

# PRINCES PRIMARY SCHOOL HEALTH, SAFETY AND WELFARE POLICY



NOVEMBER 2015

## 1.0 STATEMENT OF INTENT

Princes Primary School is committed to the effective implementation of health, safety and welfare and this will be met by:-

- Adhering to the guidelines as set out in the LA's Corporate Health, Safety and Welfare Policy (2012);
- continuously improving a health and safety management framework that clearly defines the school's health and safety requirement and identifies those responsible for implementation of those requirements;
- developing, implementing and reviewing annual health and safety action plans in line with organisational objectives and legislative requirements;
- accepting that health, safety and welfare is an important management responsibility;
- providing competent support to staff to continuously improve and maintain a consistently high standard of health and safety management in their area(s) of work;
- recognising that the prevention of accidents, incidents or work-related ill health requires effective management and leadership;
- ensuring the accommodation, equipment, facilities, materials, substances, transport, driving and work practices are safe and without undue risk to health;
- considering the environmental impacts of our undertakings in line with legislation and any other relevant standard;
- helping our staff to meet their legal duty of care by involving them and encouraging their co-operation in the management of their own health, safety and wellbeing through appropriate information and training;
- proactively promoting and encouraging work-life balance and staff wellbeing;
- consulting with our staff on matters affecting their health, safety and welfare at work and nurture a spirit of collaboration among them, their Trade Unions, appointed Safety Representatives, Employee Representatives and Health and Safety Committees

In return all school staff, visitors and Governors must ensure that they:

- take care of their own health and safety, and that of others who may be affected by their actions or omissions.
- recognize that it is only by adoption of safe methods of work and good practice by every individual that personal health and safety can be assured.

Signed .....Kathy Brent Head Teacher

Dated .....

**PRINCES PRIMARY SCHOOL HEALTH, SAFETY AND WELFARE POLICY 2014**



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## **2.0 ROLES AND RESPONSIBILITIES**

### **2.1 GOVERNING BODY**

The Governing Body is responsible for the effective planning, directing, monitoring and reviewing of all health, safety and welfare matters within the school. In the discharge of its duty and in consultation with the Head Teacher, it will make itself familiar with the requirements of the Health and Safety at Work etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the running of the school. The Governing Body will ensure:

- the development and implementation of the school's Health, Safety and Welfare Policy and the organisational arrangements through which the Policy will be implemented;
- the adoption of a planned, systematic approach to health, safety and welfare management in which hazards are identified, risks are suitably assessed and prioritised and objectives are met for risk elimination or reduction;
- that suitable resources are allocated to allow the effective implementation of this Policy;
- there is an adequate system for communicating health, safety and welfare information throughout the school. In particular that there are arrangements for consulting with staff on health, safety and welfare issues and for promoting collaborative working with staff representatives;
- that adequate regard is paid to health, safety and welfare considerations in all contracts entered into by the school; and
- that arrangements are in place to measure, monitor and review health, safety and welfare performance.

The Governing Body through the Head Teacher will make arrangements for all staff to receive information and updates on:-

- This document
- All other relevant health and safety matters
- Safety training which is appropriate to their duties and responsibilities.

The named Governors for Health and Safety are Mr Bob Itiokiet and Mrs Ann Sweeney.

There is a rolling programme in place for staff to review and for Governors to ratify all risk assessments and school policies.

### **2.2 HEADTEACHER**

The Head Teacher is responsible to both the LA and the Governors for all matters concerning the safe conduct of staff and students in the school and all its related activities. Assistance in this task is provided by the senior school staff who comprise the management team, such as the Deputy Head, Assistant Head, Senior Teachers and the Business Manager.

The Head Teacher, assisted by the management team, is required to:

- ensure the incorporation of safety requirements and future objectives in the development and budget planning of the school, and where appropriate, inclusion in the School Development Plan;
- implement a system for protecting all persons on the premises, or involved in school activities, from risks which are reasonably foreseeable by ensuring suitable and sufficient

documented risk assessments are undertaken and action plans produced which implement health, safety and welfare measures and monitor and review their effectiveness;

- coordinate any necessary safety arrangements with any contractors working on site;
- implement such procedures as are necessary to comply with all legislation concerning health and safety, in accordance with LA guidance;
- provide regular reports on significant issues and general progress to the Governing Body; and
- foster the growth of a positive safety culture, in which all the staff and pupils share the aim of continuous improvement in health and safety performance.

