



# Health and Safety Policy

Review Date: Summer 2017

<b>Policy Title</b>	<b>Health and Safety Policy</b>
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Function	For Information and Guidance
Status	Recommended
Audience	Parents, Governors, Principal, Senior Leadership Team, Teachers, Business Support Staff
Implementation	The Principal and Governing Body have overall responsibility for ensuring that this policy is implemented
Version	V 1.0
Date Issued	
Date Approved by Governing Body	
Date for Review	Summer 2017

## General Statement of Health and Safety Policy

The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils, parents and visitors. The Governing Body believes that the prevention of accidents, injury or loss is essential to the effective operation of the school and is part of the education of its pupils.

The Governing Body notes the provision of the Health and Safety at Work Etc. Act 1974 and in particular the duty of every employer to conduct their business in such a way as to ensure, so far as is reasonably practicable, that the persons who are and also persons who are not in their employment, but who may be affected by it, are not exposed to unacceptable risks to their health and safety. The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others.

The arrangements outlined in this policy statement and the various other safety provisions made by the Governing Body cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the premises, or while taking part in school sponsored activities. Contact person in the event of an emergency is Hazel Bloor Telephone number: 01582 548042 Mobile number: 07775557598.

The Governing Body will review this policy statement annually and update, modify or amend it as is considered necessary to ensure the health, safety and welfare of its staff, pupils, parents and visitors.

Signed .....  
Chair, Governing Body

Signed.....  
Principal

Date:.....

Date .....

Date for review.....Summer 2014 .....

## **Section A**

### **Introduction**

This is a statement of Organisation and Arrangements (Code of Practice) for The Ferrars Academy. This does not replace the Children and Learning Department's safety policy but is in addition to it, for the benefit of teaching and non-teaching staff and pupils, parents, visitor, contractors and all those on the academy site.

This statement deals with those aspects delegated by the Academy Governing Body over which the Principal has control and covers safety associated with the building structure, plant, fixed equipment and services; it describes how the Principal is discharging her responsibilities in respect of pupils, visitors and other employees who are present on school premises and outlines the internal organisation, management and discipline of the Academy in accordance with the Articles of Government.

### **Rationale**

The promotion of the safety, health and welfare of staff and pupils is considered to be a mutual objective for Governors and staff. It is therefore the Academy's policy so far as reasonably practicable to take the necessary steps to ensure the safety, health and welfare of its staff and pupils and also the public and visitors.

### **Aims**

The aim of the statement is to ensure that all reasonable practicable steps are taken to secure the health, safety and welfare of all persons using the premises:

- a) to establish and maintain a safe and healthy environment throughout the academy;
- b) to establish and maintain safe working procedures among staff and pupils;
- c) to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage, and transport of articles and substances;
- d) to ensure the provision of sufficient information, instruction and supervision to enable all pupils and people working on site to avoid hazards and contribute positively to their own safety and health at work; and to ensure that they have access to health and safety training as and when provided and as appropriate.
- e) to maintain a safe and healthy place of work and safe access and departure from it;
- f) to formulate effective procedures for use in case of fire and other emergencies and for evacuating the premises;
- g) to lay down procedures to follow in case of accident;
- h) to provide and maintain adequate welfare facilities;
- i) to make special arrangements to ensure the health and safety of any disabled person using the academy site (see DDA Action Plan).

The Principal has the overall responsibility for the application of the safety policy. However, members of staff within the school are responsible for implementing and maintaining compliance with the school safety policy in the areas for which they are responsible.

The responsibilities of teaching and non-teaching staff are set out below.

## **Responsibilities**

### **The Employer**

The Governing Body, on behalf of Ferrars Trust, is the employer.

The Health and Safety at Work etc. Act 1974 places a duty on employers to safeguard, as far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of others who may be affected by their work activities, such as pupils, parents and visitors. Employers also have additional duties under other legislation such as The Control of Asbestos at Work Regulations and School Teachers Pay and Conditions.

For the purposes of Health and Safety Management, all Principals are deemed to be Key Managers.

### **Responsibilities / Duties of the Governing Body**

Governors are responsible for monitoring compliance with statutory requirements.

