

SHEFFORD LOWER SCHOOL

Health and Safety Policy



Rationale

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

Statement of Intent

We are committed to:

- a. Preventing accidents and work related ill health.
- b. Compliance with statutory requirements as a minimum.
- c. Assessing and controlling risks from curriculum and non-curriculum work activities.
- d. Providing a safe and healthy working and learning environment.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Ensuring adequate welfare facilities exist throughout the school.
- j. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- k. Trade Union Safety Representatives play a valuable role and the Governing Body recognises the mutual benefits that will arise from supporting their work.

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

Section 1

ORGANISATION

In order to achieve compliance with the Governing Body's Statement of Intent the school's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management is attached at Appendix 1.

The Governing Body

The Governing Body has the responsibility to ensure that:

- 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 that these 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 and resources 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 supports the Governing Body by ensuring that:

- a) This Policy is communicated adequately to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors
- c) Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Risk assessments of the premises and working practices are undertaken.
- f) Safe systems of work are in place as identified from risk assessments.
- g) Ensure appropriate health and safety notices displayed as identified.
- h) Emergency procedures are in place.
- i) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- j) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- k) Arrangements are in place to monitor premises and performance.
- l) Accidents are investigated and any remedial actions required are taken or requested.
- m) A report to the Governing Body on the health and safety performance of the school is completed annually.

The school Health and Safety Co-ordinator is the Business Manager. The Children's Centre Co-ordinator is the Centre Co-ordinator.

She is responsible for:

- a) Co-ordinating and managing the risk assessment process for the school.
- b) Co-ordinating the termly general workplace monitoring inspections and performance monitoring process.
- c) Making provision for the inspection and maintenance of work equipment throughout the school.
- d) Keeping records of all health and safety activities.
- e) Advising the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- g) Carrying out any other functions devolved to him/her by the Headteacher or Governing Body.
- h) Unsafe conditions being reported and dealt with to agreed timescales.

Teaching/non-teaching staff holding posts/positions of special responsibility

This includes Deputy Headteacher, Key Stage Coordinators, Business Manager, Site Agent, Senior Midday Supervisor. They must:

- a) Apply the school's Health and Safety Policy 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 and submit reports to the Headteacher or the School Health and Safety Co-ordinator.
- c) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- d) Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Headteacher or Manager 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, as 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) Ensure all accidents are investigated appropriately.
- h) Include health and safety in the annual report for the Headteacher.

Special obligations of Class Teachers

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) 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.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- h) Report all accidents, defects and dangerous occurrences to their Headteacher or Head of Department.

School health and safety representatives

The Governing Body and Headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.

They are also entitled to certain information, for example 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 are not carrying out duties on behalf of the Headteacher or Governing Body.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

Obligations of all employees

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- g) Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- j) Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

Pupils

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

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

Section 2

Procedures and arrangements

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Accident Reporting, Recording and Investigation

All staff are required to ensure that all accidents, incidents and near misses are reported to Jo Robinson, the school AssessNET administrator.

An accidents report identifying trends in accidents/incidents are provided to Governors on a termly basis.

Asbestos

The Headteacher/Business Manager is responsible for the Central Bedfordshire Council Asbestos Log Book which is located in the School Office. Prior to starting any work on the building contractors must have sight of and complete the log book prior to starting work on the premises. Staff must not drill or affix anything to walls, ceilings etc without first gaining approval of the Headteacher and checking the Manual. If staff should damage any asbestos materials they must let the Headteacher/Business Manager and Site Agent know immediately.

Audit

In order to monitor standards of Health and Safety the Headteacher will arrange at least annual inspections by the named Governor responsible for Health and Safety. A report will be presented to the Governing Body for their consideration. Any recommendations made and approved by the Governing Body will be carried out in a timely manner, with a subsequent report on progress being submitted by the Head Teacher to the governing body.

Behaviour Management/Bullying

The school's behaviour management and bullying policies can be found on the school website and are also given to staff as part of their induction programme.

Catering

Responsibility for health and safety aspects of the work in the school kitchen rests with Catering services on whose behalf the Kitchen Manager has delegated local management responsibility. The Kitchen Manager and the Headteacher will co-ordinate safe working where there is common use of school facilities, e.g. dining areas.

Caretaking and Cleaning

The Site Agent is responsible for caretaking and cleaning and relevant records.

Contractors

The Site Agent is responsible for liaising with contractors on the site from the point of view of health and safety hazards at the interface between their work and the functioning of the school. The provision of information on emergency arrangements at the school will form a part of this liaison. Where an external Project Manager has been appointed the Site Agent will liaise with them.

Curriculum Safety (including out of school learning activities)

Risk assessments need to be completed for all school work activities, including those off site. Account will be taken of the Central Bedfordshire Council guidance.

Display Screen Equipment

Work station risk assessments and display screen equipment assessments for office staff are undertaken annually or following an office move or new equipment being installed. After assessment if further action needs to be taken, or if a member of staff has an eyesight or health concern to they should be referred to the School Business Manager who will make the necessary arrangements to resolve.

Educational Visits and Journeys

For all visits the Local Authority procedure guidelines from the Central Bedfordshire Education Department are adhered to. This will include the preparations of a plan of action identifying any special health and safety requirements and how they are to be met. A copy of the procedure is kept in the school office. The venues chosen for school visits are as far as practicable to be restricted to those with no significant hazards. A copy of the County Education Visit Policy is kept in the School Office.

For all visits the appropriate ratios of adults to children is calculated and the necessary staff and adult helpers are provided. Before any party leaves the school all accompanying parents are instructed and briefed about safety and control procedures and all children are briefed and instructed on safety procedures, in particular the need to stay close to the supervising adult at all times.

