

DHEKELIA PRIMARY SCHOOL

H EALTH, **S** AFEITY AND

E NVIRONMENTAL

P OLICY

DHEKELIA PRIMARY SCHOOL

Health, Safety and Environmental Policy

| Topic | Page No |
|--|----------------|
| General Statement of Policy | 3 |
| The Safety Organisation | 4 |
| The Management of Health and Safety | 8 |
| General Arrangements: | 8 |
| Accidents | 8 |
| First Aid Arrangements | 10 |
| Building and Site Maintenance | 11 |
| Fire Safety and Emergencies | 11 |
| Security | 11 |
| Risk Assessment | 12 |
| Manual Handling | 15 |
| Working at Height | 15 |
| Slips and Trips | 15 |
| Display Screen Equipment | 16 |
| Machinery and Work Equipment | 16 |
| Educational Visits | 16 |
| Play Equipment | 16 |
| Lone Working..... | 17 |
| Information and Training | 17 |
| Personal Protective Equipment | 17 |

General Statement of Policy

In partnership with MOD, the Headteacher recognises her responsibility to provide a safe and healthy environment for teaching and non-teaching staff, students, contractors and other visitors to the premises and will take all reasonably practicable steps within his power to fulfil this responsibility. This does not detract from the responsibility of all individual school users to help to maintain a safe and healthy working environment. Such matters include:

- a safe place of work and a safe working environment
- safe equipment
- safe systems of work
- safe access to and egress from places of work
- the assessment of all significant risks associated with work processes, and the adoption of appropriate precautions
- the provision of adequate information, instruction, training and supervision
- adequate consultation with staff on all matters relating to health and safety, and the fostering of a positive safety culture in the school
- keeping abreast of legislation by obtaining advice from HQ MOD Schools and through persons competent in health and safety matters
- a written system of safety management which includes:
 - the identification of needs and objectives, in order of priority
 - the allocation of appropriate funds
 - the integration of health and safety planning within the School SHEF Management Plan
 - the regular monitoring of progress, and of safety performance, to be used in the planning process
 - an annual review of the safety policy
 - the inclusion of health and safety on the agenda of Headteacher SGC meetings and termly SHEF meetings

Safety Organisation

| Title | Name |
|--|---|
| Headteacher | MRS HELEN LAKEY |
| School Safety Coordinator (if appointed) | MRS EMMA BOYD |
| Deputy Headteacher | CORINNA SUTTON |
| Subject Coordinators (and areas of responsibility, if not obvious) | All teaching staff – see staff handbook |
| Coordinator - COSHH | GEORGE KYRIACOU |
| Coordinator - Manual Handling | MRS HELEN LAKEY |
| Coordinator – Fire and Emergency | GEORGE KYRIACOU |
| Coordinator – First Aid | MRS EMMA BOYD |
| Educational Visit Coordinator (EVC) | MRS HELEN LAKEY |
| Membership of the Health and Safety committee | MRS HELEN LAKEY MRS EMMA BOYD GEORGE KYRIACOU None appointed – MOD Schools SHEF (C) SGT TONY KEENAN (SGC) |

The School Governance Committee

The Governing Body will:

- require the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;

- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body, Vice Chair
- responsibility for the effective implementation, monitoring and evaluation of this policy

Headteacher

The Headteacher is responsible to HQ MOD schools 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 leadership team who comprise of the deputy and assistant headteachers, the site manager and the Health and safety representative.

The Headteacher, assisted by the management team, is required to:

- establish a structured system of safety management, in accordance with MOD guidance and the MOD Safety Policy, comprising:
 - the identification of safety requirements and objectives
 - the clear identification of priorities
 - the incorporation of safety requirements and future objectives in the development and budget planning of the school, and where appropriate, inclusion in the School SHEF Management Plan
 - the regular monitoring and review of safety performance, progress and future needs so that this information is fed back into the planning process.
- implement a system for protecting all persons on the premises, or involved in school activities, from risks which are reasonably foreseeable
- coordinate any necessary safety arrangements with any contractors working on the site
- implement such procedures as are necessary to comply with all legislation concerning health and safety, in accordance with MOD guidance
- provide regular reports on significant issues and general progress to HQ MOD Schools
- foster the growth of a positive safety culture, in which all the staff share the aim of continuous improvement in health and safety.

