



PONTELAND COMMUNITY MIDDLE SCHOOL

HEALTH AND SAFETY POLICY

1. Introduction
2. The Concept of a School Safety Policy
3. Statement of Policy
4. The Safety Organisation
5. The Management of Health and Safety
6. General Arrangements
 - Meetings of the Safety Management Team
 - Accidents
 - First Aid Arrangements
 - Health Matters
 - Building Maintenance
 - Maintenance and Safety Testing of Equipment
 - Fire Safety
 - Risk Assessment
 - Manual Handling
 - Computer Workstations
 - Personal Protective Equipment
 - All Machinery and Work Equipment
 - Information and training
 - Subject Areas

Introduction

The health and safety of both staff and pupils has always been of paramount importance in the Education Service. The Head Teacher is traditionally responsible for the discipline and internal organisation of the school, and for the safe conduct of the school and all school related activities.

Following the introduction of the local Management of Schools, the Governing Body now fulfils many of the functions of the employer and has significant responsibility for the day to day running of the school and the management of the delegated budget. Consequently the Governors share with the LA responsibility for health and safety in the school to the extent to which they have control over the management of the school and the budget. The modern management of schools is, therefore, a well integrated partnership between the LA and the Governing Body, with the LA providing many of the services and technical expertise required for safety matters.

The Health and Safety at Work Act requires the employer to publish a Safety Policy which sets out the policy of the employer with regard to health and safety, describes the management organisation responsible for implementing the policy, and describes all the arrangements in force with regard to health and safety. The policy must be brought to the attention of every employee.

In order to comply with this requirement, the LA Safety Policy and Manual of Guidance has been issued to all schools. However, due to the inevitable differences in the internal management and organisation of schools, the LA Safety Policy is:

- (i) in parts, of a broad and general nature;
- (ii) unable to provide all the detailed information required by law;
- (iii) unable to describe the safety management systems and procedures adopted by different schools
- (iv) unable to provide for the Governing Body to acknowledge its responsibilities and set out its own policy and arrangements for health and safety.

Therefore, this school safety policy has been devised to complement the LA Safety Policy and provide those details which an LA policy cannot. The full concept of a school policy is described in part 2.

In order to issue this policy, much work has already been done by many members of staff, and the Governors wish to acknowledge their appreciation of all their contributions. It is not possible to cover every conceivable topic in the first draft, and much is subject to change as time goes on. Therefore, it is important that a regular update of the policy is carried out, so that over a number of years the policy grows into a comprehensive and up to date resource. Further contributions from staff, or suggestions for additional information which it would be useful to include, would be most welcome.

Clearly, the maintenance of a detailed policy will require a continuing commitment from staff, but in return it can offer the worthwhile advantages of a clear and well organised system of safety management, and access to clear safety information, to the benefit of everyone.

This detailed approach to Safety Management also plays a vital part in the County Council's new approach to Risk Management, and will help to reduce the rapidly increasing costs of litigation which impose an unacceptable burden on the budget.

I warmly commend it to all staff.

_____ Chairman of Governors

_____ Date

The Concept

The School Safety Policy is the means whereby:

- (i) the Governing Body acknowledges its extensive role and responsibilities in the local management of school;
- (ii) the Governing Body and the senior school management express their commitment to a high standard of safety, for both pupils and staff;
- (iii) the staff and management organisation is clearly set out and the delegation of tasks and responsibilities required for the effective management of health and safety is clearly identified;
- (iv) co-ordinators required to fulfil key tasks or oversee the implementation of particular pieces of legislation are identified;
- (v) the LA Safety Policy is adopted and, where relevant, additional specific details as to the safety arrangements in force in the school are set out. Where appropriate, key information is summarised, without reproducing unnecessary detail from the LA Safety Policy.
- (vi) information regarding the management of health and safety in the school is clearly set out for the attention of all staff, and for Safety Representatives, in a loose leaf format which can be continuously developed over a period of time, thereby gradually becoming a detailed and valuable resource;
- (vii) safety standards and future objectives are identified;
- (viii) key text books and other relevant texts which include adequate safety information are adopted and listed for the purpose of statutory risk assessments;
- (ix) arrangements are set out for:

the systematic planning of health and safety objectives, and when relevant, the inclusion of such objectives in the School Development Plan;

the monitoring of progress towards those objectives;

the continuous assessment of needs and priorities with regard to health and safety;

the feeding back of this information into the planning process;

(x) a positive safety culture is fostered, in which all staff share the safety objectives identified by management, and in which all staff, at every level, contribute to the safety effort and strive to make continuous improvements;

(xi) the school demonstrates compliance with a wide range of very detailed safety legislation concerning standards, safe systems of work and systems of safety management;

(xii) via the LA, good practice in the safety management of schools can be disseminated, to the benefit of all the schools.

