



# Health and Safety Policy

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## School Security

- ❑ The school is fitted with an alarm system, which is activated by the caretaker when he locks up and leaves the premises, and de-activated when the school is opened up in the morning.
- ❑ The alarm system is regularly serviced.
- ❑ There is a coded locking system in operation inside the foyer and at the Nursery entrance.
- ❑ Once the pupils are in the building the number of external access points is limited. Doors to the playground once closed cannot be opened from the outside.
- ❑ Staff entering school from the staff car park via the self locking door at the end of the Infant corridor have been issued with an access code.
- ❑ Fire doors leading from the classrooms onto the field and the environmental area have been fitted with an internal bolt. Each morning the doors are unlocked but left bolted. They should be closed when the classrooms are empty, and locked by the caretaker each evening.
- ❑ Pupils are expected to enter the school grounds via the junior playground or the infant path. Pupils who arrive late should enter by the main entrance. A record is kept of these pupils.
- ❑ Parents wishing to see members of staff should use the main entrance, and report to the office.
- ❑ Unknown, unaccompanied people should not be wandering around inside or outside the school buildings and should be challenged by staff as to their reason for being on the school premises. Pupils should be encouraged and taught to report any 'visitors/strangers' to a member of staff.
- ❑ Visitors on entering the school through the main entrance should:
  - a) sign the visitors book
  - b) wear a visitor's identity badge
- ❑ There is secure fencing to the perimeter of the school grounds. The gates in the fence are opened each morning and locked each evening by the caretaker.
- ❑ Additional security fencing has been constructed around the two mobile classrooms.

## **Health, Safety and Personal Security**

### **1. Purpose**

To define how Netherbrook Primary School will comply with:

- ❑ The requirements of the Health and Safety at Work Act
- ❑ Management of Health and Safety at Work Regulations and other specific Health and Safety legislation.
- ❑ Dudley MBCs Health and Safety Policy

### **2. Applicability**

- ❑ All employees, pupils, visitors and contractors in or on the school site.

### **3. Policy**

#### **3.1 Policy Statement**

- ❑ The management of Netherbrook recognises its duties under the Health and Safety at Work Act and Dudley MBC's Health and Safety Policy.
- ❑ The management will maintain safe and secure premises, plant and systems of work and provide adequate training.
- ❑ Definition of violence:  
Any incident in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising during the course of his or her employment.  
This includes for example:
  - physical assault
  - verbal abuse
  - racial abuse
  - threatening gestures
  - swearing
  - deliberate silence
  - sexual harassment
- ❑ All persons are reminded that they have a duty under the Act to take reasonable care to avoid injury to themselves and others by their work activities, and to co-operate with management and staff in meeting statutory requirements.
- ❑ It is Netherbrook policy that the Governing Body, Headteacher and Deputy Headteacher have responsibility for the implementation of, and adherence to the above legislation.

#### **3.2 Objectives**

To fulfil the policy the following objectives are set:

- ❑ Co-ordination, interpretation and implementation of statutory and other requirements.
- ❑ To make available as necessary the service of specialist staff, competent to assist and advise management on the safe conduct of its activities. (refer to Dudley MBC safety officer)

- ❑ Maintenance of good housekeeping standards with continuous identification of potential hazards which may cause injury or damage. Dangers/hazards to be recorded in the Health and Safety file located in **The Secretary's Office**. Also refer to school plan for designated areas of responsibility.
- ❑ Instruction of all employees in general accident prevention/school security procedures and personal safety coupled with training in specific practices where relevant.  
These will take place in the form of:
  - a) an annual general Health and Safety staff meeting
  - b) specific training of designated staff in maintenance of small electrical appliances and First Aid (refer to appendices 4a/4b/4d)
  - c) Training in Personal Safety measures, strategies and procedures will be undertaken by staff and updated and reviewed when necessary.
- ❑ To seek improvement in health, safety and environmental matters, by encouragement of employee and pupil participation by means of, for example, suggestions and constructive criticism.
- ❑ Observance of safe working practices with proper use and care of safety devices and personal protection equipment.

### **3.2a Duties of the Governing Body**

**All members of the Governing Body will receive a copy of the Health and Safety Policy and Guidelines.**

**All members of the Governing Body should:**

- ❑ Make themselves familiar with the requirements of the Health and Safety at Work Act and the management of Health and Safety at work regulations.
- ❑ Periodically assess and review the school policy and ensure that any necessary changes are made and that appropriate documents and procedures are in place.
- ❑ Undertake to provide:
  1. a safe place for staff, pupils and visitors
  2. plant, equipment and systems which are safe
  3. safe arrangements for handling, storing and transporting articles and substances
  4. safe and healthy working conditions
  5. supervision, training and instruction so that all staff and pupils can perform their school related activities in a healthy and safe manner
  6. To provide appropriate funds to maintain a safe environment where financial assistance is unavailable from the L.E.A.
  7. To address issues of Health and Safety through the Finance and General Purpose committee
  8. To work with the Authority's Health and Safety representative to maintain a safe and secure working environment.

### **3.2b Headteacher as Health and Safety Co-ordinator – Health and Safety Responsibilities**

The Headteacher has the following responsibilities:

- i. To establish and implement a suitable Health and Safety Policy within the school, the policy to include the organisational arrangements necessary to make the policy within the school effective.
- ii. To establish and regularly review risk assessments as required by the relevant health and safety regulations and to incorporate the findings of such assessments into a risk management process within the school or college.
- iii. To regularly review the Health and Safety Policy and the supporting organisational arrangements and practices.
- iv. To ensure, that arrangements are made for informing governors and staff about the Health and Safety Policy.
- v. To ensure that health and safety responsibilities and duties are properly assigned, accepted and understood and to review periodically the effectiveness of the health and safety arrangements.
- vi. To ensure all staff comply with the Health and Safety Policy, organisational arrangements and safety rules. To inform new or temporary staff of their health and safety responsibilities and duties and to provide the necessary information and advice for them to carry out their duties.
- vii. To encourage and support the school staff in carrying out their health and safety responsibilities and duties.
- viii. To ensure there is a designated member of staff (which may be the Headteacher) to undertake specific duties on health and safety and to act as “safety co-ordinator” between the school, the Local Education Authority, the safety officers, the enforcing authorities and service providers.
- ix. To maintain copies of the relevant health and safety publications, codes of practice, guidance notes and safety booklets and ensure these documents are readily available for the use by staff.
- x. To ensure that the appropriate training is given to inform management and staff of their health and safety responsibilities and duties.
- xi. To encourage and support the health and safety training for school staff and pupils.
- xii. To address Health and Safety issues through the Financial and General Purpose Committee.
- xiii. To receive minutes and to confirm, or recommend, the appropriate necessary action.
- xiv. To liaise with the Authority’s Health and Safety Representative to maintain a safe and secure environment.
- xv. To prepare special health and safety reports of a technical or financial nature, as required.
- xvi. To receive health and safety reports prepared by school staff and to act upon them as appropriate.

