



# **HAWKESBURY CE VC PRIMARY SCHOOL**

# **HEALTH AND SAFETY POLICY**

**Policy dated: September 2016**

**Policy review: September 2017**

**HAWKESBURY CE VC PRIMARY SCHOOL  
HEALTH & SAFETY POLICY**

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## **PART A - GENERAL STATEMENT**

This policy is produced in respect of Hawkesbury CE VC Primary School only and is supplemental to the Local Authority Health and Safety Policy Statement.

### **STATEMENT OF POLICY**

The school considers the health, safety and welfare of staff and pupils to be important, and achieving a safe and healthy working environment essential to the school's goal to promote excellence in teaching and learning.

It is the policy of Hawkesbury CE VC Primary school to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees whilst they are at work, as well as others who may be affected by the school's undertakings, including pupils, and to comply with the Health and Safety at Work etc. Act 1974 and other relevant legislation.

The school recognises its responsibility to promote a culture where H&S issues are discussed in an open and positive way to achieve improved standards and safe methods of work.

People with specific responsibilities for H&S are identified in Part 2 of this policy and the arrangements implemented to meet the above requirements are as detailed in Part 3 of this policy.

<b>Signed:</b>		<b>Signed:</b>	
<b>Chair of Governors</b>	<b>Date:</b>	<b>Headteacher:</b>	<b>Date:</b>

### **REVIEW**

This Policy is reviewed and updated annually.

<b>Date of review</b>	<b>Summary of changes made</b>
<b>19/9/16</b>	

## **PART B - ORGANISATION**

### **GOVERNORS**

The School governors will:

- Promote a sensible approach to health and safety and ensure competent health and safety advice is obtained;
- Ensure a health and safety policy is in place and regularly reviewed.
- Take reasonable steps to ensure that the school is following the employer's policy and procedures e.g. through regular discussions at governance meetings;
- Ensure staff receive adequate training to enable them to carry out their responsibilities;
- Work in close partnership with the head teacher and senior management team to support sensible health and safety management and to challenge as appropriate;
- Ensure risk assessments of work activities are undertaken and recorded;
- Provide sufficient funding for health and safety;
- Ensure regular safety inspections, at least three a year, are undertaken and that findings are recorded and progressed;
- Establish and maintain a positive health and safety culture.

### **HEAD TEACHER**

The Head teacher will:

- Ensure that the school is following the employer's health and safety policy and has effective arrangements for managing the real health and safety risks at school;
- Maintain effective communications with employers, governors, and the school workforce, and give clear information to students and visitors, including contractors, regarding the significant risks on site;
- Make sure that staff have the appropriate training and competencies to deal with risks in their areas of responsibility;
- Consult and work with recognised trade union safety representatives/ employee representatives and safety committees;
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly;
- Obtain competent health and safety advice to properly assist the school management to comply with its health and safety obligations;
- Ensure risk assessments of work activities are undertaken, recorded and regularly reviewed;
- Ensure regular safety inspections, at least three per year, are undertaken and that issues identified are actioned or programmed as necessary;
- If he/she delegates H&S duties to an individual, referred to as the H&S Coordinator, he/she ensures that the duties are clearly defined, the person is competent to carry them out and that sufficient resources are allocated to enable them to be carried out.

### **H&S COORDINATOR**

The H&S Coordinator will:

- Be the contact for H&S advice/information provided to the school and will liaise with Head teacher or relevant employees to ensure advice is acted upon or information disseminated as necessary;
- Advise the Head teacher and Governors on action required to comply with relevant H&S Legislation;
- In consultation with Head teacher/Governors, set timescales/ensure work is carried out to meet the requirements of H&S Legislation;
- Carry out the regular safety inspections, at least 3 three annually;
- Receive all accident/incident reports, investigate where necessary and report significant accidents to the Schools H&S Unit via RM Securenet so that RIDDOR reportability can be

considered. If the accident is required to be reported to HSE under RIDDOR, this will be done by the Schools H&S Unit.

