

# NETHERFIELD

PRIMARY SCHOOL

## Health and Safety Policy

Policy administration	
Based on template:	January 2018 / Created by Schools H&S Team
Policy writer:	Peter Hardern
Version number:	20190118
Date of issue:	
Date of next review: (at least every two years)	Jan 2021

## Health and Safety Policy Statement

Our statement of general policy is as follows:

- To promote an effective safety culture throughout the school
- To maintain safe and healthy place of work for employees with safe access and egress
- To ensure that non-employees e.g. pupils, parents, visitors etc., are not exposed to a risk to their health and safety
- To promote effective risk management within play and sport so that an appropriate challenge is provided with an acceptable level of risk
- To provide adequate control of the health and safety risks arising from school activities, including educational off-site visits
- To consult with our employees on matters affecting their health and safety
- To provide safe plant and equipment
- To ensure safe use, handling and storage of substances
- To provide information, instruction, training and supervision for employees
- To ensure all employees are 'competent' to carry out their activities
- To provide adequate welfare facilities for employees and pupils
- To monitor the standards of health and safety performance and ensure continuous improvement in the management of health and safety
- To review the systems in place that manage health and safety and to revise it as necessary on an annual basis

**SIGNED:**..... **DATE:**.....  
(Safeguarding Governor)

**SIGNED:**..... **DATE:**.....  
(Head Teacher)

This policy has been brought to the attention of all employees and is kept readily available for employees in the *main office*.

## Responsibilities

### RESPONSIBILITIES OF THE GOVERNING BODY

The Governing Body acknowledge that as employer, they are ultimately responsible for health and safety in the Academy.

The Governing Body is responsible for:

- Leading an effective health and safety culture
- Integration of good health and safety management with business decisions
- Ensuring that there is an effective and enforceable policy for the provision of health, safety and welfare, and that it is reviewed annually
- Ensuring that the school have access to competent health and safety advice
- Employees or their representatives are involved in decisions that affect their health and safety.
- Carry out and record a formal health and safety inspection of all parts of the premises and site at least annually
- Ensuring a safe place of work for employees and pupils, including safe means of access and egress
- Ensuring that adequate health and safety resources are available to meet health and safety requirements
- Having procurement standards for goods, equipment and services can help prevent the introduction of expensive health and safety hazards
- Ensuring health and safety appears regularly on the agenda of appropriate meetings
- Considering immediate reviews in the light of major shortcomings or events.

### DUTIES OF THE HEAD TEACHER

The Head Teacher is responsible for:

- Demonstrating visible, active commitment to health and safety improvement
- The overall maintenance and development of safe working practices and conditions for all employees, pupils and other non-employees on site
- Ensuring that the requirements of all relevant legislation, codes of practice and school policies are met at all times
- Ensuring safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others
- Consulting with employees, and safety representatives, on health and safety issues
- Ensuring effective means of communication with staff on health, safety and welfare issues
- Ensuring that risk assessments are undertaken and reviewed annually
- Identify the training needs of employees and ensure that they are 'competent' to carry out their activities
- Ensuring that arrangements are made for defects in the premises, its plant, equipment or facilities are reported and made safe
- Ensuring that accident, work-related ill health and violent incidents are reported and investigated as necessary
- Monitoring the standard of health and safety throughout the school
- Ensuring that emergency procedures are in place
- Ensure that staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy and have access to it.
- Authorise all Off-Site Visits. Inform the Governors of all non-routine Off-Site Visits.

## **DUTIES OF LINE MANAGERS & PHASE LEADERS**

The duties of Line Managers and Phase leaders include:

- Day to day responsibility for the health, safety and welfare of employees and pupils
- Ensuring risk assessments are carried out for activities as required
- Ensuring safe working conditions and safe working practices in accordance with legislation and school policies
- Ensuring employees are 'competent' to carry out their activities
- Ensuring new employees are inducted in the safe working practices
- Ensuring all plant, machinery and equipment is inspected and maintained in safe working order
- Ensuring all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment
- Ensuring appropriate personal protective equipment and first aid facilities are provided and readily available
- Ensuring that employees and pupils are aware of the emergency procedures
- Ensuring that hazardous substances are correctly used, stored and labelled
- Ensuring that relevant health and safety warning signs are displayed
- Ensuring effective means of communication with employees and pupils
- Reporting any health and safety concerns to the Head Teacher

