

# Deer Park Primary School

## Health and Safety Policy

### 2022-2023



## AIM

Our aim as a place of work and learning is to provide a safe and healthy environment for employees, pupils and visitors. We aim to ensure that the work and activities carried out by the school do not adversely affect the health and safety of any person.

In order to achieve our aim we recognize the need for consultation and communication with all staff on Health and Safety issues. We also recognize the need to seek expert advice, where necessary, in order to determine risks to Health and Safety. We are committed to providing adequate training and information in respect of Health and Safety risks to all staff, and require support from everyone to enable the objectives of this policy to be fulfilled.

We will implement the requirements of the LA Health and Safety Policy, the Health and Safety at Work Act, and other relevant legislation.

## ORGANISATION FOR IMPLEMENTING THE POLICY

The Headteacher, Mrs Lupton, is responsible for the implementation of the Health and Safety policy. Risk assessments are to be carried out as appropriate by the Headteacher and the Site Manager.

The Site Manager (Mr Bishop) is responsible for carrying out the weekly fire alarm tests. Mrs Jessup is responsible for checking the contents of the First Aid cupboard and for replenishing any stocks as required.

All members of staff have a responsibility to take care of their own health and safety and that of others who may be affected by their actions at work.

Deer Park is a non-smoking area.

## ARRANGEMENTS

### Introduction of new, second-hand and donated machinery and equipment

No second-hand or donated machinery or equipment will be used on the school premises until it has been tested for electrical safety in accordance with DCC procedures.

### Electrical Equipment

All portable electrical equipment in school including audio-visual, computer and copying machines will be PAT tested annually by a qualified electrician. Fixed installations will be checked every five (5) years and temporary installations every three (3) months.

## **Gas System**

The Gas system will be tested annually.

## **Heating**

Recommended room temperatures are 18C for classrooms and 15C in Halls. There must be adequate ventilation and thermometers will be kept to monitor the temperature. Windows should open safely and have shading provided where necessary.

## **Control of Hazardous Substances (COSHH assessments)**

A COSHH assessment will be made for all substances used on the school premises. Safety data sheets must be obtained for all products designated as hazardous following COSHH assessment. Copies of the safety data sheets will be kept in the Site Manager's storeroom and in the school risk assessment file in the office. It is the responsibility of staff wishing to introduce a new substance into school to ensure that a COSHH assessment is carried out before the product is used. The COSHH assessment will be reviewed annually. Corporate Resources Department at the County Offices are responsible for carrying out COSHH assessments.

## **Contractors on Site**

The presence of workers other than those employed in school may create potentially hazardous situations. Contractors should report to the school office to discuss with the school the potential hazards that might be caused by the work e.g. materials, machinery noise, dust and traffic. It is the responsibility of the school to check the safety record of the contractor. On completion of the contract a full inspection should be done by the Site Manager/headteacher.

## **Asbestos**

The asbestos survey of the school is kept in the Heads office. All contractors should be shown the report and sign a declaration to say that they have noted the whereabouts of asbestos in the school.

## **Communicating Health and Safety Information**

Communication of Health and Safety information is a two-way process. The Headteacher is responsible for circulating all relevant Health and Safety bulletins/updates to staff who need them. The Health and Safety Policy will be circulated to all staff annually and to new staff on appointment. Staff who identify a Health and Safety issue or hazard are responsible for bringing it to the attention of the Headteacher. These will be attended to immediately if this is possible or recorded on the H+S maintenance list.

## **Security Arrangements**

All visitors to school must report to the Main Entrance on arrival and departure. See school Security Policy for further details.

## **Fire Procedures**

In the event of a fire the assembly points are the school playgrounds. The fire alarm will be tested weekly in rotation and recorded in the fire logbook by the Site Manager. Termly fire evacuation drills will be carried out and also recorded in the fire logbook. Fire fighting equipment will be inspected annually and checks recorded on the equipment. Mrs Young or her deputy will contact the Emergency Services. Fire risk assessment will be carried out biannually.

## **First Aid procedures**

Mrs Jessup is the named qualified First Aider. Mrs Weston-Taylor and Miss Muddiman are the appointed persons for Foundation Stage. In their absence other trained members of staff are available to administer first aid. The First Aid cupboards are located at the rear of the Junior library, new block and infant central area. Mrs Jessup is responsible for maintaining the contents of the First Aid cupboard.

The Headteacher, Mrs Lupton, is responsible for contacting the emergency services if required. Where Mrs Lupton is absent, whoever is acting in her place assumes this responsibility (usually the Deputy Headteacher, Mrs Meecham).