- xvii. To receive health, safety and maintenance reports from the Local Authority Safety officers, the Health and Safety Executive Inspectors, the West Midlands Fire Service Prevention Officers, the Environmental Health Officers and of the school staff and governors.
- xviii. To draw up a schedule of items or activities for which the school is responsible, laying down safe working procedures, where this is required by the Health and Safety Act 1974 or other relevant health and safety legislation.
- xix. To draw up programmes of work in conjunction with the school governors to implement health and safety requirements where the responsibility lies with the school in accordance with the Fair Funding Scheme for delegation.
- xx. To establish an effective control system for the employment of contractors through which their safety policies are vetted and their work procedures monitored in accordance with the Fair Funding Scheme of delegation.
- xxi. To consult with the Local Education Authority regarding the implementation of health and safety requirements where the responsibility lies outside the school.
- xxii. To consult with the Local Education Authority Safety Officer or West Midlands Fire Prevention Officer prior to making changes to the layout of the school, or undertaking activities, which could affect general or fire safety.
- xxiii. To establish and implement an effective accident reporting procedure within the school in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1985 and guidelines supplied by the Local Education Authority and monitor the processing of accident forms in accordance with the accident reporting procedure.
- xxiv. To establish and implement an effective first aid procedure within the school in accordance with the Health and Safety (First Aid) Regulations 1995 and guidelines supplied by the DfES.
- xxv. To monitor the processing of accident forms in accordance with the accident reporting procedure.
- xxvi. To maintain an effective procedure and hold regular fire drills to test the effectiveness of the procedure.
- xxvii. To set up, co-ordinate and monitor the procedure for testing portable electrical appliances and ensuring that a log is kept of all appliances, their periodic inspections and tests by a competent person (Electricity at Work Regulations 1989).
- xxviii. To agree safety procedures for special events, which involve the use of temporary lighting, displays or plant and equipment, etc, being brought onto the premises.
- xxix. To stop IMMEDIATELY any work, process, plant or equipment (including contractor's operations) where it is considered there is a serious breach of health and safety legislation, or hazard has been created likely to affect the safety of staff, pupils or visitors to the school. In circumstances, the Department involved and the Local

Education Authority Safety Officer should be notified as soon as possible.

- xxx. To arrange periodic inspections, with departmental management, of premises, plant, tools, equipment and work activities.
- xxxi. To support the investigation of accidents, dangerous occurrences and near misses occurring on the school premises and reporting the findings as appropriate.
- xxxii. To regularly monitor.
  - The first aid procedure within the school including the availability of first aid equipment and trained staff.
  - The fire evacuation procedure within the school and arrange for regular fire drills to test the effectiveness of the procedure.
  - Other safety programmes and safety performance.
  - The school's system for complying with the control of Substance Hazardous to Health Regulations 1999.
- xxxiii. To attend, as appropriate, the Committee of the Governing Body dealing with health and safety and to prepare agenda items and safety reports.
- xxxiv. To receive health and safety reports prepared by school staff and to act upon them as appropriate.

#### **4. Accountability and Responsibilities**

##### **4.1 Accountability**

- The Headteacher of Netherbrook is ultimately accountable for adherence to Health and Safety legislation and is responsible for the establishment of a Health and Safety at Work Policy and that the appropriate procedures to ensure compliance are produced.

##### **4.2 Executive Responsibility**

- Responsibility for implementing the Health and Safety Policy and for ensuring compliance, rests with the staff. Some staff have further responsibilities for designated areas. (refer to appendix 9)
- Implementation by management will need to take account of local circumstances and requirements.
- Those concerned must be aware of their duties and responsibilities. (refer to appendix 3.2/appendix 9)

##### **4.3 Supporting Services**

- Specialist advice from, for example, Dudley Health and Safety Officers, safety engineers, fire and security officers can be made available for external consultants as and when required.
- Responsibility for the effective co-ordination of their use lies with the Headteacher/Health and Safety Co-ordinator.

## **Job Responsibilities**

Under the Health and Safety Policy, job holders have basic responsibilities for which they are accountable.

These are:

### **4.4a All employees are required to:**

- Be aware of both the Netherbrook/Dudley MBC Health and Safety Policies.
- Co-operate in meeting statutory/Dudley MBC and school requirements.
- Practice good housekeeping (refer to appendix 1 – checklist)
- Use and take good care of safety devices and personal protection equipment.
- Undergo training when necessary.

All employees must, therefore:

- Seek clear guidance from their supervisor/manager when situations arise which may affect the health and safety of themselves or others.
- Conform to legal requirements, safe working procedures and instructions necessary for safe and healthy working.
- Seek advice from supervisors/managers when any doubts or concerns are expressed relating to plant, tools, work equipment, work methods or other matters.
- Report unsafe plant, tools, equipment, work methods or other matters, and stop work if a risk or injury or damage to plant is considered likely.
- Assist in maintaining effective health and safety standards in the workplace.
- Co-operate in the work of safety committees, safety inspections and accident investigations.
- Use Personal Protective Equipment as prescribed for the task.
- Attend health and safety training courses as required.
- Report violence at work incidents sustained in the workplace using the School agreed procedures.
- Report injuries sustained in the School using the Council's procedure.

### **4.4b Management**

Management should:

- Initiate and/or implement health and safety policies, procedures and programmes.
- Ensure that consideration is given to health and safety implications when considering or implementing alterations to layout, procedures etc.
- Take remedial action on working conditions when made aware of a potential risk. Record information in Health and Safety book.
- Identify safety training needs of staff and arrange for these to be met.
- Provide information on health and safety matters and communicate proposed changes involving building processes and facilities. Health



and Safety information kept in secretary's office. (This will be updated on a regular basis).

