



# Thames View Infants

## Health and Safety: Guidance & Responsibilities

### 1. Introduction

- Members of staff must read and comply with all Health and Safety Instructions.
- Health and Safety Instructions will be read at the beginning of each school year. A reminder will be given by the Headteacher.
- All new members of staff will be issued with the Health and Safety Instructions.
- The Headteacher will carry out periodic audits to ensure that each member of staff understood this instruction.
- A register will be maintained to ensure that each person is recorded as having read these Health and Safety Instructions.

1.1 The governors of Thames View Infants recognise their responsibility to provide a safe and healthy environment for the teaching and non-teaching staff, the pupils and other people who come onto the school premises.

1.2 It is the responsibility of the governors, Headteacher and all staff to pursue the objectives of the London Borough of Barking and Dagenham's Health and Safety Policy, which this Academy continues to adopt.

1.3 The governors require every member of staff at the school to take reasonable care for their own health and safety and of other persons who may be affected by their acts or omissions at work.

1.4 Staff are required to co-operate with the governors and Headteacher to enable them to carry out their legal duty on health and safety.

1.5 The governors recognise their responsibility, as far as is reasonably practicable, for the safety of contractors and others carrying out work on the premises.

1.6 Contractors and others working at the school are required to maintain safety standards to protect themselves and all other persons on the school site.

1.7 The governors will co-operate in the appointment of safety representatives by recognised trade unions as set out in the Safety Representatives and Safety Committees Regulations 1978.

1.8 The responsibilities and procedures for the implementation of this policy are contained in parts two and three of this document.

This policy will be reviewed annually.



# Thames View Infants

## Health and Safety: Guidance & Responsibilities

### Responsibilities of the Headteacher

It will be the responsibility of the Headteacher:

1. To make arrangements to ensure that all aspects of the Health and Safety legal requirements are met by the school.
2. To produce a written statement of those arrangements and to ensure that it is brought to the attention of all staff; the statement is to be revised as necessary.
3. To monitor the implementation of the arrangements.
4. To discuss Safety at staff meetings.
5. To ensure that all areas of the school are inspected on a regular basis and potential risks are assessed and remedied.
6. To set up a system for reporting, recording and investigation of accidents, measures to prevent recurrences.
7. To ensure that all visitors, including contractors are aware of the safety and security arrangements of the school and of potential hazards.
8. To ensure that new employees are briefed about safety arrangements and that they are given a copy of the school's safety policy, as well as an opportunity to read it before starting work.
9. To ensure the use of any necessary protective clothing and equipment, and that it is properly maintained and renewed when required.
10. To ensure that effective arrangements are in force to facilitate ready evacuation of the building in case of fire or other emergency, and that fire fighting equipment is available and maintained.

### Responsibilities of the Leadership Team and Governors with Health & Safety Duties

The Deputy Headteacher and senior members of staff will assist the Headteacher in following the school's Health and Safety Policy. They will ensure, as far as is reasonably practicable and in areas for which they have responsibility, that safe practice is observed and that all members of staff fulfil their responsibilities. These are outlined below.



# Thames View Infants

## Health and Safety: Guidance & Responsibilities

### Responsibilities of all Staff

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

1. Take reasonable care for Health and Safety of themselves and others who may be affected by their work.
2. Co-operate with the Governing Body, the Headteacher and Senior Staff to enable them to maintain a safe and healthy work place.
3. Not intentionally or recklessly interfere with anything provided for health, safety and Welfare.

Disregard or failure to comply with safety instructions is a disciplinary matter.

### Responsibilities of Contractors

It will be the responsibility of contractors and others, when working on site to:

1. Explain their work method, with special regard for safety, to the Headteacher or representative for permission to work.
2. Apply current safety legislation, codes of practice and professional guidance to ensure the protection of children, parents, visitors and school employees for all their operations.
3. Apply reasonable safety standards for the protection of their employees.
4. Ensure that equipment and substances provided for use at the school are safe and maintained.



# Thames View Infants

## Health and Safety: Guidance & Responsibilities

### Fire Instructions

#### 1. Introduction

1.1 It is the responsibility of all members of staff to be vigilant and aware of the risk of fire. In the event of fire it is the duty of all concerned to prevent injury or loss of life.

1.2 The Headteacher must ensure that the evacuation procedure is displayed in every room.

1.3 Staff must make themselves aware of the evacuation procedure.

1.4 Each member of the teaching staff is responsible for ensuring that children in their care are taught the routine for evacuation in the event of a fire alarm sounding. This should take place at the beginning of the school year and as necessary thereafter. Staff should make certain that they are familiar with all the means of escape.

1.5 Each member of staff is responsible for ensuring that furniture/equipment is kept clear of escape routes.

1.6 Each member of staff is responsible for ensuring that the school is tidy and nothing is stored close to a heat source.

