

# Boundary Primary School



## Health and Safety Policy

**Review period:** Annually

**Date policy last reviewed:** September 2024

**Person Responsible for Policy:** School Business Manager

**THIS POLICY IS TO BE UPDATED BY THE TRUST IN OCTOBER 2024**

Proud to be part of



# **CONTENTS**

	Page
<b>Introduction</b>	5
<b>Boundary Primary School Health &amp; Safety Policy Statement</b>	6-7
<b>The Organisation</b>	
1. The Head of School	8
2. A Teacher holding a post of responsibility which have within the remit additional responsibilities for health and safety	9
3. Responsibility of Class/Subject Teacher	9
4. Responsibility of Site Manager	10
5. School Business Manager	10
6. Support Assistant	10
7. Obligations of all Employees	11

Proud to be part of



## **Introduction**

The legal requirement for a written safety policy is contained in Section 2(3) of the Health and Safety at Work Act 1974 which states:

“except in such cases as may be prescribed (fewer than 5 employees) it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out the policy and to bring the statement and any revision of it to the notice of all of his employees.”

Blackpool Council has approved a written statement of general policy signed by the Chief Executive. This general policy statement is then reinforced by a number of expanded departmental policies drafted to meet these statutory requirements.

The LA retains the primary responsibility as the employer under the Health and Safety legislation. However the Governing Bodies of individual schools have a statutory duty to comply with the Children’s Services safety policy which requires them to prepare a written safety policy relating to their own particular establishment.

This task is then delegated to individual Headteachers.

## **Corporate Documents in relation to Health and Safety**

Blackpool Council issues a Corporate Occupational Health and Safety Manual (OH & SM) to provide a consistent and concise approach to the management of Health and Safety through Corporate arrangements. Section 4 contains school specific guidance. Regular guidance notes are emailed to schools from the Corporate Health and Safety Team. These are brought to the attention of all staff electronically.

A hard copy of the full manual (OH and SM) is available for staff use in the SBM office.

Proud to be part of



## Boundary Primary School - Health & Safety Policy Statement

The Governors and staff at Boundary Primary School aim to provide the highest quality of educational provision for all pupils and staff in a caring, safe and secure environment. **This is central to the ethos of the school.**

*The Governors at Boundary Primary School are fully committed to the establishment and maintenance of appropriate health and safety standards which will protect the staff, pupils and visitors in their charge whilst at school.*

The Governors recognise that the need to identify and control work-related risks is important to safeguard all persons on the school premises.

To this end particular attention will be paid to meeting statutory requirements in respect of –

- i. The safety of plant equipment, buildings and safe systems of work;
- ii. A safe workplace and safe access and egress;
- iii. Procedures for fire evacuation, first aid cover and other emergency situations;
- iv. Having a statutory Fire Risk Assessment of the premises in place
- v. A healthy working environment;
- vi. Safe arrangements for the use, handling, storage and transport of articles and substances;
- vii. Appropriate information, instruction, training and supervision to assist all employees, pupils and visitors to avoid hazards and contribute positively to their own health and safety whilst on school premises;
- viii. Adequate welfare facilities and suitable protective clothing and equipment;
- ix. Arrangements for the safe introduction of new plant, machinery, substances and procedures.

The Governors will ensure that –

- i. The Health and Safety policy is reviewed annually.
- ii. The schools staffing structure and job descriptions appropriately reflect the delegated responsibilities of staff for carrying out the arrangements for health and safety.
- iii. Health and Safety matters are included in the terms of reference of the existing Governors Committee which comprises of representatives from the Governing Body, school management, a staff representative and a Trade Union representative. A named person on the Governing Body is designated with Health and Safety Responsibilities.
- iv. The school has examined its responsibilities for health and safety and has made the necessary provisions in terms of resources for meeting these obligations.
- v. Regular health and safety reports/inspections including the results of accident investigations are provided by the Headteacher as part of an ongoing monitoring system.

Proud to be part of



- vi. Staff training in Health & Safety subjects is accorded a high priority and will include induction, role related and specific topic training as necessary.
- vii. Full use is made of the specialist services provided by Blackpool Council in the form of the Occupational Health and the Health and Safety Team.
- viii. Regular interim audits, monitoring and inspections will be conducted and reported at Resources Committee.

