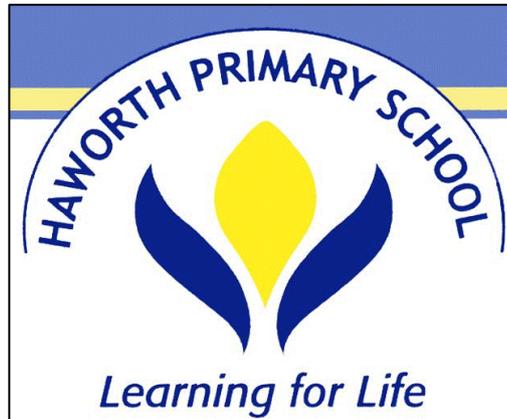


Haworth Primary School



Health & Safety Policy 2015

Headteacher: _____

Date: _____

Chair of Governors: _____ Date: _____

Updated: June 2015 _____ Review Date: June 2017 _____

Written by Caron Stone _____



HAWORTH PRIMARY SCHOOL

Health & Safety Policy 2015

Introduction:

The Governors at Haworth Primary School adopt the Health and Safety Policy of Bradford Council. The following document outlines the aims, principles and procedures within the school.

The "Health and Safety at Work Act 1974" (HSWA) and subsequent regulations place legal duties upon employers, their employees, and the self-employed, in respect of measures to safeguard everyone involved in, or affected by, work activities. The Management of Health and Safety at Work Regulations in 1992, revised in 1999, requires all employers to "manage" issues of health and safety. The Regulations require organisations to have an up to date safety policy and risk assessments.

This Policy takes account of the procedures and guide-lines which have been developed within the school in response to the Regulations. The Policy articulates the arrangements for implementing health and safety within the school. It shows the procedures to be followed which ensure the health and safety of all members of the school community. It should be read in conjunction with other, related policies of the school.

All employees and contractors are required to be familiar with the Policy, to understand it and to act in accordance with its requirements. All employees and contractors have a legal obligation to work and act with due regard to the health and safety of themselves and others, to co-operate in complying with statutory duties, and not to intentionally or recklessly misuse anything provided by the school in the interests of health, safety and welfare.

Aims and Objectives:

Through the implementation of our Policy we aim to:

- Comply with legislative requirements as a minimum standard.
- Establish and maintain safe working procedures for staff and pupils.
- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips.
- To provide and maintain safe school buildings and safe equipment for use in school.
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in school. Staff should feel free to suggest any improvements to Health & Safety to the Headteacher or Site Manager.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- To investigate and record correctly, in the Accident Book provided, no matter how minor and take steps to prevent a re-occurrence.
- To make our school a safe place in which to work and play.
- To prevent all foreseeable injuries.
- To promote occupational Health & Safety.
- To control all situations likely to cause damage to property and equipment.
- To provide adequate precautions against the hazard of fire.
- To provide information regarding action to be taken to prevent the hazard of fire.
- To identify, eliminate or control any hazards encountered in the school building or on the school site.
- To achieve the highest possible standard of health and safety for all members of the school community and our visitors.
- The Governing Body, Head Teacher or other colleagues with delegated authority, will monitor the Safety Policy and revise it as necessary.

Roles and Responsibilities:

The **Governing Body** has ultimate control of the school. They will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues.
- Ensure adequate resources for health and safety are available.
- Take steps to ensure plant, equipment and systems of work are safe.
- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
- Maintain the premises in a condition that is safe and without significant risk.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff & pupils.
- In their critical friend role, maintain an interest in all the health and safety matters.
- Review and monitor the effectiveness of this policy.

The **Head Teacher** is responsible for the day to day running of the school. They will:

- Promote a positive, open health and safety culture in school
- Report to Governors on key health and safety issues
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary
- Ensure that all staff co-operate with the policy
- Devise and implement safety procedures
- Ensure that risk assessments are reviewed on an annual basis
- Ensure relevant staff have access to appropriate training
- Meet with the Facilities Manager every week to ensure any building/grounds issues are dealt with in a timely manner

Senior Management within the school will support the Head Teacher in their role. They will:

- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to the head teacher if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Carry out a health and safety induction for all staff and keep records of that induction
- Keep up to date with new developments in Health and Safety issues for schools
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters

The **Site Manager** is responsible for day to day maintenance and other buildings / grounds issues. They will:

- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in school to the senior management team immediately
- Ensure that all work under their control is undertaken in a safe manner
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Carry out a weekly test of the fire alarm
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working
- Fully co-operate with health and safety arrangements during larger building projects

All School Staff will:

- Read the Health and Safety Policy
- Comply with the School's health and safety arrangements
- Take reasonable care of their own and other people's health and safety
- Leave the classroom / playground / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the school's risk assessments

