



ORGANISATION AND RESPONSIBILITIES FOR HEALTH AND SAFETY

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 approved by the Governing Body of Alexandra Infants' School. Duties and responsibilities have been assigned to staff and Governors as laid out below.

GOVERNING BODY:

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

The Governors appreciate that they can only work within their allocation of the total education budget determined by the City Council members and that they will only be accountable for deciding how the budget within their control is to be spent. The Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

HEAD TEACHER:

Overall responsibility for the day-to-day management of health and safety in the school rests with the Head Teacher who 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 Head Teacher will include:

- Ensuring there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999.
- Ensuring there is a management system in place for monitoring the effectiveness of health and safety arrangements.
- The provision of adequate staffing levels for safe supervision.
- The delegated responsibility for maintenance of the school premises.
- The purchase of equipment to meet appropriate safety standards.
- The repair, maintenance, removal or replacement of any item of school equipment which has been identified as unsafe.
- The provision of appropriate protective clothing where necessary.
- The purchase and maintenance of first aid materials and fire fighting appliances.
- Ensuring there are termly evacuation drills and weekly alarm tests.
- To report and investigate accidents on the premises and report situations which are unsafe or hazardous to health to the Governing Body.
- The funding of necessary safety training for staff.
- The provision of appropriate health and safety information to Governors.
- Consulting with the City of Stoke-on-Trent Council's Health and Safety Adviser when expert advice is required.
- To co-ordinate arrangements for the Bi-Annual Health and Safety Checklist.
- Ensuring that pupils are given necessary Health and Safety information and instruction.
- To liaise and monitor the activities of contractors and visitors to the school site.
- To formulate and review the arrangements for action to be taken in an emergency

and ensure that all involved are informed of the arrangements.

The Head Teacher 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 Head Teacher from the overall day-to-day responsibilities for health and safety within Alexandra Infants' School.

BURSAR:

- Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others are kept to a minimum.
- Maintain a 'Defects Book' for the reporting of defective equipment.
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises.
- Report to the Head Teacher any situation which is unsafe or hazardous to health.
- In conjunction with the Head Teacher and Health and Safety Governor Representative, co-ordinate the Bi-Annual Health and Safety Checklist.
- Ensure that good standards of housekeeping are maintained.
- Consult the Authority's Health and Safety Adviser when additional assistance becomes necessary.
- Ensure that adequate supplies of first aid equipment are maintained.
- Ensure the LA's Health, Safety & Premises Guidance Handbook is available for reference at all times and any replacement pages/updates are filed.

TEACHING STAFF (INCLUDING SENIOR TEACHING ASSISTANTS AND SUPPLY):

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site in classrooms, and off site during educational visits. Teachers shall:

- Be aware of the school's Health and Safety Policy and any local rules and arrangements which may apply specifically to their teaching area.
- Ensure that safety instruction is given to all pupils prior to commencing practical sessions and that protective clothing is worn where appropriate (see Appendix 1).
- 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.
- Report to the Head Teacher or Bursar any defective equipment or situation that is unsafe and hazardous to health.
- Ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking pupils off-site on educational visits.
- Participate in the risk assessment process and comply with findings.
- Be aware of the school's safety guidelines for safe practices when teaching Design and Technology (Appendix 1) and of the Authority's guidelines in Chapter 12, Section F "Design and Technology in Primary Schools" of the Health & Safety & Premises Guidance Handbook.
- Be aware of the Authority's guidelines for safe practices when teaching Physical Education.

- Be familiar with bath side emergency procedure when supervising swimming lessons.
- Ensure that good standards of housekeeping are maintained.
- To resolve any health and safety problem referred to them and refer to the Head Teacher if they cannot achieve a satisfactory solution.

SUPPORT STAFF (INCLUDING TEMPORARY AND VOLUNTEERS):

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 whilst 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 Leadership Team so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees shall:

- To report to the Head Teacher or Bursar all defects in the condition of the premises or equipment and any unsafe working practices to which they become aware.
- To report all accidents according to the procedures outlined in this document.
- To be familiar with the procedure to be followed in the event of a fire or other serious emergency.
- To establish and maintain safe working procedures in connection with the handling, storage and transport of articles and substances.
- To be aware they are obliged to take care of their own safety and health along with that of others who may be affected by their actions.
- To participate in the risk assessment process and comply with findings.
- To make use of all necessary personal protective clothing provided for safety or health reasons.
- To follow all relevant codes of safe working practice and local rules.

PUPILS:

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

- Exercise personal responsibility for the safety of themselves and others.
- Follow all instructions issued by any member of staff in the case of an emergency.
- Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes, e.g. fire extinguishers, fire points, etc.
- Inform any member of staff of any situation which may affect their safety.

ARRANGEMENTS AND PROCEDURES

Accident Reporting, Recording and Investigation

- All accidents/injuries are reported to the 'on duty' registered first aider who will administer first aid. As soon as possible after the incident it must be recorded in the Accident Book, situated in the Administration Office. A separate Accident Book for

Nursery children is kept and stored in the Nursery.

