

# **Parklee Community School**

## **Health & Safety Policy**



**Head Teacher: Mrs. M A Ridsdale**

**Address: Wardour Street,  
Atherton,  
Manchester  
M46 0AR**

**Date of policy: April 2007  
Reviewed : September 2008  
Reviewed: March 2011  
Reviewed: March 2015**

## **Part 1 STATEMENT OF INTENT**

- 1.1 This is a Statement of Policy for Organisation and Arrangements of Parklee Community Primary School. The Statement does not replace Wigan M.B.C's. Statement of Safety Policy, but is in addition to this for the benefit of all teaching and non-teaching staff and pupils.
- 1.2 The statement deals with those aspects over which the Governing Body has control and covers safety associated with the building structure, equipment and services for which other officers of the Authority also have responsibility. It describes how the Headteacher is discharging her responsibilities in respect of pupils, visitors and other employees present on school premises.
- 1.3 The aim of the Statement is to ensure that all reasonably practical steps are taken to secure health, safety and welfare of all persons using the premises:
  - To establish and maintain a safe and healthy environment throughout the school.
  - To establish and maintain safe working procedures among staff and pupils.
  - To ensure the provision of sufficient information, instruction and supervision for all people on site to enable them to avoid hazards and to contribute positively to their own safety and health at work including access to training.
  - To formulate effective procedures for use in case of fire and other emergencies and for evacuating school premises.
  - To lay down procedure in case of an accident.
  - To provide and maintain adequate welfare facilities.

## ***Safety policy statement***

- The Head Teacher of Parklee Community School fully accepts her responsibilities under the “Health and Safety at Work Act 1974” to provide the resources to ensure the health, safety and welfare of both staff and pupils.
- The school is committed to identifying, then eliminating or controlling, any hazards encountered in the school or on the site.
- The Head Teacher will monitor this safety policy and revise it as necessary.
- The school is also committed to the safety of others, not employed by the school, who may be affected by the activities of the school, i.e. pupils.
- This statement, together with the safety policy, will be communicated to all members of staff via the school’s regular training sessions and through induction training for new staff. A copy of the policy is included in the staff handbook, which is issued to every member of staff.

*Signed*

*Head Teacher*

*Date.*

*Signed*

*Chair of Governors,*

*Date*

## **PART 2 RESPONSIBILITIES AND DUTIES**

### **Governing Body**

In the discharge of its duty the Governing Body. In consultation with the Headteacher will:-

- Develop a positive Health and Safety culture.
- Ensure that there is an effective and enforceable policy for the provision of Health and Safety throughout the school and have taken account of the L.A's own safety policy.
- Provide a safe place for all people using the premises, including a safe means of entry and exit.
- Provide plant, equipment and systems of work which are safe.
- Provide opportunities for instruction and training where required.
- Make reports on Health and Safety to the L.A and Parents as requested.
- Make itself familiar with the requirements of the Health and Safety at work, etc. Act 1974 and any other relevant information to the work in school.

### **Head Teacher**

In Parklee Community School the Head Teacher retains overall responsibility for ensuring the health, safety and welfare of all the employees and the health and safety of pupils, visitors and contractors. The following duties normally relate to the Head Teacher but any of them may be delegated to suitable staff. Note that even if duties are delegated, overall responsibility rests with the Head Teacher to ensure they are carried out.

Head Teacher duties include activities organised on behalf of the school but being undertaken away from the school site.

The Head Teacher will:

- Be the focal point for the day to day references on safety and give advice or indicate sources of advice.
- Coordinate the implementation of the approved safety procedures in the school.
- Maintain contact with outside agencies for expert advice.
- Be available to staff to discuss Health and safety issues and where necessary refer these to the governing body.
- Report to the L.A. those instances where the Heads executive authority does not allow the elimination or reduction to a satisfactory level of hazard, but to take all necessary short term measures to avoid danger pending rectification.
- In consultation with staff, appoint a Health and Safety Coordinator and establish a Health and safety Committee to be made up of:
  - 1) Headteacher
  - 2) The Health and Safety Coordinator (Mr Mark Vickerman)
  - 3) Governors
  - 4) Site Manager ( Mr David Livesey)
- Arrange periodic reviews, inspections and safety audits.

