



Churchtown Primary School
Safety Policy 2020/21

Signed: Chairperson of Local Academy Council

Headteacher

Date

Policy Review to be undertaken Autumn Term 2021.

INTRODUCTION

Health and Safety at Work etc. Act, 1974

The Health and Safety at Work etc. Act, 1974 places a duty on employers to safeguard so far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed but who may be affected by the work activities such as pupils and visitors.

General Statement

This is a statement for Churchtown Primary School.

Churchtown Primary School accepts its responsibilities under the Health and Safety at Work etc, Act 1964, for providing a safe and healthy workplace and working environment for all its employees, pupils, visitors and other persons who may be affected by its activities.

The Headteacher and Local Academy Council will take all reasonable steps to ensure that the Local Education Authority's Safe Policy is implemented and that Codes of Practice and Guidance Notes are followed and monitored throughout the School.

It is essential for the success of this Safety Policy that all employees recognise their responsibilities under Section 7 of the Act in co-operating with management on Health and Safety issues and taking care of themselves and other persons whilst at work.

ORGANISATION

The responsibility for the day to day implementation and monitoring of Sefton Health and Safety Policy lies with the Headteacher so far as is reasonably practicable.

However, some of these duties may be successfully allocated to other members of staff; under guidance from the Headteacher.

Responsibilities

At Churchtown Community Primary School the following persons have specific responsibilities.

Circulation of Safety Information, Guidance, Codes of Practice – Mrs Jeanette Healy (Schools Safety Officer) and the Premises Officers

Accident Reporting – Mrs Jeanette Healy

First Aid Co-Ordinator – Mrs Christine Wilson / Mrs Pursall

Safety Inspections - Mrs Jeanette Healy / Premises Officer / Mr Jack Snowden (ELT) / Designated Local Academy Councillor

N.B. Each category may list more than one person and may be extended as required.

Health and Safety Communication

A successful Health and Safety Policy relies heavily on effective communication channels to convey information concerning health, safety and welfare to all members of staff, governing bodies, safety representatives and visitors.

This School has identified the following forums as being the most appropriate to both disseminate and receive matters on health and safety:-

Staff / Local Academy Council Meetings - Safety Inspection Report.

Staff Memo's/Staff Handbook

Newsletters to parents

Text alerts

Questionnaire on Safety - All Staff

Circulation of Safety File

All Health and Safety Information, Guidance, Codes of Practice and associated literature are kept:

- (1) Head's Office - Local Academy Council Copy
- (2) Staff Room (Both Buildings) - Teachers Use

A list of current documents is contained in Appendix 1 of this Policy Statement

Emergency Contacts

In case of an emergency outside of School hours contact:

- | | | | |
|-------|--------------------------------------|------|------------------------------------|
| (i) | Mrs J Payne
Headteacher | (ii) | Mrs B Taylor
Headteacher |
| (iii) | Mrs J Healy
Assistant Head | | |

Useful Numbers

<u>Name</u>	<u>Telephone Number</u>
Sefton Security- Alarms	0151 922 6107
Sefton Security – Engineer	0151 934 4742
Property Services	01704 - 533133
Southport Police	0151-709-6010
NHS Direct	0845 46 47

RESPONSIBILITIES

Local Academy Council

The Local Academy Council has a direct responsibility for health and safety in the school. They will ensure the school and Endeavour Learning Trust (ELT) are fulfilling their legal requirements and that persons using the premises are safe and without risk to health. All these responsibilities are for the purposes of day to day management delegated to the Headteacher. The Local Academy Council should, however, ensure that they:

- have received and understood the School's own Safety Policy.
- receive all reports on health and safety resulting from any inspection, audit or monitoring carried out by the School, ELT or enforcement agency.
- are kept up to date with any new legislation, regulation or provision appertaining to school health and safety.
- Local Academy Councillors will be expected to make reports on health and safety matters to:-

- The Local Academy Council Facilities Committee on a regular basis.
- Endeavour Learning Trust when requested to do so for the purposes of monitoring
- Endeavour Learning Trust's implementation of its own health and safety policy.
- to parents, through Local Academy Council Minutes, Newsletters, etc.

