

# Sutton Benger CE

## Voluntary Aided Primary School

*Where hands create, hearts are cherished,  
thought is inspired and learning flourishes*



### Sutton Benger C of E Aided Primary School Health & Safety Policy

#### **1.0 STATEMENT OF INTENT**

- 1.1 The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors.
- 1.2 The Governing Body accepts that it has a responsibility to take all reasonable practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities.
- 1.3 The Governing Body believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- 1.4 The Governing Body will take all reasonable steps to identify hazards and reduce the risks from them to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

#### **2.0 THE DUTIES OF THE GOVERNING BODY**

- 2.1 In the discharge of its duty the Governing Body will:
  - (i) make itself familiar with the Local Authority's Health, Safety and Welfare Policy and the advice and guidance provided by the LA;
  - (ii) take account of that policy and scheme within budget and other policy considerations;
  - (iii) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
  - (iv) by delegation to the Finance, Buildings, Health and Safety Committee, periodically assess the effectiveness of this policy and ensure that any necessary revisions are made. Annual consideration will be given to obtaining external assistance. This will be reviewed in the circumstance of something materially changing or an incident occurring.

- (v) establish an effective health and safety management structure within the school and monitor and evaluate the Headteacher's performance on health and safety matters;

2.2 So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:

- (i) this policy – all staff will be issued with a copy on induction and will sign to say that they have read and understood the policy and their responsibilities; they will also receive a copy whenever it is updated or as required;
- (ii) all other relevant health and safety matters through regular risk assessments;
- (iii) the instruction and training that is available to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

### **3.0 THE DUTIES OF THE HEADTEACHER**

3.1 As well as the duties which all members of staff have (see 5.0), the Headteacher has the general and specific responsibilities as set out in Section 4.11 of the LA's policy statement on health, safety and welfare. These are:

- (i) to manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured;
- (ii) to bring any health and safety concern outside of own control or any health and safety responsibility that is unable to be met, to the attention of the Governing Body;

and specifically –

- (iii) to assess and record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable;
- (iv) to develop and distribute school-specific policies on local health and safety issues;
- (v) to monitor and secure compliance with the school's policy and the control measures identified through risk assessments;
- (vi) to ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with LA and school health and safety procedures through risk assessments;

- (vii) to inspect, 3 times annually, with the Finance, Buildings, Health and Safety Committee, the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of danger;
- (viii) to arrange routine maintenance and servicing of equipment with guidance from the LA or other competent means;
- (ix) to consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site;
- (x) to investigate significant accidents, near misses and episodes of work-related ill-health, including head injuries and fractures. The investigation of minor incidents will be delegated to the Class Teacher, Teaching Assistant or School Business Manager;
- (xi) to ensure the awareness of their own personal safety and the safety of others in their care through regular discussions;
- (xii) to have and practise emergency and contingency plans;
- (xiii) to provide the means for consultation and communication with all staff within the school on health and safety matters through staff meetings, memos and the board in the staff room and with parents through the school newsletter and on the parent notice board;
- (xiv) to supply, where possible, health and safety reports to the LA;
- (xv) as the school is currently free of asbestos, further asbestos investigation will be considered by the Health & Safety Committee and implemented as necessary.

3.2 The Headteacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

#### **4.0 THE DUTIES OF CLASSROOM TEACHERS**

4.1 In addition to the general duties which all members of staff have (see 5.0), classroom teachers who supervise staff (i.e. Teaching Assistants) will be directly responsible to the Headteacher, or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility. As such the supervisory staff accept the responsibilities set out in Section 4.12 of the LA's policy statement on health, safety and welfare.

4.2 As part of their day-to-day responsibilities they will ensure that:

- (i) safe methods of working exist and are implemented throughout their area of responsibility;
- (ii) health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- (iii) staff, pupils and others under their jurisdiction are instructed in safe working practices;
- (iv) new employees working within their area are given instruction in safe working practices;
- (v) risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary;
- (vi) regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary, these are to be recorded and will be reviewed by the Health & Safety Committee;
- (vii) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- (viii) all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
- (ix) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- (x) hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised and ensure that contractors are asked if they have completed annual COSHH (Substances Hazardous to Health) risk assessment;
- (xi) they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;
- (xii) all health and safety information is communicated to the relevant persons;
- (xiii) they report any health and safety concerns to the Headteacher.

## **5.0 THE DUTIES OF ALL MEMBERS OF STAFF**

5.1 All staff are expected to familiarise themselves with the health and safety aspects of their work as stated in this policy and in their job descriptions.

