



Garton on the Wolds Primary School

Health & Safety Policy

Garton on the Wolds Primary School recognises the benefits of a positive health and safety culture in promoting an effective learning environment in which employees, students and visitors are protected from harm.

We also appreciate that whilst managing our activities we need to be risk aware, but not risk averse.

In particular the school will provide sufficient resources, time, effort and finance, to ensure, that as far as is reasonably practicable:

- It will safeguard the health, safety and welfare of its employees and anyone else who may be affected by its activities.
- High standards for health and safety will be set and achieved by controlling identified hazards, assessing risks, monitoring incidents and accidents, and establishing suitable and sufficient risk control measures.
- Have arrangements to ensure that articles and substances are free from risks to health and are safe to use, handle, store and transport.
- Provide information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and students.
- Maintain the school in a condition that is safe and without risks to health including; safe means of access and egress and welfare facilities.
- Consult with employees or their recognised representatives about health and safety matters.

This policy will be reviewed on a regular basis and in any event, not less than every two years.

Headteacher:	Mr J Baxter	27/01/2021
Chair of Governors:	Mrs J Adamson	27/01/2020



Our school works in partnership with the church and the wider community to give a caring and nurturing environment. Together we enable and equip everyone to have life to the full as Jesus promised. This vision is underpinned by the values of hope, friendship, respect, forgiveness, perseverance, tolerance and thankfulness.

"I have come that they may have life, and have it to the full" (John 10 v.10)

Health and Safety Policy for Garton on the Wolds CE (VC) Primary School

**We believe that we all have the right to be happy, to be safe and to learn.
This policy supports our responsibility to make this happen.**

STATUTORY DUTIES

- 1 The Health and Safety at Work etc. Act 1974 places duties on EMPLOYERS to safeguard, so far as it is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed but who may be affected by work activities such as pupils and visitors. Employers also have additional duties under other health and safety legislation such as the Control of Substances Hazardous to Health Regulations.
- 2 Persons who have CONTROL OF PREMISES have duties to take reasonable measures to ensure, so far as is reasonably practicable, that premises and equipment are safe for people using them who are not their employees, e.g. pupils and visitors.
- 3 EMPLOYEES have duties to take reasonable care to ensure that they work in ways which are safe and without risk to health both to themselves and other staff, pupils and visitors. They must also co-operate so that employers can comply with their statutory duties.

GOVERNORS' RESPONSIBILITIES

Governors have duties in controlling the school premises and running the school, although the LA remains technically the employer of staff. Therefore, both Governors and the LA continue to have statutory responsibility for health and safety.

In view of this, it is particularly important that the Governing Body, the LA and individual employees work together to establish health and safety objectives and to ensure that each is aware of their own responsibilities, with the aim of running the school without risk to health and safety.

SECTION A:

1. Introduction:

- 1.1** This is a statement of Organisation and Arrangements (Code of Practice) for the above named school. This does not replace the Council's safety policy or the Education Department's safety policy but is in addition to it for the benefit of teaching and non-teaching staff and pupils, parents, visitors, contractors and all those on the school site. Copies of these documents along with other Codes of Practice and information on health and safety matters will be found in the school's health and safety files.
- 1.2** This statement deals with those aspects delegated by the School Governing Body over which the Head has control and covers safety associated with the building structure, plant, fixed equipment and services for which other officers of the authority also have responsibility and has been produced in full consultation with the L.A. It describes how the Head is discharging his/her responsibilities in respect of pupils, visitors and other employees who are present on school premises in the internal organisation, management and discipline of the school in accordance with the Articles of Government.

1.3 Council and Education Department Safety Policy

Attention is drawn to the general policy of East Riding of Yorkshire Council with respect to the Safety, Health and Welfare at Work for all employees. This school policy must be read in the context of the Council's policy and the Education Department's policy all policies are kept on the East Riding Council's website.

1.4 School Policy

The promotion of the Safety, Health and Welfare of staff and pupils is considered to be a mutual objective for the L.A., Governors and staff. It is therefore the school's policy so far as reasonably practicable to take the necessary steps to ensure the Safety, Health and Welfare of its staff and pupils and also the public and visitors.

1.5 The aim of the statement is to ensure that all reasonably practicable steps are taken to secure the Safety, Health and Welfare of all persons using the premises:

- (a) to establish and maintain a safe and healthy environment throughout the school.
- (b) to establish and maintain safe working procedures among staff and pupils.
- (c) to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage, and transport of articles and substances.
- (d) to ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work, and to ensure that they have access to health and safety training as and when provided.
- (e) to maintain a safe and healthy place of work and safe access and exit from it.
- (f) to formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises.
- (g) to lay down procedures to be followed in case of accident.
- (h) to provide and maintain adequate welfare facilities.
- (i) to make special arrangements to ensure the health and safety of any disabled person using the school site.

1.6 The Headteacher has the overall responsibility for the application of the school safety policy. However, staff within the school are responsible for implementing and maintaining compliance with the school safety policy in the areas for which they are responsible.

The responsibilities of teaching and non-teaching staff are set out in the following section.

SECTION B:

2. RESPONSIBILITIES

2.1 Introduction

All staff have a duty to ensure their own safety and the safety of those around them including colleagues, visitors and pupils. This means your actions should not place you, or others, at risk and that you should report immediately any defect in buildings, equipment or procedures to the member of staff.

Obligation of all Employees

The Health and Safety at Work etc. Act 1974 states: "It shall be the duty of every employee whilst at work:

- (a) to take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work, and
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or 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 laws be observed and responsibilities to pupils and other visitors to the school are carried out **all** employees are expected:

- (a) to know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied;
- (b) to observe standards of dress consistent with safety and/or hygiene;
- (c) to exercise good standards of housekeeping and cleanliness;
- (d) to know and apply the emergency procedures in respect of fire and first aid;
- (e) to use and not willfully misuse, neglect or interfere with things provided for their own safety and/or the safety of others;
- (f) to co-operate with other employees in promoting improved safety measures in their school;
- (g) to co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive.

