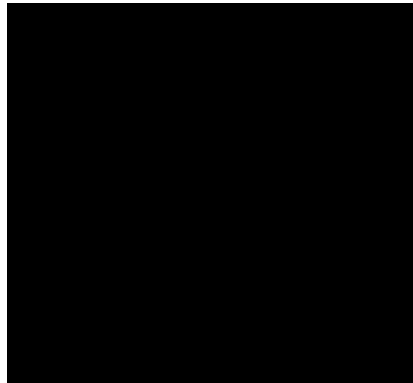


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Children & Young People's Directorate

# Health and Safety Policy

## Tinsley Meadows Primary



Revised November 2008  
Revised September 2009  
Revised October 2010  
Revised October 2011  
Revised September 2012  
Revised September 2013  
Revised September 2014  
Revised October 2015



INVESTOR IN PEOPLE

Sheffield  
City Council



***This policy includes our Statement of Intent, our organisational structure of responsibilities and the methods by which we will achieve a safe working environment for staff, pupils, visitors and other users of our site.***

## **INTRODUCTION**

Under the **Health and Safety at Work Act 1974**, every organisation that employs five or more people must have a written Health and Safety Policy. Although the Children and Young People's Directorate (CYPD) has a safety policy it is important that individual schools have their own site specific policy so that roles and responsibilities are clearly understood.

Your Health and Safety Policy will state your intention to work safely and should be a useful tool to help your school achieve its objectives.

Your school is unique. This booklet will allow you to produce a policy that is tailored to the way you work. Please remember that the list of health and safety issues shown in this booklet is not exhaustive, add any others that are relevant to your work and the premises.

This policy should also cross refer to any other relevant supporting documentation that may be available in school.

## **MAKING THE POLICY WORK**

Everyone working in your school, from the Headteacher to new members of staff has their own role and responsibilities. Involve people that work with you so that everyone understands their responsibilities and can act on them. It is a legal requirement to communicate your safety policy to all employees.

## **HELP AND ADVICE**

Advice on any health and safety matter can be obtained through the Children and Young People's Directorate Safety Advisers. Some useful telephone numbers are attached to the policy.

This is the Health and Safety Policy of:

Tinsley Meadows Primary School

Address:	Bawtry Rd	Siemens Close
	Sheffield	Sheffield
	S9 1WB	S9 1WB

The Executive Headteacher, Governors and staff at this school are committed to providing a safe and healthy environment for all users of the school.

As a school, our educational priorities aim to:-

- encourage all pupils to achieve their full academic and social potential;
- provide pupils with the skills and experience which will ensure that the widest possible range of choices are open to them in their future lives;
- provide a sense of community in which individuals feel valued and are actively encouraged to value, respect and help others;
- create an atmosphere in which students enjoy and take pride in their achievements.

Quite clearly these educational and social priorities can only be fully realised within a physical environment that is both a safe and healthy place to work. This in turn can only be brought about by the dedicated co-operation of all within the school. Health and safety at this school is an area where governors, the Headteacher, staff, safety representatives and parents share common objectives. It is vital that we all understand each other's duties, functions and responsibilities as well as our own because it is only by the co-operation and teamwork of everyone involved that health and safety objectives in school can be achieved.

## AIMS

To ensure that the school is always a safe and healthy place in which to work.

To provide plant, equipment and systems of work that are safe and without risks to health

To raise awareness among all users of the school as to their responsibility for themselves and others.

To provide sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work

To ensure the dissemination of all relevant information from the CYPD and other bodies to the correct user[s].

To regularly monitor and review safety procedures throughout the school.

To create and update a central file containing relevant health and safety information.

This safety policy will be regularly reviewed and updated

Signed:



Rebecca Webb (Executive Head teacher)

Date: 4/11/15

Date for review: October 2016

Signed



Sue Hunter (Chair of Governors)

Date: 3/11/15

## RESPONSIBILITIES

1 Overall responsibility for the management of health and safety in the school is that of:-

Rebecca Webb (Executive Head teacher)
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2 Responsibility for the following areas is that of:

Area of Work	Whole School
Name	Helen Best (Head of Lower School)/Deborah Sanderson (Head of Upper School)

Area of Work	Whole School
Name	Jamie Clarke (Buildings and Site Manager)

## GENERAL RESPONSIBILITIES

### The Governors Will:

- Ensure that adequate funding is provided from the school budget to enable the school to be organised and run in a safe and healthy manner.
- Where funding for particular hazards is the responsibility of the CYPD, the governors, through the headteacher, will inform the CYPD of the problem and assess the hazard in order to render the problem area safe.
- Deal with any health and safety problems brought to them by the headteacher, staff or parents, through their termly meetings or any emergency meetings, which may be called due to unforeseen circumstances.
- Ensure that the LA's Health and Safety Policy is brought to the attention of all staff and implemented in school.
- Help prepare and implement a "site-specific" health and safety policy
- Confirm compliance with LA policies and procedures
- Ensure that appropriate risk assessments have been carried out
- Ensure that staff receive appropriate training.

