



Mendip Edge Federation

Health & Safety Policy

This policy should be read as part of the overall strategy of the federated schools and operated within the context of the vision and values, including those of Draycott & Rodney Stoke and Shipham as Church of England First Schools.

The overall policy document consists of three sections:

1. Policy statement
2. Overview of responsibilities
3. Arrangements specific to the individual school

Date completed:	March 2017
Approved by Governors:	March 2017
Date for review:	March 2018

The Mendip Edge Federation incorporates Fairlands Middle School and feeder first schools in Cheddar First School, Draycott & Rodney Stoke Church of England (VA) First School and Shipham Church of England (VC) First School. This Health & Safety policy sets out the shared health and safety aims and objectives of the Federation and is supplemented with the specific arrangements which exist in the individual schools.

The Federation Governor who has been nominated by the Governing Body to have a watching brief for health and safety issues, and bring to their notice such issues that require their attention is:	Adrian Warman
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Mendip Edge Federation Health & Safety Policy Statement

The Governing Body and Headteachers of the Mendip Edge Federation accept in their entirety the Somerset County Council Health and Safety at Work Policy Statements as detailed in Guidance for Schools, Volume 5, and have agreed the following statement as a guide to safe working practices in the member schools.

Aims

The purpose of this policy is to establish, maintain and improve:

- a. a safe and healthy environment throughout the premises and grounds of the schools;
- b. safe working procedures and arrangements for all staff;
- c. arrangements which minimise or eliminate risk to the health and safety of all persons including pupils, parents, student teachers, governors, contractors and visitors to the premises who may be affected by the activities of the school;
- d. arrangements which minimise or eliminate risk to the health and safety of pupils, staff and any other personnel involved in school activities taking place away from the school premises.

Objectives

- a. To maintain all places of work in a condition that is safe and without risk to health.
- b. To provide and maintain means of access to and from those place of work that are safe and without risk.
- c. To formulate effective procedures for use in case of fire and for evacuating the school premises.
- d. To lay down procedures to be followed in cases of accidents.
- e. To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- f. To provide and maintain adequate welfare facilities and to make recommendations through the Governors to the Somerset Local Education Authority where appropriate.
- g. To include health and safety as part of pupils' studies in each area of the curriculum where appropriate.
- h. To review this policy in response to changes in legislation or in response to events and at intervals of no longer than 12 months.

Signed:

For and on behalf of the Governing Body:		Heather Fuller (Chair)
		Date

Headteacher:		[Name]
		Date

Responsibilities

Governing Body

The Governing Body will:

- ensure that there is an effective and enforceable policy for the provision of health and safety in all schools within the Federation;
- periodically assess the effectiveness of this policy and ensure that any necessary changes are made including suitable consultation with relevant parties and dissemination of changes;
- assist the Headteachers in implementing and maintaining this policy including the provision of adequate financial and physical resource;
- undertake to provide a safe place for staff and pupils to work including safe means of entry and exit;

Headteacher

The Headteacher will:

- issue the school's Health & Safety policy and communicate it appropriately;
- ensure that all members of staff, both teaching and non-teaching, clearly understand their health and safety responsibilities;
- deal with day-to-day referrals on safety matters and give appropriate instructions and advice;
- co-ordinate the implementation of approved safety procedures in the school;
- engage with third parties able to offer expert advice when necessary;
- report all known hazards immediately and stop any practices or the use of any tools, equipment, etc which he / she considers to be unsafe until satisfied as to their safety;
- make recommendations to the Local Authority and / or Governing Body for safety improvements to premises, plant, tools, equipment, machinery, etc;
- put appropriate arrangements in place to ensure statutory inspections of premises, equipment and services are made in line with requirements and that non-conformances are dealt with quickly and effectively;
- review at least once a year the provision of first aid, evacuation procedures, and process for contacting families of pupils absent without notice;
- ensure appropriate training provision for staff (especially those new to the school) to enable them to fulfil their responsibilities;
- be responsible for ensuring accidents and incidents are reported and investigated appropriately and in line with the Health and Safety Executive (HSE) requirements.