2.2 General Responsibilities

Under the Health and Safety at Work etc. Act 1974 the L.E.A. have the overall responsibility for health and safety. The Governing Body also have a monitoring role on Health and Safety issues and responsibility under the Health and Safety at Work etc. Act 1974 for delegated functions.

2.3 The Executive Headteacher and School Business Manager's Responsibilities

The Executive Headteacher and School Business Manager also has responsibility for health and safety in the school and in particular should:

- (a) be the focal point for day to day references on safety and give advice or indicate sources of advice.
- (b) co-ordinate the implementation of the safety procedures in the school.
- (c) maintain contact with outside agencies able to offer specialist advice.
- (d) report all known hazards immediately to the Authority and/or the Governing Body and stop any practices or the use of any plant, tools, equipment, machinery, etc. she considers to be unsafe until satisfied as to their safety.
- (e) to make recommendations to the Authority for additions or improvement to plant, tools, equipment, machinery, etc. which are dangerous or potentially so.
- (f) make or arrange for investigation of premises, places of work and working practices on a regular basis and ensure that she is kept informed of accidents and hazardous situations.
- (g) review from time to time:
 - (i) the provision of first aid in the school
 - (ii) the emergency regulations and make recommendations for improving the procedures laid down.
- (h) review regularly the dissemination of safety information concerning the school.
- (i) recommend necessary changes and improvements in welfare facilities.
- (j) inform the Governors from time to time of the safety procedures of the school, and provide them with up to date reports and safety issues.
- (k) monitor the school policy on health and safety procedures and update them as new information is supplied by East Riding of Yorkshire Council.

2.4 General Responsibilities – Teaching Staff and Senior Midday Supervisor

- (a) No class of primary age children should be left for any reason except in an emergency.
- (b) Scissors or sharp craft tools must be stored out of reach of children and when in use constant supervision must be exercised. This does not apply to round ended safety scissors.
- (c) A particularly high level of supervision must be exercised when children are assisting in the movement of equipment.
- (d) Computer screens will be sited so as to comply with the Council Policy.
- (e) Hot glue guns must **only** be used under teacher supervision.
- (f) No child must be allowed out of school during school hours unless there is clear evidence of a request from the parent or carer. The Executive Headteacher must be notified and any letter making such a request should be kept until after the pupil returns.
- (g) In all but exceptional circumstances, agreed by the Executive Headteacher, School Business Manager and the parents/carers, all children leaving during school hours must be collected by an adult and not sent unaccompanied.
- (h) All visitors must register at the office and sign in and sign out on leaving the premises. Visitors must wear a visitors badge.
- (i) All Volunteers must have received the School Volunteer Policy and have returned a signed copy which will be kept in the office.
- (j) All staff must sign in on arrival to school and sign out when leaving. Signing in sheet is kept in the office.

2.5 In addition to the overall responsibility of the Executive Headteacher the following have delegated responsibility in the areas shown:

Person	Area	Special Responsibility
All teachers	Own classroom/area Toilets/ Cloakroom Area	Day to day safety
Kitchen Assistant	Kitchen and Servery	Making hall/servery safe after use
Caretaker	Boiler House Playground Outside Area Car Park	Making school secure
Midday Supervisor	Playground activities at break times	Hall, Classrooms, Cloakrooms & toilets at lunch times

- 2.7 All staff have the responsibility to co-operate with the Executive Headteacher to achieve a healthy and safe workplace and to take reasonable care of themselves and children.
- 2.8 Whenever a teacher or supervisor notices a health or safety problem which they are not able to put right they must straight away tell the appropriate person.
- 2.9 Other persons responsible for:

Staff Safety Training	East Riding of Yorkshire Council
Carrying out safety inspections	Health and Safety Section County Hall, Beverley.
	Health and Safety Executive, Festival House, Jameson Street, Hull.
	Humberside Fire and Rescue Service.
	East Riding of Yorkshire Council, Property Services Department.
Recording and Investigating Accidents	School Business Manager.
Maintenance of buildings	Property Services, County Hall.
Plant and equipment	Governor Building Sub-Committee

2.10 Teaching and Non-Teaching Staff/Positions of Special Responsibility

These staff:

- (a) have a general responsibility for the application of the Authority's safety policy to their own department or area of work and are directly responsible to the Head for the application of existing safety measures and procedures within that department/area of work. Advice or instructions given by the Authority and the Executive Headteacher, including the relevant parts of this statement, shall be observed;
- (b) shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as 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, duplicating fluid, guillotines);
- (c) shall make every effort to resolve any health and safety problem any member of staff may refer to them and refer to the Executive Headteacher any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- (d) shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report Risk Assessment to the Executive Headteacher and the School Business Manager;
- (e) shall ensure, as far as is practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work;
- (f) shall, where appropriate, seek the advice and guidance of the relevant Adviser or Officer of the authority;
- (g) shall report to the Executive Headteacher requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.
- (h) shall ensure that all cleaning materials are locked away in special stores when not in use.

2.11 Supervision at Playtimes

The mid session breaks are legally deemed as part of the teaching day. The procedure and timetable of supervision is designated on the staff notice board and in the classrooms.

No children should be allowed to practise activities in the School Building unless personally supervised by a member of staff in addition to the duty teacher.

During wet weather, it may be considered reasonable for small numbers of children to remain in classrooms with supervision. The teacher will supervise their own class in their classrooms when it is an indoor break. Midday supervisors will supervise all children in designated classrooms/hall during wet lunchtimes.

