



St Thomas á Becket CE (Aided) Primary School

Health & Safety / Risk Assessment / Security Policy

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| Policy agreed | April 2016 |
| Policy published | April 2016 |
| Next review date | FGB to determine - April 2018 |
| Approved by | FGB |
| May be delegated to committee, individual governor or Head teacher | |
| Policy linked with: | |
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There is a requirement in law following the Management of The Health & Safety at Work Act etc Regulations 1999 that all employers who have 5 or more employees must carry out risk assessment processes and record their findings.

Governors recognise their responsibility as employers and along with staff are always vigilant to potential hazards.

At the commencement of each academic year a competent member of the Governing Body is nominated to be the Governor with responsibility for Health and Safety. This governor, along with the Head Teacher, carries out annual risk assessment inspections which will include security matters giving particular attention to effective and practical control of access by the public. They report to the Education sub-committee who will take the necessary action.

An inspection is carried out annually in order that any necessary issues and funding can be discussed by the full governing body. A record of inspections is kept in the school office.

Any significant hazards are recorded in line with the 2011 Wiltshire Health and Safety Manual for Schools.

SECURITY ROUTINES

1. Fire Drills

Notices for the fire drill procedures are posted on each classroom wall near the exit. Fire practices will take place each term.

2. Hoax telephone calls

Bomb scare - follow fire drill procedure by vacating the school. The head teacher should search the building for any missing children but leave unidentified objects, then call 999 for police assistance.

3. Request for confidential information

No member of staff or governor should engage in any conversation (by telephone or otherwise) that reveals any confidential information to any member of the general public without permission of the person or family referred to.

4. Visitors to the school

All visitors are to be approached and asked to identify themselves and to state their business. All visitors must report to the Head teacher, teacher in charge or Admin Officer before embarking on any maintenance, collection or delivery duties, to ensure that the business is legitimate and can be authorised.

No child may leave the school premises with any adult, despite assurances made by that adult, without the express permission of the child's parent or guardian. Teaching and non-teaching staff must immediately refer the matter to the head teacher or deputy head teacher for clarification.

5. Valuables in school

Children should be discouraged from bringing valuables/cash into school. Staff can be expected to take care of certain items for safe keeping, but it will be the child's responsibility to take the items home at the end of the day.

Staff must not leave valuables in the office or staff cloakroom unattended. Cash must not be left unattended on surfaces, in the office or in the classroom but kept in the school cash safe. If windows or doors have been unlocked during lunch time or teaching sessions they must be secured at the end of the day.

All electrical appliances must be left switched off when not in use, except server, office computer (for back up) and computers charging overnight. All doors should be shut and blinds in the main office drawn together, and all lights switched off before the last person leaves the premises. All external doors must be locked.

The intruder alarm must be activated when the premises are left unattended.

6. Food

Packed lunches can be provided by parents (or hot meals or packed lunches prepared and served by an external organisation can be ordered at a cost of £2.30).

Packed Lunches are stored on the premises until they are consumed. These are not stored in a fridge and we ask parents to consider content accordingly. We also ask/suggest an ice pack is put in with the lunch.

We aim to maintain the highest possible in hygiene standards with regards to the storage of snacks/fruit.

Key staff who are involved in the preparation and handling of food have received training in food hygiene and adhere to advice and guidelines provided by their training.

New staff are appropriately inducted and trained.

Bread, margarine, spreads, fruit and biscuits are stored at the correct temperature and checked to ensure it is in date and not subject to contamination by pests, chemical, physical contamination or mould.

Reporting of food poisoning food poisoning can occur for a number of reasons; not all cases of sickness and diarrhoea are as a result of food poisoning and not all cases of sickness or diarrhoea are reportable. Where children and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within the setting, the manager will contact the Environmental Health Department and the Health Protection Agency, to report the outbreak and will comply with any investigation. Any confirmed cases of food poisoning affecting two or more children looked after on the premises are notified to Ofsted as soon as reasonably practicable, and always within 14 days of the incident.

