



## **THE DHARMA PRIMARY SCHOOL**

### **HEALTH & SAFETY POLICY**

**This policy is a whole school policy and includes EYFS**

#### **Statement of Intent by The Dharma Primary School**

This Health and Safety policy sets out the arrangements that have been made to establish and maintain a safe and healthy environment throughout the school.

The school has taken into account all the most up-to-date legal requirements, including:

- The Health and Safety at Work Act 1974,
- The Management of Health and Safety at Work Regulations 1999,
- all other relevant regulations

We realise how important it is that this policy is kept up-to-date. We will endeavour to make sure that this policy will be up-dated as required and everyone will be told about the changes.

It is vital to the success of this policy that everyone in the school plays their part in maintaining a high standard of health and safety at all times This includes taking care of themselves and others, following the agreed working procedures and reporting any hazards as soon as possible.

The school has a number of other policies and procedures relevant to Health & Safety. They are as follows:

- Anti-Bullying Policy
- Behaviour Policy
- Child Protection & Safeguarding Policy
- Collection & Missing Child Policy
- Fire Risk Assessment
- Fire Safety Policy & Emergency Plan
- First Aid Policy
- Food & Hygiene Policy
- Health & Safety of Children on Educational Visits Policy
- Management of Life-Threatening Allergies Policy
- Managing Medicines Policy
- Online Safety Policy (including Social Media Guidelines and AUP)

- Prevent Strategy
- Staffing & Safer Recruitment Policy
- Whistleblowing Policy
- Critical Incident Plan

## **Organisation – Responsibilities**

### **Trustees:**

The Trustees have overall responsibility for Health and Safety at the Dharma Primary School including responsibility for ensuring that the building is maintained to an appropriate standard and kept in a condition compliant with legal requirements pertaining to an educational establishment.

The Trustees are also responsible for making sure this policy is in place, effectively implemented, and regularly reviewed.

The Trustees delegate day to day responsibility to the Head Teacher as follows in the next section.

### **The Head Teacher will:**

- ensure everyone's health, safety and welfare at work (including the public).
- ensure that enough time and money is spent on health and safety to comply with all necessary legal requirements.
- ensure that the school plans, organises, controls and monitors health & safety adequately.
- ensure there are competent people to advise and that, when new projects or jobs are planned, health & safety is taken into account at an early stage.
- monitor the effectiveness of this policy and the safety performance of the school.
- ensure risk assessments are carried out so that risks can be foreseen and guarded against and so that safe systems of work can be written down and followed.
- ensure everyone in the school receives adequate training and information and is supervised effectively.
- ensure that all equipment used is safe and free from risk.
- positively encourage the reporting of accidents, hazards and ill-health and to take action to prevent further harm.

### **The Bursar will:**

- ensure all staff are aware of this policy and update it as necessary,
- monitor the effectiveness of this policy and the safety performance of the school at regular intervals
- develop generic risk assessments, safe systems of work and guidance with proper consultation with the staff
- encourage staff to report any hazards, defects, accidents, dangerous occurrences and occupational ill-health and make sure they are recorded, investigated and that appropriate remedial action is taken and an investigation is carried out by the appropriate person

- with the Designated First Aiders (Inge/Anje) ensure that all first aid kits are maintained and items replaced when used. They must also keep a stock of first aid supplies so that the boxes may be replenished as necessary
- carry out formal safety inspections annually
- carry out an annual risk assessment each year in the school and school grounds, and fill out relevant risk assessment forms.
- carry out any additional risk assessments that may be required in the interim
- carry out a fire drill every term and make sure the building is evacuated within a specified time (3 minutes)
- keep a record of fire evacuation drills and extinguisher checks,
- keep a record of sickness
- pass to the Head Teacher any reports from staff on matters of health and safety including hazards, accidents, incidents and ill-health
- produce statistics relating to accidents and sickness when required;
- keep a record of all training given
- make sure parents are informed of any injury to their children

### **Staff:**

All staff should be familiar with the school Health & Safety Policy

Staff will:

