

# Rainow Primary School

*Caring, Learning, Achieving.*

## Health, Safety and Accessibility Policy

Members of staff responsible and named person:	Headteacher
Governor Committee:	Buildings and Premises
Date approved by the Governing body:	Spring term 2019
Date to be reviewed:	Spring Term 2020

### Overview

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.

### Purpose

1. To provide the necessary authority and support for staff as they make their respective contributions to health and safety.
2. To set out duties and responsibilities.
3. To recognise the partnership necessary with the Local Authority (LA) to ensure that all statutory duties in this field are met.
4. To emphasise the importance of keeping hazards under control by making an assessment of operating risks.

The internal procedures of the school have been designed to cause minimal disruption to all concerned and rely heavily on the goodwill and clear thinking of all who work here.

### Policy Development

The Headteacher, the LA Health and Safety team and all staff were involved in revising this policy. The School has adopted the Health and Safety guidance laid down by East Cheshire Council. Ongoing guidance from the LA or DfE will be presented to the Governing Body to note and formally adopt on behalf of the school.

### Risk Assessment

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 with support from school staff 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.

This policy should be read in conjunction with the following school policies, guidelines, risk assessments and procedure

*Safeguarding Policy for Children and Young People and associated guidelines (Rainow School Safeguarding Suite)*

*Fire Procedure*  
*Security Policy*  
*Critical Incidents policy*  
*Lone Working Policy*  
*First Aid Policy*  
*Buildings and Curriculum Risk Assessments*

### **General Guidelines**

It is the policy of the Governing Body of Rainow School; so far as is reasonably practicable, to:

1. Establish and maintain a safe and healthy environment throughout the school.
2. Establish and maintain safe working procedures among staff and pupils.
3. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
4. Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided.
5. Maintain all areas under the control of the Governors and Headteacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk.
6. Formulate effective procedures for use in case of fire and for evacuating the school premises.
7. Lay down procedures to be followed in case of accident.
8. Provide and maintain adequate welfare facilities and to make recommendations to the Local Authority as appropriate.

### **Responsibility of the Governors and Headteacher**

The lead governor with responsibility for Health and Safety is Mr Richard Buckley.

The governors and Headteacher are responsible for implementing this policy within the school. In particular they will:

1. Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis.
2. Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills to take place at least termly and for the results of these to be recorded.
3. Make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines and

information issued by the Authority.

4. Make arrangements for the implementation of 'PRIME', the local authority's accident reporting procedure and draw this to the attention of all staff at the school as necessary.
5. Make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed.
6. Ensure that regular safety inspections are undertaken. The Governors Buildings Committee will make periodic inspections at least annually.
7. Health and Safety performance will be reviewed as part of the termly report to the Governing Body.
8. Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the inspection team.
9. Report to the LA Property Department any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.

A full accessibility audit has been completed and a number of recommendations carried out. The school has a commitment to inclusion for all pupils. Where applications are received from pupils with specific needs the Governors will make every effort to ensure that those needs are accommodated.

N.B. The Governing Body will deal with all aspects of maintenance which are under their control.

10. Report to the Chief Education Officer any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them.
11. Monitor, within the limits of their expertise, the activities of contractors (in liaison with the staff of the LA Property Department), hirers and other organisations present on site, as far as is reasonably practicable;

### **Responsibilities of Staff towards Pupils and Others in their Care**

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. Exercise effective supervision over all those for whom they are responsible, including pupils.
2. Teach safety as part of pupils' duties where appropriate.
3. Be aware of and implement safe working practices and to set a good example personally.
4. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap.

5. Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
6. Ensure that any safety equipment is used as required.
7. Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process.
8. Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements.
9. Where private vehicles are used to transport children to and from school functions, staff should ensure that seat belts are used and appropriate vehicle maintenance and insurance is in place.
10. Adhere to and complete Risk Assessments as required and appropriate.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Headteacher.

### **Responsibilities of all Employees**

All employees have a responsibility to:

1. Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.
2. Co-operate with others in meeting statutory requirements.
3. Not interfere with or misuse anything provided in the interests of health, safety and welfare.
4. Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Headteacher;
5. Ensure that tools and equipment are in good condition and report any defects to the Headteacher.
6. Use protective clothing and safety equipment provided and ensure that these are kept in good condition.
7. Use appropriate step-ladders (not chairs or tables) and seek assistance from others when working above shoulder height.
8. Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Headteacher.

**Whenever an employee is aware of any possible deficiencies in health and safety arrangements s/he must draw these to the attention of the Headteacher or the Deputy Head in the absence of the Headteacher.**

Please note the following:

1. Newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all health and safety matters are drawn to their attention at an early stage. All new staff will receive a full tour of the school and induction information regarding Health and Safety (See induction form).
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

### **Responsibilities of Pupils**

All pupils are expected, within their expertise and ability, to:

1. Exercise personal responsibility for the safety of themselves and their fellow pupils.
2. Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, piercing and other items considered dangerous).
3. Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency.
4. Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

N.B. The Governors and Headteacher will make pupils, staff (and where appropriate the parents) aware of these responsibilities through direct instruction, notices, the school staff handbook and the prospectus.

### **Visitors**

Visitors and other users of the premises (e.g. contractors and deliverymen) are expected, as far as reasonably possible, to observe the safety rules of the school. All visitors must sign in and out in the visitors book and wear a Rainow School lanyard.

### **Lettings**

The Governors and Headteacher must ensure that:

1. The means of entrance and exits are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Headteacher knows of any hazard associated with the above, s/he should take action to make hirers aware of it.
2. Fire escape routes and exits are not blocked and are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness.
3. Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed.

Commented [RAB1]: Do we let out the school?

4. Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly.
5. Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

### **Fire and Emergency Evacuation Procedures**

1. Clear guidance is in place in all classrooms regarding evacuation of the building. These procedures will be updated as appropriate.
2. The logbook for the recording and evaluation of practice and evacuation drills is available.

Fire Drills are to be held at least once every term and organised by the Headteacher to include risk assessment.

Any difficulties arising from the fire drill should be reported to the Headteacher who will take the appropriate action. All departments on school site will take part in the drill.

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This includes the regular visual inspection of fire extinguishers and the fire alarm system.

### **First Aid and Accident Reporting Procedures**

- First aid is available in the school.
- The names of the appointed persons for first aid are listed on the first aid box in the central area of the school. Minor accident forms should be completed for injuries which are dealt with easily within school. More serious accidents, for example those which require further medical treatment or where there are incidents of aggression, will be reported on 'PRIME', the local authority's accident reporting procedure.
- The arrangements for first aid for outdoor pursuits and field trips are the responsibility of the supervising staff and Educational visit co-ordinator.
- The Breakfast and After School Clubs will always have at least one suitably qualified first aider.

### **Unforeseen emergency**

Unforeseen emergencies such as poor weather conditions and structural or energy damage would be assessed by the head teacher or other senior staff and appropriate action taken:-

- Consultation with governors if school needs to be closed.
- Staff to be available for duty and to assist headteacher where and when necessary.
- Head teacher to inform parents (via e.g. website, notice boards, local radio) in the case of school closure.
- Head teacher to inform LA of decisions made by Governors/Headteacher.