### **2.3 DEPUTY HEAD TEACHER, ASSISTANT HEAD TEACHERS**

The Deputy Head and Assistant Head assist the Head Teacher in the day-to-day management of the school, and deputise for them during any period of absence.

### **2.4 SENIOR TEACHERS**

Senior Teachers are responsible to the Head Teacher for the safe management of the curriculum, in accordance with LA guidance and the School Health, Safety and Welfare Policy, and for implementing all school procedures relating to health and safety. Senior Teachers will:

- identify and prioritise both immediate and long term requirements of their area of responsibility with regard to health and safety and provide this information to the Head Teacher so that it may be included in the normal budget planning arrangements;
- develop suitable and sufficient risk assessments and maintain appropriate records;
- make appropriate arrangements for the periodic monitoring of safety standards, arrangements, and progress towards identified objectives. They will report the results to the Head Teacher, for incorporation in the regular review of safety matters and inclusion, where appropriate, in the School Development Plan and/or budget planning; and
- assist in the fostering of a positive safety culture within his/her area of responsibility.

### **2.5 THE SCHOOL BUSINESS MANAGER**

The School Business Manager is responsible to the Head Teacher for co-ordinating the health, safety and welfare arrangements of the school and will achieve this by:

- maintaining a file of all safety publications and guidance issued by the LA, or any other relevant bodies or professional associations, relevant to the subject concerned or relevant to his/her subject. It must be freely accessible to all relevant staff, and all subsequent additions be brought to the attention of staff;
- carrying out building-related risk assessments and ensuring necessary corrective actions are taken;
- having documented inspections of all areas within the premises to ensure that buildings, grounds, and equipment under their control are safe and properly maintained and records of all statutory tests and inspections are kept;
- co-ordinating emergency procedures and equipment for the site and ensuring that the associated documentation it is kept up-to-date. For sites under the control of other owners this will be undertaken in co-operation with those in control;

- ensuring a legionella risk assessment has been undertaken by a competent person and recommendations implemented;
- where necessary, ensuring an asbestos survey has been carried out for the building and have responsibility for the asbestos management plan. These documents should be shared with any contractors where appropriate;
- ensuring the activities of contractors are supervised and that they are provided with such instruction and training as to ensure they can fulfil their obligations safely and in-line with legislation and School requirements;
- ensuring access to the school complies with the requirements of the Equality Act 2010 and that access and egress remains unobstructed and safe;
- ensuring appropriate security measures are in place;
- ensuring there is suitable and sufficient first aid provision; and
- ensuring a fire risk assessment is undertaken annually and fire fighting equipment and warning systems are appropriately tested and maintained.

## **2.6 STAFF**

In addition to any specific health, safety and welfare responsibilities described above, all staff are expected to co-operate in the implementation of the School Health, Safety and Welfare Policy by acting with due regard for their own health, safety and welfare and that of others who may be affected by their acts or omissions. This will be achieved by:

- co-operating with the Head Teacher, enabling them to carry out their legal responsibilities under health and safety legislation;
- reporting hazards and potential hazards following the school procedure;
- working in accordance with any health and safety training provided and safe working practices;
- not interfering with anything provided in the interests of health, safety and welfare;
- disclosing to an appropriate person details of any known medical condition that makes them unfit for, or puts them at risk from, any particular work activity.
- helping other members of staff, pupils and others to comply with the requirements of the Health and Safety at Work Act.
- familiarising themselves with the health and safety aspects of their work and to avoid conduct which will put them, or anyone else at risk.
- making regular safety inspections of their own area and to record any health and safety concerns on the Caretakers job request sheet provided in each class and all communal areas.
- Working safely and efficiently.
- Using all equipment appropriately and for the use in which it was intended.
- Using approved protective clothing and equipment.

- Following all instructions issued for their safety.
- Taking an active interest in promoting ways of reducing risk.

The responsibility for the work activities and practices of staff within the premises rests with their relevant line manager.

