

## Health and Safety Policy

This document describes the way in which the staff and governors at Seaton Primary School will implement the Local Authority's Health and Safety Policy and should be read in conjunction with that policy and the Devon Education Health and Safety Manual.

### Responsibilities

- The employer is Devon County Council and has overall responsibility for Health and Safety in the establishment, discharged by means of the above mentioned policy and manual, delegation to heads of establishments, and training.
- Advice on specific matters may be sought from the authority representative, Management and Governor Services (see appendix).
- Training will be taken when necessary, especially for First-Aiders, appointed Persons and the Safety Officers (see appendix).
- Safety is everyone's concern, including staff, governors, children and parents. Employees have a duty to co-operate with the LEA and the Safety Officer in making the school a safe place to work in.
- The establishment, Seaton Primary School, is responsible for the safety of all who use the premises, not only those who regularly work here, but also those who visit, such as students, visitors and contractors.
- Financial resources for matters concerning Health and Safety will be sought from the main budget share under the heading of Buildings and Premises, but should be identified separately.

### Communications

In order to implement the above policy, the following lines of communication have been established:

- The Premises Committee of the governing body shall also serve as a Safety Committee.
- Staff and pupils shall report matters concerning Health and Safety to the School Safety Officers who shall, in turn, be responsible to the Safety Committee.
- The Safety Committee shall report to the full governing body when making their normal Premises report, but Health and Safety matters should be identified separately.
- When the LEA carries out work on the premises, responsibility for safe working practice rests with the employer. If the governing body initiates work, then responsibility rests

with them to ensure that safe practices are adhered to, and that sufficient indemnity insurance is held by contractors.

### **Functions of staff:**

- Members of staff include Administration staff, Classroom Assistants, Mealtime Assistants, caretaking, cleaning and kitchen staff.
- Key staff shall carry out risk assessments and these shall be kept separately by the Safety Officer for consideration by the Safety Committee.
- The Safety Officer will maintain a record of checks to installations and fire fighting equipment. This will be done by means of the wall planner provided by the LEA.
- Teachers/designated LSAs shall be responsible for the maintenance of First Aid boxes in their area. Regular checks should be made, at least once a term, to ensure boxes are tidy, suitably placed, labelled, and containing the correct items.(see Manual – First Aid).

A programme of training is in place to keep First Aid qualifications up to date (see appendix).

More appointed persons will be trained as funds become available.

- Individual members of staff will ensure that they follow relevant guidelines when planning school trips (see Manual – Devon Approach to Outdoor Activities). Staff will complete a risk assessment for every outdoor activity.
- Each member of staff should familiarise themselves with fire drills, escape routes and rules applying to First Aid boxes.
- Members of staff should be familiar with procedures for the reporting of accidents and the siting of the accident book. Form BR 112 to be kept in the school office (see Accident Reporting Procedures – Manual). Near misses are to be recorded in the accident book in order that they may be analysed by the Safety Committee.
- The Safety Committee, or two representatives from it, shall make an annual Health and Safety check around the school.
- A written report will be submitted by the Governor with responsibility for Health and Safety (see appendix) to the Safety Committee who will consider any implications therein: this will be filed and considered periodically to ensure recommendations are being followed, commensurate with finances available. The Safety Committee shall prioritise recommendations when considering annual expenditure.
- Caretaking, cleaning and kitchen staff should be aware of guidelines pertaining to safe practice, protective clothing and handling of dangerous substances in their own work areas. (DCC Health & Safety Manual – names in appendix).

- An inventory of electrical equipment shall be kept and annual checks recorded by the member of staff responsible (see appendix).
- It is the responsibility of the Safety Officer to convey information concerning Health and Safety to establishment staff.
- The Safety Officer shall display, in prominent areas, the procedures to be followed in the event of a mains gas leak, including the emergency telephone number.
- The burglar alarms. The responsibility for securing the building at the end of the day and setting the alarm lies with the caretaker, or other delegated person, i.e. keyholders such as the Head or Deputy Head.
- The fire alarms are checked weekly on a rota basis by the caretaker.
- It is the responsibility of the Safety Officer to convey recommendations made by enforcing authorities to the Safety Committee for their consideration.
- Staff will be asked to perform a risk assessment on their own teaching areas. It is the staff's duty to keep workplaces tidy and orderly to promote a safer working environment.
- Emergency telephone numbers will be displayed in the office and in the appendix to this document so that emergency services can be contacted quickly.
- All staff should have a copy of this document and the LEA policy, and know where the Health and Safety Manual is kept so that all may refer to it.
- All staff should know where appropriate forms are kept, i.e. BR 112 in the office.
- A member of staff shall be responsible for the swimming pool, security of the compound, safe use and storage of chemicals, safe practice in the use of the pool and dissemination of matters concerning the pool to other members of staff (see appendix).
- The asbestos register will be kept with the Health and Safety Manual and the Safety Officer will make contractors aware of its existence when any work is to be carried out in the school.
- A register of visitors will be kept in the Secretary's office and lapel badges will be issued in order that, in the event of emergency or fire drill, it is known who is on the premises. Visitors without lapel badges should be referred to the secretary.
- All staff are in possession of the policy regarding the administration of medicines and a letter about asthma sufferers. There is, in the staffroom, a list of children with medical complaints which may need specialised knowledge, such as diabetes or epilepsy. Staff will receive periodic group briefings about these conditions from qualified persons. Each class teacher has a list of children in their class with medical complaints.

- VDU operators should be aware of the section in the Health and Safety Manual regarding the use of display screens.

## **Monitoring**

It is the ultimate responsibility of the Headteacher to monitor the effectiveness of these strategies.

Other monitoring activities take place as detailed above and summarized here:-

- a). Staff, pupils and governors will report to the Safety Officer. The Safety Officer will report to the Safety Committee. The Safety Committee will report to the full governing body.
- b). Health and Safety checks will be made termly and a written report will be submitted by the governor with responsibility for Health and Safety to the Safety Committee for inclusion in its report to full committee.
- c). Risk assessments will be performed by staff in certain curriculum areas and by all staff in their own teaching areas. These are to be considered by Safety Committee.
- d). Group briefings will be given when it is deemed necessary.
- e). Termly Fire Drills will take place and a record of these is to be kept by the Safety Officer.
- f). A First Aid training programme will be implemented.

# Health and Safety strategy

## Appendix

### Appointed persons

Safety Officers Kathryn McFarlane / Paul Dike

Safety Committee David Kelf  
(+ other members)  
Kate McFarlane

First-Aid Paul Dike  
Jill Warner  
Anne Adams

Caretaker Graham Clarke

Kitchen Manager Sarah Barnes

AVA Manager Kathryn McFarlane

Keyholders Alan Simpson (Head)  
Paul Dike  
Graham Clarke (Caretaker)

Pool Karl Weber

Management & Governor  
Services Representative Steve Watts

Equipment Inventory Linda Habgood

### Telephone Numbers

Doctors Seaton & Colyton Medical Practice 01297 20877  
Townsend House Surgery 01297 20616

Gas Emergency 0800 111 999

Electricity Emergency 0345 651651

### First Aid Training

As from September 2004: Paul Dike, Jill Warner, Anne Adams.  
All staff have received First Aid training.

This policy was last updated on: \_\_\_\_\_ 29<sup>th</sup> November 2006 \_\_\_\_\_

Signed Headteacher: \_\_\_\_\_

Signed Chair of Governors: \_\_\_\_\_