1.7 The Headteacher will audit this process every term and record the audit in the Fire Log.

#### 2. Evacuation of Premises

2.1 In the event of a fire, activate the nearest fire alarm by breaking the glass and see that the doors immediately surrounding the fire are closed.

2.2 Escort your class to safety carefully watching the whole class as you go. Everybody should walk. Children working outside of their classrooms will be directed by supervising staff.

2.3 Appointed teaching assistants will assist with the evacuation of children with disabilities. It may be necessary to wait until the majority of children have passed so that any undue congestion is avoided.

***The location of the fire may restrict the use of an exit and then an alternative exit must be used.***



## Thames View Infants

### Health and Safety: Guidance & Responsibilities

2.4 On reaching the assembly point, quickly establish that all your children are accounted for. The Office Leader will give teachers their registers. Alert the Headteacher of any children that are missing.

2.5 Do not re-enter the building.

2.6 The Fire Brigade will be called by the Office Leader.

2.7 The Office Leader will alert the Junior school.

2.8 The Office Leader will take the registers to the assembly points and distribute them to teachers. The signing in/out book will also be taken outside.

2.9 Support staff working outside of the classroom, including in the demountable, will take their group of children outside and ensure that they reunite with their class.

2.10 The Headteacher will check that the school premises have been fully evacuated.

2.11 The nursery staff will check the nursery toilets and nursery.

### 3. Evacuation of Hall (at dinner time)

3.1 As space is confined, quickly direct children from a row of tables at a time to leave the room.

3.2 One Midday Assistant should remain and check that all the children have been evacuated.

3.3 Assemble children in the Playground.

3.4 On reaching the assembly point, quickly establish that all your children are accounted for. The Office Leader will give teachers their registers. The signing in/out book will also be taken outside. Alert the Headteacher of any children that are missing.

### 4. Fire Alarm

4.1 The Fire Alarm will be checked each week, by the caretaker. The check will be recorded and any defects reported to the Headteacher.

4.2 There will be a monthly recorded check at a published time, to ensure audibility throughout the school.



# Thames View Infants

## Health and Safety: Guidance & Responsibilities

### 5. Evacuation Practice

5.1 Practice will take place at least once a term. It is the responsibility of the Headteacher to keep a record of drills, with details of the time taken to vacate the premises and any difficulties experienced.

### 6. Fire Fighting Equipment

***Staff should not put themselves or children at risk in attempting to fight a fire.***

6.1 Fire extinguishers are available in readily accessible places throughout the premises. Ensure that you know how to use them.

### 7. Fire Precautions

7.1 Fire exits must always be kept clear.

7.2 Classroom doorways must be kept free of equipment or objects that might fall and prevent the door from opening.





# Thames View Infants

## Health and Safety: Guidance & Responsibilities

### Accidents in School

#### 1. Introduction

- 1.1 All accidents which occur on the school premises must be reported to the Headteacher.
- 1.2 Minor accidents can be reported using one of the two accident books. Major accidents must be reported to the Headteacher immediately, in addition to being recorded on an accident form.
- 1.3 The Headteacher will check the accident book weekly.
- 1.4 The school accident book is located in the school office.
- 1.5 The nursery accident book is with the nursery First Aid Equipment.
- 1.6 Accident forms are available from the school office, from the Office Leader.

#### 2. Accidents to Children

- 2.1 The majority of accidents which occur will be of a minor nature, caused by falling, or playground rough and tumble. These will usually result in minor injury, such as a grazed knee, or bruising. If after treatment and comforting, the child recovers the accident should be carefully recorded in the accident book, with the relevant details.
- 2.2 During playtime and lesson time accidents will be treated and recorded by the nominated First Aiders for the school. During lunch breaks the qualified first aider from within the Lunchtime Team will treat and record minor accidents to children.
- 2.3 Children will be issued with a note to inform their parents of the accident and, if necessary, a letter recommending checking by a doctor or hospital to confirm advice given to parents e.g. in the event of a head injury.
- 2.4 Major Accidents should be reported immediately to the Headteacher. These include:
  - Any head injury
  - Suspected fractures
  - Cuts needing medical attention
  - Excessive bleeding
  - Injuries to eyes
  - Drowsiness



# Thames View Infants

## Health and Safety: Guidance & Responsibilities

- Convulsions
- Illness needing medical treatment
- Child needing to go home

2.5. These accidents must also be recorded and returned to the LA on their specified accident record return, which is found in the school office. A drawing should be attached to show the location and nature of any head injury of significance, together with a map showing where the accident occurred, and where supervising staff were positioned.

2.6 The Health and Safety governor should regularly review the accident book to identify trends and make recommendations, as necessary.

### 3. Accidents to Staff

3.1 Staff must record any accidents which they may suffer, to the LA on their specified accident record return, which is found in the school office. Staff may also wish to complete the report electronically.

3.2 The Headteacher should be informed immediately of accidents which may cause absence from school for the remainder of the day or any following days.