The person organising any external visits away from the school is responsible for carrying out necessary pre-visit arrangements and obtaining authorisation from the Educational Visits Co-ordinator, the Deputy Headteacher, before the visit takes place.

Electrical Equipment (fixed and portable)

The arrangements for periodic testing of the fixed electrical installation on the site are made through the Site Agent. The school will arrange for testing of portable/transportable electrical equipment in line with HSE recommendations. Day to day inspection of all equipment to detect visible signs of damage or deterioration rests with the user, or in case of equipment used by pupils, with the class teacher. Any equipment found to be unserviceable, or in any case of doubt, will be taken out of service, adequately labelled, locked away and the defect reported to the school secretary who will arrange for repair or replacement.

All electrical equipment brought into the school from other sources, e.g. on loan, will be checked for its suitability for the purpose for which it is to be used. The person arranging for its provision has a duty to ensure that this is done.

Fire Precautions and Emergency Procedures

The Headteacher is responsible for ensuring that Fire Drills are carried out in accordance with the Local Authority guidelines and for co-ordinating other aspects of fire safety at the school.

The Site Agent is responsible for testing the fire alarm; for day to day checking of other fire equipment and for ensuring that periodic testing is carried out; and for keeping a record of tests as required by the current Local Authority guidelines.

First Aid

An up to date list of trained "First Aiders" and "Appointed Persons" will be posted in the School Office and on the VLE. A First Aid box, as required by the First Aid at Work Regulations 1981, will be kept inside the medical room. Dani Keech, Administrative Assistant will arrange that the contents of the box is replenished as necessary.

The Headteacher is responsible for ensuring that an appropriate number of members of staff are trained in first aid and that there is at least one first aider on site when there are staff and pupils on school premises. In the case of off-site activities at which pupils are present at least one qualified first aider should be present.

Grounds Maintenance

The Site Agent is responsible for appointing grounds maintenance contractors as required.

Hazardous Substances

No hazardous chemical agents will be used in the school until an assessment has been carried out in accordance with the Control of Substances Hazardous to Health Regulation 1988 (COSHH).

The Site Agent will keep available the relevant COSHH assessments made available via the cleaning supervisors for cleaning and maintenance chemicals used in the school. If any hazardous substances are purchased other than those for which an assessment has been prepared, this will be reported to the cleaning supervisor so that an assessment can be prepared before first use. The Headteacher will ensure that any substances used in teaching are assessed for health and safety, that COSHH assessment records are kept available; and that information on safe use is passed on to other teachers, pupils etc., who may be exposed while using the substance

Inclusion

The School's Inclusion Manager will ensure that reasonable adjustments are made for pupils with special educational needs/disabilities under the Disability Discrimination. Where appropriate staff are informed and trained to be able to support pupils with individual learning and medical needs.

Lettings/Shared Use of Premises/Use of Premises Outside School Hours

Before agreeing to let school premises to outside bodies, for use out of school hours, the proposed use and responsibility for supervision will be established to ensure that the use is compatible with the premises and equipment involved and that residual problems relating to subsequent school use are not likely to arise. Authorisation by the Headteacher/Business Manager is required before a letting agreement is made. Those letting the premises will be have appropriate insurance and be required to provide evidence of DBS clearance where children are involved in an activity. They will be advised of the fire and emergency arrangements and will be responsible for providing first aid provision. Hirers must have access to a mobile phone which works within school.

Lockdown

In the event of "Lockdown" the procedures laid down in the Lockdown Procedure should be followed.

Lone Working

Staff working alone will have access to contact and emergency arrangements. Where appropriate risk assessments will be undertaken. (See also the Lone Working Policy).

Managing Medicines & Drugs (Refer also to the Policy for the Administration of Medicines)

In exceptional circumstances prescription medicines may be administered to children, but only at the specific request of the parent or guardian and after the completion of an indemnity form. All such medicines will be stored in the school office, away from children, and will only be administered to children individually and by a competent adult.

Maintenance and Inspection of Equipment

The Site Agent is responsible for ensuring periodic inspection, examination and testing of plant and equipment takes place and that records are maintained.

Manual Handling and Lifting

Risk assessments will be undertaken for activities involving lifting and handling. Staff will be trained as required.

Outdoor Play Equipment and PE Equipment

Play equipment is regularly checked to ensure it is safe and fit for purpose. Annual arrangements are made for it to be checked by a specialist organisation.

Risk Assessments

The Headteacher is responsible for ensuring risk assessments are undertaken and reviewed as appropriate.

Security

CYS Security undertake regular security patrols when the school is closed. The Site Agent is responsible for ensuring the security the school site when locking up and opening in the mornings. The playground and side entrance gates must be locked at 9am and remain locked until they are opened for parents at 3.10pm.

Staff Training & Development

New staff will be advised of health and safety and fire procedures by the Site Agent and their mentor. Staff will receive training as required, particularly in relation to First Aid.

Stress

The management of staff stress can be found the in the Central Bedfordshire Council Personnel Handbook. The school subscribes to the Be Supported Programme through Luton Borough Council, details of which can be found on the noticeboard in the staff room.

Visitors

The Office staff are responsible for arranging that the arrival/departure of all visitors to the school site (other than parents collecting/delivering children) is entered into the visitors book to be kept at the reception area. A copy of the fire evacuation and safeguarding procedures are visible to all visitors as they sign in.

Policy agreed	February 2018
Review date	February 2019
Headteacher	Tracey Callender
Chair of Governors	Val Thompson
Business Manager	Louise Reece-Jones

ORGANISATIONAL CHART

