

Wilberforce Primary School

Health & Safety Policy (including Premises Management)

Reviewed: Pending ratification September 2014

Principal: Mrs Ann Sheppard

Health and Safety Policy

Review Procedures

The Health and Safety Policy for Wilberforce Primary is to be reviewed annually by the full Governing Body.

If there are any amendments required to be made to the policy as a result of a review, then these will have to be presented to the Governing Body for acceptance of the amendment.

The next review of the Policy Document is due in 2015.

Amendments

The Governing Body is to be advised on the nature of any amendments.

It is the responsibility of the Principal to ensure that the complete amendment is incorporated into all copies of the document and recorded accordingly on the Amendment Sheet. Copies of pages made redundant by the amendment are to be disposed of immediately and not to be retained for any reason.

| No | Date of Issue | Incorporation Details | | |
|----|----------------|-----------------------|-----------|------------|
| | | Name | Signature | Date |
| 1 | September 2014 | Ann Sheppard | | 10/09/2014 |
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Distribution of Copies

| | |
|-------------|------------------------------------------------------------------------------|
| Master Copy | Principal - Mrs Ann Sheppard |
| Copy One | Executive Operations Manager - Mrs Jackie Hayes |
| Copy Two | Health & Safety Representative - Mrs Rosemary O'Connor |
| Copy Three | Staff Room – All staff |
| Copy Four | Administration office for new staff, visitors, contractors & parents viewing |

Statement of Intent

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

We are committed to:

- a. Managing health and safety within the structure and framework laid down by United Learning Trust.
- b. Preventing accidents and work related ill health.
- c. Compliance with statutory requirements as a minimum.
- d. Assessing and controlling risks from curriculum and non-curriculum work activities.
- e. Providing a safe and healthy working and learning environment.
- f. Ensuring safe working methods and providing safe working equipment.
- g. Providing effective information, instruction and training.
- h. Consulting with employees and their representatives on health and safety matters.
- i. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- j. Setting targets and objectives to develop a culture of continuous improvement.
- k. Ensuring adequate welfare facilities exist throughout the school.
- l. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- m. 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.

Chair of Governors, Edward Capewell

Signature _____

Date: September 2014

ORGANISATION

1.0 INTRODUCTION

1.2 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.

2.0 THE GOVERNING BODY

2.1 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 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.
- h) Any contracts awarded independently of United Learning - such as cleaning, catering services and building works etc. – are tendered in accordance with United Learning standards.

3.0 THE PRINCIPAL

3.1 The Principal 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) Emergency procedures are in place.

- h) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- i) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- j) Arrangements are in place to inspect the premises and monitor performance.
- k) Accidents are investigated and any remedial actions required are taken or requested.
- l) The activities of contractors are adequately monitored and controlled.
- m) A report to the Governing Body on the health and safety performance of the school is completed annually.

3.2 The Principal has appointed external consultants to assist her in the implementation and monitoring of the health and safety policy

4.0 TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

4.1 This includes the Deputy Headteachers, Early Years Co-ordinator, Curriculum Co-ordinators, Extended Schools Manager, Administrator, Senior Meal Supervisors and Schoolkeeper. They must:

- a) Apply the school Health and Safety Policy to their own department or area of work and be directly responsible to the Principal 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 Principal.
- c) Ensure that all staff under their management is 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 Principal or line 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 Principal.

5.0 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 Principal or Curriculum Leader 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 the Principal or Administrator.

6.0 SCHOOL HEALTH AND SAFETY REPRESENTATIVES

- 6.1 The Governing Body and Principal recognise the role of Health and Safety Representatives appointed by a recognised trade union.
- 6.2 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.
- 6.3 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 Principal or Governing Body.
- 6.4 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.

7.0 OBLIGATIONS OF ALL EMPLOYEES

- 7.1 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.

8.0 OBLIGATIONS OF CONTRACTORS

- 8.1 When the premises are used for purposes not under the direction of the Principal e.g. the provision of school meals, then, ***subject to the explicit agreement of the Governing Body***, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.
- 8.2 All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Principal of any risks that may affect the school staff, pupils and visitors.
- 8.3 All contractors must be aware of the school health and safety policy and emergency procedures and comply with these at all times.
- 8.4 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Principal or their representative will take such actions as are necessary to protect the safety of school staff, pupils and visitors.

9.0 PUPILS

- 9.1 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.

PROCEDURES AND ARRANGEMENTS

Introduction

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:

The list provides a brief summary of all the key health and safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File and on the school website.

Accident Reporting, Recording and Investigation

All staff are required to ensure that all accidents, incidents and near misses are reported to the Principal who will ensure that the accident is investigated and reported to the Local Authority and the Health and Safety Executive as appropriate.