## ACCREDITED H&S REPRESENTATIVE (S)

- Accredited H&S representatives are trade union representatives, appointed by trade union members working for the Local Authority and formally recognised as employee representatives by the employer.
- The Accredited H&S Representatives' rights are covered by the Safety Representatives and Safety Committees Regulations 1977.

## EMPLOYEES (ALL)

All employees, contractors and volunteer helpers must:

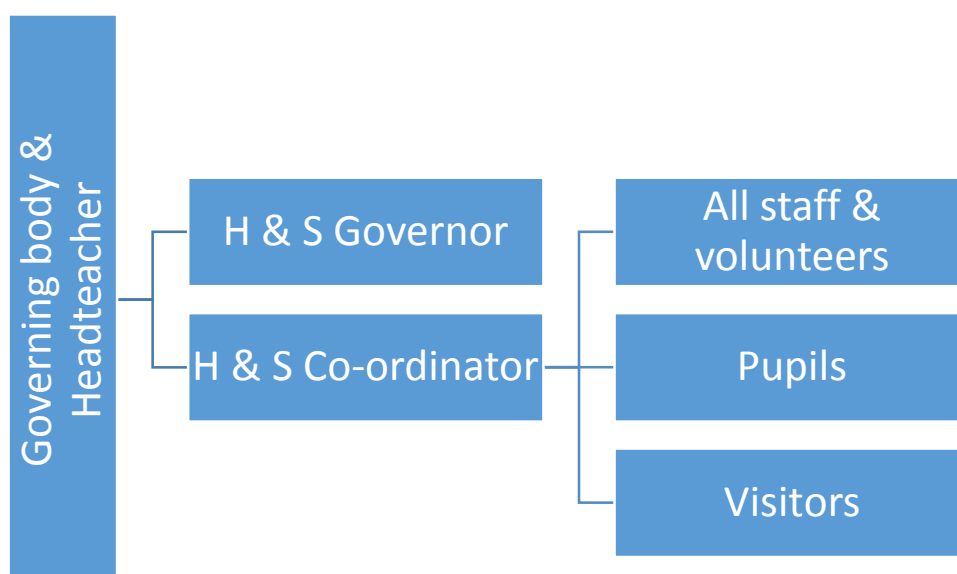
- Take reasonable care for their health and safety at work and that of other people who might be affected by their acts or omissions at work;
- Report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to their line manager or other designated person;
- Not misuse anything provided for health and safety purposes;
- Report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents;
- Cooperate with management in respect of complying with H&S requirements.
- Ensure that their own vehicle insurance covers them for any use of the vehicle for work purposes.

## PUPILS

Pupils are expected to:

- Comply with school rules relating to general behaviour;
- Comply with information and instruction provided for safety reasons;
- In cases of emergency to remain quiet, listen and obey instructions given by employees; and
- Not to misuse anything provided for H&S reasons.

## SCHOOL STRUCTURE AND LINES OF COMMUNICATION



## **PART C – ARRANGEMENTS**

The following arrangements have either been established through risk assessment at school level or are national standards. This section of the policy is split into two parts, part one is the school wide procedures, **general arrangements**, and part two is the activity-based **specific arrangements**.

### **C1 GENERAL ARRANGEMENTS**

#### **1. Accidents and incidents**

1.1 All accidents in school, or related to school activities, will be recorded, and, where appropriate investigated. If the accident is significant or potentially “reportable” to the Health and Safety Executive (HSE) under RIDDOR (Reporting of Injuries Diseases Dangerous Occurrences Regulations) see section 1.2, a RM Securenet accident report form will be completed electronically and sent to the Schools Health and Safety mailbox. The Schools H&S Unit will review the accident and investigation and report to the HSE on the school’s behalf if appropriate. The school will follow HSE guidance for incident reporting in schools.