No policy can be completely effective without the full co-operation of all concerned with the safe operation of Boundary Primary School. The Governing Body will therefore strive to gain this degree of commitment from the staff through participation encouragement and support.

Staff responsible for Health and Safety in school are as follows:

**Helen Moyes - Head of School**

**Vicky Jones-Boast – School Business Manager**

**Stuart Galloway – Premises Manager**

**Rob Harding - Premises Assistant**

Proud to be part of



## Health and Safety

Document Title	<a href="#"><u>Accident/Incident/Near Miss Form Electronic Input</u></a>		
<a href="#"><u>RISK ASSESSMENT</u></a>	<a href="#"><u>Accident/Incident/Near Miss Form Witness Manual Input</u></a>		
<a href="#"><u>Risk Assessment Form 1</u></a>	<a href="#"><u>Accident/Incident/Near Miss Witness Form</u></a>		
<a href="#"><u>Risk Assessment Form 2 Agreed Actions</u></a>	<a href="#"><u>Electronic Input</u></a>		
<a href="#"><u>Risk Assessment Form 3 Risk Matrix</u></a>	<a href="#"><u>ACCIDENT/INCIDENT INVESTIGATING</u></a>		
<a href="#"><u>Risk Assessment Form 4 Activity List</u></a>	<a href="#"><u>MANUAL HANDLING</u></a>		
<a href="#"><u>Risk Assessment Safe System of Work Form</u></a>	<a href="#"><u>WORK EQUIPMENT</u></a>		
<a href="#"><u>Risk Assessment Review Form</u></a>	<a href="#"><u>MANAGING ELECTRICITY AT WORK</u></a>		
<a href="#"><u>CONTROLLING VEHICLE AND PEDESTRIAN MOVEMENT IN WORK PREMISES</u></a>	<a href="#"><u>ASBESTOS MANAGEMENT</u></a>		
<a href="#"><u>CONTROLLING RISKS FROM HAZARDOUS SUBSTANCES</u></a>	<a href="#"><u>MANAGING HEALTH AND SAFETY IN CONSTRUCTION</u></a>		
<a href="#"><u>Controlling Risks from Hazardous Substances Risk Assessment Form</u></a>			
<a href="#"><u>FIRE SAFETY</u></a>			
<a href="#"><u>FIRST AID</u></a>			
<a href="#"><u>DISPLAY SCREEN EQUIPMENT</u></a>			
<a href="#"><u>Display Screen Equipment Workstation Checklist</u></a>			
<a href="#"><u>OCCUPATIONAL HEALTH SERVICE</u></a>			
<a href="#"><u>PERSONAL SAFETY</u></a>			
<a href="#"><u>WORK AT HEIGHT</u></a>			
<a href="#"><u>ACCIDENT/INCIDENT/NEAR MISS REPORTING</u></a>			
<a href="#"><u>Accident/Incident/Near Miss Form Manual Input</u></a>			