2.12 Special Obligations of Class Teachers

The safety of pupils is the responsibility of class teachers, teachers have traditionally in law carried responsibility for the safety of pupils when they are in charge.

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 Executive Headteacher before allowing practical work to take place.

Class teachers are expected:

- (a) to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare and first aid, and to carry them out;
- (b) to know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- (c) to give clear instructions and warning as often as necessary;
- (d) to follow safe working procedures personally;
- (e) to ask for protective clothing, guards, special safe working procedures, etc. where necessary;
- (f) to make recommendations to their headteacher, e.g. on safe equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

2.13 Supervision Before and After School

Teaching staff are expected in school no later than 8.20 a.m. and are expected to leave no earlier than 3.55 p.m. Parents/Carers are requested to ensure that children arrive at school for 8.55 a.m. and leave the premises at the end of the day as soon after 3.30 p.m. as possible, unless they are staying for an after school club, when they will be supervised by a member of staff. Pupils who arrive early or leave late may contact any member of staff in an emergency. On wet days children are to arrive at school as near to 8.55 a.m. as possible and are allowed in school under the supervision of the Breakfast Club Supervisor or class teacher.

Children who attend Breakfast Club should arrive at or after the start of the club. The Breakfast Club Supervisor will supervise the children in the School Hall or another designated room.

Children will not be allowed near computing equipment with their breakfast or a drink.

Teachers must usually remain in the class/cloakroom area until the last child under their supervision has left the building and remain in the vicinity of the classroom until 3.55 p.m. in case a child returns to the room.

Children returning home on the school bus/taxi will be supervised as they access the transport.

Where possible the Assistant Headteacher or School Business Manager will be on duty until 4 p.m. to deal with any emergency. No child must be kept in detention after school.

Special care must be kept to ensure that no child leaves the school until 12.00 or 3.15/3.30.

At no time within the prescribed hours should children be unsupervised whether in the playground, hall or anywhere else in the school.

No child is to leave the premises unless accompanied by a parent/adult known in advance to be collecting the child and the parent must sign the signing out book kept behind the office counter.

Parents/carers are asked to make sure that children do not bring items to school which are hazardous or dangerous. If such items are found by any member of staff they will be confiscated and the parents/carers asked to come into school to collect them. If any member of the public refuses to leave the premises or is constituting a nuisance, dial the Police (999) and request immediate assistance.

2.14 Pupils

Pupils are expected:

- (a) to exercise personal responsibility for the safety of self and classmates;
- (b) to observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear or other items considered dangerous);
- (c) to observe safety rules of the school, in particular, instructions of teaching staff given in emergency;
- (d) to use and not willfully misuse, neglect or interfere with things provided for their safety. NB All pupils and parents should be made aware of the contents of this section.

Persons with Disabilities

e.g., visually impaired, hearing impaired, etc.

Where it is identified that a pupil/pupils are in requirement of special needs, it is a duty that these requirements are met, e.g.,

Teacher training

Specialist equipment

Means of access

Advice can be obtained from the special needs support services at County Hall.

County Services for the Visually Impaired,

3. Visitors

- 3.1** Regular visitors and other users of the premises, (e.g. delivery personnel from specific companies), should be required to observe the safety rules of the school. In particular volunteer helping out in school should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned. Such notice should be drawn to their attention.

All staff, helpers in school have to have current DBS clearance. Visitors who do not have a DBS clearance will be supervised whilst they are on the premises.

Anyone on the premises who does not have permission to be on site must be escorted off the premises immediately.

4. Reporting Defects

- 4.1** Any teacher adult or child, discovering a defect in the building should report the matter to the School Business Manager who should take immediate steps to render the area safe or out of bounds and should make arrangements for any repairs to be carried out.

5. Defects in Equipment

- 5.1** Any defective equipment should be taken out of use immediately and the School Business Manager informed.
- 5.2** Repaired equipment should be checked by the School Business Manager before being brought back into service.

6. Information

- 6.1** Copies of all East Riding of Yorkshire Council Welfare, Health and Safety circulars are included are available on the ERYC Intranet.

7. Electrical Safety

The Local Education Authority policy dealing with electricity at work has been implemented within these premises.

- 7.1** The regulations governing the renewal of the School's Public Entertainment Licence ensure an annual check by the Environmental Health Department and Fire Brigade of electrical safety of earth leakage circuit breakers, emergency exit signs, fire alarms, etc., to meet current legislation.

SECTION C:

8. General Arrangements

ARRANGEMENTS FOR HEALTH AND SAFETY

ACCIDENTS AND DANGEROUS OCCURENCES REPORTING

An accident is normally considered to have taken place when someone has been injured. An incident is often defined as "a near miss" or damage to property.

It is recognised that accident prevention is vitally important in the reduction of injuries. Consequently, the importance of proper supervision and a well organised and maintained safe environment cannot be overemphasized.

In the event of an accident occurring, the following procedure should be applied:

- The safety of the area in question should be established before any intervention takes place.
- If required, First Aid should be administered by an appropriately trained person.
- All accidents should be recorded in the school's Accident Reporting Book which is kept in the staffroom along with an additional book over in the Foundation Stage unit.
- All dangerous occurrences and near misses should be recorded on the LA's identified forms, which are located in school office.
- A pro forma letter, located in the First Aid Record, is available to send to parents of children who require First Aid treatment.
- If a child sustains a head injury, the parents should be informed by telephone before the end of the school day. The standard head injury letter, which is kept in the First Aid file, in the staff room must be sent home with the child.
- If an injury is considered more serious than that treatable by the normal First Aid Procedure, then the Headteacher must be informed and parents contacted.
- If the named contacts are unavailable and it is felt that qualified medical attention is urgently required, the school shall take steps to ensure that the child receives such treatment. This may require an ambulance to be called. Attempts to contact parents shall continue.
- The circumstances of accidents requiring medical treatment, of near misses and of dangerous occurrences shall be investigated by the Executive Headteacher without delay.

