

Hazel Oak School

Health and Safety Procedures and Codes of Practice

Whilst it is acknowledged that the ultimate responsibility for Health and Safety matters in school rests with the Head Teacher and Governing Body all staff in school have a clear responsibility in ensuring the effective delivery of the Health and Safety policy and this policy can be found on the school's W:Drive.

The Health and Safety at Work Act (1974) states that:

It shall be the duty of every employee whilst at work:

- to take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work, and
- as regards any duty or requirement imposed on his employer or any other person under any of the relevant statutory provisions, to cooperate with him so far as it is necessary to enable that duty or requirement to be performed or complied with
- The Act further states that: No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

Employees should ensure that procedures are observed and carried out for the protection of pupils and all other visitors to school, all employees should:

- know of, and observe, any specific safety measures relevant to their own working area and working practices
- observe the standards of dress which are deemed to be consistent with safety and hygiene in their working practices and areas
- ensure that their immediate responsibilities in maintaining the necessary safety and hygiene for their work are fulfilled
- know and apply the necessary emergency procedures which may result as a consequence of a fire or any other emergency, accident, injury or first aid situation
- not use, or wilfully misuse, neglect or interfere with items provided for their own safety or for the safety of others
- maintain a clear line of communication regarding health and safety practices and procedures, cooperating with other school employees in promoting the continual improvement of safety measures within school
- cooperate with the designated safety representatives and officers of the Health and Safety Executive or the Public Health Authority, as appropriate, to ensure the effective delivery of this policy in school
- all personnel involved with working with or alongside children should be DBS checked with enhanced checks for staff working directly with children
- All individual staff members are vital to the effective implementation of this policy but some staff have particular obligations which relate to their own subject and/or management areas of responsibility. These staff members are directly responsible to the Head Teacher in ensuring that they are fully aware of any existing or new safety measures and procedures and that they are fully observed and implemented. Further, they must ensure that any additional guidance given by the Head Teacher, the Local Authority or by other external advice agencies is implemented as appropriate to the needs of the school.

The following provides information regarding procedures which need to be followed relating to all aspects of Health and Safety.

Accidents
Pupil Accidents Any minor accident involving a pupil should be recorded in the accident book located in the medical room. A slip needs to be completed and sent home with the child. If there is a bump to the head, please make sure that a telephone call is also made in case of further complications. More serious accidents should be reported via the Office Manager to the Local Authority.
Staff accidents Please liaise with a senior member of staff to complete a LA report form. This will be submitted to the LA Health and Safety Team. Please seek advice from either a First Aider or member of SLT if it is felt that an ambulance should be called. Any member of staff or pupil requiring hospitalisation should be transported via ambulance. Staff cars should not be used as a means of transport.
Asbestos Log
The asbestos log is located in the main office. All visiting contractors are expected to familiarise themselves with the content of the folder and sign to say they have done so. Anything requiring wall mounting (apart from displays on display boards) which involves disturbing the plaster/brickwork should only be carried out after consultation with the Site Manager.
Educational Visits
A checklist for educational visits is available in the staff room and should be followed prior to visits taking place. Staff should ensure that a risk assessment of the venue has been carried out and on the day of the visit a list of participants (staff and students) and emergency contact details should be given to the office staff. If any incidents take place on the visit, or the transport is likely to arrive back later than expected, the school should be contacted as soon as possible so that parents/carers can be informed.
Fire Procedures
Every member of staff receives a copy of the fire procedures as part of their induction training. On hearing the alarm staff should ensure that they and the children in their care evacuate the building in a prompt and safe manner, assembling on lower school playground, away from the building. The Office Manager will give the register to the class teacher and once everyone is checked a red card should be held aloft to indicate everyone is present.
First Aid
There are three designated first aiders (First Aid at Work) in the school: Angela Wright and Debbie Smith. There are 3 paediatric first aiders: Sam Mannion, Nancy Hitchcock and Debbie Smith. Additional members of staff have also completed their one day emergency first aid at work training. All staff are competent to administer basic first aid such as plasters to grazes, but can consult a first aider if they feel they need additional advice/support.
Incidents
Incidents of a behavioural nature should be recorded on the My Concern recording system (network based) and where any physical intervention takes place, parents should be informed (see also Behaviour policy).
Minibus Use
There is a minibus booking system which is managed by the office staff. All drivers are required to complete the LA minibus training course and attend three-yearly retests. All users of the minibuses are required to complete a safety checklist before using the minibus and report any defects to the office.
Reporting health and safety issues
Any urgent health and safety issues should be reported immediately to the Site Manager, and if he is unavailable, the Head Teacher or member of SLT. Any non-urgent issues should be reported to the Site Manager via email: site@hazel-oak.co.uk
Site Security

Hazel Oak School is a secure site, accessed through electronic gates, which are opened only at the beginning and end of the school day. If a student is showing signs that they may be likely to abscond, the gates are able to be locked by the Site Manager/Office Staff. If you notice any breaches in security such as holes in the fence, please report these to the Site Manager as a matter of urgency.

Medication

All medication is kept in locked storage in the medical room and is only administered by individuals trained and willing to do so. Parents and Carers have to sign a consent form and follow the requirements of the 'medication in school' policy before any medication is administered. Staff receive annual training in the administration of medication.

CoSSH

All chemicals are stored in line with the CoSSH handling procedures. Data sheets for specific products used are kept in the CoSSH folder in the Site Managers' office. These should be referred to in the event of any accidents involving chemical spillages as the sheets give detailed information about first aid procedures.

Contractors

Day Contractors are expected to sign in to the school and wear visitor badges at all times.

Risk Assessments

A range of risk assessments are carried out in relation to activities, people and places. All staff are expected to carry out a 'dynamic risk assessment' at all times to ensure that they or the pupils/students are not exposed to any risks.

Manual Handling

All staff are expected to complete the online manual handling training course and to put the guidance in to practice.

Display Screen Equipment

All staff who use display screen equipment for more than one hour at a time are required to complete the DSE lite training and risk assessment, highlighting any concerns or areas for development to their line manager.

Electrical Safety

Annual PAT (Portable Appliance Testing) takes place and devices are labelled accordingly. The Site Manager is able to carry out testing on items which may be required for use. Any electrical devices brought from home should be brought to the attention of the Site Manager if they are to be used in school.

Working at Height

All staff are required to use suitable equipment when working at height e.g. Putting up displays. Step ladders are available for use and staff should not stand on chairs or tables. Seek guidance from the Site Manager if you are not sure.

Personal Protective Equipment

Staff using cleaning products are provided with suitable PPE and are expected to wear them.

Training

All staff are expected to participate in training in the following areas: moving and handling; slips, trips and falls; fire safety; selected groups of staff should complete training in CoSSH; Display Screen Equipment.

Lone working

Lone working for the Site Manager is risk assessed; other staff should only be on site with the knowledge of the Site Manager as he is able to monitor this through the CCTV system.

Stress

All staff are expected to participate in stress management training, and the Head Teacher has attended Stress Management for Managers training. A risk assessment for managing stress in the workplace has been completed and is available on the W:Drive. Any member of staff who believes they are suffering from stress of any kind should inform their line manager at the earliest opportunity so that support can be given.

New and Expectant mothers

Any member of staff who is pregnant should inform the Head Teacher at the earliest opportunity so that a risk assessment can be carried out and any necessary adjustments made to their working conditions. Any new mothers returning to work should liaise with the Head Teacher prior to their return to work in case any reasonable adjustments are required.