**1.2 RIDDOR** – Certain work-related injuries to a member of staff or a child must, by law, be recorded and reported. The employer is responsible for this, but staff may be asked to prepare the report. Employers must report accidents which result in:

- Deaths;
- Specified injuries;
- Over 7-day injuries (where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days);
- Where there is an accident connected to the work activity which causes injury to students, members of the public or other people not at work and they are taken from the scene of an accident to hospital for treatment to that injury (examinations and diagnostic tests do not constitute ‘treatment’ in such circumstances); and
- Specified dangerous occurrences – where something happens that does not result in an injury, but could have done.

**1.3 Near Miss Incidents** - For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, a record is to be completed and sent to the H&S Coordinator who will then decide if it needs to be forwarded to the Schools H&S Unit. This will be the case for any major structural collapse, any explosion or any fire which causes the closure of a room or more

**1.4 Violent Incidents** - For any violent incident involving staff, violence being non-consensual physical violence, i.e. does not include physical interaction during sporting activity, then a school record will be completed and reviewed by the head teacher, and input to the RM Securenet reporting system if appropriate. Risk assessments relating to that work activity will be reviewed in the light of the incident to ensure that suitable control measures are in place.

#### **2 Asbestos**

2.1 A survey has been undertaken of the school to identify asbestos and where asbestos has been identified/strongly presumed/presumed to be present this information has been summarised in two type of list at the front of the Asbestos Management Plan (AMP). The AMP is kept in the school office and condition checks as necessary are carried out by the caretaker/H&S Coordinator.

2.2 All staff are advised that asbestos containing materials in school are only labelled in places where pupils do not have access so always check before pinning, drilling or otherwise potentially damaging walls, ceilings, floors etc. Do not assume there is no asbestos present.

2.3 Any contractors who might need to access roof voids or drill into ceilings/floors/walls will be notified of where asbestos is identified/strongly presumed/presumed and will sign to confirm they have been made aware. A contractor sign in sheet will be used.

### **3 Computers**

3.1 All computers in use within school, whether PC's or Laptops, together with associated equipment such as projectors are purchased from reputable suppliers and installed in line with relevant guidance.

3.2 Computer workstation assessments – To comply with the Display Screen Equipment Regulations any employee who is a 'regular computer user' will complete a self-assessment for their workstation, the completed self-assessment will be reviewed by the H&S Coordinator. Such employees are also entitled to a free eye test, claim forms available from the H&S Coordinator, and payment for a basic set of glasses where they are required mainly for use with DSE.

3.3 Laptop computers – The school recognises that laptop computers and similar devices such as "tablets" are not designed to be used for extended periods. If staff are likely to spend extended time working on the laptop then the school will consider measures to reduce the possibility of 'repetitive strain' type injuries. Specifically use of a separate keyboard, setting the laptop up on a surface so the top of the screen is at eye level and sitting in a supportive seat are recommended.

### **4 Consultation with employees**

4.1 The school fulfils its legal duty to consult with employees on matters of health and safety by:

- Having H&S as a standard item on the agenda of all staff meetings;
- Where appointed, to consult with trade union accredited Safety Representatives in good time on all health and safety issues. Accredited Safety Representatives or recognised employee H&S representatives will be invited to become a member of the school's Safety Committee.

### **5 Contractor management**

5.1 The school will ensure that any contractors on site are competent and will be approved to work on site before being allowed to commence work. They will be provided with information relating to hazards that may affect them and the relevant control measures in place within the school. Any contractors working on site will provide copies of their safe practice and will cooperate with the emergency procedures in place for the school.

### **6 Emergencies**

6.1 The school will put in place arrangements for crisis and emergency management to reduce the consequences of major hazards and risks and to action a recovery plan in the event of a serious incident or accident. School emergency procedures/plan, including contact details, will be accessible off-site and out of hours and are kept at the Headteacher's (and School Business Manager's) homes.

## **7 e-Safety**

**7.1** The school has a separate policy for e-Safety which outlines the permitted activities in relation to ICT, and required controls, security and assurance.

## **8 Fire safety**

**8.1** A fire risk assessment has been completed to comply with the requirements of the Regulatory Reform (Fire Safety) Order and this has identified the physical fire precautions in place, the measures to prevent fires starting, and the measures to ensure everyone can escape from the building in the event of a fire. The fire risk assessment is reviewed annually. Fire orders based on the outcomes have been produced and these are displayed.

