



# HEALTH & SAFETY POLICY

**ST IVES INFANTS**  
**HEALTH AND SAFETY POLICY**  
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## ST IVES INFANTS

### THE HEALTH AND SAFETY AT WORK, ETC ACT 1974

#### HEALTH AND SAFETY POLICY

##### SECTION 1 - STATEMENT OF GENERAL POLICY

1. It is the policy of the school to adopt all practicable measures to ensure the health and safety welfare of all employees and pupils of the school. The Board accepts this to be an important managerial responsibility and are committed to the reduction of accidents and personal injury so far as is practicable and, to achieve this aim, undertakes to provide safety training where appropriate and perform all required risk assessments.
2. The purpose of this Health and Safety Policy is to acquaint all those carrying out work for and on behalf of the school of the minimum standards of safety that they are required to adopt and maintain at all times. It is to ensure that all work is performed in such a manner as to be safe to all staff, pupils, contractors and any member of the public who might be affected directly or indirectly by the actions or omissions of any employee.
3. The school regards the promotion of health and safety matters as a mutual objective of all that work here. It is the school policy to take all such steps as are reasonably practicable to meet its responsibility for providing a safe and healthy working environment for staff and pupils and to extend such protection to visitors to the school.
4. The Health and Safety at Work etc Act 1974 places a legal requirement on every employee to take reasonable care for the health and safety of him/herself and of others who maybe affected by his/her conduct at work. Staff are expected to co-operate with the school Head Teacher and Governors in all measures taken to fulfill statutory health and safety duties and to protect the health, safety and welfare of staff, pupils and visitors.

Signed: .....  
Miss Joanne Dean – Head Teacher

Signed: .....  
Mr J McWilliams – Chair of Governors

February 2013

*St Ives Infants School*  
*Trenwith Burrows*  
*St Ives*  
*TR26 1DH*

## ST IVES INFANTS

### HEALTH AND SAFETY POLICY

#### SECTION 2 - ORGANISATION AND RESPONSIBILITIES

##### 1. Introduction

- 1.1 This document supplements the Statement of General Policy.
- 1.2 St Ives Infants (hereinafter referred to as “the school”) has a statutory duty under Section 2(1) and 4(1) of the Health and Safety at Work etc Act 1974 (hereinafter referred to as 'the Act') to ensure 'so far as is reasonably practicable' the Health and Safety of all their employees who may be affected by their acts or omissions.
- 1.3 Under Section 7 of the Act all employees have a similar duty to take reasonable care of their health and safety, and of other persons, and to cooperate with management in achieving this aim.
- 1.4 The school undertakes to review this document from time to time and amend it as necessary.

##### 2. General Duties of Employers

- 2.1 In accordance with the requirements of Section 2(2) of the Act the matters to which the duty of the school extends includes in particular:
  - 2.1.1 the provision and maintenance of plant and systems of work which are, so far as is reasonably practicable, safe and without risks to health;
  - 2.1.2 the taking of steps, so far as is reasonably practicable, to ensure safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
  - 2.1.3 the provision of such information, instruction, training and supervision as necessary to ensure, so far as is reasonably practicable, the health and safety at work of their employees;
  - 2.1.4 the maintenance of places of work that are safe and without risk to health, so far as is reasonably practicable, and the provision of a safe means of access to, and egress from, the premises;

- 2.1.5 the provision and maintenance of a working environment that, so far as is reasonably practicable, is safe and without risks to health and is adequately provided with facilities and arrangements for employees' welfare at work.

### 3. [General Duties of Employees](#)

- 3.1 All employees are reminded that everyone has a part to play in helping to reduce loss through accident and injury. This responsibility is clearly set down in Section 7 of the Act, which requires that:
  - 3.1.1 it shall be the duty of every employee to take reasonable care of the health and safety of him/herself and of other persons who may be affected by his acts or omissions; and
  - 3.1.2 as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with.
- 3.2 In order to comply with these duties it will be necessary that all employees shall:
  - 3.2.1 Use, in a proper manner, all protective and safety equipment provided.
  - 3.2.2 Report, immediately, any hazard or defect that may cause injury to themselves or others.
  - 3.2.3 Assist and cooperate fully in the investigation of accidents in an effort to prevent recurrence.
  - 3.2.4 Comply fully with all statutory and school regulations, safe working practices, codes of practice etc.

### 4. [Duty Not to Interfere with or Misuse Certain Things](#)

- 4.1 No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

### 5. [Organisational Responsibilities](#)

- 5.1 The Board is accountable for ensuring the achievement of the requirements of legislation and the objectives of the Health & Safety

Policy. They will strive to continuously improve safety standards. Staff will have delegated duties for Health and Safety within their own areas of responsibility and have the following specific responsibilities:

## 5.2 Responsibilities of the Governing Body

The Governing Body has overall responsibility for health and safety, within the school, although because of the corporate status of Governing Bodies, individual governors cannot be held to be personally liable, when they have acted on collective decisions, taken in good faith. It will ensure that all reasonable steps have been taken to fulfill the school health and safety policy and to reduce the possibility of accident or injury to staff pupils or visitors.

