

HEALTH AND SAFETY POLICY

The Governors of Medina House Primary School recognise their responsibility as an employer for providing a safe and healthy environment for teaching staff, non-teaching staff, pupils and other persons who come onto the premises or who may be affected by the operations of the school. This health and safety policy document sets out the safety arrangements and procedures for achieving a standard that meets current legislation and the needs of the school. The document should be read in conjunction with the Isle of Wight Council Health and Safety policy and the Directorate of Education and Community Development safety policy.

School governors will be responsible for ensuring, so far as is reasonably practicable, that sufficient resources are made available in order to carry out remedial work and to protect employees and other persons who use or visit the establishment. Governors should be aware of their responsibilities for maintaining the premises as detailed in the Local Scheme of Delegation. The school governors will carry out an inspection of the school annually and discuss any health and safety issues, which cannot be resolved as a routine matter by the Headteacher.

In order to successfully implement the policy day to day management responsibilities for health and safety are delegated to the Headteacher, who in turn may assign specific tasks to certain teachers and individuals. The Headteacher is required to draw up a written health and safety statement and review it annually, consulting with the school governors and trade union safety representatives where necessary. This will outline the arrangements to secure compliance with all health and safety requirements. After agreement with the governing body and relevant trade union representatives, the policy will be circulated to employees and the Headteacher will subsequently monitor implementation and compliance. In the absence of the Headteacher, the Deputy will take responsibility for day-to-day health and safety issues.

The aims of the Safety Policy are, so far as is reasonably practicable to:

- a) *To ensure that every learner, parent/carer and member of staff can make a positive contribution in an environment in which they are kept and feel safe and valued through the promotion of health, achievement and enjoyment.*
- b) Provide and maintain safe and healthy working conditions taking account of any statutory requirements.
- c) Provide and maintain accommodation, equipment and systems of work that are without risk to health.
- d) Provide training and instruction to enable employees to perform their work safely and efficiently.
- e) Make available safety equipment and protective clothing as necessary for the job task.
- f) Consult with any trade union safety representatives in order to help them in carrying out their functions.

In order to achieve the policy objectives employees have a duty to co-operate by adhering to the procedures and observing any supplementary workplace rules. It is in everyone's interest to help maintain the good health and safety record that exists at the school.

SPECIAL RESPONSIBILITIES OF TEACHERS/SUPERVISORY STAFF

The safety of pupils in the classroom and during other school activities is the responsibility of the class teacher or person in charge of the group.

Such persons are expected to:

- Exercise effective supervision of pupils.
- Ensure that they have addressed any potential emergencies, where necessary familiarising pupils of the procedures.
- Contribute to termly updates of Risk Assessments for each class
- Give clear instructions and warnings as often as may be necessary.
- Set an example by using safe working methods and abiding by any safety rules.
- Ensure that where personal protection is required for themselves or for pupils, that it is worn, kept in good condition and replaced as necessary.
- Make recommendations for additions or improvements where problems or risks are identified.
- Assist and contribute to a termly 'step by step' simulation of the emergency evacuation procedure for their class group

RESPONSIBILITIES OF ALL EMPLOYEES

Employees have a duty to:

- Work safely and efficiently and in accordance with any training given.
- Use equipment and items of personal protection so that they can carry out work safely and meet statutory obligations.
- Report incidents or hazards that may lead to injury or damage, to their line manager, complete the appropriate forms and submit them to the School Business Manager the same day
- Read and understand published Risk Assessments for all areas and activities on and off site. Contribute to their improvement.
- Observe the workplace rules and comply with legislation.
- Not misuse equipment or endanger themselves or others by their actions.

- To report all accidents and damage in their work area to their line manager at the time of the occurrence whether a person has been injured or not. Complete the appropriate forms and submit them to the School Business Manager the same day
- As part of the induction process, and subsequently on an annual basis. To read and understand the policy and the advice it gives, then to sign the response form contained in the Staff Handbook.

Signed
Chairman, Board of Governors

Dated

Signed
Headteacher

Dated

Reviewed April '08

SAFETY ARRANGEMENTS

RISK ASSESSMENTS

The Headteacher is responsible for ensuring that formal risk assessments have been carried out, by the most appropriate person, and that any necessary action has been taken to eliminate or reduce risk and that assessments have been reviewed where necessary. Risk assessment records exist for:

- General risk assessment
- Display Screen Equipment
- Manual Handling
- Personal Protective Equipment
- COSHH
- Fire Procedures
- Caretaking Activities
- Emergency Procedures
- Arson – on site managers weekly schedule

The Headteacher will ensure that staff are made aware of the significant findings of any assessment affecting them or their work activities and retain up to date master copies on file.

FIRE PROCEDURES

General Procedures for evacuating the premises are attached as Appendix 1, Specific Procedures are displayed in each classroom and area. All staff must familiarise themselves with details of escape routes and assembly areas.

The Site Manager is responsible for fire related matters which includes:

- Undertaking fire risk assessments.

- Organising at least one fire drill each term.
- Reviewing fire procedures as necessary.
- Checking that fire notices are displayed in prominent positions throughout the building.
- Carrying out weekly checks of fire alarms and exits ensuring that they open easily and are free of obstruction on either side.
- Checking smoke detectors and emergency lighting at least monthly.
- In conjunction with the CPD coordinator to ensure that newly appointed staff receive induction training in emergency procedures.
- Inform the Headteacher of any additional training requirements.
- Arranging for annual testing of systems and maintenance of fire fighting appliances.
- Maintaining records of all tests, inspection checks and evacuations carried out.
- Co-ordinate fire arrangements with contractors on site.