## **DUTIES OF THE SITE MANAGER**

The Site Manager's duties include:

- Keeping the building and site in good order and repair and free of waste / litter
- Monitoring the maintenance of plant and equipment e.g. heating boilers, electrical equipment, local exhaust ventilation equipment, pressure systems, gas appliances, lifting equipment (e.g. for disabled persons), passenger / goods lifts, fire alarm system, intruder alarms etc.
- Monitoring the provision and safe use of main services i.e. water, gas and electricity
- Monitoring the inspections and maintenance of plant and equipment - including access equipment i.e. step ladders, ladders, mobile towers etc.
- Monitoring and maintaining effective security arrangements
- Maintaining safe storage of chemicals, hazardous substances and equipment
- Ensuring that deliveries made safely, e.g. by avoiding peak pedestrian times
- Dealing with reported damage and defects
- Monitoring the condition of known asbestos containing materials
- Assisting the Head Teacher and Governors with the annual health and safety inspection
- Undertaking duties in accordance with legionella management requirements

## **DUTIES OF EDUCATIONAL VISITS CO-ORDINATOR (EVC)**

- The EVC will administer the Evolve system for risk assessing off-site visits
- The EVC will sign-off all off-site visits in advance
- Guide staff on the risk-assessment process
- Liaise with the LA's advisor as appropriate (NPS buys into the LA's advice service).

## **DUTIES OF ALL EMPLOYEES**

All employees are instructed to:

- Take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action
- Co-operate with their Line Manager on health and safety matters
- Not to interfere with anything provided to safeguard their health and safety

- Report all health and safety concerns, e.g. hazards or defects etc., to their Line Manager

## Arrangements

### Accident Reporting and Investigation

Accidents to employees are recorded and investigated in accordance with Trust policy using the Every reporting system.

Accidents to pupils and other non-employees are recorded as laid down in the Schools Health and Safety guidance and flowchart. To summarise:

1. Minor pupil accidents, as a result of play e.g. (tripping over own feet, bumping into other children) are recorded locally in a pupil accident report book (dinner times) or sheet (at other times).
2. Pupil accidents where action needs to take place to avoid reoccurrence are recorded on the Every reporting system.
3. Pupil accidents resulting in fractures or other injury that required outside medical attention must be reported on the Every reporting system
4. Of those accidents that 2. applies to, if the pupil goes directly to hospital from school for treatment (rather than a precaution) then these must be reported to the Health and Safety Executive through the Every reporting system.

All accidents are investigated by phase leaders, line managers or the Headteacher.

Reported accidents are monitored termly to identify any trends, e.g. same pupil or accident in the same location.

The Head Teacher is responsible for ensuring certain more serious accidents to both employees and non-employees are reported to the Health and Safety Executive as legally required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations.

### Administration of Medicines

All medication will only be administered with written parental consent.

Only named first-aiders administer medicines:

Medication will be suitably labelled with the contents, dosage, frequency of administration, duration of course, date of prescription and pupil's name.

Records are kept of all administration of medication.

All medicines are stored in a locked refrigerator or cupboard.

Training on the administration of specific medicines is procured from external sources as required.

### Asbestos Management

It is the law that asbestos-containing materials shall not be introduced into the school. If asbestos containing materials pose a serious risk to the health of persons using our premises the materials shall be removed as safely and as soon as possible.

There is no asbestos in the fabric of the building. When the school was refurbished in 2007 all traces of asbestos were removed. Written confirmation of this is available for any contractor.

## Communication

Effective communication between the Head Teacher and employees is undertaken either face to face or through regular staff briefings - the minutes of which are circulated to staff via email.

## Construction work

All construction work is carefully monitored at Trust level.

## Consultation with Employees

Health and safety is a standing item on the agenda of staff briefings. Minutes are taken of such meetings and action taken as required.

Employees are encouraged to report any health, safety or welfare concerns to the Head Teacher or to a nominated person.