Specifically the Governing Body will:

- ensure that regular site inspections take place
- nominate a governor with responsibility for health and safety;
- set health and safety objectives and performance standards for the school;
- determine and implement the strategies to meet the objectives and standards;
- allocate funding for health and safety purposes;
- receive and review an annual health and safety audit;
- ensure that the school Health and Safety Policy is produced, implemented and updated as required; and
- ensure arrangements are made to plan, organise, control, monitor and review, protective and preventative measures in the light of risk assessments.

## 5.3 Responsibilities of the Head Teacher

The Head Teacher is responsible to the Governing Body for the health safety and welfare of staff, pupils and visitors within the school. While the Head Teacher may delegate some tasks to designated individuals, she retains overall responsibility and remains specifically responsible for ensuring that:

- all staff and volunteer helpers are CRB checked as appropriate;
- all members of staff, pupils and so far as is reasonably practicable, visitors to the school, are aware of their general and specific health and safety responsibilities as set out in the Policy;
- the Governing Body are kept informed on health and safety performance of the school;
- the risks to which staff and pupils are exposed at school are assessed, recorded and reduced to the lowest level reasonably practicable;

- regular inspections of premises, plant and equipment are undertaken, including PE and Play Equipment;
- suitable information, instruction and training is given to all staff;
- health and safety problems are dealt with promptly and appropriately or referred the Governors, Maintenance Manager or Safety Advisor as appropriate;
- in conjunction with the Maintenance Manager, the work of contractors on school premises is monitored, where this affects the safety of staff, pupils or visitors;
- all accidents are investigated to discover their cause and prevent reoccurrence;
- accidents are reported and accident records maintained;
- appropriate First Aid facilities and First Aid trained staff are available;
- appropriate arrangements are made to evacuate the school in an emergency and that regular fire drills are held; and
- the appropriate structures exist and operate for consultation with staff and the resolution of health, safety and welfare issues.

#### 5.4 Responsibilities of Teaching Staff

Teaching staff have the responsibility, to familiarise themselves with the following procedures and bring them to the attention of pupils:

- Emergency Evacuation Procedures.
- Accident Procedures.
- Safe working practices.
- External visits.

Teaching staff are responsible for supervising pupil groups whilst they are away from school on external visits, and for ensuring that pupils are aware of their responsibility to act with due consideration for their own safety and that of other people at the site or establishment.

#### 5.5 Responsibilities of Health & Safety Advisor

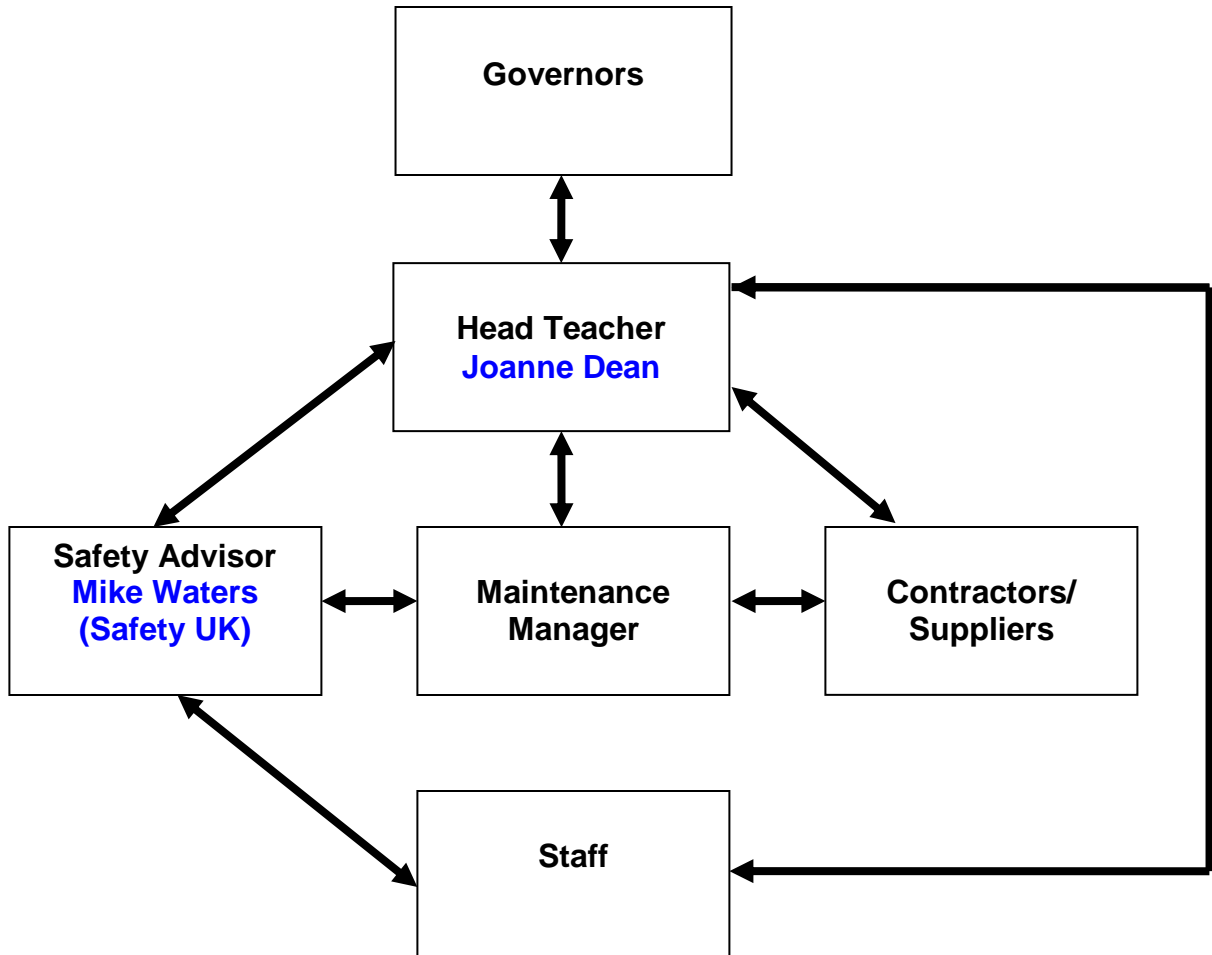
Safety UK have been appointed as Health and Safety Advisors. They will be responsible to the Head Teacher for:

- 5.5.1 Advising of any changes to health and safety legislation affecting the school.
- 5.5.2 Liaison with all staff regarding health and safety issues as requested.
- 5.5.3 Ensuring that all reported accidents and incidents have been documented adequately as requested.

- 5.5.4 Ensuring that the appropriate enforcement authority is notified in accordance with the Reporting of Diseases and Dangerous Occurrence Regulations 1995 as requested.
- 5.5.5 Ensuring that Level 1 and 2 accidents and incidents are investigated in accordance with the school's Safety Policy as requested.
- 5.5.6 Undertaking Level 3 accident investigations.
- 5.5.7 Undertaking Safety Audits as requested.
- 5.5.8 Attending all meetings of the Governing Body as requested.
- 5.5.9 Undertaking staff training as applicable.
- 5.5.10 Reviewing all COSHH, Risk, Manual Handling and DSE assessments as and when necessary.
- 5.5.11 Reviewing all policies and procedures as and when necessary.
- 5.5.12 Ensuring that all contractors employed by the school are appointed in accordance with the school's policy.
- 5.5.13 Acting as CDM Coordinators for any construction work coming within the scope of the Construction (Design and Management) Regulations 2007.
- 5.5.14 Advising the school on the suitability for purchase of all vehicles, machinery, mechanical handling equipment and personal protective equipment from a health & safety standpoint as requested.
- 5.5.15 Liaison with HSE Inspectors, Environmental Health Officers and other public bodies as requested.
- 5.5.16 Undertaking any other duties as required.



**ST IVES INFANTS**  
**HEALTH AND SAFETY ORGANISATION CHART**



## ST IVES INFANTS

### HEALTH AND SAFETY POLICY

#### SECTION 3 - GENERAL SAFETY STATEMENTS

##### 1. Access and Egress

- 1.1 The school is committed to providing a safe place of work and a safe means of access and egress within all parts of the premises. Safe access and egress includes movement in and out of the premises and safe access within the premises. The Board is responsible for implementing this policy which includes the following:

- 1.1.1 access to and egress from the premises
- 1.1.2 access routes through working areas
- 1.1.3 accessibility to storage areas
- 1.1.4 access to and egress from an individual's premises
- 1.1.5 emergency exit routes
- 1.1.6 use of access equipment
- 1.1.7 limitation of access to hazardous areas
- 1.1.8 external pathways and roadways around the premises
- 1.1.9 common parts of the building

##### 2. Accident and Near-miss Reporting

- 2.1 For the purposes of this policy, brief definitions and examples of an accident and a near-miss are given below:

- \* Accident an unplanned event which causes injury to persons, damage to property or a combination of both. Examples include: a fall resulting in a fracture or incorrect operation of machinery leading to a breakdown.
- \* Near-miss an unplanned event which does not cause injury or damage, but could have done so. Examples include: items falling near to

personnel or short circuits on electrical equipment.

- 2.2 All accidents must be recorded in the school accident book, however minor. In order to achieve this the following procedure should be adopted:
  - 2.2.1 Obtain treatment for the injury from a first aider or other appointed person.
  - 2.2.2 Clear away any debris following the incident to safeguard other personnel in the vicinity EXCEPT where the accident results in a major injury, in which case the scene must be left undisturbed until advised otherwise by the enforcing authority.
  - 2.2.3 Enter details in the accident book and complete an Accident Report Form.
  - 2.2.4 Keep the school informed of any after effects of the incident, including periods of total or partial incapacity to work.
- 2.3 All near-misses must be reported to management as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.
- 2.4 The school will investigate and take such steps as are necessary to prevent recurrence of an incident. This is in addition to any report which may have to be made in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR).

### 3. Aids

- 3.1 The school will encourage employees who have been diagnosed as HIV positive to obtain counseling advice and support from a responsible person. Disclosure of such information will be treated in the utmost confidence and employment rights will not be affected.
- 3.2 The employer will take all suitable precautions to secure the safety of such personnel whilst at work and of those working in close contact with the infected person.
- 3.3 Based upon existing research and knowledge of the virus there is very little, if any, risk of employees becoming infected with this virus through contact with an infected employee. However, the school recognises that there is a residual risk from exposure to blood spillages arising from accidents or from exposure to contaminated syringes. It is the school's intention to ensure that such risks are kept to a minimum.

#### 4. Alcohol and Drugs

- 4.1 Sub-sections 2 and 3 of the Act obliges the employer to ensure that no employee endangers fellow employees at work due to being under the influence of alcohol.
- 4.2 Any person who uses or misuses alcohol or drugs may commit a breach of Section 7 of the Act which requires that employees take reasonable care of themselves and others who may be affected by their acts or omissions at work.
- 4.3 Any employee who commits a clear breach of school policy due to overindulgence of alcohol will be liable to disciplinary action.

#### 5. Asbestos

- 5.1 An asbestos survey has been undertaken of the premises and has been identified within some areas. The areas have been encapsulated, labeled accordingly and will be monitored annually.
- 5.2 Where it is possible that employees may come into contact with asbestos containing materials (ACMs) they will be given asbestos awareness training.
- 5.2 A generic risk assessment has been produced for those employees who may come into contact with ACMs as part of their duties, the control measures detailed therein are to be followed under all circumstances.

#### 6. Catering

- 6.1 It is the policy of the school to ensure that employees have reasonable access to food and drinks during working hours. The school acknowledges the hazards associated with food hygiene, such as food contamination, and will exercise all reasonable precautions and due diligence in maintaining standards.
- 6.2 Catering facilities such as a kettle and microwave oven are provided for the use of employees. Equipment must remain within the designated areas.
- 6.3 Employees must give due care and consideration to the safe use of catering equipment and may only use this for the purpose for which it is intended and in accordance with the manufacturer's instructions.
- 6.4 Employees may not bring their own kettles or catering equipment onto the premises without the specific written authority of the management.

## 7. Contractors

- 7.1 The school will plan, coordinate, control and monitor the activities of contract companies to effectively minimise the risks presented to employees, other persons on site and the public.
- 7.2 Any planned works requiring the utilisation of contractors will be referred to the school's Health and Safety Advisors who will take the necessary action to ensure that all risks are controlled.
- 7.3 Detailed arrangements for the use of contractors are contained in Section 5 of this document.

## 8. Display Screen Equipment

- 8.1 All reasonable steps will be taken by the school to ensure the health and safety of employees who work with display screen equipment. Whilst it is recognised that the use of display screen equipment can be undertaken without undue health risks, the school acknowledges that some hazards may arise from the use of such equipment and it is their intention to ensure that any risks are reduced to a minimum.
- 8.2 To secure the health and safety of employees using display screen equipment the school will:
  - 8.2.1 undertake an assessment of each workstation taking into account the display screen equipment, furniture, the working environment and the employee;
  - 8.2.2 take all necessary measures to remedy any risks found as a result of the assessment;
  - 8.2.3 arrange for the provision of eyesight tests prior to employment and at regular intervals thereafter and where a visual problem is experienced;
  - 8.2.4 arrange for the free supply of any corrective appliances where required specifically for working with display screen equipment; and
  - 8.2.5 advise employees of the health risks associated with working with display screen equipment and how these are to be avoided.

## 9. Electricity at Work

- 9.1 All reasonable steps will be taken to secure the health and safety of

employees who use or operate electrical equipment.

- 9.2 Where a problem arises related to electricity at work, employees must inform a responsible person immediately and the school will then take the necessary measures to investigate and remedy the situation.
- 9.3 The school will:
  - 9.3.1 ensure that all electrical installations and equipment are installed in accordance with the Institute of Electrical Engineers Wiring Regulations;
  - 9.3.2 ensure that only professionally qualified and competent electricians are used to install or repair electrical equipment;
  - 9.3.3 inspect and test portable electrical equipment at regular intervals; and
  - 9.3.4 undertake risk assessments for any work activity requiring the use of electrical equipment and provide any information and training to staff as required.

## 10. Fire Prevention

- 10.1 As far as reasonably practicable, all steps shall be taken by the school to prevent, or minimise the probability of, all causes of fire.
- 10.2 The school acknowledges that despite these measures it cannot be assumed that fire will never break out. Systems are in place to deal with this eventuality and these will be regularly scrutinised to ensure that they are adequate, i.e. fire evacuation drills, inspections and maintenance of fire warning systems and fire fighting equipment will take place regularly.
- 10.3 All employees shall be given suitable instruction in basic fire prevention measures.
- 10.4 Employees should report any concerns they have about fire hazards, etc to a responsible person, so that the school can take the appropriate measures to eliminate the problem.

## 11. Fire Procedures

- 11.1 In the event of fire, the safety of life shall override all other considerations, such as saving property and extinguishing the fire.
- 11.2 Detailed Fire Procedures are contained at Section 4 of this document.

- 11.3 The school does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so.
- 11.4 Employees should report any concerns regarding fire procedures so that the school can investigate and take remedial action if necessary.

## 12. First Aid

- 12.1 The school is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries occurring at work.
- 12.2 The school will provide information and training on first aid to employees to ensure that statutory requirements and the needs of the organization are met.
- 12.3 First aid boxes are provided within the premises to ensure that there are adequate supplies for the nature of the hazard involved. All boxes will contain at least the minimum supplies which are required under law. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept in these boxes.
- 12.4 Appointed Persons are authorised by the school to render first aid strictly in accordance with the First Aid Regulations 1981. No treatment of any kind, outside of the Regulations, such as dispensing pain-killing drugs, is authorised. If there is any doubt about the extent of an injury or the seriousness of an illness, an ambulance should be called without delay. In the absence of an Appointed Person, the Head Teacher assumes this responsibility. Parents will be informed immediately, should professional medical assistance be required.

## 13. Flammable Liquids

- 13.1 The school will take all reasonable steps to ensure that any hazards arising from the use or storage of flammable liquids are reduced to a minimum.
- 13.2 The school will:
  - 13.2.1 undertake a risk assessment of the work activity;
  - 13.2.2 take measures to reduce any risks found as a result of the assessments;
  - 13.2.3 ensure that all storage and transport vessels are suitable and sufficient;

13.2.4 provide suitable and sufficient emergency fire fighting equipment;  
and

13.2.5 advise all employees who work with flammable liquids of the risks to  
health and safety.

#### 14. Hazardous Substances

- 14.1 The school acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all exposure of employees to substances hazardous to health is prevented or at least controlled within statutory limits.
- 14.2 Where exposure cannot be adequately controlled, appropriate PPE will be provided free of charge.
- 14.3 All employees will be provided with comprehensible information and instruction on the nature and likelihood of their exposure to substances hazardous to health.

#### 15. Hours of Work

- 15.1 The school acknowledges that excessive working hours can lead to ill health and increased risks of accidents and will, therefore, do everything reasonably practicable to ensure that all work activities can be undertaken without unreasonable demands being made upon the time of the employee.
- 15.2 The school will:
  - 15.2.1 adhere to the requirements of the Working Time Regulations 1998;
  - 15.2.2 plan tasks to ensure that sufficient time is allowed for their completion within normal working hours;
  - and
  - 15.2.3 provide sufficient resources to ensure that tasks can be completed within reasonable time limits.

#### 16. Housekeeping

- 16.1 Poor standards of housekeeping are a common cause of injury and damage at work and can create unnecessary fire hazards. Low standards often result from poor working practices and/or organisational deficiencies within the premises.



16.2 Examples of poor working practices include:

16.2.1 Untidiness.

16.2.2 Lack of thought and consideration by the individual.

16.2.3 Ignoring rules and procedures.

16.2.4 Badly designed systems of work.

16.2.5 Insufficient space for the work activity.

16.2.6 Insufficient storage facilities.

16.2.7 Infrequency or inefficiency of cleaning arrangements.

## 17. Induction of New Employees

17.1 In order to secure the health and safety of all employees the school will provide health and safety training to new employees which will be incorporated into general induction training.

17.2 Induction training will commence on the first day of employment, will last as long as required and is dependant on the amount of information contained within the course and of the ability of work placement staff.

17.3 The health and safety component of induction training will contain the following:

17.3.1 School Health and Safety Policy.

17.3.2 Accident reporting procedures/first aid.

17.3.3 Fire procedures and precautions.

17.3.4 Introduction to safety legislation.

17.3.5 Site safety rules.

17.3.6 Safety procedures; Personal Protective Equipment (PPE), manual handling etc.

## 18. Insurance

18.1 Insurance will be continuously reviewed within the wider context of managing all risks which relate to the health and safety of employees and,

where applicable, non-employees.

- 18.2 Insurance cover will be secured where compulsory and where considered essential for the financial protection of the school, its employees and others who come within the scope of duties under the Health and Safety at Work Act.

## 19. Lighting

- 19.1 The school regards the provision of a safe and well-lit working environment essential to the health, safety and welfare of its staff.
- 19.2 All reasonably practicable steps will be taken to ensure that adequate lighting is provided at all times.

## 20. Machinery and Equipment Safety

- 20.1 The school will take all reasonable steps to ensure the safety of all employees working with machinery, as well as to ensure the safety of others who may be affected by the machinery/equipment. The school will liaise with suppliers to ensure that any new machinery/equipment is designed and supplied to work in a safe manner.
- 20.2 Should employees have any problems relating to machinery/equipment safety they should immediately inform the Head Teacher so that steps can be taken to resolve the situation promptly.
- 20.3 The school will ensure that all machinery/equipment used on the premises is kept in a safe condition and that regular maintenance is undertaken by qualified and experienced personnel.

## 21. Manual Handling

- 21.1 Statistics show that manual handling is one of the most common causes of absence through injury at the premises. More than one third of accidents that result in lost working time are caused in this way. These injuries may often have long term effects.
- 21.2 The school will endeavour to ensure, so far as is reasonably practicable, that activities which involve manual handling will be reduced to a minimum.
- 21.3 An assessment of all manual handling activities will be carried out by a competent person and the following factors will be considered:

### 21.3.1 The task.

21.3.2 The load.

21.3.3 The individual.

21.3.4 The working environment.

21.3.5 Any other relevant factors.

21.4 In order to ensure that the school's policy is adhered to all employees engaged in manual handling activities are instructed to:

21.4.1 Follow the system of work, using handling aids properly and effectively.

21.4.2 Never take personal risks by overreaching, twisting, stretching, stooping or over-exerting during a handling task.