Document Reference No	Issue No
-----------------------	----------

OH&S 0003	02
-----------	----

<i>OH&amp;SF 001</i>	<i>01</i>
----------------------	-----------

<i>OH&amp;SF 002</i>	<i>01</i>
----------------------	-----------

<i>OH&amp;SF 008</i>	<i>02</i>
----------------------	-----------

<i>OH&amp;SF 005</i>	<i>01</i>
----------------------	-----------

<i>OH&amp;SF 035</i>	<i>02</i>
----------------------	-----------

<i>OH&amp;SF 003</i>	<i>01</i>
----------------------	-----------

OH&S 0004	01
-----------	----

OH&S 0005	02
-----------	----

<i>OH&amp;SF 006</i>	<i>03</i>
----------------------	-----------

OH&S 0006	03
-----------	----

OH&S 0007	04
-----------	----

OH&S 0008	03
-----------	----

<i>OH&amp;SF 004</i>	<i>02</i>
----------------------	-----------

OH&S 0009	04
-----------	----

OH&S 0010	03
-----------	----

OH&S 0011	01
-----------	----

OH&S 0012	03
-----------	----

<i>OH&amp;SF 027</i>	<i>05</i>
----------------------	-----------

<i>OH&amp;SF 027</i>	<i>05</i>
----------------------	-----------

<i>OH&amp;SF 037</i>	<i>02</i>
----------------------	-----------

<i>OH&amp;SF 037</i>	<i>02</i>
----------------------	-----------

OH&S 0013	02
-----------	----

OH&S 0014	01
-----------	----

OH&S 0015	01
-----------	----

OH&S 0016	02
-----------	----

OH&S 0017	02
-----------	----

OH&S 0018	02
-----------	----

Proud to be part of



<a href="#"><u>Managing Health and Safety Checklist Form</u></a>	OH&SF 040	01
<a href="#"><u>CONTROL OF CONTRACTORS</u></a>	OH&S 0019	01
<a href="#"><u>HEALTH AND SAFETY AT EVENTS</u></a>	OH&S 0020	01
<a href="#"><u>HEALTH SURVEILLANCE</u></a>	OH&S 0021	03
<a href="#"><u>SAFETY IN OFFICES</u></a>	OH&S 0022	01
<a href="#"><u>PERSONAL PROTECTIVE EQUIPMENT</u></a>	OH&S 0023	01
<a href="#"><u>HEALTH AND SAFETY TRAINING</u></a>	OH&S 0024	01
<a href="#"><u>INFECTON CONTROL</u></a>	OH&S 0025	02
<a href="#"><u>LIFTING OPERATIONS AND LIFTING EQUIPMENT</u></a>	OH+S 0038	01
<a href="#"><u>MANAGING WORK RELATED PRESSURE</u></a>	OH&S 0026	01
<a href="#"><u>MANAGING DRIVING AT WORK</u></a>	OH&S 0028	02
<a href="#"><u>MANAGING RISKS FROM NOISE AT WORK</u></a>	OH&S 0029	01
<a href="#"><u>HAND ARM VIBRATION</u></a>	OH&S 0030	02
<a href="#"><u>MONITORING, INSPECTION AND AUDITING</u></a>	OH&S 0031	02
<a href="#"><u>Assurance Monitoring Checklist for Directors</u></a>	Example	Example
<a href="#"><u>Formal Monitoring Checklist for Line Managers</u></a>	Example	Example
<a href="#"><u>Interin Audit Checklist</u></a>	Example	Example
<a href="#"><u>Health and Safety Workplace Inspection</u></a>	Example	Example
<a href="#"><u>FIRE RISK ASSESSMENT</u></a>	OH&S 0032	01
<a href="#"><u>Fire Safety Risk Assessment Form</u></a>	OH&SF 0029	02
<a href="#"><u>EMERGENCY EVACUATION PROCEDURES</u></a>	OH&S 0033	01
<a href="#"><u>Emergency Evacuation Appendix 1 - Personal Emergency Evacuation Plan (PEEP) Questionnaire</u></a>	OH&S 0333	01
<a href="#"><u>CONTROL OF LEGIONELLA</u></a>	OH&S 0034	02
<a href="#"><u>CORPORATE WARNING REGISTER</u></a>	OH&S 0035	03
<a href="#"><u>Corporate Warning Register Access Procedure</u></a>	OH&SF 010	02
<a href="#"><u>A SMOKEFREE WORKING ENVIRONMENT</u></a>	OH&S 0036	02
<a href="#"><u>LIFTING EQUIPMENT AND LIFTING OPERATIONS</u></a>	OH&S 0038	01



## The Organisation

***The ultimate responsibility for health and safety performance in the school rests with Blackpool Council.*** Although the requirement to carry out certain functions may be delegated to headteachers and their staff the duty to achieve compliance with statutory requirements remains firmly with Blackpool Council

The purpose of this section of the school Health and Safety policy is to define what the delegated duties and responsibilities are so that staff can understand what is expected of them.

