

# HEALTH & SAFETY POLICY and PROCEDURES

## St Bartholomew's CE Primary School

### To be used in conjunction with:

Brighton and Hove City Council Health and Safety Policy  
Guidance on developing a Health & Safety Policy in schools

### Review History: *The Guidance will be reviewed every 3 years or following legislative changes etc*

Date	Version	Summary of changes	Amended by
Jan 2012	1	Creation of document	KB
5/12/13	1	Transfer of content to new format.	KB

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**Section 1:****General Policy Statement**

The head teacher and governors of St. Bartholomew's Primary School believe that the health and safety of persons within the school is of paramount importance. It is our intent to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intent of the Acting Executive Head teacher (Mike Jee), and governors of the school to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.

The head teacher and governors will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include pupils, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. In addition the head teacher and governors will undertake to ensure compliance with policy and guidance produced by Brighton and Hove City Council.

The head teacher and governors will ensure that adequate resources are identified for health and safety.

We believe that health and safety standards will be maintained only with the co-operation of all staff, pupils and visitors to the school. We expect all staff to co-operate fully with this policy. In addition we will ensure that all pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy and remain safe.

It is the intention of the head teacher and governors that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

The policy will be reviewed annually and revised where necessary.

Signed ..... Head teacher Date .....

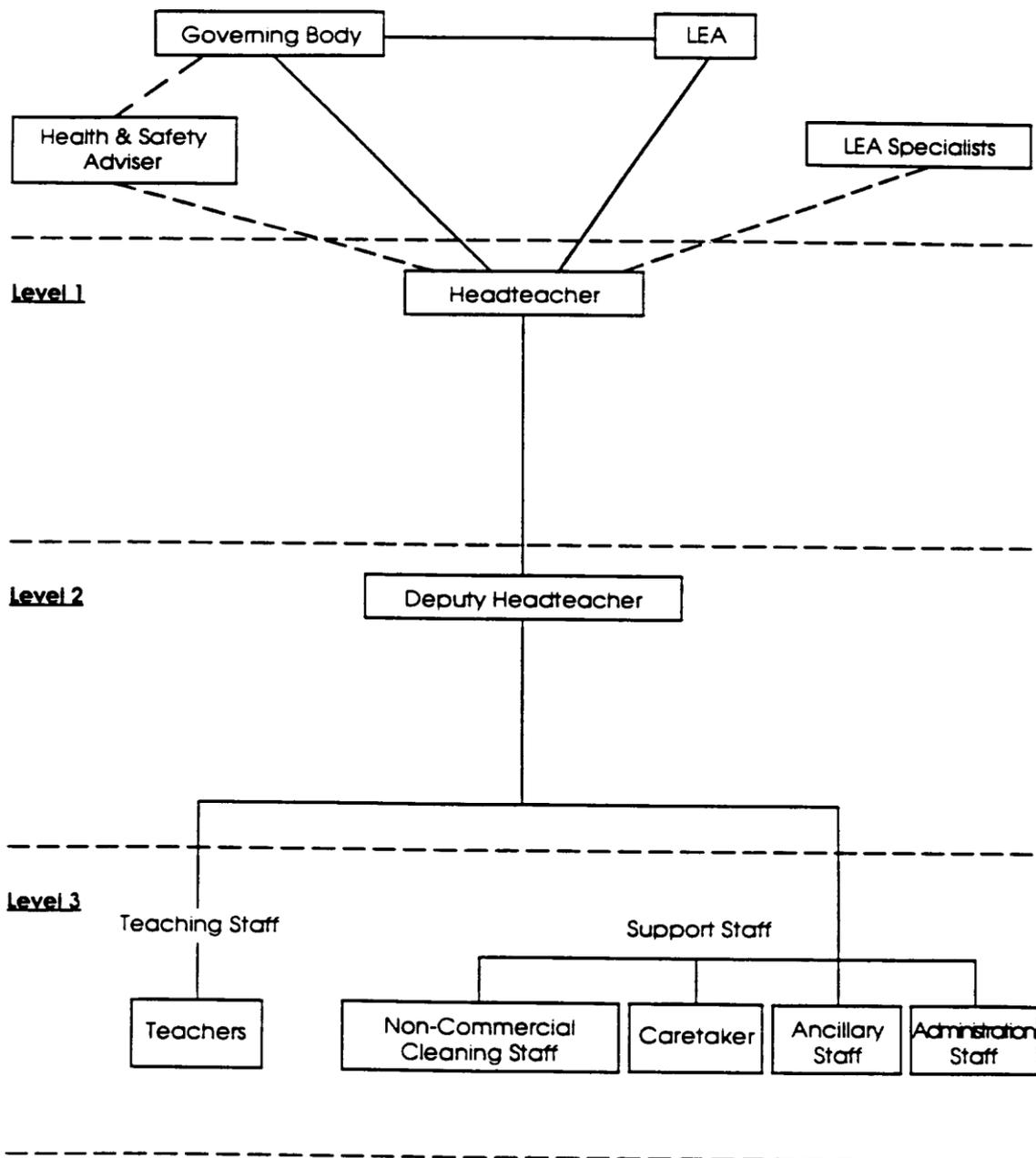
This policy was endorsed by the Board of Governors at their meeting on 4/1/2017

