

HEALTH AND SAFETY POLICY

Last reviewed: January 2017
Date for next review: January 2018



Ashton Hayes Primary School
Church Road, Ashton Hayes, Chester, Cheshire CH3 8AB

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HEALTH AND SAFETY POLICY STATEMENT

Ashton Hayes Primary 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.

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.

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.

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.

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 Head is the designated Health and Safety Co-ordinator and Gavin Conery to be the named Health and Safety Governor. Each line manager will recognise and accept a personal role in ensuring that arrangements for Health and Safety are effective within his or her respective area. Collectively, the Governing Body requires Health and Safety to be taken into account in the proposals which come before it and will seek to encourage a positive climate in which Health and Safety can flourish.

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 and Deputy 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.

Consultation

- 2.3 Employees with concerns should normally raise them with the Headteacher or Health and Safety Co-ordinator. 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 or Health and Safety Co-ordinator, who will seek advice from the Departmental 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 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

Minor Injuries

Minor injuries to pupils should be recorded in the Pupil Accident Note Book. Any major injury to a pupil or any injury to an adult which requires First Aid treatment, should be recorded in the Accident Book, an Accident / Dangerous Occurrence Form completed and the top copy forwarded to the Health and Safety Section as soon as possible. All such accidents should be investigated to try to prevent their re-occurrence.

Reportable incidents

Reportable injuries, dangerous occurrences and occupational diseases are major incidents as detailed below. These must be reported to the Health and Safety Executive, by the Education Safety Officer, firstly by the quickest possible means and subsequently on the correct form. Schools must therefore telephone the Safety Section on 01225 395114, as soon as an incident occurs, then fax, if possible, the Accident / Dangerous Occurrence Form to the Section on 01225 395210 and follow this with the top copy of the form by first class post.

Reportable Injuries

1. Death of any employee, pupil or visitor
2. Major injury to an employee arising out of an accident at work
 - a) Any fracture other than to fingers, thumbs or toes.
 - b) Any amputation.
 - c) Dislocation of the shoulder, hip, knee or spine.
 - d) Loss of sight, whether temporary or permanent.
 - e) A chemical or hot metal burn, or any penetrating injury to the eye.

- f) Any injury resulting from an electric shock or electric burn leading to unconsciousness, resuscitation or admittance to hospital for more than 24 hours.
- g) Any other injury -leading to hypothermia, heat-induced illness, or unconsciousness; requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- h) Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
- i) Absorption of any substance by inhalation, ingestion, or through the skin causing acute illness requiring medical treatment or loss of consciousness.
- j) Acute illness requiring medical treatment that is believed to have resulted from exposure to a biological agent or its toxins or infected material.

3. Injury that requires hospital treatment, to anyone who is not an employee, but who is affected by equipment, substances or activities in school or its facilities. This does not include break time, sports or off site injuries to pupils.

4. The absence of an employee for 3 or more days, as the result of an accident at work, but not reportable under "2" above. N.B. Injuries resulting from an "accident", include injuries resulting from an act of non-consensual physical violence, to employees at work or arising out of their work.

Dangerous Occurrences

1. Lifting Machinery - the collapse, overturning or failure of any load bearing part.
2. Pressure Systems - the explosion, collapse, or bursting of any closed vessel or associated pipe work which had the potential to cause a death.
3. Overhead electrical lines - any unintentional incident in which plant or equipment either came into contact with an un-insulated overhead electric line or cause an electrical discharge from such a line by coming close to it.
4. Electrical short circuit or overload causing fire or explosion and which stops use of the plant involved for more than 24 hours or which had the potential to cause a death.
5. Biological Agents - any incident resulting in the release of an agent with the potential to cause severe human infection or illness
6. Ionising Radiation - any potential exposure due to the breakdown of equipment or control systems.
7. Collapse or partial collapse of scaffolding.
8. Pipelines - any bursting, explosion, collapse or damage resulting in the close down of the pipeline for more than 24 hours or with potential to cause a death. Any unintentional ignition of anything in a pipeline.
9. Collapse of building or structure - any unintended collapse or partial collapse during construction or alteration, or of any floor or wall of the workplace.
10. Explosion or fire - any incident resulting in the suspension of work for more than 24 hours.
11. Escape of flammable substances - any sudden or uncontrolled release
12. Escape of substance - any accidental release or escape liable to cause death, major injury or other damage to health

Occupational Diseases

An occupational disease is reportable, when the employer receives a written statement from a registered medical practitioner that the employee is suffering from one of the occupational diseases specified in Schedule 3 of RIDDOR 1996 and their work involves one of the corresponding specified activities. They include:

1. Malignant bone or skin disease, or skin inflammation or ulceration as a result of work with ionising radiation.
2. Cataracts due to electromagnetic radiation including radiant heat.
3. Work related upper limb disorders due to:
 - repetitive movements of the fingers, hand or arm
 - work involving prolonged pressure or friction on the hand or elbow;

- physically demanding work requiring constrained posture;
- 4. Hand-arm vibration syndrome
- 5. Hepatitis
- 6. Legionella
- 7. Tetanus
- 8. Tuberculosis
- 9. Occupational dermatitis
- 10. Occupational asthma

Reference: The Reporting of Injury, Disease and Dangerous Occurrence Regulations 1995.

Training and Information

2.9 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 school secretary. The Departmental 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.

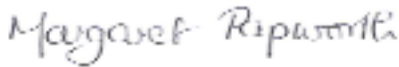
3. POLICY REVIEW

3.1 This Policy will be reviewed annually. The Governing Body will receive a summary report covering key issues, based on the Annual Risk and Safety Review, at least annually.

Agreed: January 2017

Signed –

Chair of Governors:



Mrs M Papworth

Headteacher:



Mr M Hover