

# **CAVERSHAM PRIMARY SCHOOL**



## **HEALTH AND SAFETY POLICY**

**Date: March 2017**

**To be reviewed: March 2019**

## Section 1

### Statement of General Policy

- Schools are subject to the general requirements of the Health and Safety at Work Act 1974 (HWS) to make premises reasonably safe for employees and anyone else using the site - which includes children.
- The Governors at Caversham Primary School recognise and accept their responsibilities for providing a safe and healthy environment and work place for all the staff and children; and for ensuring that non-employees such as members of the public are not placed at unreasonable risk by its work activities.
- The Governors will take reasonable steps within their power, to meet these responsibilities, paying particular attention to the provision and maintaining of: -
  - Plant, equipment and systems of work, which are safe, and without risks to health
  - Arrangements for ensuring safety, and absence of risk to health in connection with the use, handling, storage and transportation of articles and substances
  - Sufficient information, instruction, training and supervision to enable all employees to comply with their own duties to take reasonable care for their own health and that of others
  - A place of work, including access and egress from it, that is safe and without unreasonable risk
  - A healthy and safe working environment
  - Adequate welfare facilities.

## Section II

### Organisation for Implementing the Policy

This section explains the allocation of functions to individuals.

#### Responsibilities of LA, Governing Body, Headteacher and Health and Safety Officer

The Headteacher has responsibility for the implementation of this policy within the school and delegates' responsibility to the school's Health and Safety Officer who reports to the Headteacher. The Headteacher or the Health and Safety Officer shall, if necessary, raise appropriate matters through the Governors Premises Committee, to enable the requirements of the Health and Safety at Work Act (1974) and Reading Borough Council's guidance and its associated legislation to be met.

LEA's have a duty to require schools to carry out risk assessments. It is the Governing body's duty to ensure that this is carried out - by the Health and Safety Officer working with the Premises Committee. (See risk assessment file)

#### Duties and obligations of staff

Employees shall bring to the attention of the Health and Safety Officer, any matter of health and safety concern specific to their area of responsibility (see appendix 2) It will then be for the Health and Safety Officer and/or the Headteacher to decide how the matter is to be resolved. Each member of staff shall take steps to monitor the effectiveness of his/her awareness of health and safety issues, by carrying out regular checks to ensure that the principles of this policy statement are being met.

- All subject co-ordinators will include a section on health and safety within their policy documentation and will complete any risk assessments relevant to their subject area.

#### What is expected of pupils?

Children are instructed and expected to take reasonable care at all times and must be made aware of the risks involved in their activities to ensure their own safety and that of others around them. For more information, please refer to the Behaviour Policy.

#### Composition of duties of safety committee

- The School has a Health and Safety Officer, usually the Assistant Heads, to whom staff report Health and Safety issues - using form H/S 1 (see appendix 2).
- The Governing Body has a sub-committee called the Premises Committee responsible for Health and Safety within the school - see Appendix 1.
- The Premises Committee do a site walk once a term, and every half term the Health and Safety Officer plus the Site Manager do a Health and Safety check around the school. The findings are reported to the Headteacher and Governing body.

## Section III

### The arrangements for carrying out safety functions

#### Emergency procedures

##### **Fire drills**

Evacuation procedures are practised at least once a term. They are logged and checked for effectiveness by the Headteacher and Health & Safety Officer who evaluate the practice and provide feedback in a staff meeting.

Fire drills are called at varying times including lunchtimes. The Head is responsible for calling a fire drill. During class time the class teachers are responsible for their class assembling in their designated position, and calling the register. All classrooms should display procedures for fire drill. At lunchtime it is the responsibility of the dinner controllers to do this. The assembly point is at the Victoria Road side of the school grounds. The playground is clearly marked in year groups for assembly points.

The school secretary, on the advice of the Headteacher or Assistant Heads, is responsible for calling the fire service. The Headteacher is responsible for deciding what to do about missing persons and ending the fire drill.

The Headteacher and Assistant Heads are responsible for debriefing the staff. All staff are responsible for reporting problems to the Headteacher and / or the Health and Safety Officer.

The office staff are responsible for bringing out the registers and the 'late book' to the assembly points and promptly distributing them to the staff taking the registers. It is the responsibility of the staff taking the registers to return it to the office staff with the 'all clear' when it is completed or to report any missing children and promptly as possible. The office staff are responsible for reporting the outcome to the Head or Assistant Heads.