- ❑ Ensure safety maintenance of the school's plant and equipment (refer to appendix 2 – risk assessment, training).
- ❑ Ensure arrangements are adequate for workplace safety, discipline, safety status of tools and equipment and periodical safety inspections and safety related preventative maintenance.
- ❑ Investigate and report incidents, accidents and hazards.
- ❑ Maintain good housekeeping.
- ❑ Appoint first aiders and fire marshals as necessary.

### **Physical Education**

- ❑ In the interest of their own and other people's safety pupils must remove all jewellery including ear studs and watches, before taking part in P.E., Dance, Games or any sporting events.
- ❑ Pupils must wear suitable clothing and footwear both indoors and outside (refer to school handbook)
- ❑ Bare feet are encouraged for dance and P.E. activities in the hall, but footwear must be worn both on the way to and from the lessons.
- ❑ Shoes, pumps and trainers with plastic soles are not allowed.
- ❑ Suitable footwear must be worn for playground/field activities.

### **Out of School Visits**

- ❑ Guidance for this given in the Dudley LEA School Visits Documents and in the school's Educational Visits Policy.

### **First Aid**

- ❑ Administration of First Aid must be recorded in the First Aid book (this is situated in the secretary's office).

### **Administration of Medicines**

Please refer to the Medicines Policy which can be found on: 'staff.staff, write.policies.non-curriculum policies.Medicinespolicy10.'

### **Food Technology Statement**

#### **Floor Safety**

- ❑ Anything which is spilt onto the floor must be cleaned up immediately and warning signs must be available and put into use to indicate wet floor areas.

#### **Use of Knives**

- ❑ No pupils should be allowed to use a knife unless they have been properly trained.
- ❑ The degree of supervision required when pupils are using knives depends on the age of the pupils and the tasks for which the knives are being used.
- ❑ Where possible the use of knives should be avoided and peelers, scissors etc. used instead.

### **Electrical Equipment**

- ❑ Pupils must be taught to use electrical equipment safely and then it should only be used under constant adult supervision.

### **Burns and Scalds**

- ❑ Pupils should be taught how to use the cooker, hob and oven safely. They should only be used under constant adult supervision.
- ❑ No hot pans, kettles etc. should ever be carried by pupils around the food technology area.
- ❑ Oven gloves and cloths should be available.
- ❑ Pupils should be taught that hot food can burn e.g. cake/bread from the oven.
- ❑ Pupils should be taught how to deal with burns and scalds (to hold under cool water for at least 10 minutes).

### **Waste Containers**

- ❑ Adequate waste receptacles are necessary.
- ❑ Pupils should be taught how to use them and how to clean up the technology area after use.
- ❑ Care and consideration should be given to the safe disposal of glass and sharp pointed items.

### **Use of Pupils to Move or Carry Items in and Around the School**

**If pupils are asked to move items of equipment or furniture around the school the following guidelines should be followed:**

- ❑ Items to be carried must be within the pupils capability e.g. an infant child may be able to move their own chair and pupils in Years 5 and 6 and above could carry two chairs safely.
- ❑ When lifting or moving furniture the pupils must be under **constant** adult supervision.
- ❑ Pupils should be supervised when getting out or putting away P.E. apparatus.
- ❑ Pupils should not be used to carry excessive loads.
- ❑ Pupils should not carry furniture, boxes etc. up or down stairs or steps.
- ❑ Pupils should not be allowed to stand on tables, chairs or stepladders to get to items which are out of reach.
- ❑ The following guidelines should be followed:
  - Two pupils to carry a bench
  - Two pupils (Years 5 and 6 or above) to carry a classroom table.
  - Two pupils to each P.E. mat.

### **Lone Working**

The Council's Central Safety Section issued a corporate procedure on Lone Working/Violence in June 1998 (Schedule B17)

Should an incident of actual or threatened violence against a member of staff occur, an incident report should be completed immediately following the occurrence and given to the appropriate line manager.

Further information on lone working/violence at work can be obtained from the Dudley MBC Central Safety Office or from the Suzie Lamplugh Trust at 14 East Sheen Avenue, London, SW14 8AS.

## **Accidental Injury and Reporting Procedure**

### **Procedures for Reporting Accidents and Dangerous Occurrences Effective from 1 April 1996.**

#### **Introduction**

The procedures outlined below are based on provisions contained in The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (Statutory Instrument). These Regulations revoke and re-enact with modifications the Notification of Accidents and Dangerous Occurrences Regulations 1995. The new Regulations provide for the reporting of accidents to certain trainees (whether or not they are trainees under the Youth Training Scheme), in the same way as other employees.

The number of types of injury at work which are reportable is increased, as is the list of reportable dangerous occurrences. Additionally, all accidents resulting in **more than three days absence from work must now be reported to the Health and Safety Executive (HSE) using the LEA's reporting procedure described below.**

Similarly, accidents where a member of the public is killed or taken to hospital must also be reported to the HSE using the **LEA's reporting procedure described below.**

#### **What to Do**

- 1. Accidents, including an act of physical violence, to Employees (and Persons on Community Programmes and Youth Training Scheme Placements).**

Every accident must be recorded in B.I.510 registers, which must be kept at convenient points and placed under the control of authorised persons. Entries should be made **in the presence of the injured person, or his/her representative where requested**, in the accident book for the School.

#### **Accidents Resulting in Non Lost Time Accident – Reporting Procedure**

- Details of accidents where no time is lost from work (other than on the day of the accident) must be recorded on the non-lost time accident form (see Non Lost Time Accident Report Form in Appendix 4).
- The form must be signed by the authorised person at the School and a copy retained for information.

- The top copy sent to Anne Poole, Education Personnel Administrative Service. A copy will be forwarded to the Central Safety Section for summative reporting on accident statistics.

### **Accidents Resulting in Lost Time – Reporting Procedure**

Where accidents result in time lost from work other than on the day of the accident or the nature of the injury could result in a claim involving the Council's insurer:

- An **F2508 Accident Form** must be completed and signed by the authorised person at the school.
- The F2508 Accident Form must then be forwarded to Anne Poole, Education Personnel Administrative Service for signature by the Director of Education.
- The original signed form will then be forwarded to the Central Safety Section.

Where an accident results in more than three consecutive days incapacity for work (excluding the day of the accident but including any days which would not have been working days)

- An **F2508 Accident Form** must be completed and signed by the authorised person at the School.
- The F2508 Accident Form must then be forwarded to Anne Poole, Education Personnel Administrative Service for signature by the Director of Education.
- The LEA will ensure it is sent to the HSE within seven days of the accident and a copy of this form will be sent to the Central Safety Section.