The school will consult with the Health and Safety committee in good time:

- The introduction of any measure at the workplace which may substantially affect the health and safety of the employees.
- Information they must give their employees on risks to health and safety and preventive measures.
- The planning and organising of any health and safety training.

The School Health and Safety Committee consists of:

- The Head Teacher
- The Governor responsible for health and safety
- Union representatives
- The Site manager

The committee meets on a termly basis.

A School Health and Safety Committee meeting will be called if requested to do so by two or more members.

## Control of Contractors

As part of the tendering process for any building work, contractors are chosen who can prove their competence in the specific trade.

The Site Manager is responsible for day to day control of contractors, although it is recognised that overall responsibility lies with the Head Teacher.

Contractors are asked to complete and sign an SR77 form before they commence work.

## Curriculum

Risk assessments are undertaken on all lessons where there is a significant risk of injury/ill health. Precautions are included in lesson plans as necessary.

Specialist guidance is provided by:

- Design and Technology through the Design and Technology Association (DATA).
- Physical Education through The Association for Physical Education (afPE)
- Science through the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS)
- Science and Technology (ages 3-12)- "Be Safe!", Association for Science Education.

## Display Screen Equipment

The regulations are applicable to regular 'users' of display screen equipment, e.g. office Staff. A workstation risk assessment is carried out for any employee who meets the criteria of a 'user', using the online system provided on the schools' safety manual.

It is recognised, however, that the guidance should be followed by all individuals who use display screen equipment in order to avoid repetitive strain injury, postural problems and issues which could affect the eyes.

### **Electrical Safety**

All portable electrical appliances in school are checked by a 'competent' person at predetermined intervals: every two years. Records of PAT testing are held on site.

All employees are instructed to carry out a visual inspection of electrical equipment, prior to use for signs of damage or charring, to report defects to the Site Manager so that action can be taken to take the equipment out of use.

The electrical installation is inspected at 5 yearly intervals by a competent person i.e. electrical engineer. Remedial action from the report is undertaken by the school.

### **Emergency Procedures**

Detailed in the school's Emergency Plan.

### **Finger Guards**

Finger guard devices are installed where deemed necessary. They are inspected by the site manager.

### **Fire Safety**

The fire evacuation procedure and plan of the school building noting escape routes and assembly points are displayed in all classrooms.

Fire drills are undertaken termly. Fire training is provided at inductions with new starters.

The Site Manager undertakes all on-site testing (e.g. fire alarm, emergency lighting) and records in the fire log book.

### **First Aid**

First aid facilities are provided at all times employees are at work during normal working hours.

The kits are kept topped-up by the First Aid Coordinator

All first aid treatments are recorded on the relevant form (see Accident Reporting and Investigation above).

Appropriate arrangements are in place for the dealing with bodily fluids.

'Head bumps' are reported to the injured child's parent /carer.

We have adequate numbers of personnel trained in First aid to the following levels:

- First Aiders (FAW)
- Emergency first aiders (EFAW)
- Paediatric trained First Aiders

Further details are available from the Home/School liaison office.

### **Gas equipment and appliances**

All gas boilers / appliances are inspected annually by a 'competent' contractor who is on the Gas Safe Register (PWP).

Gas supplies are capable of being isolated and 'locked off' when not in use.

### Hazardous Substances

Where possible the use of hazardous substances is avoided through the substitution of the hazardous substance for a less harmful one.

A (COSHH) risk assessment is carried out for the use of any hazardous substances used / stored on site, e.g. cleaning chemicals bearing a hazard warning symbol.

Information / COSHH assessments relating to hazardous substances in school are kept in the Site Manager's office.

All chemicals are kept securely under lock and key to prevent unauthorised access.

### Health and Safety Advice

Competent advice is provided through the H&S Support package from the Schools Health and Safety Team (☎ 87 64608/9)

### Housekeeping (and see also under waste / litter)

All employees are responsible for keeping their own workplace in good order i.e. clean, tidy and free of obstructions and slip / trip hazards.

All employees are informed of their responsibilities during their induction.

### Information

All employees are given adequate information on health and safety matters in relation to their work activities, i.e. as identified in the relevant risk assessments.

The Health and Safety Executive (HSE) poster "Health and Safety Law- what you need to know" is displayed in the *school staffroom*.

