



Health & Safety Policy Document

Approved by: [Name] **Date:**

Last reviewed on: December 2019

Next review due by: December 2020

HEALTH & SAFETY POLICY DOCUMENT
PART 1
STATEMENT OF INTENT

This policy statement is the local supplement to Gloucestershire County Council Corporate Health & Safety Policy Document.

The school's Governing Body and Headteacher recognise and accept their responsibilities both under law and also under Gloucestershire County Council delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The school is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed led by the school's Governing Body and Headteacher.

In particular the Governing Body and Headteacher are responsible for:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- maintaining safe access to and egress from the premises;
- preventing accidents and work related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- complying with statutory requirements as a minimum;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to make sure they are effective;
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- setting targets and objectives to develop a culture of continuous improvement;
- ensuring a healthy working environment is maintained including adequate welfare facilities;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- ensuring safe use, handling and storage of substances at work.

In addition to the above commitment, the Governing Body and Headteacher also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors, etc, or anyone who is or may be affected by the schools activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

The Governing Body and Headteacher will ensure adequate resources, including finance to implement the Policy.

The Governing Body and Headteacher are committed to the arrangements stated in this Policy Document and all members of staff are required to comply. They are encouraged to support the Governing Body and Headteachers commitment to continuous improvement in the schools health and safety performance. For the Policy Document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

This Policy Statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

This Policy Statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Governing Body.

Part 2 Organisation

Organisation – Introduction

In order to achieve compliance with the Governing Body and Headteacher's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of this H&S Policy Document.

The Duties of the Governing Body

The Governing body has overall responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Headteacher the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.

The Duties of the Headteacher

The Headteacher has day-to-day responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Governors the Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Headteacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.

The Duties of Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Health & Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their line manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.

Pupils

Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.

School Safety Representatives

The Governing Body and Headteacher recognise the role of Safety Representatives who may be appointed by a recognised Trade Union. Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Safety Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. (However representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body).

Temporary Staff

Temporary employees are provided with information and guidance which includes the Health & Safety Policy Document, fire and emergency procedures etc. and are suitably inducted to their role. They are directly accountable to the headteacher whilst on the school site.

Teaching Staff

Teaching staff have a day to day responsibility for ensuring compliance with this Health & Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils 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.

Teaching Assistants

Teaching assistants have a day to day responsibility for ensuring compliance with this Health & Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.

The Duties of Off Site Visit Coordinators (OVC)

The Offsite Visit Coordinator (OVC) ensures that standards for off-site activities and educational visits are followed. The OVC works with trip leaders to ensure the aim of the educational visit is achievable and in line with those of the school. The school refers to the Off-Site Visits Manual on the SHE webpages.

The Duties of Premises Manager (Bursar, Business Manager, Site Manager)

The Premises Manager has a day to day responsibility for ensuring compliance with the school Health & Safety Policy Document and taking effective action and/or immediately referring to the Headteacher any health and safety issues brought to their

attention, this includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe

Volunteer and Parent Helpers

Volunteer and parent helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site.

Part 3 General Arrangements

Part 3.1 – Risk Assessment

Risk Assessment

- We use SHE/GCC/CLEAPSS recommended Risk Assessment documents and procedures.
- Teachers are expected to risk assess any external visits/trips. The risk assessment has to be approved by the Headteacher. Off sites Visit Co-ordinator (OVC) to assist and oversee risk assessments.
- Risks Assessments are generally generated by the teacher. However, any Risk Assessment produced must be shared with all relevant persons. This is done via sharing the document and signing to acknowledge it has been read. SHE risk assessment forms are on the Teacher Drive under Risk Assessment.
- Risk Assessments are reviewed directly after any trip, event to inform future similar activities. In the case of a pupil's risk assessment, termly to ensure it is current and reflects needs.
- All Risk Assessments must also be given to the OVC and then Headteacher.
- Activities involving the use of potentially harmful equipment requires a Risk Assessment – cooking, use of tools such as glue guns, saws, hammers. Any broken equipment is brought to the attention of the Headteacher.

