

# **St John the Baptist Primary School**

## **Health and Safety Policy**

(Based on LA Model Policy)

### **1. Statement of Health and Safety Policy**

**The Governing Body is committed to:**

- **the provision of safe and healthy conditions for pupils, staff, visitors and contractors;**
- **compliance with all relevant health and safety legislation;**
- **seeking the co-operation of staff, pupils, parents and contractors to achieve these objectives in order to minimise injuries and work related ill health.**

**The risk control arrangements are set out in the risk assessments which are recorded separately.**

**It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.**

**If in doubt about anything to do with health and safety, stop and ask; where necessary specialist advice will be obtained.**

**This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.**

#### **Policy History**

The policy was first drawn up and agreed in September 2010.

The policy was reviewed in October 2015 and minor amendments of telephone numbers etc. to update contact information were made. Otherwise the policy is unchanged.

The policy was reviewed in July 2016. Changes were made to the named staff representative, and changes were made to the detail of reporting accidents in line with current RIDDOR requirements.

The policy was discussed and agreed at the Premises and Safeguarding meeting of the July 2016 meeting of the Governing Body

## **2. Organisation and Responsibilities**

Overall and final responsibility for health and safety is that of the Governing Body.

Day to day responsibility for health and safety is delegated to the Head Teacher

### **Governing Body**

Are specifically responsible for ensuring that:

- a health and safety policy is prepared, implemented and reviewed to ensure it remains valid;
- health and safety standards are monitored;
- actions are prioritised where resources are required;
- health and safety is an agenda item at Governors' meetings;
- a Governor is given specific responsibility for health and safety;
- the Governor with specific health and safety responsibilities and the Head Teacher receive health and safety management training;
- assistance is obtained from specialists when in any doubt about the health and safety standards to apply;
- the Director of Children's Services is informed of any situation of concern where appropriate health and safety standards cannot be implemented.

### **Head Teacher**

The Head Teacher is responsible to the Governing Body for ensuring that:

- the health and safety policy is implemented on day to day basis;
- risk assessments are carried out and measures are implemented to control the significant risks and comply with health and safety legislation;
- the significant findings of the risk assessments are recorded;
- health and safety standards are monitored informally on a day to day basis and formally monitored three times a year, keeping records of the findings and any actions required;
- staff are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work;
- any problems with implementing and maintaining appropriate health and safety standards are reported to the Governing Body along with details of significant injuries to staff, pupils and visitors;
- specialist help and assistance is obtained where necessary.

## **All Staff**

Are responsible for:

- taking reasonable care for their own health and safety and that of others who are affected by their activities;
- where appropriate, exercising effective supervision of pupils so as to minimise risks to their health and safety;
- using any work equipment in accordance with the training and instructions provided;
- co-operating as is necessary to implement the arrangements of this policy and the measures detailed in the risk assessments;
- monitoring the health and safety standards of their own areas, ensuring that appropriate risk control measures are implemented;
- reporting to the Head Teacher any health and safety matters they cannot, or do not feel competent to, deal with themselves and any shortcomings they see in the health and safety arrangements.

## **Pupils**

Pupils are expected:

- to exercise personal responsibility for their own health and safety and that of others;
- to observe standards of dress and behaviour consistent with the safety of themselves and others;
- to observe the rules of the school and in particular the instructions of staff.

## **Health and Safety Assistance**

Within Lincolnshire County Council we have our own Corporate Health & Safety Advisor who is responsible for setting policy, providing direction, representing the Council with the enforcing authorities and monitoring the service delivery of our contactors.

Children's Services and Schools

Paul Office (Wed- Fri)  
01522 836713

David Hortop  
01522 836717

Ian Sprigg (Mon- Tues)  
07770537454

Fire and Rescue

David Vardy  
01522 836714

### 3. Arrangements

The arrangements for controlling risks from school activities are set out in the risk assessments which are recorded separately. Other arrangements are below.

#### **First Aid Arrangements**

It is the policy of the school to train as many teaching assistants and midday meal supervisors as possible in emergency first aid so that there is always cover for the most likely times that injuries occur and for absences/school trips etc. This training is repeated every 3 years to maintain competence. First aid boxes stocked with the recommended contents are located at appropriate points and a person has been made responsible for checking the contents on a monthly basis and replacing any items used. All staff should familiarise themselves with the location of these so that, in the event of an injury or acute illness, these can be located quickly.

