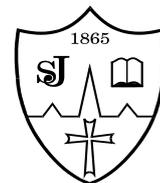


St. James' C of E Primary School

Health and Safety Policy

St James' C of E Primary School
Written by: Health and Safety Committee
February 2014
Review: February 2015



PART ONE: STATEMENT OF INTENT

1. This policy statement is the local supplement to Gloucestershire County Council Corporate Health and Safety Policy Statement.
2. The school's Governing Body and Senior Management Team recognise and accept their responsibilities both under law and also under Gloucestershire County Council delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.
3. The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed.
4. In compliance with the Health and Safety at Work etc. Act 1974, this school's Governing Body will ensure so far as is reasonably practicable that:
 - the premises are maintained in a safe condition.
 - safe access to and egress from the premises is maintained.
 - all plant and equipment is safe to use.
 - appropriate safe systems of work exist and are maintained including offsite visits.
 - sufficient information, instruction, training and supervision are available and provided.
 - arrangements exist for the safe use, handling and storage of articles and substances at work.
 - a healthy working environment is maintained including adequate welfare facilities.
5. 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 the 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.
6. The Governing Body will endeavour within its allocated resources to set aside adequate finance for the policy statement to be properly implemented.
7. 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. All staff, pupils and visitors must appreciate that their own safety and that of others depends on their individual conduct and vigilance while on the school premises or while taking part in extra curricular activities
 - to co-operate with the Governing Body and Senior Management Team so that they may carry out their own responsibilities successfully.
8. All relevant Regulations, Codes of Practice will be complied with as necessary.
 9. Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.
 10. A copy of this statement has been provided to every member of staff. Copies are also posted on staff notice boards. This policy statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.
 11. 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: ORGANISATION

INTRODUCTION

In order to achieve compliance with the Governing Body's Statement of Intent the school's normal management structure 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 One.

1. The Duties of The Governing Body

In the discharge of its duty, the Governing Body, in consultation with the Headteacher, will:

- Make itself familiar with the Local Authority's corporate Safety Policy and the advice and guidance provided by the LA;
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
- Identify and evaluate all risks relating to:
 - the premises
 - school activities
 - educational visits
 - school-sponsored events
- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others;
- Create and monitor the management structure to enable the implementation of health and safety.

In particular the Governing Body undertakes to provide:

- a safe place for staff and pupils to work including safe means of entry and exits;
- plant equipment and systems of work which are safe;
- safe arrangements for the handling, storage and transport of articles and substances;
- safe and healthy working conditions which take into account all appropriate
 - statutory requirements
 - codes of practice
 - guidance

- Supervision, training and instruction so that all governors, staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be given health and safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, the Governing Body will ensure that such training is provided. Pupils will receive information and as considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated;
- the required safety and protective equipment and clothing together with information on its use;
- adequate welfare facilities;

So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on:

- this policy;
- all other relevant health and safety matters;
- the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

2. The Duties of the Headteacher

As well as the general duties of all members of staff, the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the senior members of staff, teachers and others as appropriate.

The Headteacher 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 Headteacher will, on a day-to-day basis, be responsible for:

- ensuring safe working conditions of the school premises and facilities;
- ensuring, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities
- ensure safe working practices and procedures throughout the school so that all risks are controlled;
- arrange systems of risk assessment to allow the prompt identification of potential hazards, and where appropriate ensure that the Governing Body and the LA are made aware of the findings;
- identify the training needs of staff and pupils and ensure, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
- ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate with the risk;
- collate accident and incident information and, when necessary, carry out accident, incident and near misses investigations and implement any remedial action to prevent recurrence;
- monitor the standards of health and safety throughout the school, including all school-based activities;
- monitor the management structure, in consultation with the governors;

- consult with members of staff on health and safety issues; and encourage staff and others to promote health and safety.

3. The Duties of Supervisory Staff, i.e. Deputy Headteacher, Curriculum Co-ordinators, Key Stage co-ordinators, caretaker, office supervisors

In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the Headteacher or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant areas of responsibility.