Asbestos

The Asbestos Log is available in the office for contractors to consult before undertaking any work on the school premises.

Staff must report any damage to suspected asbestos materials immediately to the Principal

Where damage to asbestos material has occurred the area must be evacuated and secured. The Principal will immediately notify the Local Authority Property Department and United Learning by telephone.

Audit

The Governing body will undertake an annual audit of the health and safety procedures in the school and amend any policies and procedures as necessary.

Behaviour Management/Bullying

All staff must be familiar with the school policies for behaviour management and bullying. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these policies.

Catering

The Kitchen Manager is responsible for the safe operation of the outsourced catering facilities.

He/she must:

- Be familiar with the school Health and Safety Policy.
- Make reference to the safety documents issued by the Local Authority Catering Officer.
- Ensure that all kitchen staff are instructed and informed to work in accordance with these documents.
- Inform the Schoolkeeper or Principal of any potential hazards or defects.
- Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.

School staff must not use the catering facilities and equipment without the prior agreement of the Principal and Kitchen Manager.

Premises Management and Cleaning

The Schoolkeeper is responsible for ensuring the safe maintenance of the school premises in accordance with the Headteacher's instructions.

The cleaning company is responsible for the health and safety of their staff and others who may be affected by their operation.

Contractors

The school uses contractors who have been selected and vetted by United Learning Trust.

Curriculum Safety (including out of school learning activities)

All curriculum leaders are responsible for ensuring that health and safety issues are covered in schemes of work and lesson plans.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS (science) BAALPE (PE) and other lead bodies should be adopted as appropriate.

Display Screen Equipment

The Principal is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

Educational Visits and Journeys

The Principal is responsible for ensuring that all school trips are managed in accordance with the school policy for School Visits.

All teachers must be familiar with this policy.

Electrical Equipment

The Administrator is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.

The Administrator is responsible for ensuring that all portable electrical equipment is tested by competent contractors

All staff must be familiar with the school procedures and report any problems to the Administrator. Staff are reminded that they must not bring electrical equipment into school without the permission of the Administrator.

Fire Precautions and Emergency Procedures

The Principal is responsible for ensuring:

- That a Fire Risk Assessment is completed and reviewed annually.
- That the school emergency plan and evacuation procedures are regularly reviewed.
- The provision of fire awareness training to all staff.
- That an emergency fire drill is undertaken every term i.e. 6 times a year.
- The preparation of specific evacuation arrangements for staff and/or pupils with special needs.

The Schoolkeeper is responsible for:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the fire fighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work.

All staff must be familiar with the school Fire safety risk assessment, the school emergency plan and evacuation procedures.

First Aid

The school encourages all support staff to complete the 3 day First Aid Certificate

First Aid supplies are kept in the School office, the staff room, Nursery and Key Stage 1.

Nominated first aiders are responsible for ensuring that the stocks of supplies are kept up to date.

All staff must be familiar with the school arrangements for First Aid.

Paediatric first aid training is completed by some lower school staff. The SENCO oversees that first aid training is updated appropriately and enough staff are available for trips.

Grounds Maintenance

The Schoolkeeper is responsible for grounds maintenance on the school site.

Hazardous Substances

The Principal is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Principal. A COSHH assessment must be completed for any authorised products.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision. These will include such items as:

- Spirit based marker pens
- Corrective fluid
- Aerosol paints

All the above should be used in a well ventilated area.

Inclusion

Wilberforce Primary School complies with United Learning's policy for Inclusion and all teaching and support staff should be familiar with this policy and supporting guidance.

The Principal is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with SEN.

All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.

The Inclusion Manager and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEN. No pupil should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Principal.

Lettings/shared use of premises/use of premises outside school hours

The Principal is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the school health and safety policy and Extended Schools Agreement.

The Administrator is responsible for managing the arrangements for lettings.

Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Facilities and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Any member of staff working after hours must notify the Principal and Schoolkeeper of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury.

Managing Medicines & Drugs

No pupil is allowed to take medication on the school site unless the parent/carer has completed the appropriate forms.

Staff must notify the Principal if they believe a pupil to be carrying any unauthorised medicines/drugs.

The school policy for the Administration of Medication provides detailed guidance and all staff should be familiar with this policy.

Maintenance and Inspection of Equipment

Planned preventative maintenance is organised through the administrator. The Schoolkeeper undertakes minor repairs only.

All faulty equipment must be taken out of use and reported to the Schoolkeeper. and Administrator.

Staff must not attempt to repair equipment themselves.