In accordance with the school rules and procedures on discipline, **Pupils will:**

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Follow safety instructions of teaching and support staff, especially in an emergency

The **Occupational Safety Team (Bradford Council)** Will:

- provide advice and guidance to help schools fulfil their health and safety responsibilities
- answer queries from staff on health and safety issues
- visit where necessary to give advice on all aspects of new and existing health and safety policies and procedures
- collect information on accidents and incidents to report to HSE where necessary
- advise on and facilitate (when possible) staff safety training
- draft and/or advise on policies, procedures and guidance for health and safety
- interpret and advise on new legislation impacting on the working environment
- attend meetings to advise on occupational safety issues

Agreed Principles:

- Health and Safety is of the utmost importance and all due care and attention should be given to ensuring the safety of all persons working and playing in or visiting Haworth Primary School and also to the safe use of all equipment.
- In order to fulfil these obligations and duties, it will be necessary for us to rely on the full co-operation and support of all the employees at Haworth Primary School. So that we, as individuals, are aware of the respective roles we must play, we have adopted the Council's General Safety Policy Statement and will observe this and the relevant statutory provisions contained in the Health and Safety at Work Regulations 1999.
- These regulations are aimed at improving the way in which health and safety is managed in the workplace. They strengthen the link between new regulations and existing UK health and safety law as well as aiming to develop a safety culture in the workplace. The development of such a culture should ensure that the management of health and safety becomes a fully integrated part of the management process.
- The regulations require all managers to assess all safety and health risks in their area of responsibility.
- The site manager and Head teacher should review the provision of safety information annually when risk assessments take place in the Summer Term.

Procedures:

Accidents and Incident Reporting

- The accident reporting procedure and all the associated paperwork can be found on the Council's website: www.bradford.gov.uk/hands/

Administration of Medicines

- Medication is only administered to pupils when the parental consent form has been completed
- The medicine will be administered by one nominated member of staff for each pupil and appropriate records kept
- Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional
- Medicines are kept in a locked cupboard in the school office
- The only exceptions to this are asthma medication and 'epipens' (following discussion with parents) which may be kept in appropriate locations, out of the reach of other pupils, as appropriate
- The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school

Asbestos

- All contractors must sign to say they have seen the register before starting work on site
- Survey available to all contractors.
- Signs to be placed where asbestos-bearing equipment has been located.
- No item of equipment must be disturbed if it has been identified.

Contractors, hirers and others

- When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in paragraph 3 of this document
- The Headteacher or the co-ordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times
- When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section
- When the premises are hired to persons outside the employ of the Governing Body, it will be a condition for all hirers, contractors and other using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not without the prior consent of the Headteacher and/or Governing Body:
 - Introduce equipment for use on the school premises.
 - Alter fixed installations.
 - Remove fire and safety notices or equipment.
 - Take any action that may create hazards for persons using the premises or the staff or pupils of the school.
 - Install any equipment, which has not been included in the itinerary provided by those agencies operating it.
- All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the **Health and Safety at Work etc Act 1974** and must pay due regard to the safety of all persons using the premises in accordance with S.S.3-4 of the **Health and Safety at Work Act 1974**.
- In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk of injury.
- The Governing Body draws the attention of all users of the school premises (including hirers and contractors) to S.8 of the **Health and Safety at Work, etc Act 1974**, which states that no person shall intentionally or recklessly

interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Control of Hazardous Substances

- The use of hazardous substances in school will be kept to a minimum
- The Site Manager (with appropriate support from senior managers) will complete a COSHH assessment for all hazardous substances used on site
- The associated procedures and control measures will be funded and enforced

Display Screen Equipment

- For members of staff with 'desk based jobs' the Council's procedure for carrying out workstation self-assessments on an annual basis will be followed
- For members of staff provided with portable devices (e.g. laptops, tablets) staff will be issued with the current Council guidance on their use

Educational Visits

- All off site trips will be subject to risk assessment and the advice of the Council's Educational Visits Adviser will be closely followed

Electrical Testing

- All items of portable electrical equipment in school are PAT inspected and checked annually and must display the appropriate safety approved stamp.

