



HEALTH AND SAFETY POLICY

PARK AVENUE GIRLS' HIGH SCHOOL



Educating Nurturing Inspiring

REVIEWED ON 15/08/2016

This policy was drawn up with reference to the Health and Safety at Work document

Aim and objectives:

The aim of our school is to create a safe environment, for all users of the school, students, school staff, parents and the community.

This includes:

- The ability of each individual to protect him/her self
- Concern and consideration for the safety of others
- Knowledge of what to do in certain situations
- Alertness and control
- Cultivation of good habits

Learning to be safe

We believe that students learn best through practical experiences and active involvement in all areas of the curriculum. Students are taught to have care and consideration for themselves and others:

- In the classroom
- When using equipment e.g. scissors, tools, PE apparatus
- When moving around school
- When carrying out investigations e.g. a pond, pollution, soil studies
- When on educational visits
- Safe places to play (stranger danger etc)
- Healthy eating habits, fruit time in school at breaks
- Wearing the right clothing for P.E/games lesson

We have a limited number of school rules, which are for safety reasons, such as walking round school, playing in sight of an adult on duty, care of property etc.

Educational visits are carefully planned in advance, by following instructions in the education visit policy.

Roles and responsibilities

The school Health and Safety (H & S) committee consists of:-

Headteacher

- to pursue objectives in respect of H&S policy
- to set up arrangement to meet the H&S requirement
- to be available to any member of staff to discuss and seek to resolve health and safety problems
- to report to the Trustees
- to inform staff of any changes/hazards etc
- to ensure that all areas of the school are inspected regularly
- to ensure that a system is established for reporting, recording and investigation of accidents and that all reasonable steps are taken to prevent recurrences
- to ensure that all visitors, including maintenances contractors are informed of any hazards on site of which they may be unaware
- to ensure that consideration is given to the possibilities of maintenance work affecting pupils and staff
- to ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or emergency and that firefighting equipment is available and maintained

Health and Safety coordinator(Aapa Nisa)

- To ensure that employees are:-
 - aware of their responsibilities under the Health and Safety at Work Act
 - familiar with the requirements of the school's safety policy
 - made aware of the hazards in their area of activity
 - familiar with safe methods of work
 - aware of the action to be taken in an emergency
 - aware of the first aid facilities available
- to ensure that safety rules and safe methods of work are observed, and that protective equipment is utilized where appropriate
- to inform the head of all accidents and incidents and assist in the investigation
- to initiate or recommend any necessary repairs or maintenance work
- to maintain a high standard of a safe working environment at all times
- to participate in consultation with head and employees in promoting progression improvements in the safety of activities

All staff

- to co-operate with safety representatives in the fulfillment of the objectives of the school's H&S policies and their responsibilities under the Health and Safety at Work Act
- to comply with safety rules and procedures laid down in their area of activity
- to take reasonable care to avoid injury to themselves and others by act or omission whilst at work
- to use such protective clothing or equipment as may be provided
- to report all sickness, accidents and dangerous occurrences promptly

Arrangement for ensuring Health and Safety

Every person entering the premises will be made aware of the emergency procedures

The health and safety committee of the school will issue, as necessary, policy curriculums and/or guidance notes through the head and H&S coordinator and will be a circulated to appropriate staff. A full record of guidance will be kept in a file in the office. It is the responsibility of members of staff to refer to these documents as the need arises.

New employees will, as part of normal induction process, be given health and safety information relevant to their work. Including fire warning procedures and first aid facilitation etc.

Protective Clothing

Where appropriate, suitable and adequate protective equipment/clothing will be made available to employees engaged in hazardous activities.

Consultation

Any employee who has a problem relating to health and safety at work must raise the matter with the H&S coordinator who will take appropriate action.

Proposals for introducing new Machinery, substances or processes will be subject to consultation with relevant employees and appropriate instruction, training and information will be provided where necessary. Certain items of plant and equipment may be subject to statutory inspections.

Training

The progression of adequate training is vital to health and safety of all members of staff. The head teacher supported by staff will identify needs and secure appropriate training.

Visitors and Visiting staff

Any employee who during the course of his or her work, as required to visit premises other than their normal place of work must comply with the health and safety instructions relating to those premises.

Those persons inviting visitors into premises are responsible for ensuring that they are made aware of safety rules and procedures sufficient to ensure their safety.

All visitors must sign the visitor's book in the school office.

Smoking

It is the policy of the trustees that PAGHS is a no-smoking school

Smoking is not permitted in any area of the school by staff, parents or visitors to the school.

Monitoring the policy

A yearly review of all procedures will be carried out by staff and amended as necessary. On going monitoring will be under taken by all staff, teaching and non-teaching.

The head will monitor the implementations of the H&S policy and advise the H&S committee of any issues arising from the monitoring.

The policy will be reviewed annually by the trustees and the H&S committee.