THE HEADTEACHER

- The overall responsibilities for all school, health and safety organisation rests with the Headteacher who shall:
- set up arrangements in the School to cover all health and safety legal requirements.
- producing this statement of those arrangements and to bring it and the ELT's statement, to the attention of all staff.
- be available to any member of staff to discuss health and safety problems not solved at a lower level or through the established arrangements.
- report those instances where the Head's executive authority does not allow the elimination or reduction to a satisfactory level of risk, but to take all necessary short term measures to avoid danger pending rectification.
- be available to any Trade Union appointed safety representatives and cooperate with them as far as is reasonable in their efforts to carry out their functions. To receive written reports from any such safety representatives and respond in writing within a reasonable time.
- establish a safety committee within three months of receiving a written request from two Trade Union safety representatives of the staff at the school.
- establish a suitable health surveillance programme where appropriate.
- ensure that a system is established for the reporting, recording and investigating of accidents and that all reasonable steps are taken to prevent reoccurrences.
- review from time to time:
 - the provision of first aid in the School
 - the emergency regulations
- review regularly the dissemination of safety information concerning the school.
- recommend necessary changes and improvements in welfare facilities to comply with the Workplace Health, Safety and Welfare Regulations, 1992.
- report to the Local Academy Council all the matters relating to health and safety at the school necessary for them to carry out their responsibilities.
- appoint a School Health and Safety Officer from amongst the senior management staff.

- ensure that all staff have received the appropriate training for the responsibilities they carry.
- co-operate with the Endeavour Learning Trust appointed person (Health and Safety officer under Regulation 6 of the Management of Health and Safety Regulations, 1992)

The School Health and Safety Officer (Mrs J. Healy)

The School Health and Safety Officer shall:

- co-ordinate the whole school programme of Health and Safety by ensuring full consultation and participation of all staff, through appropriate meetings and consultation.
- carry out inspections of the school at least once a term and inform the Headteacher of any problems/deficiencies and ensure that the appropriate action has been taken.
- set up and administer the system for reporting, recording and investigating accidents and take all reasonable steps to prevent reoccurrences. Report as necessary to the appropriate office.
- disseminate safety information within the School.
- ensure that new employees are briefed about safety arrangements and are given a copy of the School's Health and Safety Policy (this document) and the opportunity to read it.
- ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency and that fire fighting equipment is available and maintained.
- arrange for contractors and visitors to be informed of any hazards on site of which they may be unaware and the emergency procedures.
- ensure temporary employees are given sufficient information, training and supervision to enable them to be safe and without risk to health.
- co-operate with Endeavour Learning Trusts' Health and Safety Manager in carrying out and updating risk assessments.
- ensure that health surveillance for staff is provided when appropriate.

Teaching and Support Staff Holding Posts of Responsibility

All Staff:

- have a general responsibility for the application of the School's safety policy to their own department or area of work and are directly responsible to the Headteacher for the application of safety measures and procedures within that phase area of work.
- shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as reasonably practicable, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, guillotines).
- shall deal with any Health and Safety problems referred to them by a member of staff and refer to the Headteacher or Health and Safety Officer if they cannot resolve any of these problems.
- shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the School Health and Safety Officer with a copy to the Head.
- shall ensure as far as is reasonably practicable the provision of sufficient information, instruction, training and supervision to enable other employee and pupils to avoid hazards and contribute positively to their own safety and health at work.
- shall, where appropriate, seek advice and guidance of the Health and Safety manager of Endeavour Learning Trust where necessary.
- shall propose to the Headteacher or School Health and Safety Officer any requirements for safety equipment and welfare facilities.
- shall draw to the attention of the Headteacher or School Health and Safety Officer any recommendations for health surveillance.

