Health & Safety Policy

The Willows Primary School

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Health and Safety Policy Statement

This policy statement supplements both the general policy statement from Stoke-on Trent (see attached) and the more detailed folder Health & Safety from the Authority that is regularly updated.

The Governing Body and the Head Teacher recognise and accept their responsibilities both under civil and criminal law and also under Stoke-on-Trent's scheme of delegation for management of schools.

In compliance with the Health & Safety at Work Act and subsequent legislation we will ensure as 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
- Sufficient information, instruction, training and supervision is 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

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, contractors etc are or may be affected by the school activities being carried on within the school boundary or otherwise, the Governing body will make the necessary information, instruction training and supervision available to ensure the safety of those affected.

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 by:-

- Complying with safety procedures, whether written or brought to their attention by other means for their own protection or those under their supervision and others who may be affect by their actions
- Reporting to the School Business Officer any incident which has led, or could have led to damage or injury
- Assisting in any investigation with regards to accidents, dangerous occurrences or near misses

In line with the Safety Organisation set out in Part 2 of this policy, it is the responsibility of all senior staff to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures, which are to be followed within the school.

Safety Organisation - Objectives

The objectives of The Willows Primary School Health and Safety Policy are:

- to promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act 1974, other statutory instruments and approved codes of practice
- to ensure that places and methods of work are safe and healthy through the arrangements set out in Part 3 and other which are adopted from time to time as appropriate to changing circumstances
- to protect personnel, whether they be employees, pupils, members of the general public visiting the school or contractors and their employees from any foreseeable hazards
- to ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety in so far as is reasonable and practicable
- to ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare
- to ensure that awareness with regards to all aspects of safety is fostered by all personnel
- to ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded and to co-operate in all aspects with regard to safety
- to ensure that full and effective consultation on all matters is encouraged

Responsibilities

Responsibilities of individuals within the school are as follows:

- **Board of governors**. The ultimate responsibility for all aspects of health and safety at work within The Willows Primary School rests with the board of governors through the safety organisation.
- **Head Teacher**. The Head Teacher is responsible for the effective implementation of the safety policy and encouraging staff, through regular monitoring, to implement health and safety arrangements.
- **Safety Advisor**. The safety advisor is advisor to the Head Teacher on health, safety and welfare within The Willows Primary School. They are also to advise all personnel in meeting their individual responsibilities with regard to health and safety at work.
- **Line Manager / Senior Staff** - are responsible for ensuring that the day-to-day requirements regarding health and safety at work are met within their areas of concern. Where any new process or operation or substance is introduced into the area of their responsibility they are to liaise with the safety advisor so that the associated risks are assessed and any precautions deemed necessary are implemented.
- **Teachers, Teaching Assistants and Supervisors**. The responsibility of applying safety procedures on a day-to-day basis rests with all teachers and supervisors. All accidents will be investigated by them in accordance with current procedures in order that the cause of any accident can be identified and remedial action taken as appropriate. They are to ensure that all new members of staff and pupils under their control are instructed to their own individual responsibility with regard to the Health and Safety at Work Act 1974 and that they frequently make inspections of their area(s) of responsibility, taking prompt remedial action where necessary.

- **Employees and Pupils**. Employees and pupils have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the school, contractors, and members of the public. They are required to co-operate with supervisors, line managers, safety representatives and the safety advisor, and adhere to safety guidance given, in helping to maintain standards of health and safety within the school.
- **Safety representatives**. It is the responsibility of safety representatives to make such proposals as they see fit with regard to methods of achieving improvements in health and safety aspects in their area(s) of responsibility.
- **Safety committee**. The safety committee as a whole, or through individual members, are to monitor health and safety performance and recommend any action necessary should this performance appear or prove to be unsatisfactory.
- **Contractors**. It is the responsibility of contractors and their employees to read and comply with the school health and safety policy.

Risk assessments

Responsibility for assessing and controlling risks rests with all personnel within the school. However, risk assessment and training shall be performed in consultation with the Deputy Headteacher in absence of the school's Business Manager. This will include use and authorisation of the e-Visit planning software.

Health and Safety Link Governor

The School Business Officer and Site Supervisor meet with the Local Authority Health and Safety representative for the school's yearly review and follow up visit. An extensive report of findings and actions is shared with the Link Governor who communicates key information to the Board of Governors.

Safety Arrangements - Introduction

The safety arrangements set out below are for the information, guidance and compliance of all personnel in The Willows Primary School.

Health and safety are integral parts of management. They are key considerations which should under-pin and facilitate educational and financial activity. Under the Health and Safety at Work Act 1974 and common law, employers and employees must look after children in their care.

