



HEALTH & SAFETY

Directorate for Children
and Young People

Health and Safety Policy and Procedures The Loyne Specialist School



February 2012
To be reviewed February 2013

Health and Safety Team
Directorate for Children and Young People

Health and Safety Policy

This School Health and Safety Policy should be read in conjunction with:

- The Health & Safety at Work etc Act 1974 and other Statutory Regulations
- The Lancashire County Council Health and Safety Policy
- The Directorate for Children and Young People Health and Safety Policy; Guidance/Advice Notes
- LA Codes of Practice/HSE/CLEAPSS

The policy comprises of five sections:

1. Governors Statement of Intent
2. General Statement of Health & Safety
3. Organisation for Managing Health and Safety in Schools
4. Arrangements for Health and Safety
5. Monitoring Arrangements

STATEMENT OF INTENT

The Headteacher of The Loyne Specialist School, will so far as is reasonably practicable, ensure that all activities under their control are carried out in accordance with the Health and Safety at Work etc Act 1974, relevant regulations, approved codes of practice, guidance notes, the Health and Safety Policies of the Lancashire Authority and with due regard to advice and information provided by the Authority's advisors.

We therefore, will do what is reasonably practicable to exceed the minimum requirements within the resources that are available. The Headteacher will also ensure that systems are in place which will allow us to maintain, monitor and, where necessary, carry out risk assessments which will allow us to improve our safety performance.

The Headteacher will comply, so far as is reasonable, with arrangements and procedures made by the Lancashire County Council as part of its responsibilities as employer. In the case of lettings arranged by the school, the Headteacher will ensure that appropriate health and safety arrangements are in place.

In return, the Headteacher expects all employees to exceed their minimum legal duties, which are stipulated later in the Health and Safety Policy. Included in this is the co-operation of all employees to assist the Headteacher in carrying out their obligations as required.

This policy will be reviewed annually or when necessary in order to meet changes in circumstances.

Any necessary changes will be brought to the attention of all employees to assist in improving safety performance.

The Governors will ensure that:

- the Local Authority's Health and Safety Policy and Codes of Practice are fully implemented and, to ensure compliance, will monitor on a regular basis;

- the school produces its own Health and Safety policy to supplement the model policy provided by the Local Authority and that the policy is annually reviewed;
- a School Safety Committee is established;
- the Safety Policies will be brought to the notice of all employees;
- the school has considered its health and safety obligations and has made provision for meeting those obligations;
- the school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety;
- health and safety issues concerning the school are identified and appropriate action taken;
- regular safety reports are provided by the Headteacher so that safety arrangements can be monitored and evaluated;
- appropriate facilities and information for accredited Union Safety Representatives are provided to enable them to fulfil their duties;
- all reasonable facilities and information are provided to officers of the Directorate for Children and Young People, inspectors of the Health and Safety Executive and any other health and safety official as appropriate.

Signed _____
 Headteacher Chairman of Governors

Date: _____ Date: _____

HEALTH AND SAFETY DUTIES

STATUTORY DUTIES

- 1 The Health and Safety at Work etc. Act 1974 places duties on employers to safeguard, so far as it is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed but who may be affected by work activities such as pupils and visitors. Employers also have additional duties under other health and safety legislation such as the Control of Substances Hazardous to Health Regulations.
- 2 Persons who have control of premises have duties to take reasonable measures to ensure, so far as is reasonably practicable, that premises and equipment are safe for people using them who are not their employees, e.g. pupils and visitors.
- 3 Employees have duties to take reasonable care to ensure that they work in ways which are safe and without risk to health both to themselves and other staff, pupils and visitors. They must also co-operate so that employers can comply with their statutory duties.

GOVERNORS' RESPONSIBILITIES

Governors have duties in controlling the school premises and running the school, although the LA remains technically the employer of staff. Therefore, both Governors and the LA continue to have statutory responsibility for health and safety. In view of this it is particularly important that the Governing Body, the LA and individual employees work together to establish health and safety objectives and to ensure that each is aware of their own responsibilities, with the aim of running the school without risk to health and safety.

