

# Health And Safety Policy

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## 1. STATEMENT OF INTENT

The governors and staff of Emmaus School recognise the importance of providing an environment, which is safe and healthy for all who use the building.

This can only be realised within a physical environment that is both safe and healthy for work and play. This in turn can only be achieved through co-operation of all within the school.

Health & Safety is the responsibility of all within the school, It is vital that we understand each other's duties, roles and responsibilities, as well as our own.

## 2. AIMS OF THIS POLICY

- To ensure that Emmaus School is always a safe and healthy place in which to work
- To ensure that regular monitoring and review of safety procedures throughout the school
- To raise Health & Safety awareness among all users of Emmaus School with regards to their responsibilities for themselves and others
- To ensure that all staff are appropriately trained BEFORE using new equipment.
- To keep up to date a central file containing relevant Health & Safety information and make it accessible at all times.

## 3. ORGANISATION

Governors

Teachers

Parents

### **The governors will**

- Ensure that adequate funding is set aside from the school budget to enable the school to be organised and run in a safe and healthy manner.
- Deal appropriately with any Health & Safety issues that are brought to the governors' attention by any/all users of the school. (This could be done at the monthly meeting, however it is also recognised that dependent upon the nature and urgency of the issue then information

may need to be acted upon immediately.

## **The Governors will ensure that**

- Health & Safety is incorporated into the planning and organisation of all functions associated with the school
- Suitable and appropriate risk assessments are carried out on an arranged and unarranged basis at regular intervals throughout the year, and ensure that any issues raised from these assessments are acted upon appropriately and expeditiously
- Where new and specialist equipment is involved, ALL users will be adequately trained, instructed and where required supervised, BEFORE using said equipment.
- Regular updates will be given to staff on Health & Safety Matters as & when required
- All users of Emmaus school and in particular those with specific responsibilities will fully understand these responsibilities, be appropriately trained and competent to carry out the duties required
- Any accidents & near misses must be reported and investigated as soon as possible after the event occurred and the relevant paperwork being completed with any appropriate observations and conclusions to the teachers and governors meeting and a copy of the paperwork placed in the Health & Safety file.

## **All Staff Members and Parents**

- Ensure that all safe working practices are adopted at all times whether in school or on educational visits
- Ensure that all are aware of their responsibilities, are up to date with all relevant policies of the school and follow all codes of practice produced by the school
- Bring to the attention of the Teacher / Governor any accidents, near misses, dangerous or faulty equipment or situations either at the school or on visits.
- Where appropriate inform the governors if there is a concern and the individual has not been able to resolve it themselves.

# **4. HEALTH AND SAFETY ARRANGEMENTS**

## **Risk Assessment**

It is a legal requirement that assessments are undertaken periodically. As a minimum assessments should be undertaken on an annual basis so that any issues raised which may require additional funding can be included in the business plan for the forth-coming year.

Copies of the risk assessments undertaken **MUST** be completed on the appropriate paperwork and the originals placed in the Health & Safety file and made available for all to see.

There must be a written risk assessment completed for **EACH & EVERY** educational visit undertaken.

Shown below are the names of the staff undertaking risk assessments. (All individuals undertaking risk assessments **MUST** be appropriately trained) This training can be undertaken "in house" provided that one member of staff has been trained.

Governor : Sukhraj Bhangra

Parent : Caroline Clifford

## **Fire Precautions / Drill**

To reduce the potentially catastrophic risk of fire, all sources of heat with the potential to cause fire e.g. cookers / heaters will be carefully monitored.

Fire Safety Education will be a feature of our curriculum provision. We shall draw upon the expertise of the Fire Service in that provision.

The Fire Precautions log book is kept in the office behind the vestry.

In the logbook we will record:

- Fire Drills undertaken
- Fire alarm maintenance
- Fire Extinguisher maintenance
- Fire Officer visits
- Details of staff and regular parents (involved with education) having undertaken ANNUAL fire safety training

One practice will take place each term. Forewarning will be given that drills will take place, but not when.