Health and safety will feature as a regular agenda item at Governing Body meeting. The Finance and Premises Committee of the Governing Body periodically monitors and reviews the effectiveness of the Health and Safety Policy and ensures that any necessary changes are made.

Reports on health and safety will be received by the Principal and any of the following as appropriate:

- \*The Academy Finance and Premises Committee
- \*Union safety representatives
- \*The Governing Body
- \*Responsible people are: Leigh Oliver, Beverley Johnston and Robert McCann

The Governing Body will, so far as is reasonably practicable, provide:

- (a) Adequate allocation of resources, including time, for work and activities with implications for health and safety to take place.
- (b) A safe environment for staff, pupils, parents and visitors to go about their various activities.
- (c) Adequate welfare facilities
- (d) Necessary safety and protective equipment and clothing
- (e) Safe plant, equipment and systems of work
- (f) Safe arrangements for the handling, storage and transport of articles and hazardous substances.

- (g) Supervision, training and instruction so that all staff and pupils can perform their activities in a safe manner.
- (h) The opportunity for all staff to receive health and safety training appropriate to their duties and responsibilities. This should be given before an employee commences any relevant work. Whatever training is required by statute, or considered necessary for the safety of staff, pupils and others, the Governing Body will ensure that such training is provided. Pupils will receive such training as is considered appropriate to the school related activities that they carry out. Records will be kept of all training. Staff and pupil training will be regularly updated.
- (i) Information to parents via the Academy website as appropriate and on other occasions as appropriate, and in response to specific concerns.

The Governing Body, so far as is reasonably practicable and in consultation with the Headteacher, will:

- (a) Adopt and maintain an effective policy, organisation and arrangements for the provision of health and safety throughout the school.
- (b) Identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, pupils, parents and visitors.

The Governing Body, ensures responsibility is assigned for:

- (a) Reporting accidents
- (b) Recording and investigating accidents
- (c) Undertaking, recording and reviewing risk assessments, especially in regard to:
  - Potential accidents
  - Health hazards
  - Academy sponsored on and off site activities
  - Pupils and their behaviour
  - Educational visits
- (d) Monitoring adherence to health and safety standards
- (e) Reviewing documentation and distributing information
- (f) Carrying out inspections
- (g) Providing First Aid
- (h) Dealing with emergencies
- (i) Supervising storage facilities

- (j) Dealing with waste material
- (k) Monitoring housekeeping standards
- (l) Dealing with complaints on health and safety
- (m) Purchasing and maintaining equipment
- (n) Testing of plant and equipment to ensure it is safe
- (o) Carrying out repairs where it is the responsibility of the academy
- (p) Organising security and fire protection arrangements
- (q) Implementing risk control measures

So far as is reasonably practicable, the Governing Body, through the Principal, as Key Manager, will make arrangements for all staff, including temporary and voluntary staff and helpers, to receive a copy of this policy and comprehensive information on:

- (a) All other relevant health and safety matters
- (b) The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

Where the Governors delegate responsibility for carrying out a particular health and safety function to an employee, they must ensure that the person is aware of the duty, knows how he/she is expected to perform it, and is provided with any necessary information, instruction, training, supervision and resources (including time). Suitable measures for monitoring performance are in place.

Governors are directly responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health. Where contracts are awarded – such as cleaning, catering services and building works, etc. – the Governing Body must give consideration to the health and safety aspects before the tendering of any such contract takes place and they must satisfy themselves that the successful contractors comply with all relevant legislation.

### **Principal's Responsibilities**

The Principal also has responsibility for health and safety in the Academy and in particular he/she should:

- a) be the focal point for day to day references on safety and give advice or indicate sources of advice;
- b) co-ordinate the implementation of safety procedures in the Academy;
- c) maintain contact with outside agencies able to offer specialist advice;

- d) report all known hazards immediately to the Governing Body and stop any practices or the use of any plant, tools, equipment, machinery, etc she considers to be unsafe until satisfied as to their safety;
- e) as appropriate to take decisions about or make recommendations for additions or improvements to plant, equipment, machinery, etc which are dangerous or potentially so;
- f) make or arrange for investigations of premises, places of work and working practices on a regular basis and ensure that he/she is kept informed of accidents and hazardous situations;
- g) review, each term;
  - i) the provision of first aid in the Academy; and
  - ii) the emergency regulations;
- h) review termly the dissemination of safety information concerning the Academy
- i) inform the Governors, each term via the Finance and Premises Committee, of the safety procedures of the Academy, and provide them with up to date reports on safety issues;
- j) monitor the policy on health and safety procedures and update them as new information is available.

