



HEALTH AND SAFETY POLICY

As God's family we love, learn and play together.

At Frodsham CE Primary School we endeavour to:

- Encourage an ethos based on shared Christian values and principles.
- To encourage children to make appropriate choices enabling them to develop healthy lifestyles which will lay a strong foundation for their future wellbeing.
- Regard every child as an independent learner, challenged to achieve their potential in a safe, happy and welcoming environment, which celebrates achievement.
- Develop and foster all children's views of their own self-worth and their ability to make a positive contribution and flourish in the world.
- Encourage everyone to value and respect each other's place within the life of the school and the wider community.

1. HEALTH AND SAFETY POLICY STATEMENT

- 1.1.1 The school recognises its duty of care for the health, safety and well-being of its employees. It will take effective steps to ensure that this is achieved, so far as is reasonably practicable. In discharging this responsibility it will take into account its parallel obligations for the Health and Safety of pupils, visitors and others who might be affected by its operations.
- 1.1.2 The provisions in this policy are intended to ensure that Health and Safety is an integral part of the general process of risk management which the school operates. Thus, Health and Safety will be included in the school's review and planning process as an issue essential to the development and maintenance of the school's management systems.
- 1.2 The purpose of the policy is:
- to provide the necessary authority and support for staff as they make their respective contributions to health and safety;
 - to set out duties and responsibilities;
 - to recognise the partnership necessary with the LA to ensure that all statutory duties in this field are met;
 - to emphasise the importance of keeping hazards under control by making an assessment of operating risks.
- 1.2.1 The Governing Body is committed to securing the health, safety and well-being of employees, pupils and others affected by the school's activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected. For employees, this is not only a matter of common sense, but also as a legal duty.
- 1.2.2 All employees, regardless of seniority, have a duty to take care of themselves and others that might be affected by their acts or omissions. Staff should use equipment and working methods approved by their supervisor / senior colleague. Special care should be taken with the health and safety issues of any new venture.

2. ORGANISATION AND ARRANGEMENTS FOR IMPLEMENTING THE POLICY

- 2.1 The Headteacher has overall responsibility for the implementation of this Policy. To facilitate this, the Headteacher is the designated Health and Safety Co-ordinator and Rob Allerston, the Health and Safety Governor.

Risk Assessment

- 2.2 The underlying process, which secures this policy, is risk assessment. Assessments of significant risks will be made in conjunction with those affected and recorded in writing. It will be the responsibility of the headteacher, Site Maintenance Officer, class teachers in their roles as class teachers and subject leaders and all staff employed by the school, to ensure that relevant risk assessments are maintained and kept up to date. Where no guidance exists on a specific topic, staff will follow the LA risk assessment process.

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Consultation

- 2.3 Employees with concerns should normally raise them with the headteacher, however, the Governors welcome the support of trades unions in health and safety matters and staff should feel free to contact the appropriate trade union appointed safety representative. Requests for external help should be raised initially with the headteacher who will seek advice from the LA Health and Safety Adviser, on any concerns of employees, which cannot be resolved locally.

Contractors and School Partnerships

- 2.4 Contractors carrying out work for the school will be vetted for their Health and Safety performance. They will be required to act in accordance with this policy and the school's specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the Headteacher to ensure that the school's Governing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control.
- 2.5.1 School linked partners and hirers, will exchange health and safety policies and procedures with the School and ensure that the health and safety of all school staff and users will be protected to a level which is reasonably practicable and equivalent in standard to the school. In particular, partners will be required to provide school staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures which will be new or unusual in comparison with school's activities.

Inspection and Monitoring

- 2.6 The Headteacher / Health and Safety Co-ordinator will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole school Annual Risk Assessment and Safety Review. Feedback from this process will be referred to the Governing Body.

Accident / Incident Reporting

- 2.7 Every minor injury should be reported in the school accident book, located in the staffroom. An injury that needs medical attention or involves time off work must be investigated by the person in charge of the area or activity. Where the accident falls within the LA Accident reporting criteria, the LA Accident Form must be completed by the relevant member of staff, signed by the Headteacher and keyed on to the Prime system via the Intranet. These forms are then kept in the office.

Training and Information

- 2.8.1 Training and development needs will be evaluated and appropriate briefing and training provided. Health and Safety training will be available to employees and records maintained by the headteacher. The line to the LA Health and Safety Manual will be made readily available to employees with relevant notes held on the Intranet for the employees concerned to refer to them.

