

Health & Safety Policy

The John Harrox Primary School



Approved by:	[Governing Body]	Date: [18/09/2023]
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HEALTH AND SAFETY POLICY

Policy Aim

To be a school where everyone can undertake their roles and responsibilities and fulfil their potential free from work related or education related injury or ill health; this includes all school staff, agency staff, peripatetic staff, volunteers, pupils, partners and others who may be affected by our work activities. To be compliant with the Health and Safety At Work Act 1974.

Policy Objectives

- to conduct all our activities safely and in compliance with legislative standards
- to provide safe working and learning conditions
- to ensure a systematic approach to the identification of risks and the allocation of resources to control them
- to be a school that promotes a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
- to promote the principles of sensible risk management which enables innovation and learning

Policy Statement

The John Harrox Primary School recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities.

We will strive to meet and adhere to all Health and Safety legislation.

Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities delivered.

It is a requirement of The John Harrox Primary School that this policy and its implications are understood and acted upon by all staff, governors and other relevant persons within the school. Outlined within it is information regarding the organisational arrangements and procedures by which we will ensure that the policy is implemented.

Copies of the policy will be available to all staff, governors through the school website. A hard copy can be requested from the school office.

ORGANISATION

Responsibilities

As a community primary school the employer is the Local Authority. However, whilst the LA is responsible as the employer to ensure compliance with health and safety legislation overall and final responsibility for health and safety lies with the Governing Body. Day to day responsibility for Health and Safety is delegated to the Headteacher.

Governing Body

The Governing Body are specifically responsible for ensuring that:

- A Health and Safety policy is prepared, implemented and reviewed to ensure it remains valid;
- Health and Safety standards are monitored;
- Actions are prioritised where resources are required;
- Health and Safety is an agenda item at Governors' meetings;
- A Governor is given specific responsibility for Health and Safety, who completes a Health and Safety walk once per term with findings being reported to staff, Resource Committee and Full Governing Body;
- The Governor with specific Health and Safety responsibilities, the Headteacher, School Bursar and relevant staff receive Health and Safety management training as necessary;
- The Resource Sub Committee monitors relevant issues at their meetings which are minuted.

Head Teacher

The Head Teacher is responsible to the Governing Body for ensuring that:

The Health and Safety policy is implemented on day to day basis;

- Risk assessments are carried out and measures are implemented to control the significant risks and comply with Health and Safety legislation;
- The significant findings of the risk assessments are recorded;
- Health and Safety standards are monitored informally on a day to day basis keeping records of the findings and any actions required;
- Staff are aware of what is expected of them and that they are capable of dealing with the Health and Safety requirements of their work;
- Any problems with implementing and maintaining appropriate Health and Safety standards are reported to the Governing Body along with details of significant injuries to staff, pupils and visitors;
- Specialist help and assistance is obtained where necessary.

All employees, agency and peripatetic workers and contractors

Are expected to:

- Cooperate with senior management to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to the Headteacher or Bursar any health and safety concerns, hazardous condition or defect in the health and safety arrangements
- Support the school in embedding a positive safety culture that extends to the pupils of the school and any visitors to the site

Pupils

All pupils are expected to behave in a manner that reflects the school's behaviour policy and in particular are expected to:

- Take reasonable care for their own health and safety at school and of their peers, teachers, support staff and any other person that may be at school

- Cooperate with teaching and support staff and follow all health and safety instructions given. Do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to a teacher or other member of school staff any health and safety concerns that they may have

PROCEDURES

Fire Safety

In line with the Regulatory Reform (Fire Safety) Order 2005 school will have a Fire Risk Assessment in place which will identify the key risks to staff, children and visitors. Recommendations from this assessment will be implemented where required and key risks communicated with staff appropriately.

Standard procedures will be in place to prevent fire starting and spreading which will include:

- All exits are marked and kept free of obstructions.
- Fire extinguishers and fire blankets are placed around the school at appropriate points.
- Fire safety equipment is checked regularly and records of their visits are kept.
- Staff not being expected to fight fires however fire extinguishers are provided to aid evacuation if required
- The Caretaker checks the alarm on a weekly basis through rotational callpoint testing.
- Fire practices are held termly and recorded on the fire practice sheet. These are used to assess where improvements can be made to enable a safer and quicker evacuation from the building for everyone on site. Fire drills will be held at inconsistent times to ensure that throughout the year all staff and children participate.
- A fire evacuation plan has been created which includes details such as in the event of a fire, staff and children congregate on the playground and may be moved to the school field.
- It is the responsibility of the Headteacher or Bursar to call the fire brigade.
- The office staff will take the registers out to teachers to check as necessary.