The report forms for non lost time and lost time satisfy the requirement for the employer to keep records of accidents to employees and may be requested by a HSE Inspector at an investigation.

## **2. Notifiable Accidents to Employees (Fatalities and Major Injuries)**

For notifiable accidents (fatalities and major injuries, including as a result of physical violence) the procedures outlined in Section 1 must be adhered to, together with the arrangements for notifying the HSE detailed below.

A major injury is defined as:

- (a) fracture other than to fingers, thumbs or toes
- (b) amputation
- (c) dislocation of the shoulder, hip, knee or spine
- (d) loss of sight (temporary or permanent)
- (e) chemical or hot metal burn to the eye or any penetrating injury to the eye
- (f) injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours

- (g) any other injury leading to hypothermia, heat-induced illness or unconsciousness; or requiring admittance to hospital for more than 24 hours
- (h) unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- (i) acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through skin
- (j) acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

**A notifiable accident must be reported by the person responsible for the workplace by telephone to Anne Poole (ext 4257). She will contact the HSE without delay.**

**Unless further damage is likely to occur the site must not be disturbed until permission has been given by the Inspectorate, or the Director of Education and the Principal Safety Officer.**

The Director of Education or his deputy must be contacted as soon as the calls to the emergency services and the HSE have been made. The Director of Education will then contact:

- The Principal Safety Officer
- The Departmental Safety Co-ordinator
- The Safety Representative
- The Insurance Officer

The Director of Education requires the Headteacher to assist in preparing the necessary documentation including written confirmation of the accident, which must have been forwarded using the LEA's reporting procedure to the HSE on form F2508 within seven days of the accident. A copy of the F2508 must have been sent to the Principal Safety Officer who will prepare a separate report for the Chief Executive as necessary.

Where an employee has suffered an injury as a result of a notifiable accident or dangerous occurrence, which is a cause of his/her death within one year of the accident the Director of Education must inform the HSE in writing of the circumstances and notify The Principal Safety Officer.

### **3. Notifiable Accidents to Non-Employees (Fatalities and Major Injuries)**

“Non-employees” are persons who may be affected by work undertaken or controlled by the Council. They include residents in homes, pupils and students, audiences in the public halls and persons on the highway (subject to a qualification concerning accidents with vehicles).

The procedure outlined in Section 2 must be followed, and in addition, a record must be kept in a book at the School giving details of the name, age, sex and occupation of the person, nature of the injury, place where the accident occurred and a brief description of the circumstances.

Notifiable injuries to employees of contractors working for the Council or the Headteacher/Governors should be reported to the HSE by the contractor, and a copy of the written notification should be requested by the Council's representative and/or Headteacher and forwarded without delay to the Central Safety Section. A reminder to contractors of their responsibilities in this matter should be included in any contract documents particularly where Schools/Colleges contract for work outside the Council's normal arrangements e.g. Building work not involving Dudley Property Consultancy or contractors from the approved list.

Accidents where a member of the public is killed or taken to hospital must be reported to the Education Department and the incident will then be reported to the HSE.

Notifiable injuries to self employed persons working on Council controlled premises must be notified to the HSE following the LEA's procedure laid down in Section 2.

Notifiable injuries to persons employed on community programmes or whilst on Youth Training Scheme placements with the Council must be reported following the procedure laid down in Section 2.

#### **4. Reportable Diseases**

Advice about reportable diseases can be obtained from the Central Safety Section. Where an employee is diagnosed as suffering from a reportable disease and his/her work involves one of the activities specified for each disease, the Director of Education or his deputy must make a report to the HSE on form F2508A.

The DSS will notify the Council of claims arising from diseases prescribed under Section 76 of the Social Security Act 1975, and a copy of the claim form (B.I. 76(B) must be retained by the Department and a copy forwarded to the Central Safety Section.

Where an employee is diagnosed as suffering from a reportable disease or a prescribed disease, the Department must in addition to the above procedures, enter details on an insurance form, and a copy retained obtainable from the Insurance Officer. The original must be sent to the Central Safety Section by the Department.

## **Communicable Diseases**

**In November 1995, the Department of Public Health Medicine issued a document 'Guidelines for the Control of Communicable Disease'.**

This document specifically relates to those establishments which are vulnerable to such diseases i.e.

- School and Colleges – Dudley
- Centres for the under-fives
- Nursing and Residential homes

Copies of these guidelines were issued to all relevant establishments at the time and a copy is now held in the Personnel Department, Chief Executive's Office.

### **List of Communicable Diseases**

#### **i. VERY RARE INFECTIONS**

- Plague - Anthrax
- Smallpox – Yellow Fever
- Relapsing Fever – Rabies
- Typhus – Leprosy

#### **ii. UNCOMMON IMPORTANT INFECTIONS**

- Malaria – Leptospirosis (Weil's disease)
- Cholera – Acute encephalitis
- Typhoid fever – Meningitis
- Paratyphoid fever – Meningococcal septicaemia
- Tetanus – Tuberculosis
- Acute poliomyelitis – Diphtheria

#### **iii. MORE COMMON INFECTIONS**

- Food poisoning – Measles
- Dysentery – Mumps
- Ophthalmic neonatorum – Rubella
- Viral hepatitis – Scarlet fever
- Whooping Cough

### **Action to be Taken**

Following an incident where there is concern regarding an employee with a family member confirmed as suffering from a communicable disease, the appropriate action to be taken has been confirmed as follows:

- i. there is no necessity to exclude from work anyone who has been in contact with a communicable disease unless showing symptoms or instructed by their General Practitioner or the Consultant in Communicable Disease Control (CCDC)

- ii. in the UK all cases of certain infections are by law statutorily notifiable, generally by the doctor treating the case, to the CCDC.

## **NETHERBROOK PRIMARY SCHOOL – PREMISES – DESIGNATED AREAS**

### **Premises**

- A number of designated staff will be responsible for the specific areas shown on Appendix 9 and complete from Appendix 9a.
- They will make regular checks of their areas and report any serious problem immediately, recording less urgent matters in the caretaker's book located in the school office.
- The book will be checked regularly and the caretaker or appropriate person will carry out the work when necessary.
- Staff are asked to inform the appropriate colleague of any more serious concerns which occur within their classrooms or other areas around the school premises.
- The Headteacher, the Business Manager and the caretaker will make a tour of inspection at least once a term
- Any serious risks will be reported to the Authority Health and Safety Committee for their action.
- The Authority will be asked to complete a RISK ASSESSMENT for the school when necessary.