This policy was reviewed and updated

Signature of Health & Safety Coordinator _____ Dated _____

Signature of Headteacher _____ - Dated _____

Signature of Convenor of Trust _____ Dated _____

Evacuation Procedures

PAGHS has set procedures in case of an emergency in school, such as a fire or bomb alert when the building needs to be evacuated. These drills are carried out at least once a term. All staff and students are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure. The Health and Safety coordinator will test fire alarms on weekly bases and record it in the fire precaution.

As soon as the fire alarm sounds all students and adults must stop what they are doing and walk out of the building through the nearest exit, to assembly point.

Before leaving the school, the school secretary will dial 999 for the fire brigade. The school secretary is responsible for taking all of the registers out of school with her, and also the visitors "sign in" book. The secretary will unlock and open the main gates for emergency vehicles.

The secretary will give the register to each form teacher who will mark their register, and check that all the students are present, and then return the register to the secretary.

Nobody is to go back into school. If a pupil is missing it must be reported.

When the building is reported to be safe and the Headteacher authorises, staff and students may return to the building.

Staff should ensure that their students walk in and out of school sensibly, and line up quietly.

If their normal exit is blocked for any reason, then staff and students should use the nearest available exit

Lunchtime Fire Procedure

- All lunchtime supervisors on duty in the playground shall on hearing the fire alarm gather all students together away from the building and ensure no child re-enters the building
- Lunchtime supervisors on duty in the dining area shall evacuate all students from the building.
- Staff members in classrooms where students are engaged in lunchtime extra curricular activities or eating sandwiches shall evacuate all students from the building and ensure on the way out that any toilets are vacated
- Staff members on the premises should assist the lunchtime supervisors

Bomb Alerts

In the event of a bomb alert the Headteacher or school secretary must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and students (see fire drill procedure)
- Phone 999 for the fire brigade and police
- Check that the evacuation procedure has been followed
- Remain at the front of the school to meet the fire brigade/police and direct them to the incident

All students and adults must remain outside

- Only when the all clear has been given will students and adults be allowed to re-enter the premises

If the alert is a practice, then the fire brigade must be informed before the evacuation of the premises takes place.

Car Parking

Car parking is a concern as it is a hazard for those who use the school. It is also a hazard for neighbours who live within the vicinity of the school. Drivers parking cars at the school, near it or dropping or collecting students at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community. In particular, the road markings near the school crossing should be observed at all times.

Visitors parking at the school should leave a note of their car registration number with the school office in case the car has to be moved etc.

At no time should the school entrance be obstructed.

The road safety officer who will talk to Y7 students and provide leaflets and posters to display and send out.

Regular letters to parents emphasise the following:

- Care of our neighbours
- Not parking on yellow lines

- Dropping students off in the grounds in the morning by driving through the school, keeping the traffic flow moving, and not stopping to get out of the car
- Trips - coach times should be arranged on or before 8.30am or after 9.20am

The policy is enforced by personal contact with any adult who continually parks in an obstructive way (by Headteacher or caretaker). All comments by parents or neighbours will be followed up.

Students Moving Equipment

In the normal day to day running of the school, there are certain situations where students will need to move equipment or items of furniture. For example:

- Chairs and tables - chairs should be moved one at a time, and students must be shown how to carry them correctly. They may carry single chairs on their (depending on size of chair) own. If a large number of chairs are needed then the Caretaker will deal with them. Tables need one child at each end, a child must not attempt to lift a table on his or her own.
- Sports equipment when - using large apparatus, students must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many students are needed for moving each piece of equipment (this should include how to bend), for example netball posts - one child at each end.
- Small items of equipment can be moved by the students when instructed.
- Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

Students must *always* be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Students need to be shown how to lift and carry safely. This needs reinforcing on regular occasions.

Items Students Should Not Move

- Computers - monitors can easily fall off trolleys, or wires get caught
- Paper cutters - sharp blade
- Television - fragile and heavy

Security of the Premises

A designated member of staff, under the direction of the Headteacher, is responsible for ensuring that the building provides a safe and healthy environment for the students. The caretaker and external cleaners under the direction of the Headteacher maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the caretaker or through the use of contractors engaged by the Headteacher in consultation with the Trustees. Any equipment/hazardous substance are kept locked away from the students. All equipment is to British Standards and is maintained regularly. The Headteacher, the Administration Staff and the Caretaker are the designated key holders and are responsible for the security of the building.

Keys are also issued to certain non-school persons such as the cleaning staff, and organisations using the school regularly. They are responsible for leaving the building secure.

Class teacher

It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

Caretaker

It is the responsibility of the caretaker to check weekly that:

- All locks and catches are in working order
- The emergency lighting is working
- The fire alarm has no faults
- The security system is working properly
- Before leaving the premises, to check:-
 - All the windows are closed
 - The doors are locked and secure
 - The security alarm is set if he is the last person to leave

Headteacher

It is the responsibility of the Headteacher, if the last person to leave, to perform the above functions in the absence of the Caretaker.