### 4. Accidents to Contractors

4.1 Accidents to contractors working on the premises should be recorded in the staff accident book.

4.2 All contractors must report to the school office or caretaker before beginning work.

### 5. Accidents to Visitors

5.1 Accidents to visitors should be recorded via the same process as for staff.

5.2 Staff aware that an accident involving a visitor has occurred, should report this to the school secretary, who will ensure that a record is made of the incident.

### 6. Reporting of Accidents

6.1 It is the responsibility of the Headteacher to ensure that accidents are reported to the Borough Safety Officer on the Borough Accident Form and to the Health and Safety Executive.





## Thames View Infants

### Health and Safety: Guidance & Responsibilities

6.2 The Headteacher must ensure that the safety representative is informed of incidents.

6.3 Reportable accidents are those which must be reported to Health and Safety Executive (HSE) as defined in *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985*.

6.4 The following incidents must be reported immediately:

- a) Major injury or condition or death of an employee while at work or death of an employee within a year as a result of a work incident.
- b) Major injury or condition or death of a visitor, pupil etc, while at a work place or as a result of work place activities.
- c) An employee suffering one of the scheduled notifiable diseases.
- d) Injuries to an employee resulting in absence from work for three or more days after the day of the incident.
- e) Certain scheduled dangerous occurrences, whether or not injury is caused.

6.5 Incidence in categories (a) (b) and (e) must be reported to the Health and Safety Executive by telephone followed by submission of written details on form F2508, within 7 days.

6.6. Major injuries or conditions are:

- a) Fracture of the skull, spine, pelvis, any bone in the arm wrist (but not hand) and any bone in the leg or ankle (but not the foot)
- b) Amputation of a hand, foot, thumb or toe, or part thereof if the joint or bone is severed.
- c) The loss of the sight of an eye or a penetration or a chemical or hot metal burn to the eye (minor irritations which are resolved with eye irrigation need not be reported).
- d) Any injury requiring immediate medical treatment, or if consciousness is lost as a result of an electric shock or electric burn.
- e) Loss of consciousness because of a lack of oxygen.
- f) An acute illness requiring immediate medical treatment, or if consciousness is lost resulting from exposure to a substance.
- g) Acute illness requiring medical treatment where there is reason to believe that it resulted from a pathogen or infected material.
- h) Any other injury that results in the casualty being admitted immediately into hospital for more than 24 hours.

6.7. Dangerous occurrences include:

- a) The collapse or overturning of any scaffold.
- b) The explosion, collapse or bursting of a vessel, the contents of which are under pressure (e.g. steam boilers, gas cylinders, air receivers fed by a compressor) which results in significant damage to equipment or which might have injured someone.



# Thames View Infants

## Health and Safety: Guidance & Responsibilities

- c) An electrical short circuit or overload attended by fire or explosion which results in stoppage of the plant involved for more than 24 hours and which might injure someone.
- d) A fire or explosion which results in stoppage of the plant involved or normal work in the area for more than 24 hours, if it is due to the ignition of materials or their by products (including waste) used in a work process or finished product.
- e) The unintended collapse of any wall or floor in a workplace, or the collapse of any part of a building under construction.
- f) Any incident where plant or equipment comes into contact with an un-insulated overhead electric line at over 200 volts, or causes an electrical "flash" by coming close to it
- g) The collapse, overturning or failure of a load bearing part of a lifting device, such as a lift, hoist or crane.
  
- h) The accidental release or escape of any substance or pathogen in circumstances which might cause death, major injury or condition or damage to the health of any person

6.8. Reportable diseases which might arise from work in school are as follows:

- a) Occupational asthma arising from work with animals or insects or epoxy resin materials.
- b) Leptospirosis arising from handling animals or work in areas infested by rats (e.g. ponds or waterways).
- c) Hepatitis arising from work involving exposure to human blood products or body secretions and excretions.

## 7. Accident Investigation

7.1 Investigations will be carried out following major incidents to try to establish the cause and so that consideration can be given to remedial measures.

7.2 The investigation will be carried out by the Headteacher and the Staff Safety Representative.

7.3 The following provides a prompt sheet to ensure that all relevant information is collected. All the points below will not be relevant in every case:

- a) Where did the accident happen?
- b) When did the accident happen?
- c) Who was injured?
- d) Who else was involved?
- e) Who witnessed the accident?
- f) What was the injured person doing at the time of the accident? Was the person's action habitual/occasional/rare? If not usual, why was the person doing it?



## Thames View Infants

### Health and Safety: Guidance & Responsibilities

- g) Was the person working under pressure or to a deadline?
- h) Were there any relevant environmental factors?
- i) Were protective measures available and appropriate? Were they used? If not, why not?
- j) Was the person adequately trained to do the activity that resulted in injury?
- k) Was there supervision in force? If not, should there have been? Was it adequate?
- l) Was a defect or design fault in the premises involved? If so, are similar situations to be found elsewhere in the building?