

MARSHBROOK FIRST SCHOOL and MARSHMALLOWS
Health and Safety Policy
Feb 2015

This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Welfare Policy, it records the school's local organisation and arrangements for implementing the County Policy.

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.

In compliance with the Health and Safety at Work etc. Act, this schools Governing Body will ensure so far as is reasonably practicable that:

- all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
 - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
 - appropriate safe systems of work exist and are maintained.
 - sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
 - a healthy working environment is maintained including adequate welfare facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its' activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representative's forms part of this policy.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

Health, Safety and Welfare Policy – Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer, Staffordshire County Council. Governors of the school ensure that the County Council health and safety policy is implemented. The Headteacher makes arrangements for ensuring the implementation of the health and safety policies. The County Council's delegation scheme includes provision to ensure that schools meet their health and safety responsibilities and that necessary work is carried out.

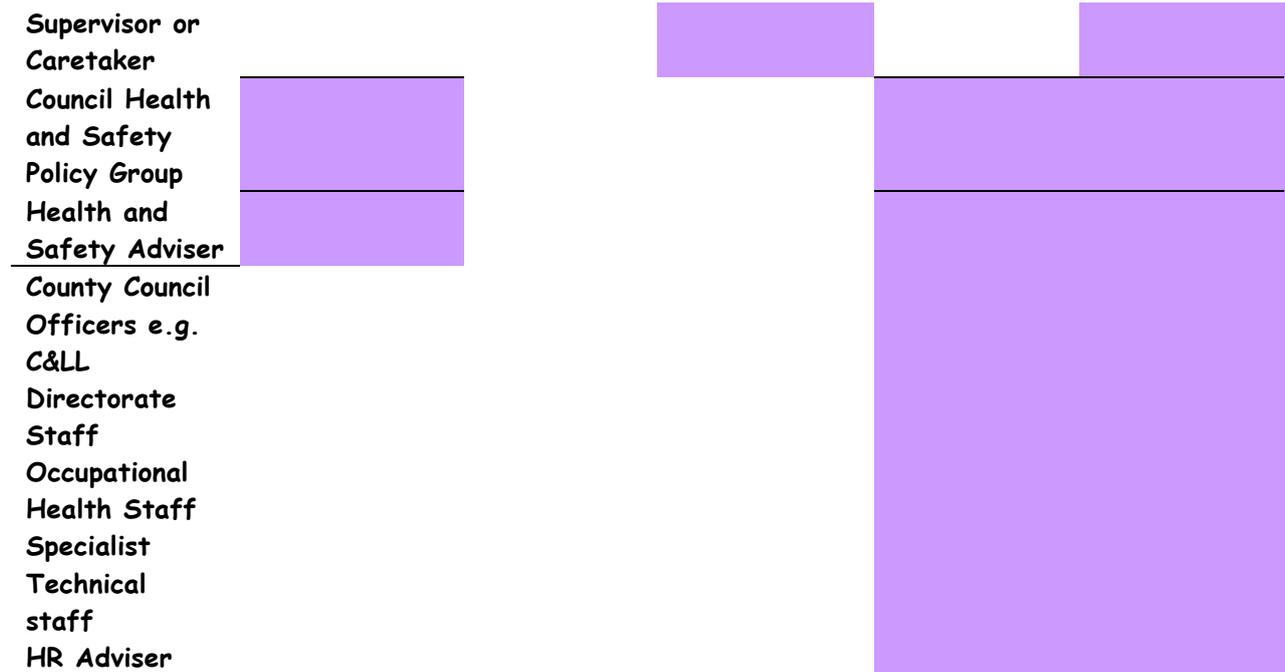
Organisation and Responsibilities for Health, Safety and Welfare

Duties and responsibilities for health and safety have been assigned to Staff and Governors based upon the following roles outlined in the County Council's Health, Safety and Welfare Policy

- Policy-makers** Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
- Planners** Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
- Implementers** Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
- Assisters** Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
- Employees** Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?