### **Health and Safety Appendices**

1. Health and Safety notice.
  - a) Checklist for supply staff (signed copy) to be included in supply handbook.
2. Risk assessment flowchart
  - a) Risk assessment audit sheet
  - b) Guidance on Risk assessment
3. Page layout of Health and Safety file
4. List of persons trained in:
  - a) first aid
  - b) small electrical appliance maintenance
  - c) people insured to carry passengers in their car
  - d) people insured and trained to drive a minibus
5. Copy of Emergency Evacuation Procedures
  - a) Emergency Drill  
Fire Drill Record Sheet
  - b) Telephone bomb threat form
  - c) Muster points



- d) Position/type of fire extinguishers
- 6. Contents of First Aid Box checklist
- 7. Accident form proforma (pupil head bumps)
  - a) Employee accident form
- 8. COSHH regulations
- 9. Designated responsibilities and areas
  - a) Designated staff Health and Safety termly checklist
  - b) Health and Safety Co-ordinator/Headteacher/Caretaker checklist
  - c) Identification of Problems
  - d) Notification to Authority
- 10. Record of absence due to Stress
- 11. Fire Safety Information
- 12. Verbal Abuse, Actual or Threatened Violence Record
  - a) Reporting of Injuries, Diseases and Dangerous Occurrences
- 13. Signed sheet

**Checklist**

- ❑ Fire doors in corridors should be kept closed
- ❑ Outside fire doors in classrooms should be unlocked each morning
- ❑ Emergency fire drill information is displayed inside each classroom  
(Please ensure that you are aware of the procedures)
- ❑ Fire evacuation marshalling area is on the far side of the playground for KS2, Reception children and children using the ICT room, and at the base of the bank for KS1 and pupils using the mobile classrooms
- ❑ Nursery exit onto nursery playground and then into KS2 playground via gate access.
- ❑ First Aid boxes are in each classroom (white boxes marked with a green cross)
- ❑ First Aid Stations are situated in:
  - 1. the kitchen/technology area**
  - 2. the infant corridor by the playground door**
  - 3. the end of the junior corridor by main stock cupboard**
- ❑ The qualified first aiders as of (17/03/2010 ) aiders are: Mrs Stokes  
Mrs Bowen  
The following Midday Supervisors have undertaken Emergency First Aid at Work training: J McCarron; M Billingham; J Ball; S Wilson; C Edwards; J Parton; F White; D Pritchard.  
*K. Simmons & Mrs C. Harris to undergo paediatric first aid training by summer term 2010.*
- ❑ Plastic gloves and aprons are in the first aid boxes
- ❑ No tablets or medicines should be kept in the classrooms
- ❑ A trolley is available for moving heavy objects  
Please ask at the Office.
- ❑ Pupils/teachers should not stand on chairs or tables
- ❑ Pupils must remove all jewellery and watches for P.E. Dance and Games lessons
- ❑ Pupils must wear suitable clothing and footwear for P.E. Dance and Games lessons. Bare feet are allowed for P.E. and Dance

**Guidance Note on Risk Assessment Form**

PLEASE SEE P RAWLINGS FOR FORMS AND GUIDANCE

**Introduction**

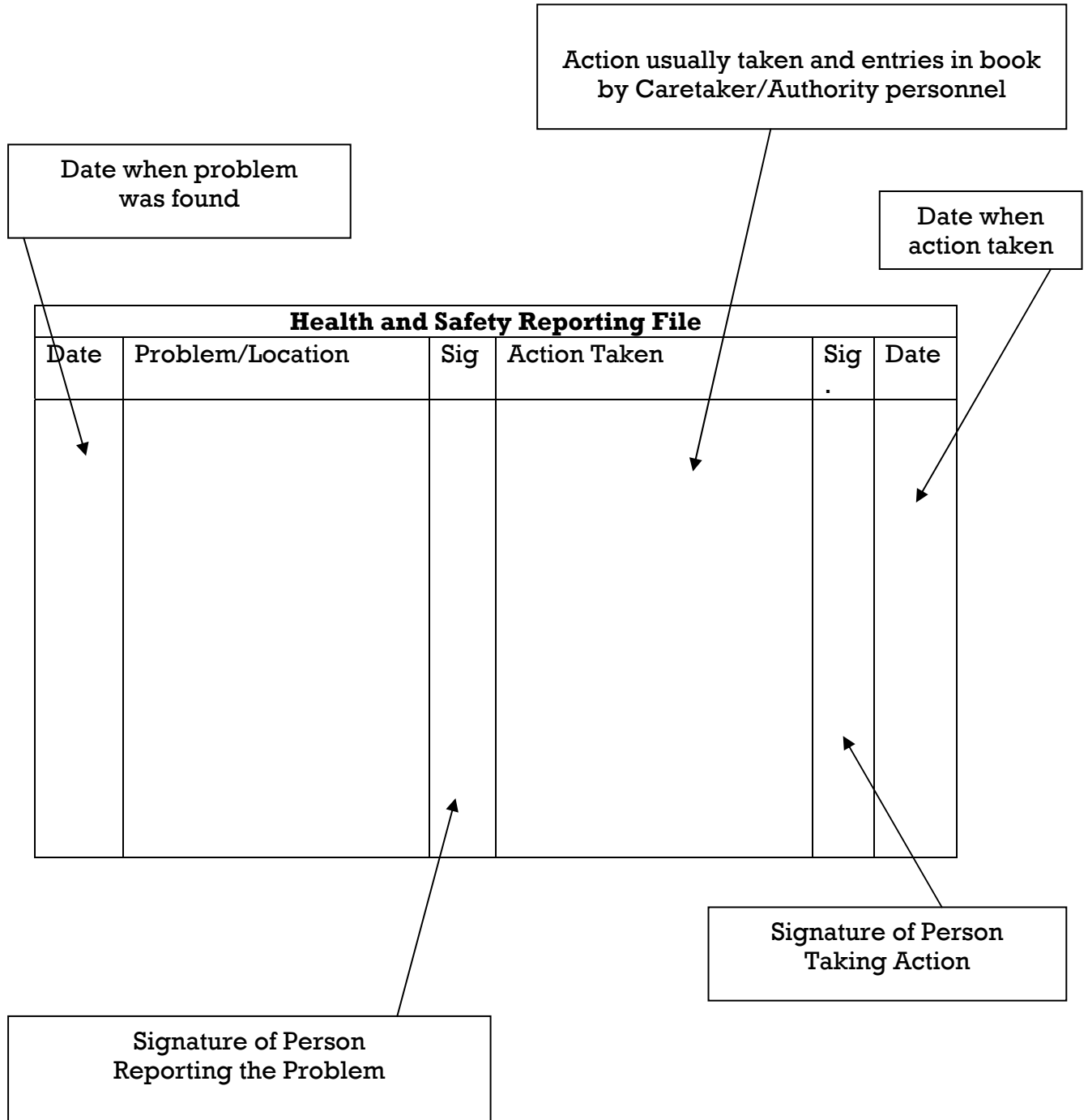
The law requires employers through their management system to carry out risk assessments. All Education Department managers and supervisors will have been trained in the basic techniques of risk assessment along with certain other key members of staff. The following is to acquaint all staff with the principles of risk assessment so that they may assist their manager/supervisor to fulfil their responsibility for this process.