### Inspections

The following inspection/servicing contracts are in place:

Type
Air conditioning
Catering equipment
Electrical installation
Gas boilers
Gas cookers
Gym equipment (fitness training etc.)
Emergency Lighting
Fire Alarm
Fire Extinguishers
Fire Shutters
Hoists
Lightning conductors
PE and Play equipment
Pressure Vessels (e.g. compressors, steam generating equipment)
Sprinklers
Tree Inspections

### Lettings / Use Premises Out of Hours

The school obtain legal and insurance advice regarding any lettings. Contract with conditions of hire has been completed, signed and approved as necessary.

## **Lone Working**

Lone working situations include home visits, interviewing, responding to alarm activations, working late / early or at weekends or during holiday periods.

Risk Assessments for lone working have been carried out and relevant employees, including peripatetic workers e.g. home tutors, have been consulted and informed.

Employees have been instructed to avoid high risk activities whilst lone working e.g. working at height.

## **Maintenance of plant and equipment**

The Site Manager is responsible for arranging / monitoring and keeping records for the routine maintenance of plant and equipment.

The Site Manager is responsible for carrying out repairs or arranging for repairs to be carried out.

## **Manual Handling**

Employees are instructed to seek assistance when in doubt or where their personal lifting capacity is likely to be exceeded.

Mechanical aids are provided, e.g. trolleys, sack trucks, hoists for disabled pupils, where necessary.

The safe manual handling of pupils, e.g. disabled children, is only carried out by employees who have received specific training provided by a 'competent' provider.

A risk assessment is carried out for manual handling tasks which present a significant hazard.

## **Monitoring and Review**

Health and Safety issues are monitored through effective communication with employees and regular inspections of building and site.

## **New and expectant mothers**

New and Expectant mothers are given special protection by health and safety legislation i.e. Management of Health and Safety at Work Regulations 1999 – regulation 16.

A risk assessment is carried out as soon as the Head Teacher is made aware by the employee and reviewed as necessary.

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

PPE is issued to employees as required, e.g. to the Site Manager, Cleaners and any employee who may have to deal with bodily fluids. P.P.E. is also provided for students, e.g. in science, design and technology and PE, PPE is replaced as required.

## **PHYSICAL INTERVENTION**

The school's approach to physical intervention (use of reasonable force) is covered in the Physical Intervention policy.

## **Playground Safety**

The Site Manager is responsible for ensuring that the playground is inspected prior to use and that harmful items are removed e.g. broken glass etc.

Staff report any identified defects / concerns directly to the Site Manager or Head Teacher.

Play equipment is inspected annually by the site manager.

## Reporting of defects, hazards and near misses

All employees have been instructed to report defects, hazards, near misses to the Head Teacher, Line Manager or Site Manager immediately so that prompt action can be taken to avoid accidents and injury.

## Risk Assessments

Risk assessments, as legally required, have been carried out in consultation with employees and are kept centrally in on the file server.

These are based on the model generic risk assessments available from the Safety Manual.

## Safety Representatives

Under legislation employees who have been appointed as Safety Representatives have legal rights and functions e.g.:

- to represent employees
- to investigate hazards and complaints
- to carry out inspections of the workplace
- to attend safety committees

Safety Representatives have no legal responsibilities other than those of an employee.

## Site Inspections

Arrangements are in place for a joint inspection to be carried out of the building and site, at least termly, by the Health and Safety Committee.

Employees have been instructed to report any damage / defects to the Site Manager or Head Teacher.

## Slips, trips and falls

Slips, trip or fall hazards e.g. damaged carpets / floor tiles, raised paving slabs etc. are reported to the Site Manager or Head Teacher who will ensure that appropriate action is taken to avoid accident / injury.

Access routes and storage areas are kept free of obstruction to minimise the risk of trips and falls.

## Storage Arrangements

All employees are responsible for ensuring items are stored safely and to report any hazards to their Line Manager, e.g. unsecured racking, defective lighting in store areas, inappropriate / lack of access equipment, e.g. step ladders.

Employees have been advised that 'heavy' items should be stored at approximately waist level to minimise the risk of injury.

## Stress, Work Related

The Head Teacher is responsible for managing work-related stress within the school.

