

# **The Chelmsford Learning Partnership MULTI ACADEMY TRUST HEALTH AND SAFETY POLICY ARRANGEMENTS for Perryfields Infants School**

**These arrangements are specific to each school and will help to ensure that the aims and objectives of the CLPs Trust's Health and Safety Policy are implemented.**

## **Health and safety poster**

The Health and Safety Information for Employees Regulations requires the school to display an approved. The poster at this school is displayed in the staff room.

### **1. Accident Reporting, Recording and Investigation**

- General 'bumps & scrapes' are recorded in the pupils medical book, parents are informed if applicable i.e. bumps to heads or cuts. This book is monitored periodically by the head teacher
- All other accidents must be reported to the office staff who will issue an Accident form on designated MAT accident reporting form. The head teacher will carry out the investigation.
- Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) will be actioned by the Headteacher who will also inform the Caretaker.
- Fatal or major injuries must be reported immediately to the Head Teacher and Trust CEO.
- Details of all accidents will be brought to the attention of the school's L.G.B. Committee, where they are discussed and trends can be identified. If required, measures to prevent reoccurrence will be implemented.

### **2. Asbestos**

Please refer to the school's Asbestos Management Plan for further advice and guidance. A copy of this must be held by the school's Caretaker. This document is held in the H&S folders and maintained and monitored by the caretaker with support from SLA H&S.

### **3. Bodily Fluids & Clinical Waste**

All staff notify the caretaker of any spillages or accidents. The caretaker will use spill kits to clean these up and disposes of the waste in conjunction with the proper procedures.

### **4. Contractors and Visitors**

All visitors and contractors must report to the school reception. They will be signed in and be given an identity / visitors badge. They will be informed of the schools emergency procedures, how to report accidents and incidents and shown other relevant information such as the asbestos management plan. On leaving the site they will be required to sign out at reception. Contractors must inform the caretaker of the work / actions that have been carried out and any further work that is required.

Trust contractors appointed through the Caretaker will have been made aware of the Trust's health and safety policy by the Caretaker. Occasional / ad hoc contractors must be made aware of key health and safety issues on arrival at the site, relevant to the work they are doing.

Before any work commences, the school will ensure that all relevant staff have been informed of the works being carried out and the areas that are likely to be affected, as well as the duration and timing of the works. The contractor will be appropriately supervised by school staff whilst on site. The emphasis must be to stop any unsafe activity until the school are satisfied with the health and safety practices or procedures.

## **5. COSHH (Control of Substances Hazardous to Health)**

- An inventory of all hazardous substances used on site must be held by the Caretaker and reviewed regularly.
- All regularly used products will have material safety data sheets (MSDS).
- The arrangements for the delivery of hazardous substances to schools will be managed by the Caretaker.
- Any new products that are brought into schools that have a hazard warning symbol and there is a 'significant' risk of harm from the product in its use, miss-use, quantities or storage, will require a risk assessment to be undertaken.
- COSHH risk assessment forms are available on the PCS website.
- The Caretaker will maintain a record of hazardous substances used by the cleaning contractor and other contractors.
- Any decanted substances should clearly display the product name, information, dilution rates and safety information.
- The Science, D&T, Caretaker and cleaners, and Art departments must have their own departmental procedures and arrangements for the storage, use, handling and production of hazardous substances. Reference should be made to particular Science, D&T or Art Health and Safety Policies

## **6. Radioactive Sources N/A**

## **7. Defect Reporting Procedures**

All staff have a responsibility for their own and others health and safety and are therefore responsible for ensuring that any defective, damaged, poorly maintained or untested equipment is reported. In this school, defects should be reported to the caretaker via the Hazards Book which can be found in the office

Any faulty equipment must be taken out of use and if appropriate labelled 'Do not use'. Information about the faulty equipment should be brought to the attention of the appropriate Line Manager, so it can be logged, actioned and monitored.

## **8. Display Screen Equipment (DSE)**

The Trust has a duty to undertake risk assessments of the workstations of staff that habitually use a computer. A 'user' is defined as a member of staff who habitually uses display screen equipment daily as a significant part of their normal work. Significant is taken to be continuous / near continuous regular spells of an hour at a time e.g. admin staff. All schools will have their own local DSE policy in place, please refer to that. All schools policies ensure that:

- For 'users' a DSE assessment should be carried out by their line manager or as a self-assessment.
- Staff identified as DSE 'users' shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician paid for by the school (and corrective glasses if required specifically for DSE use).

## **9. E-Safety**

Please refer to the Perryfields Infants School E-Safety Policy 2018

## **10. Electrical Equipment (Fixed and Portable)**

- Any electrical faults should be reported immediately to the site team who will resolve them or inform the Caretaker. Any faulty fittings (e.g. cracked sockets etc) should be isolated until repaired.
- Portable appliance testing (PAT) is arranged by the Caretaker.
- Staff must not bring electrical items in from home.
- The periodic inspection of fixed electrical installations is arranged by the Caretaker.
- Where it is necessary to use an electrical extension lead this must be only as a temporary measure. Extension leads should be fully unwound always when in use. No extension lead is to ever be plugged into another extension lead.
- Third parties hiring school facilities must provide evidence that any electrical equipment brought on to school premises has passed a PAT test within the last year.

## **11. Personal Protective Equipment**

- Personal Protective Equipment (PPE) will be provided free of charge and must be used where it is identified as a control measure.
- The Class Teacher is responsible for periodic checking of the equipment and the teachers or responsible adults are responsible for ensuring the equipment is worn by the pupils when required.
- Pupils will be provided with information, instruction and supervision when there is a requirement to wear PPE as a control measure.

## **12. Risk Assessments**

**Perryfields Infants school will ensure:**

- Risk Assessments are completed for all activities where there is a foreseeable risk of injury or harm occurring.
- All staff can access copies of the risk assessments relevant to them which can be found in the H&S folders.

- All staff must make themselves aware of the risk assessments applicable to their roles and activities. They must highlight any requirements for a review, amendments or additions to risk assessments.
- Risk assessments will be reviewed annually and after any incident relating to the activity or premises that has been risk assessed.
- A specific Risk Assessment for expectant mothers will be undertaken. Please see relevant procedure.
- All educational visits will have recorded risk assessments. Please see educational visit policy.

### **13. Safeguarding**

The Board of Directors fully recognises its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure there are adequate arrangements within each school to identify, assess, and support children who are suffering harm.

- The Trust has a Safeguarding Policy which is reviewed annually;
- Each school will have at least two identified Safeguarding leads;
- All staff will receive safeguarding training on appointment which will be updated on a regular basis.

Please refer to the Safeguarding Policy for further advice and guidance