All staff must ensure that they:

- understand their responsibilities, as set out within this Policy
- give regard to the safe systems and legal requirements that relate to their activities, the activities of any staff for whom they are responsible and their workplace
- ensure procedures and systems are put in place to achieve those standards to the extent of their responsibility

## **2.7 KITCHEN STAFF**

All kitchen staff will be familiar with the school's health and safety policy. The kitchen manager Ann Renmans will ensure that all kitchen staff are instructed and informed to work in accordance with kitchen procedures. The kitchen manager must inform the Head Teacher of the school of any potential hazards or defects. The manager will be familiar with the Food Safety Act and the implications as far as the school is concerned.

## **2.8 HIRERS**

When the premises are used for purposes not under the direction of the Head Teacher then the person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Head Teacher or the activity co-ordinator will seek to ensure that hirers who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the school premises or facilities are being used out of normal hours but for school sponsored or run activities they are suitably insured. The organiser of a non school sponsored or run activity, even if an employee, for the purposes of this policy will be treated as a hirer. The Head Teacher or activity co-ordinator will ensure that hirers who use the school premises provide written confirmation of Public Liability Insurance cover prior to its use. Advice on levels of cover should be obtained from LCC Insurance Manager.

All hirers using the school premises or facilities must be familiar with the Policy and comply with all safety requirements of the school and City Council.

## **3.0 ARRANGEMENTS FOR THE IMPLEMENTATION OF THE PLAN**

### **3.1 CONTROL OF NON-EMPLOYEES**

It is the policy of Princes Primary School that, where it contracts, enters into partnership with, orders or lets work or services with or to a third party, including joint ventures, standards set out for health, safety and welfare required by this Policy are the minimum required for the third party and must be met or exceeded.

To ensure standards are maintained, all work undertaken for the school by non-employees (e.g. contractors, consultants, volunteers etc.) will be subject to a selection process to ensure those undertaking the work are competent to manage the health, safety and welfare aspects of that work.

All contractors will be required to provide the school with information on the risks to health, safety and welfare arising out of their work. The Head Teacher will ensure that any person working on

school premises who are not employees are provided with appropriate instructions and information regarding any risks to their health, safety and welfare arising out of that work.

In addition, the school will have in place procedures and risk assessments for the regular monitoring of non-employees and contractors.

### **3.2 PARENTAL CONSENT**

The written approval of parents will be obtained when there is a possible risk of injury before pupils participate in any activity. This will be required for any outings, trip, etc.

### **3.3 SITE SECURITY**

Doors throughout the school must be kept closed at all times and staff are instructed not to open the front door to unidentified visitors. Fire doors should never be wedged open.

### **3.4 HYGIENE**

Because of the nature of Princes Primary School, staff are in contact with vomit, urine and excreta on a regular basis and so a high standard of personal hygiene is encouraged at all times.

Procedures to follow:-

- Children are to be encouraged to wash their hands with soap and water after using the toilet, and before going to lunch.
- Staff are to ensure if pupils have any cuts and /or broken skin that they are taken to the school nurse and they will be treated appropriately.
- Particular care will be taken when dealing with bleeding or other cases of spillage of bodily fluids.
- Disposable aprons and plastic gloves are to be worn.
- Children will be kept away from the area until the spillage is dealt with.
- Infected waste including, cotton wool, plasters, bandages, contaminated paper towels, disposable nappy pads, must NOT be placed in open bins – they must be placed in sanitised bins provided.
- On completion of work involving the cleaning up of bodily fluids hands are to be washed thoroughly with an antibacterial handwash.

### **3.5 MEDICINES**

Where a child requires medication during school hours, a medical consent form must be completed by the parent stating medicine dosage and any additional instructions or information. This must be signed by the GP or the hospital Doctor.

No child is to convey medicines into school. Parents or guardians must ensure the safe delivery of medicines to school. They should be given directly to the bus escort and not put in the pupil's school bag.

Prescribed medicines must be clearly labelled with a pharmacist's label showing the content and owner's name and dosage.

All medicines will be kept under lock and key in the medical room. School Nurse holds the key and a duplicate set is held in the safe in the Admin office.

All staff will be aware of any limitations that need to be applied to an individual child's activities whilst in their care and what to do in an emergency.