Teaching staff

The teaching staff, including supply teachers, classroom assistants and student teachers, will:

- take reasonable care of their own health and safety and that of others who may be affected by their acts;
- take responsibility for the safety of pupils in their care whether on the school premises or on an authorised school visit away from the school premises;

- notify the Headteacher (or appropriate Health & Safety representative) before any activity takes place if they consider the physical state of the teaching area or equipment being issued may present a health or safety risk;
- make themselves aware of procedures for fire, evacuation and first aid and be prepared to follow those procedures in the event of any emergency situation;
- seek information on the special safety measures to be adopted in his / her own teaching areas and ensure they are applied;
- comply with COSHH advice for teaching resources - specifically aerosols (such as fixative or spray mount) will be stored in a secure cupboard away from pupils and correction fluids will be kept away from pupils;
- integrate relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety;
- require the Headteacher to make available appropriate protective clothing and working procedures for agreed teaching activities;
- make recommendations to the Headteacher or Department on the implementation / improvement of working procedures, equipment, tools or machinery regarding safety;
- take appropriate steps to ensure any second hand equipment is safe to use;
- ensure that any physical education activity is conducted with due consideration to health and safety - in particular any equipment or apparatus must be secure and safe to use;
- ensure that any performance with an audience is conducted with due consideration to health and safety - in particular room capacity should be respected, exit routes kept clear and exit signs visible;
- resolve any health or safety issue brought to his / her attention and escalate or report the incident where appropriate;

Pupils

All pupils across the Federation will be encouraged to:

- observe all the safety rules of the school and in particular the instructions of staff given in an emergency;
- take any action appropriate to the circumstances to avoid health or safety risks to himself / herself, other pupils and other persons who may be affected;
- observe standards of dress consistent with safety and / or hygiene during a learning activity;
- use and not recklessly or intentionally misuse, neglect or interfere with things provided for his / her safety.

Lunchtime supervisors

Adults who supervise and organise the pupil lunchtime will:

- have a responsibility for the health and safety of pupils inside the school and in the school grounds for the period designated as lunch break;
- be aware of the need to move dining furniture and have due regard for personal safety (including that of pupils) while that furniture is being moved;
- ensure that the arrangement of furniture in the room(s) where lunch is being served does not obstruct movement in case of fire or other emergency.

Support staff (such as cleaners and caretakers)

Where support staff are employed by a contractor on the school site they must be aware of and be guided by the policies and procedures of their direct employer. All cleaning and other support staff should promote sound Health and Safety practices by:

- working safely and efficiently;
- using machinery or substances in accordance with manufacturers' instructions;
- using protective clothing and equipment where necessary;
- reporting defects in equipment to their line manager without delay;
- reporting defects or damage to the fabric of the building to the Headteacher or Delegated Senior Manager;
- ensuring that all materials, substances and equipment are kept in the areas provided and are secured safely;
- ensuring that all products are kept in containers properly labelled with product name, instructions for use and emergency procedures in the event of misuse or accident;
- ensuring that correct floor care including cleaning, sealing and polishing is done at a time when pedestrian traffic is at a minimum;
- ensuring that grass cuttings or wet leaves are removed from paths and that areas which are icy in winter are cleared and salted.

Specific Responsibilities, Information and Arrangements

This section is specific to one school within the Mendip Edge Federation, acknowledging the individual nature of each school and the premises it occupies. In particular this section:

- names individuals responsible for specific areas of health and safety within the school;
- notes the location of specific health and safety documents relevant to the school;
- sets out specific health and safety arrangements for the school.