General Statement of Policy

In partnership with the LA, the Governing Body recognises its responsibility to provide a safe and healthy environment for teaching and non-teaching staff, pupils, contractors and other visitors to the premises and will take all reasonably practicable steps within its power to fulfil this responsibility. Such matters include:

- a safe place of work, and a safe working environment;
- safe plant and equipment;
- safe systems of work;
- safe access and egress to/from places of work;

the assessment of all significant risks associated with work processes, and the adoption of appropriate precautions;

the provision of adequate information, instruction, training and supervision;

adequate consultation with staff and their Safety Representatives on all matters relating to Health and Safety, and the fostering of a positive safety culture in the school;

keeping abreast of legislation by obtaining advice from the LA and through persons competent in health and safety matters;

a written system of safety management which includes;

- the identification of needs and objectives, in order of priority;
- the allocation of appropriate funds;
- the integration of health and safety planning with the School Development Plan;
- the regular monitoring of progress, and of safety performance, to be used in the planning process;

an annual review of the safety policy;

the inclusion of health and safety on the agenda of Governing Body meetings, at least annually.

Organisation

Ponteland Middle School

The Chair of Governors
Mr Tony Barber; Mrs Helen Batey

The Vice Chair
Mrs Tina Hannant

The Headteacher
Dr C Pryer

The School Safety Liaison Officer

The Assistant Head Teacher
Mr Paul Baggett

All Heads of Department

The Headteacher

REFERENCE WITHIN LEA SAFETY POLICY

The Headteacher is responsible to both the LEA and the Governors for all matters concerning the safe conduct of the school and all its related activities. Assistance in this task is provided by the senior school staff who comprise the management team, such as deputy heads, year heads, department heads, etc and the Site Manager, where appointed.

D11

The Headteacher, assisted by the management team is required for:

- (i) establish a structured system of safety management, in accordance with LEA guidance and the LEA Safety Policy, comprising:
 - the identification of safety requirements and objectives;
 - the clear identification of priorities;
 - the incorporation of safety requirement and future objectives in the development and budget planning of the school, and where appropriate, inclusion in the School Development Plan
 - the regular monitoring and review of safety performance, progress and future needs so that this information is fed back into the planning process.

- (ii) implement a system for protecting all persons on the premises, or involved in school activities, from risks which are reasonably foreseeable;
- (iii) co-ordinate any necessary safety arrangements with any contractors working on the site;
- (iv) implement such procedures as are necessary to comply with all legislation concerning health and safety, in accordance with LEA guidance.
- (v) provide regular reports on significant issues and general progress to the Governing Body.
- (vi) foster the growth of a positive safety culture, in which all the staff share the aim of continuous improvement in health and safety.

The Assistant Headteacher

D-13

The Assistant Headteacher assist the Head in the day to day management of the school, and deputise for the Head during any period of absence.

Heads of Department/Subject Co-ordinators

D14

The Head of Department/Subject Co-ordinator is responsible to the Headteacher for the safe management of the Department/Subject, in accordance with LEA guidance and the LEA Safety Policy, and for implementing all school procedures relating to health and safety.

REFERENCE WITHIN LEA SAFETY POLICY

The Head of Department/Subject Co-ordinator will identify and clearly prioritise both the immediate and long term requirements of the Department/Subject, with regard to health and safety, and provide this information to the Headteacher so that it may be included in the normal budget planning arrangements.

The Head of Department/Subject Co-ordinator will maintain a permanent file of all safety publications and guidance issued by the LEA, or any other relevant bodies or professional associations, relevant to the

subject concerned or relevant to his/her subject. He/she will ensure that it is freely accessible to all relevant staff, and that all subsequent additions are brought to the attention of all such staff, and added to the file, as appropriate.

