

# REDCOURT - ST ANSELM'S SCHOOL

## HEALTH AND SAFETY POLICY

### 1. AIMS

The School takes its responsibilities under existing Health and Safety legislation seriously. This document seeks to clarify responsibilities for various aspects of Health and Safety. It explains who is responsible for the Health and Safety of School Staff, Parents, pupils and others on School premises or when engaged on educational activities elsewhere. It also stresses that responsibility rests also with Staff, pupils and others to ensure their own safety.

The Governing Body of the School recognises that it has a legal duty to ensure so far as is reasonably practicable the health, safety and welfare of all of its employees. It also recognises that it has responsibilities for parents, pupils and visitors including contractors.

The aim of the Governing Body is to provide a safe and healthy working and learning environment for Staff, pupils and visitors. The Governing Body shall take all such steps to ensure as far as is reasonably practicable:

- to provide and maintain safe working conditions and systems
- to provide and maintain a safe and healthy teaching environment
- to provide such information/instruction and training as are necessary to fulfil its obligations
- to develop safety awareness amongst employees and pupils
- to provide a safe environment for visitors to the School premises
- to encourage full and effective two way consultation on Health and Safety matters via established Safety Committees and management structures
- to ensure the policy document is a practical working living document and its contents are well published
- to review the policy regularly to ensure the provisions are kept up to date.

The arrangements outlined in this statement and the various additional safety provisions made by the Governing Body can neither guarantee that accidents will not occur nor ensure safe working conditions. The Governing Body believes that only adoption of safe methods of work and good practice by every individual can ensure everybody's personal Health and Safety. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all Staff, pupils, parents and visitors must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the School premises or while taking part in School sponsored activities. To this end all Staff should assist by executing their duties in a safe and proper manner.

The responsibilities of all our Staff have been formulated to ensure that an overlapping of responsibility takes place within each area. The School

accepts its overall responsibility for providing both instruction and training in order to ensure that the responsibilities as indicated are fully understood and met.

## **2. ORGANISATION**

### **(a) The Governors**

The Governing Body accepts full responsibility for Health and Safety matters within the School

### **(b) The Headmaster**

The Headmaster shall be responsible to the Governing Body for the safe functioning of all School activities. He will:-

- ensure that any changes in curriculum are assessed for the Health and Safety implications
- establish and make available reasonable Health and Safety funding
- be responsible for overseeing risk assessments in respect of stress to Staff and shall also co-ordinate referrals to appropriate medical professionals in the event of any concern about an employee's health

#### **On a day to day basis, the Headmaster's responsibilities may be delegated to the Business Manager and/or the Building Manager:**

- co-ordinate the Risk Assessment process within the School
- co-ordinate Health and Safety training for all members of Staff which will include manual handling training where required
- establish a system for the reporting of accidents and damage to School property
- investigate all RIDDOR reportable accidents
- be the point of contact for external agencies in relation to Health and Safety
- select, control and monitor the performance of all contractors on School premises. In this regard the Business Manager shall be responsible for ensuring that all contractors carry sufficient and adequate insurance cover and that they are aware of the contents of this policy
- be specifically responsible for overseeing the inspection, maintenance and repair of the fabric of the School including fixtures and fittings
- ensure that pupils are aware of the importance of health and safety, their own responsibilities and this Health and Safety policy
- be responsible for the overall arrangements for the security of the School

- ensure that all Staff fully understand their responsibilities and are given both the time and training needed to fulfil their obligations
- act as Fire Officer and co-ordinate / promote the Fire precaution section of this policy
- co-ordinate on site vehicle movements
- ensure that all pupils and Staff are aware of emergency procedures
- ensure that there is a point of contact for each pupil in the event of injury

### **All Staff**

All Staff are required to fulfil the following obligations:

- constantly monitor the effectiveness of the policy
- be willing to consult the Headmaster as appropriate
- be prepared to recommend change to the policy in the light of experience
- contribute to the constant and ongoing improvements in Health and Safety in the School and raise any issue of Health and Safety as may occur
- co-operate with the implementation and observation of the policy
- report any accidents / incidents or damage to School property
- co-operate with Fire and safety procedures
- participate in and be available for any Health and Safety training sessions where reasonably practicable
- wear and maintain such items of personal protective equipment as are provided
- ensure that his/her section is run in accordance with the standards laid down within this policy to comply fully with legal obligations
- if necessary prepare a code of practice for the health and safety of his/her section. The Headmaster shall ensure that any codes of practice are consistent with the overall health and safety policy
- ensure they understand and implement the practical aspects of this policy to their areas of responsibility
- report to the Headmaster, in accordance with the COSHH regulations, any new substances that are brought onto the School Premises
- ensure adequate supervision of pupils both inside the School and on external trips. This aspect is more fully considered in the School Visits Policy
- ensure that any electrical item which they/or their visitors bring into school is PAT tested.

### **3. ARRANGEMENTS**

#### **(a) Safety Rules**

Staff must:

- not operate any item of equipment unless they have been trained and authorised to do so (equipment is defined as an item which may cause harm through rotation, reciprocation, heat or electrical shock)
- make full use of the safety guarding on equipment
- report to the Headmaster immediately, any fault, damage, defect or malfunction in any item of equipment, implement or utensil
- not clean any item of moving plant or equipment
- not leave any item of equipment in motion or switched on whilst unattended unless authorised to do so
- not make any repairs or carry out maintenance to plant or machinery of any description without prior approval to do so
- use all substances, chemicals, liquids etc in accordance with all written instructions and in compliance with any procedures for the handling of dangerous substances
- return all substances, chemicals, liquids etc to their designated safe storage areas when not in use
- observe any pedestrian and vehicle controls in force on the premises

#### **(b) Hazard warning signs and notices**

Staff, pupils, parents and visitors must comply with all hazard warning signs and notices displayed on the premises

#### **(c) Working conditions / environment**

Staff must:

- make proper use of all equipment and facilities provided to control the working conditions/environment
- keep stairways, passageways and work areas clear and in a clean and tidy condition
- dispose of all rubbish, scrap/waste within the working area using the facilities provided
- use the correct methods for removing any waste for disposal
- clear up any spillage within the work area using prescribed methods and procedures for removal
- deposit all waste chemicals and other substances at the correct disposal points and in the prescribed manner
- not pollute watercourses, sewers or drains with chemicals/waste products
- conduct a visual check on electrical equipment for damage, check PAT test label date before use. Any item not meeting these requirements must be passed to the Buildings Manager before use.

(d) **Protective clothing and equipment**

Staff must:

- use all items of protective clothing/equipment provided as instructed
- store and maintain their protective clothing in the approved manner
- report any damage, loss or fault and or unsuitability of protective clothing and/or equipment used for Health and Safety purposes

(e) **Fire precautions**

Staff must:

- comply with all laid down emergency procedures
- not obstruct fire escape routes, fire equipment or doors
- report any use, vandalism or accidental use of fire fighting equipment to their line manager

(f) **Accidents**

Staff must:

- Seek medical treatment for any injury they or a pupil may receive, no matter how slight. This treatment in the first instance shall be given by the pupil welfare officer, if available, or may be by any nominated first aider. This aspect is more fully considered in the First Aid Policy
- report all accidents in the Accident Book, which is kept by the pupil welfare officer
- also report any accident/incident as soon as is practicable on Accident/Incident Report forms

(g) **Security**

Staff must assist the school in maintaining a safe environment by:

- signing themselves in / out of school
- directing / escorting visitors on site to main Reception
- ensuring all visitors sign in at Reception and have a visitor's badge issued
- reporting un-badged visitors/strangers to Reception as soon as possible
- out of term time, ensuring that buildings are not left unlocked
- ensuring that one of the East Wing doors is locked upon exit.