- i. **Look for the Hazard** – look for what could reasonably be expected to cause harm, and identify the type of hazard which could result in serious harm or affect other people. Ask colleagues what they think. Do not forget to consider ‘invisible’ hazards such as workload stress and workplace bullying.
- ii. **Decide who may be harmed and how** – think about the client, and other people who share your workplace. Is there a possibility that they could be hurt in your activities?
- iii. **Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or more should be done** – using Note 1, evaluate the risks arising from the hazard into H = High, M = Medium or L = Low and decide whether existing precautions are adequate or more should be done. Even after all precautions have been taken, usually some risk remains. What you have to decide for **each significant hazard** is whether any remaining risk is high, medium or low. Ask yourself whether you have all the things that the law requires. For example, there are legal requirements for chemicals used for cleaning – the Control of Substances Hazardous to Health (COSHH) Regulations. Ask yourself whether accepted Safety Standards are in place, but don’t stop there – think – because the law requires you to do what is reasonably practicable to keep the workplace safe. The aim is to make all risks small by adding precautions if necessary.
- iv. **Record your findings** – write down your significant hazards and your most important conclusions to show that:
  - proper checks were made
  - who might be affected
  - you dealt with the obvious significant hazards
  - the precautions are reasonable and the remaining risk is low

Assessments need to be suitable and sufficient – not perfect.

- v. **Review your assessments from time to time and revise if necessary** – if there is significant change, you should review the assessment taking into account any new hazards. It is good practice to review your assessments from time to time.

**Page Layout of Health and Safety Reporting File**



**Copy of Emergency Evacuation Procedures**

In case of an emergency – which need not necessarily be a fire, it is essential that staff and children should know how to leave the building as quickly as possible. The following drill will be practised regularly. No prior warning will be given.

At any time during the school day, the bell may ring continuously, at which the staff and children should stop what they are doing immediately and leave the building by the nearest door, WALKING quickly.

Teachers and pupils should assemble in either the junior playground or on the field adjacent to Key Stage One wing of the school.

Appointed staff carry mobile phones for communications. It is the responsibility of the designated staff to ensure that the mobile phones are fully charged and serviceable. Details of telephone numbers can be found in the Emergency booklet issued to staff. Please see Business Manager for a replacement or most recent version.

Staff have laminated sheets with daily absences recorded on them, together with the names of children who are going home for lunch each day. These must be in the possession of the teacher at all times as there may be occasions where the class or group is not in the classroom area at the time of the emergency. On arrival at assembly points, children should go to their class teacher who will call a register and report to the designated colleague who will then relay any relevant information via mobile phone.

Classes or children in the Dining Room or School Hall should assemble in the infant playground. No one should stop to dress. It is better to catch a cold than be overcome by smoke or fumes.

Staff not responsible for the children will need to make an initial sweep of the building to ensure that the toilets are cleared of children.

Please check that the fire doors are closed at all times.

**Each teacher is responsible for checking the fire doors nearest their own classroom door.**

## **REMEMBER**

**Get the children out first**

**Use the nearest exit**

**Call 999**

**When the children are safe and accounted for – deal with the fire**

## **FIRE & EMERGENCY INSTRUCTIONS**

At any time during the school day, the bell may ring continuously, at which signal all staff and children should stop what they are doing IMMEDIATELY and leave the building by the nearest door.

- Assemble for a roll call at:
  - KS1 and mobiles – the far side of the school field at the base of the bank
  - KS2/Reception & Nursery far side of the playground

In the case of a bomb threat, get the children as far away from the school buildings as possible. This exercise should be carried out in silence. There should be no talking except to give instructions.

As soon as the classes are assembled a roll call will be taken.

KS1 Staff mustering on the playing field should open the double gates to allow entry of fire appliances and KS2 children

The Headteacher or Senior Staff will be responsible for rounding up children who may be in toilets.

If possible a member of staff should head the evacuation line to ensure that children get out of the building safely without hesitation or panic, while another colleague brings up the rear and makes certain that the last child is safely out of the building and that the classrooms are empty.

Pupils/staff/visitors in other parts of the school e.g. Hall/Dining Room should leave by the nearest fire exit door.

If taking part in P.E./Dance no one should stop to dress.

Gates are locked with combination locks to allow staff to open gates for further exiting of children and entry of fire appliances etc.

Please check that fire doors are kept closed and each adult is responsible for ensuring that these doors are closed after the class has passed through.

## BEFORE A FIRE HAPPENS

1. READ FIRE INSTRUCTIONS
2. FAMILIARISE YOURSELF WITH MEANS OF ESCAPE
3. KNOW HOW TO USE THE FIRE EXTINGUISHERS PROVIDED

### **IF YOU DISCOVER A FIRE (NO MATTER HOW SMALL):**

1. **SOUND THE ALARM**
2. **CALL THE FIRE SERVICE IMMEDIATELY USING THE NEAREST AVAILABLE TELEPHONE**

These are situated:

- in the secretary's office
- in the Deputy Headteacher's office
- in the Nursery
- in the Headteacher's office

**Dial 999** and state that the fire is at:  
**Netherbrook Primary School**  
**Chester Road**  
**Netherton**  
**Dudley**  
**DY2 9RZ**

3. **TACKLE THE FIRE, IF POSSIBLE, USING THE APPLIANCE PROVIDED YOU ARE TRAINED IN ITS USE AND IF IT DOES NOT DELAY EVACUATION, OR PLACE PERSONS AT RISK.**

### **REMEMBER**

**DO NOT STOP TO COLLECT PERSONAL BELONGINGS**  
**CLOSE DOORS BEHIND YOU AS YOU LEAVE**  
**DO NOT RE-ENTER THE BUILDING**

STAFF MUST CHECK THAT CHANGING ROOMS, TOILETS ETC. HAVE BEEN EVACUATED, AS THEY LEAVE THE BUILDING.]