- We will ensure adequate consultation takes place between managers and employees to allow everyone to contribute to safe working. This will be done in the following way

### **The Executive Head Teacher Will:**

- Ensure that health and safety is incorporated into the planning and organisation of all school functions.
- Carry out suitable and sufficient assessments of hazards and risks to staff members, pupils and other visitors and users of the school. Further, to act upon those assessments in order to reduce risk.
- Ensure the provision of adequate training, instruction and supervision.
- Provide necessary information to staff members and their representatives on health and safety matters.
- Ensure that staff members who are delegated to carry out particular tasks are competent and fully aware of their responsibilities.
- Investigate any accidents or near misses and bring these, along with any other health and safety problems, to the attention of the governors.
- Ensure adequate consultation takes place between managers and employees to allow everyone to contribute to safe working. This will be done in the following way

### **All Staff Members Will:**

- Ensure that they are fully aware of their roles and responsibilities, co-operate with the schools policies and procedures and follow any Codes of Practice produced by the CYPD.
- Ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments, whether in school or on educational visits.
- Bring to the attention of the headteacher any accidents, near misses, dangerous equipment or situations which may occur whilst in school or on educational visits.
- Report to the headteacher any problems that they feel that they cannot deal with themselves.
- All those who work in our school have the responsibility to do what they can to take care of themselves, their colleagues, pupils and visitors. In particular employees should co-operate with their managers.

## RISK ASSESSMENT

Risk Assessments are a legal requirement mainly under the **Management of Health and Safety at Work Regulations 1999**, although most health and safety legislation requires a risk assessment approach.

Risk Assessments must be recorded. This could be in the CYPD's Generic Risk Assessment booklets or on the risk assessment form (a blank assessment form can be found at the back of each of the generic booklets). The booklets must be kept on the school premises. Risks should be assessed periodically, following an accident, on the introduction of any new process/equipment and also any change in circumstances. Educational visits also require a written risk assessment

Shown below are the name(s) of the staff assisting with the assessment process as well as details on when they will be carried out and our updating systems.

The following people assist with the assessment process for their individual area of work:

Helen Best (Head of Lower School)/Deborah Sanderson (Head of Upper School)

- Interim Risk Assessments

Local Authority Assets Management Team

Emma Huntley (Business Manager)

- Full annual Risk Assessments

Jamie Clarke (Buildings and Site Manager)

- Full annual Risk Assessments

## FIRE

An outbreak of fire in a school can be extremely serious. Under the **Regulatory Reform (Fire Safety) Order 2005**, there is a legal requirement for each building to have an up to date fire risk assessment. This should identify all sources of heat with the potential to cause fire e.g. gas heaters, bunsen burners, cookers etc. and also consider the storage of combustible materials.

Jamie Clarke – Buildings and Site Manager

is responsible for ensuring that a Fire Risk Assessment has been carried out and also that there is a process in place for reviewing/updating this on a regular basis.

Fire drills are carried out once per term and are recorded in the Fire Precautions Log Book.

Jamie Clarke-Site Manager

is responsible for ensuring that fire drills are

carried out.

Various other fire precautions should also be recorded in the logbook e.g. fire alarm and emergency lighting maintenance, fire extinguisher maintenance and Fire Officers visits.

Jamie Clarke (Site Manager)

is responsible for ensuring that the Fire Precautions Logbook is kept up to date

The Fire Precautions Log Book is kept in the

School Office / Reception

When the school requires painting, only paints providing a flame retardant surface will be used in high risk areas (assembly halls, means of escape, staircases, areas where there is an added fire risk etc)

Ongoing monitoring is required to ensure that combustible materials (liquids, solids or gases) do not come into contact with sources of heat.

Internal fire doors should be kept closed to stop fire spreading. Hydraulic door closers should be maintained to ensure correct operation (damage to these closers is very common in schools).