**IF PUPILS ARE LEFT FOR ANY REASON WITH ANOTHER CLASS, MEDICAL INFORMATION AND DIETARY REQUIREMENTS MUST BE DISCUSSED WITH THE CLASS TEACHER. ALL SUPPLY TEACHERS WILL BE FULLY INFORMED OF ANY MEDICAL REQUIREMENTS NEEDED FOR PUPILS IN THEIR CLASS. MEDICAL REQUIREMENTS AND PROCEDURES WILL BE DISPLAYED IN THE CLASSROOM IN A PROMINENT POSITION.**

If any teacher has any concerns whilst the child is in school the school nurse can be contacted in the medical room on 217.

### **3.6 STORAGE OF MEDICINES**

The drugs will be kept in individual envelopes with a card stating:-

- Name of child
- Dosage
- Date of issue
- Expiry date
- Date of birth
- Home address
- Contact number for parent or guardian
- Any relevant medical information

**THE DRUG AND THE SCHOOL EPILEPSY PROFORMA WILL BE KEPT IN THE LOCKED MEDICAL CABINET WITH THE COMPLETE WRITTEN INSTRUCTIONS FOR DEALING WITH A SEIZURE FOR THAT CHILD. COPIES ARE ALSO ON DISPLAY IN EACH CLASS AREA FOR PUPILS WHO HAVE SEIZURES.**

Drugs will be checked for amount and expiry date by the school nurse.

Procedures for each named pupil will be reviewed annually. This will take place at medicals or if and when parents inform the medical nurse of any change.

### **3.7 SCHOOL EDUCATIONAL VISITS**

On school educational visits parents will give written consent of their approval for each activity or school trip and the following procedures will be adhered to:

- Educational visits will be properly risk assessed beforehand for the likelihood of hazards.
- Parents will be advised about the required footwear and clothing.
- Adequate equipment will be provided.
- A competent member of staff will be responsible for organising the trip.
- A map will be taken (where appropriate).
- A First Aid Box will be taken on every trip and the required medication and individual emergency procedures for the relevant pupils.

Please refer to the Out Of School Visits policy or to the school coordinator Jo Cree for additional information.

### **3.8 JEWELLERY**

The Local Education Authority does not permit the wearing of jewellery in school. A letter has been sent to parents advising them of this and stating that school would, therefore, prefer jewellery



**not** to be worn and that if it is the school will not be held responsible for any loss damage or injury that is incurred.

#### **4.0 PROVISION OF INFORMATION, INSTRUCTION, TRAINING, INSPECTION AND MONITORING**

Princes Primary school will fulfil its responsibility to provide information, instruction and training to ensure the health, safety and welfare of all staff:

##### **4.1 INFORMATION AND INSTRUCTION**

Princes Primary School will ensure that necessary information and instruction is provided to all staff and others who visit school on a regular basis. The form and content of this will be appropriate to the level of risk and will be reviewed in the light of legislative changes, best practice and new guidance from the HSE or other relevant bodies.

##### **4.2 TRAINING**

Each member of staff will be provided with adequate health and safety training:

- Upon appointment
- Before being required to carry out new or unfamiliar tasks, especially when required to use new equipment, plant or machinery
- Periodically refreshed to ensure skills, knowledge and competency remain

Specific job-related training will be identified by line managers during performance, review and development interviews.

It is each employee's responsibility to participate in appropriate training and incorporate the learning into their work practice.

##### **4.3 SAFETY INSPECTIONS**

Formal health and safety inspections will be undertaken on a regular basis by the School Business Manager and the Caretakers in conjunction, wherever possible, with a Health and Safety Governor. Such inspections will be undertaken, as a minimum, termly and records retained.

Trade Union Safety Representatives have the right to undertake safety inspections in areas where their members work. Managers will participate in such inspections if so requested.

##### **4.4 MONITORING**

The effectiveness of the Health, Safety and Welfare Policy will be monitored in the following ways:

- The Senior Management Team will analyse reported accidents and incidents with a view to determining and eliminating their causes;
- The Health and Safety coordinator will ensure there are regular, documented and systematic inspections of workplaces and operations and review feedback from staff and others. These inspections and assessments will be reviewed on an annual basis as a minimum;
- The Health and Safety Unit will coordinate a programme of formal health and safety audits of the School with a report prepared for the Senior Management Team;
- Sickness absence data will be monitored by the Senior Management Team to identify trends and sources of potential work-related ill-health.