The Head of Department/Subject Co-ordinator will make appropriate arrangements for the periodic monitoring of safety standards, arrangements, and progress towards identified objectives. He/she will report the results to the Headteacher, for incorporation in the regular review of safety matters and inclusion, where appropriate, in the School Development Plan and/or budget planning.

The Head of Department/Subject Co-ordinator will assist in the fostering of a positive safety culture within their Department/Subject.

D-15 **Unit Managers**

- (i) Schools Not Contracted to 'Northumberland Contracting'

Unit Managers in schools which are not contracted to Northumberland Contracting are responsible to the Head of the School for the safe organisation and work of the school kitchen, for reporting accidents, defects to the building or kitchen equipment and any other relevant matter to the Headteacher.

- (ii) Schools Contracted to 'Northumberland Contracting'

In the majority of schools kitchens staff are employed by Northumberland Contracting who operate their own procedures.

In such cases the Headteacher and Unit Manager will liaise so as to coordinate any necessary safety arrangements which relate to each other's staff, and in relevant matters related to the management of the building in general.

Senior Caretakers, Caretakers and Cleaners in Charge **D-16**

The senior person in charge of Site Managers, caretaking and cleaning services is responsible to the Headteacher for the safe organisation and work of the service, and, as Head of a 'Service Department', for fulfilling

all those functions listed under 'Head of Department', with respect to caretaking staff.

REFERENCE WITHIN LEA SAFETY POLICY

Senior Technician

D-17

In respect of laboratory and workshop technical staff, the Senior Technician is responsible for:

- (a) liaising with the Head of Department on all matters regarding safe working arrangements and procedures for the technicians
- (b) ensuring that all laboratory or workshop staff are aware of any safety precautions to be observed when undertaking potentially hazardous procedures;
- (c) ensuring that only appropriately trained staff use potentially hazardous equipment or machinery;
- (d) ensuring that appropriate protective clothing is worn by staff;
- (e) reporting all accidents to the Headteacher or Head of Department and ensuring that the appropriate accident report form(s) are completed;
- (f) reporting any faulty equipment or machinery or potential safety hazards to the Head of Department.

All Staff

D-18

Section 7 of the Health and Safety at Work Act places duties on all staff to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and to co-operate with the employer and his representatives so far as is necessary in order for the employer to fulfil any of the relevant statutory provisions.

Section 8 of the Health and Safety at Work Act makes it an offence to 'recklessly interfere with or misuse anything provided in the interest of

health, safety or welfare in pursuance of any of the relevant statutory provisions’.

The Management of Health and Safety at Work Regulations 1992 require all staff to:

- (i) use all materials, machinery and equipment etc in accordance with the information, instruction and training which they have received;
- (ii) report immediately to their line manager any defects in the equipment etc;
- (iii) report immediately to their line manager any serious and immediate danger to health and safety;

REFERENCE WITHIN THE LEA SAFETY POLICY

- (iv) report to their line manager any matter which they, taking into account their instruction and training, would reasonably consider represented a shortcoming in the protective arrangements for health and safety.

(It is sufficient to report a given matter once only, and not to have to repeat it).

All members of staff are responsible for:

- (a) observing all instructions on health and safety issued by the Director of Education, Headteacher, Head of Department or any other person delegated to be responsible for a relevant aspect of safety;
- (b) observing all safety rules relating to the use of specific machinery;
- (c) reporting all accidents to their Head of Department and ensuring that an accident report form is completed;
- (d) reporting all potential hazards to health and safety to their Heads of Department or Headteacher;
- (e) assisting Officers of the County Council in their inspections and investigations;

- (f) assisting Inspectors of the health and Safety Executive to carry out inspections and investigations.

REFERENCE WITHIN LEA SAFETY POLICY THE MANAGEMENT OF HEALTH AND SAFETY

The Management of Health and Safety at Work Regulations require that a thorough and modern system of safety management is adopted as described in Section E-2 of LEA Safety Policy and Manual of Guidance.

GENERAL ARRANGEMENTS

The Management of Health and Safety at Work Regulations require that a thorough and modern system of safety management is adopted as described in Section E-2 of LEA Safety Policy and Manual of Guidance.