### **Responsibilities of staff towards pupils**

- a) exercise effective supervision over all those for whom they are responsible, including pupils;
- b) be aware of and implement safe working practices and set a good example personally. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- c) ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- d) provide written job instructions, warning notices and signs as appropriate;
- e) provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
- f) minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- g) evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
- h) provide the opportunity for discussion of health and safety arrangements;
- i) investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
- j) provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
- k) where private vehicles are used to transport children to and from academy functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Principal.

## Responsibilities of all Employees

All employees have a responsibility under the Act to:

- 1) Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.
- 2) Co-operate with others in meeting statutory requirements. not interfere with or misuse anything provided in the interests of health and safety and welfare.
- 3) Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Principal.
- 4) Use protective clothing and safety equipment provided and ensure that these are kept in good condition.
- 5) Ensure that offices, general accommodation and vehicles are kept tidy;
- 6) Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Principal.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE PRINCIPAL.

Please note the following:-

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert environment or that they are advised of specific hazards.
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

All staff have the responsibility to co-operate with the Pricipal to achieve a healthy and safe workplace and to take reasonable care of themselves and children.

Whenever a teacher or supervisor notices a health or safety problem which they are not able to put right they must straight away tell the appropriate person.

Other persons responsible for:

Staff Safety Training

The Ferrars Academy

Carrying out Safety Inspections

Health & Safety Executive  
14 Cardiff Road  
Luton.  
Tel: ( 01582 444200)

Bedfordshire Fire & Rescue Service  
Tel: (01234) 845000

Recording & Investigating Accidents                      Principal (initially)

Maintenance of buildings plant                      The Ferrars Academy

### **Teaching and Non-Teaching Staff Holding Posts/Positions of Special Responsibility**

These staff:

- a) have a general responsibility for the application of the Academy's Safety Policy to their own department or area of work and are directly responsible to the Principal for the application of existing safety measures and procedures within that department/area of work. Advice or instructions given by the Principal, including the relevant parts of this statement, shall be observed;
- b) shall, where necessary, establish and maintain safe working procedures including arrangements;
- c) shall make every effort to resolve any health and safety problem any member of staff may refer to them and refer to the Principal any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- d) shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Principal;
- e) shall ensure, as far as is practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work;
- f) shall, where appropriate, seek the advice and guidance of the relevant Adviser or Officer;
- g) shall report to the Principal requirements for safety equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so;
- h) shall ensure that all cleaning materials are locked away in special stores when not in use.

### **Supervision at Playtimes**

The mid-session breaks are legally deemed as part of the teaching day. The procedure and rota of supervision is given to each member of staff at the beginning of each term.

No children should be allowed to practise activities in the hall unless personally supervised by a member of staff.

During wet weather, it may be considered reasonable for small numbers of children to remain by choice in classrooms with adult supervision. Children must not be left without full supervision. Teachers on duty will supervise a quiet activity eg. singing, story or a video in the hall.

## Lunchtime Duties – Supervisors

Specific duties include:

- a) Responsibility for all children on academy premises between noon and 1.10 p.m. including children returning from home.
- b) Dealing with misbehaviour during the dinner period. Placing written details in the log where appropriate.
- c) Providing emergency first aid cover throughout the duty period.
- d) Performing all clerical duties related to the post, e.g. time sheets, accident reports, etc.
- e) Provide cover in the absence of a Supervisory Assistant.
- f) Liaising daily with the Senior Mid- day Supervisor after the dinner time period.
- g) Ensuring that children assemble in an orderly manner to be toileted and undertaking a cleanliness inspection prior to moving to the dining hall, or agreed eating area(s).
- h) Organising children in serving and clearing of meals, maintaining reasonable levels of noise, good order and table manners.
- i) Dealing with any accident and ensuring that hazards from spillage, breakage, sickness, etc. are kept to the minimum and are dealt with immediately.
- j) Checking the number of children staying for meals and packed lunches each day.
- k) Organise the supervision of children remaining in the dining hall.
- l) Ensuring that the children leave the hall in a disciplined manner.
- m) Ensuring that provision is made for children returning to the main building prior to 1.10 p.m.

