

ST AUGUSTINE'S CE (VA) J & I SCHOOL

HEALTH & SAFETY POLICY

Autumn Term 2017



OUR MISSION

'...We aim to serve our multi-racial, multi-faith community by providing an education of the highest quality within the context of Christian belief and practice, irrespective of race, culture, religion, sexual orientation, gender, class or ability...'

POLICY REVIEW - Amendment History		Next Review: Autumn 2019
Autumn 2014	Model policy obtained from Calderdale MBC – July 2014. Reviewed by M Felton, H&S Link governor, and approved by the Resources Cttee meeting 01.10.14.	
Autumn 2017	Reviewed by M Felton, H&S Link governor	

STATEMENT OF INTENT

St Augustine's J&I School recognises that as an employer it has a responsibility to ensure the health, safety and welfare at work of all employees, whether paid or voluntary. The school also recognises that it has a responsibility to any other person who may be affected by its activities. In accordance with the Health and Safety at Work Act, the school maintains safe working conditions and ensures that all employees, paid or voluntary, are sufficiently aware of and practise safe systems of working.

REVIEWING THE POLICY

The Policy will be reviewed annually unless a change in legislation necessitates a shorter review period or there are changes in the activities or personnel of the school that require changes to be made.

The Governors of St Augustine's J&I School ask that a printed copy be kept in the school's main entrance at all times for inspection by visitors.

All contractors and supply staff working on site must make themselves familiar with the policy.

All staff must sign the attached staff list to confirm that they have read the policy after every review by governors annually, or sooner, if there has been a change in legislation.

SLT Specific Responsibilities	Staff Responsibilities
<p>The overall and ultimate responsibility for Health and Safety rests with the members of the Senior Leadership Team (SLT).</p> <p>The Caretaker will generally advise the SLT in the implementation of its Policy and Practices.*</p> <p>Members of the SLT will be responsible for areas/activities in which they are involved:</p> <ul style="list-style-type: none"> • by ensuring that the Health and Safety Policy is satisfactorily implemented • by ensuring that all new employees, whether paid or voluntary, are aware of and observe the policy • by conducting a full investigation of any accidents or incidents that result in injury • by ensuring all electrical appliances are checked on an annual basis by a competent person. 	<p>All employees, whether paid or voluntary, have a responsibility for Health & Safety, including the safety of others that may be affected by their acts or omissions.</p> <p>As such, they should familiarise themselves with this Health and Safety Policy and the safe practices appropriate to their place of work.</p> <p>Staff should also take individual responsibility for:</p> <ul style="list-style-type: none"> • reporting any low stock of materials in the First Aid boxes to the person responsible to ensure that all boxes are kept replenished • reporting any defects in any electrical appliances to the caretaker immediately • taking care of any trip hazards they become aware of.
INDUCTION AND TRAINING SLT Specific Responsibilities	Staff Responsibilities
<p>The SLT has a duty to ensure that all employees, paid or voluntary, are aware of current legislation and that relevant information is disseminated to the appropriate person.</p> <p>All members of the SLT and the caretaker must be aware of current Health and Safety Legislation and read through this policy as part of their responsibilities.</p>	<p>All employees, paid or voluntary, will read through this policy as part of their induction programme.</p> <p>All staff are required to sign the staff list attached to confirm that they have read the Policy.</p>
RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)	
<p>The SLT must report certain work-related incidents to the Health and Safety Executive.</p> <p>The SLT must report any of the following that happens to a member of the public, including a parent or child, or an employee on the premises:</p> <ul style="list-style-type: none"> • A death or major injury, which includes a fracture (but not of fingers, thumbs or toes), an amputation, dislocation, permanent or temporary 	<p>All staff, paid or volunteers, have a responsibility to report any such occurrence to their supervisor or a member of the SLT immediately.</p>