(h) **Staff Consultative Measures**

The Governing Body through the Headmaster has made arrangements for the establishment of a Safety Committee to deal with the co-ordination of a coherent Health and Safety policy. This Committee will include members of staff and will meet at least once each term.

(i) **Compliance with new legislation**

From time to time Government, the Health and Safety Executive and other regulatory and advisory bodies will issue codes of practice on particular topics for guidance and these will be incorporated into the current Policy. If the Headmaster considers the inclusion to be inappropriate, he will be required to demonstrate to the satisfaction of the Governing Body that the current policy/procedures in place are equal to or exceed the recommendations.

(j) **Risk Assessment**

The process of risk assessment within the school will be co-ordinated by the Headmaster through the Safety Committee.

The Building Manager will undertake all risk assessments outside the educational sphere in relation to the buildings, services and ancillary staff employed by the School.

Risk assessments for curriculum based activities shall be undertaken by the Deputy Head who has experience in that specific area.

Risk assessments for works undertaken by contractors shall be undertaken by the contractors involved and submitted to the Building Manager and/or Business Manager.

The Headmaster may delegate the responsibility for the undertaking of risk assessments to properly trained individuals.

Hirers of premises shall be expected to undertake risk assessments in relation to the use of the premises. This will be a condition of the letting. Hirers will also be responsible for any damage or injury that occurs during the period of hire.

**NB:** Visiting personnel must be made aware of our PAT regime by the Staff member responsible for organizing the visit.

**4. EVALUATION / MONITORING**

The Headmaster shall produce a report once each term to the Governing Body:

- detailing any accidents or near incidents

- setting out any ways in which the School can learn from any accidents or near incidents to prevent any repetition.
- itemise any proposed or required areas of expenditure

The Headmaster shall also be responsible for:

- ensuring the contents of this policy continue to be publicised to staff and pupils
- evaluating the success of this policy and, if necessary, make recommendations for amendments.
- authorizing expenditure for any items that require immediate attention.

## **APPENDIX I**

### **Minibus Safety**

- 1) Overall responsibility for the maintenance and safe use of the School minibus rests with the minibus co-ordinator. He is directly responsible for ensuring that the vehicle is insured at the appropriate level of cover, that AA membership (including Relay and Home Start facilities) is maintained, and that the minibus permit and disc are in order.
- 2) Day-to-day responsibility for the minibus rests with the Building Manager. He is responsible for ensuring the following:-
  - that the vehicle is correctly taxed
  - it has a current MOT certificate
  - that it is serviced at intervals recommended by the manufacturer
  - that minor repairs are carried out
  - that it is kept in a clean condition
  - that the log book is being correctly entered by drivers
  - that the log book is inspected at weekly intervals to note defects reported
  - that a suitable system of booking the use of the minibus is operated
  - that a series of safety and other checks is made on a weekly or monthly basis, as detailed in a separate list.
- 3) All those intending to drive the School minibus with pupils must be registered to drive the vehicle; this is done by completing a Minibus Driver's Test with the Authority Road Safety Department (see Addendum 7).
- 4) The following safety checks are to be made by the Co-ordinator or a person nominated by him on a weekly basis:-
  - all tyres are in good condition with tread wear above the legal minimum, and inflated to the recommended pressure
  - the coolant level is correct
  - the oil level is correct
  - the brake fluid level is correct
  - the screen wash reservoir is at least half full
  - all lights are in working order
  - any defects recorded in the log book are acted on.
- 5) The following safety checks are to be made by the Co-ordinator or a person nominated by him on a monthly basis:-
  - the first aid kit contains the specified items, as detailed in a separate list
  - the fire extinguisher is checked visually
  - the windscreen wiper blades are in good condition
  - the fan belt is not unduly worn and is at the correct tension.
  - That the jump leads are stored in the agreed location.

