



## COVE INFANT SCHOOL

### HEALTH AND SAFETY POLICY

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partners, contractors, sub-contractors, employers, Hampshire County Council departments, and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Maintain control of health and safety risks arising from our activities
- Consult with all staff on matters affecting their health, safety & welfare
- Provide and maintain safe plant and equipment
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for staff/pupils/visitors
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill health
- Maintain a safe and healthy working environment ensuring the welfare of all persons
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies & procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements

#### 1. Responsibility

The overall responsibility for health and safety at Cove Infant School is ***held by or shared*** by the Governing Body with the day to day management given to the Head Teacher who will:

- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult staff regarding suitable health & safety training opportunities
- Monitor and review health and safety arrangements

The Head Teacher will:

- Develop a safety culture throughout the school

- Consult staff and provide information, training and instruction so that personnel are able to perform their various tasks safely and effectively
- Assess and control risk as part of the day-to-day management of the school
- Ensure staff are aware of their responsibilities
- Ensure a safe & healthy environment & provide suitable welfare facilities
- Make operational decisions regarding health & safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and suitable arrangements are made to remove or reduce the risks
- Ensure staff are aware of their health & safety responsibilities
- Update governing bodies/partners
- Produce, monitor & review local safety policies & procedures
- Monitor and review the health and safety policy periodically & as required

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health & safety and that of others affected by their activities by:

- Supporting the school's health & safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health & safety arrangements or misusing equipment
- Complying with safety procedures, whether written or verbally advised for their own protection or the protection of those under their supervision and others who may be affected by their actions
- Reporting safety concerns to their staff representative or other appropriate person
- Reporting any incident that has led, or could have led, to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses.

Specific health & safety responsibilities of individuals are as follows:

- **Safety Advisor**  
The Safety Advisor is advisor to school Head Teacher on health, safety and welfare. The Safety Advisor will also advise all personnel in meeting their individual responsibilities with regards to health and safety at work and offer or arrange appropriate training to all personnel and stakeholders as required
- **Teachers**  
The responsibility of applying safety procedures on a day-to-day basis rests with the teachers. Where any new process or operation is introduced in the area of their responsibility, they are to liaise with the Safety Advisor (as appropriate) so that the associated risks are assessed and any precautions deemed necessary are implemented. All accidents will be investigated by them in accordance with the current procedures in order that the cause of any accident can be identified and remedial actions taken as appropriate. They are to ensure that all new members of staff under their control are instructed in their own individual responsibility with regards to the Health and Safety at Work etc. Act 1974 and that they frequently make inspections of their areas of responsibility, taking prompt remedial action where necessary
- **Employees**  
Employees have a responsibility to ensure they act in a responsible way towards the health & safety of themselves, other members of the school, visitors, contractors

and members of the public. They are required to co-operate with supervisors & safety representatives and to adhere to safety guidance provided to assist in maintaining standards of health and safety within the school

- Health & Safety Committee  
The Health & Safety Committee is to monitor health and safety performance and recommend any action necessary should this performance appear or prove to be unsatisfactory

**Other individuals' specific responsibilities to be provided as appropriate:  
Need to add these in**

The Site Manager is responsible for:

- training of all cleaning staff
- maintaining all COSH sheets
- site safety
- liaising with contractors

Special Educational Needs Manager/HT responsible for:

- risk assessments for children with serious behavioural issues
- care plans

First Aid Trained Staff responsible for:

- monthly checks on all first aid boxes/equipment
- keeping up to date with specific children's medical conditions

Admin. Officer responsible for:

- administration of prescribed drugs/medicines
- completion of parental consent forms/contact parents book
- completion of absence book, 'in/out' book and late book

Fire Safety Manager responsible for:

- training of fire marshals

## **2. Health and safety management arrangements**

The following arrangements for health and safety have been drawn up following assessments of risk in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Cove Infant School and are to be used with the school's procedures and policies as listed at the appendices.

In carrying out their normal functions, it is the duty of all managers and employees to do everything possible to prevent injury and ill-health to others. This will be achieved so far as is reasonably possible by the implementation of these arrangements and procedures.

