



HEALTH AND SAFETY POLICY

Priestley Smith Specialist VI School

February 2022

Policy review date: February 2025

Policy status: Statutory

Responsible member of SLT: Joanna Garvey Headteacher

Priestley Smith School is committed to the rights of the child as outlined in the UN Convention and is working towards Rights Respecting Schools silver award. This belief influences everything the school does and impacts upon all our policies.

Article 24 states that:

Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy.

PART I :THE POLICY

1. Introduction

- 1.1 This is a Statement of Organisation and Arrangements (Code of Practice) for Priestley Smith Specialist School. This does not replace the council's safety policy or the Education Department's safety policy but is in addition to them for the benefit of teaching and non-teaching staff and pupils. Copies of these documents will be found in the school's Governors Policy File, kept in the headteacher's office and the staffroom.
- 1.2 This statement deals with those aspects over which the Governing Body and Headteacher has control and covers safety associated with the building structure, plant, fixed equipment and services for which other officers of the authority have responsibility. It describes how the Headteacher is discharging his/her responsibilities in respect of pupils, visitors and other employees who are present on school premises in the internal organisation, management and discipline of the school in accordance with the Articles of Government.
- 1.3 The aim of this statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the premises:
 - (a) to establish and maintain a safe and healthy environment throughout the school.
 - (b) to establish and maintain safe working procedures among staff and pupils.
 - (c) 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.
 - (d) to ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazard and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided.
 - (e) to maintain a safe and healthy place of work and safe access and egress from it.
 - (f) to formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises.
 - (g) to lay down procedures to be followed in case of accident.
 - (h) to provide and maintain adequate welfare facilities.

PART 2: THE ORGANISATION

RESPONSIBILITIES AND DUTIES IN MATTERS CONCERNED WITH SAFETY

1. The LA

The LA has a duty and responsibility under the Health and Safety at Work Act to provide a safe place of work and to ensure compliance with Health and Safety Legislation and associated Regulations.

2. The Governing Body:

Chair: Mrs D. McManus

The Governing Body will work together with the Headteacher and the local Education Authority to establish and meet health and safety objectives. The Governing Body has a statutory responsibility under Section 37 of the Health and Safety at Work Act to:

- adopt the LA's Health and Safety Policy
- ensure that adequate policies and procedures are in place
- monitor the implementation of policies and procedures

The Governing Body will address Health and Safety matters via full Governing Body Meetings and meetings of Personnel and Health and Safety Committee.

3. The Headteacher: Mrs Joanna Garvey

Has, under Section 4 of the Health and Safety at Work Act, responsibility for all school safety organisation and activity and shall:

- (a) be the focal point for day to day references on safety and give advice or indicate sources of advice for Priestley Smith School and external classrooms.
- (b) co-ordinate the implementation and monitoring of the approved safety procedures in the school.
- (c) maintain contact with outside agencies able to offer expert advice.
- (d) report all known hazards immediately to the authority and stop any practices or the use of any plant, tools, equipment, machinery etc. she considers to be unsafe, until satisfied as to their safety.
- (e) make recommendations to the Governing Body and/or authority and Gallifords for additions or improvement to plant, tools, equipment, machinery etc which are dangerous or potentially so.
- (f) make or arrange for investigation of premises, places of work and working practices on a regular basis and ensure that he/she is kept informed of accidents and hazardous situations.
- (g) ensure appropriate training of staff in health and safety, including manual handling, Teamteach, competence in risk assessment, outdoor learning.
- (h) review from time to time

i) the provision of first aid in the school by qualified first aiders and qualified paediatric first aiders
 ii) the emergency regulations and make recommendations for improving the procedures laid down.

- (i) ensure appropriate recording and reporting of accidents to staff, pupils and visitors-including those reportable under the Reporting of Injuries, Diseases and Dangerous Regulations 1995 (RIDDOR)
- (j) review regularly the dissemination of safety information concerning the school
- (k) recommend necessary changes and improvements in welfare facilities
- (l) inform the Governors from time to time of the safety procedures of the school

4. Teaching and Non-Teaching Staff holding posts/positions of special responsibility

NAME	POSITION
Mrs J Harvey	Headteacher
Mrs S Blair Burke	Deputy Headteacher/Head of Secondary Dept
Mrs L. Herbert	Assistant Headteacher/Head of Primary Dept
Mrs W Deathridge	Arena Catering Manager
Mr P Wilcox	Senior ICT Technician
Mrs F Broadley	Senior Mobility Officer, Named First Aider
Mrs J Hill	Secondary School Secretary
Ms L Dugmore	Schools Premises Manager
Mr J Adams	Swimming Instructor, PE teacher, Named First Aider (Secondary)
Mrs S Blair Burke, J Garvey	Science Teachers
Mrs S Jennings	Named First Aider (Secondary)
Mrs S Jones	Named Paediatric First Aider (Primary)
Mrs P Sillence	Named Paediatric First Aider (Primary)
Mrs J Lynch	Named Paediatric First Aider (Secondary)
Mrs K. Mellor	Named First Aider (Secondary)
Mr N Wijesinghe	Educational Visits Coordinator
Mrs S Jones	Fire Marshall (Primary)
Ms K Harris	Fire Marshall (Primary)
Mrs S Bradley	Fire Marshall (Secondary)
Mrs A Hladkiy	Fire Marshall (Secondary)
Habilitation Staff	All first aid trained

All Subject Leads/Co-ordinators:

- (a) have a general responsibility for the application of the Authority's safety policy to their own department or area of work and are directly responsible to the Headteacher for the application of existing safety measures and procedures within that department/area of work. Advice or instructions given by the authority and the Headteacher, including the relevant parts of this statement, shall be observed.
- (b) shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to

health in connection with the use, handling, storage and transport of articles and substances, (eg chemicals, boiling water, duplicating fluids, guillotines)

- (c) shall resolve any health and safety problems any member of staff may refer to them and refer to the Headteacher any of these problems for which they cannot achieve a satisfactory solution within the resources available to them.
- (d) shall compile Risk Assessments and modify centrally issued Risk Assessments and carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Headteacher.
- (e) shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable employees and pupils to avoid hazards and contribute positively to their own safety and health at work.
- (f) shall, where appropriate, seek the advice and guidance of the relevant Adviser or Officer of the authority.
- (g) shall propose to the Headteacher requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.
- (h) shall identify and arrange the health and safety training needs of staff within their area of responsibility.
- (i) shall consult the school's safety representative on health and safety issues.
- (j) shall carry out an investigation of any accident/incident that occurs in their area of responsibility and submit a report to the headteacher.

5. Special Obligations of Class Teachers

The safety of pupils in classrooms, laboratories and workshops is the responsibility of class teachers; teachers have traditionally carried responsibility for the safety of pupils when they are in their charge.

If for any reason, eg the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the Head of Department or Headteacher before allowing practical work to take place.

Class teachers are expected:

- (a) to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb threat, lockdown and first aid, and to carry them out effectively.
- (b) to know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied.
- (c) to give clear instructions and warning as often as necessary.
- (d) to follow safe working procedures personally.

- (e) to ensure the use of protective clothing, guards, special safe working procedures, etc. where necessary.
- (f) to make recommendations to their head of department/National Curriculum Subject Co-ordinator, etc. on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.
- (g) to carry out at least annual risk assessments of their working area and practices, maintaining copies of these on the shared area of the staff network.

6. Obligation of all Employees

The Health and Safety at Work Act states:

"It shall be the duty of every employee while at work:

- (a) to take reasonable care for the Health and Safety of him/herself and of any other persons who may be affected by his/her acts or omissions of work, and
- (b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with".

The Act also states:

"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".