21.4.3 Report any problems in the work activity or equipment used as soon as these arise and ask for assistance where necessary.

21.5 All staff employed in manual handling activities will receive suitable and sufficient manual handling training at commencement of employment and thereafter at regular intervals.

## 22. Peripatetic Workers

22.1 Where employees are required to work outdoors, or at locations away from their normal base, the school will ensure that all reasonably practicable steps are taken to ensure their health and safety.

## 23. Personal Hygiene

23.1 Good personal hygiene practice is important in ensuring a safe and healthy place of work, in that this will help avoid adverse effects on the employee or service provided. It is particularly important that high standards are maintained where employees are exposed to substances or conditions which may be hazardous to health.

23.2 Employees are responsible for ensuring that they maintain good standards of personal hygiene whilst at the premises.

23.3 All matters relating to personal hygiene will be handled sympathetically and, where appropriate, with medical confidentiality.

23.4 Employees who deliberately flout the prescribed rules on personal hygiene will be liable to disciplinary action.

## 24. Personal Protective Equipment

- 24.1 The school will provide personal protective equipment to its own employees when the risk presented by a work activity cannot be adequately controlled by other means.
- 24.2 The school acknowledges that health and safety hazards will have been identified if this equipment is used. It is the intention of the school to ensure, through the correct use of this equipment, that any risks are reduced to a minimum.
- 24.3 PPE is only effective in protecting the wearer or user when the following steps are taken:
  - 24.3.1 Only use PPE in accordance with the employer's and manufacturer's instructions and for the activity during which they are designed to provide protection.
  - 24.3.2 Only use PPE if fully trained in its use.
  - 24.3.3 Store, clean and maintain PPE correctly, replacing any items which have been damaged and are no longer serviceable.

## 25. Personal Equipment

- 25.1 Radios, personal stereos and other items that could cause distraction may only be used with the knowledge and approval of Head Teacher.
- 25.2 Exposure to excessive noise levels from personal stereo equipment may damage the hearing mechanism.
- 25.3 Other personally owned equipment or tools must be approved by the Head Teacher before use.

## 26. Personal Safety

- 26.1 The school is committed to taking all reasonable precautions necessary to secure the health and safety of those carrying out work activities.
- 26.2 The school will endeavour to ensure that the need to work alone will be avoided wherever reasonably practicable. Where employees do work alone personal safety must be a priority at all time. This includes ensuring that there is regular communication with a responsible person before, during and upon completion of the work.
- 26.3 Lone workers must take the necessary steps to ensure that they do not put

themselves at significant risk during the work activity, when using work equipment or as a consequence of the work environment.

## 27. Risk Assessment

- 27.1 The school accepts that some of its operations may, unless properly controlled, create risks to members of staff, and others, and will take all reasonably practicable measures to reduce these risks to an acceptable level.
- 27.2 The school will take all reasonable steps to ensure that risk assessments are carried out which will detail the range of hazards associated with working operations together with any necessary remedial actions.
- 27.3 Any employee who discovers a hazard during working operations should report the hazard to the Head Teacher so that the necessary remedial action can be taken.
- 27.4 The content of all risk assessments and any resultant control measures necessary to safely undertake the task assessed will be communicated to all employees who are involved in, or affected by, the task. It is the responsibility of all employees to ensure that they undertake all work activities fully in accordance with the respective risk assessment, any problems in doing so are to be reported to the Head Teacher immediately.
- 27.5 All employees will be provided with any training identified as being necessary through the risk assessment process.
- 27.6 All employees will be provided with any personal protective equipment identified as being necessary through the risk assessment process.
- 27.7 All risk assessments will be regularly monitored and reviewed as and when necessary.

## 28. Safety Liaison

- 28.1 The school acknowledges the importance of employee involvement in health and safety matters and undertakes to consult over such issues.

## 29. School Visits

- 29.1 Teaching staff are responsible for supervising pupil groups whilst they are away from school on external visits, and for ensuring that pupils are aware of their responsibility to act with due consideration for their own safety and that of other people at the site or establishment. A risk assessment is to be carried out before each visit to be submitted to the Head Teacher for prior approval.

### 30. Smoking

- 30.1 Under The Smoke Free Regulations of the Health Act 2006 it is an offence to smoke in the work place. The school has a no smoking policy and the smoking ban applies to all employees and visitors whilst on school premises in and out of normal school hours.
- 30.2 Under no circumstances is smoking permitted when driving any vehicle owned, leased or hired by the school even if driving alone or if all passengers are smokers.

### 31. Statutory Inspections

- 31.1 In order to safeguard employees using certain types of equipment in the course of their duties the school will arrange for regular examinations and tests to be carried out on such equipment at least as frequently as stipulated in the relevant statutory requirement.
- 31.2 The school will also ensure that these inspections are carried out by a competent person who is experienced in the use and examination of such equipment.

### 32. Temperature

- 32.1 The school acknowledges that problems can arise with both natural and artificially created environments. It is our policy to ensure that employees are provided with a comfortable working environment suited to the type of work being undertaken.
- 32.2 Any employee who has reason to believe that work temperatures are too high or too low should raise the matter with the Head Teacher.