## **4.5 EMERGENCY PLAN**

The Head Teacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- Save life
- Prevent injury
- Minimise loss

This sequence within the plan should determine the priorities during an emergency, which must be agreed by the governing body.

## **5.0 FIRST AID, ACCIDENT REPORTING AND MANUAL HANDLING**

### **5.1 FIRST AIDERS**

The current First Aiders in Princes Primary School who have each attended a three day course are as follows:

Jo Cree	:	Deputy Head Teacher
Sue Prescott	:	Educational Support Assistant (class 12)
Alison Campbell	:	Educational Support Assistant (Smithdown site)
Phil Coulson	:	Educational Support Assistant (class 4)
Chris Fearon	:	Caretaker and out of school hours first aider
Jodie Hudson	:	Teacher (Phoenix site)

### **5.2 FIRST AID BOXES**

The School Business Manager is responsible for maintaining the contents of the first aid boxes and all First Aiders and Nursing staff are available to be consulted on first aid matters. All first aid boxes are regularly checked and maintained by the Admin Assistant. The permitted contents of First Aid boxes are now restricted to those items that can be used by an untrained person to treat themselves and others without the risk of exacerbating injuries.

Statutory First Aid Boxes contain only:-

- A printed card listing the contents and a leaflet giving general on first aid.
- Individually wrapped and sterile dressings.
- Sterile eye pads with attachment.
- Triangular bandages (sterile – or if not suitable – sterile coverings for serious wounds).
- Safety pins.
- Selection of medium, large and extra large sterile or medicated dressings.
- Sterile saline solution.

All boxes are to be kept clean and dry and labelled with a white cross on a green background. The cupboard containing a first aid box is to be labelled with a white cross on a green background so that boxes can easily be found.

### **5.3 MEDICAL ROOM**

The medical room is reserved for first aid treatment when necessary and for the use of school doctor, nurse or dentist. Children must be supervised at all times in this area.

### **5.4 PROCEDURES TO FOLLOW IN THE EVENT OF A MEDICAL EMERGENCY WITH A PUPIL**

With regard to the relatively small number of pupils who may require specific medical management, action or medication, (such as rectal valium), an individual action plan will be determined for each child and displayed in a prominent place in each classroom. Written instructions from parents will be obtained stating specifically the action to be taken for their child in an emergency. These instructions will also specify the time at which a decision to administer the medication should be made.

Staff members are acting in loco parentis in the case of any emergency. The child's welfare is uppermost in any decision making

During Seizures:

- Pupils may be placed in the recovery position by the first person to reach the pupil.
- Trained members of staff will undertake every subsequent action. (No staff member will be expected to undertake basic first aid routines for which they have not been trained).
- Pupils must not be carried from the place of seizure. This may have implications for other children in the class group. All staff will be aware of procedures for ensuring the well being of other children in the class group and surrounding area.
- For many seizures the length of time of the seizure will mean that it is not necessary to administer the drug.
- The child's individual action plan will state how long to wait before the drug is administered. For most children it is about five minutes.
- Staff will take particular care to notice the time at the start of any seizure so that the programme of action can be regulated.
- Every seizure will be recorded and the parent or guardian informed.
- If there is any doubt about the length of time of occurrence of a seizure then a 9 999 call will be activated immediately.

## **5.5 PROCEDURES FOR THE CLASS TEACHER**

The class Teacher will take charge of the situation in the event of a serious injury or illness and will delegate the following:-

- Ensure that an ambulance is summoned. (Dial 9 999)
- Inform the school nurse
- Inform office staff who will ensure that a responsible person is sent to open any gates and direct the ambulance crew to the casualty.

School Nurse/Class teacher to ensure appropriate medical information is given to the adult accompanying the child in the ambulance and that the parents are advised of the situation.

All teaching staff act in loco parentis during the time that the school is open and will therefore exercise the same degree of care as the average careful parent.

If a pupil is taken to the nurse for treatment a class accident form should be filled in and parents informed by phone call or letter that their child has received medical attention.

## **5.6 ACCIDENT REPORTING**

There are three ways to report accidents/incidents or near misses as follows:

## Class Accident sheet

- **All accidents/incidents/near misses** to staff, pupils and visitors must be recorded on this sheet whether or not they result in an injury.