- co-operate with those who have a duty to ensure health and safety by adhering to advice, instructions and procedures for health and safety
- be aware that they are responsible for the health and safety arrangements in relation to themselves, pupils, and volunteer helpers under their supervision
- exercise effective supervision over all those for whom they are responsible
- ensure that they work in ways that are safe and without risk to themselves, the pupils, other staff, or visitors
- be aware of any medical condition or medical needs of pupils in their care.
- consume hot drinks away from tables where children are having their snack or meal.
- ensure that they provide adequate instruction and information to both classroom helpers and pupils in safe working methods.
- identify actual and potential hazards and introduce procedures to minimise the possibility of mishaps
- ensure that any classroom equipment and tools used are appropriate to that use and are in good condition
- follow all the guidelines and systems of work that are provided for their safety and the safety of others
- report any unsafe fixtures, fittings or pieces of equipment which come to their notice
- inform the school office if they notice anything that could be dangerous to themselves or to other people.
- inform the school office if they think a risk assessment or a safe working practice is out of date and needs changing.
- if an accident happens, or nearly happens, make sure something is done straight away to stop it happening again and warn other people about any danger. They must then report it to the office so that something more can be done about the problem if needed. They must also put the details in the Accident Book, which is kept in the school office.

- make sure they do not tamper with or remove anything that has been put there for safety reasons

If they think there is a danger (imminent risk of injury) or a risk (hazard that is likely to cause harm) they should take any reasonable steps to prevent injury to themselves or others.

### **School Security:**

It is vital to make the school secure during the day. The perimeter gate is fitted with a bell, intercom and a lock. Outside of pick-up and drop-off times the gate will be locked.

### **Visitors:**

- all visitors to the school are directed to the main office by signs outside,
- visitors, even regular visitors and student placements, must sign the Visitor's Book in the office. The school will issue a visitor's lanyard which must be worn and visible at all times.
- if unknown visitors are encountered in the school, or not wearing a valid lanyard, they will be requested to sign in at the office.
- visitors should sign out and return the visitor's lanyard at the end of the visit.

Visitors should take all necessary steps to protect their own health, safety and welfare and to protect any other people who may be affected by their activities.

They are required to co-operate with us and discuss with staff any risks associated with their visit or activity

They must follow all instructions and safety rules made in the interest of health and safety.

### **Student Placements:**

At the start of their placement students will be given clear guidelines regarding the basic Health & Safety regulations and procedures within the school, as part of school induction. Emphasis will be placed on personal responsibility for their own safety and for that of others during their placement.

### **Ex-Pupils:**

Ex-pupils visiting the school will sign the visitor's book and will be the responsibility of the class teacher in whose class they visit.

Although members of the general public are not covered by the Health and Safety at Work Act, they nevertheless have a common-law duty to ensure that nothing they do will cause injury or harm to others.

### **Volunteers in the Classrooms:**

Volunteers are welcome in school to assist with aspects of the curriculum. All volunteers and other helpers must be willing to give their personal details for DBS checks if requested. Each time they come to help, they MUST sign in at the School Office.

Helpers in class should remember that they have a duty to report to the class teacher any equipment or incident which they perceive to be unsafe.

### **Staff leaving on School or Personal Business during the Day:**

Any member of staff leaving the premises should sign out on the Staff Fire Register & notify the office or a colleague in order that in the event of there being an emergency or fire we know where they are.

- their time of departure
- their destination (if on school business)
- their expected return time (if appropriate)

### **Conduct in and around School:**

Pupils are requested to behave in an orderly manner particularly in the hallway and on the stairs.

- Doors must be opened with care and caution.
- Pupils are encouraged to wear suitable indoor footwear i.e. slippers or plimsolls.
- Pupils are asked to wear suitable clothes for P.E.

### **Risk Assessments:**

Regulation 3 of The Management of Health and Safety at Work Regulations require suitable and sufficient risk assessments to be carried out for all tasks undertaken in the school and for all significant risks to be identified and controlled. Risk assessments will be reviewed each school year.