## Play

- a) Ensure the safety of the children at all times. Supervisory Assistants must patrol the whole school area and not remain in one space.
- b) Make provision for children returning early.
- c) Organise outdoor or indoor activities to prevent boredom which leads to misbehaviour.
- d) Reduce fights, squabbles, or rough games to a minimum.
- e) Note new children and help them settle in.
- f) Report breakages and hazards to the Headteacher or deputy.
- g) Supervise the toilets.

## Discipline

- a) During the lunch time period the Senior Supervisor is responsible for the conduct of the Assistant Supervisors and the children.
- b) Punishment, **NEVER CORPORAL**, must be fair and is normally a form of 'time out' or 'restriction' of privilege.
- c) Give as few orders as possible; try to keep a quiet calm voice level and do not threaten punishment unless you intend to carry it out.
- d) In cases of persistent disobedience, rudeness, serious misbehaviour:
  - i) give the child a verbal warning and enter details in the log book.  
Inform the child of this.

- ii) inform the Principal or Vice Principal during consultation time.

Prior to the beginning of the lunch hour, the Senior Supervisor will:

- a) Check weather conditions and decide if indoor activities are appropriate.
- b) Determine availability of hall and other classrooms.
- c) Delegate specific supervisors and activities to these areas.
- d) If numbers are incorrect an **immediate** roll must be called to determine the missing/extra child (ren) and absent child (ren) must be traced.

**ALL TELEPHONE/EMERGENCY CONTACTS, SPECIAL MEDICAL DETAILS, are kept in the school office.**

**Dietary/Medical details including photographs of relevant children are kept in the medical room and with individual classes.**

### **Special Obligations of Class Teachers**

The safety of pupils is the responsibility of class teachers; teachers have traditionally in law carried responsibility for the safety of pupils when they are in charge.

If for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he/she cannot accept this responsibility; he/she should discuss the matter with the Principal before allowing practical work to take place.

Class teachers are expected:

- a) to exercise effective supervision of the pupils and to know the emergency procedures ;
- b) to know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- c) to give clear instructions and warning as often as necessary;
- d) to follow safe working procedures personally;
- e) to ask for protective clothing, guards, special safe working procedures, etc. where necessary;
- f) to make recommendation to the Principal, e.g. on safe equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

### **Supervision Before and After School**

All members of staff must sign into the arrivals book on arrival and sign out if they leave the site. Parents are requested to ensure that children arrive at school as near to 8.45 a.m. as possible and leave the premises at the end of the day as soon after 3.15 p.m. as possible. On wet days or extremely cold days children are to go directly to their classrooms.

Teachers must escort their class from the playground at the beginning of the day and escort their class onto the playground at the end of the day. If any child is not collected they must be taken to the entrance hall to wait there under the supervision of the administration staff.

The Principal, Vice Principal or Assistant Principal will be on duty to deal with any emergency.

No child must be kept in detention after school.

Special care must be kept to ensure that no child leaves the school until 3.15 p.m unless this is for a medical appointment when children must be collected by a known adult and signed out.

At no time within the prescribed hours should children be unsupervised whether in the playground, dining hall or anywhere else in the school.

No child is to leave the premises unless accompanied by a parent/adult known in advance to be collecting the child.

Parents are asked to make sure that children do not bring items to school which are hazardous or dangerous. If such items are found by any member of staff they will be confiscated and the parents asked to come into school to collect them.

If any member of the public refuses to leave the premises or is constituting a nuisance, dial the Police (999) and request immediate assistance.

### **The Pupil**

The pupils are expected:

- a) to exercise personal responsibility for the safety of themselves and fellow pupils;
- b) to observe standards of dress consistent with safety and/or hygiene (this would include unsuitable footwear, knives and other items considered dangerous);
- c) to observe all the safety rules of the academy and in particular the instructions of teaching staff given in emergency;
- d) to use and not wilfully misuse, neglect or interfere with items provided for their safety.

