

Great Bardfield Primary School HEALTH & SAFETY POLICY

CONTENTS

PART ONE – STATEMENT OF INTENT 2

PART TWO – ORGANISATION 3

Responsibilities of:

- Governing Body 3
- Headteacher 3
- School Health and Safety Co-ordinator 4
- Heads of Faculty/Other Staff holding positions of special responsibility 5
- Class Teachers 5
- School Health and Safety Representatives 6
- All Employees 6

PART THREE – PROCEDURES AND ARRANGEMENTS 8

- Risk Assessment 8
- Emergency Procedures 9
- Health and Safety Training 10
- Inspection and Testing of Plant and Equipment 14
- Health and Safety Monitoring 14
- Consultation and Communication of Information 15
- Premises Management 15
- Review 17
- Appendix 1: Health and Safety Organisation Chart 18
- Appendix 2: Fire and Evacuation Procedures 19
- Appendix 3: Incident Reporting and Investigation 22

HEALTH AND SAFETY POLICY

PART ONE

STATEMENT OF INTENT

Great Bardfield Primary School

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work related ill health
- c) Assessing and controlling risks from curriculum and non-curriculum work activities
- d) Complying with statutory requirements as a minimum
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- i) Setting targets and objectives to develop a culture of continuous improvement
- j) Ensuring adequate welfare facilities exist at the school
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

Name: _____ **Signature** _____ **Date:** _____
(Chair of Governors)

HEALTH AND SAFETY POLICY

PART TWO

ORGANISATION

INTRODUCTION

To comply with the Governing Body's Statement of Intent the school's normal management structure have had additional responsibilities assigned, as detailed below. An organisational chart showing the school's health and safety management structure is attached at Appendix 1.

THE GOVERNING BODY

The Governing Body has the following responsibilities to ensure:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.

THE HEADTEACHER

The Headteacher has the following responsibilities:

- a) To be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- b) Ensure that a clear written local Policy for Health and Safety is created.
- c) Ensure that the Policy is communicated adequately to all relevant persons.

- d) Ensure appropriate information on significant risk activities is given to visitors and contractors.
- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- g) Make or arrange for risk assessments of the premises and working practices to be undertaken.
- h) Ensure safe systems of work are in place as identified from risk assessments.
- i) Ensure that emergency procedures are in place.
- j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- k) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- l) Ensure arrangements are in place to monitor premises and performance.
- m) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- n) To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with NPS and other contractors.
- o)
- p) Report to the Governing Body annually on the health and safety performance of the school.

SCHOOL BUSINESS MANAGER

The School's Business Manager will act as Health and Safety Co-ordinator with the headteacher and has the following responsibilities:

- a) To co-ordinate and manage the annual risk assessment process for the school.
- b) To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- c) To make provision for the inspection and maintenance of work equipment throughout the school.
- d) To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.

e) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

f) Carrying out any other functions devolved to her by the Headteacher or Governing Body.

TEACHING/NON-TEACHING STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY

This includes Deputy Headteachers, Curriculum Co-ordinators, Performance Leaders, Clerical Managers/Supervisors and Caretakers. They have the following responsibilities:

a) Apply the school's Health and Safety Policy or relevant County Council Health and Safety Code of Practice to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.

b) Carry out regular health and safety risk assessments of the activities for which they are responsible.

c) Ensure that all staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work.

d) Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.

e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.

f) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.

g) Investigate any accidents that occur within their area of responsibility.

h) Prepare an annual report for the Headteacher on the health and safety performance of his/her department or area of responsibility.

CLASS TEACHERS

Class teachers are expected to:

a) Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.

b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.

- c) Give clear oral and written instructions and warnings to pupils when necessary.
- d) Follow safe working procedures.
- e) Require the use of protective clothing and guards where necessary.
- f) Make recommendations to the Headteacher or Health and Safety Co-ordinator on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- h) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- i) Report all accidents, defects and dangerous occurrences to their Head of Department.