As part of their day-to-day responsibilities they will ensure that:

- safe methods of working exist and are implemented throughout their area of responsibility;
- health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- staff, pupils and others under their jurisdiction are instructed in safe working practices;
- positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest practicable standards of health and safety;
- all health and safety information is communicated to the relevant persons
- they report any health and safety concerns to the Headteacher.

4. Duties Of All Members of Staff

Class teachers are expected to:

- 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.
- follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice e.g. CLEAPS, if issued, and to ensure that they are applied.
- give clear oral and written instructions and warnings to pupils where necessary.
- follow safe working procedures personally.
- 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
- avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation; and
- report all accidents, defects and dangerous occurrences to their Headteacher or Key Stage Co-ordinator
- exercise good standards of housekeeping and cleanliness.

5. Duties of All Employees [including temporary and volunteers]

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

- act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- observe all instructions on health and safety issued by the LEA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- act in accordance with any specific H&S training received.
- report all accidents in accordance with current procedure.
- co-operate with other persons to enable them to carry out their health and safety responsibilities
- inform person supervising them of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- inform person supervising them of any shortcomings they consider being in the School's health and safety arrangements.
- exercise good standards of housekeeping and cleanliness.
- know and apply the procedures in respect of fire, first aid and other emergencies.
- 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 purchase are considered; and –

Employees delegated responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. The employee's immediate line manager must approve such re-assignments.

6. School Health and Safety Co-Ordinator

The School's Health and Safety Co-ordinator is the School's Business Manager (SBM). The Headteacher has delegated the following responsibilities to the SBM:

- to co-ordinate and manage the annual risk assessment process for the school.
- to co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- to make provision for the inspection and maintenance of work equipment throughout the school.
- to manage the keeping of records of all health and safety activities.
- to ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally; an

7. Pupils

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

- exercise personal responsibility for the health and safety of themselves and others.
- observe standards of dress consistent with safety and/or hygiene.
- observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency; and
- use and not wilfully misuse, neglect or interfere with facilities or equipment provided for their health and safety.

8. Visitors, Members of the Public 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 for all intents and purposes be regarded as employees (see section 5 above). Line managers will therefore have responsibilities for undertaking, in particular, thorough risk assessment and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.

PART THREE: GENERAL ARRANGEMENTS

The following procedures and arrangements have been established within our school to minimise health and safety risks to an acceptable level.

1. Accident Reporting, Recording and Investigation

The school will report and investigate all accidents, incidents and near misses seriously and the school will adhere to the GCC She Procedure she/pro/4 accident reporting and investigation.

In line with the SHE procedure, all staff will be encouraged to report accidents, incidents and near misses and line managers will investigate such incidents and identify and implement means to prevent a recurrence.

All completed accident/incident/near miss forms will be reported electronically using SHE Enterprise accident database.

2. Asbestos

There is no asbestos on the school site.

3. 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. EXOR 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 such as the asbestos register
- 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

4. Curriculum Safety (including extended schools activity/study support)

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 CLEAPPSS, AfPE (formally BAALPE) DATA and county procedures and guidance.

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

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

- where close supervision is required
- suitable group size

- where particular skills need to be taught
- personal protective equipment (PPE)
- levels of hygiene required

5. **Drugs & Medication**

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 General Practitioner (GP) or pediatrician, 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 adopted the DCFS guidance Managing Medicines In Schools And Early Year Settings.

For more complex needs the school has adopted the 'DCFS and Council For The Disabled Children Guidance' called 'Including Me'

6. **Electrical Equipment** [fixed and portable]

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

7. **Fire Precautions & Procedures**

The named competent person is the Headteacher who is responsible for the implementing the fire Management Plan by:-

- Detailing of any significant findings from the fire risk assessment and any action taken.
- testing and checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices;
- testing of fire-warning systems, including weekly alarm tests and periodic maintenance by a competent person;

- recording of false alarms;
- testing and maintenance of emergency lighting systems;
- testing and maintenance of fire extinguishers, hose reels and fire blankets etc.;
- testing and maintenance of other fire safety equipment such as fire-suppression and smoke control systems;
- recording and training of relevant people and fire evacuation drills;
- planning, organising, policy and implementation, monitoring, audit and review;
- maintenance and audit of any systems that are provided to help the fire and rescue service;
- the arrangements in a large multi-occupied building for a co-ordinated emergency plan or overall control of the actions you or your staff should take if there is a fire;
- all alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors.