LA RESPONSIBILITIES

The Lancashire Authority shall, so far as is reasonably practicable, as required under the Health and Safety at Work, etc Act 1974 and other relevant statutory provisions:-

- (i) Ensure the health, safety and welfare of all its employees;
- (ii) Ensure the health, safety and welfare of pupils, visitors and contractors on education premises;
- (iii) Ensure the health, safety and welfare of its employees who work at locations controlled by another employer or organisation;

The LA will continue to fulfill its responsibilities in the following ways the

- issue of a Health and Safety Policy;
- issue of codes of practice, Guidance/Advice Notes and other relevant information, as appropriate;
- provision of support and advice through a dedicated website and an e-mail/telephone helpdesk;
- provision of a core training programme funded by the current buy-back arrangements and a broader training programme funded by course fees;
- provision of a monitoring system for schools via the submission of the annual Statement of Compliance from school to the local authority and ad hoc health and safety inspections from the local authority.

EMPLOYEES RESPONSIBILITIES

All employees have a general duty under the Health and Safety at Work etc Act 1974 to:-

- Co-operate with the Headteacher and his/her nominated representatives on all matters relating to health and safety to enable the Headteacher/nominated representatives to carry out their own responsibilities successfully;
- To use correctly any equipment provided for their safety and report any defective equipment to their Site Supervisor/School Business Manager or Headteacher;
- Report accidents or dangerous occurrences at the earliest possible opportunity;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety and that of other persons, and not knowingly place anyone who may be affected by their work activities at risk;
- Report all health and safety concerns to an appropriate person as detailed in the Health and Safety Policy Reference Document;

- Be familiar with and observe at all times all safety policies and procedures;
- The Conditions of Employment of Teachers provide that teachers' professional duties include maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;

ORGANISATION FOR MANAGING HEALTH AND SAFETY WITHIN THE SCHOOL

The Headteacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school.

Teaching and non-teaching staff holding posts/positions of responsibility have a general responsibility for the application of the LA and School Safety Policy within their own area of work and are directly responsible to the Headteacher for the application of all health, safety and welfare measures and procedures within their own area of work.

Class teachers have responsibilities for the safety of pupils in their charge.

All employees have a responsibility to take reasonable care of their own health, safety and welfare and that of other persons who may be affected by their acts or omissions while at work. They also have a responsibility to co-operate so that employers can comply with their statutory duties.

More detailed lists of the responsibilities of the Headteacher, teaching and non-teaching staff holding posts of special responsibility, are set out below and in the Health and Safety Policy Reference Document

The Headteacher may wish to delegate some functions to other staff or to re-allocate duties to match the staffing structure of the school, but this will not affect the Headteachers' overall responsibility for health, safety and welfare within the school.

HEADTEACHER

The Headteacher will ensure that:-

- Where contractors on site gives rise to health and safety incident, e.g. the discovery of exposed asbestos then proper supervision and control procedures are followed by the school.
- policies and procedures with regard to health, safety and welfare matters within the school are established in writing, approved by the Governing Body, where appropriate, and that the policies and procedures are known, and followed by all members of staff, including temporary/supply staff;
- any health and safety matters raised, and guidance from the LA, are brought to the attention of the Governing Body;
- regular reviews of the safe performance of all departments of the school are undertaken with appropriate action when necessary, and are reported to the Governing Body;
- accidents, incidents and dangerous occurrences are reported, investigated, and, where appropriate, preventive measures are taken. Also that reports and returns
- are submitted to the appropriate Authority in accordance with the published procedures;
- adequate first aid provision is made for staff and pupils and other persons, whilst on school premises and when working away from the school, in accordance with LA guidance;
- training needs are identified and arrange for those needs to be met;
- necessary arrangements are made to ensure that officially appointed Trade Union Safety Representatives can effectively carry out their functions, and that consideration is given to reports on inspections carried out by Safety Representatives;

- all parts of the premises, plant and equipment for which the governors have responsibility, are regularly inspected and maintained in safe working order;
- goods purchased comply with necessary safety standards and that all equipment purchased is safely installed.
- any unsafe items which are the LA's responsibility are reported to the Education and Cultural Services Directorate and any item which constitutes a health and safety hazard is taken out of use;
- staff organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience and skills so that they are aware of, and have made arrangements to deal with, any risks involved;
- contractors working on the premises are closely monitored and that the working practices do not endanger the health and/or safety of employees, pupils or other persons working on the premises;
- awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged.

