



## Holme on Spalding Moor Primary School

### Health & Safety Policy

Holme on Spalding Moor Primary School recognises the benefits of a positive health and safety culture in promoting an effective learning environment in which employees, students and visitors are protected from harm.

We also appreciate that whilst managing our activities we need to be risk aware, but not necessarily risk averse.

In particular the school will provide sufficient resources, time, effort and finance, to ensure that, as far as is reasonably practicable:

- the health, safety and welfare of its employees and anyone else who may be affected by its activities is safeguarded.
- the health, safety and welfare of its pupils is safeguarded.
- articles and substances used in school are free from risks to health and are safe to use, handle, store and transport.
- information, instruction, training and supervision is provided as is necessary to ensure the health and safety at work of its employees and students.
- the school is maintained in a condition that is safe and without risks to health including; safe means of access and egress and welfare facilities.
- employees or their recognised representatives are consulted about health and safety matters.

This policy will be reviewed on a regular basis and in any event, not less than every two years.

Head Teacher M.A.

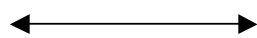
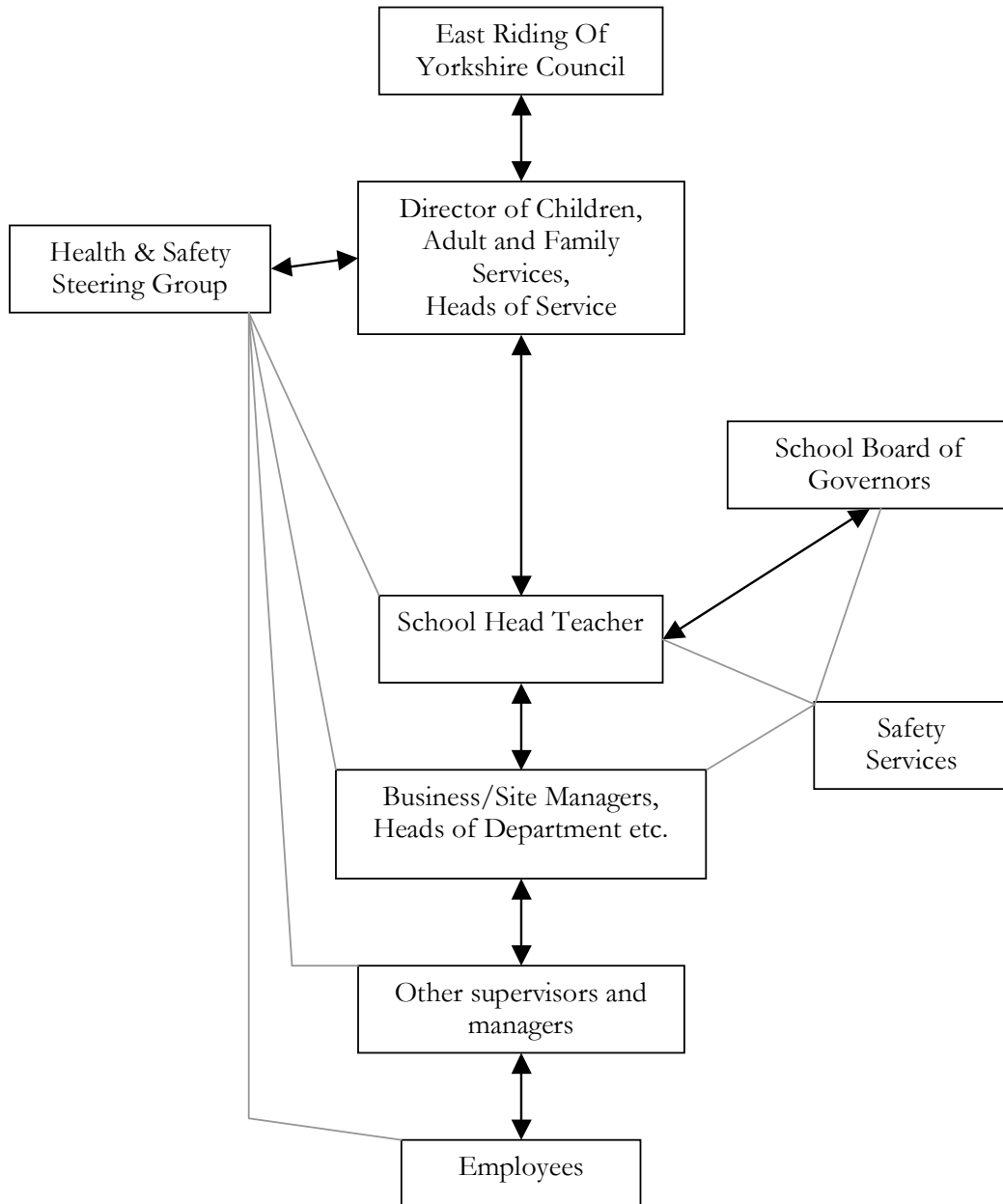
Date 6.11.13

Chair of Premises and Safeguarding Committee N.D.