## Sun Protection

Pupils are encouraged to use high-factor sun protection cream, lotion or spray as necessary and / or to wear head / neck protection as provided by parents / carers.

Drinking water is provided throughout the year and drinking water containers are taken on any outdoor activities as necessary.

In extreme weather conditions the length of time that pupils are exposed to the sun is controlled.

Shade is provided on the school playground.

## **Training**

All employees are given adequate health and safety training, which includes basic skills training, specific on the job training and training in health and safety or emergency procedures.

New, temporary and supply staff are given basic induction training on health and safety, including the arrangements for first aid, fire and evacuation, using a checklist. New employees are adequately supervised, as required.

Site Management staff attend general health and safety training shortly after commencement and on a five yearly refresher basis after this.

## **Vehicles, Use of**

The use of vehicles for transporting pupils is included in the risk assessment process for off-site educational visits, e.g. the use of taxis, minibuses, buses and coaches.

The use employees' own vehicles for the transporting of pupils is also included in the risk assessment process. A generic risk assessment has been completed.

Only employees who are currently authorised by the GNET are permitted to drive the school minibus.

Employees are instructed not to use hand held mobile phones whilst driving.

## **Violence**

Violence, threatening behaviour and abuse against school employees or other members of the school community will not be tolerated.

The Academy has adopted the Health & Safety Executive's (HSE) definition of violence: 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'.

All incidents of violence are reported on the Violent Incident Report form and investigated as required by Line Manager / Head Teacher.

Further action is taken via the Police or school's legal advisor as required.

## **Waste / Litter Management**

The Site Manager is responsible for the management of waste and litter. Pupils are encouraged to take an active part in the management of litter.

Adequate waste bins are available around school, which are emptied daily. External waste bins are secured away from school buildings to reduce the risk of damage by arson.

A 'sharps' box is available in school in order to deal promptly with any discarded needles / syringes being found.

Arrangements have been made for the safe storage and collection of clinical waste.

## **Water Management / Control of Legionella**

The Academy complies with the requirements of the legionella Approved Code of Practice (L8).

The Second Element have been employed to review the Academy's legionella risk assessment on a yearly basis:

Second Element perform monthly checks. The site Manager performs weekly flushing of outlets as per the risk assessment.

## **Welfare facilities**

Sufficient toilet facilities are available for both employees and pupils, which include adequate hand washing / hand drying facilities.

Pupils have access to labelled drinking water taps and / or drinking water bottles throughout the day.

There is adequate provision of heating, lighting and ventilation and is monitored and maintained by the Site Manager.

All glazing is either safety glazing or safety film has been applied. Broken windows are replaced with safety glazing.

## **Work Equipment**

All work equipment is suitable for intended purpose, obtained from a reputable source, maintained in accordance with the manufacturer's instructions and subject to local inspection prior to use, e.g. for damage and to ensure that safety devices are in place.

## **Workplace Transport Safety**

A risk assessment has been carried out for the control of vehicles on site. One of the main aims is to keep pedestrians and vehicles apart so far as is reasonably practicable.

Arrangements are in place to ensure that there is no vehicular movement on the premises during peak pedestrian traffic times, e.g. when the pupils are arriving and leaving school and lunch times.

Arrangements are in place, so far as is reasonably practicable, to ensure that deliveries are made to avoid peak pedestrian traffic times.

## **Working at Height**

Employees should avoid working at height wherever possible, e.g. by arranging for stored items to be in reach from floor level, or by using contractors e.g. for changing lights in the Hall / Gym, window cleaning, putting up stage lighting etc.

Risk assessments are carried out where working at height cannot be avoided, e.g. for use of step ladders, ladders, access to roof areas by the Site Manager. Employees are instructed not to work at height whilst lone working.

Kick stools and sets of small stepladders has been provided for teaching / office staff to access to items stored at height or to put up displays etc. Employees must not use chairs / desks / tables for this purpose. The larger stepladders are for the use of the Site Manager only and are locked away when not in use.

Appropriate training has been provided in the use of access equipment.

Arrangements are in place for access equipment to be inspected on a termly basis by the Site Manager. Employees are instructed to report damage / defects immediately to the Site Manager / Head Teacher.