TEACHING AND TEACHING ASSISTANT STAFF HOLDING POSTS OF RESPONSIBILITY

Staff holding posts of responsibility, i.e., Teachers, Teaching Assistants, School Business Manager, Office Manager and Site Supervisor, are responsible to the Headteacher for the detailed adoption of the LA's Health and Safety Policies and the school's Health and Safety Policy within their department/area of work. To fulfil their responsibilities they will assist the Headteacher by:-

- monitoring of health and safety by inspecting their area on a regular basis to ensure that safety measures are being maintained and that safety instructions and safe working practices are being followed by staff and pupils, and for making any necessary changes in practices and procedures;
- informing their staff of any hazards to health and safety they are likely to meet in the course of their work and ensure that they have the necessary information, instruction and training to carry out their duties without risk to health or safety;
- ensuring that staff and pupils are aware of emergency procedures, which should be regularly reviewed;
- ensuring that personal protective clothing and equipment is provided, worn/used and maintained as necessary;
- ensuring that adequate supervision is maintained at all times;
- ensuring that all plant and equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use immediately.

The Site Supervisor and School Business Manager will assist the Headteacher to ensure that health and safety implications are considered in connection with the security and cleaning and maintenance of the building and for monitoring contractors on site to ensure their working procedures do not endanger the health, safety and welfare of staff, students and visitors.

The School Business Manager and Office manager will assist the Headteacher by advising on the health and safety implications of the purchase and maintenance of furniture and equipment and for ensuring that the health and safety aspects of the letting of premises arrangements are complied with.

CLASS TEACHERS

Teaching staff timetabled to be in charge of classes are responsible for assisting the Headteacher to:-

- ensure the safety of pupils in their charge;
- be aware of and adopt safety measures within their own teaching areas;
- follow safe working procedures personally;
- request protective clothing, guards, special safe working procedures etc where necessary and ensure they are used;
- make recommendations to the Headteacher on safety equipment or additions or improvements to plant, tools, equipment or machinery which is dangerous or potentially so;
- be aware of school and emergency procedures in respect of fire, bomb alert, accident, first aid, etc and to carry them out.

GOVERNORS SAFETY COMMITTEE

The Governors Safety Committee comprises:

Carol Murphy
Barbara Bradbury
Lois Willis
Sarah Drewery

TERMS OF REFERENCE:

1. To provide support and guidance to the Headteacher on all matters relating to school premises and grounds, security and Health & Safety.
2. To ensure that arrangements are in place for the dissemination of Health & Safety information to all building users including staff, pupils and visitors.
3. To review the schools Health & Safety policy as and when requires and to advise along with the Headteacher, the Governing Body with regard to its compliance with Health & Safety Regulations.
4. To monitor accident reports and fire drills and where appropriate recommend and take advice on remedial action.
5. To ensure the school complies with Health & Safety regulations, including that a regular audit of risk assessment is undertaken and to take action where necessary.
6. To promote co-operation between all employees at the school to achieve and to maintain a safe and health workplace for staff and pupils.
7. To examine safety inspection reports and make recommendations where remedial action is required.
8. To inspect the premises annually and propose priorities for maintenance and development to the Governing Body, taking into account whole school development.
9. To approve costs and arrangements for maintenance, repairs and redecoration within the budget allocation.
10. To consider any other relevant items referred by Governors or Headteacher.

SAFETY COMMITTEE

Under the Safety Representatives and Safety Committee Regulations, an employer is required to establish a Safety Committee if requested to do so in writing by at least two Safety Representatives.

To establish a Safety Committee there must be consultation with the Safety Representatives who make the request and with representatives of recognised trade unions whose members work in the

workplace where the Committee will function. The Committee should be established within three months of the request.

ARRANGEMENTS FOR HEALTH AND SAFETY

The Loyne Specialist School has a well defined procedure for reporting accidents and incidents developed as part of our Care and Control Policy and Behaviour Policy (located in the school office and staff induction folders)

This section deals with some of the arrangements for health and safety, further details regarding individual Health and Safety policies can be found in the A-Z policy folders located in the school office and on the shared Y drive on the schools' network.

ACCIDENT/INCIDENT REPORTING PROCEDURES – WITHIN THE SCHOOL AND ITS GROUNDS

If a pupil has an incident/accident in school staff should ensure that the nurse sees the child and injury/ies immediately after the incident/accident.