Parents will be notified immediately of any serious accident involving their child. Where a child has had a bump on the head a 'bumped head note' will accompany the child home to alert their parents. In these cases the teacher responsible for the child will also accompany the child to their parent/carer at the end of school and explain the incident.

## **Accident recording**

All accidents must be recorded in the Accident Book, which is kept in the office. Accident Report Forms for more serious accidents, where children or staff are kept in hospital overnight, are kept in the office. Any accident resulting in hospitalisation will be reported to Riddor.

## **Administering Medicines**

See Supporting Children with Medical Needs Policy and Administration of Medicines Policy

All staff will be made aware of any child who has asthma, diabetes or could suffer from anaphylactic shock and the appropriate emergency procedures to be taken.

## **Reporting**

Certain types of injuries, diseases and dangerous occurrences must be reported to the HSE. These include: any injury resulting in absence of work for more than three (3) days; any injury requiring admittance to hospital for more than twenty-four (24) hours; road traffic accidents relating to a work activity.

The definition of accident includes an act of violence to an employee. The Headteacher, Mrs Lupton, is responsible for reporting such incidents to the HSE.

## **Disability**

See DDA and Equality Policies

## **Welfare facilities for staff and children**

At the moment there is no separate room to provide welfare of medical facilities within the school.

## **Controlling risks in curriculum areas**

It is responsibility of the teacher to ensure that pupils are aware of any potential hazards and to check that all reasonable precautions are taken. Scissors, knives and tools should be stored safely and children should be instructed in the correct usage of these. Children using craft knives, drills etc should never be left unsupervised.

IT equipment must not be allowed to overheat the area of the room in which it is contained (18C)

All physical education equipment must be regularly checked for defects. It is the responsibility of the teacher to ensure that apparatus have been correctly erected before children begin to use it. Apparatus must be sited and spaced so that collisions are unlikely to occur. The number of children using any one piece of apparatus should be limited to reduce the likelihood of accidents. Children should work quietly when using apparatus so that the teacher may be heard easily. Children who are stuck or unsure of their ability on certain apparatus must not seek help from other group members, but ask one of them to fetch the teacher. Each lesson should begin with warm-up activities and the need for these should be explained to the children e.g. to prevent straining of muscles.

Children should change into appropriate clothing for P.E. lessons. Whenever possible where high apparatus is involved children should have bare arms and legs. For indoor work gym shoes are preferable. Long hair should be tied back and any jewellery removed.

In the event of an accident all children must come down from the apparatus and sit on the floor. One child must be sent to the Headteacher for help while the teacher stays with the class and keeps the children calm and away from the injured child.

## **Out of school activities (visits etc.)**

These are conducted in accordance with the school's Off Site Visits Policy and recommendations on out of school activities and journeys.

The sheet *Guidance sheet for group leaders* is to be taken on all educational visits. This can be found in the document titled *Critical Incident Management Plan*.

Parents are always informed of off-site visits and written consent obtained. Teachers carry out pre-visit risk assessment visits where possible.

## **Bullying**

Please refer to the school engagement and behaviour policy and the Anti-Bullying Policy.

## **Risk Assessments**

Risk Assessments for all areas of work will be carried out as recommended by DCC. The Site Manager will receive training in carrying out assessments and will be responsible for ensuring all areas are covered. All Risk Assessments will be reviewed annually.

## **Formal Inspections**

Formal inspections of the premises, including outside areas, will be carried out annually. Inspections will be carried out by Mr Bishop, Staff Health and Safety representative, the Headteacher and a representative from the Premises Subcommittee. The Headteacher is responsible for ensuring any Health and Safety problems identified by the inspection are dealt with including those concerning lifting, carrying, tripping, slipping and falling.

## **Disaster Plan**

This is located in the Headteacher's office and gives details of responsibilities in the event of a major disaster.

## **Lone Working**

Where possible, this should be avoided. A Risk Assessment should be carried out prior to lone working taking place and precautions taken to ensure minimal risk. If the assessment leads to a high to medium risk the activity should not proceed.

## **Legionnaires disease**

Any fixed water heaters and showers that are not in regular use should be run for 5 minutes once a week to inhibit the spread of legionnaires disease.

## **Manual Handling**

Members of staff are to be made aware of the hazards of manual handling heavy/awkward loads. Heavy loads should be broken down to smaller units and suitable lifting equipment used if there is no suitable way to reduce the load. The Site Manager is to be offered training on an annual basis on dealing with heavy loads.

## **Stress Management**

It is the role of the Headteacher to identify and manage stress within the school staff. Members of staff should be encouraged to use the DCC officers who are trained to counsel those with stress.

Review

Reviewed by: Annette Lupton 01.09.2022  
The next review of this policy is in 1 year's time in 2023

Reviewed by PH and S Committee:

