



WEST JESMOND PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

Statement of General Policy

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West Jesmond Primary		2.0	FGB meeting with HT & Governors
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The Governing Body and Headteacher of West Jesmond Primary School recognise and accept its responsibilities, under the Health and Safety at Work Act 1974 and other health and safety legislation, to ensure, so far as reasonably practicable, the health, safety, and welfare at work of all employees, pupils, and other persons, including visitors, contractors, and the general public, who may be affected by the school's activities. (This policy supplements Newcastle City Council's and the Local Education Authority's Health and Safety Policy statements, see LA Policy Statement).

West Jesmond Primary School fully recognises the responsibility it has to have arrangements about safeguarding and promoting the welfare of children.

Please refer to Safeguarding Policy

To meet this responsibility, the Head Teacher and Governors will:

- Comply with all relevant Health and Safety Legislation;
- Adopt and follow all relevant Newcastle City Council Corporate Health and Safety Codes of Practice;
- Adopt and follow all relevant Local Authority Health and Safety Codes of Practice and Guidance;
- Follow all relevant Department For Children, Schools, and Families guidance;

- Draw advice from City Council Health and Safety Officers to establish suitable and sufficient precautions to ensure the health, safety and welfare of school employees, pupils and others.
- Ensure that all staff receive sufficient health and safety information, training and supervision to enable them to carry out their activities safely.
- Consult with employees on health and safety matters.
- Review and revise this policy as necessary at regular intervals.

Organisation and Responsibilities

The overall and final responsibility for health and safety is that of the School Governing Body.

The Governing Body will:

- Monitor and review health and safety issues through the discussions held with the Headteacher.
- Ensure adequate resources for health and safety are available.
- Provide plant, equipment and systems of work, which are safe, and without risks to health.
- Make arrangements for handling, storage and transportation of articles and substances.
- Provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their work safely and efficiently.
- Maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises.
- Ensure sufficient funds are available to provide, as necessary, equipment to all staff employed in the school.

The Headteacher will:

- Be responsible for the day-to-day implementation of school safety organisation and policy. Ensure that all staff fulfil their duties to co-operate with the policy.
- Liaise with Robertson's FM to ensure that they co-operate with the policy.
- Develop a culture of safety throughout the school.
- Report to Governors on pertinent issues.
- Report accidents and incidents of violence to the Governing Body.
- Formulate and co-ordinate safety procedures.
- Ensure relevant staff members have access to appropriate training.

All staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Report any defects and hazards to Robertson's FM through recording via the Robertson's helpdesk.
- Not interfere with any health and safety provisions
- Report and complete 'Accident / Incident / Violence' form, available from the School Office, in the event of a significant accident, incident or near miss of violence.

- Comply with this policy, risk assessment and instruction provided by the Headteacher

ARRANGEMENTS

Risk Assessment

The Headteacher will ensure suitable & sufficient Risk Assessments are in place for the activities the school undertakes. These risk assessments shall be reviewed on an annual basis or as and when necessary to reflect any significant changes.

Staff will undertake risk assessments for areas/activities within their control and discuss these with the Headteacher.

Plant and Equipment

The Headteacher is responsible for ensuring that all plant and equipment are appropriate for school use and are inspected following manufacturer guidance. A maintenance regime will be undertaken by Robertson's FM, and monitored by the Headteacher to ensure all requirements are met.

Control of Substances Hazardous to Health

Robertson's FM must complete a COSHH assessment for hazardous substances in school, compiling and maintaining a list giving details of these substances. All substances used should be used in accordance to supplier's instructions and the Headteacher will monitor this.

Training

The Headteacher will be responsible for identifying training needs, and providing training to employees. Records of training will be held by the Headteacher.

Accidents and Incident Reporting

Any pupil complaining of illness or who has been injured is sent to the School office for the qualified First Aiders to examine and, where appropriate administer treatment. Unless an accident has occurred that requires treatment in situ. All accidents, incidents, ailments and treatment are reported in the appropriate report book/form available from the school office. All accidents will be recorded on the council's accident report form and copies sent to the Health & safety section.