The Deputy Headteacher

The Deputy Headteacher assists the Head in the day-to-day management of the school, and deputises for the Head during any period of absence.

The Assistant Headteacher

The Assistant Headteacher assists the Head and the Deputy Headteacher in the day-to-day management of the school with a specific focus on inclusion.

Phase Leaders

The Phase leader for Foundation Stage, Key Stage 1 and Key Stage 2 is responsible to the Headteacher for the safe management of the phase, in accordance with MOD guidance and the MOD Schools Safety Policy, and for implementing all school procedures relating to health and safety.

The Phase leader will identify and clearly prioritise both the immediate and long term requirements of the phase, with regard to health and safety, and provide this information to the Headteacher so that it may be included in the normal budget planning arrangements.

- Phase leaders will make appropriate arrangements for the periodic monitoring of safety standards, arrangements, and progress towards identified objectives. He/she will report the results to the Headteacher, for incorporation in the regular review of safety matters and inclusion, where appropriate, in the School SHEF Management Plan and/or budget planning.

The Phase leader will assist in the fostering of a positive safety culture within their department.

Site Manager

The duties of the site manager are carried out under the direction of the Headteacher and the Health and Safety Representative.

The site manager is responsible to the Headteacher for the safe management of the school site, in accordance with MOD guidance and the MOD Safety Policy, and for implementing all school procedures relating to health and safety.

The Site Manager is responsible for the timely identification of health and safety matters during the course of daily locking and unlocking activities.

The Site Manager will identify and inform the Headteacher (or Leadership team in her absence) and the health and safety rep of any requirement, with regard to health and safety and will work, in line with local Station procedures to report, monitor the implementation and quality of work to remedy issues identified. The Site manager will ensure that all works are recorded and logged for tracking purposes.

The Site Manager will be responsible to ensuring the safe working of contractors on site by making sure that they sign in, read the health and safety notices and are briefed on safe working practices in the school environment. The Site Manager will work with the Headteacher or appropriate phase leader to co-ordinate the work of contractors to minimise disruption to learn and ensure the safety of all.

The Site Manager will make appropriate arrangements for the periodic monitoring of safety standards, arrangements, and progress towards identified objectives. He/she will report the results to the Headteacher, for incorporation in the regular review of safety matters and inclusion, where appropriate, in the School SHEF Management Plan and/or budget planning.

The Site Manager will assist in the fostering of a positive safety culture within their department.

All Staff

Section 7 of the Health and Safety at Work Act places duties on all staff to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and to cooperate with the employer and his representatives so far as is necessary in order for the employer to fulfil any of the relevant statutory provisions.

Section 8 of the Health and Safety at Work Act makes reckless interference with or misuse of anything provided in the interest of health, safety or welfare an offence.

Health and safety legislation requires all staff to:

- use all materials, machinery and equipment etc in accordance with the information, instruction and training which they have received
- report immediately to their line manager any defects in the equipment etc.
- report immediately to their line manager any serious and immediate danger to health and safety
- report to their line manager any matter which they, taking into account their instruction and training, would reasonably consider represented a shortcoming in the protective arrangements for health and safety (it is sufficient to report a given matter once only, and not to have to repeat it)

All members of staff are responsible for:

- observing all instructions on health and safety issued by Service Children's Education SHEFA and/or Director, Headteacher, Key Stage Leader or any other person delegated to be responsible for a relevant aspect of safety

- observing all safety rules relating to the use of specific machinery or equipment
- reporting all accidents to their Key Stage leader/ Health and Safety Co-ordinator or Headteacher, and ensuring that an accident report form is completed
- reporting all potential hazards to health and safety to the Headteacher, Health and Safety Co-ordinator or site manager

The Management of Health and Safety

The Management of Health and Safety at Work Regulations require that a thorough and modern system of safety management is adopted as described in the SCE(MOD) Safety Policy 2014.