NB All pupils and parents should be made aware of the contents of this section.

### **Persons with Disabilities**

e.g., visually handicapped, hearing impaired, etc.

Where it is identified that a pupil/pupils have special needs, it is a duty that these requirements are met, e.g.,

Staff training  
Specialist equipment  
Means of access

Advice can be obtained from:

**SEN assessment team**

Luton Borough Council, 1st Floor, Futures House,  
The Moakes,  
Luton,  
LU3 3QB  
Tel: 01582 548132  
 [senat@luton.gov.uk](mailto:senat@luton.gov.uk)

**Hearing impaired pre-school and primary outreach (HIPPO)**

Icknield Primary School,  
Birdsfoot Lane,  
Luton,  
Bedfordshire,  
LU3 2JB  
Tel: 01582 533114  
 [johnsonc@icknield.primaryluton.co.uk](mailto:johnsonc@icknield.primaryluton.co.uk)

**Visitors**

Regular visitors and other users of the premises, (e.g. delivery personnel from specific companies), should be required to observe the safety rules of the Academy. In particular parents helping out in Academy should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned. Such notice should be drawn to their attention.

Visitors must sign into and out of the Visitors Book and wear identification. Visitors must not be left unsupervised at any time and must be escorted around the school at all times.

**Reporting Defects**

Any teacher or adult, or child, discovering a defect in the building should report the matter to the designated person/site agent. The designated person should take immediate steps to render the area safe or out of bounds. He/she should inform the Principal of his/her action.

**Defects in Equipment**

Any defective equipment should be taken out of use immediately and the designated person informed. The designated person should inform the Principal about the repair or replacement of the item.

Repaired equipment should be checked by the designated person, before being brought back into service.

## **Electrical Safety**

The regulations governing the renewal of the Academy's Public Entertainment Licence ensures an annual check by the Environmental Health Department and Fire Brigade of electrical safety of earth leakage circuit breakers, emergency exit signs, fire alarms, etc., to meet current legislation.

Residual Current Devices should be tested, the results of which being recorded in a form similar to that shown in Appendix 1.

## **General Arrangements**

Emergency Services – telephone 999.

The Accident Record Book and forms are located in the Medical Room. If accidents occur, an accident report must be completed:

Administration of medicines in school is in accordance with the Medication Policy.

## **In Case of Accident**

- a) If of a minor nature, deal as a first aid case.
- b) In serious or doubtful cases, attempt to contact parent/emergency contact, and/or call an ambulance (999). A child must be accompanied to hospital by a parent or member of staff. If the latter, parents must be informed as soon as possible. An accident report must be completed and referral made to RIDDOR.
- c) All accidents to members of staff must be reported, noted in accident book and an accident report completed. **Do not hesitate to call an ambulance if in doubt about the seriousness of injury to children or adults.**

**Fire – Please see separate policy**

## **General Information**

Specialist advice can be obtained from the

## **Health and safety**

Luton Borough Council, Town Hall,

George Street,

Luton, Bedfordshire,

LU1 2BQ

Tel: 01582 510330

Fax: 01582 546676

 [Environmenthealth@luton.gov.uk](mailto:Environmenthealth@luton.gov.uk)

## Health & Safety Executive

6-8 Stuart Street,  
Luton, Bedfordshire  
LU1 2SJ

**Tel:01234 220550**

[www.hse.gov.uk/hsehome.htm](http://www.hse.gov.uk/hsehome.htm)

## Electrical Equipment

A contractor will be appointed for routine inspection of plugs and cables for loose connections and faults.

## Other Equipment

Boiler House	Site Agent	As laid down in the manual of inspection on the use, planning and cleaning of machinery
Kitchen	Cook	The cook is responsible for contacting the Capital and Asset Management Division if any defects are found.

An approved contractor is appointed for the maintenance of appliances, audio visual equipment, etc.

## Working at Heights

To be undertaken in accordance with Guidelines and Procedures.

## Asbestos

Under the control of Asbestos at Work Regulation ( CAR) 2006, all staff have a duty to prevent or control exposure of employees, pupils and visitors to the premises from asbestos products. As detailed in the Asbestos Policy.

