

Spalding Parish Church of England Day School

*We are a caring Christian Community built on Compassion,
Trust, Friendship and Hope.*

Health and Safety Policy



Date of Policy: January 2018

Date of Review: January 2020

Adopted by Governing Body: January 2018

Signed by Chairman of Governors: Katherine Wright

Health and Safety Policy

Spalding Parish Church of England Day School

1) Introduction

This policy covers the activities of Spalding Parish Church of England Day School. It is to be read in conjunction with the general statement of Health & Safety and the Lincolnshire County Council Children's Service Directorate Health and Safety Manual.

This Health and Safety Policy has 3 main parts:

1. Statement of Health and Safety Policy

Successful health and safety management starts with sustained commitment and interest from the Board of Governors and Head Teacher of the school. This commitment is the basis of the Statement of Health and Safety Policy. This statement sets out the nature of health and safety at our school.

2. Organisation and Responsibilities

The organisation part of the policy is basically the existing personnel structure. Health and safety is a management function and the responsibilities go hand in hand with other management functions. This policy details levels of responsibility; some responsibilities of Head Teachers may be delegated to teachers or other specialists.

3. Arrangements

This final part of the Policy outlines the arrangements for achieving the intentions set out in the Statement of Health and Safety Policy. These are the measures for controlling risks and complying with health and safety legislation. The Management of Health and Safety at Work Regulations 1999 specifically require that schools assess the risks from their activities and implement arrangements to control them and to comply with health and safety legislation. The significant findings of these risk assessments must be recorded.

2) Statement of Health and Safety Policy

The Board of Governors is committed to:

- 🏠 The provision of safe and healthy conditions for pupils, staff, visitors and contractors;
- 🏠 Compliance with all relevant health and safety legislation;
- 🏠 Seeking the co-operation of staff, pupils, parents and contractors to achieve these objectives in order to minimise injuries and work related ill health.

The risk control arrangements are set out in the risk assessments which are recorded separately.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

If in doubt about anything to do with health and safety, stop and ask; where necessary specialist advice will be obtained.

This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.

3) Organisation and Responsibilities

Overall and final responsibility for health and safety is that of the Board of Governors. Day to day responsibility for health and safety is delegated to the Head Teacher.

The Board of Governors

Are specifically responsible for ensuring that:

- 🏠 A health and safety policy is prepared, implemented and reviewed to ensure it remains valid;
- 🏠 Health and safety standards are monitored;
- 🏠 Actions are prioritised where resources are required;
- 🏠 Health and safety is an agenda item at Governors' meetings;
- 🏠 A Governor is given specific responsibility for health and safety;
- 🏠 The Governor with specific health and safety responsibilities and the Head Teacher receive health and safety management training;
- 🏠 Assistance is obtained from specialists when in any doubt about the health and safety standards to apply;
- 🏠 The Director of Children's Services is informed of any situation of concern where appropriate health and safety standards cannot be implemented.

The Head Teacher

The Head Teacher is responsible to the Board of Governors for ensuring that:

- 🏠 The health and safety policy is implemented on day to day basis;

- 🏢 Risk assessments are carried out and measures are implemented to control the significant risks and comply with health and safety legislation;
- 🏢 The significant findings of the risk assessments are recorded;
- 🏢 Health and safety standards are monitored informally on a day to day basis and formally monitored at least twice a year, keeping records of the findings and any actions required;
- 🏢 Staff are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work;
- 🏢 Any problems with implementing and maintaining appropriate health and safety standards are reported to the Board of Governors along with details of significant injuries to staff, pupils and visitors;
- 🏢 Specialist help and assistance is obtained where necessary.

All Staff

Are responsible for:

- 🏢 Taking reasonable care for their own health and safety and that of others who are affected by their activities;
- 🏢 Where appropriate, exercising effective supervision of pupils so as to minimise risks to their health and safety;
- 🏢 Using any work equipment in accordance with the training and instructions provided;
- 🏢 Co-operating as is necessary to implement the arrangements of this policy and the measures detailed in the risk assessments;
- 🏢 Monitoring the health and safety standards of their own areas, ensuring that appropriate risk control measures are implemented;
- 🏢 Reporting to the Head Teacher any health and safety matters they cannot, or do not feel competent to, deal with themselves and any shortcomings they see in the health and safety arrangements.

Pupils

Pupils are expected:

- 🏢 To exercise personal responsibility for their own health and safety and that of others;
- 🏢 To observe standards of dress and behaviour consistent with the safety of themselves and others;
- 🏢 To observe the rules of the school and in particular the instructions of staff.

