

Roe Farm Primary School



HEALTH & SAFETY POLICY

Date of Policy Publication: May 2019

Review Date	By Whom	Summary of Changes
21st October 2016	HW: Head PT: Premises Manager	Riddor Regulations added to bullet point p1
14th May 2019	HW: Head PT: Premises Manager	
July 2021	HW: Head PT: Premises Manager	Due to Covid – section added to policy

EMPLOYERS SAFETY STATEMENT

The school is keen to promote best practice in all areas of health and safety. We regard this as a priority not an imposition since we aim to put the welfare of our pupils and staff at the centre of all we do. The safety of parents, visitors, contractors and others with whom we deal is also of great importance to us

Every employee, whether involved in teaching, administration, maintenance or another role, can play his or her part in bringing this about. Please read carefully the whole of this policy, which sets out our broad aims, individual's responsibilities and the procedures and arrangements in place to ensure compliance with the Governing Body's statement of intent.

We aim not merely to fulfil the legal requirements on us but also where possible to seek continuous improvement in the safety of our workplace and in our activities. It requires resources, of time as well as money and equipment to obtain the necessary professional advice, appropriate instruction and training which will enable staff at all levels to fulfil their obligations in order to minimise health and safety risks. We are committed to providing those resources.

In accordance with the HEALTH and SAFETY at Work Act 1974

1. The Governors recognise and accept their responsibility as the employer for ensuring, so far as is reasonably possible:
 - the health and safety of pupils and staff
 - the protection of others from health and safety risks arising from our activities
 - the provision of safe and healthy premises
2. No safety policy can be successful unless it actively involves employees themselves. In this connection the school reminds all employees of their own duties under section 7 & 8 of the Act:
 - to take care in their work for their own safety and that of other employees
 - to ensure the safety of pupils and the public
 - to co-operate with the school authorities so as to enable them to carry out their responsibilities
3. The school will take all such steps as are reasonably practicable to fulfil its responsibilities, paying particular attention to regulations pertaining to the following areas:
 - Management of health and safety, especially by risk assessment
 - Control of substances hazardous to health COSHH
 - First aid equipment, facilities and staff
 - Fire precautions
 - Maintenance of electrical systems
 - Personal protective equipment PPE
 - Use of display screen equipment
 - manual handling operations
 - asbestos
 - legionella
 - working at height
 - noise
 - reporting of injuries, diseases and dangerous occurrences (Riddor Regulations 2013)
4. In addition there are vital areas such as road safety, educational visits and sport, in each of which there can be a high degree of risk and in which the school's policies will have regard to guidance issued by the DfE or equivalent bodies

5. Details of the responsibilities under this Health and Safety Policy, the organisation and arrangements for carrying them out are set out below.
6. The school will undertake to provide:
 - competent technical advice on health and safety matters where this is necessary to assist those responsible.
 - Information, instruction, supervision and where relevant training to enable all employees to recognise hazards and contribute positively to the health and safety at work of themselves and others
7. A copy of this statement will be made available to all employees and it will be reviewed annually. Supplementary documentation relating to the work of particular departments or groups of staff will be issued as required

Mrs H Weston - Head teacher

Mr P Taylor - Premises Manager

Mr D Weston – Health and Safety Governor

ORGANISATION

This section of the policy defines the names, positions and duties of those that have responsibility for health and safety.

Any reference in bold italics refers to a health and safety document or school guidance available on the school website

The Head-teacher has overall responsibility to the Governors for the management of the school

ROE FARM PRIMARY SCHOOL HEALTH AND SAFETY ORGANISATIONAL STRUCTURE

GOVERNING BODY



HEAD TEACHER: Helen Weston



PREMISES MANAGER: Paul Taylor



HEALTH and SAFETY (Governor): Dave Weston

EMPLOYEES

Health and Safety Co-ordinator (Premises Manager)	Paul Taylor
Head teacher	Helen Weston
Health and Safety Governor	Dave Weston
Educational visits co-ordinator (Deputy Head teacher)	Matt Davenport
Representatives from each Key Stage (Fire Marshalls)	Nicola Mardlin Andy Wibberley Jake Nicholas

The nominated Governors are responsible as far as is reasonably practicable for:

- ensuring that health and safety matters are regularly and appropriately reported and considered by the full Governing Body
- ensuring that the Head teacher, Premises Manager and senior staff are effectively developing and implementing the school's health and safety policies in such ways as the Governors may require.
- advising Governors of their responsibilities and obtaining or authorising such professional advice as may be required

- carrying out termly Health and Safety audits of the school and feeding back to Governors

The Head teacher is responsible for:

- strategic oversight of school safety policies
- liaison with Health and Safety Executive (HSE)
- liaison with Governors
- fire safety as the designated 'nominated person' as stipulated in Regulatory Reform (Fire Safety) Order 2005
- funding of health and safety and associated insurance matters
- personnel matters for support staff including the monitoring of illness working arrangements and redeployment
- legal advice and meeting statutory responsibilities
- personnel matters such as monitoring illness, working arrangements and deployment
- road safety guidance
- communication of safety matters to staff (including part time) pupils and parents
- preparing a termly health and safety report for the Executive Head-teacher
- monitoring effectiveness of health and safety procedures
- design and implementation of an Emergency Plan and organisation of any associated training

The Premises Manager is responsible for:

- overall Health and Safety of the site on a daily basis
- all reporting of RIDDOR accidents
- liaison with emergency services
- site security and workplace safety for staff, pupils and visitors
- personnel matters for support staff including the monitoring of illness working arrangements and redeployment
- conditions applying to those using or hiring school premises
- use of vehicles and minibus safety including maintenance and eligibility of staff to drive
- ensuring that policies are up to date
- will seek specialist advice as necessary for particular areas
- acts as a channel of communication for members of staff wishing to raise issues of strategic concern beyond those for which routine reporting procedures are appropriate
- raises and discusses health and safety issues of strategic concern that have not been dealt with through the routine reporting procedure
- has an important role in informing and consulting with staff on health and safety matters
- identifying and controlling hazards within their areas of responsibility
- preparing and reviewing at least annually, risk assessments and any other assessments/procedures necessary for their department
- ensuring the risk assessments are read and acknowledged as having been read by all departmental members at the beginning of every academic year, or at any point of change and are readily available for reference
- provision of personal protective equipment (PPE)
- manual handling safety
- regular testing of fire alarms
- management of asbestos and legionella testing
- fixed electrical wiring testing, gas boiler inspections and the examination/testing of premises
- maintenance equipment, scaffolds and ladders

- specific oversight of safety matters in the maintenance department and plant rooms
- safety when working at height
- safe practice for contractors working at the school and regularly assessing COSHH
- updating or review of relevant policies

Health and Safety Co-ordinator (Paul Taylor) is responsible for:

- regular updating of all health and safety policies in conjunction with the Head teacher
- providing specialist information to those in the organisation with specific health and safety responsibilities
- keeping abreast of changes in health and safety requirements and disseminating this information
- oversight and organisation of all health and safety training for academic and support staff in conjunction with the Head teacher
- maintain an overview of the current First Aiders ensuring compliance and maintaining a training record for these staff in conjunction with the Head teacher
- planning, monitoring and keeping records of fire practices
- management of the provision and maintenance of all fire fighting equipment
- provision and display of fire evacuation procedure notice
- provision and display of statutory notices
- compilation and circulation of school safety policies
- designation of staff to be first aiders

Educational Visits Co-ordinator (Matt Davenport) is responsible for:

- management of staff in the planning, preparation of risk assessment and approval to ensure as far as is reasonably practicable, the safe running of educational visits off the school site using Evolve
- developing expertise in the field and being aware of current legislation and regulation
- advising staff and ensuring consistency of best practice in the running of school visits either in the UK or overseas

Admin and Office Staff are responsible for:

- provision of on-site medical support, assessment and treatment or referral of illness and injury
- receiving and holding medical record forms about pupils and identifying medical information requiring action
- informing and advising those staff that are entitled and need to know about risks to be avoided by particular students
- provision and regular checking/restocking of First Aid boxes

All Employees are responsible for:

- identifying hazards and reporting them promptly to the Premises Manager (Health and Safety Co-ordinator) in accordance with **Health and Safety Reporting Procedures**
- avoiding all possible risks in working practice, considering the safety of themselves and others
- ensuring safe Health and Safety practice at any school event
- reporting promptly any accidents using the procedures outlined in **Reporting of Accidents & Incidents**
- being familiar with this policy, with fire precautions and evacuation procedures and with other safety rules or emergency arrangements applicable to them

PROCEDURES AND ARRANGEMENTS

This section of the policy defines the procedures and arrangements that are in place to ensure compliance with the Governing Body's Statement of Intent. A number of the arrangements in place will have been covered in Section 1: Organisation

CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation:

- ✓ **Health and Safety is an agenda item at all Governors meetings and issues related to Health and Safety will be discussed as and when they arise.**
- ✓ **Head and Premises Manager meet regularly to review Health and Safety across school**

Communication of Information:

- the Head teacher and Premises Manager ensures that systems are in place so that staff and pupils are familiar with the arrangements set out in this document
- Information for **staff** is principally communicated by the following means:
 - a) induction programme for new staff
 - b) Governors meetings
 - c) Notice board in Staff room and Parent's room including Health and Safety act
 - d) announcements in briefing and/or at staff meetings
- Information for **pupils** and **parents** is principally communicated by the following means:
 - a) Notice board in Parent's room
 - b) announcements at assemblies
- Health and Safety Law Posters are displayed in Staff Room and Parent's Room