In carrying out their normal functions, it is the duty of all personnel to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk. These can be summarised as:

- providing and maintaining safe equipment and safe systems of work
- making arrangements to ensure the safe use, handling, storage and transport of materials, substances and other articles.
- providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety
- providing safe places of work with safe access to and egress from them
- providing a safe and healthy working environment
- providing a system for rapidly identifying and remedying hazards

All personnel have a statutory duty to co-operate in fulfilling the objectives of the board of governors and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Specific arrangements for health and safety

Accident reporting

Any accident or injury is to be reported to the school office or Business Officer by the person or persons involved in the accident, and a pupil incident/accident form needs to be completed and retained within school. Incident/accident forms are held in the school office. The Business Officer is to ensure that the board of governors are informed of all accidents of a serious nature and any dangerous occurrences and where applicable follow the requirements of current legislation (RIDDOR, 1999).

Accident investigation

- all significant accidents or incidents that are considered to be dangerous 'near miss' situations are to be reported to the Business Officer. They in turn are to report the incident to the safety advisor.
- the safety advisor is to carry out an immediate investigation into the incident in order that the cause of the accident can be identified and measures taken to prevent a recurrence.
- investigations such as these are essential in order that accidents, damage to equipment and property, and losses, are kept to a minimum
- the Business Officer is responsible for the co-ordination of such investigations
- all contractors must ensure that accidents involving their personnel are reported to the safety advisor of the school as well as their own reporting chain

Reporting procedures

Any practice or condition that is likely to have an adverse effect on health and safety of personnel, or damage to equipment or property, is to be reported to line managers. Such reports are to be recorded and where necessary communicated to the HSE via the LA as appropriate.

Staff and Visitors on Site

Objectives

To account for all of our staff, pupils and visitors at any particular time. To ensure their safety through a controlled procedure with regard to fire or other significant events that may put in jeopardy an individual's well-being. This information will be used to inform attendance management reports, form the basis of an evacuation register, allow managers to review the deployment of staff, particularly those who are working part time or seen infrequently and finally assist in confirming or eliminating individuals in the event of a criminal act having been committed.

Statement

The Willows Primary School welcomes visitors to the school, but expects all visitors to comply with the school policies and procedures, in particular Safeguarding checks and Health and Safety requirements. It is the responsibility of our visitors to acquaint themselves with these procedures

and all will be offered the chance to review our policies and procedures on arrival. Essential Health and Safety information will be brought specifically to their attention on arrival.

Aims

This policy seeks to ensure that staff are aware that visitors can make an important contribution to the life and work of the school visitors themselves can benefit from contact with the pupils and staff. Notwithstanding this The Willows Primary School recognises that we need to discharge our Duty of Care to all staff, pupils and visitors and as such attempt to take all reasonable precautions to regulate and monitor the flow of staff, pupils and visitors to our site and movement of individuals throughout the course of the school day and out of hours.

Visits from agencies such as Drama Groups, workshops and Sports Instructors etc. are made available and encouraged for all groups of pupils. In arranging such visits, teachers should consult with the Head Teacher or Deputy Head prior to finalising arrangements and should try to ensure that the visit causes minimum class/school disruption or inconvenience. In addition the organising staff member should ensure that these types of visits are arranged with safeguarding in mind and are fully risk assessed. Visiting professionals of this nature are required to provide evidence of a clear DBS.

Legal Framework

The overarching legislation to cover this policy is the Health and Safety at Work etc. Act of 1974. Wherein the employer was charged with a number of general responsibilities, the widest ranging being in Section 2 para 1:

- It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees

The employer cannot possibly comply with this requirement unless he knows who is actually employed and where those individuals are at any one time. Hence the requirement to maintain some form of attendance register, much in the same way as the pupils are registered.

There are also reciprocal responsibilities on the employee under Section 7:

It shall be the duty of every employee while at work—

- to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and.
- as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

A failure to comply with a management directive to sign in /out therefore may place the individual in breach on Section 7 of the HSAW Act 1974, in addition to any organisational disciplinary policies or procedures.

Subsequent legislation, such as the Management of Health and Safety at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005 amplify employer responsibilities, rendering them liable to legal action for failing to take adequate control measures to ensure the health safety and welfare of persons within their control, namely their employees.

Day To Day Visitors.

- All visitors to the school should report to the front office (Reception) and be signed in by office staff. If required, evidence of their DBS should be available for recording in the schools Single Central Record.
- Visitors on site should be given a visitors sticker and coloured lanyard by the receptionist. Green lanyard if DBS shown, red lanyard if not shown. Visitors with a red lanyard will be escorted by a member of staff.
- Staff should inform reception of expected visitors so that they can be recorded in the diary, organised visits will be noted by office staff during Monday Briefing.
- Contractors need to be signed in before being introduced to the caretaker/Site Supervisor who will provide relevant access to the site as is required.
- Contractors will be expected to adhere to Health and Safety regulations and ensure that safe working practices are followed and all necessary permissions have been obtained.
- Visitors should not be left with pupils unless accompanied by a member of staff (a parent talking to their own child is acceptable). With the exception of qualified professionals who are known to the school and who have a recorded and clear DBS disclosure.
- If any visitor is to be regularly working with pupils in school then they go through the Safeguarding procedures and their details to be recorded on the School Single Central Record.
- Any visitors on site who are not recognised, or who are not appropriately identified should be politely asked their business.
- All visitors must return the visitor's badge and lanyards before leaving the site.