Employee Health and Wellbeing

- The Council's Employee Wellbeing Service support the school and staff are referred as outlined in the Council's Sickness Absence Policy

Fire Safety & Evacuation of the Building

- Fire exits have appropriate signage
- Plans showing exit routes are displayed by the door of each classroom
- A fire drill is practised and documented once a term
- Evacuation times and any issues which arise are reported to the Governors
- Fire extinguishers are checked annually
- In case of a Fire, Fire Drill or Emergency Evacuation, as the fire bell is multi-purpose; a continuous ring will indicate fire procedures to be carried out.
- Staff need to follow our Fire Evacuation Procedures which are displayed on red cards in every room. "Emergency precautions in schools".
- People with specific responsibilities are listed on the Fire Evacuation procedures. Pupils or adults who would have difficulty through disability or Special Need have a Personal Evacuation & Emergency Plan (PEEP)
- **Staff must only tackle a fire if they have been trained how to use the fire extinguishers and when the building has been evacuated.**

First Aid Provision

- The number of certificated first aiders or paediatric first aiders will not, at any time, be less than the number required by law.
- Supplies of first aid & first aiders material will be held at various locations throughout the school. The materials will be checked regularly and any deficiencies made good without delay.

- Portable first aid kits are taken on educational visits
- If the risk assessment dictates that it is necessary, a qualified first aider will be present on the trip
- A record will be made of each occasion any member of staff; pupil or other person receives first aid treatment either on the school premises or as part of a school related activity, as required by LA policy.

Food Technology

- Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place
- Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned
- Close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens

Lettings

- The Headteacher will ensure that the hirer of the premises, for any event, is aware of his/her obligations under health and safety legislation and the school health and safety policies where appropriate. See Lettings Policy.

Lifts & Hoists

- All passenger lifts and hoists for disabled pupils are inspected by a competent engineer on a regular basis

Manual Handling

- Pupils and staff must only lift equipment and furniture within their own individual capability
- Manual handling training will be provided for appropriate members of staff including, if necessary, include how to lift pupils safely

Playground Equipment

- Playground equipment and it's use is supervised during all breaks during the school day
- If the equipment is used during lesson time supervision is again maintained
- A decision is made, recorded and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day

Playground Supervision

- Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment

Pregnant Members of Staff

- Bradford Council's procedures for pregnant members of staff will be followed, including carrying out a 'Pregnancy Risk Assessment'

Registers

- It is important that the register is taken at the start of both morning and afternoon sessions and is in the hands of the Office Staff.
- All staff and visitors need to be accounted for. Staff and Visitors need to sign in and out each day in the Staff and Visitors register, which will be taken into the playground to account for both staff and Visitors. Registers will be brought into the playground for teachers to check that their class is all present.
- Teachers taking children out of the school premises must follow Visits procedures and leave a list with the Office Staff showing children and adults out of school on the visit and take a copy of these lists with them.

- It is important that any visitor to the building has signed the visitor's book. Members of staff should not be afraid to challenge any stranger seen "wandering around" in school or the grounds and ask whether they have signed the Visitors book in the office.

Risk Assessment

- The school maintains a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and grounds
- They are all available on the school central server for staff to inspect and refer to as necessary
- The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments
- All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place)

Safety Equipment

- Use of appropriate safety equipment and protective clothing (e.g. gloves, when administering First Aid or cleaning up any bodily excretion; goggles, when working with wood etc) See risk assessments for Science, Design Technology, Baking room etc. and advice from Science and D/T Subject Leaders.

Slips Trips and Falls on the Level

- The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place
- This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections

Snow and Ice

- A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions
- If it becomes impossible to keep these routes clear the head teacher is informed immediately and this information contributes to any decision to close the school

Stress at Work

- Proactive - the Council's templates for Stress Risk Assessment are used in order to identify how levels of stress (caused by work) amongst staff can be reduced
- Reactive – individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with the school's welfare policies and, if necessary, by accessing the Employee Health and Wellbeing Service.

Supervision of Pupils

- Sensible, safe behaviour will be promoted to pupils by all members of staff
- Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school rules
- Pupils will only be allowed into or stay in classrooms under adult supervision
- Appropriate supervision of cloakrooms and toilet access will be in place at busy times

Training

- Health and Safety Training Needs are assessed as part of individual's annual review
- Training needs may also be identified as part of a risk assessment process

Violence at work / Lone Working

- A risk assessment has been carried out for violence at work and lone working - separate policies and procedures are in place

Working at Height

- Working at heights risk assessments have been completed for the school
- Appropriate record keeping and safe systems of work are kept in the working at heights file.
- All site/caretaking staff who undertake working at heights have been on a half day training course.
- Teaching and other staff who assist in putting up displays in school have been given appropriate in-house training and advised that they must:
 - Use appropriate access equipment - step ladders, kick stools etc.
 - Wear flat shoes whilst putting up displays
 - Not climb on furniture to put up displays

Dissemination of the policy:

- This Policy and related procedures, will be communicated to all members of staff through regular training induction training for new staff.
- A copy of the policy is included in the staff handbook which is issued to every member of staff.
- The policy will be available on the school website.

Policy Review :

- Ratified by Governors June 2015
- For review in June 2017