Accidents

First aid boxes are placed at strategic locations around the school. First Aiders training is kept up to date and is determined through a first aid needs assessment. All accidents relating to children are recorded and monitored by the person administering the first aid on individual reporting slips, records are stored in the school office. When accidents or injury occurs to employees the accident book will be completed, and the Head Teacher will determine if it is a notifiable accident. Any notifiable accidents and incidents are recorded and passed to the LA as appropriate (PO3), keeping a copy in school. In the event of fatal, major or over 7 day absences, reportable diseases and dangerous occurrences RIDDOR must be informed.

To increase infection control within school, plastic, disposable gloves are available and all staff are advised to use these when dealing with bleeding or other cases of body fluids.

If there is an emergency situation, an ambulance is called to transport a child to hospital. Wherever possible, the parent should accompany their child. If this is not possible, the child is accompanied by two members of staff. In a non-emergency situation, staff can transport a child, but should ensure they have correct insurance cover; otherwise a taxi must be used.

Reporting Hazards

All staff are responsible for reporting hazards. It is then the Headteacher's responsibility to follow up this report. It will then be reported to the resource sub-committee. A site risk assessment is completed and reviewed annually to ensure that significant hazards are identified adequately controlled to a reasonably practicable level. Consultation with staff is enabled through staff meetings, training sessions and line management arrangements.

Electrical Safety

All staff are expected to visually check equipment before use, report damage, and remove from the area.

In addition, electrical appliances tested by the premises officer annually listing all tested and serviceable equipment.

Staff should note particular care needs to be taken with extension leads, to avoid trailing wires. No electrical equipment should be introduced into school from home without the prior agreement of the Headteacher with any equipment either being within two years of age or PAT tested and showing a relevant British Standards safety mark. Staff should also refrain from leaving I-pad/phone chargers plugged in when not in use.

Manual Handling

Manual handling is the transporting or support of any load by hand or using bodily force so also includes pushing, pulling, lifting, carrying or moving an object. To reduce likelihood and consequence of injury occurring in school, any activity which requires manual handling requires a risk assessment, either dynamic (completed at the point of task by those concerned and not necessarily written down) or a recorded risk assessment (for regular manual handling tasks or hazardous task and should be recorded)

When carrying out a manual handling assessment (either dynamic or recorded) staff must consider the following:

- 1) The task, how it is to be moved? How far is it to be moved? Is it on flat ground, upstairs, placed at height or is it a repetitive lift? Is there lifting equipment such as sack barrow or trolley which could reduce the manual handling?
- 2) The individual, who will be lifting the object, adult, child including are they able, are they confident and competent, have they any pre existing medical conditions or injuries that will affect their ability to lift/move safely? Have they been trained if it is a hazardous lift or repetitive load?
- 3) The load, including what is to be moved (weight, stability, ease of grip) and the ability to reduce its weight through decanting it
- 4) The environment, is the area lit well, steep, wet, cold, hot, busy with students or have drops or holes where the carrier could fall from height?

Pregnant staff and staff with pre existing medical conditions must complete a risk assessment before attempting any substantial weight or repetitive lift.

Working at heights

Working at height includes any activity where a person could fall to a lower place e.g., using footstools, climbing equipment or next to excavations or trenches. When staff or children are working at height it is considered a higher risk activity and should therefore be managed to minimise the risk to all. Formal inspections of equipment used for working at height will be

conducted and/or arranged annually by the site staff and staff should conduct a visual inspection of all equipment prior to use to ensure no significant signs of wear, damage or maintenance issues exist. Only staff who have been trained to do so should work at height.

Staff are all expected to:

- a) Visually inspect steps, footstools and ladders before use to ensure safety and integrity.
- b) Access and work on some areas eg roofs and windows only when a separate risk assessment and method of work statement has been completed.

Staff should ensure that where children are working at height there are sufficient procedures for controlling risks e.g. adequate supervision, emergency procedures to assist a child down from height, appropriate matting and safe undamaged equipment.

Working at height will be assessed through risk assessments which must be carried out prior to the activity.

Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

Lone working will be assessed through risk assessments which must be carried out prior to the activity.

Control of Substances Hazardous to Health Regulations

A COSHH assessment is completed annually which will identify the hazards attributed to the use of chemicals, materials, and substances in school. The assessment will then make recommendations for the safe use and disposal which will be communicated to the relevant staff. Staff should check that instructions are followed when using any substances and if they are concerned they should refer to the Material Data Safety Sheet kept in the school office. The cleaning cupboard is locked during the day and there is a key kept in the main school office. There is a COSHH folder in the office containing relevant safety data sheets. Staff are not permitted to bring chemicals and substances in without consulting the Head Teacher first.

Equipment

It is the responsibility of all staff to ensure that equipment is in good working order and is stored safely. Any faulty equipment should be withdrawn from use and reported to the Headteacher, with a note saying Fault Do Not Use. The following points about equipment should be noted:

- Staple Guns: These are not to be used by children and must always be stored in a drawer when not in use.
- Science and DT Equipment: Children are instructed in the correct use of this equipment and fully supervised when using tools.
- Ladders: Several pairs of ladders are kept in school. These are checked at regular intervals by the caretaker and records kept. Teachers and helpers are advised to use step stools when displaying work only when they are competent and capable in their use.
- PE Equipment: PE equipment and outdoor equipment is inspected annually by an outside contractor. Records are kept of these inspections.
- Cookers: Children are fully supervised by an adult when using cookers. Staff are informed that nothing should be left on top of any cooker.