	Policy-makers	Planners	Implementers	Assisters	Employees
School Governors	[Shaded]				
Headteacher		[Shaded]			[Shaded]
School Leadership Team		[Shaded]			
Deputy/Assistant Headteacher		[Shaded]			
Health and Safety Coordinator		[Shaded]		[Shaded]	
Teachers			[Shaded]		
Managers		[Shaded]			
Premises Managers		[Shaded]			
Teaching and Classroom Assistants			[Shaded]		
Learning Support Staff			[Shaded]		
Admin Staff			[Shaded]		
Site			[Shaded]		



The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers

<p>School Governors Headteacher CC H&S Policy Group H&S Advisers</p>	<p>Devise and produce policy on health, safety and welfare at a strategic level.</p> <p>Preserve, develop, promote and maintain the School's and the Council's health and safety management system.</p> <p>Ensure that health and safety matters are taken into account when organisational decisions are made.</p>
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The Policy makers;

- Will be familiar with the overall responsibilities laid down for **Policy Makers** in the County Council Health, Safety and Welfare Policy.
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Governing Body;

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in

accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.

- Seek advice from and receive reports from the County Council H&S Advisers and their School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.
- The GB will inform the Children and Lifelong Learning Directorate of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

Planners

Headteacher	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
Members of the School Leadership Team	
School Governors	
Health and Safety Coordinator	
Premises Manager	

The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Welfare Policy.
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety.
- As part of their management of health and safety;
 - appoint a Premises Manager (see **Implementers** below)
 - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)
- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the school planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise Governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.

- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall CC Policy.
- Seek help from the CC H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual **Premises H&S Evaluation** (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of school staff)
- Ensure that an **Annual Self Audit** of the management of H&S is carried out, in line with the County Council Audit arrangements. (This duty may be shared with other staff such as SLT)
- Draw up any Action Plans required from the results of the Premises H&S Evaluation and Annual Self Audit and monitor these regularly.
- Take part in and cooperate with any **Internal Health and Safety Audit** which may be carried out by the Directorate H&S Team.
- Advise the GB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

Health and Safety Committee

The school has a Health and Safety Committee which meets regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. H&S is a regular agenda item at most meetings.

The Governing Body monitor accident and ill health statistics and achievements against the H&S plan and annual KPI's. They suggest health and safety targets and priorities for the forthcoming year.

Implementers

<i>Headteacher (also Policy maker, Planner)</i>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
<i>School Leadership Team (also planners)</i>	
<i>Teaching Staff [Including supply teachers]</i>	
<i>Premises Managers</i>	
<i>Teaching Assistants</i>	
<i>Learning Support Staff</i>	
<i>Admin Staff</i>	
<i>Site Supervisor/Caretaker</i>	

The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the County Council and those developed within school
- Demonstrate commitment to the management of health and safety by:
 - Setting a good example to others
 - Promoting good practice
 - Identifying H&S problems and rectifying them if possible
 - Challenging poor H&S performance or attitudes
 - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.

- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies.
- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
- Avoid allocating "blame" to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the CC H&S Adviser or other specialist as required.
- Make use of other resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- In addition to the above, Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.

Premises Managers

In addition to the responsibilities above Premises Managers have specific duties laid down in the County Council Health, Safety and Welfare policy. These are reproduced here;

1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;

5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise ;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Property Services as a result of a maintenance contact visit.

Assisters

<i>Health and Safety Coordinators</i>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
<i>Health and Safety Advisors</i>	
<i>Occupational Health Professionals</i>	
<i>Specialist Technical Staff</i>	

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Welfare Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety - this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.

- May collate and produce an **annual report on Health and Safety performance including essential KPIs** for Governing Bodies to view as part of their monitoring process. A template is available for this on the SLN/Health and safety Intranet site at <http://education.staffordshire.gov.uk/SchoolAdministration/HS/KeyDocuments/>

Employees

Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Employees [including temporary & volunteers]- Irrespective of their position within the County Councils structure, all staff are employees and therefore all the employee responsibilities within the County Council Health, Safety and Welfare Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the County Council Health, Safety and Welfare Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

Pupils/students

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

- All pupils will:
 - follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employee's health and safety or welfare at work;
- to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Part 2

Arrangements & Procedures for Health, Safety and Welfare at Marshbrook First School

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Accident Reporting, Recording & Investigation

Accidents are reported and recorded in line with the County Council's Accident Policy. All accidents are recorded in the school's accident books. The Headteacher is notified of all accidents that happen to staff and the accident are reported to the LEA (and RIDDOR if necessary). The school's Health and Safety committee investigate accidents of a serious nature.