## Safety policy

---

- Identify and provide appropriate training where necessary within financial resources available.
- Report the Governing Body all matters relating to the Health and Safety necessary for them to carry out their responsibilities.
- Recommend necessary changes and improvements in welfare facilities.
- Ensure that there is an effective system for the reporting, recording and investigating of accidents i.e. that all reasonable measures are taken to avoid re-occurrence.
- Review from time to time: 1. Provision of first aid in school, 2. Emergency regulations.
- Review regularly the dissemination of safety information concerning the school.
- Encourage staff, pupils and others to promote Health and safety and to suggest ways and means of reducing risks,
- Ensure that all visitors including contractors are informed of any hazards of which they might be unaware, and that consideration is given to the possibilities of such works affecting pupils and staff. This may be delegated to site manager / bursar / admin officer.

## Deputy Head Teacher

The Deputy Head Teacher (DHT) may be delegated any of the duties of the Head Teacher so long as the Deputy Head Teacher is aware that they have been delegated to him or her and is competent to carry them out. If any have been delegated permanently they should be removed from the Head Teacher section and shown here.

In addition to the duties listed for the Deputy Head Teacher, the DHT will also assume the duties of the HT when deputising for the HT. It is therefore important that the DHT is fully familiar with all aspects of the school safety policy.

## All employees

The Health and Safety at Work Act 1974 requires that all employees should take reasonable care of their own health and any other persons who may be affected by their acts or omissions at work.

All employees are expected:-

- To familiarise themselves with the Health and Safety aspects of their work and the school's Health and Safety Policy.
- To exercise good standards of housekeeping and cleanliness i.e. removing materials to the appropriate location and discarding rubbish properly and safely.
- To check that all equipment is in good and safe working order before use and that it is returned to the appropriate place. E.g. loose wires, P.E equipment.  
**ALL DEFECTS MUST BE REPORTED IMMEDIATELY.**
- Not to make unauthorised or improper use of plant machinery or equipment.
- Report any defects in premises, plant equipment and facilities which they observe.

## Safety policy

---

- To co-operate with other employees and other agencies in promoting improved safety measures in the school.

## Site Manager, Caretaker

The Site Manager or Caretaker has very specific and important roles to play in the implementation of the health and safety policy for the school.

The Site Manager of Caretaker will ensure:

- staff within their control are adequately trained or instructed to perform the duties for which they are employed;
- the COSHH assessments have been carried out, up to date, and the assessment sheets available to staff who need them;
- all staff using chemicals have been informed of the dangers from the chemicals they use and the control measures that are in place to prevent them from being harmed;
- all staff using chemicals are informed of the first aid treatment required in the event of them coming into contact with the chemicals;
- Risk assessments have been carried out on all hazardous activities undertaken by the department i.e. using ladders, entering boiler rooms etc.

## Senior Staff

Key stage leaders are responsible and accountable to the Head teacher for all matters relating to Health and Safety and welfare within their departments and must ensure that:

- All staff and people in their department are made fully aware of Health and safety issues in relation to their duties.
- All statutory notices are displayed appropriately, such as first aid equipment and books, fire drill, exits etc.
- All problems, defects and hazards must be reported to the Headteacher.
- Regular safety inspections of their department are carried out and make recommendations as appropriate.

## 1. Adults working in school

The health and safety of pupils in our school is the responsibility of everybody not just class teachers. As we work and move around the school, if we notice a hazard or a child at risk of injury, we must respond accordingly. If for any reason, an adult considers he/she cannot accept this responsibility, he/she should discuss the matter with the Headteacher before allowing work or an activity to take place.

## Safety policy

---

Class teachers / Teaching assistants / Lunchtime supervisors are expected;

- To exercise effective supervision of the pupils and to know emergency procedures in respect of fire, first aid and other emergencies and to carry them out.
- To give clear instructions and warnings as often as necessary.
- To follow safe working procedures personally.
- To check their own classroom, workstations and play areas over regularly for any apparent defect e/g/sockets, furniture, floor surfaces, steps, windows, ceiling tiles etc. Outdoor areas should be checked prior to usage including the school field and enclosed trim trail etc. Any concerns should be reported to the Headteacher, Bursar, Site manager or line manager.