Health and Hygiene

Notifiable and Infectious Diseases

Details of notifiable diseases and periods of exclusion are kept on the wall in the main school office.

Medicines

Any medication will be administered by a trained first aider. School will only administer medication following receipt of a parent consent form (see Medical Conditions policy). For any more complex medical needs a medical care plan will be drawn up.

Smoking

The Governing Body has adopted a no smoking or vaping policy within the school building and grounds.

Hygiene

Initial responsibility for the monitoring of cleanliness of the building lies with the Headteacher and Bursar.

All staff are responsible for encouraging good hygiene habits in the children. Particular emphasis should be placed on hand-washing.

Outdoor Visits

These are considered a vital part of our work. Any outdoor visit is carefully researched and where possible preliminary visit made by the teacher. APPROPRIATE RISK ASSESSMENT FORMS MUST BE COMPLETED following the county educational visits guidelines. It is the duty of the teacher to ensure all helpers are fully briefed about the visit and the expectations for behaviour. Parental consent for the visit is always sought. Risk assessment for outdoor visits are completed and checked by the EVC and/or Headteacher depending on the type of visit taking place.

In the case of residential visits appropriate paperwork and compliance assurances are sought from the provider and in addition to the EVC and Headteacher, consent is sought from the Governors and LA. When residential visits are organised parents are invited into school to discuss the visit in detail.

Security

All staff and pupils are encouraged to be aware of strangers on the premises. If a visitor is unknown identification should be requested. Visitors are requested to enter only by the front door. Outside doors at the school are closed once children have left the premises. Secure access doors prevent entry. Staff that remain in school late are advised to ensure that the front door is locked and they have a mobile phone available for emergencies. In the event of a child or a teacher is at risk of injury then the staff ID badge will be sent to the Headteacher /Senior Leader or office and they will act appropriately. Any act of violence or abuse towards a member of staff must be reported to the Headteacher, who will take the appropriate action.

Contractors

All contractors are expected to report their arrival and departure to the office staff before commencing work. If they are working in an unsafe manner they are requested to stop work by the Headteacher. Contractors who are likely to disturb the fabric of the building must read and sign the asbestos book. All contractors must be made aware of the contents of the fire evacuation information sheet before starting work. The school should receive assurance regarding competence of contractors before appointment is made. Additional advice is available from Vinci.

Lettings

All bodies using the school building receive information which includes information about the key risks they may be exposed to, evacuation plans and location of the first aid box. They also have a contact number for the caretaker.

Staff and the Health and Safety Policy

All staff, teaching and non-teaching, have access to the policy. New staff are given a copy and are required to confirm they have read it.

A signed paper copy of the policy is kept in the school office, and a copy is available on the school website.

Staff must attend health and safety courses as appropriate.

Expected management Practice

- Records are kept of acts of vandalism, theft.
- Damage is reported and quickly repaired as required
- Incidents are reported to the police and LA as appropriate
- Advice from appropriate sources will be sought when required.
- All staff are asked to be alert to suspicious activities.

Contingency Planning expectations:

- A record is kept of all keyholders
- Computer back-up records are kept in a safe
- Evacuation Plans
- Termly fire practices are held
- The fire alarm is tested regularly
- Emergency lighting is checked regularly
- Escape routes are clearly marked
- Each room has clear instructions for the evacuation of the building
- Staff have clear guidelines for checking toilets in the building
- The Headteacher /Bursar are responsible for telephoning the police and/or fire service.

General Building Security requirements:

- The boundary of the school is clearly defined
- The school has an intruder alarm
- The alarm system is regularly maintained by Chubb (through Vinci).
- The keyholders for the school are controlled (see keyholder list)
- Access to the building during school hours is restricted by the use of secure access door and padlocks on gates
- Visitors are asked to use the front door
- Staff are encouraged to challenge strangers and ask for identification

Security Outside of School Hours expectations:

- Parents are encouraged to report any suspicious activities to the police
- The school has external lighting
- Hirers of the school are advised to take account of security

Equipment/Money security:

- Cash holdings are kept to a minimum
- The timing of bank visits are varied
- Money is not left unattended in the office

Health and Safety Policy Check List for staff

- Have you got a copy of the Schools Health and Safety Policy?
- Do you know how to report an accident?
- Do you know where the accident book is kept?
- Do you know what the fire drill is?
- Have you been made aware of any workplace hazards?
- Do you know who to report to about any faulty equipment or anything which may cause injury?
- Do you understand your responsibility towards health and safety?
- Are you aware of the safety policy regarding doors?