- For all children who suffer an accident/injury, parents must be informed verbally or take home a letter giving details of the incident. Any child who suffers an injury to the head must take home a 'Head Bump' letter which gives specific advice relating to concussion.
- All accidents/injuries during the lunchtime period are recorded in a separate Accident Book situated in the Administration Office. First aid is administered by the Senior Supervisor as registered first aider and all incidents are recorded by her in the Accident Book.
- More serious accidents must be reported immediately to the Head Teacher so that appropriate action can be taken. In the case of serious injury or need for hospital treatment, a "Report of Dangerous Occurrence" form is subsequently completed by the registered first aider or Bursar as relevant and submitted to the LA's Health and Safety Adviser.
- If an ambulance is required the emergency 999 service should be used. The casualty should be reassured and only moved if necessary because of danger. No casualty should be allowed to travel to hospital unaccompanied. It may be appropriate to transport a casualty to the Accident Unit in the case of a minor injury (staff must have specific car insurance cover to do this).
- Parents need to be informed immediately in the case of serious accident and are called in to assume responsibility for treatment. (Contact forms are available in the Administration Office).
- All staff accidents are recorded in the Accident Report Book (BI510), which is kept in the Administration Office. The LA's Accident/Injury/Near Miss Report Form is also submitted.
- The LA's Health and Safety Advisor would complete the statutory form to the Health and Safety Executive in cases of death or specified major injury, but it is the school's responsibility to inform him immediately of any such occurrence.

Administration of Medicines

- All staff are not permitted to administer medicines to pupils unless in exceptional circumstances and individual care plan prepared.
- Any children requiring specialist medication will have their medication kept in the Head Teacher's office.
- In the case of a pupil with diabetes or epilepsy, an appropriate programme of care is devised and specialised training given to all relevant staff.
- A list of pupil medical conditions is kept in the Medical File situated in the Administration Office.
- Please refer to Asthma Policy specifically for pupils who have asthma.

Asbestos

- A copy of the school's asbestos register is kept by the Bursar and issued to contractors as required.

Fire Precautions and Procedures

- Information about fire drill procedures (Appendix 2) is displayed in all classrooms and working areas.
- Regular fire drill practices are carried out each term at varying times of the school day. A record is kept of all fire drill practices by the Bursar.
- Fire drill practices are also enhanced by the assumption that one escape route is not available.
- The evacuation route in an emergency for each classroom is located on the back of the classroom door.
- Bell tests are carried out on a weekly basis by the Site Supervisor and recorded in a notebook kept in the Janitor's Room.
- All call points of the break glass type are suitably located throughout the building and free from obstruction (Appendix 3).
- Fire extinguishers are positioned throughout the school and are appropriately marked (Appendix 4).

RED	Water	Not to be used on electrical or liquid fires.
-----	-------	---

BLACK	Carbon Dioxide (CO ²)	Can be used on flammable liquids, gas and electrical equipment.
FIRE BLANKET		For smothering flames caused by deep fat fires.

- Fire exits and routes are appropriately marked with pictorial guides.
- Instructions are displayed in the Administration Office for the handling of bomb threats/suspicious packages.

First Aid

- First Aid kits are kept in the disabled toilet opposite the Deputy Head's/Bursar's Office, the staff toilet, the girls' toilet in the Foundation Stage block and the staff kitchen in the Nursery. There is a main store of first aid equipment to top-up the kits in the cupboard outside the Parents' Room. The Bursar orders replacement stock as and when required.

Hazardous Substances

- A list of hazardous substances is maintained by the Janitor in case of emergency. Any health and safety advice leaflets provided by the manufacturers are retained.
- Substances for use by adults, e.g. cleaning materials, decorating paint, are stored in the Janitor's Room which is kept locked at all times.
- No hazardous substances are decanted into alternative containers. Mops and buckets are colour coded.
- The Janitor/Senior Cleaner undertakes regular training on the storage, proper use and hazards associated with cleaning materials.
- Primary C.L.E.A.P.S.S. guidance and "Be Safe" document are available on site for reference.

Housekeeping, Cleaning and Waste Disposal

- Combustible waste is removed from the site daily.
- Waste bins are chained to the boundary railings. The bin lids are locked during week-ends and holiday periods.
- The Janitor and Site Supervisor ensure the school grounds are kept clear of large stones/bricks and litter.
- Periodic checks/tidying of storage areas are completed to dispose of unwanted items.
- A sharps box is available for the disposal of syringes.

Hygiene Precautions in the Administration of First Aid

- Disposable gloves and aprons should be worn at all times in the administration of first aid.
- Where a spillage of blood or body fluid occurs it should be cleared using absorbent material. Disposable gloves and apron should be worn. All items should be disposed of and double bagged and sealed in the yellow bags available.
- If your skin comes into contact with another person's blood, wash it off with soap and water as soon as possible.

Jewellery

- The school has a Jewellery Policy which states that children are not permitted to wear jewellery, except one pair of small studs, at any time (see Jewellery Policy).

Lettings

Conditions of Use are as follows:

- Any letting is at the discretion of the Head Teacher and Governing Body.
- Apparatus, furniture and equipment shall only be used with prior consent and for their proper purpose.
- The hirer shall be responsible for reimbursing the full cost of any damage to premises, furniture, apparatus and equipment.