Signed ..... Chair of Governors Date .....

**Section 2:**

**Organisation within the School to meet the requirements of the General Policy Statement.**

Ultimately the responsibility for all School organisation and activity rests by definition, with the head teacher. However all staff have a responsibility towards safety with the specific lines of delegation being set out as shown below.



**Section 3: Arrangements for Health and Safety**

### 3.1 Safety Responsibilities of Groups and Individuals

#### The Governing Body

The Governing Body in its role as employer will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, pupils, visitors) in accordance with Section 2 and 4 of the Health & Safety at Work Act 1974.

In order to discharge this responsibility, the Governing Body will:

- Ensure that the Local Authority's Health and Safety Policy is complemented by the School's Health and Safety Policy, that these procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and students are aware of and comply with its contents;
- Ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections and risk assessments), reactive monitoring (accident/incident investigation) and for rectifying identified faults within the School;
- Ensure there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare;
- Receive updates on the school development plan for health and safety at each meeting from the Health and Safety Coordinator/Health and Safety Governor/sub-committee in order to enable the Governing body to monitor the adequacy of arrangements and take any action necessary;
- Consider information, statistics and reports relating to health, safety and welfare matters;
- Consider and make recommendations regarding individual health and safety issues which have not been resolved at management level;

**Head teacher**

The head teacher has overall responsibility for safety policy, organisation and arrangements throughout the School and will:

- Provide liaison with Inspectors and outside bodies concerned with safety and health: Local Authority, Department for Children Schools and Families (DCFS) (previously DfES) and the Health and Safety Executive (HSE) with regard to safety aspects;
- Budget for safety and health matters;
- Review the Safety Policy annually and when significant changes occur within the organisation of the school;
- Develop, introduce, maintain and review safety management procedures to ensure the school complies with legislative requirements and good industry practice e.g. risk assessments including fire, display screen equipment and manual handling;
- Ensure health and safety issues associated with major building projects are complied with;
- Nominate specific staff with designated safety roles throughout the school, e.g. Health and Safety Coordinator;
- Ensure that routine maintenance checks and inspections required by legislation, of fixed service equipment (i.e. boilers, lifts, pressure vessels, portable appliance testing (PAT) etc) are undertaken;
- Ensure that all incidents are reported to the Health & Safety team within 5 days of the incident and that incidents are monitored to identify methods of reducing accidents. Ensure the necessary records of incidents are maintained;
- Chair the Health and Safety Committee, or nominate a member of senior management team to undertake this activity (if in place within school);
- Make an annual report on safety matters to the Board of Governors.
- Ensure that health and safety is considered as an integral part of teaching and the course syllabi, both in preparation of new course submissions and in their reviews;
- Identify staff training requirements to allow the school to comply with legislative and good industry practice that relate to or affect health, safety and welfare.
- Instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Safety Policy, School Codes of Practice or health and safety legislation.
- Ensure that safety inspections are carried out at termly intervals, recorded and that necessary remedial action is carried out.

- Develop and establish emergency procedures, and organise fire evacuation practices within the school.
- Ensure that health and safety is taken into account when considering any proposed or impending changes e.g. building works, room allocation/usage etc;
- Develop and adhere to safety procedures for operations carried out within the School by their staff and by outside contractors under their control.
- Ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments;
- Have a general oversight of health and first aid matters.
- Monitor the general safety programme.
- Communicate and publicise safety matters as appropriate to staff, contractors, visitors, pupils (as appropriate.)
- Ensure that all full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting), and an introduction to the Safety Policy outlining restricted tasks and activities.
- Ensure that adequate numbers of staff are provided with appropriate training so that they can support the following management arrangements.
  - First aid.
  - Fire and emergency evacuation.
  - Risk assessments, including fire, display screen equipment, manual handling, substances hazardous to health and general risk assessments.

Fiona Keeling will assume these duties in the absence of the Head teacher and has the authority to make and implement decisions throughout the school at any level if there is:

- immediate danger, or,
- dangerous practice, or
- breach of the law.