The office staff are responsible for checking off adult visitors in the log book and reporting the outcome to the Head or Assistant Heads.

##### **Evacuation Routes**

Teaching staff leave the building and assemble with their class.

All non-teaching adults should assemble in the playground with the office staff.

All evacuation routes are clearly indicated on a fire procedure poster in every classroom. All fire exits are unobstructed. It is the class teacher's responsibility to be aware of the evacuation route from all parts of the school and to ensure that the evacuation route in their classroom is kept clear at all times.

Children leave the room immediately, walking quickly and quietly in single file to the assembly point where they line up in two lines - boys and girls. Neither staff nor children should stop to collect personal belongings. Class lines should not cross each other on their way out to their assembly points.

At the assembly point the teacher does a head count to check number marked present in the register, quickly followed by calling out the register.

Office staff and Headteacher do a 'final sweep' to check changing areas and toilets. Internal doors should be closed where possible. External doors should be left unlocked at all times.

It is the responsibility of the school caretaker to await the fire service at the front of the school building, to direct the fire crew to the location of the fire. The school caretaker enters the building with the fire crew to check the control panel, which will identify the location of the alarm.

Although the school has fire-fighting appliances, the safety of pupils and staff is of paramount importance. Fires should not be tackled until the safety of pupils has been assured. No staff should attempt to put out anything but small, localised fires.

An appointed contractor checks fire fighting appliances regularly. The school caretaker checks all the school alarms on a weekly basis.

### **Accident reporting and recording**

Reading Borough council requires every school to keep a record of accidents, incidents and near misses. There are forms in the school office. More serious accidents, incidents and dangerous occurrences may need to be reported to Health & Safety Executive (HSE) under the Reporting of Injuries, Diseases & Dangerous Occurrences Regs (RIDDOR).

Examples are:

- Over 3 days missed work due to accident at work.
- Broken bones.

(Relevant docs: Corp COP 001)

Accident reporting & RIDDOR Regulations

At break time there are four adults on duty with one member of staff being responsible for first aid. There are also designated lunchtime controllers responsible for first aid. The rota is the responsibility of the lunchtime supervisor.

### **First Aid**

There is an equipped first aid area in the medical room opposite the school office for any serious incidents. A member of staff reports the accident to the main office. The office staffs contacts the appropriate parent or guardian. Depending on the nature of the accident, an ambulance may be called. The responsible adult completes the school accident form (Appendix 4)

All injuries are recorded in a book in the medical room and there is a letter that goes home to inform parents of a head injury (Appendix 5). All staff have regular first aid training and updates, including lunchtime controllers. (Most recently: January 2017).

Any accident involving school property is subject to risk assessment.

The adventure playground is checked once a week by the Health and Safety Officer, the lunchtime supervisors and/or the caretaker.

See DfEE (1998) *Guidance on First Aid for Schools*

### **Security issues**

Personal safety for staff, pupils and anyone else using the school is a priority. The school premises are secured by a system of coded door locks to ensure that access is denied to anyone who does not know the code. The children successfully use the code to gain entry to the buildings. Doors that are not intended for children's use have a different code.

The external doors are closed at the end of registration and at the end of the day so that visitors must report to reception via the main entrance. Teachers are reminded to be vigilant and approach people who are not known and are not wearing a visitors' badge.

The main front door at the front of the school is also security coded. The children do not use this door. Visitors gain entry by way of an entry phone, they must sign in at the reception area and wear a visitors badge for the duration of their visit.

The school gates are opened at 8:30am to admit the children and are closed at 9am once all the children are in school. The gates are opened again at 3pm to allow the children to go home and are locked at 3:40pm to ensure the safety of the children at after school clubs. The teacher running the club holds the key to open the gates and let the children go home at the end of the day.

The school has external lighting, covering the front entrance and the car park, for the safety of staff.

CCTV has been added to the front of the school gates area only and approximately 1 month's footage is stored at any one time. Secondly, the office now has a monitor clearly visible by all office staff which shows all visitors requesting entry into the school.

## Display Screen Equipment

Possibly the most common piece of office equipment, display screen equipment such as personal computers, visual display units, microfiche readers etc., are associated with eyestrain, backache, stress and other potential health hazards. The Health and Safety (Display Screen Equipment) Regulations, specify the health and safety standards of such equipment when operated by designated 'users' and provides guidance as to the standards required for all equipment to reduce the possibility of discomfort and ill health.

