



Eastcombe Primary School

Health and Safety Policy

November 2016

Review Date: November 2017

Part One

Statement of Intent

This policy has been drawn up and agreed by the staff and governors of Eastcombe Primary School based on the GCC Corporate Health and Policy Statement.

The Governing Body and staff of Eastcombe Primary School recognise and accept their responsibility to provide a safe and healthy working environment for all employees, pupils and visitors to the school.

The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems continuously monitored and reviewed.

In compliance with the Health and Safety at Work Act 1974, the schools Governing Body will ensure so far as is reasonably practical that;

- The premises are maintained in a safe condition.
- Safe access to and egress from the premises is maintained.
- All equipment is safe to use.
- Appropriate safe systems or work exist and are maintained including offsite visits.
- Sufficient information, instruction, training and supervision are available and provided.
- Arrangements exist for safe use, handling and storage of articles and substances at work.
- A healthy working environment is maintained including adequate welfare facilities.
- Public Liability Insurance aspects have been covered.

In addition to the above commitment, the Governing Body also recognises its obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public (this includes pupils), contractors etc, are or may be affected by school activities, the Governing Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its pupils, this commitment is seen as especially important.

The Governing Body will endeavour within its allocated resources to set aside adequate finance for the policy statement to be properly implemented.

The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to support the Governing Body's commitment to continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises. Employees are reminded of their own duties:

- To take care of their own safety and that of others and;
- To co-operate with the Governing Body and Head Teacher so that they may carry out their own responsibilities successfully.

All relevant Regulations, Codes of Practice will be complied with as necessary.

Consultation with employee representatives will be held as and when appropriate on all matters affecting health and/or safety of employees concerned.

A copy of this statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

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

Part Two

In order to achieve compliance with the Governing Body's Statement of Intent the schools normal management structure will have additional responsibilities assigned to them as detailed in this part of the policy.

The Duties of the Governing Body

The Governing Body will, in consultation with the Head Teacher;

1. Make itself familiar with the Local Authority's corporate safety policy and advice and guidance provided by the LA.
2. Ensure that there is an effective Health and Safety Policy in place.
3. Periodically assess the effectiveness of the policy and revise if necessary.
4. Identify and evaluate all risks relating to the premises, activities, visits and sponsored events.
5. Identify and evaluate risk control measure to select the most appropriate way of minimising risk.

In addition the governors undertake to provide;

1. A safe place for staff and pupils to work including safe means of entry and exits.
2. Equipment and systems of work which are safe.
3. Safe arrangements for the handling, storage and transport of articles and substances.
4. Safe and healthy working conditions which take into account all statutory requirements, codes of practice and guidance.
5. Supervision, training and instruction so that Governors, staff and pupils can perform their school related activities in a healthy and safe manner.
6. The required safety and protective equipment and clothing.
7. Adequate welfare facilities.
8. To co-ordinate and manage the annual risk assessment process for the school.
9. To make provision for the inspection and maintenance of work equipment throughout the school.

The Duties of the Head Teacher

The Head Teacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for all employees, pupils and visitors to the school.

The Head Teacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

In particular the Head Teacher will be responsible for:

1. Ensuring safe working conditions of the school premises and facilities.
2. Ensuring safe working practices and procedures throughout the school.
3. Arrange systems of risk assessment to allow the prompt identification of potential hazards and ensure Governing Body are made aware when appropriate.
4. Identify training needs of staff and ensure adequate training is given.
5. Ensure any defects in premises or equipment are made safe.
6. Collate accident and incident information and carry out investigations into accident, Incident, and near misses and implement any action to prevent reoccurrence.
7. Monitor the standards of H&S throughout the school including school based activities.
8. Encourage staff and others to promote H&S.
9. New employees are given instructions and training in safe working practices.
10. Hazardous and flammable substances are kept to a minimum and correctly stored and labelled.
11. To manage the keeping of all records of health and safety activities including fire checks and drills.

The Duties of Teachers and Support Staff.

Class teachers and support staff, including administrative and clerical staff are expected to:

1. Exercise effective supervision of their pupils and to know the procedures in case of fire, first aid and other emergencies and to carry them out.
2. Follow the particular health and safety measures to be adopted in their own teaching areas.
3. Give clear oral and written instructions and warnings to pupils where necessary.
4. Follow safe working practices personally.
5. Make recommendations to the Head Teacher or Governors on improvements needed.
6. Instruct pupils on necessary health and safety procedures.
7. Report all accidents and defects to the Head Teacher or Governors.
8. To assist the Head Teacher in the management of records of Health and Safety activities.
9. Carry out any other health and safety functions devolved by the Head Teacher.

The Duties of Pupils.

Pupils, in accordance with their age and aptitude are expected to:

1. Exercise personal responsibility for the health and safety of themselves and others.
2. Observe standards of dress consistent with safety and/or hygiene.
3. Observe all health and safety rules of the school in particular instructions given by staff in an emergency.
4. Use and not wilfully misuse, neglect or interfere with facilities or equipment provided for their Health and safety.

The Duties of Visitors and Volunteers.

Visitors and members of the public are requested to co-operate with the health and safety arrangements put in place by the school to protect them when using the school premises or land.

Where volunteers are employed to undertake work on behalf of the school they will be regarded as employees. The Head Teacher and Governors will therefore have responsibility for their Health and Safety whilst on site.

Safeguarding Children.

The Governors and staff take this issue seriously and have a separate policy. Gloucestershire County Council guidance is strictly adhered to. Information on procedures is communicated to all staff and training is kept fully up to date.

The Designated Child Protection Officer is Mrs Claire Jones (Head), with Deputy DCPO being Mrs Nadia Scott and Mr Adrian Lee.

Part Three

General Arrangements and Pupil / Staff Related Information

Accident Reporting, Recording and Investigation.

The school will report and investigate accidents and near misses seriously and will adhere to the GCC SHE procedures.

All staff will be encouraged to report accidents, incidents and near misses and the Head Teacher will investigate such incidents and identify and implement means to prevent a recurrence.

All completed forms will be reported electronically to the relevant office of the Local Authority.

Asbestos

The school will comply with all the regulations and county policy concerning the control of asbestos and ensure the safe removal of any asbestos from the premises in line with county recommendations.

Bangs to the head during the school day.

It is the responsibility of the member of staff attending the casualty to ensure that the event is entered into the accident book and to ensure that a 'head bang' letter is sent home to parents. The 'head bang' letter to include a tear off slip which has to be signed and returned to the school office ensuring parents are aware of the possibility of concussion following the incident.

Contractors

The school follows the guidance issued by Corporate Building Services as outlined in the property log book for the selection, appointment and monitoring anyone undertaking works. These include:

- checking the competence of contractors and visiting workers (competence can be judged from past experience, recommendation, pre-selection evaluation e.g. CHAS or a combination taking into consideration nature and scale of the works required).

- examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site specific conditions, etc
- having clearly identified personnel who are points of contact for contractors and visiting workers
- having all significant and unusual hazards and risks on site clearly identified.
- exchanging information on hazards and risks

Arrangements for monitoring and controlling works in progress. Key areas to focus attention are:

- segregation of traffic and pedestrians
- segregation of contractors and occupants of the school (where possible)
- safe systems of work to ensure that works undertaken within occupied areas of the premises are adequately controlled
- implications on fire precautions due to possible increased risk and interference with fire alarm
- system and routes of evacuation

Communication. The school recognises that it is crucial that issues relating to premises works are communicated effectively. This includes:

- providing visitors with copies of appropriate hazard registers.
- telling visitors about hazards on site
- asking visitors about the hazards and risks which they are bringing on site (e.g. creating noise, dust, fumes)
- asking visitors about any possible interference with normal working practices (e.g. re-routing of emergency escape routes)
- controlling access so that contractors know who may also be working on site
- sign-off/safe completion certificates
- ensuring completion of the Premises Log Book by contractors and visiting persons

Curriculum Safety.