An incident report form needs to be completed (located in the school office/staff room) as soon as possible and handed into the school office unless the incident/accident is of a serious nature in which case the Headteacher/Deputy Headteacher should be immediately informed. In more serious cases the Incident Report Form should be passed straight to the Headteacher/Deputy Headteacher for signing. On receipt of the Incident Report Form to the school office the details will be recorded by the School administration assistant who will transfer details of the incident/accident to a bound book. Staff will be asked to sign this book in due course. The Incident Report Form will then be sent to the Headteacher for signing (if it hasn't been already) before being filed in the school office.

In the event of an incident/accident of a more serious nature the above procedure should be followed. On receipt of the Incident Report Form details will be transferred to a HS1 online form by the School Administration Assistant which will be approved by the Headteacher then be forwarded electronically to Lancashire County Council Health and Safety department.

Depending on the severity of the incident/accident staff should telephone, prior to the child arriving home, or write to the pupil's parents to inform them.

In more severe cases the school nurse may recommend that the pupil is taken to the Accident and Emergency department at Royal Lancaster Hospital. If there is time parents can be telephoned and asked to collect their child from school so they can take him/her to the hospital. In more urgent cases staff may need to take the pupil to hospital or an ambulance may be required. In such cases staff need to take a copy of the pupil's personal medical details from their file in the medical room. Efforts will be made to contact parents by phone, requesting them to go to the hospital. If parents cannot be contacted hospital staff will make the decision whether to treat the pupil without parents being present.

Staff should ensure that Incident Forms and where necessary, Accident Forms are completed as soon as possible after the event, before leaving the school premises.

ACCIDENT/INCIDENT REPORTING PROCEDURES – OUT OF SCHOOL

In the event of an incident/accident outside of school the above procedure should be followed on return to school. Please note the information below for immediate action for incidents/accidents outside of school.

If an accident occurs out of school staff should administer first aid or seek medical assistance. If it is a serious injury, staff should immediately telephone the School using the mobile phone giving

details to the Headteacher/Deputy Headteacher so parents may be contacted. An Accident form, a skin map and an Incident form should be completed on return to School and handed to the school office.

Pupils with epilepsy who require rectal Valium can be taken out of school providing parents have agreed to emergency procedures. This will have been detailed in the Medical Care Plan, which will have been discussed at Annual Review. Staff should ensure that they are aware of the protocol for each child in their care.

ACCIDENT/INCIDENT PROCEDURES INVOLVING STAFF

In the event of an accident/incident involving a member of staff in or out of school the above procedures should be followed. Where necessary medical attention should be sought and in all cases an incident report form must be completed and handed into a member of staff in the school office. Should the incident/accident be of a serious nature then the Headteacher should be immediately informed and the staff member's next of kin notified. Emergency contact numbers for next of kin for each member of staff are located in the school office.

ADMINISTRATION OF MEDICINES

Medicines should be handed directly to the nurse via the passenger assistant. Staff in school do not convey or administer medication, unless by specific arrangement and agreement, which must be approved by the Headteacher. Medicines should not be carried by pupils or be placed in pupils' bags. All medication is administered by medical staff or as agreed by parental consent.

CONTRACTORS ON SITE

Contractors should not be on site during school hours, unless a health and safety audit and arrangement has been undertaken involving consultation with the Headteacher. Should contractors need to enter the school they will be required to sign the visitors' book located at reception.

All contractors are required to obtain permission to carry out work if undertaken during the school day. Contractors are arranged through the County Property Services Department and they are therefore subject to County stipulations on health and safety

ELECTRICAL SAFETY AND THE USE OF PORTABLE ELECTRICAL APPLIANCES

All appliances used in school are checked annually and labelled to conform to county policy.

EMERGENCY PROCEDURES - FIRE AND BOMB ALERTS, WHO TO CONTACT, ARRANGEMENTS FOR EVACUATION OF BUILDINGS, ASSEMBLY POINTS, USE OF FIRE EXTINGUISHERS, FIRE WARDENS, FIRE DRILLS.

The fire alarm system is tested weekly each Friday morning by the Site Supervisor before the children are in school and a record kept in the Fire Log Book situated in the school office. Fire drills involving full evacuation are carried out once a term.

All members of staff, students and volunteers must be aware of the fire regulations. These are displayed in all areas of the school and detail evacuation procedures and assembly points. Specific exit points and assembly areas are detailed on fire evacuation notices located in classrooms. Staff should follow the green and white FIRE EXIT signs.