7 Cooking Activities

When children take part in cooking activities, they:

- Are supervised at all times;
- Understand the importance of hand washing and simple hygiene rules.
- Are kept away from hot surfaces and hot water.
- Do not have unsupervised access to electrical equipment such as blenders etc.

8 Toys

All toys in Robins will be regularly cleaned – in particular if a child has been unwell.

RESPONSIBILITIES

HEAD TEACHER is responsible for:

- (a) establishing an effective safety culture within their department by promoting health and safety as an integral part of the management of the department and of an individual Teachers's role.
- (b) arranging for the continuing development of departmental health, safety and welfare policy and the monitoring of adherence to that policy.
- (c) allocating and prioritising resources to support the School safety policy.

TEACHERS are responsible for:-

- (a) considering health and safety matters as an integral part of their role.
- (b) ensuring all significant risks are assessed and that the necessary controls are identified.
- (c) ensuring all pupils under their control receive adequate information, instruction, training and supervision to enable them to work safely and without risk to health.
- (d) continually developing and monitoring safe working practices.
- (e) ensuring the health and safety of non-employees considered in the planning of work activities.
- (f) ensuring all accidents, near misses and incidents of violent or verbal abuse are reported and investigated in line with school policy.

PUPILS are responsible for:-

- (a) looking after their own health and safety and that of others who may be affected by their acts or omissions.
- (b) following agreed working practices and safety procedures.
- (c) reporting any accident, near miss, incident of violent or verbal abuse or any hazard.
- (d) ensuring health and safety equipment is not misused or interfered with.

ACCIDENTS, NEAR MISSES AND INCIDENTS OF VIOLENT/VERBAL ABUSE

All of these events must be reported to the Head Teacher.

- (i) Accidents resulting in an injury must be recorded in the Accident Book and by the completion of an Incident Report and Investigation Form.
- (ii) Near misses where no injury has been sustained or any other hazard must also be reported using the Incident Report and Investigation Form.
- (iii) Incidents of violence or verbal abuse which cause injury or distress should be recorded using the Incident Report and Investigation Form and in accordance with departmental procedures.
- (iv) Where any of the above result in a specific notifiable injury as listed under notes on the Incident Report and Investigation Form then the Health and Safety Executive must be notified immediately on 0845 300 9923 and by the completion of Form F25081E within 15 days. OH and S Service at County Hall must also be notified on 01225 713567

FIRST AID

- (i) Provision for adequate first aid arrangements will be made based on a risk assessment of an individual location. It is not necessarily related to the number of persons in a workplace.
- (ii) Where a first-aider is required, that person will receive certificated training.

HOUSEKEEPING

The majority of accidents are at least in some parts as a result of poor housekeeping.

- (i) Everyone is responsible to keep the area around their workplace free from trip hazards.
- (ii) Trailing cables are to be avoided except in very temporary circumstances when attention should be drawn to them.
- (iii) Drawers should be closed after use and equipment and materials put back into their proper place.
- (iv) Shelves, cabinets and cupboards must not be overloaded.
- (v) Spillages must be cleared up as soon as possible.
- (vi) Defective equipment, furniture or lighting must be reported immediately.

MANUAL HANDLING

This section refers to the movement or support of a load including a person or animal but not including an implement, tool or machine while in use for its intended purpose.

- (i) Where practicable work will be organised so that manual handling is eliminated or minimised.
- (ii) Where manual handling is necessary, consideration should be given to the provision and use of suitable lifting aids.
- (iii) Everyone who is regularly required to manually handle loads will be given full training in the appropriate techniques.
- (iv) Teachers and support staff should conduct risk assessments on any handling task which may pose a risk of injury to establish safest methods and assess the capability of the lifter.
- (v) No-one should attempt to lift, support or move any load if they have any doubt about their safety.