Evacuation and Fire Precautions of the Building

The fire risk assessment carried out by the LA will be kept up to date.

The Headteacher will ensure that the fire precautions provided remain effective, and the required checks/tests on the fire safety hardware are carried out at the correct intervals identified in the Fire precautions log book by Robertson's FM. The Headteacher will ensure that fire drills are carried out each term, with records kept and that a fire evacuation plan is in place.

First Aid Provision

The Headteacher is responsible for ensuring that there are adequate numbers of qualified First Aiders.

Educational Visits

The Headteacher is the educational visit co-ordinator; all visits and trips away from the school site must have a specific risk assessment which will be submitted to the EVC at least two weeks prior to the visit. The Headteacher will ensure that the guidance contained in 'Safety in Educational Visits and School Journeys' is followed.

Site Inspections

The Headteacher and Robertson's FM inspect the site on a half-termly basis. The Headteacher, Caretaker and Health and Safety representative conduct a termly health and safety survey and report back to the Governing Body.

Contractors

The Headteacher will ensure that all works planned are organised with Contractors from the LA standing list. Onsite meetings and planning will be carried out for any works. The Headteacher will closely liaise with Robertson's FM to ensure that any work carried out by/on behalf of Robertson's FM is also planned and organised in a safe manner.

Electrical Testing

All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually. All alterations to electrical equipment should only be made by a qualified electrician. When a fault is suspected, the Head Teacher should be informed and action will be taken to have the item removed from use and inspected.

Manual Handling

Pupils, staff and any other supervising adults should only lift objects within their own individual capability. Headteacher will provide training where identified by risk assessment as required.

Supervision of Pupils

Suitable supervision will be organised by the Headteacher for all school activities. All relevant staff will be informed of their requirements

PANIC ALARM PROCEDURES

Panic buttons are located:

In the main office reception area, behind the photocopier

In the Head Teacher's office – next to the window, behind the CD player

The panic boxes are white with red buttons on the top and are marked "panic button"

When the panic button is activated/pressed the burglar alarm bell rings both inside and outside the school building.

The onsite Robertson's FM representative will respond to the alarm. The alarm panel indicates which button has been pressed.

The alarm bell message is also sent through to the burglar alarm control centre, who ring Robertson's/the school to ascertain what the situation is and who is required (ie Police). If they can't speak to anyone they will send a member of the Security Team.

PASSENGER LIFT

Procedure when passengers become trapped in a lift

It is important that the release of passengers is carried out only by authorised persons who have received the necessary training (this will normally be a lift engineer), it is dangerous for untrained persons to attempt to do so.

There is an intercom button in the lift which communicates directly with Kone Lift's Control Centre. They will speak to you via this intercom and establish what the emergency is.

TAKE THE FOLLOWING ACTIONS:

- Confirm the exact position of the lift cage
- Telephone the appropriate lift company to report the emergency. It may be helpful to keep the lift company's phone number in a convenient location (0800 652092)
- Inform those trapped that assistance is on the way and they will be released as quickly as possible. Contact with passengers should be by shouting through the nearest landing door as there is no lift emergency phone.
- Where possible ensure someone is available to maintain contact with the passengers throughout the emergency in order to provide on-going reassurance.
- Once the lift engineer has arrived they will direct the process. This will normally require the passengers in the lift car to be told that the lift car is about to be moved and not to attempt to leave the car until told it is safe to do so.

NB

The person responsible for the premises (Robertson's) should ensure that there is a regular check of the operation of the emergency lighting and emergency alarm in the car, so that in the event of a power failure both the emergency lighting and the emergency alarm remain operable.

REVIEW OF POLICY

A review of the policy will be undertaken by the Headteacher and Chair of Governors. Any amendments will be reported to the full Governing Body.