General arrangements can be summarised as follows:

- Providing and maintaining safe equipment and safe systems of work
- Making arrangements to ensure the safe use, handling, storage and transportation of materials, substances and other articles
- Providing adequate information, instruction, training and supervision to ensure all personnel are aware of their responsibilities & how to carry out their duties safely
- Providing safe places to work with safe access to and exit from them
- Providing a healthy and safe working environment with adequate welfare facilities

- Providing a system for rapidly identifying and effectively dealing with hazards
- Implementing control measures to reduce risks to as low as reasonably practicable
- Providing suitable personal protective equipment (PPE) & clothing where hazardous conditions cannot be eliminated and where PPE is assessed to be the last resort

All staff have a statutory duty to co-operate in fulfilling the objectives of the school as detailed in the Statement of Intent. Everyone has a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves or to others.

Employees are required to observe special rules and safe working methods that apply to their own work and to report hazards discovered by them immediately upon discovery.

### **Accident Reporting**

Any accident or injury is to be reported and entered in the HCC Accident Report Book & a copy forwarded in accordance with SGP 17-07 (Accident & Incident Reporting & Investigation). In schools, minor accidents to pupils are to be entered in CSRF-003 (School Accident Internal Report Form). The Accident Book is held in Admin office files. The Head Teacher is to ensure that the governing body is informed of all accidents of a serious nature & dangerous occurrences.

### **Accident Investigation**

All significant accidents or incidents and near-misses are to be reported to the Head Teacher. A documented investigation into the incident is always to be carried out in order to identify the cause of the accident and to implement measures to prevent reoccurrence. Investigations are essential in order that accidents, damage to equipment and property, and losses, are kept to a minimum. Contractors must report any accidents to the Head Teacher.

### **Safe Working Procedures**

All staff and supervisors must ensure that safe working procedures are developed through:

- Risk assessing the tasks
- Identifying the hazards
- Defining a safe method of work
- Documenting the assessment
- Implementing the safe system of work
- Monitoring the safe system of work
- Reviewing the assessment & method statement

Once developed, safe working procedures must be circulated to protect all personnel working within the school from risks to their health and safety. They must familiarise themselves with laid-down procedures and ensure that personnel under their control are fully aware of these procedures.

### **Defective Equipment**

- Defects in equipment must be reported to the management
- It is to be removed from use and quarantined immediately and it is to be clearly marked as faulty until its repair or replacement

- A report is to be entered in the on-site Equipment/PAT Log

## **Working at Height**

When using access equipment, such as ladders or stepladders, the correct equipment is always to be used for the job to be undertaken. This selection must always be underpinned by a risk assessment and it must be used in accordance with the training provided. Contractors are to be advised of all access points within and around the building. These should include fire safety advice in the roof void and the locations of the external ladder fixing brackets. Contractors working at height are to be appropriately supervised.

## **Good Housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. The following is to be adhered to at all times:

- Keep corridors and passageways free from obstruction
- Ensure shelves in storerooms are stacked neatly and not overloaded
- Heavy items are to be placed on lower shelves to assist manual handling
- Keep floors clean and dry
- Do not obstruct emergency exits
- Storage of supplies to be in correct location
- Rubbish & litter to be cleaned & removed at the end of each working day

## **Electrical Equipment**

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- The use of adaptor sockets & multi-socket adaptors is not permitted
- Protective outer sleeves of electrical cables are to be firmly secured within the plug
- Where the outer sleeve is not secure within the plug, and a wire is visible, a qualified person is to be contacted to rewire the plug correctly
- Electrical equipment that is known to be, or is suspected to be faulty must not be used and should be removed from use immediately
- All electrical equipment must be tested annually by a qualified engineer
- All electrical equipment is to be inspected in accordance with the Electrical Policy
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested

## **Control & Use of Harmful Substances**

- When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, personnel must ensure that adequate precautions are taken to prevent ill-health
- No new materials or chemical substances are to be brought into use unless a COSHH assessment under the Control of Substances Hazardous to Health Regulations 2002 has been carried out and clearance given for use by the Head Teacher
- Staff must not attempt to use a harmful substance unless suitably trained to do so
- Harmful substances are to be stored in the secure storage when not in use

## **Smoking**

- Smoking is not permitted on the school site

## **Food Preparation Area**

- Only authorised staff are allowed access to the school's kitchen area
- Permission for access must be sought from the Head Teacher
- All catering staff are to operate within the requirements of the Food Standards Act 1999 and follow the Food Standards Agency and Hampshire County Council guidance