The arrangements set out in Section E of the LEA Safety Policy and Manual of Guidance remain in effect. The purpose of this section is to amplify those arrangements to the inclusion of specific details, and where necessary the naming of individuals, which clearly explain how the matter in question is managed within the school. It also provides an opportunity for the inclusion of individual topics which do not appear in the LEA Policy, so that over a period of time this section may develop into a comprehensive and valuable resource.

Over a period of time circumstances change. Therefore it is important that these arrangements are amended when necessary so as to remain fully up to date.

(1) Meetings of the Safety Management Team

(a) Purpose of Meetings:

(i) To direct and co-ordinate the necessary planning for Health and Safety, and do draft the School Safety Plan;

(ii) To review, prioritise and direct the safety effort arising from:

- plans submitted by departments and/or co-ordinators;
- reports concerning safety inspections, accident reports and other means of monitoring performance;

- new information or guidance received from the County Council, Consultants or enforcing authorities;
- information received from Safety Representatives or Safety Committees;

- (iii) To exchange information with the Safety Committee, if one exists;
- (iv) To keep Safety Representatives, where any are appointed, fully informed on matters of health and safety, and consult them regarding any new proposals.
- (v) To audit all parts of the safety management system on an ongoing basis.

(b) Frequency of Meetings

The frequency of meetings is determined by the Headteacher. The facility to hold additional meetings when necessary is included.

REFERENCE WITHIN LEA SAFETY POLICY

(1) Accidents

E-10-2

- (a) School procedures on calling for an ambulance and any other arrangements for obtaining medical attention
 - i, Emergency services contacted immediately
 - ii, Headteacher informed of situation
 - iii, Parents or legal guardians contacted by headteacher
- (b) School procedures for contacting parents, or use of second emergency contact, in the event of serious injury or ill health to a pupil.
 - i, In the event of a serious situation the Headteacher will contact the parents or second emergency contact at the earliest opportunity.

E-10-1

- (c) School procedures for sending an injured/ill pupil home, so as to ensure that an appropriate adult is available to receive them. (Normally parent/guardian, second emergency contact or close relative).
 - i, parents to be contacted by available staff

- ii, child to be retained in school until a parent or the representatives of the parents collect the child.
- iii, The Headteacher and form teacher to be informed of the situation.

UNDER NO CIRCUMSTANCES WILL A CHILD BE ALLOWED TO LEAVE THE SCHOOL PREMISES WITHOUT A PARENT OR THE REPRESENTATIVE OF A PARENT.

E-10-6

- (e) School procedures for the reporting of Major Injuries, Dangerous Occurrences and Occupational Diseases to the HSE.

Eg Person(s) nominated to telephone the HSE, and complete and forward form F2508.

The Headteacher will contact the Health and Safety Executive if any situations are deemed of significant importance.

E-10-3 AND E-10-4

REFERENCE WITHIN LEA SAFETY POLICY

(2) First Aid Arrangements

The following staff have first aid expertise;

P. Baggett, A. Burgess, D. Flint, C. Harrison, D. Rodda, L. Geoghegan

First Aid Boxes are located in the Medical Room, the PE Instructors Room and the Technology Area.

A First Aid Box is taken on all school trips.

REFERENCE WITHIN LEA SAFETY POLICY

(3) Health Matters

- (a) Policy and arrangements for the administration of paracetamol pain killers to children.

Paracetamol will only be given to the children whose parents have registered permission on the child's 'pink' record card. Parents will be informed if their child has taken paracetamol.

(b) Policy and arrangements for the taking of other prescribed medicines within school, such as antibiotics.

All Medicines (except inhalers) will be kept in a locked cupboard within the school office.

Children will take their prescriptions under the supervision of a member of staff.

(c) Policy and arrangements for the use of inhalers within school.

Due to the nature of conditions such as Asthma it is important that individual children have immediate access to their medication, however 'spare' inhalers may be kept under locked conditions within the school office.

(c) Policy and arrangements for the treatment of other conditions within school.

Form teachers will be made aware of any medical conditions that may affect their children within school. An affective file detailing confidential details of all children in school is circulated The Form teacher will inform other members of staff and where possible give advice on how to react in a situation eg the giving of sweet drinks to hypo glycaemic diabetics.