General Arrangements

Meetings of the Health and Safety Committee

Purpose of Meetings:

- To direct and coordinate the necessary planning for Health and Safety, and to draft the School's Safety Policy
- To review, prioritise and direct the safety initiatives arising from:
 - plans submitted by departments and/or coordinators
 - reports concerning safety inspections, audits, accident reports and other means of monitoring performance
 - new information or guidance received from HQ MOD Schools or enforcing authorities
- To audit all parts of the safety management system on an ongoing basis.

Frequency of Meetings

Termly meetings are conducted; minutes will be taken and displayed on the Health and Safety board in the school office. The school will also ensure representation at the quarterly station SHEF meetings led by DHK HQ SHEFA/QM.

ACCIDENT REPORTING PROCEDURES

1. It is a legal requirement that every workplace must have an efficient and formal means of reporting and recording accidents.
2. Within MOD Schools the recording and reporting procedures are as follows;

- a. Pupils suffering minor injuries following an incident are to have the details recorded through the schools in-house accident reporting format. Parents will be informed.
- b. If the following applies;
 - (i) Pupils require external medical assistance (whether at the time of the incident or after school hours but relating to an incident in school)
 - (ii) Staff injured at work (but require less than 3 days away from the workplace).

Parents must be notified immediately in the case of a pupil. **The incident must be recorded and reported by filling in the relevant details on the MOD Accident Reporting Form 510.** This can either be done by the injured party, if an adult, or by somebody else on their behalf. The Accident Report Form must be filled in electronically and then sent to the Lead SHEF Advisor as an attachment to an email (SCE-SupSvcS-SHEFAdv@mod.uk) as soon as possible after the incident an investigation should take place (see leaflet 20, 20a and 20b SCE SHEF Manual)

- c. In all other circumstances;
 - (i) A pupil is admitted to hospital following an incident occurring in school or school activities
 - (ii) A member of staff requires more than 3 days away from the workplace
 - (iii) All incidents involving contractors or visitors

The reporting and recording must be completed as in (b) above but in addition the Lead SHEF Advisor must be informed by telephone within an hour.

d. **Near Misses:**

Near Misses are to be reported and kept with in-house accident records.

e. **Dangerous Occurrences:**

Dangerous Occurrences are to be reported as follows: **The incident must be recorded and reported by filling in the relevant details on the MOD Accident Reporting Form 510.** The Accident Report Form must be filled in electronically and then sent to the Lead SHEF Advisor as an attachment to an email (SCE-SupSvcS-SHEFAdv@mod.uk) as possible

after the incident an investigation should take place (see leaflet 20, 20a and 20b SCE SHEF Manual)

4. **Definitions:**

- Accident** Any injury or occupational disease to a person or which caused/had the potential to cause a RIDDOR dangerous occurrence. See Annex C
- Incident**
- a) An event which causes loss or damage to property, plant or equipment due to a shortfall in safety measures.
 - b) An intervention or enforcement notice from an internal or external regulatory body.
 - c) Contamination of an individual or workplace by an article contaminated with Chemical, biological or radioactive (CBR) material,
 - d) A CBR contaminated article being lost from institutional control.
- Near-miss** An event that, while not causing harm, has the potential to cause injury, damage or ill health but which was avoided by circumstance or through timely intervention

5. Contact details for advice and the reporting of accidents are;

- Lead SHEF Advisor: Ron Oakley
- MOD Schools SHEF Advisor *none appointed*
HQ Service Children's Education,
Portacabin 6
Trenchard Lines
UPAVON
Wilts
SN9 6BE

Tel: 0044 1980 615853

e-mail: SCE-SupSvcs-SHEFAdv@mod.uk

First Aid Procedures

1. The requirement for first aid provision for employees is laid down in the Health and Safety (First-Aid) Regulations 1981. The general responsibility for taking reasonable care of pupils is enshrined in common law under the *in loco parentis doctrine*.

2. All medical issues should be directed to the school office. The office staff are qualified in First Aid or will be able to contact a suitably qualified individual to deal with concerns. The medical room is next to the school office and close to the Headteacher's office. Ideally children should be sent to the office with an adult. If this is not possible, the child should be accompanied by a minimum of 2 other children.