- Parking shall be only in approved areas, and persons bringing any vehicles onto the premises, do so at their own risk.
- All reasonable safeguards will be observed related to health and safety, and security considerations.
- Permission should be obtained from the Head Teacher in advance if the hirer wants to bring electrical equipment onto the premises. Hirers may not bring equipment or articles of an inflammable, explosive or dangerous nature onto the premises.
- A letting must finish by 10.00 p.m.
- A 'No Smoking' Policy operates within the school buildings and its grounds which must be adhered to.
- The hiring body shall comply with any additional conditions the City Council, Head Teacher or Governing Body may require.

Lone Working

- No member of staff should make a home visit unaccompanied or without the personal use of a mobile phone.

Maintenance/Inspection of Equipment

- The Bi-Annual Health and Safety Checklist is completed by the Head Teacher, Bursar and Governor representative.
- The following check systems are undertaken by the P.F.I. agreement:
 - Fire extinguishers checked annually.
 - P.E. equipment checked annually.
 - Portable electrical equipment checked annually.
 - Fire alarms and emergency lighting checked monthly.
 - Asbestos.

Monitoring the Policy

- The Bi-Annual Health and Safety Checklist is completed by the Head Teacher, Bursar and Governor representative.

Outside Contractors

- People working on the school premises should report to the Administration Office on arrival. They should observe the school safety rules and be made aware of the health and safety arrangements through the Bursar.

Parent Helpers/Volunteers/Students on Work Experience Placements

- All parent helpers/volunteers/students on work experience placements are given an Induction Pack and must be C.R.B. cleared before they may work in school.
- The Certificate of Employer's Liability Insurance is displayed in the Administration Office.

Risk Assessments

- The Class Teacher will complete the necessary risk assessment for any off-site educational visit which must be approved by the Education Visits Co-ordinator and Head Teacher.
- All completed risk assessments are kept and filed by the Bursar.
- LA guidelines are followed using EVOLVE (see Educational Visits Policy).

Reporting Defects

- A 'Defect Book' is kept in the Administration Office for staff to record any unsafe equipment or procedures.
- Governors will be informed of health and safety matters through the Head Teacher's Report to Governors.

School Educational Visits/Off-Site Activities

- An adequate level of supervision must be available for all off-site activities.
- The personal use of a mobile phone should be available at all times in case of emergency.

- A first aid kit must be taken on all off-site activities.
- Parental authorisation is obtained via the permission sheet renewed at the beginning of each academic year.
- Refer to Educational Visits Policy.

Security

- Security is the responsibility of all members of staff during school hours. The Janitor or Site Supervisor will be called out in the first instance if there is a breach of security out of school hours. The Head Teacher will be called out if the situation cannot be resolved.
- All visitors to the school must report to the Administration Office, sign the Visitors' Book and receive a Visitors' Badge. They must sign out before leaving.
- If any member of staff is subjected to any aggression on school premises they must inform the Head Teacher immediately.
- Cash and controlled financial stationery is secured in the school safe at the end of the day.

Smoking Policy

- Staff, regular visitors and users of the building are alerted to school policy that the school building and its grounds are a no-smoking environment.

Visitors to School

- Regular visitors and users of the premises should observe the school safety rules. Parents helping in the school should be made aware of the health and safety arrangements through the teacher to whom they are assigned. They should always sign the Visitor's Book sited in the Administration Office when entering and departing the premises. They should also wear a school identification badge while on the premises.

DESIGN & TECHNOLOGY - SAFETY GUIDELINES

MATERIALS

The use of expanded polystyrene should be avoided whenever possible.

Avoid the use of glues, which give off heavy vapours.

The use of glass containers can often be avoided by choosing a suitable alternative, e.g. plastic. Where this is avoidable the children should be warned of the risk and shown how to minimize these. Broken glass should always be wrapped on newspaper by the teacher and disposed of carefully in a place which not be cleared by an unsuspecting person.

Staff need to be aware that certain plastics give off noxious fumes when heated. For the reason it is advisable to avoid heating of all plastic articles.

HEATING AND BURNING

Baby Belling or similar cookers and microwave ovens may be used as heat sources, but only when supervised by a trained adult.

ELECTRICITY

Children should be warned of the dangers of mains electricity. All electrical equipment needs to be purchased from a reputable supplier and checked regularly.

Dry batteries are the safest sources of electricity.

Rechargeable batteries are very economical but can become very hot if short-circuited. Their use in the classroom is not advisable.

GENERAL

Tie back long hair and tuck in loose clothing, etc.

There are occasions when the wearing of protective clothing, e.g. an apron, is desirable.

PVA type adhesive will only wash off clothing before it dries.

Be aware that some children are more susceptible to dust than others.

If food is prepared in the classroom, the work area must be clean and hygienic.

Due care is necessary to ensure that food is adequately covered and appropriately stored, particularly if it is intended for consumption.

Before undertaking any practical activity, assess the risks involved and ensure that adequate emergency and first aid facilities are quickly accessible.