It is important to understand the difference between HAZARD and RISK

A HAZARD is 'something which could cause harm' and

A RISK is "the likelihood, high, medium or low, that someone will be injured by the hazard"

An assessment of risk is a careful examination of what could cause harm to people in the working environment so that staff can weigh up whether they have taken enough precautions to prevent harm.

**Hazard Identification:**

It is the policy of The Dharma Primary School to eliminate hazards from the work place wherever possible.

**Health and Safety Inspections:**

We will carry out regular safety inspections in the school in order to identify hazards. The premises and grounds will be inspected each term.

A record will be kept of the inspections and action to be taken. This will be reviewed as required.

**Hazard Reporting:**

The school wants to get rid of hazards so it is important for everyone to report anything that is unsafe or unhealthy as soon as possible so that something can be done about it.

Please make sure that the Bursar, office staff, or the Head Teacher are told about hazards and ensure that something has been done about it. It is our policy to take immediate action to eliminate or minimise the risk and to put in train the necessary longer-term action to prevent future occurrences.

**Safety Training:**

The Head Teacher is responsible for ensuring that all work is carried out safely and will consult with appropriate staff when drawing up safe systems of work and will ensure that they are brought to the attention of relevant staff.

The safety training needs of the school will be considered by the Head Teacher and Bursar and the appropriate training arranged for staff.

Safety training will be given to new teachers when they join the school or as soon as possible thereafter. This basic training will include the procedures for fire and first aid. They should also be made aware of this Health & Safety Policy and the procedures for implementing it.

The Head Teacher and Bursar will arrange refresher training as necessary.

The school will pay for training providing that it is:

- appropriate to the need,
- in the interests of the school and
- in the interest of the health, safety and welfare of the individual

The staff is encouraged to bring to the attention of the head teacher any training courses or training needs which they think might be appropriate.

All new members of staff will be given the following induction training:

- fire and emergency evacuation procedures;
- the arrangements for First Aid;
- procedures for reporting, recording and investigating all accidents,
- dangerous occurrences, incidents of violence and occupational ill-health,
- procedure for reporting hazards and problems in safety arrangements
- safe systems of work in manual handling
- use and care of protective clothing and/or equipment (*where relevant*)
- any other specific training relevant to their work place.
- sources of advice (including this document)
- risk assessments

All existing staff will be trained in new hazards, procedures and skills.

All staff will be trained and updated in basic Health and Safety Awareness on a regular basis. Health & Safety reminders will also be given at staff meetings.

Special training will be given for specialist roles/tasks i.e. First Aid, Fire Wardens, Epi-pen training.

### **Manual Handling:**

Manual handling includes lifting, pulling, pushing, moving and carrying. All staff are made aware of the risks associated with manual handling. Staff are advised to avoid manual handling as much as possible. Seeking assistance with the task can often reduce the risks for simple handling tasks.

Many of our tasks will inevitably contain an element of manual handling, although we will try to eliminate lifting as far as possible. (See Appendix 1)

Staff should report any condition that might prevent them from undertaking manual handling tasks safely. You must also report any injury that may be related to handling at work.

Where there are specific manual handling tasks to be carried out e.g. if the school has disabled pupils who may need assistance for certain tasks, then a suitable Risk Assessment will be carried out to determine if the risk can be reduced. This is particularly important where a Manual Handling Assessment for a pupil is needed, it is likely that specialist assistance will be required, and the school will seek appropriate advice and training for those staff required to carry out manual handling operations.

### **Procedures for major or imminent danger:**

This section sets out our general procedures which should always be followed in the event of the threat of major and imminent danger. For more detail please refer to the Critical Incident Plan.

In the event of any situation arising which presents a risk of major and imminent danger to our staff or pupils, work will cease and the staff will follow these basic rules;

- raise the alarm
- move themselves and children to a safe distance or place
- prevent others from approaching
- call for the appropriate emergency service
- inform the head teacher

### **Pregnant Workers:**

We recognise the possibility that, at any one time, we may employ women of childbearing age who may become pregnant or may have been recently pregnant. Anyone falling into this category may experience significant changes in their physical abilities and we therefore recognise the need for special consideration to take account of this. Please see the staff handbook for more information.