Date 6.11.13

# Organisation for Safety

Lines of Responsibility.



Lines of authority/accountability



Available lines of guidance & support

## **Roles and Responsibilities**

### **School Governors**

Although the local authority retains overall responsibility, the governing body must act as a corporate body to carry out its function of taking a largely strategic role in the running of the school. This includes setting up a strategic framework for the school, setting aims, objectives and policies and targets for achieving the objectives and reviewing progress.

In all cases the governing body will ensure: -

- A health and safety policy has been produced reflecting the health and safety management arrangements specific to the school;
- A school Health and Safety Management Plan is agreed and implemented in line with the Council policy;
- Risk assessments are carried out;
- All health and safety matters within the school are effectively managed;
- Wellbeing of the Headteacher and all members of staff remains a high priority and that a wellbeing policy is implemented and managed effectively at all levels.

### **The Headteacher**

The Headteacher, under the direction of the governing body, is responsible for implementing the corporate and directorate health and safety policies and the school's health and safety policy. To achieve this, the Headteacher must: -

- Produce and maintain a school specific health and safety policy and supporting safety procedures. Guidelines from Safety Services should be used in the event that the school does not introduce their own;
- Ensure that all health and safety matters within the school are effectively managed;
- Produce, monitor, review and report progress on the school's health and safety management plan to the board of governors;
- Arrange for appropriate consultation with employees in the workplace;
- Ensure all new employees receive a suitable and sufficient safety induction;
- Ensure the wellbeing of all staff remains a high priority and that the wellbeing policy is implemented and managed effectively at all levels;
- Ensure that suitable and sufficient risk assessments are carried out, reviewed and that safe systems of work are developed and communicated to all staff;
- Ensure appropriate equipment, tools and protective equipment is provided to enable work to be done safely. Maintain it and where necessary to ensure safety, inspect it appropriately with records of inspections maintained;
- Ensure relevant statutory inspections take place within their school;

- Ensure all accidents, incidents and dangerous occurrences are investigated and recorded promptly in accordance with the accident reporting procedure;
- Ensure that an educational visits co-ordinator is appointed and that visits are managed safely;
- Ensure that formal health and safety inspections are carried out at least once each term and remedial action taken where necessary.
- Ensure that health and safety is a standard agenda item on appropriate staff meetings.

These duties may be delegated to other responsible managers, but oversight and responsibility remain with the Headteacher.

### **Other staff**

Other staff are responsible and will be held accountable for achieving compliance with this policy within their area of service delivery.

They are responsible for the duties delegated to them by the Headteacher.

In particular they have the following responsibilities;

### **Business Manager**

- Ensure corporate policy and guidance is reflected in the school's approach to health and safety
- Produce, monitor and review a Health and Safety Management Plan
- Ensure all risk assessments are produced and regularly reviewed, and safe systems of working are adopted
- Ensure that the school's procedure for dealing with accidents complies with current guidance and is adhered to
- Ensure arrangements are in place for the carrying out of all periodic servicing of equipment relating to all aspects of health and safety, eg electrical testing, asbestos management, fire appliances etc.

### **Caretaker**

- Ensure all hazardous substances are stored safely and used in accordance with risk assessments and safe systems of working
- Carry out regular checks of health and safety equipment as specified in the Health and Safety Management Plan

### **Other Duty Holders**

- The school's Child Protection Officer will ensure that appropriate policies and procedures are in place and that all staff are aware of their responsibilities regarding child protection.

## **Employees**

Every employee is expected to co-operate with the Council, Board of Governors and the Headteacher on all aspects of health and safety and in accordance with section 7 of the Health and Safety at Work etc Act take reasonable care of their own safety and that of others who may be affected by their acts or omissions.

Furthermore, the following requirements are expected of every employee: -

- Carry out assigned tasks and duties in accordance with the information, instruction and training given, following agreed risk assessments and safe methods of working;
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of safety, health or wellbeing, or to do anything likely to endanger themselves or others;
- Use tools, equipment and materials provided for their intended use only, in accordance with the information, instruction and training they have been given ensuring that damaged faulty equipment is not used and reported to their supervisor/line manager;
- Through the Employee Development Review process and regular meetings, cooperate with managers in identifying any training needs, including updates and refresher training;
- All employees have a responsibility to act immediately upon discovering or receiving a report of a workplace hazard to rectify or otherwise make the situation safe,
- Raise any concerns about their wellbeing in an open and frank way so that appropriate support can be given and action taken to address these concerns in line with the Council's wellbeing policy;
- Report all accidents and any unsafe practices or conditions to their supervisor/line manager.

## **Arrangements for the Management of Health & Safety**

### **Policy and Guidance**

School policies and guidance are produced and regularly reviewed. These will be brought to the attention of all relevant employees at induction on first appointment and thereafter, following any significant change.

These arrangements should be read in conjunction with those contained in the Directorate and Corporate Health and Safety Policies.

### **Health & Safety Advice**

Advice is available from the council's safety services section and in addition to visits, e mail and telephone advice, has a range of guidance documents and resources available on their Insight Intranet pages.