Name of school	Shipham First School
Headteacher	Mr Michael Jory
Deputy Headteacher / Delegated Senior Manager	Mrs Jo Dodd
Premises Manager	Mr Michael Jory

Area	Location of policy / guidance	Name of person responsible
Accidents, Incidents and Near Misses:		
Incidents / Injuries	School Office	Mr Jory
Emergency procedures:		
Critical / Major Incidents	School Office	Mr Jory
Emergency Procedures	School Office	Mr Jory
Updating Contingency Plan	School Office	Mrs Macleod
External visits		
External Visit Co-ordinator	School Office	Mrs Macleod
Medical:		
Hygiene Control	School Office	Mr Jory
Infection Control	School Office	Mr Jory
Medicines in School	School Office	Mr Jory
Needlestick Injuries	School Office	Mr Jory
New and Expectant Mothers	School Office	Mr Jory
Pupils with medical needs	School Office	Mr Jory
Risk assessments:		
Computer Use	School Office	Mrs Macleod
COSHH	School Office	Mrs Busby
Employee or Volunteer Driver	-	-

First Aid	School Office	Mrs Leader
Sites and buildings:		
SCC Overarching Guidance Document	School Office	Mr Jory
Asbestos	School Office	Mr Jory
Electrical Safety (Portable Appliance Testing)	School Office	Mr Jory
Equipment Maintenance (lifting equipment, PE equipment, CDT equipment, LEV, Play equipment)	School Office	Mr Jory
Fire Safety	School Office	Mr Jory
Gas Appliances	School Office	Mr Jory
Minibus Safety	Fairlands	Mrs Ham
Pressure Systems	School Office	Mr Jory
Safety Glazing	School Office	Mr Jory

Document	Location
Asbestos Register	School Office
DSE Assessment Monitoring	School Office
Guidance for pupils requiring medical procedures	Medical Room
Supporting pupils with medical needs	Medical Room
Individual plans for pupils with medical needs	Medical Room
Safe systems of work for named pupils	School Office
Risk Assessments	School Office
Safe working practices	School Office
External visit policy	School Office
External visit applications and approval	School Office
Security policy	School Office
First aid records	School Office
Incident report forms	School Office
Fire risk assessment document	School Office
Fire safety records	School Office
Water hygiene records	School Office
Premises monitoring records	School Office

Playground equipment inspection	School Office
Business interruption and contingency planning	School Office
Fire evacuation assembly point	Playground
First aid box(es)	Medical Room
Accident book	School Office
Electrical isolation	Gruffy Room
Gas isolation	N/A
Water isolation	Kitchen Area

COSHH - Control of substances hazardous to health.

We have a duty to protect our employees and others from the risks of becoming ill due to being exposed to hazardous substances. Such substances include chemicals, dusts and fumes. We do this by assessing and controlling the risks arising from hazardous substances in our workplaces, as required by the COSHH Regulations.

Risk assessments about the school's control measures are all available on our online Eeclive system and roles and responsibilities are explained in the schools hazardous substances policy. These are reviewed annually.

Fire and Bomb

If you discover a fire (or suspicious item which may be a bomb):

- Ring the nearest alarm
- Inform the office immediately
- Clear the area of pupils
- If possible close doors and windows
- Only tackle the fire if it will not endanger your own safety

Action on hearing the alarm (continuous bell)

The building must be evacuated and pupils assembled in the churchyard.

- If the alarm sounds during teaching time, then staff must instruct the class to move directly and silently via exit routes to the assembly point. Close windows and doors. Ensure with other staff that all rooms have been cleared.
- Office Staff will ensure that the registers are provided in the appropriate area. Once the pupils are assembled in the churchyard in classes, registers will be checked and any absence then reported to Headteacher/Senior Teacher. Registers are then returned.
- If the alarm sounds during break or lunchtime then staff must instruct all pupils to move directly to the assembly point and line up in classes when the above checks will be made.

The Senior Staff will check that the building is empty and that gas is switched off at source. The emphasis at any time when the buildings have to be evacuated must be on ensuring that the building is cleared as quickly as possible and that it is checked to make sure it is empty.