If the fire alarm sounds (a loud siren) please follow the procedure detailed below. Staff must ensure that pupils are evacuated via the nearest fire exit. Staff and pupils should then make their way to their designated assembly point, assuming the route is safe. At the assembly point a designated senior staff member will bring class registers/ visitors book for an immediate roll call. Staff should report if all pupils are present, or the known locations of any pupils not present, to

senior staff. You should remain in your area and you must not re-enter the school building until instructed to do so. Senior staff will check the whereabouts of any pupils unaccounted for.

Please note the importance of completing registers and the need to list pupils and staff who are out of school. Further information regarding emergency procedures including bomb threat can be found in the A-Z policy files located in the school office.

All visitors are requested to sign in and out of school.

FIRE EVACUATION PROCEDURE

DISCOVERING A FIRE

1. Raise the alarm at once by operating the nearest fire alarm call point (break the glass and press the alarm)
2. If the fire is small enough to be safely extinguished, attempt to do so using the nearest correct type of extinguisher. Do not take personal risks and always call for assistance. Never attempt to fight fires alone.
3. In all cases ensure that the children and any visitors in your charge are taken to a place of safety/evacuated from the building by the nearest fire exit.
4. Wherever possible close doors and windows. Do not stop to collect personal belongings.
5. Report to the nearest fire assembly area situated in each playground. All classes to evacuate to the play area located at the rear of the classrooms. Office staff to evacuate via the main entrance and to remain at the entrance point whilst automatic doors remain open to prevent unauthorised personnel accessing the building.

ON HEARING THE FIRE ALARM

1. Ensure that all children and any visitors in your charge are taken to a place of safety/evacuated from the building by the nearest fire exit.
2. Wherever possible close doors and windows. Do not stop to collect personal belongings.
3. Report to nearest fire assembly area. Specific exit points and assembly areas are detailed on fire evacuation notices located in classrooms.

CALLING THE FIRE BRIGADE

1. Dial "999"
2. Give the operator your telephone number and ask for "Fire Brigade". When Fire Brigade replies give the message distinctly:

"FIRE AT THE LOYNE SCHOOL, SEFTON DRIVE, LANCASTER".

3. Do not assume a call has been received until it has been acknowledged by the Fire Brigade

EVACUATION PROCEDURES UPON HEARING THE FIRE ALARM

1. A member of staff from the school office will collect the registers and visitors/signing in book.
2. Proceed to playground assembly point and give out registers.
3. The Headteacher/Deputy Headteacher should check the toilets.
4. Proceed through School (assisting evacuation if needed).
5. Proceed to playground assembly points and check that all persons are accounted for.
6. The School Nurse, therapist, site supervisor or any other staff should assist in the evacuation of children in their charge via the nearest fire exit to the nearest assembly point.

FIRST AID - FIRST AIDERS AND THE LOCATION OF FIRST AID BOXES.

There is full time nursing cover at The Loyne Specialist School; however a large number of staff are first aid trained. First aid boxes can be found in classrooms and other areas as detailed in the model Health and Safety Policy Reference Document. First aid boxes are checked at least once a month by a designated member of staff using a check list. They will then notify a member of office staff of any items that need ordering.

HAZARDOUS SUBSTANCES AND COSHH

The guidance issued by Lancashire County Council is available in a file in the school office.

All materials in school have been subject to a COSHH audit. All materials used in school have been purchased through County Central Purchasing Unit and therefore are already COSHH approved.

MINIBUSES

Trips out of school are an important part of the curriculum. Identified members of staff undertake the MIDAS assessment in order to qualify to drive the minibus. This helps to spread the work- load for all colleagues.

1. A staff member has responsibility for co-ordinating the minibus maintenance and upkeep and should report any repairs that need undertaking to the Site Supervisor or school office. If staff would like to drive the minibus they should arrange with the Deputy Headteacher to take an approved test.

2. The minibus has ambulance status and as such is not liable to payment of road tax. The bus is registered to carry disabled persons and has a disabled parking disc and sticker.

3. All passengers should be secured by seatbelts or suitable seating e.g. child seat, harness, wheelchair clamps. Please seek advice from The Occupational Therapist if you are unsure.