### 33. Temporary, Casual and Work Experience Staff/Trainees

- 33.1 The school will take the necessary measures to ensure the health and safety of any temporary staff in its employment.
- 33.2 Any problems connected with temporary staff should be reported to a responsible person so that remedial action can be taken.
- 33.3 All temporary staff will receive training and information on school procedures and systems.

### 34. Use of Ladders and Steps

- 34.1 All reasonable steps will be taken by the school to ensure the safety of all

employees who work with ladders. All work activity using ladders will be risk assessed and as a result of that assessment suitable ladders will be provided.

34.2 All ladders and stepladders used will be clearly identified and regularly inspected and maintained.

34.3 Any concerns, problems, risks or defects encountered when using ladders or stepladders are to be reported immediately to the Manager so that the any required action can be taken. Employees are not to use defective ladders or stepladders under any circumstance.

### 35. Working at Height

35.1 This Policy applies to all work at height, both internal and external, where there is a risk of a fall liable to cause personal injury. There are now no height limits.

35.2 The school will ensure that:

35.2.1 all work at height is properly planned and organised;

35.2.2 those involved in work at height are competent;

35.2.3 the risks from work at height are assessed and appropriate work equipment is selected and used;

35.2.4 the risks from fragile surfaces are properly controlled.

35.2.5 equipment for work at height is properly inspected and maintained.

35.3 There is a simple hierarchy for managing and selecting equipment for work at height:

35.3.1 avoid work at height wherever possible;

35.3.2 use work equipment or other measures to prevent falls where working at height cannot be avoided

35.3.3 where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

35.4 All fragile roofs are to be hazard signed.

**ST IVES INFANTS**  
**HEALTH AND SAFETY POLICY**

**SECTION 4 - EMERGENCY PROCEDURES**

**1. Fire Procedure**

The following action is to be taken:

**1.1 On discovering a fire the following action is to be taken:**

**1.1.1 Raise Alarm**

**1.1.2 Call Fire Brigade and Alert the Police**

The School Secretary/Receptionist will dial '999' giving the name and address of the school.

**1.1.3 Evacuate the Premises**

Leave the building by the nearest safe exit. Teachers are to lead the pupils in their classes in an orderly manner, taking with them their class register.

**1.1.4 Account for All Occupants**

Muster at the designated Fire Assembly Point. The Head Teacher will account for all occupants. Class teachers are to check their own pupils against the register and advise the Head Teacher accordingly.

**1.1.5 Try to Extinguish the Fire**

This is a first aid measure only and is only to be attempted if it is safe to do so.

- \* For solid material fire use Water Extinguisher
- \* For Flammable liquids use Dry Powder Extinguishers
- \* For Electrical fire use CO2 Extinguishers

**1.3 Weekly tests of the fire alarm system will be undertaken by a competent person and a record maintained.**

**1.4 Fire evacuation exercises will be held at the commencement of each term.**

**1.5 Fire Action Orders will be posted prominently.**



## 2. Accident Investigation Procedure

2.1 The purpose of accident investigation is to establish how and why an accident occurred and to identify the corrective measures necessary to prevent recurrence of similar or related accidents. The allocation of blame is unnecessary and, because it can be counter-productive in achieving these aims, undesirable.

2.2 In order to effect appropriate standards of accident or incident investigation, accidents will be assigned to the following levels:

### 2.2.1 Level 1

- a. Any incident reported by an employee which he/she believes indicates the presence of any danger to any school or personal property, or to any employee, contractor, visitor or neighbouring resident or any other person.

### 2.2.2 Level 2

- a. Any incident involving the failure of any part of a building, plant, equipment, tool or substance used.
- b. Any incidents involving damage to school property.
- c. Any incident which any employee believes could have led to the death of, or injury to, any person.
- d. Any incidents which any employee believes could have led to the damage of school property.

### 2.2.3 Level 3

- a. Any incident to be reported to the enforcement authority under the Reporting of Injuries, Diseases and dangerous Occurrence Regulations 1995 (RIDDOR).
- b. Any incident involving the death of, or personal injury to, anyone doing anything with or in relation to the work of the school.

- 2.3 Level 1 investigations will be undertaken by any responsible person nominated by a person nominated by the Head Teacher.
- 2.4 Level 2 investigations will be undertaken by the Head Teacher.
- 2.5 Level 3 investigations will be undertaken by the school's Health and Safety Advisors – Safety UK.

## ST IVES INFANTS

### HEALTH AND SAFETY POLICY

#### SECTION 5 - HEALTH & SAFETY AND THE USE OF CONTRACTORS

##### 1. Introduction

- 1.1 As clients, the school will plan, coordinate, control and monitor the activities of contract companies to effectively minimise the risks presented to employees and other persons on site.

##### 2. Approved Contractors

- 2.1 The school will only use contractors who have proved able to discharge their primary responsibility to safeguard their employees and other persons who may be affected by their undertaking.
- 2.2 Those contractors who provide satisfactory evidence of their capabilities will be appointed as approved contractors.
- 2.3 The list of approved contractors will be constantly reviewed and sanctions will be applied as a result of poor health and safety performance including written warnings, suspension, financial penalties and removal from the approved list.
- 2.4 Contractor assessment will be based upon the following elements:
  - 2.4.1 Safety policy document.
  - 2.4.2 Understanding of general site rules and communication to all employees.
  - 2.4.3 Reliability of application of permits to work and isolation procedures.
  - 2.4.4 Quality of information supplied on hazards, risks and controls.
  - 2.4.5 Standard of method statements.
  - 2.4.6 Condition of plant and equipment.
  - 2.4.7 Competence and attitude of employees.
  - 2.4.8 Induction and training of temporary workers and sub-contractors.