Manual Handling and Lifting

Manual handling tasks are assessed by the Schoolkeeper who will request advice and assistance as necessary.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Schoolkeeper for assistance.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

Outdoor Play Equipment

The outdoor play equipment and safety surfacing complies with BS/EN standards and is formally inspected annually by a competent contractor.

The Schoolkeeper undertakes weekly checks of the play equipment and play areas

Supervisory staff should make a visual check of all play equipment before it is used.

Risk assessments have been completed for each item of equipment and all staff supervising play activities must be familiar with these assessments. If the supervision levels recommended in the assessment cannot be achieved the equipment should not be used.

Pupils and pupils' siblings are not permitted to use the play equipment out of school hours unless supervised by trained play leaders

Any member of staff who observes unauthorised use of the play equipment must report it to the Principal or Schoolkeeper immediately.

PE Equipment

The PE Co-ordinator is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils.

Risk assessments have been completed for all PE activities and all staff must be familiar with these.

Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.

All PE equipment must be visually checked before lessons by the supervisory staff and returned to the designated store area after use.

Pupils must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the PE Co-ordinator.

Personal Protective Equipment (PPE)

It is the Curriculum Co-ordinators responsibility to ensure adequate supplies of PPE where needed for curriculum activities.

Where the need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health.

Any staff member or pupil who refuses to use the PPE will be excluded from the activity.

The Schoolkeeper will request PPE for his use as and when required.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the office staff

Risk Assessments

It is the Principal's responsibility to ensure that potential hazards are identified and that risk assessments are completed

Wilberforce Primary H&S Folder Section A
for all significant risks in the school.

The Principal is responsible for undertaking general risk assessments with the exception of the areas listed below.

Curriculum co-ordinators will undertake risk assessments for their specialist areas.

The Principal and Administrator will ensure that risk assessments are completed by all staff who organise and lead school visits.

Safety Representatives

The school union safety representative is the Principal and Deputy Headteacher.

Safety representatives have the following major functions:

- Investigate potential hazards and dangerous occurrences.
- Examine causes of accidents.
- Investigate employee concerns and complaints relating to health and safety.
- Make representation to the employer on matters arising out of the above functions.
- Carry out inspections of the workplace.
- Represent employees in consultations with the Health and Safety Executive.

Security/Violence

The Schoolkeeper is responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

The Schoolkeeper is also responsible for the security of the site during after school use and lettings.

The numbers on security pads will be changed at regular intervals and these changes notified to all staff. Staff are reminded that these numbers should not be divulged to any pupil or parent.

Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.

If any person becomes aggressive staff should seek assistance.

Meetings with parents/carers known to be verbally abusive or threatening in their behaviour should only be held in an area of the school where assistance is available. The Principal should be notified in advance of these meetings where possible.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Principal.

Site Maintenance

The Schoolkeeper is responsible for the maintenance of the school premises.

He will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Administrator.

All staff are responsible for reporting any damage or unsafe condition to the office immediately. Office staff will contact the Schoolkeeper by mobile if the matter is urgent.

Smoking

It is illegal to smoke anywhere on the school premises.

Staff Training & Development

The Principal is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

All new staff will receive specific health and safety information as part of the school induction process.

All staff will receive fire awareness information at the start of each school year.

Staff who have been given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings and on the September INSET day in each new school year.

Stress

The school governors and Principal are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.
- Staff have access to a dedicated Helpline funded by the school.

Swimming

Children are instructed by ASA Qualified Instructors who are police vetted and health checked.

All staff must ensure that they are familiar with the guidance and rules provided by the pool operators and swimming instructors.

Visitors

All visitors must sign in and out at the school reception desk. This includes parents and peripatetic teachers/specialists. A badge will be issued which must be worn at all times in school.

Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

Working at Height

The Schoolkeeper is responsible for the purchase and maintenance of all ladders in the school in consultation with the Administrator

All ladders conform to BS/EN standards as appropriate.

Wilberforce Primary H&S Folder Section A

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.

If you need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

Do not work at height when you are alone. If you are planning to use a step ladder ask the Schoolkeeper to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

Your knees should be no higher than the top platform of the ladder.

Never overreach. Try always to keep one hand free on the ladder to steady yourself.

Supporting Polices and Procedures in Health and Safety Management Folder and on School website

1. Educational Visits and Journeys
2. Administration of Medication
3. Asthma Policy
4. Anti-Bullying Policy
5. Behaviour Policy
6. Managing Contractors
7. Child Protection
6. Fire risk assessment and procedures

HEALTH AND SAFETY POLICY

Member of Staff Acknowledgement

I have read the school health and safety Policy and agree to follow the procedures outlined in the policy.

Employees Name: _____

Employees Signature: _____

Date of Signature: _____