Staff Signing In and Out.

- Staff are expected to sign in on arrival into the building and out at the end of the day using the InVentry screen in the foyer.
- If for any reason staff leave site during the day staff are to sign out and then back in.

Pupils Leaving Site.

- Pupils on being collected by their parent/ carer must sign out using the InVentry screen in the foyer.
- Pupils leaving site as part of a school trip or activity MUST be covered by an eVisit (see separate protocol) – eVisit & Offsite Visits Establishment Policy.

General Notes.

- Cold Calling is to be politely discouraged.
- On the occasion of the unexpected visitor, the first point of contact should be with the reception staff who will involve other staff and pupils as appropriate.
- The Willows Primary Extended Schools Provision will maintain the same procedures for monitoring any visitors.

Out of school visits and activities

All personnel that arrange or actively participate in school visits or out of school activities must follow the procedures outlined in the separate document entitled: Procedure for School Visits and Out of School Activities.

Safe working procedures

Line managers must ensure that safe working procedures are developed through:

- assessing the tasks
- identifying the hazards
- defining a safe method
- implementing the system
- monitoring the system

Once developed, safe-working procedures must be promulgated to protect all personnel working within their area(s) of responsibility from dangers to their health and safety. They are also to familiarise themselves with laid down procedures and ensure that personnel under their control are fully conversant and these procedures.

Defective tools and equipment

- All defects found in hand tools, power tools or any other equipment must be reported immediately to the Site Supervisor.
- The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be re-issued for further use until repair has been effected.

Means of access

- When using access equipment such as ladders, crawling boards, etc., the correct equipment is to be used for the job to be undertaken. Stepladders should always be supported by assistant.
- Always use correct routes of access. Do not use short cuts; they can result in serious accidents.

Good housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean.
- Do not obstruct emergency exits.

Electrical equipment

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment. PAT testing is carried out annually.
- Where 13amp sockets are in use, only one plug per socket is permitted.

- The protective outer sleeve of electrical cables is to be firmly secured within electrical plugs. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to re-wire the plug correctly.
- Electrical equipment that is known to be, or suspected of being faulty, must not be used.
- If electrical equipment becomes faulty whilst in use it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected.

Smoking/Vaping

- Smoking and vaping are not permitted on site.

Emergency services

- Fire, police or ambulance services can be contacted by dialling 999 and asking for the service required.
- There are various trained first aiders on call within the school administration during working hours. List of Basic First Aiders and Paediatric First Aiders is held in the main office and in the Staff Handbook.

Fire prevention

- Fire orders are available for all personnel to read in their area. They cover all aspects of fire prevention.
- 'Action to be Taken in the Event of a Fire' is posted in all buildings at fire points and each classroom has a printed notice clearly identifying the evacuation route and assembly area to be used.
- Personnel are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire. This information is also posted by all Fire Alarm Call Points and on Safety Signs in each Key Stage Corridor – the basic information is also included in our Visitors On Site booklet available at school reception.
- The most important part of fire control is prevention. It is with this in mind that all personnel are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked flammable.
- Fire evacuation procedures, fire prevention training and fire alarm testing is to be carried out in accordance with current legislation. The fire Alarm is tested weekly and the Site Supervisor conducts a weekly site check with specific reference to fire risk prevention.
- Fire Marshalls have allocated areas around the building.
- The site Fire Risk Assessment is lodged with the Business Officer and is reviewed annually.

Visitors

- It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school. School visitors must follow the 'Staff and On Site Visitors Protocol' and have the appropriate safeguarding checks carried out before they enter school.

Students and Work Experience Placements

- Health and safety paperwork from schools, colleges and universities is completed by the Deputy Head before a placement can begin.

Contractors

- Contractors working within the school are required to comply with the signing in and working rules as issued by this school. Any breach of these rules is to be reported to the Business Officer.

Use of vehicles

Only those persons authorised**,** and in possession of the appropriate licence, are to drive vehicles on school business. Mini bus drivers are to have the appropriate D1 credentials and to have passed the SCC minibus drivers training.

The mini buses are safety checked each week and records are kept before each journey. Routine servicing is carried out yearly.

Legionellosis

The primary aim is to prevent the build-up of the Legionella Pneumophilla organisms in water systems and to prevent inhalation of infected water droplets. The various control measures are in place via our PFI provider and Site Supervisor

Control measures are as follows:

- The water temperature is to be below 20C or above 55C and this is to be checked monthly.
- Records are to be maintained of all cleaning and temperature checks carried out.
- Water storage tanks are covered.
- Records are to be maintained of any maintenance, water treatments or disinfection.
- Weekly flushing is carried out on 'dead legs' and low usage outlets.

Manual handling of loads

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.

Health and safety information and advice is available on all aspects of health, safety and welfare from the safety advisor.

Additional arrangements will be appended as they are developed out of risk assessments carried out in accordance with this policy.