Health and Safety Assistance

LCC Corporate Health and Safety Team are available to provide health and safety assistance. The Team can be contacted on 01522 554917/553514 or at corporatehealth&safety@lincolnshire.gov.uk

3) Arrangements

The arrangements for controlling risks from school activities are set out in the risk assessments which are recorded separately. Other arrangements are below.

First Aid Arrangements

It is the policy of the school to train as many Teachers, Teaching Assistants and Midday Meal Supervisors as possible in paediatric first aid so that there is always cover for the most likely times that injuries occur and for absences/school trips etc. This training is repeated every 3 years to maintain competence. First aid boxes stocked with the recommended contents are located at appropriate points and a person has been made responsible for checking the contents on a monthly basis and replacing any items used. All staff should familiarise themselves with the location of these so that, in the event of an injury or acute illness, these can be located quickly. An up to date list of children with allergies is kept easily available for all staff in case of emergency.

Staff should administer first aid treatment in accordance with their training and always err on the side of caution by referring pupils for further medical attention as set out below or when in doubt.

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil, should be referred immediately for further medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via the standard medical slip and of any non-significant head bumps which show no signs or only slight reddening.

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention.

Aids and hepatitis B viruses are a risk to staff involved in the provision of first aid. The precautions for cleaning up body fluid spillages when a child accidentally wets or soils him/herself, or is sick on the premises is detailed in the Department of Health poster 'Guidance on hygiene and infection control in schools and nurseries' should be followed to prevent the spread of infection. This poster is displayed in the School Office and Staff Room.

Injury Reporting

Minor pupil injuries/first aid treatments will be recorded by the person administering first aid and duplicate copies will be kept in the medical room.

All employee injuries and significant injuries to pupils will be recorded on report form PO3 (available online), a copy being kept on file and a copy sent to the Health and Safety Team electronically.

The Head Teacher is responsible for telephoning the Health and Safety Executive (HSE) on 0845 300 9923 in the event of 'Fatal', 'Major' or 'Over 3 Day Absence' injuries,

'Reportable Diseases' and 'Dangerous Occurrences' as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

'Major' injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of care. Injuries arising out of curriculum sporting activities, requiring hospital treatment, are reportable. Injuries which arise from play activities or health conditions are not reportable, unless these happen in connection with work, or as a result of work activities.

'Major' injuries to staff are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours.

For staff injuries over 3 days, do not count the day of the injury but count every day after the incident when they were unable to carry out their normal duties, irrespective of weekends, holidays etc.

'Reportable Diseases' are those notified by a doctor's certificate. These diseases are numerous but rare and include injuries from repetitive movements, infections such as Leptospirosis, Tetanus Hepatitis and Legionellosis conditions from exposure to substances such as occupational dermatitis. The Health and Safety Team should be contacted on 01522 554917/553514 or at corporatehealth&safety@lincolnshire.gov.uk for further details if there is any suspicion of a reportable disease.

Injuries to self employed persons working on school premises must be reported in the same way as for school staff.

Some incidents which do not result in injury must also be reported to the ICC. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing, but do include the failure of a lift and fires or electrical short circuits which disrupt activities for more than 24 hours.

The Health and Safety Team should be contacted on 01522 554917/553514 or at corporatehealth&safety@lincolnshire.gov.uk if in doubt about reporting procedures.

Statutory Notices

The following statutory notices are displayed in the Staffroom/School Office

'Health and Safety Law' poster

Employers Liability insurance Certificate (Foundation Schools only).

Health and Safety Representatives and Consultation

The School Business Manager has been appointed as the employee health and safety representative and will be consulted during the preparation and review of the school's health and safety procedures. Facilities and time off from normal duties will be provided so that the School Business Manager can carry out the functions of a health and safety representative as detailed in the Safety Representatives and Safety Committee Regulations.

Health and safety is a standing item on the agenda of all employee and F&A Governor Committee meetings.

Employee Induction Procedures

The capabilities of all new staff with regard to their own health and safety and that of pupils in their care will be taken into account before employment starts. Adequate information and training will be given to ensure that they are aware of the school's health and safety arrangements, particularly:

-  Evacuation procedures;
-  First aid and injury reporting arrangements;
-  Any other relevant emergency procedure.

Risk Assessment Procedures

Risk assessments shall be recorded on the appropriate forms and kept in the Risk Assessment File. Risk assessments will be reviewed every year or when circumstances change.