In addition, the Headteacher is responsible for the security of the premises during the school day.

All visitors are required to report to the Secretary's office and sign the visitor's book. Any parent or visitor is welcome in school but is asked to report to the office first. The Headteacher will update staff on any changes to the policy.

Contractors on Site

FOR ANY WORK THAT THE SCHOOL WISHES TO BE CARRIED OUT BY A CONTRACTOR A RISK ASSESSMENT MUST FIRST BE DONE BY A MEMBER OF THE H&S COMMITTEE.

- Contractors have to follow and therefore must be made aware of the School's rules.
- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must contact either the Head teacher or Caretaker. The School expects to be informed of the number of workers who will be on site.
- All contractors must report to the Secretary's office. The Caretaker will then be informed of their arrival if necessary
- Contractors will work under close supervision of the Caretaker or Administration Staff so as not to endanger the health and safety of students or adults in school.
- Contractors are obliged to wear necessary protective equipment for the job in hand. It is assumed the contractor has their own safety equipment but must inform the School at the time of the quote if they wish the School to provide it. If such equipment is not available then they will not be allowed to work.
- Any equipment that contractors bring into school must have been tested for safety and be stored in a safe place away from corridors, classrooms, or any areas used by adults or students.
- No repairs or maintenance can be carried out in areas which students or adults are occupying, this includes cloakroom and toilet areas
- If contractors are working near the students' play areas, then all equipment and machinery must be cleared away during play time, and the contractors must leave the area
- Contractors need to be advised of the Asbestos Plan.
- The School must keep a record of any accidents or near misses.

All work will be monitored by the Caretaker and any concerns reported to the Headteacher, and the contractor concerned.

NB See separate sheet, to be given to contractors.

Guidance for Contractors on Site

All Contractors on site should ensure they have been given a clearance note by the caretaker; the area is safe to work.

We have been recommended by the Health and Safety Inspector to ask you to refrain from:

- Smoking in the building or in the grounds as we are a no-smoking school
- Talking to the students (our students are asked not to talk to strangers)
- Moving vehicles when students are at play
- Working on or near the playgrounds when the students are at play

Leaving equipment around

- Playing music during school hours if you have any problems, please see the Headteacher or Caretaker.

Control of Hazardous Substances in School

All substances including cleaning materials, which may be hazardous, are kept in a locked store, either in the cleaner's cupboard or the caretaker's room.

In the school laboratories the Science Technician is responsible for the inventory and storage of hazardous materials. Each chemical has its own COSHH form, from the suppliers which should be consulted before use.

Employees have a responsibility to comply with all safety instructions when handling hazardous substances.

Screen Equipment and Computer Workstations

Under The Health and Safety (Display Screen Equipment) Regulations 1992. The School has a duty of care to staff and students. The following standards should apply in school:

The VDU Screen must be:

- easily readable with a stable and clear image
- free from glare, reflections and flicker
- capable of swivel and tilt movements, enabling comfortable head position and good posture
- The screen should be at eye level, they should not have to look down.

The Workstation must allow comfortable and easy use of the equipment.

The Keyboard must:

- be separate from the screen and capable of tilting
- be positioned to enable support for the wrists and hands
- have a matt surface and clearly legible symbols
- Staff using laptops should be given a separate keyboard.

The Desk must

- have a surface of low-reflectance
- permit flexible arrangement of the equipment and comfortable work-position

The Chair must

- Chairs should be of a height that a workers arm is flat on the surface from elbow to wrist and feet are flat on the floor or a surface such as a small stool

Software must

- be suitable for the tasks required
- be adaptable to the level of knowledge and needs of the user
- display easily understandable information

Women at Work

The School will endeavour to provide

- Adequate and suitable sanitary facilities for the number of staff and pupils
- Flexibility in working patterns to overcome an individual problem in the case of expectant mothers

New or expectant mothers

Once the school has been informed in writing that an employee is a new or expectant mother then the school will endeavour to provide a safe working environment. The School has the right to request confirmation of the pregnancy by means of a certificate from a registered medical practitioner or midwife in writing. If this certificate has not been produced within a reasonable period of time, the employer is not bound to maintain changes to working hours or conditions or to maintain paid leave.

The school will ensure that the working area is well ventilated. There should be good lighting and seating to avoid unnecessary strain.

Although all employees should be protected from hazards the school accepts recent COSHH regulations – reinforced by the Pregnant Workers Directive, there are some substances used in schools that are hazardous to the reproductive processes. Pregnant women would not be expected to handle these.

Pregnant women will not be expected to lift heavy objects.

The effects of rubella on pregnant women are well known and constitute a hazard. All staff will be informed of any case of rubella in the workplace.

The school will endeavour to ensure that the employee will be given time off to attend anti-natal appointments.

Further guidance can be obtained for the EC Directive on Pregnant Workers (92/85/EEC) and the DTI booklet PL958 Maternity Rights.