In order that the laws be observed and responsibilities to pupils and other visitors to the school carried out, all employees are expected:

- (a) to know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- (b) to observe standards of dress consistent with safety and/or hygiene.
- (c) to exercise good standards of housekeeping and cleanliness.
- (d) to know and apply the emergency procedures in respect of fire, bomb threat, lockdown and first aid.
- (e) to use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others.
- (f) to co-operate with other employees in promoting improved safety measures in school.
- (g) to co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

7. The Safety Representative

The appointed safety representative for the school is:

Mrs Joanna Garvey

It is recognised that the role of the safety representative is to represent employees in accordance with the Safety Representatives and Safety Committee Regulations 1977. The school management team will consult the school's Safety Representative on matters relating to health and safety. The Safety Representative shall be afforded reasonable time off to carry out termly inspections, investigate accidents, potential hazards, pursue employees complaints and to attend Health and Safety training courses organised by the LA or their Trade Union.

Consultation meetings with Safety Representatives and other staff will be arranged by the Headteacher on request.

8. The Pupil

The pupils are expected:

- (a) to exercise personal responsibility for their own safety and that of class-mates.
- (b) to observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous)
- (c) to observe all the safety rules of the school and in particular the instructions of teaching and support staff given in an emergency.
- (d) to use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

9. Visitors

Regular visitors and other users of the premises (eg contractors and delivery staff from specific companies) should be required to observe the safety rules of the school. In particular parents or students helping out in school must be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned.

All visitors must report to the Primary or Secondary office where a 'signing in' system is in operation.

ALL VISITORS MUST WEAR A RECOGNISED BADGE/MEANS OF IMMEDIATE IDENTIFICATION.

PART 3: ARRANGEMENTS

1. Supervision of Pupils

See Sections 5 and 8 above.

The school has a clear Behaviour Policy and guidelines which set out the school's expectations with regard to appropriate behaviour. All staff, students and parents/carers are expected to follow and support the school's behaviour policy.

Due to the severe visual impairment of pupils attending Priestley Smith School, very close supervision is maintained at all times, within the school, in outdoor play areas, during off-site

activities and within extra-curricular activities. Risk assessments are carried out on all activities undertaken, both within the school and on external visits.

LA guidelines with regard to safeguarding and safer recruitment are followed rigorously. All staff and regular volunteers to the school have enhanced CRB checks and no other visitors are allowed unsupervised access to pupils.

2. Provision of First Aid

First aid will be administered in accordance with the Authority's Code of practice on First Aid. All first aiders are qualified, with refresher training being provided every three years. Two first aiders are paediatric first aid trained in accordance with Foundation Stage Welfare Standards.

First Aid boxes are provided in:

Primary:- Medical Room

Secondary:- Medical Room

The School's Designated First Aiders are:

Name:	Miss S Jones	Location:	Primary:	Ext: 303
	Ms P Sillence		Primary:	Ext: 303
	Miss J Lynch		Secondary:	Ext: 308
	Mrs S Jennings		Secondary	Ext: 308
	Mr J Adams		Secondary	Ext: 305/308

All Habilitation staff are also first aid trained:

Mrs Fiona Broadley

Mrs Terri Ann Bent

Mrs Cath Cox

Mrs Suzy McDonald

Habilitation staff can be located in the Secondary Department on Ext. 307

3. Emergency Procedures

3.1 Illness/Accident or Incident

If anyone should become ill or suffer injury as a result of an accident the procedures below must be followed.

- (a) First Aid should be rendered, but only as far as **knowledge and skill permit**. If circumstances necessitate, the trained first aider should be summoned immediately to tend to the patient. The patient should be given all possible reassurances, and if absolutely necessary, removed from danger.
- (b) Defibrillator Guidance: The school has a defibrillator and a number of staff in both Primary and Secondary Departments have been trained in its use. The School defibrillator is held in the **Secondary medical room but a second defibrillator is held by Beeches Junior School, which is closer to the Primary Department**. The defibrillator is designed so that anyone can use it, but all current school first aid team are trained in the use of this particular machine and will assist to the best of their abilities. Guidelines in the use of the defibrillator and procedures to follow have been provided for staff.