## APPENDIX II

### **Instructions for Drivers**

- 1) The maximum number of passengers is 16, and this must not be exceeded under any circumstances. The driver and all passengers must use the seat-belts provided.
- 2) Although regular safety checks are made, all drivers are asked to check the following before starting each journey:-
  - a) that there is sufficient fuel in the tank
  - b) that the coolant level is correct
  - c) that the tyres appear to be in order (visual check only)
  - d) that the interior and both exterior mirrors are correctly adjusted
  - e) That the lights function properly
  - f) That First Aid Kit / jump leads are properly stored
- 3) The log book (stating destination, mileage at start and end of journey, together with any defects noticed and fuel purchased) is to be filled in each time the minibus is used, even for short journeys. The driver should sign the entry and report any serious defects immediately to the Safety Officer.
- 4) A fire extinguisher is fitted to the minibus; instructions for its use are on the extinguisher, and each driver should be familiar with them.
- 5) There is a first aid kit provided.
- 6) The driver must supervise the opening and closing of doors. Serious accidents have occurred to children through clothes catching in doors and through doors not being properly closed. Under normal circumstances only the side door should be used. The rear door must be correctly closed using the exterior handle. It should be used only as an emergency exit. The rear door must be left unlocked when the vehicle is being driven.
- 7) The internal light must be used after dark when passengers are alighting from the minibus.
- 8) The locking catches to the side windows must be secure when the vehicle is left unattended.
- 9) The engine must be switched off when the fuel tank is being filled.
- 10) Highly flammable or dangerous substances must not be carried in the minibus.
- 11) The driver should ensure that the vehicle is clean and free from litter at the end of the journey and should ensure that the fuel tank is filled.

- 12) Smoking or eating and drinking are not permitted in the minibus.
- 13) Parking must always be considered carefully.
- 14) At the end of a journey which finishes in School, the minibus should be parked properly. After ensuring that it is free from litter and all lights are off, lock the vehicle and return the keys to the appropriate place.
- 15) In case of accident or breakdown, the following procedure should be adopted:-
  - a) After stopping in as safe a place as possible, give consideration to the safety of passengers.
  - b) In case of accident, do not admit liability to anyone, but be prepared to give the following information to a police officer and the driver of any other vehicle involved - driver's name and address, School name and address, registration number, details on insurance certificate. Where possible, obtain names and addresses of witnesses and full details from other driver on a reciprocal basis.
  - c) Contact the School and the place to which the journey is being made, to agree arrangements for transport of passengers and disposal of vehicle.
  - d) In case of accident, submit a written report to the Head as soon as possible (preferably within 24 hours).

## APPENDIX III

### **Policy on the Administration of Medicines during School Hours**

From time to time, parents request that the School should dispense medicines which need to be administered at regular intervals to children.

These requests fall into two categories:-

- Children who require emergency medication on a long-term basis because of the chronic nature of their illness (for example, asthma and epilepsy)
- Children who are suffering from casual ailments (coughs, colds etc)

Medicine will normally be administered in School by the Pupil Welfare Officer.

If it is unavoidable that a child has to take medicine in School for treatment for a long-term illness to be effective, then each individual case will be considered. Please note that teachers are not required to dispense medicines and any involvement would be purely on a voluntary basis.

For the School to agree to assist in long-term medication:-

- Parents must write to the School giving authorisation for medicines to be administered to their children. This needs to include instructions regarding the quantity and frequency of administration.
- The medicines must be brought into School in a properly labelled container which states:-  
(a) the name of the medicine, (b) the dosage, (c) the time of administration and (d) the name and class of the child to receive the medicine.
- Where possible, the medicine should be self-administered under the supervision of an adult. Medicines will be kept in the Welfare Room in accordance with safety requirements.

Where long-term needs for emergency medication exist, the School will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance.