ELECTRICITY

- (i) Only competent persons may undertake any work on any part of an electrical system.
- (ii) The person in charge of the premises is responsible for ensuring competence.
- (iii) All portable appliances must be regularly inspected and tested by a competent person.
- (iv) Personal appliances must not be used until they have been inspected and tested.

- (v) Everyone is responsible to visually inspect the plug, cable and general condition of an appliance before use.

DEFECTIVE EQUIPMENT MUST NOT BE USED UNTIL REPAIRED BY A COMPETENT PERSON

- (vi) Records of tests and inspections will be maintained.
- (vii) All non-portable parts of the electrical system will be inspected 5-yearly and tested.
- (viii) Unless protected by other failsafe means, maintenance or repair work may only be carried out when the electrical system is dead.

WORKING AT HEIGHT

- (i) All equipment used as a means of gaining height must be suitable for that particular purpose.
- (ii) Using unsuitable equipment such as chairs, boxes, defective steps, etc. is strictly prohibited.
- (iii) Ladders beyond 2 metres should be securely tied to the structure or, if this is not practicable, footed by a second person.
- (iv) All access equipment should be regularly inspected and a record kept.
- (v) When working at height, consideration must be given to the protection of anyone else who may be below or in the vicinity. This will include the wearing of a hard hat if there is a foreseeable risk of injury to the head.

HAZARDOUS SUBSTANCES

- (i) The use of exposure to hazardous substances will be avoided or, if this is not possible, controlled as far as is reasonably practicable.
- (ii) All containers of hazardous substances must be appropriately labelled and stored securely.
- (iii) All cleaning materials and equipment must be kept in a secure store away from the children. The cleaner/caretaker should report to the headteacher any fittings or fixtures on the premises which are in an unsafe or dangerous condition
- (iv) Everyone who uses, or may be exposed, to hazardous substances should receive information and instruction of the potential risk to health.
- (v) COSHH summary sheets are displayed throughout the school and master copies kept in the file in the cleaning cupboard.

LONE WORKING

- (i) This is permissible except where a task cannot be conducted safely by one person or where there is reason to believe other risks may be encountered as a result of being alone.
- (ii) Local procedures should ensure an individual's safety at the end of the working period.

USE OF DISPLAY SCREEN EQUIPMENT (V.D.U.s)

- (i) All workstations will be assessed to ensure that they are suitable and compatible with the user.

- (ii) Work patterns should be organised to avoid intensive use of the keyboard for periods beyond one hour and to allow periods of rest or other duties.
- (iii) Regular users will receive information and instruction on the potential health risks.

Designated users will be entitled to receive assistance toward the cost of eye-tests and, if necessary, corrective lenses.

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| <p><i>Signed:</i></p> <p><i>Position:</i></p> |
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Appendix 1

Accidents & Incidents

The following types of accident and incident must be reported to the local authority:

Employees

- any type of accident or incident in which an **employee or contractor is physically injured**;
- any incident in which an **employee is subject to threatening, intimidating or aggressive behaviour** from a pupil or other person as a result of being a school employee;
- any incident in which an **employee is subject to excessive verbal abuse** from a pupil or other person as a result of being a school employee;

Pupils/Students

- any type of accident in which a **pupil or other member of the public is physically injured as a result of the condition or lay-out of the premises, the use of any equipment or materials, or the supervision or management of any situation**;

General

- any **road traffic accident during a work journey** (not commuting) even if damage only;
- any other **near miss incident** in which someone could have been hurt.

The school must report any of these events using the appropriate version of the electronic forms below:

- [On-line accident/incident reporting forms](#)

These can also be found on WISEnet: [WISEnet link to report an accident or incident](#)

Any other less serious event or those involving pupil/student accidents that have occurred for reasons beyond the school's management control as described above, DO NOT need to be reported to the local authority but the school should have a separate procedure for ensuring these events are recorded and relayed to parents if necessary.