2. Asbestos

The Headteacher is responsible for the Asbestos Record System Manual which is kept in the school office. All contractors are given access to this and are asked to sign to say that they have read the relevant information in the manual before work commences. The staff are instructed not to attempt to drill or affix anything to walls without first seeking the permission of the Headteacher. If a member of staff discovers damaged asbestos materials the Headteacher is informed immediately.

3. Contractors

Contractors are selected from the county's recommended list. The Headteacher discusses safe working arrangements with the contractors before work commences. If a member of staff has any concerns regarding the working practices of the contractors the Headteacher is informed. The Headteacher liaises with the contract supervisor in the county's Property and Estates division.

4. Curriculum Safety [including out of school learning activity/study support]

Risk assessments are in place for Educational Visits and After School Clubs as well as Physical Education activities. These are reviewed at least biannually by the Health and Safety Coordinator/Headteacher and the Health and Safety Representative.

5. Drugs & Medications (See Medication Policy & SCC Guidelines and Code of Practice)

Children are not allowed to bring medication into school and staff will not administer medicine unless it is an absolute necessity and has been prescribed. Three times daily dosage medication can usually be spaced evenly throughout the day without being taken at lunchtime. If a dose of medicine needs to be taken at lunchtime the parent/guardian is asked to come to school to administer it. Should this not be possible prescription drugs may be administered by one of the school's named First Aid Staff only after the completion of a written request form by the child's parent or legal guardian. Completed request forms are stored in the office medical file or the classroom medical box. Medicines (apart from inhalers) are stored in the medical room. Medicines should be labelled with the original label stating name, dose, frequency, storage instructions, dates etc). Non prescription drugs are not administered in school. If staff need to bring their own medicines into school they must be kept securely where pupils will not have access to them e.g. locked drawer or staffroom. If pupils require individual, specialised treatment a clear care plan is drawn up.

6. Electrical Equipment [fixed & portable]

Staff check the condition of all electrical equipment prior to use. Any defects are reported to the Headteacher. Portable appliances are checked annually and a record is kept in the school office. Staff and pupils are discouraged from bringing their own electrical items into school.

7. Fire Precautions & Procedures [and other emergencies incl. bomb threats] (See Appendix 1, Business Continuity Plan and 'Coping with a Crisis')

The Headteacher is responsible for undertaking and reviewing the fire risk assessment. A fire drill is undertaken on a termly basis, staff and pupils leave the building by the nearest exit and

assemble on their lines on the playground. The fire extinguishers are checked annually by Chubb. The fire alarm system is checked weekly by the school's Janitor.

8. First Aid

The provision of first aid meets the school's needs as identified in the County Council First Aid Policy. County Council Guidance is followed. The following staff have received training in the administration of First Aid.

Name:	Job Title	Location	Qualification
Mrs C Raybould	Teaching Assistant	classrooms	First Aid at Work
Mrs L Guest	Finance Assistant	Office	First Aid at Work
Miss L Griffiths	Teaching Assistant	EY classroom	Paediatric First Aid
Mrs K Andrews	Teaching Assistant	classrooms	Paediatric First Aid
Mrs V Milsom	Lunchtime Supervisor	Hall	Emergency Aid in the Workplace

The Headteacher ensures that sufficient staff are appropriately trained and that retraining is provided. An additional member of staff is trained to ensure that there is cover in the event of absence. Mrs L. Guest is responsible for the checking and restocking of the first aid boxes which are located in the medical room. If for any reason a child needs to be accompanied to hospital, the Headteacher assumes the responsibility.

9. Glass & Glazing

All glass that can be accessed in school has been replaced with safety glass conforming to the required standard.

10. Hazardous Substances (COSHH)

There are very few hazardous substances in school. Any hazardous substances used by the caretaking staff are monitored. Hazard data sheets are kept where necessary and any substances that come under COSHH regulations are kept in a locked metal cupboard.

11. Health and Safety Advice

The school seeks health and safety advice from the LA's Health & Safety Team, Children and Lifelong Learning Directorate, Staffordshire County Council, tel: 01785-278855, and the Occupational Health Unit.