- (c) If a patient needs to be taken to hospital then an ambulance should always be called. If an ambulance is required the emergency "999" service should be used. For cases of a less severe nature then it may be appropriate to transport a pupil/member of staff to a casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis. (If a member of staff uses his/her own car for these purposes he/she must ensure that he/she has specific cover from his/her insurance company).
Wherever possible no casualty should be allowed to travel to hospital unaccompanied if there is any doubt about their fitness to do so.
When an ambulance is summoned, the person making the telephone call should provide:
Name
Telephone number
School's address
Exact location of the casualty
Nearest school entrance to the casualty's location
Brief description of the medical emergency

If an ambulance has to be summoned, a medical emergency form informing the LA has to be sent by email. These forms can be accessed through the school offices.

(d) **Accident Forms**

Every case of injury, accident or incidents, including cases of physical violence must be fully and accurately reported on the appropriate accident/incident forms and, where necessary, detailed statements should be obtained from witnesses. Minor bumps or scratches e.g. from playground falls, are recorded on the child's Ongoing Story but more serious injuries should be recorded on online accident forms which can be accessed via the School Office. Completed forms should be passed immediately to the Headteacher, Deputy Headteacher or Assistant Headteacher to review and analyse. An accident record must be completed for all employees, pupils, staff, visitors etc, however minor the accident, and an appropriate form completed and submitted where medical attention is necessary. The Headteacher will forward without delay the online accident forms to the Education Health and Safety Adviser.

Fatal and serious accidents must be reported immediately to the Education Health and Safety Adviser and the accident form must then be completed and sent within 2 days. Accidents must be reported in accordance with the code of Practice for the reporting and investigation of Accidents, Incidents and Dangerous Occurrences.

3.2 Fire and Emergency Procedures

It is the duty of all members of staff to carry out Fire and Emergency procedures as follows:

(i) **Escape Routes**

The Building Services Supervisor is responsible for ensuring that all escape routes are kept clear and for reporting any defects to the campus headteachers or LA immediately.

(ii) **Fire Fighting Equipment**

All fire fighting equipment is serviced annually through the Galliford's central contract.

The Headteacher is responsible for ensuring that the annual service takes place, and that an inventory of all equipment and a plan showing its location is held by the school.

(iii) **Fire Alarms**

Fire alarms are tested weekly by the Building Services Supervisor and malfunctions are recorded in the fire alarm log book. Fire alarms are inspected/tested 4 times a year by Fire Alarm Services visits.

(iv) **Fire Drills**

Termly fire drills will be arranged by Miss Helen Porter - HEADTEACHER. The purpose is to remove everyone from the buildings as quickly as possible, assemble them in a safe place and check attendance. The following staff have special responsibilities:

Fire Marshall:

1. Check all buildings have been evacuated

Heads of Department

2. Take charge of Assembly Areas

(v) **Evacuation Procedures**

It is the duty of all members of staff to carry out the procedures as listed in the Fire Evacuation Guidelines. Evacu chairs are located on the first floors of both Primary and Secondary departments and staff are trained in their use.

(vi) **Lockdown procedures and Bomb Threat procedures**

Clear procedures are in place in the event of Lockdown or Bomb Threats. Staff and students are trained in the procedures to follow and these are both practised regularly throughout the year.

4. Training

It is the responsibility of Senior staff to identify the training needs within their area of responsibility and advise the Headteacher. All staff are encouraged to request release to attend health and safety training courses.

5. Repairs and Maintenance:

- (i) All defects must be reported to Miss H. C. Porter who in turn will report all landlord repairs to the LA/Governors/Gallifords and will arrange as appropriate for tenant repairs to be carried out.

(ii) **Lighting Protection**

This is the responsibility of Gallifords, to arrange every 12 months. They, with the schools, hold the fire and inspection certification.

6. Electrical Equipment

All portable appliances will be tested annually by Gallifords. A copy of the inventory of the electrical equipment tested including test results will be held in the school office. All staff must visually check all electrical appliances prior to their use and report any defects to the Head of Department/senior staff. All defective equipment must be taken out of use immediately. **Privately owned appliances must not be used in schools.**

7. Machinery and Plant

(i) All machinery and plant must be checked for health and safety prior to being brought on site.