**No work** should take place without reference to the Asbestos log, which is located in the Site Agents office.

## Legionella

Legionella testing is undertaken in line with procedures in accordance with ACOP L8  
The risk assessment is contained within the Legionella log book which is located in the Site Agents office.

## **COSHH – Control of Substances Hazardous Health Regulations 2002**

Under the COSHH Regulations (2002) all staff have a duty to prevent or control exposure of employees or pupils and visitors to the premises to substances hazardous to health.

These Regulations apply to all potentially hazardous substances such as dusts, printing products, pesticides, detergents, bleaches, fumes, micro-organisms, paints, dyes and solvents as well as substances used in science experiments.

The master set of COSHH assessment records will be kept in the Site Agents office. Copies of relevant assessments will be issued to individual department/s personnel.

No new substances may be brought into school without carrying out a full COSHH assessment. This is a legal requirement.

All hazardous materials will be purchased through County Supplies or other recognised scientific suppliers who provide hazard data sheets and/or appropriate labels with each substance purchased. A copy of any hazard data sheet so obtained must be passed to the Headteacher for filing with the COSHH assessments. It is our responsibility as purchaser to obtain any hazard data sheet so these must be requested as part of any order.

If there is any change to a scheme of work the staff involved must ensure that the Headteacher is informed in writing of any COSHH assessments required and that all relevant safety warnings are included on pupils' worksheets, etc.

Members of staff responsible for ordering stocks of hazardous substances (Science, Art, Technology, Office, Site Agent etc.) are required to check stock on a regular basis (at least annually) and list for disposal all substances no longer required. Flammables (e.g. aerosols) should be stored in a locked cupboard which is suitably marked in accordance with the Safety Signs Regulations 1980. All hazardous substances and containers will be labelled and have tops on.

All members of staff must make proper use of control measures and report any defects to the Principal.

All COSHH assessments must be reviewed on a regular basis or whenever there is a change in circumstances concerning use.

In all work with their pupils staff must bring any relevant safety procedures to their notice.

### **COSHH ASSESSMENT RECORDS**

To comply with the 2002 COSHH regulations, a full survey of the premises at Ferrars Infants and Nursery School was carried out to assess which products may be harmful, in 2008.

Relevant assessment records have been circulated to all staff and are available for reference in the COSHH Record folder which is located in the Site Agents Office. This is an on-going procedure and all staff have been made aware of assessment records and data sheets.

## **Educational Visits**

See policy

## **Sports Activities**

To be undertaken in accordance with Guidelines.

## **Maintenance of Physical Education Equipment**

To be undertaken in accordance with Guidelines.

## **Supervision of Physical Activities**

To be undertaken in accordance with Guidelines.

## **Repair, Maintenance and Upkeep of Buildings**

The Site Agent is responsible for ordering, building and other similar work on premises.

Contractors, must comply with any appropriate legislation governing the premises. To this end contractors will agree with the Principal and Site Agent what working arrangements will be applied before starting work.

Where possible, prior to the contractor's staff starting on site, designated routes for the movement of vehicles should be planned to reduce the risks to other persons.

They will also be required to report to the person in charge of the premises all accident and injuries which occur on the premises whether such accidents involve injury to their own staff or to other persons on the premises.

## **Notification of dangers when work is in progress**

The following procedures should be followed:

- a) In the event of danger, the operator in charge of the building should take any steps deemed necessary to exclude persons from the danger until such times it is rectified.
- b) The contractor should be told what the person in charge has identified as dangerous and what has to be done to ensure that persons are not endangered.
- c) In cases of less urgent nature, the person in charge of the building should discuss the problem with the contractor's representative on site and if possible agree a solution.

## **Manual Handling Operations**

Manual Handling assessments for the handling of articles, persons and animals will be undertaken by the appropriate Principal/Vice Principal/Head of Department and the assessments will be retained by the Site Agent.

## **Personal Protective Equipment**

The provision of personal protective equipment will be determined by the appropriate member of staff and agreed with the Vice Principal/ Principal.