Analysing of the First Aid Record and the Incidents Record shall take place at the end of each school term to highlight any inadequate safety arrangements and unsafe conditions and working practices and to identify trends.

ADMINISTRATION OF MEDICINES

Parents are discouraged from sending medications to school but there are exceptions. These are outlined in our '**Administration of Medicines Policy**'.

CONTRACTORS ON SITE

Contractors shall be booked through the LA's Property Service approved list to ensure they have satisfied suitability, competency and insurance checks.

The School Business Manager is required by law to:-

- advise the selected contractor of the hazards on the school premises before work can begin;
- ensure that the contractor is not exposed to unnecessary danger;
- ensure that it is safe for the contractor to commence work.

When engaging the services of a contractor, the following steps should be taken:

- The selected contractor should provide detailed risk assessment and method statement for the work to be carried out. This should be reviewed and approved by the School Business Manager before work can begin.
- A Permit-To-Work (PTW) should be applied for all contractors. It should be initiated by the LA's Property Group and completed on site.
- The PTW should be used to manage and monitor contractors while on site and should also be implemented for all tasks and activities that are known to be hazardous.
- In addition to the PTW, other special permits may be required. These include permits for: Hot Work, isolating any of the site services including fire alarms, work where toxic or asphyxiating atmospheres exist or could exist, work in Confined Spaces, Work at Heights and work of comparable risk.
- While on site, the contractor should be closely managed using the PTW and other permits as required. Monitor their activities on a daily basis to ensure that they are working safely within the rules and complying with procedures and the law.
- When work is finished, ensure that the affected area is cleared of all hazards and that the contractor leaves the premises in a safe working condition.
- A formal close-out report of each contractor's safety performance should be prepared at the end of the contracted work and held on file for future reference.

ELECTRICAL SAFETY

Only qualified and authorised personnel shall be permitted to work on electrical equipment. In doing so, they must conform to the guidelines of the current Institute of Electrical Engineers' regulations.

All portable electrical appliances shall be put on a register, checked and tested annually by the appropriate LA approved contractor. Failed items shall be disconnected and either be repaired or, if not possible or economical, be replaced with new items. All tested appliances that passed the test shall be tagged for ease of identification. Results of the Portable Appliance Testing (PAT) shall be recorded on the register and kept available for review.

No personal electrical appliance shall be used in school unless it has been added to the register and successfully been tested. All new items shall be added to the PAT register.

All electric circuit breakers should be listed on a register and exercised (manually tripped) at least once a year. This should be recorded and available for review.

EMERGENCY PROCEDURES

Objective

The objectives of Emergency Procedures are:

- To save lives and prevent injuries.
- To minimise the effect of an emergency situation.
- To reduce property damage and business disruption.

The main hazard which exists at this facility is Fire. For that reason, a comprehensive Fire Emergency procedure has been established in our **Fire Safety Policy**.

BOMB ALERTS

- Should you find a suspicious package, letter or other object on the school premises:
 - DO NOT - OPEN OR TAMPER WITH IT.
 - DO NOT – MOVE IT OR PUT IT IN WATER.
 - DO INFORM THE PERSON IN CHARGE IMMEDIATELY.
- If you receive a warning message by telephone or other means:

IMMEDIATELY INFORM THE PERSON IN CHARGE WHO WILL INVESTIGATE AND MAY INFORM THE POLICE.
- In the event of having to evacuate the building, follow the school fire evacuation procedure.

8.1 FIRST AID

Staff members holding the “Pediatric First Aid Certificate” are always available during school opening hours. When needed, these First Aiders will administer appropriate First Aid according to the guidelines they have been given and to the school’s Accident Procedure.

It is important for First Aiders to recognise when an injury is serious enough to be passed on to qualified medical practitioners.

Further information can be found in our **First Aid Policy**.

First aid will be in accordance with Council Guidelines.

Emergency Services - telephone 999.

The Accident Record Book is in the Staff Room and in the Foundation Stage Unit. If accidents occur an accident report must be completed along with the following:

Illness/Injury report form	Report of Minor Injury (e.g. bruising, bumps, grazes, etc.). One copy (pink) is to be kept in the medical cupboard in the staffroom and one (white) sent home with the child.
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F2508 Report of an Injury or Dangerous Occurrence. Staff - e.g. broken bones, hospital over 24 hours, absence over 3 days. Safety Service Department to be made aware, using identified forms, Safety Services will inform the school if the HSE is to be informed. Copies of the form to be sent to the Occupation Health & Safety Section, Beverley, if required and one to be kept in the Accident Reporting file in the office filing cabinet.

Administration of Medicines in schools –

Parents must complete a permission form which gives a member of staff consent to administer medicine to their child. The classteacher should be informed along with the Senior Midday Supervisor.

In case of an Accident

- (a) If of a minor nature, deal as a first aid case and follow the procedures in Section 8.1.
- (b) In serious or doubtful cases, attempt to contact parent/emergency contact, and/or call an ambulance (999). A child must be accompanied to hospital by a parent or member of staff. If the latter, parents must be informed as soon as possible. An accident report must be completed in line with the procedures in Section 8.1. Should a parent be unavailable and no member of staff available then a known parent or governor should accompany the child.
- (c) All accidents to members of staff must be reported, noted in accident book and an accident report completed in line with the procedures in Section

8.1. Do not hesitate to call an ambulance if in doubt about seriousness of injury to children or adults.

8.2 Fire

General Fire Safety.