## **Consultation on Health, Safety and Wellbeing**

The school will:

- Consult with employees about matters affecting their health, safety and wellbeing,
- Ensure that health and safety is a standing item on all team and management meetings,
- Where requested under the Safety Representatives and Safety Committees or the Health & Safety (Consultation with Employees) Regulations form a school Health and Safety Committee.

## **Training**

All employees, including temporary and agency employees will receive,

- Induction training – on commencement of employment or immediately after any significant change to their duties, responsibilities or place of work, It will include:
  - Emergency procedures
  - 1st aid arrangements
  - Accident reporting
  - Hazard/safety issue reporting
  - Location of policy, guidelines and other relevant documents
  - Relevant risk assessments and safe systems of work
  - Smoking restrictions
  - A tour of the premises/site
  - Other relevant information
- Competency based training – relevant to the individual's role and development needs will be identified by managers and headteachers and delivered by the most efficient means, e.g. specialist courses or local in house team discussions.

Records of competencies, skills and training will be kept for management purposes.

## **Audits**

The school governors and headteacher are expected to ensure that the school's health and safety management systems and records are audited once per year to identify any weaknesses and areas for improvement.

## **Inspections**

Periodic health and safety inspections (including Fire Safety) will be carried out by the headteacher or those delegated with the task. The frequency of inspection of any particular item or topic may vary from daily, weekly, monthly, six monthly or annually as required by legislation (Statutory Inspections), risk assessment or good practice.

General health and safety inspections of the premises and site will be carried out at least once, but preferably twice, per term.

Results of inspections, including any remedial actions, will be recorded.

### **Risk Assessments**

All school activities will be subject to a risk assessment and where there are any significant risks identified, they will be recorded.

The process of recording a risk assessment will include identifying the relevant control measures and devising a safe system of work that the person carrying out the task follows to ensure the health and safety of themselves and others who may be affected.

### **Health Surveillance**

Where required by specific legislation and/or a risk assessment, health surveillance will be carried out to monitor and ensure that the individual suffers no work related adverse effects from their employment at our school.

### **Emergency Procedures**

The school will ensure that there are written procedures in place that are to be followed in the event of an emergency that may affect the occupiers of the school premises or site including those temporarily off site on educational visits.

The procedures will extend beyond fires and bomb threats and will also consider any other significant threat.

Where necessary, training will be delivered to anyone with specific roles to play within the procedures and this may extend to practice drills, e.g. fire drills.

Other arrangements to ensure that safety systems are maintained and tested will be put in place.

### **Accidents, Injuries, Diseases and Dangerous Occurrences**

The Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) stipulate that certain events have to be reported to the Health and Safety Executive (HSE). It is essential that the guidance from Safety Services is followed in a timely manner so that accidents are recorded, investigated and reported to the HSE appropriately. Further guidance and documents are available:  
<http://insight.eastriding.gov.uk/directorates/cr/hr/safety-services/accidents/>

### **Employment of Young or Vulnerable People**

The safety of young (under 18 years) and vulnerable people (under 25 years) has to be subject to a specific risk assessment and/or a review of relevant existing risk assessments to take account of their inexperience and ensure they are not subject to any additional risk of harm or injury. The parent or carer must be provided with comprehensive and relevant information before the young person begins work.

## **Contractors and Self Help Maintenance or Construction**

Visiting contractors must be managed whilst on the school site.

Information about the risks, hazards and control measures (e.g. emergency procedures, asbestos, segregated area of work, etc.) that each party will be exposed to for the duration of an activity must be exchanged.

School staff must raise any concerns about contractor safe working practices immediately, if it looks wrong or anyone is unsure, stop and ask. Seek further guidance if necessary.

Any proposal to engage contractors to carry out construction activities must follow all permissive protocols (internal, planning, building control, etc.) before activity commences. Such projects must comply with the Construction, Design and Management Regulations which places duties on Clients (the school), designers, contractors etc. The 'Schools Self Help Contract Monitoring Form' must be submitted to Safety Services. Further guidance can be obtained from Safety Services (<http://insight.eastriding.gov.uk/directorates/cr/hr/safety-services/safety-topics/construction-design-management/>) or Infrastructure & Facilities.

## **Safeguarding and Security**

The school will have in place measures to safeguard young people, vulnerable individuals, and visitors including;

- a policy
- security measures
- vulnerable areas that are well supervised
- appropriate disclosure and barring checks
- visitor signing in and identification arrangements

## **Integrating health and safety into teaching and learning**

- Teachers will take every opportunity to educate children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives.
- The school will promote the school meals service as a means of providing a balanced and varied diet which supports healthy lifestyles.
- Parents must comply with the school uniform policy and not send children to school in clothing which may be dangerous to themselves or others, eg very high heels. Children should not wear jewellery to school, other than ear-ring studs in pierced ears. These must be removed or covered with a plaster during PE and games lessons.
- The school will make reasonable adjustments to ensure disabled people attending, working at, or using the school will remain safe at all times and have full access to the educational and social opportunities on offer.