### **Accident/Incident Arrangements:**

“Incident” means anything that interrupts your work and causes a problem or an injury. Here are some examples:

Minor injury	Cut finger, Scald
Major injury	Pulled back muscle, broken limb
Something causing you to take time off work	Bang on head leading to concussion
Violence/Aggression	Angry or threatening behaviour
Dangerous occurrence	Gas leak
Near miss	Missed footing on stairs but didn't fall
Occupational ill health	Dermatitis

The details of the incident/accident should be recorded in the accident/incident book kept in the school office.

### **Asbestos:**

The presence and management of asbestos has been considered to ensure that foreseeable working activities where individuals have the potential to come into contact with asbestos are identified and that suitable risk assessments are in place for any identified significant risks. The School, as duty-holder, will ensure that no employee or other person for whom the School is responsible should, so far as is reasonably practicable, be exposed to asbestos (except in the case of an approved asbestos surveyor or licensed removal contractor).

The School undertakes the following to manage the asbestos

- a) A 'management survey' of asbestos-containing materials (ACMs)
- b) Assessment of the risks associated with ACMs
- c) A plan for managing asbestos
- d) Informs staff, visitors and contractors regarding the risks and precautions to take

- e) Keep the management of asbestos under review

An asbestos risk assessment has been conducted by specialist surveyors to identify asbestos containing materials and an asbestos register is maintained showing the location, type and condition. The Bursar is responsible for the up keep of the asbestos register and details are made available to all occupants of the building and visiting contractors (as required).

## **Legionella**

The Head is the Statutory Duty Holder, with the Bursar as Site Responsible Person. An external risk assessment is undertaken every 2 years and reviewed annually or when any changes arise within the water systems. Monitoring and maintenance is undertaken by suitably trained staff and all results are documented in the Legionella Logbook. Any areas of non-compliance will be raised in the monthly meeting with the H&S Governor and with the Head immediately.

### Monitoring

Annually for physical condition, microbiological quality and temperature:

- Mains water and hot and cold outlets
- Cold water storage tank

Annually to demonstrate Legionella Control Measures are working

- 5 water samples tested for legionella bacteria

Monthly for temperature:

- Hot water sentinel taps (above 50 degrees)
- Cold water sentinel taps (below 20 degrees)
- Calorifier water flow and return (at least 60 leaving and 50 returning)

### Maintenance

Annually by external contractors:

- Clean & chlorinate cold water storage tank
- Filters changed for the drinking water system

## **Smoking/Incense burning:**

There is strictly no smoking in or around the school building or grounds. The burning of incense or candles is allowed under supervision using lighters only (no matches) and must be kept out of reach of the children. They should never be left unattended & extinguished once finished. Hirers of the school premises are made aware of this policy.

**First Aid:**

Appropriate staff members have been trained in first aid to the First Aid at Work, Paediatric First Aid and Emergency Paediatric First Aid. There is a separate First Aid Policy and Managing Medicines Policy.

**Sickness:**

In the event of a child feeling unwell during a lesson, they should be sent to the school office. School Office staff or the teacher will contact the parents to arrange collection of the child. While awaiting collection, wherever practical the child should remain in the sick room. There is the facility for a child to lie down in the sick room should they wish it.

Parents are requested to notify the school immediately if their child contracts an infectious disease. The school will act accordingly by following the advice as laid out in the EYDCP Infectious Diseases Policy Guidance & Responsibilities.

In accordance with the above policy parents are also requested that in the event of their child having sickness or diarrhoea their child is kept at home until there has been no vomiting or diarrhoea for a period of 48 hours.

**Sun protection:**

The damaging effects of exposure to the sun on young skin have been well documented. We will do everything we can, working in partnership with parents, to ensure that their children are protected.