### Obligations of all Employees

The Health and Safety at Work etc. Act 1974 states:

***“It shall be the duty of every employee while at work:***

- (i) to take reasonable care for the health and safety of himself and of other persons who may be affected by his/her acts or omissions at work, and*
- (ii) as regards any duty requirements imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty of requirement to be performed or complied with.”*

The Act also states:

***“No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.”***

In order that the law be observed and responsibilities to pupils and other visitors to the school are carried out, **all employees**

- i. must sign that they have received a copy of the Health and Safety Policy from the Headteacher;
- ii. take reasonable care of their own safety and that of other persons in their care;
- iii. to know the special safety measures and arrangements to be adopted in his/her own working area and to ensure they are applied;
- iv. to observe standards of dress consistent with safety and/or hygiene;
- v. to promote good standards of housekeeping and cleanliness;
- vi. to know and apply emergency procedures in respect of fire and first aid;

Proud to be part of



- vii. to use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and /or safety of others;
- viii to co-operate with other employees in promoting improved safety measures in their school;
- ix. to co-operate with any appointed statutory body, eg. HSE, PH (public Health)
- x. To attend any identified Health and Safety training relevant to their role/protector of all

Each significant staff category is therefore considered and the key responsibilities and duties described. Such staff categories include –

### **1. The Headteacher**

The ultimate responsibility for all school safety organisation and activity rests with the headteacher who shall liaise with safety representatives and safety committees to enable him/her to:

- i. be the focal point for day-to-day references on safety and give advice or indicate sources of advice;
- ii. co-ordinate the implementation of the approved safety procedures in the school;
- iii. maintain contact with outside agencies able to offer expert advice;
- iv. report all known hazards immediately to the Authority and stop any practices or the use of any plant, tools, equipment, machinery etc. he/she considers to be unsafe until satisfied as to their safety;
- v. make recommendations to the relevant department in Blackpool Council for additions to or improvement to premises, plant, tools, equipment, machinery etc. which are dangerous or potentially so (where there is no estimate provision for this expenditure);
- vi. arrange for inspection of premises, places of work and working practices on a termly basis and ensure that he/she is kept informed of accidents and hazardous situations within the school.
- vii. review annually:
  - (a) the provision of first aid in the school;
  - (b) the emergency regulations and make recommendations for improving the procedures laid down and for the training of personnel;
- viii. review annually, the dissemination of safety information concerning the school;
- ix. recommend necessary changes and improvements in welfare facilities;
- x. report on safety matters to the Governors/Assistant Chief Executive/Children Services.

**A Teacher holding a post of responsibility which has within the remit additional**

Proud to be part of



**responsibilities for health and safety** (i.e. Deputy Head, Assistant Head and Phase Leaders)

- i. Has a general responsibility for the application of the School's Health and Safety Policy in his/her own department or area of work and is directly responsible to the Headteacher for the application of existing safety measures and procedures within the department etc. Instructions given by Blackpool Council.
- ii. Shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, so far as is 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, paper cutters);
- iii. Shall ensure members of staff are fully aware of policies on health and safety;
- iv. Shall review any health and safety problems raised by a member of staff and refer to the headteacher any situation which cannot be resolved to the satisfaction of both parties;
- v. Shall, in line with (iv) above, encourage members of staff to raise concerns regarding matters of health and safety, so that policy and practice are kept under constant review;
- vi. Shall report any areas of concern (e.g. level of personnel training, maintenance of equipment) to the headteacher or Governor with responsibility for Health and Safety;
  
- vii. Shall, where appropriate, seek the advice and guidance of the relevant officers of the Authority.

**3. Responsibility of Class/Subject Teacher**

The safety of pupils in classrooms, other teaching areas, including outside areas, welfare areas is the responsibility of the class/subject teacher.

If, for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the headteacher before allowing practical work to take place.

A class teacher is expected:

- i. to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, an emergency (e.g., gas leak, structural damage), first aid and to carry them out;
- ii. to know the special safety measures to be adopted in his/her own special teaching areas and to ensure that they are applied;
- iii. to give clear verbal instructions and warning as often as necessary (notices, poster, handouts, are not enough);
- iv. to integrate all relevant aspects of safety into the teaching process and, if necessary, give

Proud to be part of



- special lessons on safety;
- v. to follow safe working procedures personally;
- vi. to request for protective clothing, guards, special safe working procedures etc. where necessary;
- vii. to bring to the attention of the appropriate senior member of staff, concerns over matters affecting health and safety.