### **The School Health & Safety Coordinator**

The School Health and Safety Coordinator is responsible for the co-ordination of health and safety management throughout the School.

Additionally, the Health and Safety Co-ordinator will:

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- Make an annual report on safety matters, in conjunction with **Andy Birch (Caretaker)** , the Headteacher and the Health and Safety Governor, to the Headteacher and the Board of Governors;
- and assisted by the Heads of Key Stage, to the Head teacher and the Board of Governors;
- Assist with inspections and safety audits;
- Investigate and advise on hazards and precautions (and seek assistance from the Health & Safety Team if the issue is outside their level of competence);
- Develop and establish emergency procedures, and organise fire evacuation practices within the school;
- Have a general oversight of health and first aid matters;
- Monitor the general safety programme on behalf of the Head teacher;
- Make recommendations to **Head teacher** for matters requiring immediate attention, e.g. changes to legislation, outcomes of safety inspections;
- Make recommendations to the Head teacher on matters of safety policy in compliance with new and modified legislation;
- Communicate and publicise safety matters as appropriate to staff, contractors, visitors, pupils (as appropriate);
- Liaise with outside bodies concerned with safety and health e.g. Health & Safety Team;
- Monitor accidents to identify trends and introduce methods of reducing accidents;

### **Educational Visits Co-ordinator (EVC)**

- Engage in educational visit management in order to ensure that the Local Authority Off-site Guidance is followed;
- Work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of the establishment;
- Work with the group leader to ensure there is a 'plan B' in the event of adverse weather, transport issues, emergencies etc.
- Use the online outdoor educational visits approval system 'Evolve' for all hazardous and residential trips;
- Ensure that the schools educational visits meet the Local Authority's requirements;
- Confirm that adequate risk assessments have been carried out;

- Support the head teacher in the management and evaluation of educational visits;
- Confirm the leadership of the group is competent and appropriate, including accompanying staff and volunteers;
- Confirm that adequate first aid cover is provided;
- Keep their EVC training up to date;
- Ensure that any incidents that take place on a trip are recorded and copies provided to the Health & Safety Team.

### **Subject Leaders**

Each subject leader is responsible for:

- Developing policies based on Children's Services guidance documents for their specialist area;
- Updating colleagues within the school in any change in practice;
- Issuing safety guidance for their curriculum area;
- Carrying out risk assessments for their specialist areas.

### **Teachers**

Teachers are responsible to their Head of Key Stage for the immediate safety of the students in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Additionally, each teacher will:

- Follow safe working procedures personally;
- Give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required;
- Ensure that special working procedures, protective clothing and equipment, etc., are provided and used where necessary.
- Ensure that the classroom and other areas are tidy and that good housekeeping procedures are followed;
- Ensure that clear instructions and warnings are given to pupils verbally and in writing as often as necessary;

- Undertake a visual inspection of equipment prior to use and ensure that any portable electrical equipment they use is made available for testing;
- Report defects and make recommendations to their line manager where necessary;
- Ensure that all accidents, incidents and near misses within their area of responsibility are recorded in line with the school policy.
- Ensure they understand and follow emergency arrangements for their areas of responsibility.

### Teaching Assistants

The teaching assistant is immediately responsible to the teacher whilst the class is in session; otherwise their line manager is **Jessica Evans**.

Additionally, the teaching assistants will:

- Follow safe working procedures personally;
- Be familiar with the general and particular safety rules/emergency arrangements that apply to their area of work;
- Ensure that the classroom and other areas are tidy and good housekeeping standards are maintained;
- Undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment they use is made available for testing;
- Report defects to his/her line manager;
- Ensure all accidents, incidents and near misses within their area of responsibility are recorded in line with the school policy.

### First Aid Coordinator

When on duty the First Aid Coordinator is responsible for supporting health and welfare issues within the School and in particular should:

- Be responsible for attending to and monitoring student or visitor illness/injury and referring pupils to their own doctor or hospital as appropriate;
- Maintain the school medical rooms and equipment;
- Monitor student health records prior to entry and report/advise **[add name]** of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy, allergies etc);

- Assist in the monitoring of first aid equipment and boxes on School site;
- Assist in the development of health promotion activities at the School;
- Ensure adequate numbers of staff are trained in first aid procedures (to cover trips, sickness, etc) and co-ordinate the work of the First Aiders;
- Ensure that the necessary records are maintained relating to accidents associated with the work of the school.