Fire Regulations

IF YOU DISCOVER A FIRE OPERATE THE NEAREST FIRE ALARM

- When supervised, orders to evacuate will be given by the person in charge who will decide the route to follow to the assembly point.
- When not supervised - leave the building by the most direct route to the churchyard.
- Walk quickly but do not run.
- Keep quiet.
- Once you have left the building or your room do not return for anything.
- The place of assembly is the churchyard.

Fire Precautions

Fire extinguishers are supplied and serviced annually by a contractor approved by the Chief Fire Officer. A report will be supplied after each visit.

All corridors and exits must be kept clear. Fire doors should be indicated by a sign and kept closed.

Fire exits should be marked emergency exit or fire exit, and kept clear at all times.

The boiler room must be kept free of inflammable materials and clean and tidy.

All waste and rubbish is taken daily to the collection area.

All fire guards should be securely fixed.

A log book is kept to record fire drills/instruction, alarm tests, defects connected with fire protection. The fire alarm should be tested once a week and the result recorded in the log book. Evacuation Procedures in the event of a bomb scare or gas leak
In the event of the risk of explosion the normal evacuation procedure, as given on the Fire Drill Notice, will be followed and gas will be switched off at source (boiler room).

Smoking

The school operates a smoke free policy.

First Aid and Medical Care

General

If a child is unwell at school, we will make every effort to contact the parents/guardians. It is very important that we have up-to-date home/work telephone numbers or other contact numbers. Until we have contacted the child's parents we will take any action required in the interests of the child. Parents will be informed that although we will always care for children who become unwell at school, children on short courses of medicines, such as antibiotics, requiring regular administration during the day, should not be sent to school. If children do need to bring prescribed medicines to school, parents should ensure that the appropriate amount is in an unbreakable container, clearly labelled with the child's name and directions for use. Parents will be asked to sign a form giving their written permission for the medicine to be administered by a member of the school staff. The medicine will be kept in the school office. The exception to this will be inhalers which should be kept in a place accessible to the child at all times.

School staff are trained in "First Aid in the Work Place" and in the event of an accident, appropriate first aid will be given. In the case of more serious accidents, we will contact parents as soon as possible.

We will inform parents if their child suffers a knock on the head, even if there are no apparent symptoms, or suffers an injury which has caused concern by either a telephone call or letter home.

Accidents

In the event of an accident injuring one or more people, the first priority is to ensure, within the limits of personnel and facilities, the safety of other pupils and adults in the vicinity. In attending to the injured person(s), help may be called from colleagues holding a First Aid At Work Certificate. Currently this is:

Mrs Leader

These certificates are valid for three years. Before expiry of the certificate, the first aiders will need to re-qualify.

In addition, before the first aider can arrive, help may be sought from colleagues with an Emergency Aid Certificate. Details of these can be obtained from the school office.

The school will aim to provide access to Emergency Aid training for all staff, at regular intervals.

If the accident is of a more serious nature, a decision will be made by a qualified first aider as to whether or not an ambulance should be called. Parents will be contacted as soon as possible. If the accident is less serious, but hospital treatment is deemed necessary and a parent cannot collect the pupil in good time, a colleague with an appropriately insured car may volunteer to take the casualty in the Accident and Emergency Centre. If no such transport is available, then an ambulance should be called.

Details of the accident must be recorded in the Accident Book (which is kept in school office) and in the case of a more serious accident staff must complete an accident report form (from the office) and submit it to the Headteacher for signature. We will also record all accidents on the European Education Consultants (EEC) Live website provided and required by Somerset County Council.

First Aid boxes

First aid boxes are kept in the staffroom and should have their contents checked and restocked once every half term by the staff. Contents of first aid boxes will follow HSE guidelines. Disposable plastic gloves and aprons are provided near the first aid boxes.

Travelling First Aid kits

A travelling first aid kit should be taken on any school visit and must be checked by staff on return. Contents should include-

First aiders should provide treatment in accordance with their training. Disposable plastic gloves should be worn when administering first aid, to prevent IUV or Hepatitis.

