractors, including any contract cleaners working on the premises, shall be informed of the fire and emergency procedures that apply including: -

- action to be taken on hearing the fire alarm or discovering a fire;
- fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures;
- the location of fire fighting equipment and fire alarm call points in relation to the area of their work.

Contractor's employees working on the premises when full time staff are absent (e.g. at night or at weekends), shall have adequate fire evacuation arrangements in place and know how to call the fire & rescue service.

*The risk of fire arising out of the work of any contractor at the premises must be assessed (use of contractor hazard exchange form/checklist) and appropriate precautionary measures put in place. Any hot work activities shall be closely monitored using the Hot Permit to Work system.*

*Persons who organise evening events must be informed or given written instructions as regards what action to take in the event of discovering a fire or on hearing the fire alarm sounded.*

## **9. CO-ORDINATION WITH OTHER PREMISE OCCUPANTS**

*We will notify Farleas and sports Active of fire arrangement as well as third party Lettings.*

## **10. EVACUATION ROUTES**

*Evacuation routes will be kept free from obstruction and adequately and clearly marked.*

*Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.*

## **11. FIRE ALARM TEST**

***The Site supervisor will regularly test fire alarm points and emergency lighting. This will be recorded in his manual. He will also ensure that the automatic door closures are deactivated when the alarm sounds***

## **12. FIRE FIGHTING EQUIPMENT**

*Fire fighting equipment will be examined and tested at least once a year by a competent service engineer. This is contracted out.*

### **13. BOMB ALERTS**

*The fire alarm will **NOT** be activated. The admin staff and Headteacher will issue a special card with a blue background and red and yellow exclamation mark on it. No panic must occur, nor tell the children of the nature of the warning. Collect bags, coats and pump bags and assembly as you would for a fire. The clearing of bags ensures easy access for the police to check for hidden devices. If deemed necessary by the police we will walk the children to Five Ways Primary School, where we have a reciprocal arrangement. Parents will be informed by text if the danger is deemed necessary.*

**Please sign in your Policy files that you have read and understood this action plan.**