ACCIDENT & HAZARD REPORTING

All accidents and work related illness to both employees and pupils must be reported to the Headteacher. Employees must ensure that details of accidents are entered in the workplace accident book (BI 510) kept in the school office. Major injury accidents and over 3 day absences will be made known to the Headteacher who is responsible for informing the Safety Advisor in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Other incidents which fall into the various categories of the regulations must also be reported to the Headteacher and where necessary to the Safety Advisor. A single form (HS2.02A) available from the office and in each class Health and Safety file is to be used for all employee accidents, pupil accidents, members of the public, violence to staff, occupational ill health, dangerous occurrences and near misses. Further details are provided in section 3.1.2 of the councils' health and safety manual.

In addition, all employees have a duty to report any hazard or potential risk to the Headteacher who will arrange repair and where necessary take temporary safety measures.

FIRST AID

The School Nurse is responsible for the administration of first aid, for recording treatment given and for identifying areas where additional first aiders are considered necessary. In her absence a qualified first aider will provide first aid cover. A list of Qualified 1st. Aiders can be found in the School Handbook and on the inside lid of each 1st Aid Box. The School Nurse is also responsible for carrying out weekly checks on the contents of first aid boxes and any eye wash stations and for replenishing stock.

When pupils are taken on visits and trips the School Nurse will ensure that travelling first aid kits are provided for staff and that they are made aware of any health problems of pupils in their care.

HAZARDOUS SUBSTANCES

The Control of Substances Hazardous to Health Regulations can affect every member of staff. Hazardous substances will only be used where there is no safer alternative. It is the responsibility of the Site Manager to maintain assessment records of hazardous substances and to ensure that staff have received training and instruction in the hazards which may be present and the measures to be adopted to minimise any risk. Where protective clothing is provided it is the employees` responsibility to maintain it, keep it safe and report any damage/shortcomings to the Headteacher. Duplicate COSHH assessments should be available, in case of fire. These can be given to the fire officer.

DISPOSAL OF WASTE

All persons who produce waste products must ensure that such materials, substances or items are disposed of in a safe manner and in accordance with legislation relating to health and safety, the environment and pollution. Special arrangements will need to be made by the waste producer for disposal of unwanted chemicals and clinical waste.

TRAINING

The Headteacher is responsible for measuring the safety performance of staff and for arranging any training for those needs identified. School governors will offer support by providing training opportunities for staff at all levels and for allocating finance so as to meet the principal aims of the Isle of Wight Council health and safety training policy. The Headteacher will ensure that training is extended where necessary to volunteer workers, that new staff undergo health and safety induction and that up to date records of training are maintained.

WORK EQUIPMENT

The Site Manager and the ICT Technician are responsible for ensuring that all items of work equipment provided by Medina House School are kept in a serviceable condition and are regularly maintained. Employees are to report any faults in equipment and are to only use equipment that they have been authorised to.

LIFTING AND HANDLING OF CHILDREN

Members of the Safety Six Team are responsible for carrying out assessments of manual handling tasks which present a risk of injury, the training of staff in manual handling techniques and for keeping records of training and monitoring lifting and handling activities.

CONTRACTORS

Where services such as catering and playing field maintenance are contracted out, the Contractor is responsible for setting, monitoring and enforcing their own health and safety standards and for ensuring that work practices do not put other people at risk. The Headteacher should liaise with Contractors in order to assess risks associated with the proposed work and to ensure that their supervisory staff set up systems for reporting to him any health and safety matters.

SAFETY ADVICE AND ASSISTANCE

The Headteacher will bring to the attention of staff any publications or relevant information in respect of health and safety activities undertaken at the school. Copies of such documents will be retained by the Headteacher and can be accessed by staff.

The Health and Safety Officer and advisors are available to assist the governors, the Headteacher, and employees in the management of health and safety. There may also be times when they are required to carry out audits or investigations on behalf of the LEA, on such occasions the school governors and employees are requested to offer them every assistance.

It is in everyone's interest to foster a safe and health working environment and with the support of all concerned, the highest possible standards can be achieved and maintained.

APPEDIX 1

MEDINA HOUSE PRIMARY SCHOOL ACTION TO BE TAKEN IN THE EVENT OF A FIRE

1 ON DISCOVERING A FIRE

- A) Operate the nearest fire alarm point without delay**
- B) Call the Fire Brigade by dialling 999**
- C) Inform a member of staff (if one is on duty)**
- D) Staff: Attempt to extinguish fire with nearest suitable fire extinguisher. If the fire has reached such proportions that it endangers your safety or means of escape leave by the nearest exit. Take a roll call of your class at the fire assembly point and await the arrival of the fire service.**

2 ON HEARING THE FIRE ALARM

- A) Close all doors and windows if possible**
- B) Proceed to the assembly point which is specified for your area**

3 ON ARRIVAL OF THE FIRE SERVICE

Inform the Headteacher of any persons unaccounted for and give them any other relevant information

4 GET TO KNOW

- A) Your means of escape, from different areas of the school**
- B) The nearest fire alarm points**
- C) The nearest fire extinguisher, its type and how to use it**
- D) The assembly points**

5 IN THE EVENT OF A FIRE

- A) Do not panic**
- B) Do not stop to collect your belongings or save equipment**
- C) Do not rush**

REMEMBER TO DIAL 999, ASK FOR THE FIRE SERVICE AND GIVE THE PRECISE LOCATION OF THE FIRE: Medina House PRIMARY SCHOOL, SCHOOL LANE, NEWPORT, I W TEL: 522917