All Employees:

The Health and Safety at Work Act, 1974 and the Management of Health and Safety at Work Regulations, 1992 require every employee whilst at work to take reasonable care for the Health and Safety of themselves and of any other persons who may be affected by their acts or omissions at work.

All employees are expected:

- to know the special safety measures and arrangements to be adopted in their own working areas and ensure they are applied.
- to inform the Headteacher or the School Health and Safety Officer of any training they feel they need to carry out their responsibilities.
- to use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others.
- to co-operate with other employees in promoting improved safety measures in their school.

- to co-operate with the appointed safety representatives and the enforcement officer of the Health and Safety Executive or Public Health Authority.

Class Teachers:

The safety of students in classrooms is the responsibility of class teachers;

teachers have traditionally carried responsibility for the safety of students when they are in charge. (**Their responsibility cannot be delegated to a student teacher**).

If, for any reason, a teacher considers he/she cannot accept this responsibility he/she should discuss the matter with the Head before allowing practical work to take place.

Class Teachers are expected:

- to exercise effective supervision of the students and to know the emergency procedures in respect of fire, bomb scare and first aid and to carry them out.
- to know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied.
- to give clear instructions and warnings as often as necessary.
- to follow safe working procedures personally.
- to enforce the use of protective clothing, goods, special safe working procedures.
- to make recommendations to their Year Group Leader on safety equipment and on additions or improvements to equipment or machinery.
- regularly to check all equipment, protective clothing, furniture and their environment (heating, lighting, etc.) and to report any defects to the Schools Health and Safety Officer.

The Pupils:

The pupils are expected:

- to exercise personal responsibility for the safety of self and other pupils.
- to observe standards of dress consistent with safety and/or hygiene (this includes the 'jewellery' school rules).
- to observe all safety rules of the School and, in particular, the instructions of teaching staff given in an emergency.
- to use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

Visitors:

Regular visitors and other users of the premises should observe the safety rules of the School.

In particular adult volunteers helping out in School should be made aware of health and safety arrangements applicable to them by the teacher to whom they are assigned.

Covid 19 - please refer to the Visitors in School Policy for amendments.

DBS Checks

The school adheres to Government guidelines on DBS checks – see DBS file and procedures for DBS document.

Risk Assessments

See attached information

ARRANGEMENTS

First Aid

The Health and Safety (First Aid) Regulations, 1981 cover all employees, teaching and non-teaching in schools and education establishments. Although pupils and students are not covered by the Regulations in line with DES guidance first aid facilities and a sufficient number of trained persons will be available at all premises.

Every school should have suitably equipped first aid boxes in easily accessible places, together with one in each sports hall.

Trained First Aiders

QUALIFIED FIRST AIDERS: The following have all attended First Aid Course and hold up to date certificates:-

See appendix 1

HSE Incident Reporting in schools

Some incidents that happen in schools, or during education activities out of school, must be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The duty to notify and report rests with the 'responsible person' – Assistant Headteacher – Mrs Jeanette Healy or the Headteacher - Mrs Jinnie Payne / Mrs Belinda Taylor. Reports are put together with the assistance of Jack Snowden (ELT) where required.

Under RIDDOR we must report the following work-related accidents:

- Accidents which result in death or major injury must be reported immediately(see Reportable major Injuries below): and
- Accidents which prevent the injured person from continuing at his /her normal work for more than 3 days must be reported within ten days.

Reportable Major Injuries

These include:

- The death of any person as a result of an accident;
- Fracture other than to fingers, thumbs or toes
- Any amputation
- Dislocation of the shoulder, hip, knee or spine
- The loss of sight of an eye,(temporary or permanent)
- A chemical or hot metal burn to the eye or any penetrating injury to the eye
- Any injury resulting from an electric shock(including electrical burn caused by arcing or arching products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24hrs
- Any other injury leading to
 - hypothermia, heat induced illness or unconsciousness
 - resuscitation or requiring admittance to hospital for more than 24 hrs
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent
- Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin:
 - acute illness requiring medical treatment or
 - loss of consciousness
- Acute illness which requires medical attention where there is a reason to believe that this resulted from exposure to a biological agent or its toxins or infected material

Reportable Diseases

See Health and Safety file and HSE information sheet

Who do I report to?