12. Housekeeping, Cleaning & Waste Disposal

The school is cleaned every evening and rubbish is removed by the Site Supervisor, Janitor or Cleaner. The bins are chained to railings at the front of school away from the building and are unlocked on collection days.

Warning cones are placed to warn of wet slippery surfaces.

In the event of snow the paths are cleared and gritted/salted by the Janitor.

Glass and other sharp objects are collected with a dustpan and brush, emptied into a plastic bag or cardboard box and disposed of directly into the large bins.

13. Safe Procedures for Dealing with Discarded Syringes

Do not touch it with your bare hands,

Use a dustpan and brush or other suitable implement to place it in a suitable container.

Children must be kept away from the affected area until the sharp has been removed. Pupils must be told to report any such findings to a member of staff and discouraged from interfering with the item.

- Used syringes and needles should be stored in an approved sharps box. The school will then make arrangements for the box to be collected and correctly disposed of.

If an injury occurs:

Wash the affected area thoroughly using clean water and soap for at least five minutes,
Encourage the wound to bleed by gently squeezing,
Do not suck the wound.

Injuries to staff should be reported immediately to the headteacher who should contact the Occupational Health Unit (01785 276284) for advice about immunisation.

Injuries to pupils should be reported immediately to the headteacher. The headteacher should contact the parents or other responsible adult and advise that the child be taken immediately to their own doctor or accident and emergency unit to seek advice about immunisation.

Headteachers must report all accidents involving exposure to discarded syringes and needles to the LEA on the standard accident report form.

14. Handling & Lifting (See Appendix 2)

Risk assessments for activities that involve manual handling are carried out and displayed in the staff room. Advice on how to lift correctly is provided in the staff handbook and training provided periodically for those whose roles involve regular manual handling activities e.g. lunchtime supervisors.

15. Jewellery

The pupils are not allowed to wear jewellery in school apart from studs in pierced ears and wristwatches. These items are removed before Physical Education lessons. Special consideration may be given for religious articles.

16. Lettings/shared use of premises

Where the premises are let to other bodies, they are required to have their own health and safety regulations and are responsible for making their members aware of these. They are responsible for carrying out their own risk assessments and making their own first aid procedures.

17. Lone Working (See County Lone Working Policy & Lone Working Risk Assessment)

Generally, staff should not be working alone. The building is kept secure at all times. The only person who may have cause to work alone is the janitor, in occasion circumstances. A risk assessment is carried out. In such circumstances, staff must inform somebody when they are in school, when they expect to leave, and then inform them when they have left. The school has adopted the County Council's Lone Working Policy.

18. Maintenance / Inspection of Equipment (including selection of equipment)

Gymnastics equipment is inspected annually by Mercury Sports and teachers check all PE equipment before use. Damaged equipment is discarded. The fire alarm is tested weekly by the Janitor and quarterly by Trinity Alarms and a record kept. Emergency lighting is checked by the Janitor alongside the fire alarm. The fire extinguishers are checked annually by Chubb. Ladder checks are carried out annually by the Headteacher. PAT tests are carried out annually by a qualified engineer.

19. Monitoring the Policy and results

The H&S Premises Evaluation and Managers Health and Safety Audit Tool are completed/reviewed annually by the Health and Safety Committee and the Headteacher. Accident reports/trends/complaints are monitored by the Health and Safety Committee.

20. Poster on Health and Safety Law

The poster is sited in the staffroom. The Headteacher is responsible for keeping it up to date.

21. Personal Protective Equipment (PPE)

Very few activities requiring PPE are carried out. The lunchtime supervisors are provided with tabards. Should the Site Supervisor require any gloves etc, he makes a request to the Headteacher and Personal Protective Equipment is purchased as necessary.

22. Reporting Defects

All hazards are reported either to the Headteacher (orally or in staff meetings) or to the site supervisor (through a 'jobs book') who take any necessary action. Health and Safety is an agenda item at all meetings.

23. Risk Assessments

Risk assessments are carried out by the Health and Safety Co-ordinator / Headteacher and the Health and Safety Representative. These are reviewed biannually. The Headteacher ensures that any special risk assessments are undertaken and arranges the periodic reviews of risk assessments.