## Pupils

The pupils are expected:

- To exercise personal responsibility for the safety of self and other children and adults.
- To observe standards of dress consistent with safety and hygiene i.e. appropriate footwear, jewellery rules and bringing unsuitable items into school like penknives, matches etc.
- To follow all rules of safety and notably those given in an emergency.
- To use equipment safely and move about the premises in an appropriate manner as instructed.
- Will play in a safe manner with regard to themselves and other children / adults. Children will be reminded of their responsibilities by staff routinely in class and in assemblies.

## School Health and Safety Coordinator.

The School Health and Safety Coordinator shall in addition to the Headteacher:

- Assist in coordinating the whole school programme of Health and Safety by informing and involving staff in these issues.
- Assist in carrying out inspections and ensure appropriate action is taken.
- Disseminate Health and safety information within school.
- Ensure new staff are briefed about the school's Health and Safety arrangements and are given a copy of the Health and safety policy.
- Receive reports regarding any incidents and inspections carried out by the Health and Safety Executive or other authoritative bodies.

## 3. SCHOOL ORGANISATION ARRANGEMENTS

First aid boxes are provided in the infant and junior classrooms and resource areas, outside the staff room

Each box will contain a standard first aid requisites.

The Following staff are senior first aiders and hold Paediatric First Aid Training:

Miss R Wood – Deputy Headteacher

Mr Bullough

Mrs Hall

## Safety policy

---

Mrs Williams

Mr Fisher

Other members of staff have had training in Emergency first aid at work and certificates are displayed around school.

First Aid should be given but only as far as knowledge and skill permit. The patient should be reassured, and only if absolutely necessary, removed from danger.

Appropriate first aid provision should be made for all out of school activities.

Transport to hospital: if an ambulance is required, then the emergency 999 service should be used. It may be necessary in less severe cases to transport a pupil to hospital with parent/carer permission where possible but parent/carer must meet their child at the hospital. However, this is on a voluntary basis and staff must ensure they have appropriate insurance cover. Whenever possible, parents/carer should be summoned to take their children to hospital.

Injuries at playtimes/ lunchtimes will be treated by a first aider and reported in the accident book. A slip will be sent home with the child. All injuries are to be reported to the class teacher so they are fully informed and thus can inform parents. If in doubt ask for advice.

Protective gloves should be worn when dealing with cuts, grazes or open wounds. Any soiled waste should be disposed of in a yellow bag and then into the caretaker's bin.

All head injuries must be closely monitored and seen by a first aider. Parents/carers are to be informed at the earliest opportunity by telephone and a first aid slip must be sent home.

No creams, medicines, T.C.P should be used unless directed by a medical professional under prescription and a parent/carer has completed a consent form.

Under no circumstances should children keep medicines on their person or in a classroom other than Asthma treatments. Staff should ensure their own personal medications are securely kept away from children.

All accidents / injuries should be recorded in the Accident report book within 24 hours. Where necessary, the L.A will then be notified via the Accident Report Form which is submitted via email. The L.A may consequently contact the Health and Safety Executive.

Parents / carers will be informed of all accidents / illnesses by the appropriate method – slip / letter / verbally, not merely through the child.

For employees only an entry will be made in the Accident report Book (admin office).

Any occurrence, which but for good fortune could have resulted in a serious accident must be recorded and reported to the L.A.



### **Accident reporting.**

All accidents / injuries should be recorded in the Accident report book within 24 hours. Where necessary, the L.A will then be notified via the Accident Report Form which is submitted via email. The L.A may consequently contact the Health and Safety Executive.

Parents / carers will be informed of all accidents / illnesses by the appropriate method – slip / letter / verbally, not merely through the child.

For employees only an entry will be made in the Accident report Book (admin office).

Any occurrence, which but for good fortune could have resulted in a serious accident must be recorded and reported to the L.A.

The accident book should contain the following information:

- name of injured person;
- time, date and place of the injury,
- what happened to cause the injury,
- the injury sustained,
- treatment given,
- name of any witnesses.

More serious accidents should be investigated to try to prevent it happening again. This investigation should be documented.

A first aid report should be completed alongside any accident forms and filed in the folder in the school office.

