

# 623

Policy Document

Health & Safety

September 2016

## 1 Introduction and Principles

1.1 As the 623 premises are leased from Curbar Primary School and much of it relates to the premises, this policy statement is derived the school's policy

1.2 The Voluntary Management Committee recognise and accept their responsibilities both under civil and criminal law. As responsible employers and/or persons in control of premises, the requirements to provide a safe and healthy working environment for all employees is acknowledged.

1.3 623 is committed to ensuring that risk assessments are undertaken and control measures implemented.

1.4 In compliance with the Health and Safety at Work etc Act 1974, 623 will ensure so far as is reasonably practicable that:

- The premises are maintained in a safe condition.
- Safe access to and egress from the premises is maintained.
- All plant and equipment is safe to use.
- Appropriate safe systems of work exist and are maintained.
- Sufficient information, instruction, training and supervision is available and provided.
- Arrangements exist for safe use, handling and storage of articles and substances at work.
- A healthy working environment is maintained including adequate welfare facilities.

1.5 The 623 VMC will inform the School Governing body in the event that any risk arises that the premises do not comply with the safety requirements above.

1.6 Staff are reminded of their own duties:

- To take care of their own safety and that of others;
- To co-operate with the VMC and the Sally Christian so that they may carry out their own responsibilities successfully.
- To comply with all relevant, codes of practice and standards as necessary, and point out any shortcomings in these to leadership.

1.7 The 623 VMC will cooperate closely with the staff and parents and guardians on all matters affecting the health and/or safety of employees concerned.

1.8 A copy of this statement has been provided to every member of staff. A copy is also provided to all members. This policy statement and the accompanying organisation and arrangements will be revised annually.

## 2.0 Activities in 623

2.1 We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Staff will take every opportunity to educate children in this regard in the normal course of 623 activities. Through these activities we teach children about hazardous materials, and how to handle equipment safely.

2.2 We teach children respect for their bodies, and how to be healthy so that children learn about healthy eating and hygiene. We also show them how to move and play safely in during physical activities.

2.4 If a child is injured during any physical activity, the activity must stop immediately while the injury is treated. No child (especially those with a known health problem) should be allowed to do physical activities that are too strenuous for them.

2.6 Children are taught to have care and consideration for themselves and others:

In the classroom

- When using equipment eg scissors, tools, PE apparatus
- When moving around school
- When on trips

### 3 Equipment Handling (Including correct use of mains electrical equipment).

3.1 Children must always be supervised when moving any equipment or item of furniture. Small items of equipment including CD players, netbooks etc. can be moved freely by the children. 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. Children should not move computers, pianos, TVs and any other large items. Children should be taught to move tables and chairs as well as PE equipment safely.

3.2 With mains electrical equipment, only equipment checked annually for safety should be used. Children must not be allowed to set up any electrical equipment. Only adults should connect electrical equipment to the mains. Electrical equipment must only be repaired by properly qualified persons and should not be used near water unless expressly so designed. It is the responsibility of the 623 staff to make sure that equipment is switched off before leaving the premises. All electrical equipment will be PAT tested annually. The PAT register is kept in the open filing cabinet and all electrical appliances are marked at the annual test.

3.3 All staff should follow safe practice guidelines on handling and lifting. As a general rule, no single item of more than 25kg (men) and 15 kg (women) should be lifted without assistance. Correct lifting practices should always be followed. If in doubt, staff should always ask for assistance from senior personnel.

### 4 Working at Heights

4.1 Staff should not exceed a safe working height, especially when making classroom displays. Where this is not possible, staff must seek assistance from trained personnel (e.g School cleaner in charge).

4.2 'Step stools' are available throughout school for this purpose.

### 5 Building security

5.1 While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here.

5.2 See Door policy in the safeguarding policy.

5.3 See Visitors policy in the safeguarding policy

5.4 Before leaving the school the cleaner in charge checks that:

- All the windows are closed
- The doors are locked and secure
- The intruder alarm is set
- The gates are locked

## 6 Use of Hazardous Substances

6.1 As a general rule, potentially hazardous substances should be avoided and safe alternatives used. If their use cannot be avoided (only order those covered by the COSHH register), they must be kept in store room areas not used by children. Cleaning materials used by the school cleaners are kept in a locked cupboard. New hazardous substances will not be used if there is an alternative available. Cleaning materials used by 623 staff are stored on top of the roll top cabinet, where they are accessible but out of reach for children.