All accidents, diseases and dangerous occurrences can be reported to the Incident Contact Centre (ICC)

Telephone: 0845 300 9923

Internet: by completing the relevant form on the ICC website at – <http://www.riddor.gov.uk/reportanincident.html>

E-mail: riddor@natbrit.com

Form F2508: by completing the relevant hard copy and sending it to

Incident Contact Centre
Caerphilly Business Park

Caerphilly
CF83 3GG
Fax: 0845 300 9924

The ICC will forward details of incidents to the local HSE

Procedures for Pupils

Details of minor injuries to be entered in the accident book (B1 510)

Pupil Accident Report Form, copy attached, to be completed and dispatched to Education Personnel Section, Bootle Town Hall

You need to report an accident that happens to someone who is not at work, e.g. a pupil or visitor if:

- The person involved is killed or taken to hospital
- The accident arises out of or in connection with the work activity – see HSE notes for details

Like fatal injuries for employees follow the same procedures as above.

Sports Activities

Accidents and incidents that happen in relation to curriculum sports activities and result in pupils being killed or taken to hospital for treatment are reportable.

Playground Incidents

Playground accidents due to collisions, slips, trips and falls are not normally reportable unless they happen out of work or in connection with work, e.g. because of:

- The condition of the premises or equipment
- Inadequate supervision

For further details see: www.riddor.gov.uk

All incidents that may require reporting to RIDDOR are discussed with Storm Consultancy.

Dangerous Occurrences

These can be summarised as:-

1. Collapse or overturning of a lifting appliance.
2. Explosion or bursting of a pressure vessel.
3. Major electrical fault causing fire or explosion.
4. Major explosion of fire of process materials.
5. Uncontrolled release of a large quantity of highly flammable liquid or liquefied petroleum gas.

6. Major collapse of a high scaffold.
7. Unintentional collapse of a building under construction, alteration or repair.
8. Unintentional release of anything likely to cause injury or damage to health.
9. Medical treatment due to exposure to any substances or lack of oxygen.
10. Medical treatment due to pathogens or infected material.
11. Unintentional ignition of explosives.
12. Failure of any freight container while being moved.
13. Explosion etc., of a pipe line or its contents.
14. Overturning or serious damage to a road tanker containing a hazardous substance.

Further advice can be obtained from:

999

Single Point of contact Number

0151 922 6107

Emergency Planning manager

0151-934-2291

SSD Emergency planning officer

0151-034-5745

Emergency Planning Team

0151-934--2187

Gas (Transco)

0800 111 999

Electricity (Scottish Power)

0845 272 2424 or 0845 272 7999

Water (United Utilities) Leaks

0800 330 033

Fire Precautions

Please see separate Fire Policy

Fire Risk Assessment

Please see separate Fire Risk Assessment document

E- Safety

We have a responsibility to protect the privacy of the children in the school . We operate the following policy on the school's website;

- Where pupils are named, only their Christian names are given
- Where a pupil is named, no photograph of that pupil is displayed
- Where a photograph is used which shows a pupil, no name is displayed

Within the class file and on the School's Information Management System (SIMS), a record is kept of those children whose parents have not given permission for their photos to be used. By observing these points, the school ensures that visitors to the website cannot link images of pupils to names of pupils. When choosing photographs for the website, the school is mindful of the way pupils appear in them.

The Internet connection also has appropriate firewalls in place. We will also provide suitable information / training for pupils, parents and staff to ensure they are aware of dangers.