3. If a child has an accident and is not moving, the child must not be moved. Assistance should be sent for from the school office.
4. If the medical issue cannot be resolved by the office staff then emergency services should be contacted. Parents should be contacted after the emergency services and not before.
5. At break time whilst using the main playground areas, children who require minor medical attention will be dealt with by first aid trained staff on duty on the playground and recorded in the First Aid Log. For more serious injuries and bangs and bumps to the head children should be taken to the First Aid room next to the school office. All children must be accompanied by another child. The first aider on duty will record details of the accident/illness in the log book for future reference.
6. Any instance of head collision must be reported to parent utilising the banged head letter held in the first aid room. This letter will be taken home with the children. Accidents/illness of a more significant nature should be reported to parents.
7. Children who are sick or have diarrhoea should be sent home immediately. Current Public Health England Guidelines recommend a period of 48 hours from last episode of diarrhoea or vomiting.

Building and Site Maintenance

This is the responsibility of the Site Manager in conjunction with the Headteacher.

Fire Safety and Emergencies

The Headteacher, in conjunction with the Site Manager is responsible for ensure that:

- The fire risk assessment is completed for each building. Several parties should be involved in the completion of this task
- Fire and Earthquake drills should take place each term
- The following arrangements for fire precautions should be in place to ensure that:
 - Flammable liquids are stored in a locked metal cupboard
 - Fire doors are always closed and never wedged open
 - Waste materials are collected daily and are stored in the appropriate place until collection
 - Electrical equipment not in use is always isolated from the mains

The Health and Safety Representative will check termly and verify the records maintained by the site manager as directed by the local Fire Service and SCE SHEF Manual.

Security

The school has adopted a signing in systems and issues visitors' badges to authorised visitors. Dhekelia Primary School has an electronic key pad entry system on the front door. There is a single point of access for all visitors to the site (school office) and contractors to the Site Manager's office. Currently access to the school is controlled by an electronic gate system between the car park and the main site.

Such measures enable the school to be secure and safeguard staff and students against the risks of unauthorised entry to the buildings.

Risk Assessment

1. The Management of Health and Safety at Work Regulations require employers to undertake suitable and sufficient risk assessments. However, the Regulations do not necessarily require the elimination of all risk but employers are required to protect people so far as reasonably practicable. Part of this protection involves an informed, rational and structured evaluation of the risks presented by working practices and/or the working environment. The MoD through its Line Managers is legally required to assess the risks in the workplace so that an effective plan to control the risks can be put in place.

2. A risk assessment is nothing more than a careful examination of what, in your workplace or processes could cause harm so that you can weigh up whether you have taken enough precautions or whether you could do more to reduce the risk to a lower level. In MOD Schools the responsibility for ensuring risk assessments are conducted lies with Line Management. The task is often delegated to another member of staff but it must be understood that the responsibility for ensuring all risks have been assessed cannot be delegated.

3. The person conducting the assessment must be competent. This means they must have understanding of the risk assessment process as well as knowledge of the task they are assessing. This will often mean that it will take involvement from more than one person. For example, if an assessor has competence in conducting assessment but little competence in the task then an assessment will need to be conducted in conjunction with an expert in that field.

4. In order to conduct a risk assessment successfully it is necessary to understand the difference between a hazard and a risk:

- a. A Hazard – can be defined as something with the potential to cause harms e.g. a moving vehicle.
- b. The Risk – is the likelihood of harm occurring when in contact with the hazard and weighed against the potential consequences. e.g. if a child is hit by a moving vehicle the risk is that they will be killed/seriously injured and with no

control measures in place to protect them from the hazard that is very likely to happen and therefore clearly a high risk.