## ASBESTOS

Asbestos is a naturally occurring mineral that has been used for many years in the construction of buildings. It was mainly used because of its fire proofing and insulation qualities.

There is an Asbestos Register on site. This is kept in the

Reception

The Headteacher, as the duty holder under the **Control of Asbestos Regulations 2006**, has responsibility for the management of asbestos on site, although some functions and day-to-day issues may be delegated to Senior Managers and other members of staff.

Jamie Clarke (Site Manager)

Is responsible for ensuring that it is brought to

the attention of any relevant member of staff and also to all contractors that may carry out work on our site.

A copy of the schools type 2 asbestos survey is kept in the asbestos register.

Where invasive building works are to be carried out on the school premises i.e. refurbishment, demolition, additional electrical wiring, installation of whiteboards and projectors etc a more in depth (type 3) asbestos survey will be carried out.

A permission to work form is completed for any work that is intrusive to the structure of the building

Jamie Clarke (Site Manager) is responsible for ensuring that the Premises and Assets Team are informed, via the permission to work scheme, at the planning stage of any such work.

Jamie Clarke (Site Manager) is responsible for monitoring the condition of asbestos materials that are on site and ensuring that records are kept up to date.

As long as the asbestos is in good condition and is not disturbed or damaged there is no risk to individuals. However, if it becomes damaged or disturbed, it can become a danger to health as asbestos fibres can become released into the atmosphere and therefore people can inhale the fibres.

## ACCIDENTS

Even in a safety conscious school, accidents may still occur. This is how we deal with them.

All accidents to our staff or pupils will be recorded and investigated, as appropriate to find out what happened and how any similar incident can be avoided.

Rebecca Webb (Executive Headteacher) will ensure that accidents are investigated and that major accidents, which are reportable to the Health and Safety Executive, are reported to the incident call centre (0845 300 9923) and also to the CYPD's Health and Safety Advisers. The Safety Advisers can give assistance in investigating accidents.

All accidents will be recorded by

Whoever deals with the accident

in our accident book which is kept in the

School Office.

Any accident reports will be reviewed by

Rebecca Webb/ Helen Best/  
Deborah Sanderson / Emma  
Huntley

Accident investigations will be carried out by

Rebecca Webb/ Helen  
Best/Deborah Sanderson / Emma  
Huntley



to see what lessons can be learnt and how similar incidents can be avoided. Risk assessments will also be reviewed in light of any lessons learnt.

The CYPD Code of Practice (10) will be adhered to following an accident.

## FIRST AID

Under the **First Aid at Work Regulations 1981**, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. This should include arrangements for first aid based on a risk assessment of the school.

The following people hold a relevant first aid qualification:

**Full qualification (3 day course):**

Miss A Brunt, Mrs M Binge Mrs J Mason, Miss N Hannah, Miss H Ibrahim,

**One day course:**

50% of Staff

Records of qualifications are kept in the

School Office

and there is a procedure in place for revalidating first aid certificates.

First Aid boxes are located around the premises and

Miss A Brunt/ M Binge

is responsible for ensuring that these are restocked.

Consideration should also be given to the level of first aid provision that is required on off-site activities.

In line with DfES guidance there should be 1 first aider for every 100 people on site. This is usually made up of 2 four day qualified first aiders, with the remainder being 1 day trained.

## ELECTRICITY

Electricity has the potential to cause serious harm, or even death and is treated as a priority with regard to maintenance and repair. The **Electricity at Work Regulations 1989** requires that all electrical systems and appliances are periodically inspected and maintained.

The maintenance and repair of electrical equipment is the responsibility of the school.

Fixed installations i.e. sockets, light fittings and general wiring throughout the school will be tested at least every five years by a competent electrician. (This is carried out automatically for those that subscribe to the *leaf* Premises Package)

Portable electrical equipment should be inspected, tested and maintained in accordance with CYPD advice. This is set out to comply with the Institute of Electrical Engineers Guidance.

Any personal electrical equipment brought in by staff will be classed as school equipment and should not be used until it has been PAT tested.

Jamie Clarke (Site Manager)

is responsible for arranging the testing and maintenance of portable electrical appliances

Jamie Clarke (Site Manager)

is responsible for arranging the testing and maintenance of fixed installation (Schools that do not subscribe to *leaf*)

## **GAS**

Under the **Gas (Installation and Use) Regulations 1994**, there is a requirement for all gas appliances (central heating boilers, gas water heaters etc) to be checked, serviced and maintained by a competent (CORGI registered) Contractor on an annual basis

Jamie Clarke (Site Manager)

Is responsible for arranging the testing and maintenance of gas appliances (Schools that do not subscribe to *leaf*)

Gas servicing certificates are kept

in the Site Manager's office. Also on TF

In case of heating breakdown, there may be a need to bring in supplementary heating (usually calor gas). Code of Practice No 25 in the Health and Safety Manual gives clear advice.