See E Safety Policy

Electrical Safety

The Electricity at Work Regulations (1989) impose duties on employers, employees and self employed persons to ensure that:-

- (i) Electrical systems are constructed and maintained so as to be safe;
- (ii) Electrical equipment is capable of isolation;
- (iii) Work is carried out on or near a live conductor only under specified conditions;
- (iv) No person is engaged in any work activity involving electricity unless they possess adequate technical knowledge or experience or are under adequate supervision as appropriate.

Following the introduction of the Regulations, the Health and Safety Executive issued a revised edition of Guidance Note GS 23 Electricity Safety in Schools. The advice given includes the following points:-

- The fixed electrical circuits, etc., within the school should be inspected and tested at least every five years by a competent person.
- Where wiring is subject to damage and abuse (e.g. surface wiring in temporary classrooms) and in external areas such as greenhouses it should be similarly inspected every three years.
- Any additions or changes to the school's wiring must be inspected and tested by a competent person before power is applied. (The prosecution of an LEA and a teacher in 1989 for allowing a pupil to do such work and then not having it checked is mentioned in the guidance note).
- The electrical circuits associated with stages/theatre halls should be inspected annually.
- Schools should keep a register of all electrical equipment and it should not be

possible for apparatus previously discarded as defective to slip back into use.

- Equipment which was not manufactured to current standards may require modification (e.g. pottery kilns with exposed elements that can be touched).
- Home-made or modified equipment should be inspected and tested by a competent person before use.
- All electrical equipment operating at over 50 volts should be visually checked each term and any defective items rectified.
- Any hand-held equipment that has an exposed metal case should be inspected and tested by a competent person each year.
- Any double insulated equipment (i.e. no exposed metal casing) should be visually inspected for any damage to the insulation of the item, cable sheath or plug each time it is used.
- Where equipment is used outside the building via flexible cable a residual current device (RCD) should be used in the supply circuit. (RCD's work by sensing any difference in the current flowing in the two power supply lines. If, because of an insulation failure, damage etc an additional current flows to earth from either line, possibly via a person, the power is switched off in a fraction of a second. The trip sensitivity is predetermined; up to 30 mA will provide protection against electrical shock to earth. RCD's do not, however, provide any protection against a shock caused by connection between live and neutral).

Portable Appliance Testing

The Electricity at Work Regulations (1989) require employers to maintain electrical equipment used at work so that it stays safe.

Nothing is laid down in the law concerning how often equipment is checked, the frequency of testing will depend on the type of equipment, whether it is fixed or portable, the manner and frequency of use.

All equipment will be subject to an initial visual inspection as follows:-

- (i) Check equipment casing/body for signs of damage i.e. cracks, holes, that may give rise to a breakdown of insulation.
- (ii) Check mains supply cable for signs of damage or wear that may compromise insulation.
- (iii) Check mains supply plug for damage to the pins, cover or cable clamp.
- (iv) Check the point of cable entry to the equipment:-
 - this may be a grommet or clamp entry
 - this may be a plug and socket
- (v) Check on/off switch for signs of damage or incorrect operation.

- (vi) Open up mains plug, check security and polarity of wiring. This test is particularly important if equipment is regularly used.

The responsibility for ensuring that visual checks are carried out prior to the use of electrical equipment rests with

All electrical faults will be reported by the Premises Officers.

Electrical testing where the need for such has been identified must be carried out by a competent person. This may be a Technician, who has been trained in the use of adequate test equipment, or a suitably qualified electrical contractor.

Further advice concerning Portable Appliance Testing can be obtained from:

Jack Snowden Endeavour Learning Trust 01772 812644

Control of Substances Hazardous to Health Regulations 1988 (COSHH)

The COSHH Regulations came into force on 1 October 1989, with full implementation from January 1990. They require employers to assess the risks to the health of employees posed by the use of toxic, harmful and irritant and corrosive substances. These include many substances in use in CDT, Art and Science Departments. More detailed information is contained in the booklet entitled "COSHH: Guidance for Schools" (ISBN 011 8855115) which has been distributed to all schools, further copies can be obtained from Education Personnel 0151-934-3207.