5. Risk assessment is a subjective but logical process which can be broken down into 5 Steps:

a. Step 1 Identify the hazard:

- Review the task and or work area, talk with the persons involved and identify any hazards. Assessment is not limited to normal work activities. Open days, displays etc if organised by a School or department or taking place on MOD property or using MOD owned equipment, shall be subject to risk assessment. Remember to include hazards arising from normal activities and the potential hazards if things go wrong. Focus on the reasonably foreseeable (that is an event that can logically be predicted to occur and which could result in harm) not remote possibilities. Tasks/activities that pose trivial safety consequences should not be subject to risk assessment.
- It is important to remember that an effective risk assessment looks at the whole activity not individual hazards.

b. Step 2 Decide who might be harmed and how:

- For each hazard establish who might be harmed, it will help to identify the best way to manage the risk. This does not mean listing everyone by name, but rather identifying groups of people, e.g. staff in rest rooms, visitors, members of the public etc.
- In each case decide how they might be harmed, i.e. what type of injury or ill health might occur. For example, stores personnel may suffer back injury from repeated lifting of boxes.
- Some workers have particular requirements, e.g. new and young workers, women of child-bearing age, new or expectant mothers and people with disabilities may be at particular risk.
- Shared workplaces present particular problems. Risk assessments should consider the effect of the activity on other workers. Line Managers should also ensure that they are familiar with the risk assessments produced by other groups within the workplace that may affect their staff.

c. Step 3 Evaluate the risks and decide on precautions

- Evaluating the risk is a subjective process which becomes easier with experience.
- If the product of the hazard severity and likelihood of occurrence is 1 or 2, then the item being assessed is categorised as Low risk. Similarly if the

score is 3 or 4 then the risk category is Medium while scores of 6 or 9 signify a High risk category. When recording the Risk Rating include the individual “Likelihood” and “Consequence” scores, this allows resources to be targeted at the right areas.

- The legal requirement for most health and safety regulations is to reduce the risk of harm so far as is reasonably practicable. The level of acceptable risk is dependent on circumstances, e.g. the perceived risks of working in an office environment are different to those of working in a military front line hostile environment. It is the Line Managers responsibility to decide when the level of risk is acceptable, a well-constructed risk assessment will aid in this decision.
- The first step in evaluating the risk is to establish what controls are currently in place, it is important that this is based on what is actually being done not what is thought to be done. The second step is to decide whether anything else can and needs to be done, this could involve the introduction of additional control measures or better implementation of existing control measures.
- If the need for additional control measures is identified their implementation needs to be managed, this will require identification of ownership and the setting of implementation dates. Large numbers of additional control measures should be addressed in priority order, the most affective being implemented first. Once additional controls have been identified the risk rating is to be recalculated and recorded in the “Residual Risk” column. If existing controls are considered adequate the “Additional Controls” section of MOD Form5010a should be marked “Controls Adequate”.
- When assessing risks the following points should be considered:
 1. Can the hazards be eliminated altogether?
 2. Can the risks be controlled so that harm is ‘most unlikely’?
 3. Is there a less risky option?
 4. Can access to the hazard be eliminated or reduced e.g. barriers, guards etc?
 5. Can the work be reorganised to eliminate or reduce the risks?
 6. Is additional welfare facilities required e.g. first aid or washing facilities for removal of contaminates?
 7. Is Personal Protective Equipment (PPE) required? The use of PPE is a last resort and should not be preferred to other forms of risk elimination

or reduction. It should also not be used as a single control measure but only in conjunction with other control measures.

d. Step 4 Record your findings and implement them:

- On completion of the risk assessment the details must be recorded and the assessment brought to the attention of all those who are at risk or are responsible for implementing the control measures.
- The recording of the risk assessment shall be clear and concise; it is to be easily read with the minimum use of acronyms.

The most important part of any risk assessment is effective implementation of the control measures. Once implemented Line Management is to ensure that the control measures remain effective and that staff are compliant with the risk assessment requirements.

e. Step 5 Review your assessment and update if necessary:

- Risk assessments are to be regularly reviewed to ensure they remain suitable and sufficient.

A review is to be conducted:

1. Annually.
 2. If there is reason to doubt the effectiveness of the assessment.
 3. Following an accident or near miss.
 4. Following significant changes to the task, process, procedure or Line Management.
 5. Following the introduction of more vulnerable personnel, e.g. persons who are not familiar with the process, task or environment, persons who may have special needs.
- If following review there are no changes to be made to the assessment, the Line Manager is to sign and date the original assessment confirming that it is suitable and sufficient.