Raising Health and Safety concerns:

- Staff are encouraged in the first instance to raise any concern directly with the Health and Safety Co-ordinator, but should not hesitate to inform the Head teacher in writing of any shortcomings which continue to concern them
- Health and Safety is a standing item on the agenda of all Governor meetings

EMERGENCY PROCEDURES:

Every member of staff **MUST** familiarise themselves with the emergency procedures that are in place across the school

Emergency/Critical Incident Plan:

- the **Emergency and Critical Incident Plan** sets out the guidelines to be followed in the event of a critical incident, emergency or unusual circumstances affecting the safety and welfare of children and staff
- Training given as and when required with individuals/teams

Fire and Evacuation:

- Fire safety practice and guidance are documented in Roe Farm Primary School ***Policy for Fire and Emergency Evacuation***

- Detailed evacuation procedures are placed in prominent positions in classrooms, staff rooms and in the main office. With notification of evacuation points placed in the corridors
- Evacuation routes are displayed in all rooms throughout the premises
- Fire Marshall training completed by all Team Leaders
- Class lists and radios accessible at points around school for reporting

First Aid:

- First Aid practice and guidance are documented in the school ***First Aid Policy and Procedure***
- First Aid notices summarising the actions to be taken in the event of someone needing first aid assistance are displayed in all communal areas. Relevant personnel and contact numbers are listed

Transport to hospital:

- If an ambulance is required call 9 '999'
- No casualty should be allowed to travel to hospital unaccompanied and a member of staff must be allocated in emergencies where parents cannot be contacted

Accident/Incident/Near Miss Reporting:

- Accident/Incident/Near Miss reporting procedures are documented in ***Guidance on the Reporting of Accidents & Incidents***
- Accidents, Incidents and Near Misses are reported to Governors on a regular basis

Gas Leaks:

- If the smell of gas is noted everyone MUST evacuate immediately
- any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell as to whether the immediately evacuate the building
- If there is a slight smell of gas the first action should be to check that all gas appliances are switched off this may clear the smell of gas. Windows should be opened. If the source of the leak is not immediately apparent contact the Premises Manager or Head teacher and the Health and Safety Co-ordinator
- Head teacher and the Health and Safety Co-ordinator will disseminate further instruction to staff in the affected area

Chemical Spills:

- SEE EMERGENCY ACTION PLAN

HEALTH AND SAFETY TRAINING

- Health and Safety induction training will be provided by the Head teacher/Health and Safety Co-ordinator.
The purpose of such training is:
 - a) to ensure all new members of staff have good basic understanding of the health and safety ethos of Roe Farm Primary School
 - b) to ensure new members of staff are conversant with and understand the basic health and safety procedures in place via induction
 - c) to introduce the health and safety section accessible on the school website
- purpose specific health and safety training is available to all staff when the need is identified by their line manager
- the Health and Safety Co-ordinator in conjunction with the Head teacher will identify training needs

- Specific health and safety training requirements are outlined in individual policies and within OFSTED National Minimum Standards. Staff may receive generic health and safety training in the following areas:
- First Aid – Emergency First Aid at Work
- Fire Marshall
- Manual Handling

HEALTH AND SAFETY MONITORING:

Inspection of Premises:

- classroom and SITE Inspections will be carried out annually by the Premises Manager and Head teacher
- any matters requiring attention will be monitored closely by the Head teacher in liaison with the team
- full inspections will be carried out every two years by an external consultant as part of the Health and Safety Audit
- interim inspections may be carried out by an external consultant to monitor progress and compliance

INSPECTION AND TESTING OF PLANT EQUIPMENT

Statutory Inspections:

- all plant and equipment requiring statutory inspection and testing will be inspected by appropriate contractors designated by the Local Authority in compliance with *Lifting Operations and Lifting Equipment Regulations 1998* and *Provision and use of Work Equipment Regulations* and records maintained by the department

Portable Electrical Appliances:

- Inspection and testing of portable electrical appliances is carried out by staff contracted through the local authority
- Full records are maintained with all tested pieces given an inspection label.
- Premises Manager is responsible for identifying and recording all pieces of equipment within their departments that require testing and for managing the introduction of 'personal' electrical equipment that may not be listed on a register

Equipment Maintenance – Curriculum

- Staff are responsible for ensuring that maintenance of equipment used in their areas of the curriculum is identified and implemented
- Maintenance is carried out by external specialists, in accordance with regulatory requirements under for example *Provision and Use of Work Equipment Regulations 1998* and records maintained by the department