### **Fire and Emergency Procedure**

#### **Fire and Emergency Procedure:**

Designated Headteacher – Michelle Ridsdale – Fire Officer

- It is the duty of all staff to carry out the procedures as follows: - (i.e. in the case of fire, operate the nearest alarm etc. and then evacuation procedure specific to your location in the school).
- As part of daily routines, all staff must ensure all escape routes are accessible.
- The Headteacher will arrange for an annual review of emergency procedures and of the provision of First Aid in School.
- Bomb alert.

#### **Basic Fire Safety Rules:**

This is often no more than tidiness, good housekeeping and common sense.

- Combustible materials e.g. card, board, packaging and wood etc. should not be kept around School unless they are required.

## Safety policy

---

- Thoroughfares, stairways, entrances and exits should be kept clear and free of combustible materials as appropriate to displays. Escape routes must always be clear.
- Displays and other works should be set up with care since 'decorations' can be a fire risk if hung near heat or light sources.
- Waste bins must be of non-combustible material and should be emptied regularly. Waste paper should not be left lying around and attention should be paid to general tidiness especially near electrical appliances.
- Stockrooms and paper stores to be kept tidy and inflammable materials e.g. Banda fluids/paints secured in metal cupboards.
- The Boiler Room should be kept clean, tidy and locked.
- Electrical points should never be overloaded and wiring checked visually. Electrical equipment must be used properly and returned to storage areas, not left where children could tamper.
- Some clothing/materials used for School plays/dramas could be inflammable and should never be put near heat sources e.g. floodlights/stage lighting.
- Exit routes should be monitored regularly. Portable extinguishers will be checked by the Caretaker monthly for the correct position and that they are fully charged where applicable. These are inspected under the Local Authority Contract. Fire doors should not be wedged back and their condition will be checked for wear/tear by the Caretaker.
- Emergency drills are carried out once a term at least to remind all Staff and Non-teaching Staff of procedures. New Staff will be instructed in these procedures.
- Fire Warning Systems are checked weekly by the Premises Manager who informs CUSTODIAN on 08702402152 in advance to avoid calling out the Emergency Services unnecessarily.

### 4.6 Fire and Emergency Guidelines:

#### **On the discovery of fire or other emergency.**

- Raise the alarm by operating the nearest alarm point as shown on your plan.
- Call emergency services (School Admin Staff or another appointed person in their absence).
- **Evacuation Procedure on hearing the alarm.**
- Leave the building in an orderly fashion via the nearest exit route as shown on your area plan - the GREEN Route. If this is blocked by the fire/hazard, use the RED Route.
- Teachers should accompany their class out onto the JUNIOR PLAYGROUND, first location or INFANT PLAYGROUND second location taking registers with them. The Secretary will bring these if they are in her possession along with the Visitors' Book.
- Key Stage Coordinators should check everybody in their Department is accounted for and inform the Headteacher of this. The Headteacher will relate this information to the Emergency Services on their arrival.
- The Admin Staff/ Premises Manager and Kitchen Supervisor must ensure that their staff have left the premises. (Including any Contractors) and gone to the Assembly Point.

## Safety policy

---

- All Staff must be aware that their primary duty is to themselves and other employees. They also have a duty to Visitors, Parent helpers, Contractors and pupils. No attempt should be made to fight any fires until this duty has been accomplished.

### **Electrical Safety**

- The Headteacher will arrange for a register of all portable equipment to be used on school premises.
- Daily visual Inspections should be made by all users. Defects must be reported to the Headteacher and on no account must such equipment be used. Equipment must have a valid test label attached and if not, this must be referred to the Headteacher.
- On no account must a member of staff use a piece of electrical equipment brought in from outside without it first being registered and inspected - including their own property.
- The LA is responsible for inspecting portable equipment on a regular basis by a competent person.

### **Chemical safety.**

The most hazardous chemicals used in the school are likely to be the cleaning chemicals used by the cleaners or caretaker. These should be kept locked at all times when they are not being used. Teachers should not keep their own small stock, or spray, for their own cleaning jobs.

Chemicals and cleaning chemicals should always be stored in their own container with the original label and warnings showing clearly on the container.

Never use food or drink containers to store chemicals.

Keep only small quantities of the chemicals.

Any spillages should be cleaned up at once.

In accordance with staying safe and every child matters agenda children should be taught to recognise the orange warning symbols, which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint stripper's etc., and warn of the dangers.