8. First Aid

The school will follow the statutory requirements for first aid and provide suitably trained first aid staff.

The guidance issued by the DCFS on first aid for schools has been adopted by the school.

9. 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

10. Hazardous Substances

GCC SHE Procedure SHE/Pro/4 Control of Hazardous Substances (COSHH) has been adopted in respect of managing hazardous substances. Where hazardous substances are used line managers themselves or a designated employee will undertake a Control of Substances Hazardous to Health (COSHH) risk assessment and adopt a hierarchy of control measures seeking to eliminate or substitute risk first and foremost.

11. Health and Safety Advice

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

12. Handling & Lifting

Any activities that involve significant manual handling tasks shall be risk assessed and where appropriate training provided for staff.

Managers are responsible for assessing the appropriate approach to handling task and may seek professional advice from the SHE Unit and Occupational Health as necessary.

13. Lettings/shared use of premises

The school will follow the guidance issued in Resource Management Factsheet 4: The School Site & Buildings: Use by Governors & Third Parties issued as part of the extended schools guidance.

The governing body will ensure that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirer's/tenant's claims arising from negligence.

14. Lone Working

Line managers 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, radios, in-out boards 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.

15. Maintenance / Inspection of Equipment

Guidance issued by corporate building services on servicing, testing or inspected is followed and records kept.

16. Personal Protective Equipment (PPE)

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 and when is necessary.

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

17. Risk Assessments

The SHE Procedure SHE/Pro/2 Risk Assessment should be followed as guidance to the risk assessment process.

Risk assessment is the responsibility of the schools management at a variety of levels. Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken **and recorded** for significant activities.

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

18. School Trips/ Off-Site Activities

The school complies with DCFS and LA guidance on offsite visits and school journeys.

The name competent person nominated as Educational coordinator (Headteacher) is responsible for:

- assessing the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to accreditations from an awarding body. It may include practical observation or verification of experience;
- organising the training of leaders and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness etc;
- organising thorough induction of leaders and other adults taking pupils on a specific visit;
- organising the emergency arrangements and ensure there is an emergency contact for each visit;
- reviewing systems and, on occasion, monitor practice.

19. School Transport

Where staff are required to drive as part of their job, line managers/heads of department will detail of any significant findings from the risk assessment and any action taken.

Check that on an annual basis that drivers hold a current and valid drivers licence, undertaken county MIDAS training, hold appropriate business insurance and an MOT where relevant.

20. Staff Consultation

The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

21. Staff Health and Safety Training and Development

The Headteacher and SMT 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.

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.

22. Staff Well-being / Stress

Managers will include workplace stress as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job security etc. and implement appropriate control measures, so far as is reasonably practicable.

Where workplace stress arises, managers will deal with the issue in a sensitive and constructive manner using all available means within GCC to manage stress and assist staff. Support will be made available through Occupational Health services .

23. 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.

Line managers heads of department 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.

24. Vehicles on Site

The Governors will endeavour to:

- segregate access vehicular and vulnerable (pedestrians & cyclists) traffic
- design out vehicular and vulnerable traffic route conflicts, both at access and on site
- wherever possible avoid same access for all.

25. 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 Headteacher and governing body will liaise with their local Crime Prevention Officer.

Managers/heads of department are responsible for assessing the risks of violence to staff. Where violence is identified as a significant risk line managers will ensure that appropriate control measures are put in place.

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

26. 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.

27. 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**.

28. Workplace Inspections and Premises Risks

The Headteacher, caretaker and governors responsible for Health and Safety will undertake regular inspections of the site.

The caretaker 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 contact should be made with Corporate Building Services.

MONITORING AND REVIEW

This policy will be reviewed by staff and governors on an annual basis.

RELATED POLICIES:

SAFEGUARDING POLICY

EDUCATIONAL VISITS POLICY

SUBJECT POLICIES, i.e. DT, ART, SCIENCE

LONE WORKING POLICY

APPENDIX 1

ORGANISATIONAL CHART FOR MANAGING H&S ISSUES AT ST. JAMES' C OF E PRIMARY SCHOOL