5.2 All staff have a responsibility to:

- (i) take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;

- (ii) follow agreed working practices and safety procedures;
- (iii) report any accident, near miss, incidents of violent, including verbal abuse or any hazard;
- (iv) ensure health and safety equipment is not misused or interfered with.

In addition:

MDSAs – should ensure, through effective supervision that accidents are minimised and that all minor accidents and near misses are recorded in the school's accident records. All significant incidents must be reported immediately to the Headteacher.

Kitchen Staff – should ensure that all safety procedures for the operation of equipment in the kitchen are strictly followed at all times

Cleaning Contractor – should check the building and grounds daily, and perform shower flushing weekly, and cleaning showerhead 3 monthly, as part of the legionella risk reduction procedures.

Handyman – should check and record water temperatures monthly.

Admin Officer – should check the operation of the fire alarm call points weekly in rotation, and do a visual check of fire extinguishers on a weekly basis. Emergency lights should be checked monthly.

## **6.0 HIRERS, CONTRACTORS AND OTHERS**

6.1 The Headteacher 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. Contractors are issued with instructions that must be signed by them and a copy of the Asbestos Register is available for them if required. They must sign in when they arrive and wear a visitors badge or identification badge. All work at height must be approved by the Headteacher prior to work commencing. A copy of these instructions is attached as Appendix 1.

6.2 When the premises are used for purposes not under the direction of the Headteacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 3.1 of this document. In the event of this occurring, the lettings policy will be issued to the hirer (held in the School Office) and a member of

staff will be appointed to ensure that the letting is being conducted in accordance with the policy and the terms of the Premises Licence (details are held in the Buildings File in the Finance Office)

- 6.3 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. The organiser must submit a written risk assessment which must be reviewed and approved by the Headteacher.
- 6.4 When the premises are hired to persons outside the employment of the LA, it will be a condition of all hirers, contractors and others 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 Governing Body:
- (i) introduce equipment for use on the school premises;
  - (ii) alter fixed installations;
  - (iii) remove fire and safety notices or equipment;
  - (iv) take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- 6.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.
- 6.6 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 or injury. This may include requiring the contractor to stop work or leave the site.
- 6.7 The Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work 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.

## **7.0 STAFF CONSULTATIVE ARRANGEMENTS**

- 7.1 The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

## **8.0 EMERGENCY PLANS**

8.1 The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- (i) save life;
- (ii) prevent injury;
- (iii) minimise loss.

This sequence will determine the priorities of the emergency plan.

Closedown procedures are contained within the critical incident policy.

8.2 The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

## **9.0 SOURCES OF ADVICE AND TECHNICAL ASSISTANCE**

Whenever required, the Governing Body, Headteacher and other staff are to seek advice from the LA, the Council's corporate occupational health and safety service or other competent persons to ensure that the most current and relevant information is used in carrying out this policy.

## **10.0 REVIEW**

10.1 The Governing Body and Headteacher will review this policy statement on a three yearly basis and update, modify or replace it as it considers necessary to ensure the health, safety and welfare of staff and pupils. All risk assessments will also be reviewed annually.

## **11.0 SPECIFIC PROCEDURES AND FURTHER GUIDANCE**

11.1 The Governing Body and the Headteacher will ensure that written procedures, preceded by risk assessments, are produced and maintained to provide detailed and current information about the specific health and safety arrangements in place to deal with particular risks and situations. These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances (normal and abnormal). All staff will be informed about these procedures.

11.2 The written procedures required within the school are as follows:

Storage and administration of medicines

Medicines must not be kept in the classrooms, but must be sent to the office.

Staff are not allowed to administer medicines. The children either have to administer their own medicine, or parents need to come into school to do so.

#### Provision of first aid

First Aid supplies and a green first aid kits (to be taken on school trips) are held in the medical room and in classrooms. The names of the trained first aiders are displayed in the medical room and in various locations around the school including all classrooms.

#### Fire and other emergency evacuations

Detailed instructions are on display in each classroom and at the main exit points and in the Staff Handbook (in every classroom and the staff room). Role responsibilities are included in the critical incident and fire policies.

Fire Drills will take place at least 3 times a year and recorded in a Fire Log book.

#### Organising outdoor education activities

The school complies with the LA guidance, risk assessments are carried out following a visit by a teacher.

Further details can be found in the separate policy – Off-site activities which includes the requirement for risk assessments, supervision levels, use of medicines, consideration of special needs pupils, contingency plans – contact numbers, coping with lost pupils etc, how the trip is approved and the need to gain parental consent.

#### Site security

The main entrance is protected by a fob operated entry system. Staff must retain the fob which has been issued to them. When an unknown person arrives at the main entrance, they should not be admitted until they have identified themselves. Pupils are not to operate the door entry system.