### **Site Manager/Caretaker**

The Site Manager/ Caretaker will:

- Ensure that routine maintenance checks and inspections required by legislation, of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- Ensure that premises safety inspections are undertaken e.g. weekly, bi-termly, and keep records of any faults identified (if appropriate);
- Attend to defect reports and recommendations from the head teacher, staff, Safety Representative and Health and Safety Coordinator;
- Ensure all portable electrical equipment is tested on an annual basis;
- Keep records of hazards identified on site by staff and the remedial action taken and when;
- Ensure safety procedures are developed and adhered to for operations carried out within the School by their staff and by outside contractors under their control;
- When liaising with contractors, ensure they have had sight of the Asbestos Register;
- Ensure equipment, including personal protective equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place;
- Ensure that all accidents, incidents and near misses within their area of responsibility are recorded in line with the school policy.

### **Trade Union Safety Representatives**

In accordance with the Safety Representatives and Safety Committee Regulations the safety representatives will, where appointed:

- Represent the employees in consultation with the employer and with their representative; investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace;

- Investigate complaints by any employee he/she represents relating to health and safety and welfare at work;
- Represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority;
- Receive information from inspectors;
- Attend meetings of safety committees to which they are elected;
- Inspect the workplace if they have given the employer or their representative reasonable notice in writing of their intention to do so and have not inspected it in the previous three months. They may carry out additional inspections where there are substantial changes in work conditions.

### **Staff Liaising with Contractors**

Staff liaising with contractors carrying out work at the School have a responsibility to take appropriate action if they observe the contractor or his employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Caretaker for them to rectify or, failing that, reporting to the School Business Manager and Head teacher.

Staff must ensure that a contractor arriving at site, reports to Reception and that a nominated person ensures the contractors are informed of any hazards on the school site e.g. providing access to the asbestos register. Approval must also be gained by the contractor to start work. Only those staff nominated by the head teacher to liaise with the contractors must undertake this activity due to the procedures put in place by the school to implement the council's Policy on Safeguarding, Asbestos and the Management of Contractors.

### **Members of Staff Generally**

Each member of staff is responsible for his or her own personal safety and that of other persons in the School by the proper observation of School rules and procedures (e.g. by ensuring visitors report to the Reception Area on arrival at the school.)

Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8 viz.:

'It shall be the duty of every employee while at work

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- a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safe or welfare in pursuance of any of the relevant statutory provisions,'

Staff are also reminded that they must provide notice of three months if qualifications relating to Health & Safety are due to expire, e.g. First Aid.

### **3.2 Governors Resources Committee**

The Governors Resources Committee representing the various groups within the School is comprised of:

- Head teacher
- 5 Members of the Governing Body
- Health and Safety Coordinator

Where possible efforts are made to ensure as wide a spread of curriculum and support areas of the school are represented.

### **Overall Function and Objective**

The provision of effective communication and consultation between management and employees in order that the health, safety and welfare policy is properly maintained and developed.

### **Specific Functions**

- To consider information, statistics and reports relating to health, safety and welfare matters affecting the operational area covered by the Committee generally and to make recommendations/observations to the Governing Body accordingly.

- To consider and make recommendations to the Governing Body regarding individual health and safety problems which have not been resolved at operational management/ safety representative level, or at section level.
- To develop policy to improve and maintain health and safety issues for staff and pupils.
- To encourage the implementation and maintenance of effective safety rules and practices at departmental level.
- To encourage effective communication regarding health, safety and welfare matters.

Note: before considering any individual health, safety and welfare problem, the School Health and Safety Committee, will satisfy itself that all possible steps have been taken to resolve the problem at departmental/section level. The Committee shall not normally consider such cases until the above action has been taken. In the event of a safety matter not being resolved within the Committee, any representative is free to take the matter up with the Governing Body through their staff representative.

NB: Where health and safety committees are not in place, consultation processes must be arranged by the school and summarised in this section.

### **3.3 Crisis Management**

A crisis management team has been set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident.

#### **Membership of the Crisis Management Team:**

- The Head teacher
- Health and Safety Coordinator
- Site Manager/Caretaker

#### **Function of the Crisis Management Team**

The function of the Crisis Management Team is to:

- Act as the decision-making authority for the management of an incident.
- Develop the procedures and practices to be used for handling emergency situations and communicating these to all employees within the school.

- Establish and maintain a crisis management 'centre'. The 'centre' will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate maps and building plans.
- Assess the nature, degree and likelihood of threats to the schools interests (personnel, facilities, information and other assets) in order to determine the vulnerability to those threats of the schools personnel, facilities or assets.
- Test the crisis management plan on a regular basis to ensure that it is feasible and realistic. Whenever the plan is found to be deficient immediate corrections will be made.