Waste material should be double wrapped and then put in the bin for normal disposal. Any spilled blood or body fluid should be mopped up with paper towels and bleach, and discarded down the toilet, or double wrapped and put in the bin for normal disposal.

Emergency treatment for pupils with certain religious views

The Headteacher (or most senior teacher present) will ensure that any seriously ill or injured child is taken to hospital as quickly as possible, and that the parents will be contacted and asked to go to the hospital. Hospital authorities will not perform any operation without the patient's consent.

In the circumstances the Head will wish to be guided by medical advice, and no Head should ever be placed in a position where he/she feels constrained to withhold his/her consent to treatment which the doctors assure him/her is necessary, but which the child's parents have previously forbidden as being repugnant to their religious beliefs.

Where, therefore, parents approach a Head seeking the admission of their child to the school and inform the Head that they hold particular views on medical treatment, it is suggested that they should be told, (and this should be confirmed in writing), that whilst their convictions are respected, the Head is not prepared to accept any restrictions on his/her authority as the member of staff "in loco parentis" to his/her pupils. That authority includes the right to consent to medical treatment in an emergency if the parents are not available and in such cases he/she will be guided only by medical considerations. If the parents are not prepared to send their child to the school on these terms, they must make other arrangements for their education.

Gas and Electrical Safety

ELECTRICAL SAFETY

There is an annual inspection of all electrical equipment on school premises by the Local Authority. However, the Headteacher and Governing Body have responsibility for the general safety of this equipment.

Electrical appliances, including extension leads, are detailed in the equipment register. Regular visual checks (termly) are carried out by a named person and a record of checks is kept by them. Portable appliance testing (PAT) is the term used to describe the examination of electrical appliances and equipment to ensure they are safe to use. Most electrical safety defects can be found by visual examination but some types of defect can only be found by testing. This is completed annually.

GAS SAFETY

Staff should be aware of gas entry points and isolator switches.

Transco should be notified immediately of any suspected gas escape.

SECURITY

The security of the school, out of school hours, is delegated to the Site Supervisor who holds the keys and can prevent or allow access to the school in accordance with the Headteacher's wishes. The buildings must be made secure at the end of the day, and the Site Supervisor must be prepared to assist the police in off duty hours if an alarm is raised.

Intruders

INTRUDERS ON SCHOOL PREMISES

The following guidance is reprinted from Somerset County Council's "Guidance for Schools".

- The grounds and buildings of a school are private property. People who enter them without specific permission or reasonable cause are trespassing, and the Headteacher or any other member of Staff as representative of the Authority, is entitled to insist that they leave.
- As soon as a Headteacher, or a member of staff, learns that one or more apparent intruders are on the school premises they must ask themselves, or their informant, a series of questions:

Is Action Necessary?

Is the intruder causing a nuisance or is it a situation to which the school is prepared to turn a blind eye e.g. children gathering in the playground after school hours because it is the only place where they can play safely.

Does the intruder have a legitimate reason for being on the premises?

In practice, people can and do arrive at schools unheralded but with perfectly proper reasons for wishing to see the Head or to inspect some part of the premises, so the first step in dealing with an apparent intruder must be to ask him/her whether he/she has any business at the school.

Is the intruder causing a nuisance or likely to cause a nuisance?

If it is in fact a case of simple trespass, someone just wandering around the premises or perhaps taking his/her dog for a walk, he/she should be politely but firmly asked to leave. However, threats to send for the police are not appropriate. Trespass is not in itself a criminal offence, and the police are under no duty to assist Headteachers in asserting the Authority's civil rights as landowner.