## **Bomb Threat**

On receiving a telephone bomb threat:

- try to get as much information about the incident from the caller (see appendix 5b)
- implement emergency drill
- advise appropriate Senior Staff

KS2 children to be evacuated from playground to field via the road.

KS1 to assemble at the far end of the field.



**Checklist for Dealing with a Telephone Bomb Threat**

- **Try to get as much of the following information about the incident from the caller.**
- **Write down the information as accurately as possible.**
- **As soon as possible report the call to your Headteacher.**

Complete this form as you go along:

Message (exact words):

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Ask for any code words:

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Where is the bomb?

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What time will it go off?

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What does it look like?

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What time will it go off?

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What type of bomb is it?

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Why are you doing this?

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Time and Date of call:

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**As soon as the call has finished give this form to your Headteacher or the person responsible for security who will decide what to do.**

Information to be provided immediately to the Person responsible for Security or your Manager after having received a Telephone Bomb Threat.

**Details of caller**

Man	<input type="checkbox"/>	Young	<input type="checkbox"/>
Woman	<input type="checkbox"/>	Old	<input type="checkbox"/>
Child	<input type="checkbox"/>	Not known	<input type="checkbox"/>

**Speech**

Intoxicated	<input type="checkbox"/>	Laughing	<input type="checkbox"/>
Rational	<input type="checkbox"/>	Serious	<input type="checkbox"/>
Rambling	<input type="checkbox"/>	Message Read	<input type="checkbox"/>
Speech impediment	<input type="checkbox"/>	Spontaneous	<input type="checkbox"/>
Accent (specify if possible)	<input type="checkbox"/>	Disguised e.g. electronically	<input type="checkbox"/>

**Distractions**

Noise on the line	<input type="checkbox"/>	Interruptions	<input type="checkbox"/>
Call box pay tone or coins	<input type="checkbox"/>	Anyone in background	<input type="checkbox"/>
<b>Other Noises</b>		Operator	<input type="checkbox"/>

Traffic	<input type="checkbox"/>	Railway Station	<input type="checkbox"/>
Talk	<input type="checkbox"/>	Music	<input type="checkbox"/>
Typing	<input type="checkbox"/>	Children	<input type="checkbox"/>
Machinery	<input type="checkbox"/>	Other	<input type="checkbox"/>
Aircraft	<input type="checkbox"/>		

Any clue as to identify of caller and/or location:

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Person receiving the call:

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Number of telephone on which the call was received:

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**FIRE EXTINGUISHERS**

ALL TEACHERS SHOULD FAMILIARISE THEMSELVES WITH THE LOCATION OF THE FIRE EXTINGUISHERS AND THE FUNCTION OF EACH TYPE

Number available	Type	Location
3	Water	Infant corridor – 1 at each end & 1 central
2	Water	Junior corridor – 1 at each end
1	Water	Outside Deputy Headteacher's office
2	Water	Upstairs corridor – 1 at each end
1	Powder	Boiler house, just inside entrance
1	Blanket	Kitchen, by storeroom
1	Powder	Kitchen, by main entrance
1	CO <sup>2</sup>	Kitchen, by office
1	Water	Outside library
1	CO <sup>2</sup>	Practical Area
1	Water	Right side of stage
1	Water	Left side of stage
1	CO <sup>2</sup>	Left side of stage
1	Water	Foot of steps, right side of stage
1	Water	Hall, nearest dining room wall
1	CO <sup>2</sup>	In secretary's office
1	CO <sup>2</sup>	Nursery entrance end of Junior corridor
2	Blanket	Nursery entrance end of Junior corridor
1	Water	Next to cleaning store in Foyer
1	CO <sup>2</sup>	Nursery, by storeroom
1	Water	Nursery, by Fire-door
1	CO <sup>2</sup>	ICT room upstairs
1	Blanket	Staffroom Kitchen
1	Blanket	Community Room Kitchen

**Remember:**

- Water extinguishers are for general fires and **must not** be used on either electrical or oil fires.
- CO<sup>2</sup>/Powder for electrical or oil fires
- blankets for smothering flames

**First Aid Box Checklist**

Ideally each classroom should have a First Aid box which should contain approx:

- ❑ 12 individually wrapped plasters
- ❑ 1 triangular bandage
- ❑ variety of sterile dressings
- ❑ some sterile wipes
- ❑ plastic gloves and plastic apron
- A First Aid Kit to take out on trips is available from Mrs Bowen or Mrs Stokes.

First Aid stations should contain the same equipment and should be sited in suitable locations around the school, and identified with a white cross on a green background.

Appropriate signs should be sited identifying names and locations of qualified First Aiders.

**Accident form proforma**

**Pupil Head Bumps**

- Head bumps to be recorded in Pupil Accident Book
- Note sent home to parent:

**Oops! I've had a bump...**

Name: .....

Class: .....

Signed: .....

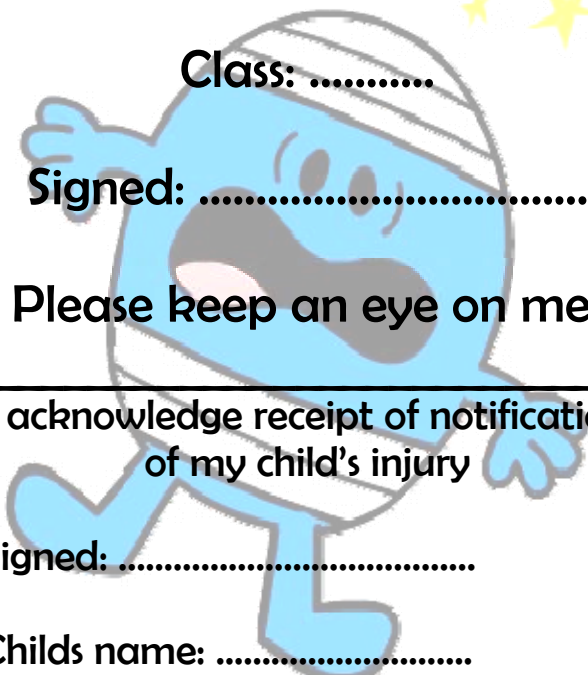
**Please keep an eye on me!**

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I acknowledge receipt of notification  
of my child's injury

Signed: .....