Ladders and Access Equipment:

- the Premises Manager is responsible for the inspection and maintenance of ladders and other access equipment in accordance with the regulation listed above
- all pieces of equipment in school must carry an up to date inspection label

PREMISES MANAGEMENT

Supervision of Pupils:

- all staff are vigilant at all time with regards to the supervision of children on the school site
- expectations are clearly outlined and reinforced on a daily basis

Security and Visitors:

- all staff are provided with and asked to wear a Roe Farm Primary School identification badge
- all staff are issued with a fob allowing them to access the building through either the main school entrance or residential department
- all visitors are asked to report to the main entrance where they will sign in using the electronic system which outlines health and safety in school
- fire evacuation procedures are shared with visitors
- all building contractors come under the supervision of the Premises Manager or a designated member of the Senior Leadership Team

Vehicles on Site Parking:

- there is limited visitor parking available at the school

Building Maintenance:

- general building maintenance is carried out by the Premises Manager
- where required external specialists/consultants will be used
- the school buy into the Local Authority Property Services Maintenance package and hence work is carried out by approved contractors ensuring compliance with statutory requirements

Asbestos:

- the Asbestos Register is held at the main entrance to school
- all contractors who may be working in areas of the premises where asbestos materials have been identified are required to sign the register and areas affected identified
- the register must be updated immediately if any changes are identified

Legionella:

- an external consultant regularly assesses the risks associated with legionella proliferations in the hot and cold water services and at risk water systems in accordance with *HSC Approved Code of Practice and Guidance 'Legionnaires Disease – The Control of Legionella Bacteria in Water Systems'*

Control of Contractors:

- during term time all Contractors must report to the main office where they will be asked to sign in using the signing in system and wear an identification badge
- during holidays contractors report to the Premises Manager or designated member of staff
- contractors will be issued with guidance on fire procedure

- the Premises Manager and Head teacher are responsible for monitoring areas where the contractor's work may directly affect pupils and ensuring that appropriate precautions are taken to ensure the safety of staff and pupils whilst work is carried out.

RISK MANAGEMENT

Risk assessments are a legal requirement under the *Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999*

Training;

- a comprehensive step by step training guide is documented in *Guidance on Carrying Out a Suitable and Sufficient Risk Assessment* which closely follows the HSE Guidelines – Five Steps to Risk Assessment:
- Identify the hazard
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record your significant findings
- Review your assessments and update if necessary

Generic:

- **Generic Risk Assessments** are co-ordinated by the Head-teacher, Deputy Head and Premises Manager
- these generic documents address safety issues with regard to specific issues and environments e.g. classrooms, playground areas and school visits

Maternity:

- using the generic **Maternity Risk Assessment** as a starting point, a risk assessment will be carried out by the Head teacher or Business Manager
- reference will be made to the specific needs of the individual member of staff taking into consideration departmental factors that may increase the risk of harm to mother and baby.

Curriculum Activities:

- risk assessments for curriculum activities will be carried out by Visit leaders in liaison with team members

Fire:

- a Fire Risk assessment is carried out by DCC every two years in accordance with the requirements of the *Regulatory Reform (Fire Safety) Order 2005 (kept in the front entrance)*
- any resulting comments form part of an action plan and an interim audit is carried out every year to monitor progress

Manual Handling

- manual handling practice and guidance is documented in Roe Farm Primary School – **Manual Handling Policy and Procedure**. Using the generic **Manual Handling Risk Assessment** as a starting point, an individual assessment must be carried out by the Head teacher and Premises Manager and the risk assessments adapted accordingly
- the process allows for departmental specific manual handling risks to be addressed

Display Screen Equipment:

- display screen equipment practice and guidance is documented in Roe Farm's ***Display Screen Equipment Policy and Procedure***
- risk assessments are carried out in accordance with *Health and Safety (Display Screen Equipment) Regulations 1992*

Hazardous Substances:

- departmental risk assessments will identify hazardous substances and the appropriate control measures required for safe management
- COSHH and Data and COSHH Risk Assessment are held in each cleaning store room and in the red fire box located in the main entrance reception area.

Educational Visits:

- any Educational Visits will be organised in accordance with ***Educational Visits Guidelines and Policy***

This policy and all others are available on the school website – Health and Safety. It is reviewed at least annually prior to the start of each academic year or in the event of any change to procedures and/or personnel.

If at any time a member of staff has any concerns regarding the content of this policy they are asked to contact the Head teacher or the Health and Safety Co-ordinator.

Due to the current circumstances with COVID there is also an additional Risk Assessment that can be accessed outlining Health and Safety measures in place to reduce and minimise risk of the virus. This is reviewed and updated regularly in line with Government guidelines.