What the Headteacher can do in appropriate cases is to resort to self-help. When a trespasser is asked to leave but refuses to do so, the landowner's representative is legally entitled to eject him by force. A Headteacher or colleague who forcibly ejects an intruder off the premises is acting well within his/her legal rights. There is no question of the intruder being able to maintain an action for assault against the Head or his/her colleagues except in the unlikely event of being able to prove that the degree of force used against him/her was wholly excessive. Should any such allegation be made the Authority would accept full responsibility for the teachers' actions, as having been carried out in defence of its own rights as landowner and in the interests of maintaining good order in its schools. However, staff should assess the risk to their own personal safety and act accordingly.

While there is no legal objection to the use of force, it will not always be a realistic option. The Headteacher may as a last resort request the assistance of the police, who are entitled to enter private property at the invitation of the owner in order to assist him/her in exercising his/her right to remove intruders. It must be clearly understood, however, that the police merely have a power to assist in this way. They are under no duty to do it, and requests for assistance will sometimes be met with the reply that police manpower in the locality is fully occupied in dealing with matters that are not discretionary.

If the intruder is causing a nuisance

Under Section 40 of the Local Government (Miscellaneous Provisions) Act, 1982 it is a criminal offence for any person to trespass on school premises AND to "cause or permit nuisance or disturbance to the annoyance of persons who lawfully use those premises". This means that as soon as violent, abusive or even annoying behaviour on the part of an intruder begins to alarm staff or pupils or to disturb in any way the smooth running of the school, it is likely that an offence is being committed.

Section 40 gives a statutory power to the police, or Headteachers and their Deputies as representatives of the Authority, to remove from the school premises anyone whom they find committing the offence, or who is reported to them as having been committing it prior to their arrival. The police and the Authority are both able to prosecute such persons. There are various options a Headteacher may wish to consider:

- He/she may remove such a person(s) from school premises, or
- He/she may request that the police intervene to remove such a person(s), or
- He/she may contact the County Secretary and Solicitor who will write to such a person(s) who have caused a nuisance (or to their parents if intruder is under 18) informing them that it is an offence to cause a nuisance or disturbance on school premises and warning of prosecution if they persist in such action.

It is important to note that the offence does not have to be committed during school hours. People attending community activities or evening classes at a school are using the premises lawfully, so an intruder causing them any annoyance will be liable to prosecution.

Schools should be aware that on certain occasions it is likely that difficulties may arise with intruders and should take preventative action in advance.

VISITORS IN SCHOOL

To ensure safeguarding of all pupils at all times, all visitors to school must report to the receptionist on arrival; this is for security and fire reasons. Visitors will be given a badge to wear whilst in school and asked to sign the visitor's log, so they can be identified.

All contractors should report to the Headteacher or Senior Teacher at the commencement of their contract.

Personnel working on site in a temporary capacity (contractors, supply teachers etc), should be given any relevant Health and Safety information e.g. fire alarms and drills, location of first aid boxes and procedure for reporting accidents, playtimes.

School Visits

SCHOOL VISITS

The teacher responsible for organising the visit should seek permission for the trip from the Headteacher in the first instance. The visit should then be requested by using the EEC Live system, where the External Visits Co-ordinator (EVC) will grant approval as long as all relevant checks and risk assessments have been performed.

The Chair of Governors will need to sign over trip approval to the school EVC or authorise each trip on an individual basis.

A letter giving details of any proposed visit will be sent to parents, who must complete and return a slip giving permission for their child to go on the visit. Parents should be informed if the child's return to school will be later than the normal end of the school day.

When organising a visit, careful consideration must be given to the safety of the children, including the appropriate adult/pupil ratio.

A travelling first aid kit should be taken on any school visit and a fully charged mobile phone.

Remind any children who suffer with travel sickness to take appropriate preventative action before leaving home. These children should be seated at the front of the coach. Appropriate equipment should be taken in case a child is sick.

Each pupil should have their own seat on the coach and should wear seat belts. The unprotected front seats and the centre back seat should only be used by an adult or left vacant.

The adult in charge of the visit should ensure that inhalers, or other necessary medication, are taken on the visit and are accessible at all times.