### **Responsibility of the Premises Team**

- i. conduct visual inspections and record findings on equipment, e.g. Gates/PFFE/doors/walkways etc. and report any issues to School Business Manager, Headteacher or any other member of the Senior Leadership Team.
- ii. to assist the Headteacher to ensure that health and safety implications are considered in connection with the security and for monitoring contractors on site to ensure their working procedures do not endanger the health, safety and welfare of staff, students and visitors.
- iii. Ensuring, so far as is reasonably practicable, that safety and health provisions and procedures affecting cleaning contractors or ground maintenance contractors are adhered to.
- iv. that cleaning materials and equipment liable to be a danger to pupils, or staff, are correctly used and properly stored when not in use;
- v. that all waste materials from the school are disposed of in accordance with Blackpool Council;
- vi. maintain a clean and effective premises;
- vii. maintaining a high standard of house keeping;
- viii. reporting to the appropriate senior member of staff any problem or imminent danger associated with his responsibilities, as soon as it is practicable to do so.
- ix. To co-ordinate with contractors (SLA) to conduct their statutory testing e.g., Legionella, PAT (Portable Appliance Testing) testing and PFFE (Portable Fire Fighting Equipment)
- x. responsible for the induction and monitoring of all permitted/authorised contractors on the premises

### **5. School Business Manager**

- i. The School Business Manager will assist the Headteacher by advising on the health and safety implications of the purchase and maintenance of furniture and equipment and for ensuring that the health and safety aspects of the letting of premises arrangement are complied with.
- ii. The School Business Manager will be responsible for ensuring that there are efficient signing in and out procedures in place to monitor visitors to the school including outside contractors and passenger assistants;
- iii. The School Business Manager will facilitate all Health and Safety corporate

- arrangements, guidance, etc. to relevant parties within the school;
- iv. The School Business Manager will be responsible for ensuring that all Health and Safety statutory testing, inspections are planned and implemented.

## **6. Teaching Assistant/Apprentices**

- i. has a general responsibility for the application of Blackpool Council's Health and Safety Policy to his/her area of work and is directly responsible to the appropriate senior member of staff for the application of existing safety measures and procedures within that area of work;
- ii. shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, guillotines etc.).

## **Health and Safety**

The arrangements section sets out in appropriate detail the various systems and procedures necessary to achieve the safety policy objectives. It deals with the control of all significant hazards and risks to which persons are likely to be exposed whilst at school as a staff member, pupil or visitor. It explains how the school intends to meet its statutory obligations and explains how standards are to be achieved and maintained.

Proud to be part of



The need for a concise approach to this section of the policy is important. Reference is made to other documents dealing in detail with specific topics rather than attempting to make the safety policy perform that function.

The following is a list of the main areas to be considered.

### ***Fire Safety***

[Fire Reform Order 2006, Fire Precautions (Workplace) Regulations 1997]

Attention to fire safety is of vital importance throughout the school in order to safeguard life and prevent property damage.

In the event of fire or any other such emergency please do the following: -

1. SOUND THE ALARM - Press call button – Siren sound
2. VACATE THE BUILDING – All will vacate the building quietly, quickly but calmly, by means of the nearest fire exit and line up at the designated assembly point on the relevant playground and liaise with Fire Wardens.
3. A ‘Fire’ Drill will be held each term to check these procedures. Fire Extinguishers are checked yearly to ensure that they work. The Premises Team will do regular checks on the Alarm System and emergency lighting system. A **RECORD** of any drills and all relevant information concerning maintenance procedures are to be kept by the Premises Team and the file is kept in the Premises Managers office.
4. Training records relating to fire safety are kept on Arbor.
5. PFFE (Portable firefighting equipment – blankets, fire extinguishers) will be maintained and inspected under the SLA with Blackpool Council.
6. Further details are available in the Fire Safety evacuation Plan.