Manual Handling

Staff, pupils and other school users should only attempt to lift and carry objects if confident to do so. Please inform the School office if an object needs moving and help is required. All staff are responsible for reading the manual handling guidance held in the School office and following these guidelines. Wherever reasonably practicable, procedures and practices should be changed to eliminate or otherwise reduce manual handling tasks.

Working at Height

All staff are responsible for reading the Working at Height guidance held in the School office and following these guidelines.

Slips and Trips

It is a staff member's responsibility to report any slip and trip hazard to the Site Manager and the School Office and effectively cone off an area so that no accident occurs. Please be aware that this is everyone's responsibility.

Display Screen Equipment

1. Display Screen Equipment (DSE) users who have static workstations and use laptops and iPads must complete their own DSE risk assessment annually. These should be reviewed by the Health and Safety Representative and the line manager.
2. Staff, pupils and other school users must make all reasonable efforts not to look directly into the beam of an overhead projector.

Machinery and Work Equipment

All new machinery and work equipment should be selected through assessment to ensure that it is appropriate for the intended purpose. All such equipment must be maintained in safe working order.

Educational Visits

MOD believes that students can derive immense educational benefit by taking part in off-site visits. The knowledge and experience gained beyond the classroom can consolidate and extend the taught curriculum within it. Taking part in problem solving, decision-making and residential experiences both at home and abroad can enhance the development of personal and social skills.

An Off-site Visit is defined as pupils going 'beyond the school gates' to pursue an activity organised by the school. Activities may take place during or after the school day, at weekends or in school holidays and will have an educational basis

Where a member of staff propose to arrange an off-site activity the approval of the Headteacher who is the Educational Visits Coordinator (EVC) must be obtained before any commitment is made on behalf of the school. Sufficiently detailed proposals must be provided by the member of staff to allow for an informed decision to be made.

Visits will fall into a 3 Category approval / monitoring process:

Category A – visits vetted at school level only

Category B – visits over which MOD Schools need to keep a watching brief

Category C – visits for which MOD Schools must be asked to approve at the outset of planning

Where the off-site visit involves high-risk activities, the group being away for a period of more than 24 hours, an overnight stay, an activity on or near water or a journey by sea or air, the Head teacher/EVC will seek the approval of the Outdoor Education Adviser before sanctioning the activity. All staff should refer to the SCE (MOD Schools) Outdoor Educational Visits Policy 2005 which is currently the most recent document provided by our local authority.

Play Equipment

The school play equipment is to be checked regularly by the site manager and inspected monthly by CSP as part of the DIO contract. The Site Manager is responsible for ensuring that all inspection visits are logged and recorded. Those records to are to be annually verified by the Health and Safety Representative.

Lone Working

All staff are responsible for reading the Lone Working Risk Assessment and associated policy which is held in the School office and available on the computer network and following the control measures.

All staff are to make themselves aware of the appropriate procedures for contacting emergency services within the ESBA. **All staff to be aware that 112 is the emergency number and that when requesting a service the caller must state the location is on the Eastern Sovereign Base Area (ESBA).**

Information and Training

Staff will be provided with appropriate information and training to enable them to undertake and supervise school activities. Examples of such activities include the safe use of substances, machines and other items of work equipment. Any specialist safety training requirements should be identified through training needs analysis, prioritised and costed to allow appropriate allocation of the school's training budget.

Personal Protective Equipment

1. The cleaning of PPE is vital to protect against illness and disease. Simple cleaning can be carried out by the user but more complex cleaning requirements must be carried out professionally. Where PPE is shared e.g. safety goggles for pupils, these items must be cleaned after use. This will prevent the transfer of infections from one person to another e.g. conjunctivitis.

2. In Dhekelia Primary School, it is an individual staff member's responsibility to request PPE if deemed necessary to carry out an activity safely. Training will be provided, if deemed necessary and appropriate by the school.

3. Staff are responsible for reading the school Intimate Care Policy and First Aid Policy and following those procedures. (e.g. wearing gloves when dealing with bodily fluids and the safe disposal of them)

Headteacher: Mrs Helen Lakey

Health and Safety Representative: Mrs Emma Boyd

Date: 4 January 2017

Signature(s): *Helen Lakey*