<p>loss of sight, or an injury from an electric shock.</p> <ul style="list-style-type: none"> • A reportable disease. • A dangerous occurrence, which didn't but could have resulted in a reportable injury. • An injury resulting in hospital admission. <p>In addition the SLT has a responsibility to report such incidents to Ofsted.</p>	
<p>The Control of Substances Hazardous to Health Regulations (COSHH) SLT Specific Responsibilities</p>	<p>Staff Responsibilities</p>
<p>To comply with the Control of Substances Hazardous to Health Regulation (COSHH) the SLT will ensure that the caretaker will maintain a complete record of all hazardous or potentially hazardous substances that are used in the school.</p> <p>A copy of this list will be kept at the main office.</p> <p>In addition to chemicals, all body fluids are to be treated as substances hazardous to health and should be carefully dealt with using protective gloves and materials that can be safely disposed of.</p> <p>In the interests of Health and Safety, substances hazardous to health should only be used if there is no less harmful or harmless alternative.</p> <p>Bleach must not be used for any purpose within school or its premises.</p>	<p>Any person(s) using such chemicals must observe the following guidelines:</p> <ul style="list-style-type: none"> • All substances, which are included on the COSHH list, including bleach and general household chemicals, are to be stored in a safe and secured area. • All hazardous substances e.g. glue, containing solvents are to be used with care. Always read the label before use and follow the manufacturer's instructions. • Avoid inhalation, ingestion and skin contact of all chemical substances. • Always wear the appropriate protective clothing, eg, gloves. • Products must never be mixed as this could give rise to hazardous by-products. Eg., bleach will give off chlorine gas if mixed with an acidic cleanser such as Harpic. • All staff using these substances must be familiar with the First Aid procedures to be used in the event of an accident. <p>The caretaker is to be informed of any hazardous substances being brought onto the premises for use by employees, contractors, paid or voluntary or other users.</p>
<p>CLEANLINESS OF PREMISES</p> <p>The school recognises that it has a duty to set appropriate standards of cleanliness throughout its premises and to maintain these by:</p> <ul style="list-style-type: none"> • investigating and acting upon any accidents/incidents that have occurred due to lack of cleanliness • providing enough funding to achieve and maintain a good standard of cleanliness • providing facilities for the safe and convenient storage of cleaning equipment and materials • promoting good housekeeping practices amongst employees and other users of the premises. 	<p>All employees, paid and voluntary, have a responsibility to maintain a good standard of cleanliness by:</p> <ul style="list-style-type: none"> • observing good personal and environmental hygiene practices • carefully disposing of rubbish into appropriate bags/containers provided, particularly where broken glass or dangerous waste is concerned • tidying up and putting away equipment and materials after use • cleaning up spillages, debris, litter etc., as soon after the occurrence as possible • reporting any shortfalls in standards to the appropriate person.
<p>FIRE PRECAUTIONS</p>	

SLT Specific Responsibilities	Staff Responsibilities
<p>The SLT is responsible for ensuring that precautions are taken against fire through the routine maintenance of fire safety equipment, through reviewing and posting emergency fire procedures in buildings and educating employees, whether paid or voluntary, in safe practices.</p> <p>Fire Alarm Drills</p> <p>Fire alarm practice will be undertaken every term.</p> <p>The caretaker is responsible for ensuring that all documentation following each drill is completed.</p> <p>The SLT will ensure that any actions identified following a drill will be completed before the next drill.</p> <p>The Governing Board will receive a brief report following each drill to inform it about the outcome and the actions required.</p> <p>EMERGENCY PROCEDURES, BOMB THREATS AND SUSPECT PACKAGES</p> <p>The SLT will ensure that all staff make themselves familiar with the School Disaster Plan, which gives full details on procedures to follow in the event of any emergency situation.</p>	<p>It is the duty of all employees, paid or voluntary, to appraise themselves of this policy, to co-operate in the implementation of this policy and to report to the SLT or caretaker any instances where the proper procedures are not being implemented, eg., escape routes obstructed by furniture or rubbish.</p> <p>School operates a policy of no smoking. Individuals can only smoke outside of school grounds and they must ensure that their cigarettes are properly extinguished. Staff who wish to smoke are asked to do so at the bottom of the drive on Hanson Lane.</p> <p>In the event of a fire:</p> <ul style="list-style-type: none"> • Don't Panic – follow the Fire Procedure. • Do not tackle the fire unless you have been trained to do so and you feel able to do so. • Do not put yourself at risk. • Remember the important thing is to save lives, not property. <p>IF YOU DISCOVER A FIRE...</p> <ol style="list-style-type: none"> 1. Immediately raise the alarm. 2. Each class teacher will be responsible for the children in their class. 3. Tackle the fire if possible with the appliances provided, but WITHOUT TAKING PERSONAL RISK. 4. Leave the building, assisting with the evacuation of the children. <p>ON HEARING THE FIRE ALARM...</p> <ol style="list-style-type: none"> 1. A member of the SLT or Admin staff will call the Fire Service immediately 2. Dial 999 and ask for the Fire Service. 3. Give the full address clearly (Hanson Lane, Halifax HX1 5PG). 4. Evacuate the children in your care to the marked evacuation areas within the playground 5. KEEP THE CHILDREN TOGETHER. 6. The caretaker will ensure that the school gates are opened to allow the fire engine to enter. 7. The designated fire wardens in school will take a roll call to ensure that no-one has been left in the building. Class teachers will take the roll call for their own class. <p>DO NOT stop to collect personal belongings or re-enter the building until instructed to do so by the Fire Brigade.</p>
<p>FOOD HANDLING SLT Specific Responsibilities</p>	<p>Staff Responsibilities</p>