Ensure protective clothing is available when using chemicals.

COSHH assessments must have been carried out before using chemicals and the user informed of the dangers and control measures to be in place for that chemical. There should also be suitable first aid arrangements available for treating chemical splashes.

### **Contractors on site.**

## Safety policy

---

Contractors on site need to be supervised by the Head Teacher, Bursar, Caretaker etc. who should be aware of the school's responsibilities regarding contractors. Checks do need to be made for competence and insurance.

Ask the contractor for risk assessments.

The following guidelines should be followed.

Before any work commences, it is advisable to hold a meeting on site with the contractor to agree how potential problems can be avoided.

All contractors who work in school must be shown a copy of the asbestos register prior to any work being undertaken.

The school has agreed to use the LA's 'approved list' of contractors.

## Administration of Medicines

Usually, children who are unwell and on a course of medication are expected to stay at home until they are fully recovered. However, there are those children with special needs and others where prolonged absence could disadvantage the child. Parents are invited into School to administer medicines where appropriate. However, in exceptional circumstances consent is given for Staff/Headteacher to administer medicine. The only medication allowed is that prescribed by a GP and Parents must fill in a Medical Consent Form.

- All medicines are to be kept in a Locked Cupboard in the main office and they must be clearly marked with the pupil's name and contents given. A register of medication administered is maintained with the Medication.
- Inhalers etc. for Asthma sufferers are kept either by the child or in a secure place by the class teacher with easy access for the child in question. Parents of these children should complete a Medical Request Form. The Staff are unable to keep a record of all occasions that children use their inhalers. This is for children to inform their Parents.
- These children must always take their medication to PE activities and on Educational Visits.
- Health care plans will be completed and signed by parents/carers where necessary.

### **Flammables.**

It is unlikely that a primary school should have any quantities of flammables, particularly flammable liquids. Some cleaning items however are flammable and some highly flammable. Where these items are used, no large quantities will be stored. Deliveries and orders will kept to a minimum. Where such items are required in the school, they will be stored in a suitable, locked metal cabinet, in the cleaner's or caretaker's store.

### **Health and safety assistance.**

To satisfy its legislative requirements, of having access to a competent person, the school seeks the assistance of the health and safety department of the Local Authority. This department will provide advice and guidance on health and safety law and what the school needs to do to comply with that law.

### **Inspections of the school.**

The school is inspected regularly by the Head Teacher, Bursar, Site Manager and School Admin Officer for any defects that could lead to an accident or ill health of any occupant. These inspections are carried out normally once per term and the results briefly recorded in the school log or inspection book. The health and safety representative for the school is invited to accompany these inspections.

The Governors carry out safety inspections on an annual basis and submit a report to the Head Teacher for action.

### **Ladders and stepladders.**

#### **Extending ladders.**

Where extending ladders are used, normally by the Caretaker, then proper instruction or training should have been received. It is recognised that this training could have been received during previous employment i.e. used to be a Fire fighter and received training from the Fire Service. Roof work, even retrieving balls, should not be undertaken.

#### **Stepladders, kick stools.**

There should be sufficient stepladders or kick stools provided around the school to prevent staff from using chairs for access to high shelving or putting up displays. Staff should receive basic instruction in the use of step ladders to ensure that they are aware that they must not have any degree of side loading and that the top step

## Safety policy

---

should not be stood on, unless it is designed for this, and has a suitable rail to support the user. Stepladders should only be 3 steps high and must have a handrail.

### **Manual handling.**

All staff are made aware of the risks associated with manual handling. Staff are advised to avoid manual handling as much as possible. Manual handling includes lifting, pulling, pushing, moving and carrying. Where there are manual handling tasks to be carried out then a suitable risk assessment will be carried out to determine if the risk can be reduced.

Where a manual handling assessment for a pupil is needed, it is likely that specialist assistance will be required.

Where staff have to carry out manual handling operations then the appropriate level of training will be provided.

Seeking assistance with the task can often reduce the risks for simple handling tasks.

### **Office safety.**

The office is checked to ensure that trailing cables from computers do not cause tripping hazards.

A Display Screen Assessment is carried out to ensure that the school Secretary is not exposed to risks from repetitive strain injury or work related upper limb disorder. The Secretary is involved in the assessment.