It is important that the person(s) responsible for incident reporting reads and becomes familiar with the whole of this section as inaccurate reporting can lead to prosecution by the HSE, delays in industrial injury benefit payments and, most importantly of all, the potential for a recurrence.

Accidents & Incidents

1 Procedure for reporting incidents to school employees (including harm through acts of violence)

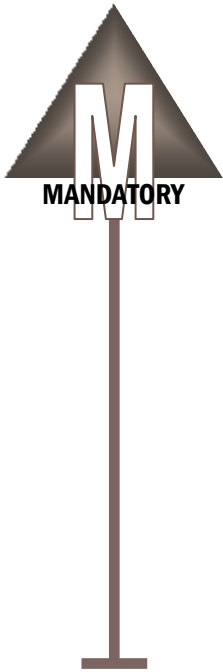


- ▲ If an employee is injured, the details must be entered into the electronic Accident / Incident Report and Investigation Form (see above link). You will be able to choose either the Accident to Employee or Violence/Aggression to Employee forms to complete.
- ▲ Incidents resulting solely in emotional distress as a result of abuse in any form should be reported on the Violence / Aggression to Employee e-form.
- ▲ The e-form is self-explanatory but must be completed diligently after a level of investigation commensurate with the incident.

Some more serious injuries to employees require an **additional** type of reporting to the Health and Safety Executive (HSE).

- ▲ Any of the following injuries must be reported to the HSE immediately by telephone 0845 300 9923. You should also notify the LA Health and Safety Adviser by telephone if the HSE tell you that they intend to attend the scene of the incident.
 - Death;
 - Any fracture, other than to the fingers, thumbs or toes;
 - Any amputation;
 - Dislocation of the shoulder, hip, knee or spine;
 - Loss of sight (whether temporary or permanent);
 - A chemical or hot metal burn to the eye or any penetrating injury to the eye;
 - Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
 - Any other injury:
 - a. leading to hypothermia, heat-induced illness or to unconsciousness;
 - b. requiring resuscitation: or
 - c. requiring admittance to hospital for more than 24 hours;
 - Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent;

Accidents & Incidents



- Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin:
 - a. acute illness requiring medical treatment: or
 - b. loss of consciousness;
- Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.
- ▲ Any injury which prevents an employee from continuing at his/her normal work for more than 7 days must be reported to the HSE on e-form from the link [F2508IE](#). In calculating the days lost, you should not take into account the day of the incident but you must count non-working days. So, for example, an injury sustained on Thursday becomes reportable if normal work is not resumed by the following Friday.

PLEASE NOTE

You should notify the LA Health and Safety Adviser by telephone if the HSE indicate that they intend to attend the scene of the accident.

Incidents can also be reported on-line to the HSE at www.riddor.gov.uk

The LA Health and Safety Adviser can assist schools in investigating incidents

Accidents & Incidents



2 Procedure for reporting accidents or incidents involving pupils/students

- ▲ If a physical injury is sustained, the details must be entered into an 'Accident Log';
- ▲ Schools should devise a local system of reporting injuries and incidents to parents;
- ▲ The e-form (Accident/Incident to non-employee version), to be sent to the local authority, should only be generated if the incident is attributable to any of:
 - a) a factor under the school's control e.g. levels of supervision;
 - b) connection with any school plant, equipment, tools or substances;
 - c) the condition of the premise;
- ▲ This will exclude many playground collisions and sporting injuries. The e-Form is self-explanatory but must be completed diligently with a level of investigation commensurate with the incident;
- ▲ Some more serious injuries to employees require an **additional** type of reporting to the Health and Safety Executive (HSE);

The HSE must be notified by telephone immediately on 0845 300 9923 if:

- (i) a pupil is killed;
- (ii) a pupil is taken *directly* to hospital and subsequently found to be injured;

AND

- (iii) the incident is attributed to any of the factors a)-c) given above.

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PLEASE NOTE ...