Detailed written instructions should be sent to the School and the parent / guardian should liaise with their child's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

## APPENDIX IV

**Risk Assessment** A separate folder containing risk assessments is available for inspection.

**A Fire Safety Risk Assessment** is conducted annually.

**Testing** of Fire Alarm System is conducted weekly using 3 call points rotating until all have been checked, and a log is kept by the Buildings Manager.

Emergency Lighting checks are made monthly according to requirement and the log is kept by the Buildings Manger.

These logs are monitored by the Health and Safety Officer.

**Safety off Site** is the responsibility of the Visits Co-ordinator and the relevant member of staff.

**Training** All Staff receive regular training on Health & Safety matters, risk assessment and First Aid.

## APPENDIX V

### **Contractors on Site**

- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the School. They must either contact the Business Manager or Building Manager.
- All contractors must report to the general office. The Building Manager will then be informed of their arrival.
- Contractors will work under close supervision of the Building Manager so as not to endanger the Health and Safety of children or adults in School.
- Contractors must abide by the rules laid down by the School and conform to the School Health and Safety Policy, a copy of which will be provided on arrival.
- Any equipment that contractors bring into School must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children.
- no repairs or maintenance can be carried out in areas in which children or adults are occupying, this includes cloakroom and toilet areas.
- If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave the area.

All work will be monitored by the Building Manager and any concerns reported to the Business Manager and the contractor concerned.

### **Guidance for Contractors on Site**

- **NO** Smoking in the building or in the grounds
- Our children are asked not to talk to strangers
- Must not move vehicles when children are at play
- Working on or near the playgrounds when the children are at play
- Leaving equipment around
- Playing music during School hours

On hearing the Fire Alarm you must:-

- Evacuate the area
- Walk to the Assembly Point

If you have any problems, please see the Business Manager or Buildings Manager.

## APPENDIX VI

### **Major Injuries**

- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm other than a bone in the wrist or hand
- Fracture of any bone in the leg other than a bone in the ankle or foot
- Amputation of a hand or foot
- The loss of sight of an eye
- Any other injury which results in the person injured being admitted to hospital as an inpatient for more than 24 hours, unless that person is detained only for observation

Fill in the accident form, copies of which are kept in the first aid cupboard. If the parent / guardian has to be sent for to take the child to the family doctor or to hospital for further treatment, give the form to the Headmaster to sign. Copies will then be taken for:-

- Health and Safety Executive (and posted)
- For the School file

It might be that the extent of the injury may not be apparent at the time of the accident or immediately afterwards, or the injured person may not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury.

# REDCOURT FIRE ORDERS

Insert X:\Policies & Action  
Plans\ **Fire Orders**

**ALL FORMS SHOULD USE THE MOST DIRECT ROUTE TO THE PLAYGROUND**

**REMEMBER**

1. Children must walk in silence in single file and assemble in their usual positions on the FAR SIDE of the main playground/
2. When the children are in line, each teacher must check his/her own class against the register and then return the register to the Headmaster. This acts as the signal that all children are accounted for.
3. Do not RUN.
4. Do not stop to collect personal belongings.
5. Do not re-enter your Form Room.
6. Go around building to the Assembly Point, not through it where possible.
7. Ensure that all passageways and hallways are kept clear.

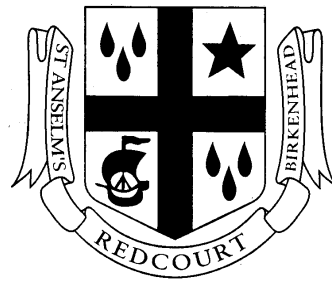
**NB** All registers must be returned to the Secretary after Registration am and pm.

**ADDENDUM 7**

Designated Minibus Drivers who have passed the Wirral Road Safety Driving Test:-

Name  
DAN ARNOLD  
RACHEL KENNERLEY

# Redcourt - St Anselm's



## POLICY FOR HEALTH & SAFETY

KSD  
August 2009