Legionella

- 2.9 The named person in charge of controlling the risk of legionella outbreaks is the headteacher. The Site maintenance Officer will complete monthly checks on the water temperature at all taps.

Fire

- 2.10 The named person in charge of controlling the risk of fire is the headteacher, who will do an annual risk assessment and report to the Governing Body. The caretaker will do regular checks (monthly) of the alarm system and there will be a fire practice every term. Details of the Fire Evacuation Procedure can be found in the Staff Handbook which is revised with staff at the start of each academic year and as part of the induction process with new staff throughout the year.

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Staff Parking

2.11 Staff can park their car on the school top playground before 8.30am but they must not remove it until after 4.45pm. No vehicles must access the school playground between those times.

2.12 Dogs

Dogs are not allowed in the school grounds or on the premises at any time in accordance with the Local Authority guidelines.

Appendix 1 Notes for contractors working at Frodsham CE Primary School

- Thank you for working at this school. Working in a building with children can be rewarding, but also demands a greater degree of safety than would normally be expected when adults are present.
- As far as possible we will keep the children a safe distance from your working area, but at break times and lunchtimes they will move about the building and outside it with a greater degree of freedom.
- **I would suggest, therefore, that at these times you take your break. Please ensure that all tools are stored away safely, especially power tools.**
- **The school has a Fire and Smoke detection system linked to the local fire station that cannot be cancelled once it has been activated!**
- **If in the course of your work you need to use a blow lamp, welding equipment or other pieces of equipment that may cause the alarm to sound please let the head teacher know in order that he can put the system on “test” before you start work.**
- All Local Authority buildings are now “No Smoking” establishments. Please do not smoke on these premises.
- **Our playground is also used as a car park. Vehicles cannot be moved on and off the car park during the hours of 8.30-4.45.**
- Thank you for your co-operation.

Appendix 2 Premises License

- The school has a Premises License issued by Cheshire West and Chester Council.
- Each entertainment must have a named person in charge and that person should be on the premises for the whole time the school is open to the public.
- All fire exits should be unlocked and clear with the exit signs illuminated. The person in charge must ensure that the event is not overcrowded. The limit is 250 persons on the premises at any one time.
- The license forbids tiered seating arrangements without prior permission. The use of a strobe light or laser effects is prohibited except by prior arrangement with Cheshire West and Chester Council.
- A safety announcement has to be made prior to each event taking place.
- Our fire alarm/smoke detector system is sensitive to smoke machines and special precautions have to be taken when the use of this device is envisaged to avoid unnecessary visits by the fire brigade.
- The building is designated as a “no smoking” zone.
- The full terms of this license can be seen in the copy kept in the school office.

Appendix 4 Subject Specific Considerations

Design and Technology

- The use of solvent-based glues is not allowed in school.
- Craft knives will have their use restricted to Year 6 pupils only, under one to one supervision.
- Only ‘low melt’ glue guns will be used under adult supervision in Years 5 and 6.
- Staff must be aware that bacteria will form on wallpaper paste if it is not disposed of after use.
- All pipes and syringes must be washed thoroughly after use when working on hydraulic systems to prevent bacteria forming.

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Science

- All portable electrical equipment will be tested annually and marked 'passed' or taken out of service.
- A member of staff noticing a defective piece of equipment must take it out of service and report it to the headteacher.

Plug sockets

- Classroom plug sockets will be capped when not in use to prevent accidents.

Roof

- No members of staff including the Site Maintenance officer are allowed to go on the roof at any time. A roofing company have been arranged via the cyclical maintenance schedule to visit the school in November and March each year to clean the gutters and do a visual check of its condition.

Associated policies:

School Visits

Medicines

Staff Handbook

	Date	Reviewed by	Notes
Policy received	April 04	G Fullbrook and W Moran	All staff to complete risk assessments for their particular work areas and curriculum co-ordinators for their curriculum area
Reviewed/amended	Nov 08	Estates com and Site Maintenance Officer	LEA changed to LA. No other changes.
Reviewed/amended	Sep 11	Estates Committee	No Changes
Reviewed/amended	Oct 12	Gail	Updated to reflect current arrangements – no significant changes
Reviewed/amended	Sep 13	L Kirby	Added legionella and fire r procedures
Reviewed/amended	Sep 14	L Kirby	Added changes to car parking
Reviewed/amended	Sep 15	J Pryce	Added no dogs allowed on premises
Reviewed/amended	Sep 16	J Pryce	Added no staff to go on to the roof