They are to be reported to the class teacher, the Deputy Head Teacher or the School Business Manager who will decide whether further recording is necessary.

## E form to Occupational Health Unit

- **All staff accidents, near misses and incidents of work related violence** (bites, scratches or injuries from pupils are not to be recorded here unless the injured party goes straight to hospital for treatment) must be reported within 24 hours.
- Accidents to pupils and visitors which require the injured person to receive medical attention beyond first aid or attend hospital, a doctor or a walk-in centre.
- Major injuries to pupils on school sponsored or controlled activities away from school.

Information is passed to central management who determine if it is appropriate to pass the details on to the H.S.E. Failure to report incidents is a cause for prosecution.

## RIDDOR form

This form is to be completed when:

- There is a major injury
- An employee is off work for more than seven days as a result of an accident or has returned to work but is not able to carry out their normal duties.
- The accident results in a hospital stay of over 24 hours for the injured party
- The accident is as a result of a dangerous occurrence (fire , explosion, inappropriate use of equipment)
- The accident is as a result of the condition of the premises (e.g. pot holes, ice, worn steps)
- equipment being on the premises (e.g. contractor's machinery)
- lack of proper supervision.
- A communicable disease has been reported
- Non employees go straight to hospital as a result of the accident
- Fatality

This form will be completed by the School Business Manager within one day in the case of a fatality or within fifteen days in the case of any other occurrence.

The H.S.E. (Health and Safety Executive) does not require reports of pupil's injuries arising from collision, slips and falls in the playground in the course of normal activities

Where major injuries are involved, the L.A. Safety Advisor may wish to visit the school and carry out an investigation. It is important to avoid disturbing the site if this is safe to do so.

All accident documentation will be reviewed by the Senior Management team on a monthly basis and school will comply with the Data Protection and Retention Policy at all times.

Parents of pupils who have had an accident need to be notified by the class teacher. The school nurse will advise the class teacher if she thinks the parent needs to seek medical advice or hospital treatment.

Employees should note that the City Council requires medical evidence from the first day of absence in the form of a doctor's certificate to cover any absences from work caused by an injury. A self certification is not sufficient.

Records are kept of all injuries to staff and visitors for a minimum of four years. Pupil accident records are kept until the pupil has reached the age of 22. These may be needed in the event of

subsequent claims for compensation or for submission to the governor's meetings to assist in the management of the school.

### **5.7 AMBULANCES**

A responsible adult will accompany a child taken from school by ambulance. The child's name, date of birth, address and telephone number and any other relevant details will be given to the ambulance crew and the parents/guardians or the next of kin informed as soon as is practical. (Medical information on all pupils can be found in the medical room) Staff should not use their own cars unless their insurance policy covers them for business use.

No attempt to move an injured person will be made until appropriate examination and assessment has been completed. Minor injuries will be treated by the School Nursing Staff (Lindsay Laing and Elaine Power).

### **5.8 PROCEDURES TO FOLLOW FOR ACCIDENTS INVOLVING EXTERNAL BLEEDING**

- a. Normal first aid procedures will be followed.
- b. First Aiders will wear disposable gloves.
- c. Hands to be washed after first aid is given, firstly with gloves and then after the gloves are discarded with Hibiscrub (Kept in each class medical cupboard)
- d. Contaminated cotton wool, plasters, etc. are to be disposed of in the appropriate containers.

### **5.9 MANUAL HANDLING**

Staff at Princes Primary School are to familiarise themselves with The Manual Handling Operations Regulations as set out by the L.A. and all manual handling risk assessments. Rosie Wilson is the key-worker for manual handling and ensures that all staff are informed of manual handling procedures.

Procedures to follow:-

- Avoid manual handling activities, in so far as is reasonably practicable by eliminating the need to move a load or by mechanising the process.
- Where such activities involving risk cannot be avoided they should be subject to a risk assessment.
- The risk of injury should be reduced so far as it is reasonably practical.

Appropriate steps may include:

- Specific training
- Mechanical assistance, such as, trolleys and hoists.
- Specifying that two persons carry out a particular task.
- Providing carrying devices for awkward loads.
- Nominating particular individuals to carry out tasks that are beyond the physical capabilities of others.

There is no such thing as a completely 'safe' manual handling operation but working within the guidelines will cut down risk of injury.