All employees who make use of display screens on a regular basis have their workstation assessed. A workstation comprises of more than just the computer - it included the desk, chair, temperature and all accessories on the desk. These assessments show users the best seating position and where best to site their equipment. The assessments are carried out by competent staff throughout the authority who will show you how to make the most of your workstation.

All employees must ensure their equipment is safe to use and they visually check wiring and plugs regularly.

## Manual Handling

See RBC advice CORP COP 021 - Manual Handling

## Ladders

Ladders are the cause of a great number of serious accidents every year. Before you use a ladder you should check the following:

- Work should only be carried out from a ladder when authorised by the supervisor. Working from a ladder should be avoided whenever possible.
- Always inspect ladders before use ensuring the ladder is sound with no rungs missing, no rope frayed etc.
- The ladder should be placed on a firm level surface or the foot of the ladder buried if the ground is uneven.
- Ladders should always be securely tied by both styles to prevent accidental displacement, or is no means can be found to prevent slipping then someone must hold it at the base; this is only effective for ladders up to a height of 6m (20ft).
- Make sure your feet are as clean as possible before climbing a ladder.
- Where ladders are used as a means of access they must extend 1.05m (3ft 6ins or 5 rungs) above the edge of the landing place. This applies not only to scaffolding but where any ladder is used as means of access to a working area i.e. edge of staging, floors, excavations etc.
- Overreaching is a common cause of ladder accidents. If you can't reach easily **MOVE THE LADDER**.

## Arrangements for Risk Assessments

The Health and Safety Officer is responsible for ensuring that the procedures for risk assessment have been fully and appropriately undertaken. Legally, the responsibility lies with the LA under the Health and Safety at Work Act.

In practice, the Health and Safety Officer, the Site Controller, the Head teacher and the Premises Committee work together to evaluate the risks around the school. It is the responsibility of the subject coordinators to complete risk assessments for their subject areas.

### **The Committee should:**

- Look for the hazards (or be informed of them)
- Decide who might be harmed and how
- Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or more should be done
- Record the findings
- Review the assessment from time to time and revise it if necessary.

### **Identifying the hazards**

(A situation with the potential to cause harm arising from a work method, use of a machine, the use of substances etc.)

The Health and Safety Officer undertakes the task of identifying the hazards. Hazards may be associated with activities, with materials or substances, equipment, work places, people or procedures.

### **Evaluating the risks**

Significant risks that have been identified are prioritised by the Premises Committee and then, within the limitations of budget and manpower, opportunities should be found to either eliminate the hazard, eliminate the risk, or to control the risk to such an extent that its opportunity to be harmful is very unlikely. A ranking system has been developed in order to establish the need for action in relation to the severity of the risk.

## Risk ranking

Level of risk	Description	Action
Not significant	A risk that is unlikely to result in minor injury or illness leading to lost time, disablement or death	No urgent action but measures should be prioritised for attention
Low	A risk that will improbably result in minor illness or injury leading to lost time, disablement or death	
Moderate	A risk that is likely to result in injury or illness leading to lost time, disablement or death	Urgent action required. Progress towards elimination must be undertaken
High	A risk that is highly probable and will result in serious injury or illness leading to lost time, disablement or death	
Very High	A risk that will certainly result in serious injury or illness leading to lost time, disablement or death	

## Recording the findings

There is a requirement under the 'Management of Health and safety at Work Regulations' (1999) to record significant risks. This includes not only recording the hazards themselves, but also recording important conclusions (see appendix 3) the recording of risk assessment identifies the following:

- A proper check was made
- Individuals who might be affected were identified
- Obvious significant hazards were dealt with, taking into account the number of people who would be involved
- The precautions are reasonable and the remaining risk is low.

The written documentation is kept by the Health and Safety Officer for future reference and will demonstrate that the legal requirements have been met.

## **Review**

Review occurs annually with termly checks carried out by the Governor's Premises Committee.

## **Hazardous Substances**

The school ensures that exposure to hazardous substances is at best prevented, and at least controlled. Pottery glazes are stored securely in the pottery room and labelled appropriately (Appendix 6). The caretaker stores all cleaning fluids in a locked cupboard. Precautions are taken in the using, handling, storing and transporting of substances. The school complies with the Control of Substances Hazardous to Health Regulations 2002 (or COSHH).