### 3.4 General Emergency Procedures

The summoning of emergency services is carried out by **the school office**. They will also contact:

- A member of the Senior Management Team - [for information]
- Deputy Head teacher - [if students are involved]
- Site Manager/Caretaker – [for access/ to isolate electrical supplies etc.]

In the event of a major disaster the Crisis Management Team and the council's Civil Contingencies Team are contacted (tel. 296699 or the on call number: 07540 675 169 for out of hour emergencies.) The Civil Contingencies Team will inform 'MIST' – the Council's Major Incident Strategic Team if appropriate.

### Fire Policy and Procedures & Bomb Incident Management

The school holds a site specific Fire Safety Policy, Evacuation Plan and Fire Risk Assessment. These documents outline the school's fire risks, how they are managed and the instructions to be followed in the event of an emergency.

In the event of a suspected bomb threat, the Crisis Management Team will liaise with the Police, LEA and Fire Brigade and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, pupils, visitors, etc by an appropriate means. Any member of staff who receives information regarding a bomb on site

must immediately inform the head teacher or a member of senior management in their absence.

**First Aid Procedure** – (see also the council's First Aid Standard)

The school has carried out a First Aid needs assessment and has identified the following requirement:

- There will be at least 10 people on the staff who have current first aid training, of which 2 will be qualified first aiders and 8 will be appointed persons.
- There will also be at least 2 paediatric first aiders.

Qualified First Aiders have completed the First Aid at Work 3 day initial training, followed by 2 day refreshers every 3 years and an annual ½ day refresher.

The named first aiders for the school are listed in Appendix A at the end of this document and also published in school in the office, staffroom and medical room.

First aid boxes are kept in the medical room, hall, Year 5/6 shared area. The First Aid Coordinator provides first aid support and maintains a central supply of first aid materials to supplement first aid boxes. Parents are expected to inform the school if their child has an allergy and a list of any such children is kept and displayed in the staffroom.

All injuries which come to staff attention, no matter how slight, are recorded in the First Aid Book and/or HS2 Incident form. There is a first aid book and "bump notes" available with all boxes to be completed by the person administering first aid. In case of doubt as to whether or not a child's parent should be immediately alerted, staff contact the designated Child Protection Officer (Jessica Evans) or in their absence **the Head teacher**. In the event of an accident, if the parents (and their nominated contacts) are unavailable, the pupil may be sent to hospital to err on the side of caution. In these cases the pupil will be accompanied by a member of staff.

Every parent will be informed of the schools arrangements for First Aid each school year.

## Accident Recording and Reporting

In the event of an accident the following procedure is followed:

- Any equipment is turned off.
- A call for help is made – including First Aid assistance.
- The qualified First Aider will judge whether the injury is of a minor or major nature. If minor the First Aider will provide appropriate treatment.
- If a major injury an ambulance will be called immediately without undue delay due to attempting to contact parents or guardians.
- If the injured person requires hospital treatment but an ambulance is not necessary, **the Head teacher / Deputy** is responsible for arranging for a member of staff to transport the student/staff to hospital.

The member of staff taking the injured person will:

- Stay with the injured person and return with them; or
- Stay with the injured person until the parent/guardian arrives at the hospital and return to school.

All staff report any accident (or near misses) involving either themselves, visitors or volunteer helpers by recording the details on the Incident Report form HS2. Pupil accidents, depending on the severity are either reported in the First Aid book or Incident Report form HS2. If the incident involves intentional violence/harassment or verbal/written abuse, it will be reported using the Violent Incident Occurrence Report Form HS3.

**The Head teacher** ensures that these forms are forwarded to the Health & Safety team at Kings House, Room 300, Open Plan, Hove within 5 days. As the authority is obliged to report certain categories of injury or dangerous occurrence to the Health and Safety Executive (HSE) it is important that the Health & Safety team are notified at the earliest opportunity of accidents or incidents that are of a serious nature to determine if the HSE should be informed.

All accidents are investigated to prevent a re-occurrence. The investigation is recorded on Part B of the HS2 form. **The Head teacher** monitors accidents to identify any trends. The **Governing Body** also receive information on accidents on a termly basis. The Health & Safety team will investigate certain incidents/accidents following receipt of the HS2/ HS3 form.

### 3.5 Health Issues

**Smoking** – (see also the Council Policy on No Smoking)

In an effort to reduce the risk to health from passive smoking, there is a No Smoking Policy which includes the prohibition of e-cigarettes.

**Alcohol and Drug Abuse** – (see also the Council Policy on Drugs and Alcohol)

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the school and increases the risk of accidents both to themselves and to colleagues. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.

Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If staff feel they are affected when on medication, they inform their line manager who will implement additional arrangements that safeguard both the individual and the staff/ pupils they work with.

Schools staff have access to Schools staff have access to a staff counselling, information and advice service, 24 hours a day/365 days of the year. Phone: Call Care first on 0800 174319)

**Staff Wellbeing** – (see also the Schools Wellbeing Framework)

The school follows the council's Wellbeing Framework which includes linked policies and procedures in matters relating to developing arrangements for staff wellbeing. The school recognises that staff are more likely to flourish in an environment free of unnecessary anxiety, stress and fear and where the contribution of all employees is valued. This framework incorporates a range of issues including work life balance, stress and dignity and respect at work.

If staff are to provide an atmosphere conducive to pupil achievement, they need to be emotionally healthy themselves. The Wellbeing Framework takes a whole school approach

to creating a healthy, positive working environment that puts the wellbeing and effectiveness of staff right at the heart of the school.

Staff are able to raise concerns regarding their workload and any effects it may be having on their health with their line manager. If staff don't wish to discuss a particular problem with their line manager they can access counselling as described above.

**New & Expectant Mothers.** - (See also Council Policy on New and Expectant Mothers)

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and many return to work while they are still breast feeding. Some hazards in the work place may affect the health and safety of new and expectant mothers and of their children.

The following procedure is in place:

- Female staff (full and part-time) are required to inform their Line Manager and Human Resources as soon as possible and in writing when pregnancy has been confirmed.
- The Line Manager will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the Risk Assessment will be kept and will be reviewed throughout the pregnancy and if circumstances surrounding the pregnancy alter in any way.
- The Health and Safety Coordinator is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

### **3.6 Risk Assessment**

Specific risk assessments are required for activities involving fire, manual handling, hazardous substances and the use of display screen equipment. Generic risk assessments are completed for those activities and workplaces where specific assessments have not been carried out.

All staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to their area of work. Copies of these assessments are

held electronically in the Health and Safety Folder on the J drive and in a labelled folder in the office.

The following staff complete risk assessments for the areas highlighted below:

- Premises                      School Business Manager
- Curriculum                    Curriculum Co-ordinators
- Off-site Visits                Group Leader/EVC
- Individual/specific        Headteacher/Deputy Head/SENCo

### 3.7 Specific Hazards

Schools are not generally considered as dangerous places to work in but they can still create risk of injury or to health. The hazards relevant to this school are detailed below along with the safe procedures put in place to manage the risk.

#### **Display Screen Equipment (DSE)** – (see also Council Policy on DSE)

All staff who are DSE 'users' (i.e. use a computer continuously for one hour or more and have no discretion on using the equipment,) complete DSE e-learning and a Workstation Self Assessment. Where health issues are raised, the assessment is reviewed by a DSE Assessor **or the** School Business Manager. The DSE Assessor then completes a DSE Assessment on the individual.

DSE Users are entitled to an eyesight test, particularly if they are experiencing visual difficulties associated with the use of DSE, and if they request it. The optician's fee for the eyesight test will be reimbursed by the school to a maximum of £16.50. If corrective appliances are required for DSE work, the school will reimburse a maximum of £49.95 towards the cost if required purely for DSE work.

#### **Electrical Equipment**

All staff are responsible for ensuring that they carry out a pre-use visual check and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of a member of staff who will also direct them.

All electrical equipment is checked annually (Portable Appliance Testing (PAT)) under the terms of the schools contract. The School Business Manager is responsible for maintaining

accurate records, ensuring that all equipment in current use is checked and for making arrangements for the equipment to be accessible for testing.

If there is any doubt about the safety of the equipment it will not be used. Any potential hazards will be reported to **the Head teacher** immediately.

The head teacher must be made aware of, and approve the use of any item being brought into schools by a member of staff, volunteer or a pupil. The head teacher must be made aware of and approve the arrangements for temporary electrical extensions required for drama productions, Christmas decorations etc.

### **Machinery and Equipment**

An inventory of all equipment is kept by the School Business Manager and held electronically. Hand tools are used under strict guidance and close supervision of the teacher or teaching assistant, when used by pupils. Such equipment – even simple items such as scissors – is stored away after use.

### **Manual Handling** (see also Council Policy on Manual Handling)

All equipment must be moved safely. Large pieces of equipment will only be moved by people who have received manual handling training. PE equipment may be moved by pupils but they must be given clear instruction in the correct way to lift and handle items. There must always be at least 2 pupils per piece of equipment or mat. Close supervision is maintained at all times.