The school recognise that programmes of study require that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.

Teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use. All guidance material will be reviewed where available.

All non-teaching assistants must be appraised of the safety procedures and practices relating to any of the activities they support.

Schemes of work will be reviewed to assess the risk in all activities in order to determine:

- a) Where close supervision is required.
- b) Suitable group size.
- c) Suitability for whole class participation.
- d) Where particular skills need to be taught.
- e) Personal protective equipment (PPE)
- f) Levels of hygiene required.

Drugs and Medications.

Parents have the prime responsibility for their child's health and should provide schools and settings with information about their child's medical condition.

Parents and the child, if appropriate, should obtain details from their child's GP or paediatrician, if needed. The school nurse and specialist voluntary bodies will be approached to provide additional background information for staff.

There is no legal duty requiring school or setting staff to administer medicines. However the school recognises that children with medical needs have the same rights of admission to a school or setting as other children.

The school has an agreed policy for managing medicines in line with the Government's guidance.

Electrical Equipment.

Portable electrical equipment will be inspected in accordance with Corporate Building Services Technical Briefing Note EM005 Portable Appliance Testing on an annual basis by an authorised body. Staff should not use their own electrical equipment unless it has been inspected by a qualified electrician.

Fixed electrical checks will be carried out in accordance with Corporate Building Services Technical Guidance Note EM006 Fixed wiring Periodic Test and Inspection.

Fire Precautions and Procedures.

The Head Teacher is responsible for the implementation of the fire Management Plan by;

1. Detailing of any significant findings from the fire risk assessment and any action taken.
2. Testing and checking of escape routes, including final exit locking devices, such as electromagnetic devices (gates).
3. Testing of fire-warning systems including weekly alarm tests and periodic maintenance by a competent person.
4. Recording of false alarms.
5. Testing and maintenance of emergency lighting systems.
6. Testing and maintenance of fire extinguishers, hose reels, fire blankets etc.
7. Testing and maintenance of other fire safety equipment such as fire-suppression and smoke control systems.
8. Recording and training of relevant people and fire evacuation drills
9. All alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors.

First Aid.

The school will follow the statutory guidance for First Aid and provide suitably trained staff. Training is updated on a regular basis. The guidance issued by the Government on First Aid for schools has been adopted by this school.

Glass and Glazing

All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard, continual assessment of premises where there are areas which due to glass being of low standard and consequently covered in plastic film will be undertaken.

Hazardous Substances

GCC SHE procedure has been adopted in respect of managing hazardous substances.

Health and Safety Advice

Health and Safety advice is obtained from Gloucestershire County Council SHE Unit – 01452 425349/50 SHUnit@gloucestershire.gov.uk

Handling and Lifting

Any activities that involve significant manual handling tasks shall be risk assessed and where appropriate training provided for staff. Manager are responsible for assessing the appropriate approach to handling task and may seek professional advice from the SHE unit and Occupational Health as necessary.

Jewellery.

Children with pierced ears may wear small studs or sleepers. Other items of jewellery – necklaces, metal bracelets etc are not permitted during the school day.

Lone working.

The Head Teacher will ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Solutions might include the provision of mobile phones, in-out boards/signing book and other means of monitoring staff whereabouts.

Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

Maintenance / Inspection of Equipment

Guidance issued by Corporate Building Services on servicing, testing or inspections is followed and records kept.

Personal Protective Equipment.

Line managers will assess on the basis of risk assessment and COSHH assessments the need for PPE. Where it is assessed that PPE is required it shall be appropriately selected and provided.

A record of PPE issue will be made which will include details of any expiry dates so that equipment can be replaced as necessary.