The logbook will be the responsibility of the governors to be kept up to date.

## **Annual health and Safety Inspection**

An annual inspection will be carried out by one of the governors and one other trained in this aspect and will be done two months prior to the new financial year starting, or one month before the business plan for the next year is due to be completed.

- All fire procedure notices are in place
- Fire exit signs are clearly posted
- Fire extinguishers and blankets are readily available and ready for use
- Corridors and doorways are clear from obstruction
- All door closers are operating effectively
- A MINIMUM of one fire practice has been undertaken and recorded
- That fire exits are easily opened and free from obstruction outside.
- That all staff are aware of their responsibilities in the event of a fire drill / evacuation taking place – an induction will take place for all new staff and teaching parents

N.B. ALL materials used for repair / maintenance and decoration of the premises will be approved by the Fire Service Department

## **First Aid**

The LEA Code of Practice (D1) guides us in our practice. Refer to First aid policy for more details.

It is the responsibility of the governors, to ensure good First Aid practice is being carried out within the school and at events and activities organised by the school.

A no. of the teachers and parents are trained in basic first aid and the teacher/parent on duty that day is the 'appointed person,' who will administer first aid if required. Please refer to first aid policy for list of appointed persons.

First Aid boxes are available in the kitchen area of the building (presently United Reformed Church, Ecclesall Road).

The contents of each box is checked and maintained by the 'appointed person' on a monthly basis and as and when used. Any costs involved in the above task must be reported to the Governors.

The boxes and signs are also included in the Annual Health & Safety Inspection

## **Reporting & Recording of Accidents**

Compliance requirements

Legal

- Health & Safety at Work Act 1974
- Social Security Regulations 1979
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Risks

- An unreliable or non – existent, accident or incident reporting system, or under reporting of "near miss" incidents could lead to dangerous occurrences recurring which may result in personal injury to staff, parents or visitors.
- Breach of the statutory requirement to report specific incidents to the Health & Safety Executive (HSE) may lead to prosecution.
- Inadequate incident reporting procedures will inhibit statistical analyses of accident data.

We make every effort to minimise the risk of accidents in school, but they will still occur.

All accidents to pupils, staff, parents and visitors, no matter how small will be reported to the teachers and Governors as soon as possible after the accident took place.

When required, The First Aider present will deal with the accident and treat the injury as required.

Once the individuals have been treated, all details regarding the accident, will be recorded in the "accident book" by a member of staff or the Governors, and an investigation into the accident will be undertaken immediately (depending upon the severity) or at least that day.

The accident book is kept in.

All accidents will be audited and investigated by the Governor to ascertain what occurred and what lessons can be learned to prevent similar incidents occurring in the future.

All accidents / near misses will be reported to the Governors on a monthly / quarterly basis.

The Governor will ensure that accidents, which are reportable to the Health & Safety Executive, are reported using the form F2508.

The LEA Code of Practice (D2) will be adhered to following an accident.

## **Supervision of Children at Break & Lunchtimes**

Children will be supervised at all break times with a parent or teacher in the break areas. When the children are outside the buildings at break times there will be at least two supervisors overseeing the children . (Note that the maximum size of the school is set at 60 children).

## **5. VISITORS AND CONTRACTORS ON SITE**

### Legal

- Occupier's liability Act 1957 (amended 1984)
- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1989
- Workplace (Health, Safety and Welfare) Regulation 1992

Persons who enter the school premises for the purpose of carrying out specialised work on behalf of the school are classed as contractors. Under Health & Safety requirements, duties are owed to such persons and indeed they owe duties to others.

All contractors who visit the school MUST report to the school office / governors teacher on arrival.

The governors or the responsible adult directing works will liaise with the contractor and agree safe practices to include;

- Where possible extensive work to be carried out in school holidays and / or after school.
- Contractors are to be reminded of their responsibility to all regarding Health & Safety issues especially fire safety rules.
- Appropriate measures to be taken to allow ease of access without jeopardising the safety of others using the premises.
- Adequate notification to all users of proposed work to be given and warning signs to be displayed whilst work is undertaken.
- Where possible screens to be put into place to secure the area from other users of the school.
- All contractors inside the building will be required to wear a visitor's badge, and will be required to sign "in & out" on a daily basis.