***General Risks*** and Risk Assessment [Management of Health and Safety at Work Regulations 1999]

Proud to be part of



Compliance with the above Regulations requires in particular that risk assessments are prepared which relate to the **significant** risks to health and safety to which staff, pupils and visitors are exposed whilst they are at work.

It is the responsibility of all employees to create, amend or review relevant activity based risk assessments. There may be occasions when a specific risk assessment maybe required that is not activity based (for example from individual child).

All Risk Assessments (originals) are to be held on google drive for all staff to access. All copies must be signed by a member of staff and relevant risk assessments such as classroom risk assessments must be displayed in classrooms.

### ***First Aid and accident procedure***

1. [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013]  
Compliance with the requirements for the reporting of injuries, disease and dangerous occurrences is mandatory. Reporting procedures require full completion of an appropriate LA Accident/Incident/Near Miss Report Form (employee, pupil with a serious injury or contractor) or bump book (pupil).
2. [The Health & Safety (First Aid) Regulations 1981]  
The School will comply fully with the Health and Safety (First Aid) Regulations 1981. Although First Aiders are required by law solely to provide treatment for employees it may be necessary on occasions for them to render assistance to non-employees (school children, members of the public, contractors etc.) They have full authority to do this and in the unlikely event of a claim for compensation the Council's Public Liability Insurance will provide the necessary cover.
3. Any treatment administered in school must be by a trained First Aider (First Aid at Work, Emergency First Aid or Paediatric First Aid).  
Treatment recorded in the bumped note book and corporate forms  
It should be noted that all notifiable accidents or violent incidents resulting in injury must be orally reported as soon as possible and certainly within the working day it occurred to the most appropriate senior member of staff  
Fill in an accident slip, and hand in at the school office, not later than twenty four hours after the accident.  
The school office staff will record on Medical Tracker to ensure an email is sent to parent/carer for minor head bumps and inform them of treatment for a minor injury as appropriate unless they were called to attend personally.

The school has provided a mini First Aid Kit which must be checked by the Phase Leader to ensure supplies are available at times of accident/incident on playground and in school.

Proud to be part of



*Further details are available in the First Aid Policy.*

Proud to be part of





## *Smoking Policy*

In recognition of the dangers of smoking, both direct and passive and the desire to promote a healthier and more pleasant working environment, Blackpool Council has a policy of no smoking at work. **Boundary Primary School is, therefore, a non-smoking site.**

## **Hot drinks in school**

Staff are not permitted to carry hot drinks in standard cups or mugs, all hot drinks must be in a sealed cup when travelling through corridors. Staff are permitted to use cups and mugs within the staff room area.

Children are not permitted to have hot drinks or soup for school lunches or breaks, unless it is provided as part of the school lunch menu with Lancashire Catering.

## *Housekeeping, Access & Egress* [Health and Safety at Work Act 1974]

It is the responsibility of **all** staff to maintain a tidy environment, ensuring no blockages on walkways and corridors. **All** staff should be aware of the dangers from trip hazards such as trailing wires and cables, items of equipment stored at floor level and loose, frayed or holed flooring. The Premises Team will monitor this on a day-to-day basis. Storage facilities should be used with a heightened awareness of fire hazards/inflammable materials.

## *Electrical Safety* [Electricity at Work Regulations 1989]

**Full compliance with the appropriate sections of the Electricity at Work Regulations 1989 is essential particularly in respect to the maintenance of electrical equipment. The Business Manager holds a current inventory of the school's portable electrical equipment, which should be made available to the contractors carrying out the annual maintenance checks. Any equipment, which fails to meet the relevant standards, must be removed from use to a safe area to await repair or replacement.**

**Only tested and authorised equipment (including hand tools) must be used on site.**

All **portable** electrical equipment is subject to annual checks by approved Blackpool Council contractors, who will attach labels to indicate a **pass** or **fail**. Any item which fails the checks will immediately be withdrawn from use and arrangements made to affect a repair or replacement.

