

## HEALTH AND SAFETY POLICY

**Committee:** Resources Committee

**Adopted:** September 2019

**Review Date:** September 2020

### Introduction

Ensuring that health and safety are safeguarded, so far as is reasonably practicable, ranks equally with any other managerial or supervisory responsibility. There is also a legal and moral responsibility on all employees to safeguard their own health and safety and to co-operate with the employer by following established procedures and bringing to the attention of school management any health and safety problems of which they are aware.

**The objectives of this policy are to ensure:**

- a safe, healthy and stimulating environment
- the provision of safe equipment
- suitable procedures for all staff and pupils involved in school activities
- educational visits are conducted according to the LA safety guidance.

<p><b>POLICY:</b> To ensure that staff are aware of the roles and responsibilities of each and everyone in order to make the school a safe environment for all.</p>
---

### Monitoring & Review

This policy statement is the responsibility of the Governing Body's Resources Committee and is ratified by the Full Governing Body. The committee will review the policy statement regularly and will do so in discussion with Headteacher, staff and governors.

## HEALTH AND SAFETY POLICY

### STATEMENT OF INTENT

#### *INTRODUCTION*

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- preventing accidents and work related ill health.
- compliance with statutory requirements as a minimum.
- assessing and controlling risks from curriculum and non-curriculum work activities.
- providing a safe and healthy working and learning environment.
- ensuring safe working methods and providing safe working equipment.
- providing effective information, instruction and training.
- consulting with employees and their representatives on health and safety matters.
- monitoring and reviewing our systems and prevention measures to ensure they are effective.

- setting targets and objectives to develop a culture of continuous improvement.
- ensuring adequate welfare facilities exist throughout the school.
- ensuring adequate resources are made available for health and safety issues so far as is reasonably practicable.
- Trade Union Safety Representatives play a valuable role and the Governing Body recognises the mutual benefits that will arise from supporting their work.

A Health and Safety Management System will be created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

## **ORGANISATION**

### *INTRODUCTION*

In order to achieve compliance with the Governing Body's Statement of Intent the school's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management is attached at Appendix 1.

### *THE GOVERNING BODY*

The Governing Body has the responsibility to ensure that:

- a clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- persons have sufficient experience, knowledge and training to perform the tasks required of them.
- clear procedures are created which assess the risk from hazards and produce safe systems of work.
- sufficient funds and resources are set aside with which to operate safe systems of work.
- Health and Safety performance is measured both actively and reactively.
- the school's Health and Safety policy and performance is reviewed annually.

### *THE HEADTEACHER*

The Headteacher supports the Governing Body by ensuring that:

- this policy is communicated adequately to all relevant persons.
- appropriate information on significant risks is given to visitors and contractors.
- appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- all staff are provided with adequate information, instruction and training on Health and Safety issues.
- risk assessments of the premises and working practices are undertaken.
- safe systems of work are in place as identified from risk assessments.
- ensure appropriate health and safety notices displayed as identified.
- emergency procedures are in place.
- machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- records are kept of all relevant Health and Safety activities e.g. assessments, inspections, accidents, etc.
- arrangements are in place to monitor premises and performance.
- accidents are investigated and any remedial actions required are taken or requested.

- a report to the Governing Body on the Health and Safety performance of the school is completed termly.

THE SCHOOL HEALTH AND SAFETY CO-ORDINATORS ARE THE HEADTEACHER, SCHOOL MANAGER & SITE AGENT

They are responsible for:

- co-ordinating and managing the risk assessment process for the school.
- co-ordinating the termly general workplace monitoring inspections and performance monitoring process.
- making provision for the inspection and maintenance of work equipment throughout the school.
- keeping records of all health and safety activities.
- advising the Headteacher of situations or activities which are potentially hazardous to the Health and Safety of staff, pupils and visitors.
- ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- carrying out any other functions devolved to him/her by the Headteacher or Governing Body.
- unsafe conditions being reported and dealt with to agreed timescales.

The Health and Safety Co-ordinator must be a senior member of staff. In a small school the Headteacher will undertake this role.

#### *TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY*

This includes Deputy Headteachers, Curriculum Leaders, Key Stage Leaders, Class teachers, Support staff, Clerical Managers/Supervisors, Technicians and Site Agents.

They must:

- apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- carry out regular Health and Safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher or the School Health and Safety Co-ordinator.
- ensure that all staff under their management are familiar with the Health and Safety procedures for their area of work.
- resolve health, safety and welfare problems that members of staff refer to them, or refer to the Headteacher or Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- ensure all accidents are investigated appropriately.
- include health and safety in the annual report for the Headteacher.