<p>The school has a responsibility to maintain acceptable levels of hygiene and health and safety with respect to food.</p> <p>The SLT is responsible for ensuring all staff are aware of their responsibilities and that they receive proper induction and training.</p> <p>The policy related to all food served in school; whether for school lunches, breakfast club or cookery/baking lessons with children.</p> <p>The SLT must ensure that a deep clean is undertaken in the kitchen at least once a year.</p> <p>The SLT must ensure:</p> <ul style="list-style-type: none"> • that refrigerators, freezers and other types of temperature control equipment must be routinely checked to ensure their effectiveness., ie through PAT testing. 	<p>All employees, paid or voluntary, who handle food, have a responsibility to:</p> <ul style="list-style-type: none"> • maintain a high standard of personal hygiene • refrain from handling food when they have been in contact with anyone suffering from an infectious disease or have boils, ulcers, cuts or rashes, diarrhoea, eye, ear or throat infection or any untoward discharge • report any faulty or damaged storage, preparation and service equipment. <p>Keep it Clean – Keep it Cool – Keep it Covered</p> <ul style="list-style-type: none"> • Food must be stored in areas designated specifically for that purpose (refrigerators, cupboards etc.). • Saucepan handles must not overhang stove or worktop edges. • Any spillages must be cleaned up immediately • Recipes or packet instructions must always be followed. • Food must be served at the time it was cooked and not be kept or offered for service at a later time. • Signs of any type of pest infection must be reported to the caretaker immediately. <p>Principles of Safely Handling Food</p> <ul style="list-style-type: none"> • Ensure all food is of the quality and temperature required and that they are within their use-by-dates. • All foods must be stored under conditions that will prevent their deterioration. <p>Principles of Safely Using Equipment in Catering Areas</p> <ul style="list-style-type: none"> • All electrical equipment must be switched off and unplugged when it is being cleaned or not in use. • All equipment must be used according to manufacturer's instructions. • Doors and lids of equipment in use should fit securely. • Hob burners, grills, ovens etc., must always be turned off when not in use. • All cooking equipment should be checked when in use to ensure that it is functioning correctly. • Any slight electrical shocks received from the equipment must be reported to a First Aider and a member of the SLT immediately. • All equipment and working surfaces must be kept in a clean and hygienic condition. • Cleaning chemicals should be used at the prescribed dilution rate.
<p>LIFTING AND MANUAL HANDLING</p>	

SLT Specific Responsibilities	Staff Responsibilities
<p>The school has a moral and legal responsibility to its employees, paid or voluntary, to reduce the risk of work associated back problems and other lifting and carrying injuries.</p> <p>It is important to note that the handling of loads applies to lifting, lowering, carrying, pushing, pulling, holding or moving by bodily force any discreet moveable object including a person.</p>	<p>All staff should firstly consider whether it is necessary to lift the object, or if there are any alternative options. If you are at all unsure, do not attempt to lift. You are responsible for your own safety and for the safety of those you work with.</p> <p>If you decide to proceed with the lifting activity the correct way to lift is as follows:</p> <ul style="list-style-type: none"> • Keep the back straight. • Place the feet slightly apart. • Bend the knees. • Grip firmly (with palms not fingertips), then lift slowly holding the object as close to your body as possible. • Do not twist the body during the lifting procedure.
<p>Accidents</p> <p>The maintenance of property and equipment to ensure personal safety is the overall responsibility of the SLT. All employees, whether paid or voluntary, are responsible for reporting of any faults or hazards to their supervisor or the SLT.</p> <p>A report of all accidents should be brought to the attention of the SLT.</p> <p>Accident Record Books</p> <p>All accidents resulting in personal injury must be recorded in the accident book. This is kept at the main office.</p> <p>Every effort should be made to avoid an accident happening.</p>	<p>The following list provides an indication of areas that require special attention:</p> <ul style="list-style-type: none"> • Beware of wet floors. • Equipment should not be left turned on when unattended and in such a position as to cause others to trip over it. • Climbing onto chairs or desks is not permitted. Appropriate equipment should be used to reach high levels. • Step-ladders must be properly adjusted and secured. If more than the three lower steps are to be used it needs to be supported by a second person. • Correct methods must be employed when lifting or moving heavy objects. • Fire doors must not be wedged open. <p>In the event of an accident, employees, paid or voluntary, have a duty to report it to a member of the SLT. Any employee may be required to assist in determining the cause and to help in any subsequent investigation with the aim of preventing a recurrence.</p>
FIRST AID BOXES SLT Specific Responsibilities	Staff Responsibilities
<p>It is the responsibility of the relevant members of the SLT to ensure directly, or by delegation, that the box is properly stocked <u>at all times</u>.</p>	<p>All employees, whether paid or voluntary, have a responsibility to familiarise themselves with the location of the First Aid boxes.</p> <p>This will form part of all staff inductions.</p>
ELECTRICAL SAFETY	<p>It is the responsibility of all users to inspect appliances for loose wiring, faulty plugs etc, BEFORE using them.</p> <p>Electrical faults must be reported immediately. Faulty equipment must be removed from usage and clearly labelled as such. No-one should attempt to repair the</p>