Proud to be part of



Between checks any users of portable and transportable equipment are asked to carry out the following mainly **visual checks** on a regular basis i.e. weekly for office-based equipment and before use for equipment taken from store:-

- check that the cable is not damaged
- check the plug for cracks, bent pins or signs of overheating
- confirm that the cable to plug connection is secure and that no coloured wires are visible
- check the external casing of the equipment for damage, signs of overheating or loose parts

These checks also apply to extension leads and associated plugs and sockets.

Any faults must be reported to premises team who will arrange to have the equipment taken out of use immediately.

### **Purchase**

Any purchase of electrical equipment for use in the school must initially be made through recognised suppliers. Blackpool Council will provide technical advice and guidance on suitability requirements where required.

### **Unauthorised Equipment**

Because of the strict control necessary to ensure safety in the use of electrical equipment employees must not bring any personal electrical equipment to work. This rule is in everyone's interest. If certain equipment is not available and is needed at work then a request should be made to the appropriate manager who will consider the matter and if necessary approve purchase for the school.

If relevant to ICT equipment then further details are available in the ICT Code of Conduct Policy. A hard copy is kept in the school office, staff room and Headteacher's office. All policies are emailed to staff and placed on Google Drive.

Proud to be part of



### ***Water Safety***

The school has a pressurised water system. Some areas have a controlled water temperature.

The water system will be maintained and inspected under SLA with Blackpool Council.

### ***Chemical Safety*** [Control of Substances Hazardous to Health Regulations 2002]

**ANY SUBSTANCES USED SHOULD BE CHECKED (BEFORE USE) BY CHECKING THE MATERIAL SAFETY DATA SHEETS FILE WHICH IS HOUSED IN THE PREMISES MANAGERS OFFICE BUT AVAILABLE TO ALL STAFF.**

The **COSHH** regulations apply to schools and require us to regulate the use of, assess the risks of using, and completely stop using some substances in schools. The rules cover all dusts, fumes and micro-biological issues, chemicals, medicines, or any substance which may adversely affect the health and safety of any member of the school community or visitor. For our school there are several areas which require special attention:

1. All chemicals concerned with cleaning should be carefully labeled and be kept locked away from children. No cleaning materials should be kept in classrooms.
2. Good practice in the classroom is essential with regard to personal hygiene and safety. This is especially relevant to science, environmental work and technology. Parental permission should be obtained where children may be involved working with animals to ensure that the children's health cannot be adversely affected,

Proud to be part of



or the C.O.S.H.H.regulations contravened.

Wash hands thoroughly after handling chemical substances or animals even if gloves have been worn

Only approved chemicals are allowed on the school premises.

### ***Working Environment*** [Workplace Health, Safety and Welfare Regulations 1992]

The following section has been prepared to highlight some of the more common health and safety problems which occur in offices, classrooms and school premises.

#### **1. Working Space**

The legal minimum is the equivalent of 11 cu metres per person (a maximum of 3m ceiling height to be taken into account).

*Note: a reasonable amount of office furniture is permitted within this space allowance.*

#### **2. Heating, Lighting, Ventilation**

These aspects are prescribed by law - i.e. a reasonable temperature must be maintained during the hours of work - lighting must be suitable and sufficient by natural light if practicable and every workplace must be ventilated by fresh or purified air.

#### **3. Welfare Facilities**

The school will provide eating and drinking facilities for employees, pupils and authorised visitors.

The school will provide sanitary facilities for employees, pupils and authorised visitors.

#### **4. Adequate storage**

The school will provide as far as reasonably practicable, suitable and sufficient storage. The storage provided must be used for relevant school equipment, materials and resources etc. (including small items of personal possessions which can be stored in a school locker).

Proud to be part of



*Further details are available in the Premises Management Policy.*

### ***Lifting*** [Manual Handling Operations Regulations 1992]

**No one in school should be required to carry out any manual handling operation, which puts them at risk of injury. If the task cannot be avoided or carried out by mechanical means then the manager responsible must carry out or make arrangements for a detailed Manual Handling Assessment. This will determine exactly when hazards and risks are involved and what remedial action is necessary.**

**The majority of injuries reported each year by employees result from some type of manual handling work, that is the moving or supporting of loads using the hands or body forces.**

### ***Use of School Premises by Outside Organisations***

Out of school use of the premises is authorised and managed by the school. This will be co-ordinated by the School Business Manager.