Ensuring fire safety rests with the:	Executive Headteacher and the School Business Manager.
Escape routes:	All doors to be unlocked when the premises are in use.
Fire doors:	Must never be fastened open. Must never be obstructed by desks, etc. to impede exit.
Fire extinguishers to be serviced by:	Approved contractors.
Fire alarms:	Headteacher - period of drills will be one every term.
Fire Alarm: Break Glass	Where provided, are shown in Appendix 2.

Alarm

- (a) Sound the alarm. Report source of fire to the Headteacher/School Business Manager.
- (b) Person nearest the telephone will dial 999 and call the Fire Brigade. DO NOT WAIT FOR PERMISSION.

Action

- (a) Classes will proceed by the nearest safe fire exit/route to the School field.
- (b) Main building and Mobile classes will exit by the most convenient door according to the situation of the fire and proceed to the School field.

School Business Manager

- (a) Bring the attendance register if in the office and take to the class teacher on the School field.

Teachers

- (a) Escort children in a calm and orderly manner to the school field.
- (b) Close all doors.
- (c) Bring attendance registers if in the classroom.
- (d) Check that all children are accounted for and report to the headteacher.

Non Teaching Staff and Visitors on the Premises

- (a) Join the school on the School field.
- (b) Bring the group of children they are working with.
- (c) Report to the School Business Manager on the school field.

If the fire appears to be a minor one, attempt to deal with it using apparatus available, only if you are trained to do so. Never put yourself in danger. Advice and Consultancy should be sought from your local Fire Prevention Officer.

Bomb Alert

In case of a bomb alert all pupils and staff must vacate the building as in a fire alert. The emergency services must be informed (999) and no one should re-enter the building until it is declared safe.

SECTION D:

9.0 General Information

Specialist advice can be obtained from the Occupational Health and Safety Section,
PO Box 37, County Hall, Beverley.

and the

Health and Safety Executive, Festival House, Jameson Street, Hull.
Telephone Number (01482) 223487.

Safety Circulars are kept in the Health and Safety folders in the school office.

The Department to contact in case of emergency repairs is the Property Services Department, County Hall.

9.1 Electrical Equipment

An approved contractor will be appointed for routine inspections of plugs and cables for loose connections and faults. See Appendix 3. The Department to contact in case of emergency is the Electrical Equipment unit.

9.2 Other Equipment

Boiler House	Caretaker	As laid down in ERYC manual of inspection on the use.
Servery	Kitchen Assistant	Cleaning of machinery and equipment.

The Kitchen Assistant is responsible for contacting the school Office if any defects are found.

An approved contractor will be appointed for the maintenance of appliances, audio visual equipment, etc. that contractor being BMP Electrical.

9.3 COSHH - Control of Substances Hazardous Health Regulations 1988 School Management:

- 1) To determine the hazard of a substance.
- 2) Assess the risk to health from the way that substance is used.
- 3) Determine whether exposure to the substance can be prevented; if not,
- 4) Decide how exposure can be controlled to reduce risk.
- 5) Establish effective controls.
- 6) Train and inform the workforce.
- 7) Monitor exposure and provide health surveillance.

Employees:-

- 1) Should take reasonable care of themselves and of others who may be affected by cuts or omissions at work, and co-operate with those having statutory duties imposed upon them in respect of Health and Safety at work.
- 2) Should be given training to understand what the risks are from using (or producing) a given substance.
- 3) Understand how those risks are controlled.
- 4) Understand the precautions they have to take.
- 5) Should be notified of any change in working practice that may increase the hazard.

COSHH Regulations will be used to determine what substances we keep and use in school.

All cleaning materials will be kept in the Cleaners' locked store. Instructions for their use will be carefully adhered to.

Under the COSHH Regulations (1988) all staff have a duty to prevent or control exposure of employees or pupils and visitors to the premises to substances hazardous to health.

These Regulations apply to all potentially hazardous substances such as dusts, printing products, pesticides, detergents, bleaches, fumes, micro-organisms, paints, dyes and solvents as well as substances used in science experiments.

No new substances may be brought into school without carrying out a full COSHH assessment. This is a legal requirement.

All hazardous materials will be purchased through County Supplies or other recognised scientific suppliers who provide hazard data sheets and/or appropriate labels with each substance purchased. A copy of any hazard data sheet so obtained must be passed to the Headteacher for filing with the COSHH assessments. It is our responsibility as purchaser to obtain any hazard data sheet so these must be requested as part of any order.

If there is any change to a scheme of work the staff involved must ensure that the Headteacher is informed in writing of any COSHH assessments required and that all relevant safety warnings are included on pupils worksheets, etc.

Classrooms holding stocks of hazardous substances (Science, Art, Technology, Office, Caretaker,, etc.) are required to check stock on a regular basis (at least annually) and list for disposal all substances no longer required. Flammables (e.g. aerosols) should be stored in locked caretaker's cupboard. All hazardous substances and containers will be labelled and have tops on.

All members of staff must make proper use of control measures and report any defects to the School Business Manager.

All COSHH assessments must be reviewed on a regular basis or whenever there is a change in circumstances concerning use.

In all work with their pupils, staff must bring any relevant safety procedures to their notice.

COSHH ASSESSMENT RECORDS

To comply with the 1988 COSHH regulations, a full survey of the premises at Garton Primary School is carried out every two years.

Relevant assessment records are available for reference in the Head's or School Office.

This is an ongoing procedure and all staff have been made aware of assessment records and data sheets.

INFECTIOUS DISEASES

Infectious Diseases will be monitored and dealt with according to the document *Guidance on infection control in schools and nurseries* (Department of Health K 17/003 15149, March 1999, displayed in the Office).

MANUAL HANDLING (SEE ALSO MANUAL HANDLING POLICY)

It is a requirement of the Manual Handling Operations Regulations 1992 for this school to assess all Manual Handling Tasks within the workplace that have the potential to cause injury. Where such tasks are identified, actions must then be taken to reduce the risk of injury, so far as is reasonably practicable.