## **Provision and Use of Work Equipment**

Wherever possible any equipment provided for use at work will be purchased to meet an appropriate CE mark or relevant British Standard.

## **Display Screen Equipment**

These apply to all types of Display Screen Equipment, together with associated furniture and installations. DSE users (employees) are entitled to free eyesight testing and contributory costs towards lenses/ spectacles where appropriate. (Eyesight testing can be arranged.). Any costs incurred for eyesight test/prescriptions will be the academy's responsibility. Refer to Welfare, Health and Safety EC Directives Binder for further information on the above directives.

## **Community Use**

Under the 1986 Education Reform Act the Principal and Governors recognise that community use of premises will be required. Such groups' attention will be drawn to the detail of this safety policy with which they will be required to comply so far as it affects their operation. Safety provisions over and above those contained in this safety policy may be appropriate for particular common use activities and each group will be responsible for producing their own safety procedures which complement those in existence within the Academy.

## **Infectious Diseases**

The Academy will take all reasonable practicable precautions in accordance with the requirements of the Health and Safety at Work, etc. Act 1974 to protect all persons on the premises.

## **Conclusion**

The whole staff are committed to make these arrangements work. This will ensure, so far as is reasonably practicable, that working conditions are safe and without risks to health and that the working life of everyone is accident free.

If an improvement or Prohibition Notice is served by an enforcement officer (e.g. Health and Safety Executive), the Principal should immediately advise the governors. If a Prohibition Notice is issued with immediate effect the activities specified should cease forthwith.

## **Future Safety Policy**

This document is not a finite statement of policy. It will require regular consideration and revision where necessary. It cannot include all items necessary to achieve safe working

conditions and due consideration must be given by all employees to the statutory requirements and internal arrangements which can, and will, help the achievement of a safe and healthy place to work.

### **Health and Safety Advisers**

Any member of staff noticing a failure to comply with this statement of organisation and arrangements, or other advice/guidance issued by the authority or Principal in pursuance of the safety policy, should immediately report the circumstances to the Principal. The Principal should initiate appropriate remedial action.

Hazardous situations should also be reported immediately and the same procedure followed.

Suggestion by any member of staff to improve standards of Health and Safety are welcomed by the Principal and governors.

### **Review**

A review of all procedures, will take place each year in time for the commencement of the new academic year.

**RESIDUAL CURRENT DEVICES – TEST IN ACCORDANCE WITH MANUFACTURERS INSTRUCTIONS**

DATE	TIME	TESTED BY	LOCATION	SATISFACTORY	FAULT	ACTION TO REMEDY FAULT	DATE FAULT CLEARED

FIRE ALARMS – TWO BREAK POINTS TESTED EACH WEEK

DATE	TIME	TESTED BY	LOCATION	SATISFACTORY	FAULT	ACTION TO REMEDY FAULT	DATE FAULT CLEARED

**CABLE CHECKS – VISUAL EXAMINATION ONLY-  
ALL STAFF AWARE OF NEED TO REPORT ANY DAMAGE IMMEDIATELY**

<b>DATE</b>	<b>TIME</b>	<b>TESTED BY</b>	<b>LOCATION</b>	<b>SATISFACTORY</b>	<b>FAULT</b>	<b>ACTION TO REMEDY FAULT</b>	<b>DATE FAULT CLEARED</b>

## HEALTH AND SAFETY CHECKLIST

1. This check list has been prepared to help you maintain good safety standards and efficient fire prevention and means of escape for the academy/premises.
  2. All staff must know who is responsible for safety in each area of the academy/premises and be aware of current procedures.
  3. Tick the box in relation to items found to be satisfactory, otherwise mark an X and comment as to the situation.
  4. Items not applicable should be marked N/A.
- 

Premises Inspected: .....

.....

Date of this Inspection:.....

.....

Date of Previous Inspection:.....(if any)

Signature(s) of Person(s) Inspecting: .....

.....

.....

Signature of Principal/Person in Charge of Premises:

..... Date: .....

**PART A – POLICY AND DOCUMENT**

Are the following policies/documents available on site?

