



## ASTLEY C of E PRIMARY SCHOOL

### Health & Safety at Work Act 1974

#### HEALTH and SAFETY POLICY

January 2019

#### 1. OPENING STATEMENT

The Governing Body, of **Astley CE Primary School** recognise its responsibility as the employer to ensure the health and safety of its employees and visitors are in compliance with the Health and Safety at Work Act (1974) (**the Act**) and the various Regulations published under it, so far as is reasonably practicable, to:

1. provide safe systems of work, plant and equipment;
2. provide for the safe use, handling, storage and transport of articles and substances;
3. provide such information, instruction, training and supervision as is necessary for all staff and pupils to undertake their work safely;
4. provide a safe place of work with safe means of access and egress for all people using the premises;
5. provide a safe and healthy working environment with adequate welfare arrangements;
6. provide for the health and safety of people not employed by the school, but who may be affected by its activities;
7. encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duties;
8. require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

#### 1.1 Staff Responsibilities

The Health and Safety Act also puts a responsibility upon employees to take care of their own health and safety, within the limitations of the training, instructions and equipment provided for them.

#### 1.2 Staff Rights

The Governors recognise the need to consult staff on matters of health and safety and recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations.

#### 1.3 Risk Assessment

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

- *the Management of Health and Safety at Work Regulations 1999 amended 2006,*
- *the Control of Substances Hazardous to Health (COSHH) Regulations 2002,*
- *the Manual Handling Operations Regulations 1992 as amended,*
- *the Provision and Use of Work Equipment Regulations 1998 and*
- *the Display Screen Equipment Regulations 2002.*

**A separate document has been prepared for 'risk assessment'. This was revised and approved by the Governors in November 2018**

#### **1.4 Acknowledging Responsibility – Astley School November 2018**

Chair of Governors – Marc Stevenson

Health & Safety Governor – Peter Archer

Headteacher – Alison Reakes Williams

A copy of this Statement will be accessible to the public;

A copy of this Statement will be available to every employee;

This is a legal requirement: when staff have received the policy, they are asked to sign to confirm they have seen a copy.

#### **2.1 Employer's Responsibilities**

##### **The Governing Body**

- a. has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Astley CE Primary School (under sections 2 and 3 of the Health and Safety at Work Act 1974).
- b. has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under its Scheme for Financing of Schools.
- c. has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2007 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

#### **2.2 Governors' Responsibilities**

The Governing Body, through the Headteacher, is responsible for:

- a. ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary;
- b. ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools;

- c. monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary;
- d. the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school;
- e. ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health;
- f. ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced;
- g. the adoption of safe working practices by staff and pupils, and by contractors on site;

### **2.3 The Headteacher's Responsibilities**

The Headteacher is responsible for:

- a. the implementation of the school health & safety policy;
- b. advising the Governing Body of the need to review the school health & safety policy;
- c. the day to day responsibility for health and safety in the school;
- d. ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002;
- e. ensuring that staff have received adequate training on health and safety aspects of their areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- f. carrying out the six-monthly safety health & safety monitoring audit;
- g. ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with;
- h. notifying the Health and Safety Executive of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulation;
- i. ensuring emergency procedures, including evacuation in case of fire or bomb threats, are regularly tested;
- j. ensuring that adequate provision is made for the administration of First Aid;
- k. ensuring that all new material on health and safety matters provided by the Health and Safety Executive, is brought to the attention of any relevant persons promptly;

**2.4 All staff including teachers, teaching assistants, administrative, support staff & cleaners have responsibility for -**

- a. all matters of health and safety in their area of work;
- b. bringing to the notice of the Headteacher any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their area of work;
- c. having a working knowledge of regulations, guidance materials and codes of practice in their areas of work;
- d. the safe use and maintenance of all plant and equipment and the safe use and storage of all materials used for that maintenance.

**2.5 The First Aider / Appointed Person is responsible for:**

- a. maintaining the First Aid box(es) in line with the guidance given;
- b. maintaining a record of first aid support to students, staff and visitors to the school

**3.0 THE ARRANGEMENTS**

**3.1 Access and Egress**

- fire exits should remain clear at all times and unlocked whilst the school is opened.
- all spillages are cleaned to prevent/minimise risks of slips and falls
- leaves are swept up as needed during the leaf-fall period
- in the event of snow and ice the first priority is to clear a path from the main entrance to the gate, including the steps. The second priority is to grit a pathway to the car park.
- external waste bins are kept locked at significant distance from the school building.
- disposal of hazardous waste in accordance with The Waste (England and Wales) (amendment) Regulations 2012

**3.2 Accident reporting, recording and investigation**

- All serious accidents that occur on the site should be notified to the Health & Safety Executive in accordance with their procedures;
- All minor accidents should be recorded in the school's own minor accident book / safeguard system. Where necessary, parents / guardians or other persons should be notified of the accident;
- If the accident is serious, the Headteacher is responsible for conducting an investigation following the accident. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses);
- Accident reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil / student until they reach the age of 21.