- we will ask parents to provide us with sun cream suitable for their child (high factor) a sun hat, a thin top/cardigan/t shirt with long sleeves
- we will ask parents to apply sun cream before school and we will apply more if required.
- we will also avoid spending prolonged periods of time outdoors during the hottest part of the day, and when out will try and protect children by finding shady areas.
- we will encourage children to drink water regularly to prevent dehydration.
- we will require parents to sign a form giving us permission to apply the sun cream that they have provided.

**Maintenance of Property and Equipment:**

Although the Head Teacher is committed to the maintenance of the school all staff are required to be vigilant about the issue of property maintenance. Any defects in the conditions of buildings or grounds should be reported.

The Provision and Use of Work Equipment Regulations require the employer to have:

- safe and well maintained equipment
- staff adequately trained in the safe use of equipment

The school will ensure that all equipment is safe and fit for the purpose

All equipment should be inspected visually before and after use

### **Minibus Safety**

The Bursar is responsible for the co-ordination of the use of the minibus to ensure there is a suitable vehicle in a satisfactory condition for use and to ensure that those using the vehicle are competent to do so. A list of those eligible to drive the minibus will be maintained and reviewed annually or when there are any changes. Any drivers of the minibus must have an appropriate and valid driving licence.

Points to consider:

- an individual with a pre 1997 driving licence is automatically deemed to be entitled to drive a minibus with up to 16 passengers (until the age of 70)
- an individual with a post 1997 licence must hold a D1 licence
- for any non-staff "voluntary" drivers, e.g. governors, parents checks should be made with the insurance company for specific requirements

The vehicle must be in a satisfactory condition, the driver should complete the necessary checks before the journey & complete the log book and report any defects on completion of the journey. In addition to a risk assessment that must be undertaken before any trip, consideration should also be given to planning the journey, including:

- route (and availability of map)
- length of journey and travelling time
- driving time and driver rest breaks
- weather conditions
- whether more than one driver is required

Supervision needs must be assessed and the rules for any passengers, e.g. wearing of seatbelts, driver not to be distracted.

A plan for emergencies should be in place (as part of risk assessment of the trip) to include:

- means of communication
- dealing with road accidents
- dealing with illness of a passenger / driver
- arrangements for dealing with mechanical incidents, eg breakdowns & punctures

### **Electrical Safety:**

Most people will be aware of the dangers associated with electricity and electrical equipment. Electricity is potentially the most dangerous thing in school and must be treated with respect. The following procedure is adhered to in the use of electricity:

- staff are asked to visually check each item of electrical equipment before it is used and look for signs of burning, damaged cables, loose covers etc.
- any faults must be reported to the Head teacher or Bursar and recorded in the Maintenance Book, kept in the school office, and the equipment immediately taken out of use.
- all staff should be vigilant and cease use any piece of equipment that may present a hazard.
- no one in school is allowed to work on any electrical circuitry or equipment.
- all staff must be aware of the dangers of trailing cables. Trailing cables must be avoided.
- the fixed electrical installation should be tested at about three yearly intervals.

### **Portable Electrical Appliances and tools:**

Portable electrical equipment is any equipment which plugs into a power supply.

Our portable equipment includes:

- Desk-top computers and associated equipment
- Domestic equipment such as kettle, microwave and fridge
- Photocopier
- Portable Heaters

The Electricity at Work Regulations requires portable electrics to be checked as often as is necessary. All portable electrical equipment will be PAT tested periodically, within a reasonable time frame, by a person competent to do so.

### **Housekeeping:**

Housekeeping refers to the general cleanliness, tidiness and storage of items and is important to the efficient running of the school. There should be a place for everything and everything should be in its place.

Bad housekeeping can cause serious injuries through slips, trips and falls. It can also present a fire problem if combustible material is left lying around and if fire escape routes are blocked.

Everyone must remain aware of what hazards might be concealed beneath a load of unnecessary clutter (a piece of glass perhaps?)

It is the school's policy to encourage everyone to take responsibility for their own working environment and to tidy up after themselves – and others if necessary.