4. The driver of the bus is responsible for the safety of all the passengers. The driver must always check the condition of the vehicle before and after use and any concerns should be reported to the Site Supervisor or school office. Remember that if there is a legal fault such as a light not working, the driver will be liable. The driver **MUST** check the following items **BEFORE** starting the engine:

- (i) doors are unlocked;
- (ii) lights are in full working order;
- (iv) brakes and steering;
- (v) horn;
- (vi) indicators;
- (vii) tyre tread and pressure.

5. In addition, drivers need training on MIDAS Module 3 in order that they know how to operate the tail lift and use all clamps and restraining straps safely and correctly.

6. On return to school, the minibus should also be cleared of litter and left in the same way in which you would like to find it. Any damage to the vehicle or defects must be reported to the Headteacher or Deputy Headteacher and the minibus co-ordinator/Site Supervisor.

NB. Details of emergency procedures and incident guidelines are located in each of the minibuses.

USE OF STAFF CARS FOR BUSINESS TRAVEL

Where it is deemed necessary by the Headteacher staff may be required to escort children home or use their own vehicles for attendance on training courses or work related business away from school. Staff needing to use their own vehicle for business purposes must present their V5 and valid insurance document to the Headteacher for authorisation.

NB. Parents must give authorisation for pupils to travel in authorised vehicles.

PLAYGROUND SAFETY

Designated staff are responsible for the welfare and safety of pupils whilst in the playground. Pupils should be supervised at all times. It is the responsibility of staff to bring any concerns regarding health and safety to the attention of senior staff.

CAR PARKING

Staff and visitors are requested to park in the parking spaces provided. Designated areas for home/school transport must be left vacant during drop off and pick up times.

SCHOOL VISITS AND HOLIDAYS

Parental agreement is sought for visits out of school. Forms are completed including risk assessment forms and approved by the Headteacher. School follows guidance as issued by DCFS for residential visits and seeks approval of the governing body before visits take place. A mobile phone is taken with groups undertaking trips and visits and arrangements are made for regular telephone contact for groups on extended educational visits.

SECURITY OF PREMISES

The main entrance door is opened each morning and secured each night by the Site Supervisor. The second entrance door to access the building beyond the school office is supervised by the Headteacher or Deputy Headteacher as well as other staff members during periods when the children arrive/leave school. During school opening times the second entrance door is supervised at all times by the school office who will only allow visitors access once their identity has been established and they have signed in using the visitors' book located at reception. All visitors must wear a visitors badge or carry their own photographic ID which must be presented to office staff. All visitors must sign out, and a member of staff in the school office will ensure that there are no pupils nearby before releasing the door to let visitors out. The second entrance door and door to the rear of the premises are entered by keying in the correct code on the keypad. If there is no-one in a classroom outside doors must be locked. Visitors to school will ring a bell for attention at the front entrance.

Staff leaving the premises e.g. during lunch break, with the intention to return should sign in and out in the staff book located at reception.

The Headteacher and Site Supervisors are responsible for the security of the school premises. The Site Supervisor is responsible for securing the premises and setting the alarm. Should the alarm sound out of school hours Group 4 are alerted by Chubb who monitor schools alarm system. Group 4 will attend to the premises and reset the alarm, leaving a service information sheet on departure. Should there be any issues Group 4 will contact the Site Supervisor to attend the call out.

SMOKING POLICY

School has a no smoking policy – smoking is prohibited in the school building, grounds, transport or in the presence of pupils.

WEARING OF JEWELLERY BY PUPILS

Simple jewellery should not pose a risk to health and safety (body piercing – earrings only), unless a particular risk is identified in the care and control of pupils. For PE / Swimming sessions jewellery should not be worn. NB: Staff should not remove pupils' earrings without written consent from parents.

The attention of staff should be drawn to the Guidance and Codes of Practice, the Health and Safety Policy, the COSHH Register, and various circulars/memoranda issued by the Local Education Authority. These should be read in conjunction with the instructions and information contained in this Health and Safety Policy

MONITORING ARRANGEMENTS

The LA will retain the primary responsibility of employer in respect of Sections 2 and 3 of the Health and Safety at Work Act etc 1974, and will issue directions on health and safety through its written Health and Safety Policies and Codes of Practice with which the Governors of County and Controlled schools have a duty to comply. However, given the delegation arrangements and associated responsibilities, it is important that effective monitoring systems are implemented.

In order to assist schools to manage their responsibilities and the LA to fulfil its legal responsibilities, Health and Safety Monitoring must take place on a regular basis and a Monitoring Report must be submitted to the Governing Body and to the LA annually.