### **3.3 Contractors (Management of)**

- The Headteacher/Office Manager is responsible to manage the contractors and their relevant qualification or competency e.g. IOSH Managing Contractors certificate;
- The Headteacher/Office Manager will induct contractors and exchange information and agree safe working arrangements;
- The Headteacher/Office Manager will check contractor's method statements and risk assessments prior to commencement of work;
- Provision for adequate day to day communication between school and contractors.

### **3.4 Contractors (Management of Asbestos)**

- The School's Asbestos Register is shown to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of the asbestos register.

### **3.5 Contractors and Visitors on Site**

Arrival on site

- All Contractors and Visitors should report to the School Office –where they are advised to sign in/out, and issued with a Visitors Badge.
- The Headteacher/Office Manager will inform Contractors/Visitors of the school's health and safety procedures (e.g. location of asbestos, fire procedures, first aid information)

### **3.6 Control of substances hazardous to health (COSHH)**

- The Office Manager is to maintain the COSHH Register;
- The COSHH Register can be found in the School Office
- The Office Manager is responsible for the purchase/review of COSHH products;
- All COSHH materials have a safety data sheet;
- The Headteacher/Office Manager is responsible for carrying out risk assessments for tasks using the most hazardous substances;
- the Cleaning Supervisor in consultation with the Office Manager is responsible for safe storage of the COSHH products;

### **3.7 Defect reporting procedures**

- Staff will report day-to-day defects to the Headteacher/Office Manager;
- All defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed;
- The Office Manager will check that the defect has been rectified before an item is put back into use;

### **3.8 Display screen equipment (DSE)**

In accordance with the Display Screen Regulations:

- All staff are classed as DSE "Users" including teachers with laptops are trained in their safe use. This will be undertaken by all relevant staff, as part of their induction.

- DSE Self assessments for all staff members using a display screen equipment, including laptops, have been completed and will be reviewed at least every 3 years or sooner if changes to equipment or location occur;
- The Office Manager will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

### **3.9 Electricity at work**

All electrical items in school are Portable Appliance Tested (PAT) including stage lighting, they are carried out annually or as required, by an external company.

- A register is kept in School Office;
- Staff are aware they must not bring items in from home unless they have been PAT tested;
- All defective items are removed from site;
- Defective equipment needs to be reported to the Office.

### **3.10 Fire Precautions and Emergency Plans**

- The Headteacher/Office Manager is responsible for carrying out Fire Risk Assessments and Evacuation Plan;
- Fire Drills are held at least once per term;
- The Headteacher/Office Manager is responsible for arrangements for emergency evacuation drills, including staff with special responsibilities and frequencies of drills (at least termly) and assembly points.
- The Headteacher/Office Manager is responsible for inspecting and the maintenance of fire exits/escape routes, along with the regular inspections and maintenance of fire extinguishers;
- The Headteacher/Office Manager or any other person can call the emergency services. The Headteacher/Office Manager are responsible for co-ordinating the evacuation. Staff and emergency personnel can identify the co-ordinator by a hi-vis jacket
- Teachers and Teaching Assistants will make necessary area checks/ take registers

### **3.11 First Aid and Medication**

#### **First Aid**

- Named First Aiders' details are displayed in areas around the school (staffroom, offices and inside first aid cupboard)
- All First Aiders have been trained by Axiom or Droitwich AED
- All staff will have basic first aid training (2 hours) on 29<sup>th</sup> April 2019
- The Office Manager is responsible for checking when staff requires refresher training (register maintained on scholar pack);
- First Aid kits are held in the first aid cupboard. A playtime kit is located in the fridge.
- First Aiders are responsible for checking stock in each first aid kit and for reordering supplies.

#### **Medication**

- First Aid and all other staff are able to administer medication;
- All medicines are held in the locked medicine cabinet outside the kitchen;

- Parents/Guardians must sign a consent form, authorising staff to administer medicine (located in the first aid cupboard)
- Two members of staff will sign to say they have given the correct dose;

### **3.12 Health and Safety Advice**

Competent Health and Safety Advice and Guidance is accessible via the WCC Health and Safety (schools) Service Level Agreement;

### **3.13 Information dissemination procedure**

Information and instructions on health and safety matters are available / given to teachers / non-teaching staff / pupils, governors and visitors as follows:

#### **Employees**

:

- Staff are informed about all of the existing information held on the site (e.g. in staff handbook, specific risk assessments and through induction);
- Staff sign to state they have received, read and understood the information; The Headteacher keeps a record of these documents
- Health & Safety information is included in the staff handbook
- The Headteacher is responsible for updating the staff handbook every year, and advising staff at the September meeting.
- Health and safety advice is discussed weekly via the staff briefing sheet as and when an issue arises.

#### **Pupils**

The Headteacher & teachers and teaching assistants are responsible for ensuring that pupils are made aware of existing and new health and safety information through assemblies and lessons. It is everyone's responsibility to consistently narrate these messages throughout the school day as issues arise.

#### **Visitors / contractors**

- The Headteacher/Office Manager shall ensure that all visitors and contractors are informed of any health and safety arrangements which may affect them during their visit (including any Asbestos on site);
- The Office Manager will issue a visitor's badge, and request they sign the register, at this point the Office Manager will inform visitors verbally of any Health & Safety issues including fire evacuation procedures.