24. School Trips/ Off-Site Activities

The school has an Educational Visits Policy and adheres to the County Council's Educational Visits Policy. Adult: child ratios and safeguarding checks are ensured, as recommended by the County Council. School visits requests are cleared with the school visits coordinator (Mrs J. Stanley) and a risk assessment, including emergency procedures are completed. Critical incident plans are outlined in the school's Coping with a Crisis document. Parental permission is acquired prior to any educational visit. A qualified first aider will accompany the children (a paediatric first aider in the case of Early Years) unless there is a first aider available at the visit site. The school purchases School Journey Off-Site Activities Insurance through the Local Authority.

25. School Transport - e.g. minibuses

The school does not use its own transport. On the rare occasion where children are required to be transported by a member of staff in their car, parental permission is acquired, the driver checks that their insurance covers them for transporting children and booster seats are used when needed.

26. Smoking

Smoking is not permitted anywhere on the school premises and no smoking signs are displayed.

27. Staff Consultation and Communication

The Health and Safety committee meets termly. Staff can raise any issues of concern with the Health and Safety Coordinator or the Headteacher prior to these meetings. Health and safety is an agenda item at staff and governor meetings. Health and safety information is displayed on the staff notice board in the staff room.

28. Stress and staff Well-being

If staff are under excessive stress they can discuss the matter with the Headteacher. If necessary cover will be arranged to temporarily relieve them of some of their duties. Sources of support, workshops, counselling services etc are all displayed on the staff notice board.

29. Supervision [including out of school learning activity/study support]

Pupils are never left unattended during curriculum time. On school visits the adult to pupil ratio is as follows: Up to and including Year 3 1:6, Year 4 1:15. This ratio may increase depending upon the children and the activities. Relevant checks are carried out on staff and volunteers in line with current recommendations to safeguard children.

30. Training and Development

New staff members are briefed about health and safety information by the head teacher and given a staff handbook containing important health and safety information. New staff will be provided with the instructions and training they require to competently carry out the activities required in their particular role.

31. Use of VDU's / Display Screens / DSE

DSE users have been identified and office staff are encouraged to take regular breaks from their VDUs. Mrs Guest and Mrs Spiers have been trained to carry out VDU assessments. Health concerns relating to VDU use should be reported to the Headteacher.

32. Vehicles on Site

The school gates are closed to restrict vehicles from entering when children are entering or

leaving school. The pedestrian area is fenced off from the car park.

33. Violence to Staff / School Security

The school is kept secure at all times. The main entrance has a Reception hatch and visitors should ring the bell for attention. The outside door is unlocked to allow entrance to Reception, the inner door is fitted with a security keypad. Visitors must report to the office, show proof of identity and sign the visitor's book before being allowed into the building. Badges will be issued for visitors who do not have their own identification badges. This allows staff to identify an authorised visitor. Visitors are asked to sign out when leaving the premises. Volunteers are also issued with badges to wear in school and must follow the same pattern of signing in and out. The rear and side gates will be locked between 9 am and 3 pm each day. External doors are kept shut and have been fitted with a push bar facility which enables easy exit but prevents external entry. Those that do not have push bars are alarmed. Incidents of violence against staff are recorded and reported following the County Council's Management of Violence and Aggression Policy. Risk assessments are carried out when necessary.

34. Working at Height

Staff are advised not to work at height. The site supervisor may on occasion use step ladders. Ladders and step ladders are checked every six months by the Headteacher and are kept in areas which are not accessible to pupils.

35. Water Hygiene

The water hygiene manual is kept in the staffroom. Six monthly inspections are carried out and reports kept in the manual. The Site Supervisor carries out monthly water temperature checks and flushes little used/disused outlets weekly.

36. Work Experience

Students on work experience are provided with health and safety advice on induction in the form of a talk with the head teacher and an information booklet for volunteers. Students are not left unsupervised with children.

Local Health and Safety Key Performance Indicators (KPI's).

See Annual Health & Safety Premises Evaluation, Managers Self Audit Tool and associated action plan.