A risk assessment looks at the ways in which the use of a substance(s) can give rise to harm and the steps required to reduce that harm. The duty to carry out such assessments will normally rest with the Head of Department through the responsibility may be delegated to another person. In all but the most simple of cases the assessment must be recorded. General risk assessments have been drawn up by CLEAPPS for most substances in use in CDT and Science. For other substances not covered by these assessments, such as those in Art Departments, an assessment must be completed.

Schools should ensure that they have the following publications all of which contain guidance on compliance with COSHH:-

Risk Assessments for Technology in Secondary Schools:CLEAPPS

Risk Assessments for Science LIG6: CLEAPPS

Hazards: CLEAPPS

Science Safety : Sefton Regulations

For further advice concerning the COSHH Regulations contact:

Health and Safety Adviser **Jack Snowden** **01772 812644**

INDEX OF PUBLICATIONS

Although schools are not generally regarded as being dangerous workplaces there are some areas of work or activities that can be considered hazardous and these can be made worse because children are involved.

The areas of activities include Science Laboratories, CDT workshops, kitchens and sports activities. Consequently, a number of DES and LEA guidelines relating to those areas have been drawn up. Copies of the LEA guidelines are attached.

Local Authority Codes of Practice (Please refer to the School Health and Safety Manual

- (i) Home Economics and Needlecraft
- (ii) Art Department
- (iii) Physical Education
- (iv) Kitchens and Services
- (v) Storage of flammable liquids in educational establishments

Department for Education and Science Publications on Health and Safety (Are available for the following areas - Tel. 0171-925-5000)

- (i) Safety in Practical Studies
- (ii) Safety in Outdoor Pursuits
- (iii) Safety in Science Laboratories
- (iv) Safety in Physical Education
- (v) Safety at School - General Advice
- (vi) Microbiology: An HMI Guide for Schools and Non-Advanced Further Education

Safety Net

Safety Net is a regular bulletin, produced by the Education Personnel Section to update Headteachers as to current issues within the realm of health and safety. It is published at least once every term.

N.B.

HMSO/DFE Publications are available from:-

HMSO Publications Centre (Mail and Phone Orders Only)
P O Box 276
London
SW8 5DT

Appendix 1

First Aid Training:

Welfare Supervisors

Munjira Ahmed
Natalie Doohan
Janet Nothard
Gill Oakden
Karen Saif
Cheryl Shepherd
Sarah Bolland
Gill Peet
Emily Hopson
Rose Rimmer
Mary Halliwell

Teaching and Office Staff

Elaine Pursall (First Aid at Work)
Helly Rimmer (First Aid at Work)
Helen Patten (First Aid at Work)

Teaching Assistants (Basic First Aid)

Claire Rodriguez
Lauren Reese
Jane Williamson
Lynne Peake
Chris Gavan
Bev Gannon
Debbie Lamb
Heidi Barlow
Julia Stephenson
Chantelle McDonald
Helen Patten
Julie Aspinall
Elaine Derbyshire
Lisa Bennett
Helen Wright
Tracy Anderson
Sue Hughes
Sue Partington
Ruth Lomax
Nicole Alty
Lesley Armitage
Sue Smith
Sally Hipwell
Angela Parkes

Defibrillator Training:

Ailsa Andrew
Elaine Pursall
Sue Smith
Michelle Shrouder

Paediatric First Aiders:

Helly Rimmer
Rachel O'Grady
Laura Cornish
Lisa Standeven
Ailsa Andrew
Tracy Ruston
Jacqui Wilkinson
Lucy Iddon
Annie Gough
Joe Cocks
Lauren Reece
Sophie Chase
Chris Bateman

Emergency First Aider:

Michelle Shrouder
Nicole Alty

Mountain Leader First Aid:

Joe Cocks (Forest Schools)