Childs name: .....



**COSHH Regulations  
(Control of Substances Hazardous to Health)**

**Hazardous substance can be:**

- liquids
- solids
- dusts
- powders
- gases

**They can cause damage to the body when they;**

- come into contact with the skin and eyes
- enter the body through cuts in the skin
- are breathed in
- enter the body by mouth, for example, by swallowing or from contaminated hands touching the mouth

**Hazardous substances in school include;**

- some adhesives**  
these are kept in the art area in Year 2 classroom no unaccompanied pupils are allowed in this area adhesives to be used under supervision, with windows open and after a verbal warning to the pupils about their use.
- glazes (used in pottery)**  
These are kept in the ceramic studio in either powder or liquid form. Can be used by the pupils under supervision.
- bleaches**  
Kept in the caretaker's cupboard or room.  
No bleach should be kept in classrooms.  
Pupils are **not allowed** to use this substance.
- photocopying toner**  
Kept in the secretary's office.  
Pupils may use photocopier under supervision.  
Pupils **must not** touch toner or any other substance used in the photocopying process.

If you are unsure about the safety of any substance, consult the Health and Safety Officer.

**Leakage from fire extinguishers is potentially dangerous please report immediately.**

Please look for and learn the labels which are required by law to be displayed on all hazardous substances.

Some of the most common labels are shown below.

MAKE SURE THAT YOU LEARN THE LABELS, THEY ARE FOR THE PROTECTION OF YOURSELF AND YOUR PUPILS.

The most common label in school is the **X** which is found on bleach containers.

This label **X** is also found on adhesives and some pottery equipment. Refer to Art Policy for safe storage and usage.

**Health and Safety Policy****Appendix 9**

Pro forma available from 'My computer/staff/staff/write/health&safety LA policy/schoolareas/Health&safetychecklist[1]

<b>Staff:</b>			<b>Areas:</b>	
Yr 5 Staff	AREA 13	(5)	Numeracy Base Loft/teaching room small office room	1 <sup>st</sup> floor Corridor stock cupboard
S Thompson	AREA 2	(7)	SEN room Offices (General Office and Dep. Heads) Foyer Hall Ladies Toilet	Dining Room Intensive learning Unit
T Wilkes	AREA 9	(3)	KS1 corridor	KS1 Toilets Infant playground
Nursery Staff	AREA 7	(5)	Nursery Bathroom	Office Playground (nursery) & equipment
Reception	AREA 8	(5)	Reception classrooms (indoor and outdoor) Reception Store	
Year 1 staff	AREA 6	(6)	Year 1 classrooms Junior toilets Science Store	Library Staff room
Year 2 staff	AREA 10	(6)	Repographics Area Staff Car Park Outside Play equipment Yr 2 classrooms	
Year 3 staff	AREA 3	(6)	Year 3 and Year 4 classrooms Area outside mobiles Lower KS2 corridor	
Year 4 staff	AREA 4	(6)	Main store room Reading zone Link corridor	B Number zone Dance Studio
Year 5 staff	AREA 1	(5)	Year 5 classrooms Ladies Toilet	Stairs ICT Suite
Year 6 staff	AREA 5	(7)	Year 5 and Year 6 classrooms KS2 corridor Yr 6 & 5.2 Disabled toilet	
A. Bowen	AREA 12	(1)	Community Room	Staff toilet by staffroom
J Barfoot	AREA 11 (4 large)		Conservation Area Car Park (front)	Playing fields Junior playground
J. Bradley	AREA 13 (3 large)		Front of school Fabric of building	KS2 fencing Bin Area



**External Checklist (Once per term)**

Items checked:	Tick	Problem Identification
Outside surfaces: Playgrounds Car parks Pathways		
Fences/gates		
Drainpipes		
Manhole covers		
Doorways		
Doors: glass/hinges		
Window ledges		
Outside lights		
Fire escape		
Toilets: Floor surface Toilets/cisterns Urinals Seats/clothes pegs		
Stairways		
Upstairs accommodation		
Office accommodation		
General comment:		

Signed \_\_\_\_\_ Date \_\_\_\_\_

Problems arising from Health and Safety Termly Check.

<b>Health and Safety Reporting File</b>					
Date	Problem/Location	Sig	Action Taken	Sig	Date

<b>Signed:</b>	<b>Date:</b>
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**Responsible persons and contacts**

Headteacher: <b>Mrs K Daley</b>
School Health and Safety Co-ordinator: <b>Mrs K Daley</b>
School Fire Safety Officer: <b>Mr P Rawlings</b>
School Fire Safety Officer: <b>Mrs S Thompson</b>
School Fire Safety Officer:
School Fire Safety Officer:
Schools Fire Service Officer: Contact name – <b>Colin Patrick</b>  Telephone number – <b>0121 380 7594</b>
Fire Alarm Company: <b>MHS Alarm Services Ltd</b>  Telephone number – <b>01384 566633</b>
Fire Extinguisher Company: <b>Bryland Fire Protection Ltd</b>  Telephone number – <b>01384 573350</b>
Burglar Alarm: <b>ADT</b>  Telephone number – <b>0870 609 2495</b> <b>0844 800 1999</b>

<b>VERBAL ABUSE, ACTUAL OR THREATENED VIOLENCE RECORD</b>	
Name _____	Date: _____
	Time: _____
Names of those involved in incident: (aggressor)	Location of incident:
Witnesses:	
Short description of incident: (including injuries sustained)	
Action Taken:	
Police informed: Yes/No	
Signed:	Date:

**Reporting of Injuries, Diseases and Dangerous Occurrences  
Regulations 1995**

<b>Category</b>	<b>Reportable Event</b>	<b>Responsible Person</b>
Employees at work	Death, Major injury, over 3 – day injury, or case of disease.	Person's employer
Person who is not at work but is affected by the work of someone else	Death or injury requiring removal to a hospital for treatment.	Person in control of premises.
Self-employed person at work in premises under the control of someone else.	Death, major injury, over 3 – day injury, or case of disease.	Person in control of premises.
	Dangerous occurrence as defined in schedule 2.	Person in control of premises at time of dangerous occurrence