#### *SPECIAL OBLIGATIONS OF CLASS TEACHERS*

Class teachers are expected to:

- exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- follow the Health and Safety procedures applicable to their area of work.
- give clear verbal and written Health and Safety instructions and warnings to pupils as often as necessary.
- ensure the use of personal protective equipment and guards where necessary.
- make recommendations to their Headteacher or School Manager on Health and Safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with National Curriculum requirements for safety education.
- ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- report all accidents, defects and dangerous occurrences to their Headteacher or School Manager.

### *SCHOOL HEALTH AND SAFETY REPRESENTATIVES*

The Governing Body and Headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or Governing Body.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

### *OBLIGATIONS OF ALL EMPLOYEES*

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- act in accordance with any specific H&S training received.
- report all accidents and near misses in accordance with current procedure
- co-operate with other persons to enable them to carry out their health and safety responsibilities.
- inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- exercise good standards of housekeeping and cleanliness.
- know and apply the procedures in respect of fire, first aid and other emergencies.
- co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are reassigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

### *PUPILS*

Pupils, in accordance with their age and aptitude, are expected to:

- exercise personal responsibility for the health and safety of themselves and others.
- observe standards of dress consistent with safety and/or hygiene.
- observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

### **PROCEDURES AND ARRANGEMENTS**

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements. These procedures and arrangements are relevant and apply to anyone or any group working within our school environment, including Wraparound Care (Kid's Club).

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

All staff are required to ensure that all accidents, incidents and near misses are reported to the Headteacher or member of the SLT. The access/Net Administrator is Amanda Whiteman who will report accidents via the online system and also any RIDDOR incidents as necessary.

Accident reports identifying trends in accidents/incidents are provided to Governors on a termly basis.

The Headteacher will ensure:

- staff are made aware on their induction training of the requirement to report accidents and near misses.
- all significant accidents are reported on the access/Net system
- implement remedial action following an accident where identified and feedback to staff via team meeting any actions or trends to ensure future accidents are mitigated
- ensure any RIDDOR accidents are reported using appropriate systems

#### **Asbestos**

The Headteacher is responsible for the CBC Asbestos Log Book, which is located in the school office.

All contractors have sight of and complete the log book prior to starting any work on the premises. Although the school has not got any asbestos, staff should notify the site agent and Headteacher if any drilling or fixings are required.

#### **Audit**

Termly inspections to be carried out by Headteacher (or deputy), H&S governor and Site Agent with finding reported back to the resources committee to follow up financial issues as appropriate.

Records are kept in the main school office.

Staff records of induction and training are kept by the Headteacher.

The Headteacher must ensure that the buildings are maintained in an optimum condition so that the school can function safely and without interruption to curriculum delivery. Also, any building projects need to be planned in such a way that the school gets value for money and the works

proceed safely and in compliance with legislation and the end result enhances the life of the school. Buildings should be in good repair and services in efficient working order.

### **Behaviour Management/Bullying**

Relevant policies are in place and reviewed by all staff on an annual basis.

Please see the school's policies on:

- Behaviour (including the Use of Restraint)
- Anti-bullying
- SEND
- Exclusion

### **Catering**

School meal provision is out sourced to Dolce Catering who are responsible for H&S training however, the staff take part in evacuation procedures and raise any H&S concerns for the site via the school office.

### **Caretaking and Cleaning**

This provision is carried out by the premises staff of site agent and three cleaners. Health and Safety issues, maintenance and remedial actions are raised through a book in the staff room and signed off as completed by the site agent.

### **Contractors**

The school currently buys back the professional services of CBC. In most instances approved contractors are used or where local traders are employed, their insurance, H&S responsibilities are checked by the School Manager.

### **Curriculum Safety (including out of school learning activities)**

Where required, subject leaders and teachers will ensure that appropriate risk assessments are made for all activities using guidance that is relevant to the subject area eg BALPPE; CLEAPAA and DATA.

For visits off site, the Educational Visit guidance will be used and any providers risk assessments will be obtained beforehand and attached to the EV form for verification by the Educational Visit Co-Ordinator.

(Requirements for risk assessments to be completed for all school work activities including those off site, specification of staff qualification requirements to teach certain activities – refer to CBC guidance Physical Education and Good Practice, Association for Physical Education – [www.afPE.org.uk](http://www.afPE.org.uk), CLEAPSS (Science), DCFS, DATA (Design & Technology).