#### **Procedures to follow for good handling:-**

Plan Lifting : Stand with the feet apart giving a balanced and stable base for lifting.

Adopt a good posture : When lifting from a low level bend the knees

Do not kneel or over flex the knees.  
Lean forward a little over the load if necessary to get a good grip.  
Keep the shoulders level and facing in the same direction as the hips.

Keep load close : Keep the load close to the trunk for as long as possible.  
Keep the heaviest side of the load close to the trunk.  
lift smoothly, keeping control of the load.  
Do not twist the trunk when turning to the side, move the feet instead.

Put down, then adjust: If precise position of the load is necessary, put it down first and then slide it into the desired position.

## **6.0 HEALTH, SAFETY AND WELFARE ADVICE**

### **6.1 THE HEALTH AND SAFETY UNIT**

The Health and Safety Unit offers services to help school to reduce accidents, work related ill health and loss. Health and Safety Advisors are accountable to the Corporate Health & Safety Manager for delivering a professional support service to all Council employees.

They will achieve this by:-

- Providing clear and timely advice to school on all health safety and welfare issues
- assisting schools to manage health, safety and welfare issues, in line with changes to legislation and to improve performance in this area;
- producing and/or assisting in the production of, policies and guidance to assist managers in the fulfilment of their duties;
- producing and/or assisting in the production of risk assessments and identification of effective control measures;
- monitoring performance against legal standards and best practice through audits and analysis of statistical data e.g. accident and violent rates. This includes the monitoring of health and safety systems and performance of partner organisations;
- investigating accident and violent incidents, and provide recommendations/remedial actions to prevent reoccurrence;
- liaising and consultation with Trade Union Representatives;

### **6.2 THE OCCUPATIONAL HEALTH SERVICE**

Occupational Health service is responsible for advising and assisting on all work related health issues.

They will provide:-

- helping manage sickness absence through medical assessments and advice on rehabilitation/return to work procedures;
- pre-employment screening, health surveillance, assessments and training;
- information on preventing work related disease and ill health
- promoting health awareness and healthier lifestyles among staff;
- advising the Head Teacher on Occupational Health issues;

## **7.0 CONSULTATION**

Princes Primary School will fulfil its responsibilities to consult with its staff, trade unions and other staff representatives on relevant aspects of health, safety and welfare. Safety Representatives appointed by recognised trade unions will be granted the necessary resources to carry out their

functions as set out in the Safety Representatives and Safety Committee Regulations 1977, as amended by the Management of Health and Safety at Work Regulations 1999.

### **7.1 Trade Union Health and Safety Representatives**

Trade Union Health and Safety Representatives may:

- represent their members in consultation with management;
- make representation to management on any matter affecting the health, safety and welfare of those they represent;
- investigate potential hazards, dangerous occurrences and any health, safety or welfare complaint reported by those they represent;
- periodically inspect the workplace;
- examine potential causes of accidents involving those they represent. Following an accident/incident they may inspect the workplace, related statutory documents and represent their staff group in consultation with HSE inspectors.

This policy is communicated to all staff and contractors via appropriate induction sessions. All staff are accountable for ensuring that this policy is implemented in their area(s) of control.

This policy is to be used in conjunction with the following documents:

- Liverpool Education Authorities Health and Safety Policy (updated January 2012)
- Princes Primary School Fire Evacuation Procedures
- Princes Primary School Business Continuity Plan
- Relevant school risk assessments

**This document does not in itself produce a safe working environment; this can only be achieved with the full co-operation of all staff and others.**

**Failure to comply with this Policy may be regarded as a disciplinary matter and lead to appropriate sanctions.**

**This document is reviewed by the Health and Safety Committee of the Governing Body on an annual basis**

**Liz Lambert Nov 2015  
Health & Safety Co-ordinator**

## Appendix 1 Safe Working Procedures

This Policy is supported by a series of guidance notes, risk assessments and procedures. They have been produced to assist school in ensuring all areas of activities are managed safely, and to assist in developing safe working procedures where appropriate. Below is an example list of topics which may require a safe working procedure.