*Further details are available in the Lettings Policy.*

### ***Site Security and Personal Security***

The school has a statutory duty to ensure so far as is reasonably practical the health and safety and welfare of all employees whilst at work.

*Further details are available in the Lone Working Policy.*

**It should not be possible for anyone to gain access to the school during the working day without having to pass through an identification process which establishes their identity, the purpose of their visit and the name of the staff member they wish to see.**

Proud to be part of



**Door security locks, telephone systems, a dedicated reception/waiting area, a signing in/out system and prominent 'visitor' badges are all means for achieving this requirement and should be selected to match individual requirements.**

The reception systems in place at school ensure that unauthorised persons cannot gain access to the body of the building providing that staff ensure that external doors are kept closed and that all visitors' entry to the building is managed by the office staff and nobody attempts to slip past them as they enter or leave the building. All staff should be vigilant to unknown or unaccompanied visitors in school and report immediately to a member of the Senior Leadership Team if not complying with the above.

All Phase Leaders and Nursery teacher must charge their Walkie-talkie every day after school and turn them off before leaving the building. This is required to:

- Call for assistance
- Report all incident/accidents
- Carry when emergency situations arise

If due to absence of Phase Leader/Nurse teacher a responsible member of staff must carry said Walkie-talkie.

If required out of hours e.g. activity based after school clubs, staff must carry a Walkie-talkie and this can be returned to the staff member at the end of the activity for storage and charging.

**STAFF ARE NOT PERMITTED TO ENTER THE SCHOOL PREMISES ON  
EVENINGS AND WEEKENDS UNLESS AUTHORISED BY THE HEADTEACHER  
OR SCHOOL BUSINESS MANAGER**

### ***Educational Visits***

The school will comply with relevant Blackpool Council policy and guidance for educational visits. It is vital that this guidance is followed to ensure the health and safety of school pupils and staff. Relevant RA should be completed and submitted to EVC for discussion or approval by the Headteacher.

The school also has their own Educational Visit Policy which can be found in the policy file on Google Drive.

### ***School Inspections***

Termly Health and Safety inspections will be undertaken by the Health and Safety Governor and a nominated member of the teaching or support staff and a written report will be

Proud to be part of



submitted. An action plan in response to the report will be drawn up by the Headteacher and Governing body.

All staff have a responsibility to report any defects/faults/bad housekeeping to the premises team, School Business Manager or any other member of the Senior Leadership Team.

### ***Car Parking***

The school car park has gates which are open daily from 7am - 8.30am and then at 3.30pm - 6.30pm, at all other times the gate is on a call in system and will only open when the office staff approve it. Parents are asked not to use the car park to drop children off and collect, unless using Creative Kids Club. Parents wishing to use the car park for access to breakfast will be allowed to enter after 8am, they should drive carefully following the speed limit and turn the engine off whilst dropping off at breakfast club. Parents wishing to use the car park for access to after school club will be allowed to enter between 3.30pm and 5.30pm, they should drive carefully following the speed limit and turn the engine off whilst collecting the children.

Cars must only be parked in designated areas and, whilst entering the car parking area, comply with the sign-posted speed limit and traffic calming measure. Vehicles should not 'double' park and only valid blue badge holders are permitted to park in the disabled bay.

If staff and visitors double park, park in disabled bays where not permitted to, they will be asked to move their car and park in a suitable spot, which may be on the main road outside school.

Additionally regular premises (outside and inside) inspections will be completed by the premises team. This will be reported to the School Business Manager. Any branches over hanging, leaves, debris must be cleared up each day.

### ***Induction***

All newly appointed staff will receive a formal induction which includes the school Health and Safety Policy, and other relevant school policy, Fire Safety Emergency Procedure Plan for Evacuation of the school, Risk Assessment procedures and Individual Pupil Risk Assessments.

As part of the Induction process the following key personnel are identified: EVC; First Aiders; School Health & Safety facilitator; Nominated Health & Safety Governor and Fire Wardens. Staff are also made aware of the availability of the Corporate OH & SM in the School office and google drive.

Proud to be part of