SCHOOL HEALTH AND SAFETY REPRESENTATIVES

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and 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. They will also be consulted on health and safety matters affecting all staff. They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

ALL 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. In particular, employees must:

- a) Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.
- b) Co-operate with school management in complying with relevant health and safety law.
- c) Use all work equipment and substances in accordance with instruction, training and information received.

September 2015

- d) Report to their immediate line manager any hazardous situations and defects in equipment found in their work places.
- e) Report all incidents in line with current incident reporting procedure.
- f) Act in accordance with any specific health and safety training received.
- g) Inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Co-operate with appointed Trade Union Health and Safety Representative(s).

PUPILS

- a) Pupils, allowing for their age and aptitude, are expected to:
 - b) Exercise personal responsibility for the health and safety of themselves and others.
 - c) Observe standards of dress consistent with safety and/or hygiene.
 - d) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
 - e) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

*Great Bardfield Primary School...School
Revised September 2015 Health and Safety Policy*

HEALTH AND SAFETY POLICY

PART THREE

PROCEDURES AND ARRANGEMENTS

INTRODUCTION

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

RISK ASSESSMENT

General Risk Assessment

General Risk Assessment will be co-ordinated by the Deputy Head following guidance contained in Section 3 of the Children's Services Health and Safety Manual.

Maternity Risk Assessment

Maternity Risk Assessments will be carried out by the Deputy Head following guidance contained in Section 34 of the Children's Services Health and Safety Manual.

Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by relevant Performance Leaders and subject teachers using Health and Safety Codes of Practice for Design & Technology, Science, PE, Art, Swimming and Drama issued by the County Council.

Fire

A fire risk assessment will be carried out by the Deputy Head following guidance contained in Section 4 of the Children's Services Health and Safety Manual

Manual Handling

Manual handling risk assessments will be carried out by the Deputy Head following guidance contained in Section 5 of the Health and Safety Manual.

Computers and Workstations

Computer and workstation risk assessments will be carried out by the Deputy Head following guidance contained in Section 6 of the Health and Safety Manual.

Hazardous Substances

The Deputy Head will identify hazardous substances for which no specific assessment exists in the Codes of Practice mentioned above, or in the Caretaking Code of Practice, following guidance contained in Section 7 of the Health and Safety Manual.

Violence

Assessment of the risks of violence to staff will be carried out by the Deputy Head following guidance contained in Section 8 of the Health and Safety Manual.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and evacuation procedures are detailed in Appendix 2.

First Aid

First aid boxes are provided at the locations shown in appendix 4

The staff available to provide first aid are listed in appendix 5

In event of needing first aid assistance, either: -

Locate the nearest first aider or phone the office who will locate the nearest first aider.

Transport to hospital:

If an ambulance is required, call "999". It may be appropriate in less severe cases to transport a pupil to a casualty department without using an ambulance, but this should always be on a voluntary basis. If a member of staff uses their own car for these purposes, they must ensure that they have obtained specific cover from their insurance company. The school will reimburse additional insurance premiums where necessary. No casualty should be allowed to travel to hospital unaccompanied. All reasonable steps to contact parents/guardians will be made by office staff. The Headteacher will designate an accompanying adult in emergencies where parents/guardians cannot be contacted.

Incident Reporting

See Appendix 3.

Bomb Hoaxes and Bomb Alerts

September 2015

Responses to bomb threats will follow guidance contained in Management Information sheet 241/01.

The Headteacher, or in their absence, the most senior member of staff available, will decide on action to be taken in the event of an incident.

The control point from where such an incident will be handled is the main office.

The signal for evacuation of the building, should this be necessary, will be the fire alarm sounding.

The normal evacuation procedure should be followed.

Gas Leaks

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone the Calor Gas Emergency Service on 08457 444999.

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.

Chemical Spills

All staff should follow guidance contained in the Health and Safety Code of Practice for Science.

HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided for all new employees by the Deputy Headteacher following the Induction Checklist and guidance contained in the Health and Safety Manual.

The following staff have received or will receive health and safety training in the following areas:

- Premises Management-Alison Kerrell (November 2014)**

Swimming pool Management Training-Alison Kerrell and Mark Aston (May 2015)

CIEH Level 2 Award in Food Safety (formerly Foundation Certificate in Food Hygiene)

Outdoor Education:

- Educational Visits Co-ordinator-Alison Kerrell (**June 2012**)

???

- Manual Handling

Alison Kerrell (June 2013)

- First Aid at Work and Emergency First Aid at Work

See list of First Aiders

- Paediatric First Aid (for schools with children up to age 5)

See list of First Aiders.....

September 2015

Caretaking

- School Caretakers - Health and Safety Awareness (Norse)

- Safe Use and Inspection of Ladders and Stepladders (Norse)
- Andrew Moore Alan Moore
- Safe Use and Inspection of Portable Tower Scaffolding (Norse)

Mark Aston

- Monthly water temperature checks (legionella)

***Great Bardfield Primary School...School
Revised September 2015 Health and Safety Policy***

INSPECTION AND TESTING OF PLANT AND EQUIPMENT

Statutory Inspections

All plant and equipment requiring statutory inspection and testing (i.e. steam boilers, compressors, lifting equipment, local exhaust ventilation, pressure cookers etc) will be inspected by ? for gas, heating and ventilation and ? for Catering equipment.

Portable Electrical Appliances

Inspection and testing of portable electrical appliances will be carried out following guidance contained in Section 15 of the Health and Safety Manual.

? will carry out annual portable appliance testing.

Equipment Maintenance - Curriculum

Performance Leaders will be responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified and implemented following

*Great Bardfield Primary School...School
Revised September 2015 Health and Safety Policy*

September 2015

guidance contained in health and safety Codes of Practice for Design & Technology, Science, Art, PE and Drama.

Ladders and Access Equipment

Mark Aston will be responsible for inspection and maintenance of ladders and other access equipment following guidance contained in the Caretaking Code of Practice and Section 25 of the Health and Safety Manual.

HEALTH AND SAFETY MONITORING

Inspection of Premises

General Workplace Inspections will be co-ordinated by the headteacher
Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff following guidance contained in Section 16 of the Health and Safety Manual.

Performance Monitoring

Performance monitoring will be co-ordinated by the headteacher following guidance contained in the Health and Safety Manual.

CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation

The premises Health and Safety Committee meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

Communication of Information

The premises manager will ensure that systems are established so that staff and pupils are familiar with the arrangements set out in this document.

The Health and Safety Law poster is displayed in the Staff Room.

Health and safety advice is available from the headteacher or school business manager or the Children's Services Health and Safety Adviser.

*Great Bardfield Primary School...School
Revised September 2015 Health and Safety Policy*

PREMISES MANAGEMENT

Security and Visitors

All visitors must report to Reception where they will be asked to sign the visitor's book and wear an identification badge.

Vehicles on Site/Parking

Cars must be parked in the designated car park areas.

The risks of persons and vehicles coming into contact will be controlled by:

Delivery/contractor vehicles must park at the delivery area by the school kitchen. The use of the school car park by parents will continue to be monitored by the Head and Deputy to ensure that there are no cars blocking access points, drop off and delivery areas.

Arrangements for Disabled People

Many thresholds are now level. Personal Evacuation Plans (Peeps) have been completed for all disabled students.

Building Maintenance

General building maintenance is carried out by A. A. Joinery

Asbestos

The asbestos register and asbestos management plan is held in the main office.

Julie Evans is responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified sign the register and that any changes to the register are notified to NPS Property Consultants Limited.

Control of Contractors

All contractors must report to the main office where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Headteacher is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work .

Lettings

Lettings are managed by Heather Berkley following Council guidance.