<b>Procedure</b>	<b>Reference Documents</b>
Accident/Incident/ Investigation & Reporting	<b>Individual class accident forms</b> <b>Online e form</b> <b>RIDDOR form</b>
Emergency Procedures	<b>Fire evacuation procedures</b> <b>Health and safety policy</b> <b>Business continuity plan</b> <b>SRA 17 First Aid activities</b>
Personal Safety & Violence at Work	<b>Violence at work policy</b> <b>SRA 4 School security and personal safety</b>
Lone Working	<b>Lone working policy</b> <b>CRA 01 and 01a lone working risk assessment</b>
Visitor Control	<b>SRA4 school security and personal safety</b> <b>SRA 7 Site traffic</b> <b>SRA12a use and control of contractors for small projects</b> <b>SRA 54 weekend and out of hours use of the premises</b>
Driving & Use of Vehicles	<b>Staff Driver handbook</b> <b>Driver eligibility check</b> <b>Minibus safety policy</b> <b>Staff use of their own car (business insurance)</b> <b>SRA 54 minibus</b> <b>CRA 28 Occupational road risk</b>
Control of Infectious Diseases	<b>Policy for intimate care</b> <b>SRA17 First aid activities</b> <b>SRA55 Swine flu</b> <b>SRA30 infection control</b>
Administration of Medicines	<b>Health and Safety policy</b>
Work at Height	<b>SRA 19 ladder safety</b> <b>SRA 33 working at height</b>
Selection & Control of Contractors	<b>SRA12a use and control of contractors for small projects</b> <b>SRA12b use and control of contractors for large projects</b>
Water Management	<b>Water hygiene management SLA by Knowsley Environmental Ltd</b> <b>Legionella risk assessment</b>
Asbestos Management	<b>Asbestos register</b>
Educational Visits	<b>Out of school visits risk assessment register</b> <b>Out of school visits policy</b>



## APPENDIX 2

### SCHOOL SAFETY ORGANISATION

*This page should be copied, completed and issued to key personnel only*

Name and address of establishment:

**PRINCES PRIMARY SCHOOL  
SELBORNE ST  
LIVERPOOL  
L8 1YQ**

**Tel No: 0151 709 2602  
FAX : 0151 709 2627**

<b>HEAD TEACHER</b>	<b>KATHY BRENT</b>	<b>mobile no :07526621727</b>
<b>DEPUTY ASSISTANT HEAD ASSISTANT HEAD</b>	<b>JO CREE ERIC KEWLEY MAXINE SINNOTT</b>	<b>mobile no 07810183194 mobile no 07840184048 mobile no 07545910287</b>
<b>SBM</b>	<b>LIZ LAMBERT</b>	<b>mobile no 07783508097</b>
<b>CARETAKER</b>	<b>CHRIS FEARON SEAN O'BRIEN</b>	<b>mobile no 07837392582 mobile no 07933437741</b>

The Head Teacher and Deputy Head Teacher can be contacted on their mobiles when they are away from the premises in an emergency:

### KEY PERSONNEL IN THE LINE MANAGEMENT STRUCTURE.

The following are nominated as the school's contact for the areas of employment and activities stated below:

See also the school's Business Continuity Plan

<b>Location</b>	<b>Name</b>	
School fabric (interior and exterior), pool, boiler houses, playground, grounds etc	<b>Chris Fearon Sean O'Brien</b>	<b>Caretaker</b>
Furniture and fittings	<b>Chris Fearon Sean O'Brien</b>	<b>Caretaker</b>
General supervision of classrooms, corridors, stairwells, playground, etc	<b>Chris Fearon Sean O'Brien</b>	<b>Caretaker</b>
Physical Education & Sports Equipment	<b>Eric Kewley</b>	<b>Assistant Head</b>
Outdoor activities and equipment	<b>Eric Kewley</b>	<b>Assistant Head</b>
IT	<b>Eric Kewley Dave Harrison</b>	<b>Assistant Head IT Technician</b>
School visits	<b>Paula O'Donnell</b>	<b>School visit Coordinator</b>
Kitchen and dining room	<b>Anne Renmans</b>	<b>School Cook</b>
Accidents and sickness of pupils	<b>Becky Collins</b>	<b>School Nurse</b>
Accidents to staff	<b>Jo Cree</b>	<b>Deputy Head</b>
Staff sickness and absences	<b>Jo Cree</b>	<b>Deputy Head</b>
Out of hours use of the premises	<b>Liz Lambert</b>	<b>SBM</b>