## **SUBSTANCES**

The **Control of Substances Hazardous to Health Regulations 2002 (COSHH)** requires an assessment to be made of the work processes that involve the use of substances that are hazardous to health.

There isn't an inventory on site of all hazardous substances. The Building Supervisor has a limited number of cleaning materials that are considered hazardous and they are kept in a secure locked cupboard. There are no known hazardous substances purchased by curriculum post holders in school.

Emma Huntley (School Business Manager)

is responsible for checking that no purchases

on behalf of the curriculum subject leaders are deemed a hazard.

Hazard data sheets are available on site for all hazardous substances that are being used. Additionally separate risk assessments are carried out for the work processes.

Jamie Clarke (Site Manager)

is responsible for ensuring that data sheets are available on site and that appropriate assessments have been carried out for any cleaning substances deemed as hazardous.

## **ADDITIONAL ARRANGEMENTS FOR KEEPING OUR SCHOOL SAFE**

Consideration should be given to the following issues in school:

- **Health and Safety**

All staff are responsible for Health and Safety. Anything deemed to pose a health and safety risk is to be reported in the 'Health and Safety' book kept in the School Office for the Caretaker to action.

The governors on the Premises make a yearly Health and Safety tour of the school. The Premises committee meet usually twice a term and any major Health and Safety issues are discussed and quotations sought for remedial work to commence.

Children are not to bring drinks in glass drink containers. All drinks should be in a carton or small plastic bottle.

- **Site Security**

The caretaker makes daily checks of the school grounds to ensure there are no hazardous materials or substances e.g. broken glass that have been deposited on to school property.

The Building Supervisor locks all external gates by 9.15 a.m. so that there is only one point of access to school. The exterior gates are unlocked by 3.20 p.m. to allow for parents/carers to have access to the school yard at the end of the school day.

Parents/carers are to **report to the school office** if they need to contact their children during school hours. There have been occasions whereby adults have approached children to talk to them or hand them things through the railings. We ask that parents/grandparents refrain from doing this. The teachers and lunchtime supervisors have been very concerned, as they do not know whether these adults are relatives or strangers and to safe guard the children we discourage them from approaching people at the fence. If parents/relations have anything to give or say to a child they must come to the school office first.

Parents/carers are asked to reinforce to their child that if the person arranged to meet them after school is not there, they come straight back into school and see their teacher or go to the school office.

- **Jewellery**

As a result of some unpleasant injuries to children caused by wearing jewellery in schools, recent updated guidelines have been received from the Local Education Authority. The advice makes it clear about the school's responsibilities in passing on this information to parents and making clear the policy on wearing jewellery.

- ◆ **Pupils must remove their own studs prior to a P.E lesson. Teachers and non-teaching staff are now not allowed to assist any pupil in the removal or replacement of earrings.**
- ◆ **Young children who cannot remove their own stud earrings must not wear them on P.E. days.**
- ◆ **No other jewellery or body piercing are allowed to be worn in school.**
- ◆ **Taping over earrings for a P.E. lesson is now not an option because it does not provide adequate safety.**

Schools are not allowed to accept assurances from parents, which seek to absolve the school from any responsibility for injury from the wearing of jewellery during physical education and out of hour's activities.

We are committed to the continuing safety of all the children and are complying with Local Education Authority guidance in maintaining this policy. Only watches and smooth earring studs may be worn

- **Medicines in School**

Parents are asked not to send medicines to school. Special arrangements are made for asthma and other conditions needing long term medication and parents should see the Headteacher to discuss this.

- **Road Safety**

Particular care needs to be taken on the way to and from school to ensure the safety of the children. Because of the problems caused by the high levels of traffic, recent roadworks and complex road systems, children need to show a high level of awareness and responsibility.

Following the commencement of the school day the children are not permitted to leave the school premises without consent. The car park gates onto Bawtry Road are not to be used by pedestrians and parents are asked not to take young children through these gates at any time. Parents' cars are not permitted in the school grounds..

We would ask parents to help by impressing on children the need to cross the busy road by using the Pelican crossing point.