### **Display Screen Equipment**

The office staff all undertake an annual review and complete the LA questionnaire and pass this onto the Headteacher for consideration.

### **Educational Visits and Journeys**

The school currently has one EVC, this is Kim Varley.

Staff follow the LA EVC policy and complete the relevant applications and pass these onto the EVC for confirmation. Consideration is given to the experience of personnel supervising the pupils on any visit; number of adults to children required; first aid requirements etc. Permission is required before any pupil is able to go on a visit and up to date field file information is gathered beforehand.

### **Electrical Equipment (fixed and portable)**

No personal items should be brought into and used in school. Portable equipment is checked annually and fixed equipment every 5 years. Defective electrical equipment should be reported to the School Manager for removal from the register.

### **Fire Precautions and Emergency Procedures**

The Headteacher is the responsible person for fire safety. See Fire Safety policy.

The Fire Precautions Officer is Cath Bainbridge.

### **First Aid**

See school first aid policy. Named first aiders are recorded on the relevant posters alongside the first aid boxes. Those with qualifications are re-trained in a timely fashion.

First Aid trained staff are: Jane Germany, Debbie Pigott, Julia Scott, Vicky Ewen, Sherry Hampton, Vicki Green, Angela Cahill, Mandy Mabbott, Kim Varley, Kerry Green, Tracey Carrick, Lyn Longworth, Dawn Payne, Maria Phillips, Vicky Taylor, Kate Whiting, Chris Pond, Clare Hilditch, Amanda Whiteman, Loretta Evans, Sylvia Gianinotti, Nicola Lintott, Jill Jones and Gemma Wood.

### **Grounds Maintenance**

This is managed via contract.

- Training is the responsibility of the contractor
- Visits are all logged in the office signing in/out book

### **Hazardous Substances**

Most substances are those used by the premises staff and are secured in the site agents store. For items used in school there is a COSHH risk assessment (held in the cleaner's cupboard) and details of safety procedures where relevant (H&S file – main office). For subjects such as science, the CLEAPPS guidance is used to ensure the hazards are minimised.

### **Inclusion**

Planning and assessment for SEN pupils is undertaken carefully and include making reasonable adjustments in respect of access under DDA). Where necessary, staff are suitably informed and trained to be able to support pupils safely and effectively.

### **Legionella**

The site agent undertakes regular testing of the water supply as required by the recommended guidance. He records temperatures and reports any irregularities.

A bi-annual safety assessment is undertaken by an external contractor organised through the CBC brought back service. This contractor is Swift Clean.

### **Lettings/shared use of premises/use of Premises Outside School Hours**

See Lettings policy. The policies on Safeguarding and Health & Safety are shared with each group letting the building and each club in school hours. Before agreeing to let school premises to outside bodies the proposed use and responsibility for supervision will be established to ensure that the use is compatible with the individuals, premises and equipment and that residual problems relating to subsequent school use are not likely to arise.

The school makes it clear which areas of the school and which equipment is available during the letting. Groups using the premises outside school hours must be covered by insurance and provide the school with a copy of this insurance prior to the letting.

### **Lone Working**

The Headteacher must:

- carry out a risk assessment and identify lone workers for the school.
- the lone worker must liaise with another member of staff regarding the expected time period they will spend alone and who to contact when arriving or leaving the building and who to contact in an emergency.
- the lone worker must agree the task and equipment to be used with the Headteacher
- the schedule must be pre-arranged with the Headteacher and/or site agent

### **Managing Medicines & Drugs**

Please see the school's policy on administration of medicines.

Prescription medicines may be administered to pupil, but only at the specific request of the child's parent/carer and after the completion of the indemnity form. All such medicines will be stored away from pupils and will only be administered to pupils individually and by a competent adult. Indemnity forms are kept in the school office.

### **Maintenance and Inspection of Equipment**

Site agent undertakes regular inspection of the equipment in school. He undertakes regular testing and notifies the office manager of defects or concerns in order that remedial action may be taken.

### **Manual Handling and Lifting**

Where possible, manual handling is limited and equipment such as a sack trolley is used to help staff move any objects. Additional staff are engaged if large objects need moving eg the staging blocks.

### **Outdoor Play Equipment**

Outdoor equipment is visually inspected by the site agent and any signs of deterioration should be made aware to the Headteacher so that maintenance work can be agreed by the governing body where appropriate.