There should be adequate storage provided for files etc.

Space under the desk and open floor areas are not used for storage.

### **Off site visits.**

An off site visit is any visit where the children are taken away from the school site.

Risk assessments will be completed and documented for all off site visits. Where the visits are regular visits, such as to the church or swimming pool, the risk assessment will be completed then reviewed each term or year as necessary.

All LA or DCSF guidelines are to be followed before any off site visits take place. All necessary documentation is to be completed before the visit takes place.

Where activity providers are used then their competency is to be checked.

The risk assessment process determines the level of first aid cover on the visit.

First aid kits are always taken on the visit.

## Safety policy

---

All arrangements for off site visits must be checked by the Head Teacher before the visit commences.

### **19. Pregnant workers.**

When a member of staff has become pregnant the school should be notified and an appropriate assessment carried out to ensure that the duties performed do not cause her, or her unborn child, any harm.

### **20. Risk assessments.**

Risk assessments will be carried out by the school to comply with legislative requirements. The risk assessment will be lead by senior school management, but will include as many staff as possible. Risk assessment is better carried out by several people together rather than as an individual exercise. The risk assessment will look at the hazards encountered, who may be harmed by them, how they may be harmed, the control measures that are in place or need to be put in place. The findings of the risk assessment will be brought to the attention of staff and the assessment reviewed and revised as necessary. The review will take place at least annually but will also take place if there are changes that require it, such as building work being carried out at the school.

### **Safety training.**

The safety training needs of the school will be considered by senior school leaders and the appropriate training arranged for staff.

Safety training will be given to new or relief teachers as soon as they join the school. As an absolute minimum, this basic training should include the procedures for fire and first aid. They should also be made aware of this safety policy and the procedures for implementing it.

The Head Teacher will arrange refresher training as necessary.

### **Security.**

It should be possible to make Parklee Community School secure during the day. Doors should not be left open where this would allow access to people.

#### **Visitors.**

Visitors to the school should be directed to the main reception by signs outside.

Visitors, even regular visitors, contractors etc, should sign the visitor's book at reception. All visitors will be required to wear a badge.

If unknown visitors are encountered in the school, or not wearing a valid badge, refer to the intruder section below.

Visitors should sign out at the end of the visit.

### **Valuable equipment.**

All valuable equipment (say over £100) should be security marked and an inventory compiled and maintained by the school secretary.

### **Mobile phones.**

Mobile phones should not be switched on in the classroom.

Members of staff should not be contacted on their mobile phone if they are known to be driving at that time.

### **Personal property.**

Staff are responsible for the security of their own personal items. These can be deposited in the office or staff room during the day.

Pupils are discouraged from bringing valuables into school

Pupils can ask the class teacher or secretary to look after small quantities of money they may bring in to school.

Parents are constantly reminded to identify pupils' clothing by securing nametags to them.

### **Cash handling.**

All cash should come into school in an envelope clearly marked with the pupil's name. This will then be placed in the class register tray and taken to the school office. A record of the number of envelopes/cash total sent should be recorded in the classroom and countersigned by office staff. The school has a safe but large sums of money should be banked promptly. Dinner money can not be stored in the safe. A log must be kept of safe contents. The safe log will be checked from time to time by an appointed governor.

### **Intruders**

All visitors are to wear visitor badges. Any adult not wearing a badge must be approached by a member of staff to see if they can be of help and must be directed to the school office. If the intruder refuses to go to the office a message must be sent to the office to call for the police. If it is feared the pupils may be at risk, the children must be lead out of school through the nearest exit.

### **Stress.**

Stress is not a sign of weakness.



## Safety policy

---

Staff are encouraged to seek help from a senior leader should they feel stressed.

Staff should be encouraged to support one another.

Senior leaders should be aware of the signs of stress and how to deal with it.

Staff can access the LA counselling service should they feel this is appropriate.

Stress should be considered when carrying out the risk assessments for the school.

## **Waste**

The arrangements for removing waste from the school are reviewed annually to ensure they remain satisfactory. Consideration is given to the need for removing clinical waste in yellow bags.

## **Reasonable Restraint**

The arrangements for reasonable restraint are detailed in the Reasonable Restraint policy and evidenced in the staff code of conduct issued and signed on annual basis and on each new appointment.