Staff should administer first aid treatment in accordance with their training and always err on the side of caution by referring pupils for further medical attention as set out below or when in doubt.

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil, should be referred immediately for further medical attention. Parents are to be contacted where head injuries have occurred, for other significant injuries or where further medical attention is necessary. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. For other less significant injuries parents will be informed via the standard for of any non-significant injury.

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention.

Aids and hepatitis B viruses are a risk to staff involved in the provision of first aid. The universal precautions for cleaning up body fluid spillages detailed in the Department of Health poster 'Guidance on infection control in schools and nurseries' should be followed to prevent the spread of infection. This poster is displayed in the School Office.

#### **Local Injury Reporting**

Minor pupil injuries/first aid treatments will be recorded by the person administering first aid on a form. This is copied for parents and sent home. The original is given to the class teacher who has responsibility for updating details should there be any further medical attention sought e.g. if the parent takes the child for medical attention at a later date. Class teachers should inform the School Business Manager if there is any follow up medical treatment given.

All employee injuries and significant injuries to pupils will be recorded on report form PO3 a copy being kept on file and a copy sent to the Health and Safety Team.

**RIDDOR Reporting** (See Health & Safety Executive - Incident reporting in schools (accidents, diseases and dangerous occurrences)

#### **Adults**

Under RIDDOR, the responsible person must report the following work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working: accidents which result in death or a specified injury must be reported without delay (see 'Reportable specified injuries'); accidents which prevent the injured person from

continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.

The responsible person must also report any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing (see 'Reportable diseases'). Detailed guidance about RIDDOR reporting and online reporting procedures at [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm).

In addition the following must be reported;

- fractures, other than to fingers, thumbs and toes;
- amputations;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding), which: cover more than 10% of the body; or cause significant damage to the eyes, respiratory system or other vital organs;
- any scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space which: leads to hypothermia or heat-induced illness; or requires resuscitation or admittance to hospital for more than 24 hours.
- Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.

Occupational diseases that need to be reported are;

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis, eg from work involving strong acids or alkalis, including domestic bleach;
- hand-arm vibration syndrome;
- occupational asthma, eg from wood dust and soldering using rosin flux;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

All other occupational injuries where a worker is away from work or incapacitated for more than three consecutive days don't have to be reported but a record of them must be kept. This will be kept in the accident book and records for at least three years after the incident will be kept.

### **Contractors**

Incidents involving contractors working on school premises are reportable by their employers. Contractors could be, e.g. builders

If a self-employed contractor is working in school premises and they suffer a specified injury or an over-seven-day injury, the school will be the responsible person and will report the incident (See HSE's RIDDOR web pages at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) for more detail on the reporting arrangements for self-employed people).

### **Children & Visitors**

An accident at school or on an activity organised by the school is only reportable under RIDDOR if the accident results in the death of the person, and arose out of or in connection with a work activity;  
or an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

The Health and Safety Team (01522 836713) shall be contacted if in doubt about reporting procedures.

### **Statutory Notices**

The following statutory notices are displayed in the Staffroom;

'Health and Safety Law' poster.

Employers Liability insurance Certificate (Foundation Schools only).

### **Health and Safety Representatives and Consultation**

Leanne Manton has been appointed as the employee health and safety representative and will be consulted during the preparation and review of the school's health and safety procedures. Facilities and time off from normal duties will be provided so that they can carry out the functions of a health and safety representative as detailed in the Safety Representatives and Safety Committee Regulations.

Health and safety is a standing item on the agenda of all employee and full governors' meetings.

### **Employee Induction Procedures**

The capabilities of all new staff with regard to their own health and safety and that of pupils in their care will be taken into account before employment starts. Adequate information and training will be given to ensure that they are aware of the school's health and safety arrangements, particularly:

- evacuation procedures;
- first aid and injury reporting arrangements;
- any other relevant emergency procedure.

### **Risk Assessment Procedures**

Risk assessments shall be recorded on the attached form.

Risk assessments will be reviewed every year or when circumstances change.

## Significant Findings of Risk Assessments

<b>Assessment Number</b>		<b>Area/Activity</b>		<b>Carried out by</b>		<b>Date</b>	
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<b>Hazard</b>	<b>Who might be harmed</b>	<b>Existing controls</b>	<b>Is Risk controlled? Yes/No</b>	<b>If 'No' what action is required to control the risk</b>