## 6. ELECTRICITY

### Legal

- Health & Safety at Work Act 1974
- Electricity at Work Regulations 1989
- Regulations for Electrical Installations, BS 7671 (1992)

### Risks

The primary risks within the school associated with electricity arise from the exposure to hazards such as electrocution and fire. This may lead to personal injury, disruption to the school, or damage to equipment, property, etc.

The Electricity at Work Regulations 1989 (EAWR) oblige employers to ensure the provision of safe electrical plant, electrical systems and equipment and to provide adequate maintenance to ensure it's continued safety. The EAWR require employers to maintain, so far as reasonably practicable electrical equipment within their control.

- Maintenance and repair of fixed installations is the responsibility of the governors, if faults are identified within the school, the teachers / governors will be notified immediately and appropriate action taken, dependant on the severity of the problem reported.
- Maintenance and repair of portable electrical equipment (anything with a plug head), is the responsibility of the school.
- Any new item of equipment purchased by / for the school, will be classed as school equipment and tested before use for electrical safety.
- All equipment **MUST** be tested on an annual basis for electrical safety.
- All staff must be trained where appropriate in all electrical equipment before using it.
- Any personal electrical equipment brought into the school by staff will be classed as school equipment and tested before use for electrical safety

All defective electrical equipment will be taken out of service immediately until checked by a competent qualified person.

Responsibility for arranging maintenance of electrical equipment is with the governor. An electrical "log book" with all issues relating to electrical equipment and maintenance will be kept up to date by the governors and provided for inspection at the annual Health & Safety Inspection.

## 7. TRANSPORT

- On ALL visits where transport is required for pupils / staff for the purpose of visits etc. A separate Health & Safety Risk Assessment will be completed and agreed and signed off by the governors BEFORE the visit takes place.

For the parent / family afternoon activities, parents must make sure that their children are supervised.

Staff / parents using their own transport to take students on visits etc. must have received the Childs' parent's permission before doing so.

## 8. SCHOOL VISITS

The school encourages teachers to plan educational visits, which will enrich our curriculum provision. Visits are potentially hazardous and need to be planned carefully.

- A checklist is available for staff to refer to at the planning stage. This is for use in planning any out of school activity, which involves public or other motorised transport.
- Adult supervision for most local trips (Sheffield urban area) should be in a ratio of 1: 15 as a minimum with 1: 12 whenever possible.
- For rural trips, the ratio should be a minimum of 1: 12.
- For ANY group, however small, there should always be a minimum of 2 adults including a teacher.
- Every external visit will need a risk assessment before embarking on the visit. The findings from the risk assessment will be shared with teachers and parents.

## 9. EXTRA – CURRICULAR ACTIVITIES

Children will engage in extra – curricular clubs and sports teams from time to time. This is to be encouraged and is particularly true, as the children grow older.

- All such activities must be notified to the governors in advance by the teacher responsible for the activity. The governors must be satisfied the member of staff is qualified to lead the activity.
- Appropriate arrangements for first aid cover must be considered.
- Amount / type and number of adult supervisors must be considered before submitting the plan to the governors.
- If there is a limit to the amount of pupils that can be safely accommodated at any given time, considerations must be given as to ensure no students miss out.
- It is the responsibility of the teacher to ensure that all children have been safely handed over into the care of the authorised parent / adult, before securing and leaving the school.

# 10. OTHER ADULTS IN SCHOOL

ALL visitors to the school MUST report to the "school office" where they will be signed in (fire & security regulations) and wear a name badge at all times. Where necessary visitors may require escorting to the person they have come to visit. (This may not necessarily apply to regular visitors who are familiar to all, however the book / register should still be completed for fire safety).

All visitors must be acquainted with the fire safety procedures.

Visitors must only enter school via the accepted entrance and NO others.

Agreed by .....

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Date reviewed : 11th March 2010