Part 3.2 - Specific Risks

Communication

Communication is maintained through:

- staff meetings, performance reviews.
- visitors – signing in
- pupils – lesson plans, school council, assembly
- parents – admissions process, school prospectus, website, news letters
- volunteers –induction
- contractors – part of work planning
- Governors – in meetings and during visits to the school.

Consultation with employees

The school recognises the importance of consulting with employees on health and safety matters. This is achieved by staff raising points, concerns or advice during staff meetings, on the staff notice board, via email and through a log kept when staff are signing in.

Display Screen Equipment

- The majority of employees within the school are not considered to be DSE users; Office staff using computers will have appropriate (e.g. adjustable) equipment

- The school refers to SHE guidance
- Headteachers/Heads of Department ensure that DSE workplace assessments are conducted for any users.
- DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.

Hazardous Substances (Control of Substances Hazardous to Health CoSHH)

Where hazardous substances are used risk assessments are undertaken and a hierarchy of control measures adopted which seeks to eliminate or substitute the substance concerned. Safety data sheets are used for hazardous materials.

Lone Working

See Primary School Risk Assessment Toolkit

Manual Handling

See Primary School Risk Assessment Toolkit

Moving and Handling Pupils

See Primary School Risk Assessment Toolkit

Noise

The school is aware of its responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place. Generally noise risk is managed by keeping the dose (exposure time) low.

Staff using lawn mowers, strimmers, are expected to wear ear protection and visors for the face.

Parent Teacher Association/ Friends of the School

See Primary School Risk Assessment Toolkit

Personal Protective Equipment (PPE)

See Primary School Risk Assessment Toolkit

Playground Supervision/Play Equipment and Maintenance

See Primary School Risk Assessment Toolkit

School Trips/Offsite Visits

See Primary School Risk Assessment Toolkit

School Transport

See Primary School Risk Assessment Toolkit

Security Arrangements

See Primary School Risk Assessment Toolkit

Work Experience Placements

- using the SHE checklist/ questionnaire for employers
- an induction with any persons visiting the school for work experience/student placement is undertaken on the first day and includes safeguarding.

Working at Height

See Primary School Risk Assessment Toolkit

Workplace Violence to Employees and Behaviour Management

- school security measures
- dealing with difficult parents
- reporting incident – to office
- follow-up to incidents - headteacher
- pupils with behaviour management plans where required
e.g. employees have training
- The school has a separate policy on dealing with aggressive behaviour from staff members, members of the public and pupils. The policy includes Governors.

Part 3.3 – Premises Risks

Asbestos

See Primary School Risk Assessment Toolkit

Building Contractors

See Primary School Risk Assessment Toolkit

Caretaking and Grounds Maintenance (and grounds safety)

See Primary School Risk Assessment Toolkit

Cleaning

See Primary School Risk Assessment Toolkit

Gas and Electrical Appliances

See Primary School Risk Assessment Toolkit

Glass and Glazing

See Primary School Risk Assessment Toolkit

Lettings

See Primary School Risk Assessment Toolkit

Where shared working e.g. playgroups are on site:

Risks are managed by:

- maintaining separate entrances/ exits
- tenancy agreement in place including a clear understanding of each party's responsibilities
- tenant co-operates with the school's arrangements

Mechanical and Electrical (fixed and portable)

See Primary School Risk Assessment Toolkit

Maintenance of Machinery and Equipment

See Primary School Risk Assessment Toolkit

Slips/Trips/Falls

See Primary School Risk Assessment Toolkit.

Snow and Ice

Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what action needs to be undertaken during adverse weather conditions e.g. which specific routes are gritted. There is suitable storage for salt/grit and tools on site and a sufficient supply of grit/salt is available.