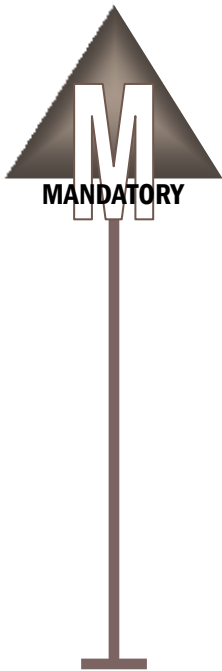
The school should also notify the LA Health and Safety Adviser by telephone if the HSE indicate that they intend to attend the scene of the incident.

Accidents & Incidents

3 Procedure for reporting incidents involving non-employees

These may be parents, siblings, visitors, contractors, members of the public etc.

- ▲ Details of any harm should be recorded and notified to the LA and the HSE as per pupil/student incidents using the Accident/Incident to Non-employee e-Form.
- ▲ Incidents to contractors or other people at work at the school, e.g. delivery persons, should be reported to **their** employers.

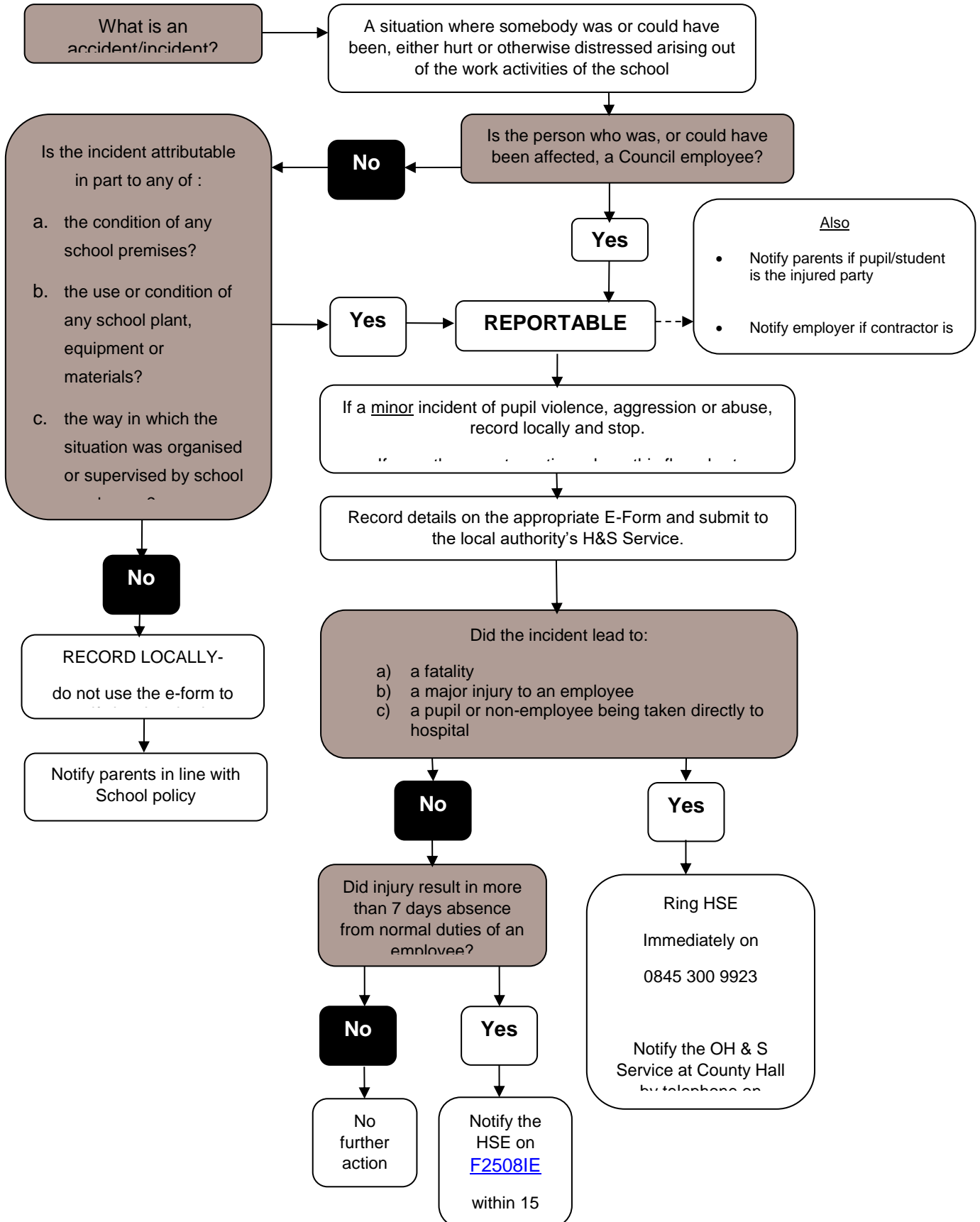


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PLEASE NOTE ...

Remember, reporting incidents accurately is a legal duty and helps to prevent recurrences.

Accidents & Incidents

Is an Accident or Incident Reportable?



Accidents & Incidents

Guidance on the completion of an Accident/Incident e-form

You may want to keep the flow diagram, 'IS AN ACCIDENT/INCIDENT REPORTABLE?' in a prominent spot in the first aid room and/or admin office so that everyone has access to information about when to fill one out.

Who completes the form?

The e-form can be completed by any member of staff although the injured party should not complete without reference to the headteacher or another senior member of staff. Alternatively other members of staff (perhaps an administrative officer) can be given the role of submitting details from a standard information gathering paper form that has been completed by the injured party. A [form](#) for this information gathering purpose is available below or on WISEnet and supplies can be kept in the first aid area.

The e-form should include the findings of the investigation and preventative actions to be taken.

Once completed, and submitted, the e-form is received by the Council Health and Safety Advisers.

What happens to the form then?