#### Reporting of accidents, incidents, hazards and near misses

All accidents, incidents, hazards and near misses need to be noted in the School Accident Book (folders for adults and pupils held in Medical Room).

A “Head Injuries” form (located in the pupil accident folder) must be completed and sent home if the injury is to the head or neck.

Please see section 3.1 (x) for who should carry out the investigation.

#### Use of or exposure to any hazardous substances or materials

The use or exposure to hazardous substances or materials will be avoided or, if this is not possible, controlled as far as is reasonably practicable.

An asbestos survey has been carried out and no asbestos was found.

Cleaning materials must be locked away in the Cleaning Cupboard and used in accordance with their safety instructions. The cleaning contractor must insure that a Control of Substances Hazardous to Health (COSHH) risk assessment is in place.

#### Access to any height liable to cause injury

All equipment used as a means of gaining height must be suitable for that particular purpose. A low step stool is located in the photocopy room, which must be used for all low level work.

Using unsuitable equipment such as chairs, boxes, defective steps, etc is strictly prohibited.

All work at height, by members of staff and contractors must not be undertaken without the express permission of the Headteacher.

#### Lone working

This is permissible except where a task cannot be conducted safely by one person or where there is reason to believe other risks may be encountered as a result of being alone.

#### Transport

Movement of vehicles on site should be restricted to outside normal school class times, when no children are outside. Should it be necessary for vehicles to enter the premises, a member of staff should ensure that no children are outside at the time and monitor the area to ensure the safe entry and exit of the vehicle.

Members of staff are able to use insurance cover in the School Business Use motor insurance when using their own vehicles for business use.

Bikeability courses are offered annually to pupils in year 6.

Should it be necessary for parents to transport pupils at our request (e.g. sports events) the parent of the child being taken and the driver must complete a declaration form (attached as Appendix 2)

- 11.3 Further advice and guidance is available by referring to the Health and Safety Manual for Schools provided by the LA and held by the Headteacher. This school adopts all of the guidance within the Manual as applicable within the school and to all staff.

## **12.0 LOCAL RULES**

Further guidance on the local rules specific to Sutton Benger School are listed in the Staff Handbook (a copy is held in each classroom and in the staff room).

## **13.0 MONITORING AND REVIEW**

This policy will be reviewed on a three yearly basis by the Headteacher, the Governors and the Medical Coordinator.

Date of last review:	<b>25 June 2013</b>		
Reviewed by:	Kate Ayliffe		
Approved by:	FGB		
Date of next review:	25 June 2016		

## Appendix 1

### Contractors Instructions

Welcome to Sutton Benger CE Primary School. It is school policy that all contractors are made aware of our Health and Safety policies and procedures. Listed below are the important rules which we expect you to comply with. Failure to do so may result in work being stopped or in you being asked to leave the premises.

It is our objective that all work is carried out in safe manner; therefore your cooperation in complying with these rules will be appreciated.

- Please sign in on arrival and wear your visitor's badge at all times.
- Our asbestos register is available for inspection, if required.
- In the event of a fire you will hear the fire alarm which rings continuously. Please stop work immediately and report to the assembly point at the perimeter of the school field, next to the vehicle entrance gates.
- All work at height must be approved by the Headteacher prior to work commencing.
- The school must be notified of any work which could potentially cause a fire (e.g welding, grinding, bitumen).
- All accidents and near-misses must be reported to the school.
- The school has a no-smoking policy. This applies to all areas inside the school gates.
- Please do not use toilets provided for pupils. Contractors may only use the staff toilets.
- Please do not leave equipment or materials where they can be reached or used by pupils.
- Please tidy up after you have finished your work.
- Finally- please remember to sign out before you leave the school.

Thank you for working safely in our school.

Signed .....  
Mrs H Roberts, Headteacher

I have read and agree to comply with the above procedures.

Signed .....Name/Company .....  
Date .....

## Appendix 2

Consent for transporting non-family member pupils at the school's request

We have been advised by the Wiltshire Local Authority's Health & Safety officer that we must obtain consent in writing before we can authorise transport by a non-family member on school activities.

### Details

The purpose of this request is .....

.....on .....(date)

#### To be completed by the parent/guardian of the child to be transported

I consent for my child ..... to be transported by

.....(name of driver) for the above purpose(s).

Signed ..... (parent/guardian)

AND / OR

#### To be completed by the driver of the vehicle

I confirm that (please tick)

- The vehicle to be used is roadworthy, has a valid insurance and MOT certificate if relevant
- I hold a current valid driving licence
- I will ensure that the occupants will wear seatbelts
- I will comply with the statutory requirements for child car seats
- I will ensure that I will not be left alone with a child other than a family member

Signed .....

Name .....