## **Computers**

The school pays regard to the following issues:

- Lighting - should allow a suitable contrast between working area and the screen
- Heat - the equipment should not generate uncomfortable levels of heat
- Noise - should not be so great as to distract attention
- Space - sufficient for operators to move around
- Chairs - comfortable
- Screen - no discomfoting glare or reflections
- Keyboard - separate from the screen, easy to read and affording room for an operator to rest hands and forearms

## **Reviewing and monitoring procedures**

The Head and the Health & Safety Officer monitor the implementation of the safety policy on a termly basis - to assess whether it is being pursued effectively and safety standards are satisfactory.

Safety inspections are carried out by the Premises committee once a term, and half termly by the Health & Safety Officer and the school caretaker. Results are reported back to the governing body.

## **Bibliography**

RBC Health & Safety & Procedures (2005)

## **Useful Contacts:**

### **Corporate Health & Safety Team:**

**0118 939 0485 (2485)**

**0118 939 0519 (2519)**

**4000 (internal only)**

**Occupational Health:**  
0118 939 0891 (2891)  
0118 987 7634 - Craven Road

**Staff Support:**  
0800 282 193

**Website:** <http://internet-1/staffsupport/>

**Health and Safety Executive (HSE):**  
Priestley House, Priestley Road, Basingstoke, Hants, RG24 9NW  
01256 404000

**Health & Safety Documents can be found on the website:**  
<http://internet-1/healthandsafety/>

**For details of training courses contact 2520 or the Corporate Health and Safety Team.**

Caversham Primary School

IF YOU SEE DAMAGE OR DANGEROUS WEAR AROUND THE SCHOOL BUILDINGS OR  
GROUNDS, PLEASE COMPLETE AND RETURN THIS FORM TO THE OFFICE.

Description	Place	Any action carried out by you

Reported by:	Date received	ACTION	DATE	RESOLVED
Date :		FOR OFFICE USE		YES
				NO

## THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

C.O.S.H.H. - The control of substances hazardous to health regulations became effective from October 1<sup>st</sup> 1989 (latest update 2002). Since this date, health and safety in the art space has undergone considerable change.

The regulations stress the need for stringent adherence to the guidelines set down.

The need to evaluate the likelihood and consequence of exposure of persons to such substances is highlighted. The need to ensure precautions are being taken and the dangers are recognised are also of paramount importance.

As an educational establishment making use of materials that may constitute a risk, simple codes of practice are to be observed:

- **All materials should be clearly labelled**
- **A list of toxic materials and the ways in which they are hazardous must be on view to users**
- **Toxic materials must be kept in a locked cupboard**
- **An awareness of the dangers of all materials in powder form required, even powdered clays. (Clay should be swept up with wet sand to avoid dust inhalation )**
- **General compliance of safety standards: making use of masks; being careful with sharp tools; careful handling of electrical appliances in rooms where water is also used**

At Caversham Primary we have regard for these practices by:

**CLAY:** stored in plastic bags in large covered bins. Damp sponges always used for wiping surfaces, mop for the floor.

**UNDERGLAZE PAINTS:** stored on high shelves (some mildly toxic if swallowed). Always used under supervision; usually from small jars (2oz) either with brushes or sponges.

**COLOURED SLIPS:** stored in the damp cupboard in one-pint plastic containers with screw tops. (Not dangerous in their liquid state).

**TRANSPARENT GLAZE:** stored in a large bin with fitted lid. This "contains lead but this is presented in a fritted, non toxic form. Such glazes can be safely used in schools." Potclays catalogue p10. Never used by the children. The pottery technicians wear a safety facemask when mixing to avoid inhalation

**TOOLS:** stored in closed drawers. Only used under supervision.



# Caversham Primary School

Hexdean Road, Caversham, Reading RG4 7BA.  
Telephone: 0118 937 3454 Fax: 0118 937 3456  
email: [admin@caversham@reading.gov.uk](mailto:admin@caversham@reading.gov.uk)  
Mrs Ruth Perry - Headteacher



Date:

Dear Parent,

## HEAD INJURY NOTIFICATION

Child's name: ..... Class: .....

Your child sustained a bump to the head at school today.

First Aid was given at the time and as there did not appear to be any complications, your child was sent back to class.

However, should you notice any untoward signs or symptoms - such as feeling faint, nausea, sickness, vision problems please consult a doctor as soon as possible.

Yours sincerely,

On behalf of Ruth Perry  
HEADTEACHER

[ss/scltts/medical/info/bumped head letter](http://ss/scltts/medical/info/bumped%20head%20letter)

Reading Borough Council