**The Caretaker** will be responsible for undertaking risk assessments for manual handling tasks. Training will be given to those staff who are expected to lift objects. Staff have a personal responsibility to ask for help or not undertake an activity if they are apprehensive about their capability to move goods, equipment or furniture.

Where lifting equipment/aids are provided, only those members of staff who have been trained in the use of the equipment and are authorized to use it may undertake the activity. Lifting equipment is checked every six months by a competent person.

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The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom and spillages. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The caretaker/site manager undertakes an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. The caretaker/site manager reports all hazards, obstructions, defects or maintenance requirements to Mrs S Foster. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these are dealt with immediately.

The school is cleaned as per the cleaning schedule and is monitored by the head teacher. All waste is disposed of according to appropriate health and safety guidelines.

### **Off-site Visits**

An Educational Visits Coordinator (EVC) has been appointed. The school has a separate policy on Off-site visits. Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of the school and council policy on educational visits.

### **Hazardous Substances** (see also Council Policy on Hazardous Substances)

The school keeps an inventory of all hazardous substances on site which is kept up to date by **the caretaker**. COSHH risk assessments are undertaken for all hazardous materials onsite.

Inspections take place to:

- Identify all substances used;
- Assess the level of risk to health;
- Eliminate the use of substances or substitute a safer alternative where possible;
- Introduce and monitor control measures to prevent risk.

### **Noise at Work**

All members of staff need to be aware of “nuisance noise” and respect the needs of others in the school. Common sense and courtesy by all members of staff, pupils and visitors to the school will prevent problems arising. Any member of staff or visitor detecting a potential problem will report immediately to **the Head teacher**.

## Lettings

If the school is let, the Head teacher must be satisfied that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement will be completed and copies kept. Copies of letting agreements are held in the school office. The school will maintain the premises being let in a safe condition and communicate any unsafe conditions or hazards with the lessee.

## Administration of Medicines

The School follows the council's Administration of Medicines Policy and therefore has a separate Administration of Medicine Protocol. The school maintains consent forms and records of medicines administered.

### 3.8 Training and Information

A training needs analysis is undertaken by the head teacher to identify the mandatory health and safety training required for each member of staff and is reviewed annually. The training is identified using the Workforce Development Training Programme and the head teacher will ensure that staff are released for this training as appropriate.

All members of staff receive a comprehensive health and safety induction when they commence employment with the school and the induction includes specific elements of this policy being brought to their attention. A volunteer will receive a specific induction relevant to the activities they are undertaking in school.

The Head teacher:

- Informs staff of any changes in the policy;
- Assesses the training requirements of the staff and integrates those needs onto the school development plan to inform governors;
- Assesses the training needs of new members of staff.

Every member of staff is made aware of the Council Policy on health and safety and shown how to access the document via Wave4Schools. If any member of staff feels the need for training they must alert their line manager or senior management team.

The school has developed a supply teacher's pack and this will be issued to all supply staff that includes health and safety information.

### **3.9 Monitoring Health and Safety**

Health and safety standards are monitored by the senior management team in conjunction with the school governors by the following:

- SLT include health and safety as part of the agenda of their regular meetings;
- The head teacher conducts an annual inspection with a trade union safety representative (where appointed);
- The governors' agenda and head teacher's report to the governors both have health and safety as standing agenda items.

### **Inspections**

To maintain and improve standards throughout the school a termly premises inspection takes place and records kept. The school is inspected by the Head teacher, Caretaker & Health & Safety Governor.

### **Auditing**

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed, the council will complete a health and safety audit every 3 years. The action points identified through the audit will form part of the school development plan.

### **3.10 Visitors**

The head teacher and governors must accept the responsibility for health and safety of visitors to the school, including contractors.

All visitors to the school are asked to sign in at the school office and sign out when they leave. Each class teacher will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency.

The Senior Management Team will ensure that volunteers have the necessary safety information.

### **3.11 Trade Union Safety Representatives**

Doc. HS-G-37  
Ref:

Trade unions can appoint safety representatives who are legally entitled to inspect premises, investigate accidents and undertake safety training under the Safety Representatives and Safety Committees Regulations 1977. The trade union safety representative will consult the head teacher on any relevant health and safety matters. Representatives are part of the safety consultative process and their role includes:

- Investigating potential hazards and dangerous occurrences and examining the causes of accidents at the workplace;
- Investigating complaints by any employee on matters relating to that employee's health, safety or welfare at work;
- Making representations to the employer on the above matters and
- Carrying out inspections as appropriate (i.e. at least quarterly) and/or after a notifiable accident, dangerous occurrence or the contraction of a notifiable disease, or when there are changes in the workplace which might affect the health, safety and welfare of employees.