	<p>equipment themselves.</p> <p>The following list shows examples of electrical faults:</p> <ul style="list-style-type: none"> • equipment not working • loose wiring • broken casing around wires or applications • electrical arcing (sparks) • plugs becoming warm...etc. <p>All employees, whether paid or voluntary, have a responsibility to observe basic principles of electrical safety as well as inspecting appliances before use, i.e:</p> <ul style="list-style-type: none"> • ensure that hands are dry before using an electrical appliance • ensure that adequate instructions are obtained before using unfamiliar electrical equipment and comply with the manufacturer's instructions • leads should never be pulled to remove a plug or to lift or move an appliance • switch off at the mains, unplug and put away all electrical equipment (where appropriate) when not in use • sockets must not be overloaded by the use of adaptors (when in doubt err on the side of safety/seek qualified advice) • if extension cables are used then these must be placed in such a way not to cause a hazard to anybody else.
<p>ENVIRONMENT AND THE WORKPLACE SLT Specific Responsibilities</p>	<p>Staff Responsibilities</p>
<p>The school is legally obliged to maintain a safe and acceptable working environment in as far as is reasonable and practicable.</p> <ul style="list-style-type: none"> • Lighting must be suitable and sufficient in every part of the building through which people either pass or work. Doorways and potential hazards like steps must be well lit. Artificial lighting apparatus must be properly maintained and fluorescent lights must be flicker-free. • Noise at work Regulations 1989 apply to all workplaces requiring assessment of noise levels and the taking of appropriate preventative action where excessive. • Space around machinery and equipment must be adequate to ensure that safe working practices are achievable. • Heating the school must ensure that a reasonable temperature (not less than 16 centigrade) can be maintained in every room in which people are employed to work. 	<p>Employees, paid or voluntary, have a responsibility to co-operate to maintain this environment.</p>

<ul style="list-style-type: none"> • Ventilation must be effective and suitable to ensure circulation of adequate supplies of either fresh or artificially purified air. • VDUs (includes all TVs, whiteboards and computer screens) For safe operation the equipment must be properly installed and consideration given to the following points. • Make sure that the screen is sharp, clean and individual characters can be easily read. • The characters should not flicker or move. • There should be no reflection on the screen. • Ensure that there is adequate lighting to the desk surface adjacent to the machine where necessary. • Ensure that the user's chair has an adjustable height and back support so that a proper sitting position can be maintained. 	
<p>DRIVING SAFETY POLICY SLT Specific Responsibilities</p>	<p>Staff Responsibilities</p>
<p>The school has a responsibility to ensure that where it has transport; employees, whether paid or volunteers, are aware of the Driving Safety Policy.</p> <p>All persons driving on behalf of the school have a responsibility for their own safety and to ensure that their acts or omissions do not endanger the safety of others.</p> <p>If on occasions, a person uses their own vehicle for transporting service users, it is their responsibility to ensure that their vehicle is properly insured, taxed, has a current MOT and is roadworthy.</p> <p>The SLT must ensure that evidence of all relevant documentation is recorded for staff members who drive pupils to school events in any vehicle; their own or a vehicle provided by the school.</p>	<ul style="list-style-type: none"> • All drivers must hold a current and relevant licence. • All drivers must observe the Highway Code and adhere to speed limits. • Seat belts must be worn at all times and appropriate car seats must be used when transporting children and young people. • The authorised number of passengers must not be exceeded. • Passengers must not be allowed to alight until it is safe for them to do so. • Vehicles must not be left with the engine running when parked. • Drivers must not drive under the influence of alcohol whilst attending school or a school event. • Drivers are reminded that smoking or other distracting actions whilst driving is not safe practice. • The safety of the unborn child must be considered in the case of pregnant female drivers and medical advice in relation to pregnancy and driving must be respected. • Drivers need to be aware that they need to notify their insurance companies to ensure that they are adequately covered. • Mobile phones must not be used unless there is a hands free application in the vehicle. • Child safety locks must be engaged on rear doors where possible.

This Policy follows a 2-yearly review cycle unless a change in legislation or guidance necessitates a shorter review period. It was reviewed by M Felton and approved by the Resources Committee on 04 October 2014.

Useful contact details:

Health and Safety Executive: www.hse.gov.uk

RIDDOR Incident Contact Centre – telephone 0845 300 9923. They can advise you if you do need to report specific incidents and about what records you should keep.

British Red Cross on 0845 6061112 / 0870 1709110 or St John Ambulance on 01392 201563. For up-to-date details on the content of a First Aid Box.