- **School Car Park**

Parents are asked not to use the school car park to drop off or collect children during school hours 8.20 a.m. and 3.45 p.m.

Codes of Practice are produced by the CYPD and cover many aspects of school safety. Copies of these are kept

On the network under 'Staffshare\Policies and procedures' and in the Policies folder in the School Office.

and these have been brought to the attention of all members of staff. The Health and Safety Manual is available for use as a source of reference when carrying out a task e.g. planning an educational visit or setting up portable gas heaters in the event of a heating breakdown

Attachment A : List of useful telephone numbers.  
Attachment B: CYPD's current Codes of Practice

## Children and Young People's Directorate

### Useful Contacts

#### (i) Health and Safety Advisers

The CYPD's Safety Advisers and Occupational Health Nurses are based at the Bannerdale Centre. 125 Carterknowle Road, Sheffield S7 2EX

Aileen Dunn	Occupational Health and Safety Manager		2930913
<a href="mailto:aileen.dunn@sheffield.gov.uk">aileen.dunn@sheffield.gov.uk</a>			
Claire Hallam	Senior Safety Adviser	}	
<a href="mailto:claire.hallam@sheffield.gov.uk">claire.hallam@sheffield.gov.uk</a>			2930 911
Sarah Green	Safety Adviser	}	
<a href="mailto:sarah.green@sheffield.gov.uk">sarah.green@sheffield.gov.uk</a>			2030912
Alan Rowe	Safety Adviser	}	
<a href="mailto:alan.rowe@sheffield.gov.uk">alan.rowe@sheffield.gov.uk</a>			fax. 2030914
Ashley Snelson	Clerical/Admin Officer	}	
<a href="mailto:ashley.snelson@sheffield.gov.uk">ashley.snelson@sheffield.gov.uk</a>			

#### (ii) Occupational Health Nurses

Deborah David	Senior Occupational Health Nurse	}	
<a href="mailto:deborah.david@sheffield.gov.uk">deborah.david@sheffield.gov.uk</a>			
Gillian Lang	Occupational Health Nurse}	}	2930 913
<a href="mailto:gillian.lang@sheffield.gov.uk">gillian.lang@sheffield.gov.uk</a>			
Gillian Bromley	Clerical/Admin Officer	}	
<a href="mailto:gillian.Bromley@sheffield.gov.uk">gillian.Bromley@sheffield.gov.uk</a>			

#### Useful Websites

[www.leafonline.co.uk/](http://www.leafonline.co.uk/)

[www.hse.gov.uk](http://www.hse.gov.uk)

[www.dfes.gov.uk](http://www.dfes.gov.uk)

### **Current Codes of Practice**

1. Management of Health and Safety at Work Regulations 1999
2. Fire Precautions (Workplace) Regulations 1999
3. Workplace (Health, Safety and Welfare) Regulations 1992
4. Display Screen Equipment Regulations 1992
5. Manual Handling Operations Regulations 1992
6. Personal Protective Equipment Regulations 1992
7. Provision and Use of Work Equipment Regulations 1998
8. Lifting Operations and Lifting Equipment Regulations 1998
9. Control of Substances Hazardous to Health Regulations 1999
10. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
11. First Aid at Work Regulations 1981
12. Guidance on the Cleaning of First Aid Spillages
13. Guidelines for the Use of Disposable Gloves in Schools
- 14. Guidelines for Staff Organising Educational Visits**
15. Guidelines for Staff Organising Foreign Visits
16. Guidelines for Staff Organising Visits to Farms
17. Special Events
18. Safety and Ponds in School Grounds
19. Safe Carriage of Children and Young People on Private Hire Journeys
- 20. Managing Violence at Work**
21. Asbestos and its Treatment in Educational Establishments
22. Contractors on School Premises
23. Use of Volunteers (Construction and Renovation Work)
24. Working at Height
25. Calor Gas Heaters

- 26. Trade Union Access
- 27. Mobile Goal Posts
- 28. Finger Safe Devices
- 29. Motor Vehicles Entering or Being Driven on Council Premises
- 30. Needlestick Injuries
- 31. Disposal of Clinical and Sanitary Waste
- 32. Guidance on Organised Firework Displays/Bonfires
- 33. New and Expectant Mothers
- 34. Working Alone**
- 35. Working in the Sun
- 36. Control of Noise at Work Regulations
- 37. Carriage of Dangerous Substances
- 38. Emergency Procedures
- 39. Legionella
- 40. Work Experience**