Part 3 Local Health and Safety Key Performance Indicators (KPI's)

The managers monitor the health and safety performance of the premises in order to determine where progress is being made and where further actions and resources may be required.

Monitoring is carried out in the following ways:

Completion of the annual premise checklist in the autumn term

Completion of the self-audit document in January each year.

Completion of an annual fire risk assessment.

Structured review process of risk assessments,

Annual H&S report to Governors.

Annual review of the school's H&S policy.

Date of next review: Feb 2016.

APPENDIX 1



MARSHBROOK FIRST SCHOOL FIRE AND EMERGENCY EVACUATION PROCEDURES

This document details the fire and emergency evacuation procedures for the premises. The first duty in the event of a fire is to prevent injury and loss of life. Staff must ensure that they are familiar with these procedures and act upon the requirements.

1. ACTION WHEN THE FIRE ALARM SOUNDS

On hearing the fire alarm, pupils must be instructed to leave the building in single file and in a calm, orderly manner.

The person in charge of each class must indicate the exit route to be used and everyone must be directed onto the playground.

Teaching assistants in charge of pupils with physical or mental disabilities should ensure that they are assisted during evacuation.

No running is to be permitted to avoid panic.

Do not stop to collect personal belongings.

Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point.

No one must be allowed to re-enter the building until told to do so by the Fire Service in attendance, or, in the case of a fire evacuation drill, the Headteacher.

Designated Assembly Points

Nursery, Reception and Year 1 will assemble on their playtime lining up points on the top playground. Years 2 to 4 will assemble on their playtime lining up points on the lower playground. In the event that the school grounds must be evacuated e.g. a bomb threat or assault, then the assembly point will be Saint Michael's First School.

2. ACTION ON DISCOVERING A FIRE

The employee who discovers a fire, or to whom it is reported, shall activate the nearest alarm then, if safe to do so, see that any doors surrounding the fire situation are closed. Proceed to assembly point and notify Headteacher of the location of the fire.

3. SUMMONING THE FIRE & RESCUE SERVICE

The School Secretary or the Headteacher will immediately dial 999 to summon the Fire Brigade.

4. ROLL-CALL

The Headteacher has overall responsibility to ensure that a roll call is conducted in the event of evacuation of the premises.

Immediately classes have assembled at the assembly point, a roll or count must be made to ascertain that no one remains in the premises.

Any visitors or contractors in the premises at that time must be included.

The count at the assembly point must be checked with the attendance/dinner registers and visitors book to verify that everyone is out of the building.

Attendance/dinner registers and visitors book should be held in the school office and must be brought to the assembly point by the secretary when the alarm sounds. The school secretary will account for any visitors in school.

Each teacher must report to the Headteacher, who will be on the playground, to verify that everyone in their charge is accounted for or to inform him/her of the number of persons missing.

5. FIRE DRILLS

Fire drills are intended to ensure, by means of training and rehearsal that in the event of fire: The people who may be in danger act in a calm and orderly manner.

Those people who may have designated responsibilities carry out their tasks to ensure the safety of all concerned.

The escape routes are used in accordance with a predetermined and practised plan.

Evacuation of the building is achieved in a speedily and orderly manner.

To promote an attitude of mind where-by persons will react rationally when confronted with a fire or other emergency at school or elsewhere.

Fire evacuation drills should be held at least once per term, preferably at the commencement of each term.

6. FIRE MARSHAL PERSONNEL

The Headteacher will co-ordinate information and inform fire brigade of any missing persons and the location of the fire. The Year 4 teacher will sweep the toilets in the upper end of the school. The teaching assistant will sweep the toilets in Reception. A member of staff in Nursery will sweep the Nursery toilets.

At lunchtime the staff on duty in the hall will sweep the toilets.

7. STAFF ABSENCES

In the event that the Headteacher is absent, the Assistant Headteacher will undertake her duties. In the absence of the Year 4 teacher, the Year 3 teacher will sweep the toilets in the upper end of the school. In the absence of a secretary, the Headteacher will retrieve registers and visitors book.

8. VISITORS AND CONTRACTORS

All visitors (not members of the public) and contractors must report to the appropriate member of staff, signing in the appropriate book on arrival and before leaving the premises.

In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the fire assembly point.