### 3.12 Safety Policy Review

The school acknowledges that the Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

The school will monitor and update the Policy as appropriate and will undertake a formal review on a bi-annual basis seeking endorsement from the Board of Governors.

#### Section 4: Further Information

[The Health & Safety Legal Register](#) contains all relevant legislation such as the Health & Safety at Work Act and all Regulations.

#### Relevant links

The following page on Wave4Schools provides guidance on the development of a school health and safety policy and outlines of governor and head teacher roles and responsibilities for health and safety: [Schools Health & Safety Policies](#)

#### Appendices

Doc. HS-G-37  
Ref:

- A List of Useful Contacts in School
- B Record Keeping

**Appendix A List of Useful Contacts in School**

<b>Contact</b>	<b>Number</b>
Health and Safety Governor	Mr Steve Vinall
Health and Safety Coordinator	Mrs Sarah Foster
Educational Visits Coordinator	Mr Ian Beggs
Curriculum Coordinators  PE ICT Science Literacy Numeracy Music	Mr John Mills Ms Helen Banks Miss Lucy Cooper Miss Fiona Keeling Ms Helen Banks Mrs Jessica Evans
First Aid Coordinator	Mrs Jackie Magrath
Person responsible for reporting Accidents/incidents	Mr Mike Jee (Acting Executive Head)
Trade Union Safety Representatives	
First Aiders	See table on next page

First Aid Record: September 2016

Name		Qualification	Date	Renewal needed
Helen Barnett	FT	Paediatric First Aid	02.07.13.	July 2016
		Emergency First Aid at Work	06.06.16.	June 2019
Carla Botting		Emergency First Aid at Work	29.01.15.	Jan 2018
Amy Charlton		First Aid at Work (Level 3)	01.03.16.	February 2019
Joanna Cierniak	FT	Paediatric First Aid	22.07.15.	July 2018
Aisha Deghayes		Emergency First Aid at Work	06.06.16.	June 2019
Monica Gomez		Emergency First Aid at Work	06.06.16.	June 2019
Jodie Gregson	Mon-Wed	Emergency First Aid at Work	06.06.16.	June 2019
		Paediatric First Aid	05.05.16	May 2019
Sheila James		Emergency First Aid at Work	06.06.16.	June 2019
Jackie Magrath		First Aid at Work	15.05.15.	May 2018
Anna Miotic		Emergency First Aid at Work	07.05.15.	May 2018
Kat O'Keefe	FT	Paediatric First Aid	03/16	March 2019
Tessa Pacey		Emergency First Aid at Work	06.06.16.	June 2019
Rachel Parsons		Emergency First Aid at Work	06.06.16.	June 2019
Wafa Paton	FT	Paediatric First Aid	July 2014	July 2017
Hilary Powell		Emergency First Aid at Work	06.06.16.	June 2019
Lorraine Samuels		Emergency First Aid at Work	06.06.16.	June 2019
Taryn Sargent		Emergency First Aid at Work	06.06.16.	June 2019
Lorraine Waughman		Emergency First Aid at Work	29.01.15.	Jan 2018
Martha Williams		Emergency First Aid at Work	05.01.15	January 2017
Lyn Wilson		Emergency First Aid at Work	06.06.16.	June 2019

**Appendix B Record Keeping**

In the previous sections, reference has been made in various places to record keeping. There follows a list of those responsible for maintaining such records and where they are kept.

<b>Records of</b>	<b>Produced by</b>	<b>Where kept</b>
Accidents on Site	Those involved in the accident	Head's office
First Aid administered	First Aiders & Appointed Persons	Medical Room
Fire Risk Assessment	Head teacher/Staff	Electronically
Asbestos Management Plan	Head teacher/Staff	
Medicines administered	First Aider/Secretary	Medical Room
Risk Assessments	Head teacher/Staff	Electronically
COSHH Assessments	Caretaker	Caretaker's office
Electrical Tests	LA approved contractor	
Maintenance of machinery and equipment	LA approved contractor	
DSE Assessment	H&S Coordinator	
Manual Handling Assessment	Heads of relevant Departments	
Training of staff & students	H&S Coordinator	
Violent incidents	Staff involved in incident	Head's office
Testing of Equipment	LA approved contractor	
Accident Investigations	Staff involved in accident	Head's office
Noise Assessments	LA approved contractor	
Legionella testing	Site Manager/Caretaker and LA approved Contractor	Caretaker's office
Monitoring Reports	H&S Coordinator	Head's office