(ii) Heads of Department/senior staff must ensure that there is a system of inspection to identify and safeguard dangerous machinery.

8. Contractors on Site

Gallifords will be responsible for Contractors entering or working within the School. They will be responsible for setting out safe systems of work and ensuring that all contractors have signed in to the buildings in which they are working.

9. Special Risk Situations

All staff should be aware of the following risks:

(i) All staff should have particular awareness of the safety of the environment concerning visually impaired pupils.

All blood and body fluids are potentially infectious so appropriate protection e.g. gloves should be worn and clinical waste etc should be disposed of safely

Some pupils will not have developed an appropriate appreciation of danger to themselves and others.

Procedures for dealing with regular and emergency administration of medication are covered in a separate **Medication At School** policy.

Staff should be aware of the potential risk to themselves e.g. in lifting pupils. Manual handling training is provided on a two year cycle for all relevant staff.

(ii) Reporting of Hazards

Anyone noticing a hazard should immediately take steps to protect other persons from the hazard. The hazard should then be reported to:

Mrs J Garvey and Gallifords Building defects

Mrs J Garvey Equipment

The School Safety Representative will be consulted on any problems, hazards and defects.

(iii) Control of Substances Hazardous to Health (C.O.S.H.H.)

All substances/equipment used within the establishment must comply with the Authority's local Code of Practice for COSHH. Risk Assessments for new substances must be provided. It is the responsibility of the school to arrange the inspection and testing of fume cupboards annually through Gallifords. A copy of the test report will be made available to the school. Defects that occur between inspections should be reported to Miss H.C Porter.

10. Advice

Advice is available from many sources within the LA. A list of LA contacts is contained in LA Directory.

11. School Trips

School trips must be carefully organised and prepared in accordance with the School's Educational Visits Policy 2019. The school's educational visit coordinator is Mrs Lucy Radford. Risk assessment forms must be completed and approved before any educational visit takes place.

12. Cleaning Arrangements

The School is cleaned by

Gallifords FMS Contractors

Any problems relating to cleaning should be referred to

Joanna Garvey

13. P.E. Equipment and Play Equipment

PE equipment and play equipment shall be inspected annually by Gallifords Private Contractors. Regular visual inspections will be undertaken by the PE teacher and Primary staff. Any defective equipment must be taken out of use immediately.

14. Security

All visitors must report to the School Office where they will be asked to sign in using the School Signing in procedures. They will be provided with a badge to wear as identification whilst on the premises.

Any member of staff who notices an unidentified person on the site should seek to identify that person and/or inform the Caretaker/Site Services Officer or a member of the senior management team immediately.

15. Protective Clothing and Equipment

Where protective clothing and equipment is provided, it must be used by both staff and pupils at all relevant times. Damaged or insufficient protective clothing or equipment must be reported immediately to a senior member of staff.

16. Conclusion

It is the responsibility of everyone to make these arrangements work. This will ensure as far as is reasonably practicable, that working conditions are safe and that the working life of everyone is accident free.

If an improvement or prohibition notice is served by an enforcement officer (e.g. Health & Safety Executive or Environmental Health Inspector) the Headteacher should immediately advise the Senior Education Officer. If a prohibition notice is issued, with immediate effect the activities specified should cease forthwith.

Any member of staff noticing a failure to comply with this statement of organisation and arrangements or other advice/guidance issued by the Authority or Headteacher in pursuance of the safety policy should immediately report the circumstances to the Headteacher. The Headteacher should then initiate appropriate remedial action. If it proves impossible for the Headteacher to resolve the matter he/she should then report the matter to the Senior Education Officer (Strategy and Resources) or the Principal Administrative Assistant, Sites & Buildings. If no action is seen to be taken the Headteacher should be consulted again and if still no action is taken the member of staff should report the circumstances to the officers mentioned above.

Hazardous situations should also be reported immediately and the same procedure followed. Suggestions by any member of staff to improve standards of Health and Safety are welcomed by the Headteacher.