<b>Section 1 – Safety Policy Compliance</b>	<b>√, X or N/A</b>	<b>Comments/Remarks</b>
1. Education Dept.		
2. Academy/Premises		
3. Academy Department		
<b>Section 2 – Accident Records</b>		
1. Employees		
2. Children/Students		
3. Others		
<b>Section 3 – Records of Statutory Examination</b>		
1. Lifting Appliances		
2. Pressure Vessels		
3. Others		
<b>Section 4 – Records of Regular Inspections</b>		
1. Audio Visual Equipment		
2. Electrical Equipment		
3. Physical Education Equipment		
4. Boiler Plant		
5. Residual Circuit Breakers		
6. Others (Specify)		
<b>Section 5 – Emergency Plans</b>		
1. Fire		
2. Bomb Alerts		
3. Record of Practice Fire Evacuations		
4. Record of Practice Bomb Alerts (may be staff only)		

**PART B – INSPECTION OF PREMISES**

Are the following areas satisfactory?

**Section 1 – Classrooms**

<b>Cleanliness</b>		<b>√, X or N/A</b>	<b>Comments/Remarks</b>
1.	Floors		
2.	Walls		
3.	Ceilings		
4.	Furniture		
5.	Electrical Equipment		
6.	Lighting		
7.	Power Points		
8.	Windows		
9.	Doors		
10.	Storage		
11.	Housekeeping		
12.	Ventilation		
13.	Others		

**Section 2 – Physical Education Facilities**

1.	Floors	
2.	Walls	
3.	Ceilings	
4.	Furniture/Equipment	
5.	Lighting	
6.	Power Points	
7.	Windows	
8.	Doors	
9.	Storage	
10.	Outdoor Facilities	
11.	Emergency Equipment	
12.	Ventilation	
13.	Others	

**Section 1 – Offices**

**√, X or N/A**

**Comments/Remarks**

**Cleanliness**

- 1. Floors
- 2. Walls
- 3. Ceilings
- 4. Furniture/Equipment
- 5. Lighting
- 6. Power Points
- 7. Windows
- 8. Doors
- 9. Storage
- 10. Ventilation
- 11. First Aid Kit
- 12. Substances
- 13. Housekeeping


**Section 4 – Access Areas (Corridors, etc.)**

- 1. Floors
- 2. Walls
- 3. Ceilings
- 4. Steps and Stairs
- 5. Lighting
- 6. Power Points
- 7. Windows
- 8. Doors
- 9. Obstructions
- 10. Access and Disable Facilities
- 11. Others


**Section 5 – Toilets/ Showers, etc.****√, X or N/A****Comments/Remarks**

1.	Floors	
2.	Walls	
3.	Ceilings	
4.	Lighting	
5.	Power Points	
6.	Washing Facilities	
7.	Drying Facilities	
8.	Sanitary Disposal	
9.	Condition of Fittings	
10.	Ventilation	
11.	Facilities for Disabled Persons	
12.	Others	

**Section 6 – Hand/Portable Tools**

1.	General Condition, Wiring, Plugs	
2.	Routine Inspection Method	
3.	Hand Tools, General Condition and Maintenance Procedures	
4.	Storage of Tools	

**Section 7 – Service Areas**

1.	Boiler House	
2.	Fuel Store	
3.	Cleaners Store	
4.	Plant and Equipment Rooms	
5.	Lifts	
6.	Electrical Switch Gear Rooms	
7.	Waste/Refuse Disposal	
8.	Others	

**Section 8 – External Recreation Areas  
(Playgrounds, etc.)**

v, X or N/A

Comments/Remarks

1.	Surfaces	
2.	Paths	
3.	Permanent Play Equipment	
4.	Fences/Walls	
5.	Roads	
6.	Lighting	
7.	Drainage	
8.	Vehicle Access including Parking	
9.	Inspection Chambers and Drain Covers	
10.	Ponds and Water Areas	
11.	Others	

**Section 9 – Kitchens**

1.	Ventilation	
2.	Cleanliness	
3.	Floors	
4.	Lighting	
5.	Gas Isolation (is it identified?)	
6.	Notices	
7.	First Aid	
8.	Fire Fighting Equipment	
9.	Training Records	
10.	Accident Recording	
11.	Others	

**General**

1.	COSHH Assessments	
2.	Other Issues	

Date to be Reviewed 2013