Staff are responsible for ensuring that they use PPE where it is provided.

Risk Assessments

The school complies with the Local Authority Guidance on Risk Assessment for schools. The Governing Body and Head Teacher ensure that risk assessments are carried out and recorded for significant activities.

Risks are assessed in a manner that ranks them by severity/probability for prioritisation. Control measures that are proportional to the level of risk are identified and put in place. The outcome of the risk assessments are recorded and communicated to those affected and maintained on records of the school. Risk assessments should be reviewed periodically or where there is a change in circumstances.

School Trips / Off-Site Activities.

The school complies with the DFE and LA guidance on educational visits and school journeys.

The Educational Visits Coordinator (Mrs Claire Jones) has responsibility for:

1. Assess the competency of leaders and other adults proposed for the visit.
2. Organise training of leaders and other adults going on the visit. This will commonly include safeguarding and first aid.
3. Approve school trips and visits.
4. Organising thorough induction of leaders and other adults taking pupils on a specific visit.
5. Organising emergency arrangements and ensure there is an emergency contact for each visit.
6. Reviewing systems and an occasions monitoring practice.

School Transport

Where teachers are transporting children on school activities in their own cars, the Head Teacher will check permission has been given by the parents/carers, that drivers hold a current and valid driver's licence, hold appropriate business insurance and MOT where relevant. It is also the responsibility of the driver to ensure they have appropriate booster seats where necessary.

Staff Health and Safety Training and Development.

Line managers/heads of departments within the school will undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and will ensure that appropriate training is delivered and training records held centrally. This training needs analysis will be reviewed on an annual basis or on the introduction of new legislation.

Line managers conducting the PAR process will consider health and safety performance and address areas of concern with employees.

Where new jobs or tasks come on stream or where there are changes in health and safety legislation training and competency issues line managers/heads of department will be addressed as a matter of priority.

Staff Well-being / Stress

The governors will include workplace stress as part of the risk assessment process identifying areas of concern and implement appropriate control measures, so far as reasonably practicable. Where workplace stress arises, managers will deal with the issue in a sensitive and constructive manner using all available means within GCC and the Insurance to manage stress and assist staff.

Use of Cameras on school trips / visits

Staff will use school cameras on school trips and visits.

Use of VDU's / Display Screens

The majority of staff within the school are not considered to be DSE users. The school will adhere to the GCC Corporate policy, guidelines and procedure SHE/Pro/5 – Working with Display Screen Equipment.

The Head Teacher will ensure that DSE workplace assessments are conducted for all users.

DSE assessments will be reviewed annually and where equipment changes or office layouts change or when there is staff changes.

Violence to Staff / School Security.

Risks to personal security, premises and property will be assessed through the risk assessment process. Security in the school is the responsibility of the Head Teacher and the Governing Body will liaise with their local Crime Prevention Officer.

The Governing Body is responsible for assessing the risks of violence to staff. Where violence is identified as a significant risk the governing body will ensure that appropriate control measures are put in place.

Staff must report incidents of violence and aggression in the same manner as accidents.

Working at Height

Line managers/heads of department will ensure that working at height is risk assessed in accordance with LA guidance and that appropriate control measures are put in place to mitigate those risks.

Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

Work Experience

Work experience co-ordinators will ensure that the working practices outlined Work-related learning and the law – Guidance for schools and school-business link practitioners and Work experience – A guide for secondary schools is followed at all times

Workplace Inspections and Premises Risks

Line managers/heads of departments responsible for premises/departments to undertake workplace inspections every three months.

The school business manager will ensure that hazards associated with premises are monitored and controlled. Legionella checks and holding a copy of the asbestos register on site are examples of significant property risks that are being controlled.

Managers should refer to the Good Stewardship Guide published by Corporate Building Services for more detailed guidance on premises risk. For further information, site managers should contact Corporate Building Service.