OTHER PROCEDURES

September 2015

Critical Incident Management

The County Council's Critical Incident Management guidelines are followed and staff are made aware of the advice given.

Managing Medicines

Prescribed medication will be administered to pupils following guidance contained in the Health and Safety Manual.

The Diane King has been nominated as responsible person for control of administration of medicines to pupils.

Educational Visits

Educational visits will be organised following guidance contained in DfES (DCSF) documentation and the Children's Services guidance document. The Educational Visits Co-ordinator is Alison Kerrell

REVIEW

These arrangements will be reviewed annually and revised as new topics arise which may affect the process of managing health and safety for staff, pupils, contractors and other visitors.

*Great Bardfield Primary School...School
Revised September 2015 Health and Safety Policy*

Appendix 1

FIRE AND EVACUATION PROCEDURES

- Fire notices are displayed in each classroom and in the entrance foyer.
- Escape routes are checked by the caretakers everyday when doors are locked/unlocked.
- Fire Extinguishers are maintained and checked by Chubb Fire every year.
- Alarms are tested by TP Fire every month.

Emergency evacuation procedure will be tested once every term.

PREMISES EVACUATION ARRANGEMENTS in case of an alarm being activated are as follows: -

- Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm by the nearest alarm call point. Do not use extinguishers unless trained to do so.
- The EMERGENCY WARNING is the ALARM SIGNAL sounding continuously.
- The Head, Assistant or Caretaker will go to the zone where the alarm has been set off to investigate if there is a fire or false alarm. Head, Assistant or Caretaker will dial 999 if it is a fire.
- On hearing the alarm, pupils should leave quietly in single file when instructed by the teacher in charge of the class. Pupils should leave by the nearest available safe marked escape route. The last person to leave the classroom must close the door. Pupils should walk to their class line up point and remain with their teacher at this assembly point.
- Staff in Treetops Nursery will help coordinate children to their assembly point at the front of the children centre alongside the school's nursery. Again the last person to leave the rooms must close the doors behind them.

If a pupil is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route. In the event of an emergency during, BREAK or the LUNCH HOUR, pupils must leave the building by the nearest marked escape route and go to their class line up point. **Great**

***Bardfield Primary School...School
Revised September 2015 Health and Safety Policy***

September 2015

Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to the senior office staff at the assembly point at the rear of the school.

Disabled pupils' timetables will be held in the main offices for access in an emergency. The Health and Safety Co-ordinator will discuss with any disabled pupils and their parents the evacuation procedure in case of an emergency and draw up a Personal Emergency Evacuation Plan (PEEP) following guidance in Section 4 of the Health and Safety Manual.

□ The assembly areas are:

- Front Playground – Years 5, 6
- Front Playground – Years 4,5
- Rear Playground – Years 3,4
- Rear Playground- Years 1,2
- Rear Playground-Foundation Class
- Rear Playground – Catering Staff
- Front Playground – Admin staff

Immediately pupils arrive at the assembly area, they must stand in their class groups in silence and alphabetical order while staff check their registers. Registers, first aid boxes and visitors' book etc. will be taken out to the assembly point by the main office staff.

The result of this check must be reported to the person in charge as soon as it is completed. The Head will go round each assembly point to check with the supervision leads. In the Head's absence, the assistant head will take charge.

The office staff will liaise to check that any named disabled pupils and helper or disabled visitors have been evacuated.

Teaching assistants, one to one staff and any other persons available should check corridors and toilets in their area before evacuating the building.

Alison Kerrell will liaise with the Fire Brigade on their arrival and in his absence, Susan Aldred

When the senior member of staff is satisfied that it is a false alarm, he/she will direct staff, pupils and visitors to return to the building.

If the building cannot be reoccupied following an evacuation, pupils will be evacuated to the church and arrangements made to contact parents.

*Great Bardfield Primary School...School
Revised September 2015 Health and Safety Policy*

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