**8.2** Fire drills – Fire drills are required in order to familiarise persons with the systems in place. Fire drills are carried out a minimum of four times a year, twice in terms 1 & 2, once in terms 3 & 4 and once in terms 5 & 6. An evacuation caused by the accidental or malicious sounding of the fire alarms can count as one of the required fire drills.

**8.3** Fire alarms – The school has a fire alarm system incorporating detection and break points. The fire alarm is sounded each week to ensure that it is working and can be heard throughout the school.

**8.4** Fire extinguishers – Fire extinguishers are subject to an annual check by competent contractors and on a weekly basis the extinguishers are visually checked by the caretaker to ensure that they are in position and that the pins are in place. All staff are aware that in the event of a fire the priority is to raise the alarm and evacuate the building, fire extinguishers are provided to aid escape if required but are not otherwise intended to be used.

## **9 Hazardous substances**

**9.1** The school recognises the requirement to assess hazardous substances, either in use or created by school activities is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc., and biological hazards.

**9.2** The school COSHH assessment is kept in the school office and summary information is kept where substances are stored/used.

## **10 Lone working**

**10.1** The school will identify lone working activities and lone workers. The risks to lone workers will be assessed and steps taken to avoid or control the risks where necessary. Lone workers will be fully involved in the risk assessment process. The school will take steps to ensure risks are removed where possible or put in place control measures.

## **11 Manual handling**

**11.1** All manual handling activities in the school will be identified and risk assessed in accordance with the Manual Handling Operations Regulations. The risk assessment will be recorded and reviewed regularly. Measures will be taken to avoid the need for employees to undertake those manual handling activities which involve a risk of being injured.



**11.2** Where manual handling cannot be avoided the school will make every effort to provide appropriate mechanical assistance to make handling the load less likely to cause injury, and that where aids are supplied, employees will be trained in their use.

## **12 Medical needs and first-aid**

**12.1** First-aid – the school has a first aid risk assessment, which is reviewed annually and will implement the identified control measures. The control measures will include first aid equipment, trained first aiders, and information for employees on first-aid arrangements.

### **12.2** Supporting pupils with medical needs

**12.2.1** Pupils with medical conditions will be properly supported so that wherever possible they have full access to education, including school trips and physical education.

**12.2.2** The governing body will ensure that school leaders consult health and social care professionals, pupils and parents, to make sure that the needs of pupils with medical conditions are effectively supported.

### **12.3** Infectious diseases

The school follows the national guidance produced by Public Health England (PHE) 'Guidance on infection Control in Schools and other Child Care Settings'.

## **13 Noise**

**13.1** The Noise at Work Regulations identify noise levels at which specified action is required and also a general duty to reduce noise levels. The school has undertaken a noise review and has not identified any areas or activities as likely to exceed the action levels. If employees have any questions on noise levels they should initially speak to their line manager.

## **14 Plant and equipment**

**14.1** The school will identify the maintenance, examination and testing requirements for all items of plant and equipment, LEV, pressure systems, gas appliances, lifting equipment and glazing safety on site and ensure the requirements are met to maintain a safe working environment. Faulty items will be taken out of use until they are repaired or replaced.

## **15 Risk assessment**

**15.1** The school recognises the need to complete, record and implement risk assessments for any significant risks arising from school activities. The school will ensure that the risk assessments are effectively communicated to those undertaking or affected by the activities, and that identified control measures are put in place. The school will ensure employees completing the risk assessments are competent to do so.

**15.2** The school has a Health and Safety Risk Profile which identifies compliance issues and priorities for action.

## **16 Safeguarding**

**16.1** The school has a separate policy dealing with the safeguarding of children and young people and a designated officer has been appointed. All employees are made aware of the policy, a copy of which is kept in the staffroom and school office.