Safety Audits may be initiated and undertaken by the LA Health and Safety Officer where the monitoring procedures indicate possible shortcomings in the school's health and safety system. The Governing Body and Headteacher will be notified in advance of the Audit.

The Monitoring and Safety Audit reports will form part of the LA's arrangements for the development, monitoring and review of its health and safety policies, along with information from Safety Inspections, matters raised at the County Health and Safety Committee - Schools, Accident Reports, and returns and information from any other sources.

Safety audits and inspections will normally be carried out by Officers of the Directorate for Children and Young People, Health and Safety Team, Property Group, the Central COSHH Unit, and Trade Union Safety Representatives. Representatives of other County Council Directorates or outside agencies such as the Fire and Rescue Service or the Health and Safety Executive Inspectorate may also visit from time to time.

Part of the monitoring process will be inspections by contractors to ensure the safety of goods or equipment, for example, the annual inspection of all portable electrical equipment, or local exhaust ventilation (LEV) systems.

All inspections will normally be by prior appointment with the Headteacher well in advance unless there is a matter requiring urgent attention. Governing Bodies may wish to consider having a member of the appropriate Committee present at such inspections.

MANUAL HANDLING OPERATIONS

Risk assessments are carried out on all pupils by a multidisciplinary team involving school staff, physiotherapist and occupational therapist and are located within each pupils individual Care Plan. Adjustable height changing tables are located in bathroom areas where they are required. There are mobile/ceiling hoists available for use in bathroom areas and classrooms. The designated Moving and Handling co-ordinator in school is: Honor Redfern. (Training is available for all staff.)

MOVING AND HANDLING

When moving any child, try to ensure that he/she can see where he/she is going and can hear you as you speak. Moving and handling pupil training is available, please contact Honor Redfern for further details.

MANAGEMENT OF HEALTH AND SAFETY AT WORK

The school safety group conducts an annual inspection of school. Health and Safety issues are reported to the Headteacher or staff safety representative.

DISPLAY SCREEN EQUIPMENT

Office based DSE equipment has been located according to DSE regulations. All display screens used in classrooms are located on purpose built trolleys many with adjustable height facility. For the Headteacher, Deputy Headteacher and office staff DSE equipment is in a fixed location. The DSE policy can be found in the A-Z file located in the school office. Staff using DSE equipment on a daily basis are required to undertake an annual assessment to ensure their workstation complies with Health and Safety Regulations.

WORK EQUIPMENT

Equipment used in school is always checked for suitability and obtained through approved suppliers. Defective equipment is reported for repair or disposal to Stewart Aiken (ICT Technician) who will then list the items on the Equipment Register. Items that can not be repaired are then put forward to the Personnel, Finance and Buildings Committee for approval prior to disposal.

PERSONAL PROTECTIVE EQUIPMENT

Protective equipment is provided for staff and pupils where required. Staff are provided with guidelines and protective equipment to be used when changing and toileting pupils.

TOILETING PROCEDURE

1. Put disposable gloves on (use new gloves for every pupil)
2. Change pupil accordingly (close the curtains).
3. Place wet/soiled pads in the nappy bags provided.
4. Place sanitary items in the sanitary bins.
5. Remove your soiled gloves and place in the nappy sack, and then put the nappy sack into the yellow bins BEFORE you handle the pupil or equipment.
6. Redress and if required return the pupil to their seating.
7. Wipe down changing bed with anti-bacterial spray after EVERY change.
8. WASH AND DRY YOUR HANDS.

NB. ENSURE GUARDS ON CHANGING BEDS ARE IN PLACE.

DOCUMENTS

The School Safety Manual includes guidance on:

- Employees/employers responsibilities
- Health and Safety
- Accidents and Incidents
- Administration of Medicine
- Contractors on Site
- Electrical Safety
- Emergency Procedure (Fire and Bomb Threat)
- First Aid in Schools

Fire Safety
COSHH
Minibuses
School Visits and Holidays
Security of Premises
Smoking Policy
Wearing of Jewellery
Health Safety and Special Needs
Manual Handling
Pupil Moving and Handling Policy – LCC
Display Screen Equipment
Toileting Procedure

Reviewed: February 2012
Reviewed by: Anna Lazenbury
Date of next review: February 2013