#### **Governors**

- The Headteacher is responsible for ensuring that governors are informed of any existing and new health and safety information. Health and Safety is a standing item on each agenda and on the Headteacher's report.

### **3.14 Lone working and Personal Safety**

- The school refers to the WCC Guidance 'Working Alone in Safety.'
- Lone working is avoided wherever possible.

- Personal safety awareness information and safe working practises are discussed with staff annually and during the year as appropriate.
- Staff have the Headteacher's contact details.

### **3.15 Monitoring Arrangements**

Termly health and safety inspections are carried out by:

- The Headteacher/Office Manager

The Governing Body will ensure that regular reports of accidents and dangerous occurrences are provided by the Headteacher through the Headteacher's Report and that any necessary alterations to working practices and procedures are implemented.

The Governing Body recognises the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:

The governors will call for annual/termly reports on accidents / incidents;

- results of internal or external health and safety inspections;
- maintenance reports;
- complaints, hazards and defects reports; and

To help this process, the Governors and Headteacher will ensure that all reasonable inspection facilities and information are provided on request to inspectors of the health and safety executive (HSE).

### **3.16 Offsite and Educational Visits**

The Headteacher is the school's Educational Visits Co-ordinator (EVC).

- the School uses EVOLVE offsite visit software system, to set up visit requirements and forward this information onto the school EVC.
- the Headteacher will sanction all visits once the Visit leader has completed the necessary arrangements and checks.
- when planning school trips the Visit Leader will carryout a risk assessment and an evaluation after the visit to inform future plans
- the Visit Leader/Office Manger will ensure emergency arrangements, parental authorisation and first aid provision are in place

### **3.17 Outdoor Play Equipment**

Playground equipment is professionally examined once a year. Supervision is organised so that children playing outside are within visual contact of an adult at all times. The front gates of the school are secure when children are on the front playground.

### **3.18 PE equipment**

It is the responsibility of the supervising adult to ensure that PE equipment is safe to use, and is handled and erected correctly and used in a safe manner. A visual check should be made to ensure that there is no furniture that the child may accidentally collide with.

### **3.19 Pond**

January 2019

The pond area is fenced off and can only be accessed through a lockable gate. The edges of the pond are clearly visible and appropriate warning signs are in place. The Headteacher is responsible for preparing a Risk Assessment and maintaining the pond area.

### **3.20 Risk Assessments**

The Headteacher/Visit Leader is responsible for maintaining Risk Assessments for all activities which present significant foreseeable hazards (A specific requirement of Regulation 3 in 'The management of health and safety at work regulations 1999'). Risk assessments are available on the staff noticeboard. Staff must sign and date that they have read and understood each risk assessment that is relevant to their duties.

### **3.21 Sports pitches / playing fields**

The playing fields are maintained by Smartcut who have been contracted to provide ground maintenance. The Headteacher carries out regular visual inspections which are at least half termly. Dogs are not allowed on the School grounds and parents are advised of this through the school newsletter and at the front of the school.

### **3.22 Swimming lessons (Public Pool)**

Swimming lessons take place at Abberley Hall School. A qualified swimming instructor along with a teacher, teaching assistants and life guards provide supervision during the lessons. All children are advised by the swimming Instructor of the emergency operating procedures before commencing lessons. The risk assessment is reviewed yearly and shared with the relevant staff.

### **3.23 Training and Development related to Health and Safety**

Arrangements for health and safety training of new staff is part of the induction process lead by the Headteacher. Where specific training needs are required i.e. First Aid, Manual handling/COSHH the Office Manager is responsible for arranging training.

### **3.24 Vehicles on Site/car park arrangements**

- Only staff and visitors to the school are allowed access to the school car park. As children and parents access the school through the car park, staff and visitors cannot move cars during between 8.45 to 9am and 3.15pm to 3.25pm The front gates are locked during lunchtime break.

### **3.25 Violence to Staff / School Security**

The school office is manned between the hours of 8.30am and 3.30pm. Any visitors to the school are asked to sign in and badges are issued. Staff are advised to report any incidents. Where exceptional circumstances arise a Safety Plan is implemented and shared with staff through meetings and written briefings.

### **3.26 Water Hygiene**

Refer to the WCC Legionnaires and Water Hygiene Policy

- The water hygiene log book is kept in the school office
- The Cleaner is responsible for carrying out water hygiene sampling
- The Office Manager/Cleaner-in-charge is responsible for flushing the system after each term break

### 3.27 Work experience pupils

The Headteacher is responsible for providing induction training for all work experience pupils. They will be monitored/supervised on site by the relevant teacher.

### 3.28 Working at Height

The school have an industrial ladder, step ladder and kick step, stored in the school hall. Any defects must be reported to the Office Manager (Safety Officer). Contractors must ensure they provide their own working equipment.

Ratified by the Governing Body: Monday 25<sup>th</sup> March 2019

Date for review: March 2022

Signed by:



Chair of governors Monday 25<sup>th</sup> March 2019



Headteacher Monday 25<sup>th</sup> March 2019