2.4.9 Effectiveness of supervisory arrangements.

2.4.10 Past health and safety performance.

2.4.11 Adequate insurance provision.

### 3. Selection of Approved Contractors

- 3.1 Any prospective contractor will be required to complete a detailed questionnaire and provide copies of their Health and Safety Policy, Risk Assessments, Method Statements and so forth.
- 3.2 On receipt of this information the documentation will be forwarded to the school's Health and Safety Advisors together with details of the project or work which the contractor is required to undertake. The Advisors will then comment as to the contractor's suitability in respect of their compliance with all relevant Health and Safety issues as applicable to the contract.
- 3.2 Contracts are not to be issued, under any circumstance, until such time as a favourable response has been received from the school's Health and Safety Advisors.

### 4. Safety Rules and Procedures

- 4.1 Site safety rules will be issued to all contractors and will be clearly stated in contractual arrangements together with any special health and safety requirements likely to affect cost or time-scales.
- 4.2 In the event that more than one contractor is employed on site at any one time the school will arrange for the exchange of all relevant information arising from risk assessments and emergency procedures.

### 5. Equipment

- 5.1 Plant and equipment will not be loaned to contractors under any circumstances.

### 6. Coordination and Supervision

- 6.1 The Maintenance Manager will coordinate each contract including at least daily site visits and out of normal hours communications.
- 6.2 Any projects falling within the scope of the Construction (Design and Management) Regulations 2007 will be coordinated by the school's Health and Safety Advisors who will act as CDM Coordinator for the project.

- 6.3 The school recognises its duty to plan, coordinate and monitor contractors, however, the primary responsibility to supervise the contractor's work and workforce rests with the contractor. Provision of adequate supervision will, therefore, be a major element in contractor assessment.
- 7. [Construction \(Design and Management\) Regulations 2007](#)
  - 7.1 When engaging contractors for work falling within the remit of these regulations the following procedures are to be followed:
    - 7.1.1 Select, coordinate and monitor competent contractors who properly supervise health and safety control measures.
    - 7.1.2 Produce proper design specifications, exchange information and demand plans which deal with the health and safety issues as they develop at each phase of the work and which are commensurate with the scope and risks of the activity.
    - 7.1.3 Maintain regular effective two-way communications which accommodate changes and unforeseen problems promptly.

## SAFETY UK

### Questionnaire for Contractors

School:.....Reference:.....  
Address:.....  
Post code:.....Telephone:.....Email:.....  
Questionnaire completed by:..... Position:.....  
Signature:..... Date:.....

Project:

Client: ST IVES INFANTS

Please answer the following questions and supply relevant information as requested, supporting documentation is to be attached where necessary and returned to Safety UK as soon as possible. If any clarification is required please contact Safety UK by telephoning 01736 762888 or Email:mike@safetyuk.co.uk

1. Provide examples of work carried out previously, which is comparable in size and nature to this project.

Examples enclosed: Yes / No

2. If more than five people are employed, provide a copy of your organisation's safety policy, as required by s.2(3) of the *Health and Safety at Work Act etc*, 1974.

Copy of policy enclosed: Yes / No

3. Provide details of your Insurance Cover (Employers' Liability Insurance (if an employer), and Public Liability Insurance).

Copies of policy(ies) enclosed: Yes / No

4. Provide details of your organisation's health and safety management procedures, which will ensure the health and safety of your own workforce and others who could be affected by your activities on projects.

Details enclosed: Yes / No

5. Supply examples of Risk Assessments and Method Statements prepared in accordance with the *Management of Health and Safety at Work Regulations 1999*.

Examples enclosed: Yes / No

6. Who in your organisation has day-to-day responsibility for the management of health and safety?

Name: Position: Telephone:

Address: Email:

7. Who will be responsible for site health and safety on this project?

Name: Position: Telephone:

Address: Email:

8. In the event that you use an external Health and Safety advisor please provide their contact details:

Name: Position: Telephone:

Address: Email:

9. Provide details of the health and safety training that is provided for your employees and others to ensure they are competent to carry out their designated responsibilities whilst employed on this contract.

Details enclosed: Yes / No

10. Have any formal notices been issued or legal proceedings been taken against your organisation by the Health and Safety Executive in the last 3 years?

*If 'yes' please provide details separately.* Yes / No

11. Provide details of any accidents/incidents reported by, or on behalf of, your organisation to the Health and Safety Executive during the last 3 years (as required by the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995*).

Details enclosed: Yes / No

12. What resources (including staff, equipment and technical facilities), does your organisation intend to allocate to projects?

Details enclosed: Yes / No

**Return, with requested documents to:**

Safety UK, Sycamores, Relubbus Lane, St Hilary, Penzance TR20 9EG

Phone: 01736 762888 Email: [mike@safetyuk.co.uk](mailto:mike@safetyuk.co.uk) Emergency: 07702 365681

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