## **Emergency Provision**

- Fire, police or ambulance services can be contacted by dialling 999 and asking for the service required
- The names & locations of the First Aiders are clearly signposted around the school
- The administrative team can locate the nearest first aider in an emergency
- First aid is not to be administered by anyone except first aid trained (in date) staff
- First Aid trained staff are to receive refresher training every 2 ½ years
- Emergency evacuation is to be carried out in accordance with the school's emergency evacuation plan
- Personal Emergency Evacuation Plans are to be provided for those vulnerable persons to be able to ensure safe evacuation in the event of an emergency

## **Fire Safety**

- Fire procedures are available for all personnel to read
- Fire safety & evacuation plans are to be read at induction and periodically thereafter
- Fire notices 'Action to be taken in the event of a fire' are posted in the main areas of the building close to the fire points. The notices clearly identify the evacuation routes and assembly point
- Personnel are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire
- The most important part of fire control is prevention & all personnel should be familiar with the flammable potential of materials and substances that they use, and exercise maximum care in their use, especially with those marked 'flammable'
- Fire evacuation procedures, fire safety training and fire alarm testing are to be carried out in accordance with corporate guidance and the school's Fire Safety Policy
- The fire risk assessment is to be reviewed annually and amended as new hazards or required amendments are identified

## **Visitors**

- It is the duty of all of the personnel within the school to ensure the health and safety of all visitors
- All visitors must sign into the school at reception and sign out again when leaving
- No visitors are allowed through the security door without gaining permission from the reception staff

- Visitors are to be accompanied to their destination as appropriate
- Appropriate personnel are to be made aware of visitors to the school
- Visitors are not permitted to enter unauthorised areas of school
- In line with HCC policy no dogs are permitted on the school grounds unless it is a registered guide dog.

## **Contractors**

- Contractors are to report to the reception upon arrival and departure
- Contractors are to be provided with a fire safety brief immediately upon arriving, prior to them commencing their work
- Contractors must comply with the school's safety policies and safe working procedures
- If there are any breaches of safety, then these must be reported to the school Head Teacher at the earliest opportunity
- All contractors are to be appropriately supervised at all times
- Contractor risk assessments & safe working systems are to be inspected prior to work commencing
- Appropriate supervision will need to be determined dependent upon the type of work, levels of perceived risk and length of time that the work will take to complete
- All contractors working on site must read the Asbestos Register located in reception prior to starting any work.

## **Legionella Safety**

All procedures to prevent an outbreak of Legionnaires Disease are laid down in the Legionella Safety Policy/Legionella Log Book and should be followed at all times.

## **Lone Working**

- All lone working is to be approved by the Head Teacher
- Lone working risk assessments are to be carried out prior to any lone working
- The appointed communication link is to be available at all times
- Lone working is to be carried out in accordance with the Lone Working Policy

## **Moving & Handling**

- Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and a moving & handling risk assessment has been carried out.
- Where any doubts exist about the handling of awkward or heavy loads, then advice is to be sought from management prior to any manual handling operations commencing
- All information is contained within the Moving & Handling Policy

## **Risk Assessments**

- Local responsibility for identifying, assessing and controlling risks rests with the personnel within the area of work
- Risk assessments are to be undertaken for all areas where a significant risk is identified or a possibility of such risk exists

- Risk assessments are to be carried out by competent persons only
- Any individual undertaking a risk assessment must have completed appropriate risk assessor training
- All risk assessments & control measures are to be approved by the Head Teacher prior to implementation
- Completed risk assessments are to be stored in the Risk Register
- Risk assessments are to be reviewed periodically in accordance with the determined risk assessment review date

**(Other health & safety arrangements which may need to be considered, referred to or added, with appropriate text reflecting policy requirements, are as follows):**

- Emergency evacuation procedures – please refer to Fire Plan
- Security Policy
- Off-site activities policy
- Administration of medicine policy
- Policy for Drug Education
- Safe use of ICT/internet policy
- Behaviour policy
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Please read the Health and Safety files 1,2 & 3 and the Risk Assessment files in conjunction with the Health and Safety policy.

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