Contractors, including any contract cleaners working on the premises, shall be informed of the fire and emergency procedures that apply including: -

action to be taken on hearing the fire alarm or discovering a fire;

fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures;

the location of fire fighting equipment and fire alarm call points in relation to the area of their work.

Contractor's employees working on the premises when full time staff are absent (e.g. at night or at weekends), shall have adequate fire evacuation arrangements in place and know how to call the fire & rescue service.

The risk of fire arising out of the work of any contractor at the premises must be assessed (use of contractor hazard exchange form/checklist) and appropriate precautionary measures put in place. Any hot work activities shall be closely monitored using the Hot Permit to Work system. Persons who organise evening events must be informed or given written instructions as regards what action to take in the event of discovering a fire or on hearing the fire alarm sounded.

9. CO-ORDINATION WITH OTHER PREMISE OCCUPANTS

Joint arrangements have been made with Turtles Nursery and they have been given a copy of these procedures.

10. EVACUATION ROUTES

Evacuation routes will be kept free from obstruction and adequately and clearly marked. Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

11. FIRE ALARM TEST

Fire alarms will be tested weekly and emergency lighting monthly by the caretaking staff. A full check of the system and smoke alarms will be carried out annually by a competent service engineer. A record of tests and maintenance is maintained.

12. FIRE FIGHTING EQUIPMENT

Fire fighting equipment will be examined and tested at least once a year by a competent service engineer.

Fire alarms are situated in the school as follows:-

Front entrance/porch

Room 1 (Nursery)

Room 2 (Reception)

Hall

Kitchen

Next to exit onto lower playground near upper school boys toilets

Fire extinguishers are situated:-

Library - adjacent to Nursery doorway (CO₂) and corner (foam)

Next to Early Years toilets (water)

Outside ICT suite - adjacent to stock room (foam)

Inside ICT suite (CO₂)

Between cleaners cupboard and upper school toilets (CO₂)

Outside Year 4 (foam)

Kitchen (powder)

A fire blanket is located in the kitchen and the fire hose is located

This document should be brought to the attention of staff and any temporary workers at the Marshbrook First School premises.

Updated: Oct 2013

APPENDIX 2 MANUAL HANDLING AND LIFTING

TO LIFT SAFELY AND HELP REDUCE THE RISK OF ACCIDENTS AND INJURY

1. PLAN the move
2. CHECK the weight - is it possible to break down the load? Get help if necessary.
3. CHECK your route for obstructions.
4. LIFT with your legs, not your back.
5. DO NOT twist - TURN YOUR FEET AND BODY.
6. KEEP hands in the clear.

IF YOU ARE LIFTING ON YOUR OWN

1. THINK about how you should approach the job.
2. STAND CLOSE to the load with feet spread for balance.
3. BEND your knees, keeping your back in a natural line. Don't bend your knees fully, as this can leave little power for the lift.
4. GRASP the load firmly.
5. RAISE your head as you start to lift.
6. LIFT, using the power of your legs, in a smooth action. Do not jerk.
7. HOLD the object close to your body as you carry it.

IF YOU ARE TEAM LIFTING

1. WORK with someone of similar build and height, if possible.
2. CHOOSE one person to call the signals.
3. LIFT at the same time to the desired level.
4. MOVE smoothly and in unison.

WHEN HANDLING HEAVY, BULKY MATERIALS

1. Where possible organise moving furniture using two people to carry two tables.
2. USE trolleys for moving bulky sacks, crates, boxes and tins.
3. PULL - don't push - trolleys through doorways.
4. STORE bulky and heavy materials on lower shelves.

IF YOU LIFT OVER YOUR HEAD

This is safest as a 2-person job. 1 person may be able to lift a box from the floor to waist level quite easily, because it relies on leg muscles. It often takes 2 people to lift the same box overhead because this movement uses the weaker arm and back muscles. WHEN CARRYING HOT LIQUIDS OR FOOD MAKE SURE THE CONTAINER IS NO MORE THAN HALF OR TWO THIRDS FULL

TO HANDLE OBJECTS SAFELY

Know yourself and your limits

Know when to get help

Use mechanical aids.

Notify your Supervisor of any medical condition that affects your ability to lift.

Report any hazards to your Supervisor.