Assessment of a manual handling operation involves four factors: -

- The Task
- The Load
- The Working Environment
- The Individual's Capability.

Manual Handling operations at this school are carried out by the Caretaker, who has completed a course in Safe Manual Handling and received a certificate that is recognised by the Local Authority. Detailed guidelines regarding Safe Manual Handling are available from the Site Supervisor and the Headteacher.

9.4 Educational Visits (see specific policy)

9.5 Sports Activities (see also Educational Visits Policy, Sports RA File)

To be undertaken in accordance with East Riding of Yorkshire Council Education Guidelines.

9.6 Maintenance of Physical Education Equipment

To be undertaken in accordance with East Riding of Yorkshire Council Education Guidelines.

9.7 Supervision of Physical Activities

To be undertaken in accordance with East Riding of Yorkshire Council Education Guidelines.

9.8 Repair, Maintenance and Upkeep of Buildings

The Chief Property Services Officer is responsible for ordering major building and other similar work in premises used by the Council, as laid down in Section 4 of local management of school buildings. The School Business Manager may also order such work if funds allow.

9.9 Contractors, including DSO/DLO, working on East Riding of Yorkshire Council premises must comply with any appropriate legislation and any Council rules governing the particular premises. To this end contractors will agree with the Headteacher what working arrangements will be applied before starting work.

9.10 Where possible, prior to the contractor's staff starting on site, designated routes for the movement of vehicles should be planned to reduce the risks to other persons.

9.11 They will also be required to report to the person in charge of the premises all accidents and injuries which occur on the premises whether such accidents involve injury to their own staff or to other persons on the premises

9.12 Notification of dangers when work is in progress

The following procedures should be followed:

- (a) In the event of danger, the operator in charge of the building should take any steps deemed necessary to exclude persons from the danger until such times it is rectified.
- (b) The contractor should be told what the person in charge has identified as dangerous and what has to be done to ensure that persons are not endangered.
- (c) Where work has been ordered by the Chief Property Services Officer, the matter should be reported to the school's Building Surveyor/Principal Building Surveyor.
- (d) In cases of less urgent nature, the person in charge of the building should discuss the problem with the contractor's representative on site and if possible agree a solution.
- (e) The Principal Building Surveyor should always be consulted or notified on the apprehended danger and what is being done by the contractor to avoid it.

9.13 PLAYGROUND SAFETY

The school playground shall be maintained safe for use by children at all times. To achieve this, the playground shall be inspected daily by the caretaker before being used by children.

The inspection of the playground should ensure that:

- the ground, equipment and toys used on the playground are clean;
- the ground is free from tripping and slipping hazards and safe for children to play on;
- the equipment is safe and secure and in good working condition;

9.14 SNOW/ICE

A Risk Assessment should be carried out by the teacher on duty or the Senior Midday Supervisor to ensure the grounds are safe for children to play in the snow or in icy conditions.

Children are not allowed to throw snowballs unless it is a controlled environment, just in case the snow or ice enters the children's eyes.

9.15 School Closure

1. The decision to close a school, either partially or totally, lies with the Executive Headteacher. Wherever possible, such decisions should be made in consultation with the chair of governors and the local authority.
2. There is a statutory duty to provide education for pupils for 190 days of the year. It is only in exceptional circumstances that provision can be less than this. It would have to be clearly demonstrated that a closure which resulted in providing less than 190 days of education was unavoidable and could not be foreseen.
3. There are many reasons why it would be appropriate to close a school. Some of these are highlighted in this document, but it should be noted that these are not prescriptive nor are they exhaustive. Each situation must be considered on its own merits and any decision taken in light of the prevailing situation and conditions.
4. Whenever a decision is taken to close a school, it is important that all those who will be affected, both within the school community and beyond, are informed and kept up to date of the situation.
5. Examples of situations where it may be appropriate to consider closure include:
 - Loss of utilities
 - Electricity – Loss of heating or lighting
 - Gas – Loss of heating
 - Water – No drinking water or inability to flush toilets
 - Sewerage – Inability to flush toilets
 - Severe weather
 - Inability of staff or pupils to attend school
 - Lack of staff for supervision of pupils
 - Through bad weather, flu epidemic, civil unrest etc.
 - Structural Damage
 - Fire, storm or flooding damage, or failure of structure etc.
 - Major Emergency
 - Flooding, toxic fumes from nearby fire etc.
 - Critical Incident
 - Incident or emergency affecting the school
 - Other
 - Use of school for other purpose, e.g. rest centre in a major emergency.

6. Whatever the situation, a reasonable assessment of the situation must be made supported by a risk assessment. Clearly, any assessment which identifies a risk to the health or safety of anyone, pupils or staff must take precedent. Before any decision to close is undertaken, consideration should, however, be given to alternative strategies to remove or reduce the risks whilst still maintaining the service provision.
7. The Executive Headteacher should check on local conditions for the school by contacting a member of staff who lives near to the school before taking any decisions.
8. The Executive Headteacher will then inform the School Business Manager to alert staff through the School's Texting System.

School Teachers must text the Executive Headteacher as soon as they have made their decision that the weather is too severe for them to make their journey to school. This decision must be made as soon as possible so that the Executive Headteacher can make the decision of weather there is a risk on maintaining the Health and Safety of the school if there is a low teaching staff:pupil ratio.

9.16 Lunchtime Duties – Midday Supervisors

Within the terms laid down by East Riding of Yorkshire Council, specific duties to include:

- (a) Responsibility for all children on school premises between noon and 1.05 p.m. including children returning from home. Senior supervisor 11.55 - 1.10pm.
- (b) Deal with all misbehavior during the dinner period in accordance with the School Behaviour Policy. Write details in the log where appropriate.
- (c) Provide emergency first aid cover throughout the duty period.
- (d) Perform all clerical duties related to the post, e.g. accident reports, etc.
- (e) Obtain supply cover in the absence of a Midday Supervisor. (Supervisor should notify Headteacher of intended absence).
- (f) Liaise daily with Head of School, School Business Manager or class teachers after the dinner time period.