6.2 The COSHH register is kept in the open filing cabinet.

## 7 Asbestos Safety

7.1 The school's policy on asbestos safety is: Before any planned alterations to the infrastructure of the school building, the Headteacher must first be informed. Workers on site should always have knowledge of the school asbestos survey and should sign to say that it has been seen by signing a Permit to work (copies kept in the office).

## 8 Electrical/Gas Safety

- Gas smells or leaks. Immediately notify HT, office or caretaker to telephone Gas Board emergency number (0800 111 999).
- Electrical faults with school equipment. Immediately notify HT, office or caretaker. Electricity Board to be notified and advice sought. Electrical faults with 623 equipment. The use of the equipment must be discontinued at once, the incident recorded in the incident book and the equipment disposed of in compliance with county recycling requirements.
- Switch off all electrical appliances and lights when room is not in use. Un-plug appliances at end of day where required.
- Annual servicing of all electrical appliances and plug testing. HT will keep records of annual inspection report for school equipment. (July).623 equipment servicing and plug testing reports will be held in the open section of the filing cabinet.
- New electrical appliances must be entered on register of electrical appliances. (Filed under Electricity).
- The school will maintain cleaning appliances, Technical Services to maintain. Report any problems to them immediately and do not use any equipment which may be unsafe.
- Fixed electrical circuits within school will be inspected and tested every 5 years by Technical Services. This is the school's responsibility.
- Outside equipment via a flexible cable and residual current device (RCD) should be used in the supply circuit.

## 9 Fire Safety

See evacuation policy in safeguarding policy.

The school is responsible for the maintenance of Fire Extinguishers and fire alarms.

These are maintained by Technical Services based in Derby (telephone number on appliance). Inform cleaner in charge, HT or office of any problems.

Fire Alarms to be tested weekly before/after school hours by Mrs Wilson. Break glass points to be tested systematically and recorded. Monthly check to be undertaken at published time during school hours, to ensure audibility.

10 Health and Safety Procedures / CPD (Continuing Professional Development)

10.1 Regular checks are made of the building and grounds in order to ensure that the school is both safe and secure for children and adults alike.

10.2 Risk assessments of areas inside and outside the school building are conducted by the staff. The outcomes of these risk assessments are written and made available to all staff and to the VMC.

10.3 New staff are provided with a copy of the policy, are required to sign an understanding and are informed about reporting procedures.

11 Monitoring & Evaluation

11.1 This policy and its effectiveness will be monitored regularly by the VMC and Sally Christian. Formal monitoring of policy and procedures will take place annually.

### Role of the VMC

1. To listen to advice from the manager, Sally Christian, about maintaining safety on site.
2. To maintain adequate employers' liability insurance and public liability insurance and to display the insurance certificates on the 623 wall during 623 sessions.
3. To organise PAT testing in coordination with the school.
4. To confirm that risk assessments are held
  - on the general space
  - on equipment where appropriate
  - on activities
5. Within the financial constraints of the club, to provide appropriate training on safety issues as recommended by the manager.
6. To review the above policy with the manager and to ensure that the manager complies with it.
7. To support the manager in seeing that other members of staff comply with the policy.

### Role of Manager, Sally Christian

1. To comply with policy as written.
2. To advise the VMC about any risks that she is aware of by virtue of her professional expertise.
3. Carry out risk assessments
  - On the general space once per term
  - On the equipment at acquisition
  - On activities where reasonably appropriate
4. To advise the VMC on any training needs.
5. to ensure as far as possible that other members of staff comply with the policy
6. To review the above policy and its implementation with the VMC annually.
7. To inform OFSTED if the VMC fails to comply with these policies on request.

### 3. Role of Staff

#### 1. Staff are expected to:

- Exercise effective supervision of the children in their care, to know the procedures for fire, first aid and other emergencies and to carry them out.
- Point out any shortcomings in health and safety arrangements relevant to their area of work.
- Give clear oral and written instructions and warnings to children when necessary.
- Follow safe working procedures, be aware of all risk assessments and appropriate control measure relevant to their area of work and teaching.
- Make recommendations to their manager or a member of the VMC on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the activities they organise.
- Prohibit introducing personal items of equipment (electrical or mechanical) into the school without prior permission.
- Report all accidents, defects and dangerous occurrences to the manager
- Set a good personal example.