Transport Arrangements (on-site)

See Primary School Risk Assessment Toolkit

Water Hygiene

See Primary School Risk Assessment Toolkit

Part – 3.4 Health and Wellbeing

Dealing with Medical Conditions

See Primary School Risk Assessment Toolkit

Drug Administration

See Primary School Risk Assessment Toolkit

Emergency Management/ Business Continuity

See Primary School Risk Assessment Toolkit

Fire Safety

See Primary School Risk Assessment Toolkit

First Aid

See Primary School Risk Assessment Toolkit

Health and Well Being Including Absence Management

See Primary School Risk Assessment Toolkit

Infectious Diseases

See Primary School Risk Assessment Toolkit

Pregnant Members of Staff

See Primary School Risk Assessment Toolkit

Reporting of Accidents, Hazards, Near Misses and their investigation

- An accident book is kept which is filled in by the adult attending the incident. In the case of a head injury, a separate booklet is completed allowing for a duplicate slip to be sent home with the injured child, this is cross-referenced in the accident book.
- Parent/carers are advised of any accident either telephonically, face to face at the end of the day and in the case of a head bump/injury, a letter home.
- more significant accidents are investigated to identify the root causes
- Governor responsible for H & S assesses the accident booklet for any trends in the locality of accidents.
- Any changes to practices as a result of issues arising from data collection, awareness of the need for change to accommodate changing needs in the environment or pupil needs is undertaken on a needs basis (in the case of pupil needs) and annual basis for inspections, repairs and waste disposal.

Smoking on Site:

The school is a no smoking site and visitors and contractors are required to conform to this status.

Part 3.5 – Monitoring, Review and Audit

Auditing

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the school ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the school development plan.

Inspections

See Primary School Risk Assessment Toolkit

- Professional bodies undertake any inspections, for instance the SHE unit, fire alarm company, registered electrician for PAT testing.
- Annually as reflected in the relevant Inspection handbooks – fire extinguishers, fire alarms, PAT testing.
- Undertaken by relevant inspection parties. Governor responsible for H & S. SLT check that records are being completed as expected.
- SLT follow up any necessary contraventions to policy or recommendations given by authorities selected to carry out any inspections.

Monitoring

SLT along with Governor responsibility monitor all inspection timetables and review any work undertaken.

Review

- the school has a programme for review, updating and reissue of policies
- the Governing Body review (...new policies, reports such as safety audits, workplace inspections etc)

Section 3.6 – Training

Employee Health and Safety Training/Competence

See Primary School Risk Assessment Toolkit

Supply and Student Teachers

The school's expectations are made clear to any supply and student teacher through the provision of a school information leaflet. Teachers on supply and student teachers are given a copy of the Staff Handbook, Health & Safety Policy Document and other relevant material. The Headteacher is responsible for liaising with the supply/student teacher on general school organisation and routines. When supply and student teachers attend the school to cover for staff absence at short notice the Headteacher/responsible person gives guidance on the work to be covered.

Volunteer and Parent Helpers

Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers receive an induction from the designated (or deputy) teacher for child protection and general health and safety and are expected to wear a visitors badge at all times and follow the school procedures. The teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.

Section 3.7 - Environmental Management

Environmental Compliance

The school fulfils its waste management responsibilities by:

- seeking to minimise waste at source and using only what is needed
- seeking alternatives where possible
- recycling as much as is practicable
- disposing of as little as necessary

Disposal of Waste

- waste is stored carefully onsite to avoid escape within the grounds or elsewhere
- fire safety is considered e.g. security of bins
- an appropriate (licensed) waste contractor is used
- all waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.

Section 3.8 - Catering And Food Hygiene

Food Hygiene

See Primary School Risk Assessment Toolkit

Section 3.9 – Health And Safety Advice

Information

Health and safety advice is obtained from Safety, Health & Environment (SHE) 01452 425350 she@gloucestershire.gov.uk www.gloucestershire.gov.uk/she