On arrival the Senior Midday Supervisor will:

- (a) Check weather conditions and decide if indoor activities are appropriate.
- (b) Determine availability of hall, use of classrooms is to be avoided.
- (c) Delegate specific supervisor and activities to these areas.
- (d) Obtain check numbers of children staying for meals and packed lunches in each class.
- (e) If numbers are incorrect an immediate roll must be called to determine the missing/extra child(ren) and absent child(ren) must be traced and brought back to school. In the case of extra child(ren) it should be ascertained that there is someone at home to receive them.

ALL TELEPHONE/EMERGENCY CONTACTS, SPECIAL MEDICAL DETAILS, ETC., ARE IN THE CHILD'S FILE KEPT IN THE OFFICE.

9.17 Dining Hall/Servery - Supervisor

- (a) Children should be assembled in an orderly manner, toileted and a cleanliness inspection made prior to moving to the dining hall, or agreed eating area(s).
- (b) Detail Supervisor to supervise the various groups and to settle children on arrival in dining hall/servery.
- (c) Organise children in serving and clearing of meals, maintaining reasonable levels of noise, good order and table manners.
- (d) Deal with any accident and ensure that hazards from spillage, breakage, sickness, etc. are kept to the minimum and dealt with immediately.
- (e) Organise in a disciplined manner, the children leaving the dining hall/servery for outdoor play. Provision must be made for children returning to school prior to 1.05p.m.
- (f) Organise the supervision of children remaining in the dining hall finishing meals, etc.

9.18 Play

- (a) Ensure the safety of the children at all times. Midday Supervisor must patrol the whole school area and not remain in one place, these patrols must be done separately to ensure that all the children are supervised at all times.
- (b) Make provision for children returning early.
- (c) Organise outdoor or indoor activities to prevent boredom which leads to misbehaviour.
- (d) Reduce fights, squabbles, gangs or rough games to a minimum.
- (e) Note new children and help them settle in.
- (f) Report breakages and hazards to Headteacher.
- (g) Control the supervision of toilets.

9.19 Discipline

- (a) During the lunch time period the Senior Supervisor has total responsibility for the conduct of the Assistant

- Supervisor and the children.
- (b) Punishment, **NEVER CORPORAL**, must be fair and is normally a form of "time out" or "restriction" of privilege.
 - (c) Give as few orders as possible; try to keep a quiet calm voice level and to not threaten punishment unless you intend to carry it out.
 - (d) In cases of persistent disobedience, rudeness, serious misbehaviour:
 - i) give the child a verbal warning and enter details in the Behaviour Folder kept in the Staff Room. Inform the child of this.
 - ii) inform the Head of School or the School Business Manager at the end of the lunchbreak.

9.20 Community Use

Under the 1986 Education Reform Act the Headteacher and Governors recognise that community use of premises will be required, e.g., Adult Education/Youth Service and Community Groups. Such groups' attention will be drawn to the detail of this safety policy with which they will be required to comply with so far as it affects their operations. Safety provisions over and above those contained in this safety policy may be appropriate for particular common use activities and each group will be responsible for producing their own safety procedures which compliment those within existence within the school.

Dogs on Site

Support dogs (guide dogs, hearing dogs etc.) are allowed onto the school site. However, other dogs are not allowed inside the school grounds, except in special circumstances with the permission of the Executive Headteacher and Governors.

9.21 Self Help Projects on Education Premises

As per L.A. policy and notification procedure set out in Section (i) of Local Management of Schools (Buildings) documentation.

9.22 Infectious Diseases

The school will take all reasonably practicable precautions in accordance with the requirements of the Health and Safety at Work etc. Act 1974 to protect all persons on the premises.

The school policy and hygiene guidelines will be adhered to and are available on request from the School Business Manager.

Pupils and Staff should be Familiar with these Arrangements

9. Management of Health and Safety at Work

Further duties are contained within the Management Of Health and Safety Regulations, 1992, which require employees to tell their manager or employer of any shortcomings in the Health and Safety arrangements: and to advise them of any risks identified as being of a serious or imminent danger.

10. Provision and Use of Work Equipment

(to be read in conjunction with the guidance given in Health and Safety Circular WHS-EC 3/93)

Working arrangements and training will be in accordance with LEA recommendations.

New or secondhand equipment acquired for use at work must comply with the appropriate certificate and relevant British Standard.

11. Personal Protective Equipment

The provision of personal protective equipment will be determined by the School Business Manager in accordance with Council Policy and Guidance Note.

12. Display Screen Equipment – see DSE Policy

Display screen equipment users will be entitled to an eye examination, eye sight test and corrective appliance in line with the Council Policy and Guidance Note.

Work stations and working arrangements/training will be in line with the appropriate Council Policy and Guidance Notes.

13. Manual Handling Operations

Assessment for the manual handling of loads, persons and animals will be the responsibility of the School Business Manager and the assessment will be retained by the admin officer and made available to persons carrying out handling tasks.

14. Conclusion

The whole staff are committed to make these arrangements work. This will ensure, so far as is reasonably practicable, that working conditions are safe and without risks to health and that the working life of everyone is accident free.

If an Improvement or Prohibition Notice is served by an enforcement officer (e.g. Health and Safety Executive), the Head should immediately advise the Director of Education, also the Council's Occupational Health and Safety Section. If a Health & Safety Policy – Reviewed Jan 2021, Next review date: Jan 2022

Prohibition Notice is issued with immediate effect the activities specified should cease forthwith.