### **Computers (DSE):**

In recent years a number of ill health conditions have been linked to the use of computers or, more specifically 'Display Screen Equipment'. The regulations have been introduced to attempt to prevent these ill health conditions by requiring employers to:

- assess the risks of ill health due to poor design or lack of awareness
- ensure their staff understand the risks and how to prevent them, and
- provide comfortable and adjustable furniture and equipment

Anyone who uses a computer at The Dharma Primary School as part of their normal work will be treated as a "user" as defined by the Health and Safety (Display Screen Equipment) Regulations 1992 and users will be shown and trained to understand possible health problems and how to avoid them.

They will be shown how to adjust their own workstation and encouraged to watch for and comment on bad practices and posture in colleagues. If anyone notices any physical problems such as eye-strain, headaches or aches and pains in upper limbs they should report it and the school will take appropriate action.

Any member of staff diagnosed as having photosensitive epilepsy or who have pre-existing musculoskeletal conditions should report this to the Head teacher so that appropriate action can be taken.

Regular screen breaks of between five and ten minutes are encouraged (at least every 60 minutes) and staff should break up the screen work with more active activities (such as filing).

Computer users are made aware of the need to have their eyes tested at least every two years by a registered optician (more frequent testing may be necessary if problems arise or if the optician recommends it).

#### **Waste:**

When disposal is necessary the school will ensure that waste is stored safely and disposed of by licensed contractors. The school will also use licensed contractors to dispose of special or hazardous waste should the need arise.

The arrangements for the removal of waste will be reviewed annually to ensure they remain satisfactory.

#### **Environmental Statement:**

It is the policy of The Dharma Primary School to ensure that its work and processes do not contribute to environmental pollution. The school will therefore comply with the requirements of the Environmental Protection Act and all relevant regulations.

The school will encourage those working with us to avoid harming the environment and to report any potential environmental hazards to the Head Teacher who will also ask them to give ideas on steps that can be taken to protect the environment from our work activities.

The school will promote energy efficiency in terms of use of electricity and raise awareness in our staff of the current best practice in achieving efficiency.

The school will endeavour to minimise emissions to the atmosphere when working and will minimise the amount of waste generated by re-using or recycling as much as possible before resorting to disposal.

Person Responsible for reviewing this policy	CM/Bursar
Date Ratified by Trustees	08/18
Date of last review	02/18
Date of this review	07/18
Date of next review	07/19

## **APPENDIX 1**

### **The health, safety and welfare of staff:**

The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address through annual appraisals, staff meetings, inset days and regular updating of mandatory training e.g. Child Protection, Fire Safety, First Aid.

We also pay particular attention to the assessment and prevention of work related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the Head Teacher without delay.

The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the school's Harassment and Bullying Policy, which can be found in section F of the staff handbook (Personnel Issues).

Staff are advised to avoid working at height (e.g. when putting up a display) or when necessary to use step ladders rather than climbing on a chair or table.

Staff are reminded routinely to take responsibility as far as is possible for their own safety and to manage risks carefully. Staff members are advised to wipe up spills and to remove objects that may cause slips or trips.

Staff members are advised to avoid lifting or moving very heavy objects but where necessary to ensure there are two people or correct lifting techniques are used (See Appendix 2).

In instances where a member of staff may find themselves working in isolation, a mobile phone/landline is provided.

A full set of essential policies are available (on the drive, under 'all school policies 2018') and in the staff handbook, which all staff have been given in a virtual format. Staff members are encouraged to familiarize themselves with school policies.

Staff members are advised to take precaution when using and storing specific equipment that may cause injury e.g. the guillotine, the shredder and the laminator etc.

Hazardous products, such as cleaning products comply with COSH code of practice and are stored in a locked cupboard

The school carries out regular risk assessment with the object of keeping the environment safe from both staff and pupils.

Staff taking medication which they believe may affect their ability to care for children should seek medical advice and only work directly with children if that advice is that the medication is unlikely to impair their ability to look after children.

Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children.

## APPENDIX 2

### A Basic technique for safe lifting