## **17 School trips and off site visits**

**17.1** The school undertakes a variety of off-site visits and management arrangements are described in the school's School Trips Policy. The school recognises that duties under the Health and Safety at Work etc Act 1974 apply to the risk management of school trips, and that the employer has the overall legal responsibility and accountability for the health, safety and welfare for the school staff, and for the health and safety of pupils, visitors and volunteers. The school uses the resources of the Outdoor Education Advisers Panel (OEAP) for supporting advice and information.

**17.2** Where the off-site visit involves an "adventure activity" (climbing, trekking, caving, water sports) in the UK the school will ensure that the provider is licensed by the Adventure Activities Licensing Authority (AALA). The school will also, where appropriate, use providers with the Council for Learning Outside the Classroom (LoTC) Quality Badge which recognises providers who offer good quality learning outside the classroom and manage risk effectively.

## **18 Security**

**18.1** There is a security risk assessment for the school site which is regularly reviewed and updated, particularly following any security incidents. The control measures identified on the security risk assessment will be implemented and checked for effectiveness. Management of school security is overseen by the School Business Manager.

## **19 Slips and trips**

**19.1** The school recognises that slips, trips and falls are a significant cause of accidents. All school staff have a responsibility to ensure they are vigilant and report or remove possible slip and trip hazards.

**19.2** The school will ensure that there is an effective reporting procedure in place so that identified hazards are resolved promptly by a designated individual.

## **20 Training of staff in health and safety**

**20.1** Competency - The school will ensure that all employees are competent to perform their roles. Competence is the combination of training, skills, experience and knowledge that a person has and their ability to perform a task safely. If competence falls short of requirements identified in a role profile then the employee will be provided with appropriate information, instruction, training and supervision to enable them to achieve the required level of competency.

**20.2** Induction - All new staff will be provided with information on health and safety and be given health and safety induction training by their line manager including access to this policy. A record of induction training will be kept.

**20.3** Risk assessment - All staff with H&S risk assessment responsibilities will be suitably trained in how to complete, implement and review H&S risk assessments.

## **21 Transporting pupils**

**21.1** Use of Employees' vehicles – Employees can transport students/equipment in their own cars or drive to other venues during the working day. Employees who use their own cars must confirm that their insurance policy covers them for this purpose and need to hold Business Class insurance for the vehicle they use.

**21.2 Use of Professional Transport** - The school will check that transport and driver are hired in from a reputable source before employing their services for school trips etc.

**21.3 Parents' Transport** – If needing to use this option the parent(s)/guardian(s) of the students are advised of the venue and time of activity and that their son(s)/daughter(s)/ward(s) are required to be there at that time.

**21.4 Insurance** – The school will ensure that appropriate insurance arrangements are in place for transporting students where that has been organised by the school.

## **22 Vehicle movement on-site**

**22.1** The school will identify and risk assess on-site vehicle movements and put in place a traffic management plan to manage the risks in line with current workplace transport guidance e.g. segregation, marking and lighting. The plan will consider all aspects of on-site vehicle movements which may affect the safety of staff, pupils and visitors. Any arrangements in place will be effectively communicated and clear signage put in place where required. The school will consider as part of the risk assessment vehicle movements occurring immediately outside the school premises which may be associated with school activities, such as staff arriving and leaving work, school buses delivering pupils and delivery vehicles. The implementation of identified control measures will be overseen by the Head teacher.

## **23 Violence to staff**

**23.1** The school will ensure there are procedures in place to inform staff on how to minimise risk from assault. It will be clear what line managers must do in instances where they or the staff they manage have been threatened with, or experience, violent assault or intimidating behaviour in the course of, or as a consequence of, their duties. The procedures will include:

- How to identify threats to employees at an early stage;
- The process for effective risk assessment of violence and aggression;
- The implementation of required control measures;
- Training and support considerations.

## **24 Wellbeing - occupational health services and managing stress**

**24.1** The wellbeing of employees is seen as an integral part of the schools health and safety responsibilities. The Governing Body and Head teacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the workforce.

**24.2** All employees have the right to a reasonable work life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Employees are encouraged to raise any concerns with the Head teacher or their line manager but also have access to a confidential counselling service. Sickness absence or health concerns will be dealt with under the schools absence policy.