14.1 Future Safety Policy

This document is not a finite statement of policy. It will require regular consideration and revision where necessary. It cannot include all items necessary to achieve safe working conditions and due consideration must be given by all employees to the statutory requirements and internal arrangements which can, and will, help the achievement of a safe and healthy place to work.

14.2 Safety Officers

Officers of the Occupational Health and Safety Section have the right to stop any activity on Council owned property if it is, in their opinion, giving rise to imminent danger. The work activity will not be allowed to restart until such time that the cause of the danger is removed or rectified. Officers acting in this manner will be indemnified in accordance with the terms expressed in Minute 6372 of the Personnel Sub-Committee held on 28th November, 1991.

Any member of staff noticing a failure to comply with this statement of organisation and arrangements, or other advice/guidance issued by the Authority or Head in pursuance of the safety policy, should immediately report the circumstances to the Head. The Head should then initiate appropriate remedial action. If it proves impossible for the Head to resolve the matter, he/she should then report the matter to the Senior Education Officer (Finance Administration and Development).

Hazardous situations should also be reported immediately and the same procedure followed.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Executive Headteacher and Governing Body.

14.3 Review

A review of all procedures, particularly those in Section D, will take place each year in time for the commencement of the new academic year.

This Health and Safety Document has been Approved by the School Governing Body, February 2020.

Appendix A: Winter Gritting Policy

Rationale

Our school is in a geographical area, which is particularly prone to snow and ice. This policy aims to ensure that the use of outdoor areas in such conditions is as safe as possible

Safe Access and Egress in Wintry Conditions

Whilst there are no specific provisions, the Health and Safety at Work Act 1974, will apply, as will the Management of Health and Safety at Work Regulations, 1999. Regarding the latter, there is a requirement to carry out a risk assessment in respect of all work activities, including employers' car parks, as in this context access will be deemed to arise 'out of or in connection with work'.

Civil law cases have established that a system for controlling the hazards of ice and snow discharges a liability if it fulfils best practice so Premises Managers should undertake or review their risk assessments to take into account the additional risks posed by extreme winter weather and to consider appropriate control measures.

The general risk assessment should assist Premises Managers in deciding where the highest risks lie, and what the high-risk times are. Control measures should then be put in place accordingly. Those control measures might include clearing the most used areas in priority to areas less well used, without going to unreasonable lengths. Best practice may, for example, mean gritting twice a day, early in the morning and in the early evening, the two times when most vehicle traffic is expected.

When clearing snow and ice, this should stop at the boundaries of the property under the County Council's control as if an area of public highway is cleared, there is a common law duty of care to ensure that it is cleared properly and remains clear. If this is not ensured, it could lead to an action for damages against the Council if a member of the public, assuming that the area was clear of ice and thus safe to walk on, slips and injures themselves.

Other hazards that may be worth taking into account are slippery floors caused by people bringing in water and slush etc., on their shoes, where extra care should be taken with door mats and floor cleaning. In addition the level of lighting for car parking and pathways should be considered as well as lone working.

In addition, Premises Managers should remind employees of their duty (under s7 of the Health and Safety at Work Act) to take care for their own and other peoples' safety, particularly when moving about in conditions of ice and snow.

Practice

The Site Manager will carry out risk assessments to take into account the additional risks posed by extreme winter weather and to consider appropriate control measures. e.g. gritting twice a day, early in the morning and in the early evening when most traffic /pedestrians.

The following **Snow & Ice Risk Assessment** and control measures will be adhered to. Any additional risks will be identified and addressed as part of the daily premises check. Particular vigilance will be applied in the event of a continuation or deterioration of weather conditions.

Snow & Ice Risk Assessment

Hazards apply to all people using the site including visitors, parents, children and staff.

Significant Hazards	Type of Harm	Control Measures
Ice / Snow leading to main entrance.	Slip or fall. Inability to access school.	Before school: - A path wide enough to take a pram / wheelchair is cleared from the main entrance to the gate. - Grit is applied to prevent re-freezing. - Signs are fixed to direct people if necessary. During the day: - Path is monitored during the day and the above procedure repeated if necessary.
Ice / Snow leading to children's entrance and to After School Club entrance.	Slip or fall. Inability to access school.	Before school: - A path wide enough to take a pram / wheelchair is cleared from the children's entrance to the gate. - Grit is applied to prevent re-freezing. - The yard is not cleared. - Access to class 1 is through the main school. - Signs are fixed to direct people if necessary. Before children are collected: - The above procedure repeated if necessary.
Ice / Snow on steps.	Slip or fall from height causing more significant harm.	- Steps must be checked before school <u>and repeatedly</u> during the day. - Steps should be cleared and gritted to prevent re-freezing. - Particular attention should be paid to ensuring re-gritting.
Ice / Snow on playgrounds.	Slip or fall.	Before playtime / lunchtime or outdoor lessons: - The yards <u>will not</u> be cleared or gritted. - If the headteacher & the member of staff on duty consider the yard safe, children may use the yards under strict supervision and with suitable footwear only.
Ice / Snow on 'car park'.	Slip or fall. Damage to cars / cars stuck.	- The car park will not be cleared. - The car park is closed, and staff/ visitors to park on the roadside.
Wet floors caused by snowy boots & shoes.	Slip or fall.	- Children to remove boots/shoes and place on absorbent mat or newspaper near the door. - Children to wear PE pumps into class. - Any wet floors to be mopped. 'Danger – Wet Floor' signs to be positioned if necessary.
Conditions become impossible to clear or keep safe.	As above	- Access will be restricted to the main entrance only. - Efforts will be focused on keeping this one access point & path clear. - The headteacher will decide if it is necessary to close the school.

Signed: _____ Caretaker

Signed: _____ Headteacher

Date _____