### **PE Equipment**

Indoor and outdoor equipment is inspected by an approved contractor on an annual basis. Maintenance is carried out as issues are identified. Staff are responsible for writing risk assessments into their lesson planning.

### **Personal Protective Equipment (PPE)**

PPE used in school includes protective First Aid and personal care gloves, gardening gloves, washing up gloves, aprons and reflective clothing.

The Headteacher is responsible for ensuring their staff and pupils understand and comply with the school's procedures on the use of PPE. This includes ensuring:

- PPE requirements are considered when risks are assessed
- suitable PPE is provided and is always easily available to all those who need to use it including permanent staff, pupils and visitors.
- PPE is properly stored, maintained, cleaned, repaired and replaced when necessary,
- adequate information and training is provided to all those who need to use, maintain or select PPE
- any injuries ill health or incidents relating to the use of PPE are investigated, with remedial action taken.
- everyone uses PPE provided properly
- the use and maintenance of PPE is properly monitored and reviewed
- special arrangements are made, where necessary, for individuals with health conditions or religious beliefs that could affect the use of PPE

All PPE users have a responsibility to ensure they:

- use PPE provided properly whenever it is required



- attend training sessions and comply with the training, instruction and information provided
- check the condition of the PPE correctly
- report any losses, defects or other problems with PPE to the office manager or other responsible person.
- report in confidence any personal conditions that may affect their ability to use PPE correctly.

### **Risk Assessments**

The Headteacher arranges the reviews and appropriate training in relation to the individual care plans for pupils and adults in school. The Headteacher is responsible for ensuring risk assessments are in place, implemented and then reviewed by the governing body.

The Headteacher carries out any risk assessments for any pregnant members of staff or members of staff with health problems and any young persons (under 18).

Staff should be responsible for carrying out risk assessments for classroom activities. Other assessments for general use are undertaken in conjunction with the Headteacher (see main H&S file in the main office).

### **Security/Violence**

See policies for school security, personal safety and physical intervention.

### **Site Maintenance**

All staff are responsible for reporting any damage or wear and tear to the site agent / Headteacher. The office manager will ensure that contractors are contacted to rectify any faults in conjunction with the Headteacher / site agent

Larger maintenance works are discussed with the Headteacher and governing body as part of the decoration and maintenance works.

### **Smoking**

There is a no smoking policy in place which covers both the buildings and school grounds. This includes E-Cigarettes.

### **Staff Training & Development**

Staff are given general induction guidance when starting employment with specific detail by their team colleagues eg premises staff on the use of equipment and materials.

### **Stress**

Stress is a legitimate cause of ill-health and the school has an obligation to reduce stress in staff by appropriate risk assessment and any consequent work adjustments.

Risk assessments will be reviewed regularly.

Suitable resources will be provided to support stress management by Human Resources and Occupational Health.

### **Sun Safety**

During the summer months it is important that we protect the pupils in our care from the damaging effects of the sun. Whilst the health of the children is paramount we must also be mindful of the risk of litigation if a child does suffer from excessive sun exposure whilst at school.

The Headteacher requests parents to:

- dress their child in loose clothing that protects the upper limbs

- provide their child with sunhat or cap on hot days
- apply sun cream before the child comes to school. There are products available which provide 8-hour protection and these are advised where possible
- children can re-apply cream themselves provided this is brought in a named bottle and is treated the same way as medicine would be – eg consent form has to be filled in and cream kept in locked cupboard

The Headteacher and the governors should, where reasonably practicable:

- provide shady areas on school grounds
- allow children access to fresh water
- allow children to apply their own sun cream as needed
- be particularly careful on sports days and visits when longer periods of time are spent outside

Children should be discouraged from sharing creams due to risk of infection or allergy.

### **Swimming**

When swimming lessons are provided, they take place at one of the local schools. Relevant risk assessments are undertaken as part of the school visits policy as well as using the providers risk assessments for the use of the pool.

### **Visitors**

All visitors sign in on entry and exit and are given a visitor badge to wear. Disabled parking is available. Visitors are given information on fire evacuation procedures as well as Safeguarding.

### **Work Experience**

Staff work experience or students under 18 have work limitations placed upon them by age. They must receive the same health and welfare protection given to other employees. There is a generic risk assessment undertaken with the school. For other students, the general induction will be undertaken.

### **Working at Height**

See risk assessment in H&S file in main office. Site Agent has ladder training and inspects school ladders on regular basis. For high work, contractors would be employed.

Signed:

Date:

Chair of Governors/Resources Committee