**24.3** Occupational health services are available through Schools HR department

## **25 Work at height**

**25.1** The school recognises the hazardous nature of work at height activities and the requirement of the Work at Height Regulations to identify and risk assess school work at height activities. The risk assessment must be recorded and identified control measures put in place. Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage and any work where access

equipment is needed, e.g. step ladder, ladders, scaffolds. Most employees will therefore undertake an element of work at height and any frequent operations and any involving use of equipment must be covered by a written work at height assessment. Within school the following written assessments are in place.

**25.2 Regular operations** – A summary of the regular operations undertaken has been produced which indicates what the work at height is, the frequency with which it is carried out and whether assessed as a high, medium or low risk. All employees must make themselves aware of this list and follow the procedures indicated.

**25.3 Specialist operations** – These are where specific high level access equipment is to be used and where additional information will be required. This will include use of access scaffolding and any specialist ladders.

## **26 Workplace safety**

**26.1** The school is committed to achieving and maintaining the highest possible standards of health, safety and welfare for all employees, pupils and young people, their families and other persons affected by our activities. A key part of this is the provision of a safe workplace – the school will ensure that workplace standards are safe and compliant including a workplace inspection programme and prompt resolution of reported safety issues and defects.

**26.2** A water safety monitoring and management programme is in place. An assessment has been completed on the hot and cold water systems and measures have been introduced to manage the risk of legionnaire's disease.

**26.3** The schools fixed electrical installation is inspected and certified by a competent contractor every 5 years in accordance with industry best practice.

**26.4** Portable electrical equipment is to be visually checked by staff before use, i.e. check equipment and plug undamaged and that wire is not worn or loose entering equipment or plug and if any defects are noted the item is to be put out of use. In addition portable electrical equipment will be tested by a competent person periodically as risk assessed in line with HSE guidelines.

## **C2 SPECIFIC ARRANGEMENTS**

### **27 Art**

**27.1** The main hazards for art activities involve the substances used, and the school will include them in the school's hazardous substances risk assessment where appropriate. Substances selected, particularly solvents and adhesives, will be suitable for intended use and age of pupils, particular attention should be given to the type of adhesives and solvents used. Pupils will be provided with protective aprons etc to prevent damage to clothing where necessary. The guidance available from CLEAPSS will be followed.

### **28 Food Activities**

**28.1** The school has risk assessed the hazards associated with food activities including use of hot items, electrical appliances, cleanliness, food contamination/allergies, use of sharp objects, and emergency arrangements for fire and first aid. The school will ensure that

identified control measures are in place, and follow the guidance available from the Association for Science Education (ASE) as described in their “Be Safe” publications.

## **29 Play equipment**

**29.1** All play equipment provided by the school is subject to an ongoing inspection and maintenance programme to ensure that it is fit for purpose. If condition checks indicate defects then the equipment may be taken out of use while repaired or, if beyond economic repair, removed. Accidents and incidents relating to play equipment will be monitored and, if the use of a particular item of play equipment is linked to repeated accidents then its suitability will be reviewed.

## **30 Science**

**30.1** The school has risk assessed the hazards associated with science activities using the guidance from CLEAPSS and ASE as described in the publication “Be Safe”. The school will ensure that identified control measures are in place.

## **31 Sport and PE**

**31.1** The school has risk assessed the hazards associated with sport and PE activities and follows the guidance contained in “Safe Practice in Physical Education” produced by the Association for Physical Education (AfPE). Sports equipment is inspected and maintained annually by a competent contractor.

## **32 Swimming**

**32.1** The school has risk assessed the hazards associated with swimming and follows the guidance contained in “Safe Practice in Physical Education” produced by the Association for Physical Education (AfPE). The school will ensure that identified control measures are in place.

## **33 Technology**

**33.1** The school follows the guidance for safe practice in technology contained in “Make It Safe” produced by the National Association of Advisers and Inspectors in Design and Technology (NAAIDT), and guidance available via CLEAPSS.