The submitted e-form will be reviewed by the Council Health and Safety Advisers and where necessary further investigations will be conducted and any recommended actions will be appended to the form. The completed form will then be emailed back to the Headteacher and the administrative officer / staff member who completed the original form to enable actions to be undertaken. The school should retain a copy of the finalised form case it should be needed in any subsequent civil law claim.

The details from all forms are recorded and used to identify trends and particular hotspots of concern. Reports are also produced for Directors and elected Members.

What about sports activities?

Accidents and incidents that happen in relation to curriculum sports activities and that result in pupils being killed or taken to hospital for treatment are reportable.

Playground accidents

Playground accidents due to collisions, slips, trips and falls are not normally reportable unless they happen out of work or in connection with work, e.g. because of:

- the condition of the premises or equipment;
- inadequate supervision.

Accident/Incident Recording Sheet

Nature of Incident: Accident / Near Miss / Incident of Assault or Abuse (circle)

1. Injured Person

| | | | |
|-----------|--|------------|--|
| Forename: | | Last Name: | |
|-----------|--|------------|--|

Status: Employee / Pupil / Member of Public / Contractor (circle)

| | | | |
|--|--|-----------------------|--|
| If employee, give occupation: | | | |
| If contractor, give company name: | | | |
| If member of public, give address and contact details: | | If under 18 give age: | |

2. Incident Details

| | | | |
|---|----------|------------------------------|----------|
| Description of incident eg what happened, what was the person doing? | | | |
| Where did it happen? | | | |
| Incident date: | | Time of Incident (if known): | |
| Type of injury: e.g. cut/bruise | | Part/s of body injured: | |
| First aid given? | YES / NO | Went straight to hospital? | YES / NO |

| | | |
|--|----------|--|
| Causes / contributory factors: | | |
| Preventative measures already taken: | | |
| Names of witnesses: | | |
| Name of person completing form: | | |
| Have you informed the Head teacher about this accident / incident? | YES / NO | |
| Head teacher's comments: | | |

Hand this completed form to your Admin Office so that an Online Incident Report can be raised.