



Devonshire Road Primary School

Health and Safety Policy

Status	Current
Approval	Finance and Premises Committee
Date	October 2023
Maintenance	Finance, Premises & Personnel Committee
Responsibility	Head Teacher
Date of next review	Autumn Term 2024

This policy has been prepared in accordance with Local Authority guidelines and the Health and Safety at Work Act 1974. The aim of the policy is to ensure that all practicable steps are taken to secure the health safety and welfare of all persons using the school.

We are supported by Bolton Council's Health and Safety Team at 2nd Floor, Paderborn House, Bolton BL1 1UA. Telephone 01204 336968, fax 01204 331165.

1. Policy Statement

1.1 The purpose of a written statement is to increase the awareness of staff and premises users of the school's policy on health and safety.

1.2 To establish and maintain in so far as is reasonably practicable:

- I. An environment which is safe and without risk to health.
- II. Safe working procedures amongst staff and children.
- III. Health and safety arrangements for the handling, storage and transport of articles and substances.
- IV. Safe means of access to and exit from the school.

1.3 To ensure, so far as is reasonably practicable, the provision of information, instruction training, and supervision to enable all staff and pupils to avoid hazards and contribute positively to their own health and safety.

1.4 To teach safety where appropriate as part of the curriculum

1.5 To formulate effective procedures for use in the case of accident.

1.6 To lay down procedures to be followed in the case of accident.

1.7 To provide and maintain, so far as is reasonable practicable, adequate welfare facilities for staff and pupils.

1.8 To provide an effective system of reporting and recording accidents, dangerous occurrences and potential hazards to health and safety.

1.9 To lay down effective procedures to be followed in the case of communicable illnesses and similar.

Signed (Head Teacher):	Date:
Signed (Governor):	Date:
Date of Governor Approval:	
Review Date:	

2. Arrangements

2.1 Roles and Responsibilities	
The senior member of staff in the school with responsibility for health and safety matters is:	Head Teacher
The Governor responsible for health and safety is:	Mr T. Abraham
Consultation with staff regarding health and safety is provided by:	School Business Manager Site Manager
2.2 Risk Assessment	
The person responsible for ensuring risk assessments are carried out is:	Head Teacher Deputy Head Teacher
Copies of risk assessments are located:	Electronically in 'all staff' drive
Staff who have undergone training and are competent to carry out risk assessments are:	Head Teacher Site Manager School Business Manager
Any hazards noted within the school environment must be recorded by the person discovering them:	On Site Manager's electronic log sheet which appears on every member of staff desktop when they log in; if the issue requires immediate action it should be reported directly to the Head Teacher or School Business Manager or the Senior Leader in their absence
Risk Assessments will be reviewed annually	
The Educational Visits Co-ordinator is:	Deputy Head Teachers
Educational visits risk assessments and paperwork are located in:	Electronically on Evolve and on 'all staff' drive
2.3 Emergency and Fire Arrangements – please also refer to the Fire Safety Policy	
<p>The person who discovers the emergency will raise the alarm by the most appropriate means and ensure that the Head Teacher, Deputy Head Teachers or in their absence a member of the senior management team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.</p> <p>The priorities in an emergency situation are as follows:</p> <ul style="list-style-type: none"> • To ensure the safety of all persons, their removal from danger, their care and the application of first aid and medical treatment where appropriate • To call the emergency services when appropriate • To safeguard the premises and equipment, if this is possible without putting persons at risk 	
The competent person responsible for monitoring the fire risk assessment and liaising with the fire risk assessor is:	Head Teacher (SBM in their absence)

Fire drills will be carried out termly by:	Site Manager
Fire drills will be monitored, recorded and reported on by:	Head Teacher (SBM in their absence)
Fire alarm points will be tested on a weekly basis by:	Site Manager
Means of escape will be checked daily by:	Site Manager
Fire fighting equipment will be checked on a weekly basis by:	Site Manager
Emergency lighting will be tested monthly by:	Automatic Alarms
Records of tests are stored in:	Fire Safety file in Site Manager's office
Fire extinguishers will be serviced on an annual basis by:	Automatic Alarms
All staff should undertake fire training on an annual basis.	
2.4 Accident, Dangerous Occurrence, Violent Incident and 'Near Miss' Reporting and Investigation	
<i>Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to who one is reported will complete an accident report form as soon as possible after the event, for both employees and non-employees (including pupils and visitors).</i>	
Location of accident forms:	The First Aid Room/Admin Office
Persons responsible for accident forms:	Head Teacher School Business Manager
Persons responsible for carrying out accident investigations:	Head Teacher School Business Manager Chair of Governors
<i>Where the accident requires hospital treatment or in cases where a pupil is sent home the completed accident form must be emailed to Bolton Council Health and Safety Team.</i>	
The person responsible for monitoring and reviewing accidents and incidents to identify trends and patterns is: (half termly review)	School Business Manager
<i>Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.</i>	
2.5 First Aid	
There are sufficient staff throughout the school who have completed paediatric first aid training and two members of staff who have completed first aid at work. Details of staff who have completed training are displayed in the staffroom, the first aid room and throughout the school.	
The person responsible for ensuring first aid qualifications are maintained is:	School Business Manager
First Aid boxes are located in the following places:	First Aid Room EYFS
Travelling first aid boxes are located in:	First Aid Room
The contents of all first aid boxes are checked regularly by:	Office Manager
Epi Pen training is offered to all staff:	List of trained staff is displayed in the staffroom, first aid room and

	throughout the school.
The nearest GP/Medical centre is:	Dalefield Health Centre 01204 463419
The nearest hospital with accident and emergency facilities is:	Royal Bolton Hospital 01204 390390
<i>Occupational health provisions are available from the Occupational Health Team at Paderborn House, please speak to the Head Teacher/Line Manager to access this service.</i>	
2.6 Pupils with medical/special needs	
The person responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	SENCO with the support of The Office Manager
The person responsible for ensuring pupil specific risk assessments and PEEPs are carried out is:	Head Teacher
The person responsible for the supervision and storage of pupils medicine is:	Office Manager
2.7 Maintenance and Premises	
All employees and governors must report any hazards that could cause a serious or imminent danger. E.g. damaged electrical /broken windows/wet or slippery floors immediately to:	Head Teacher School Business Manager
A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Reporting log , store electronically on all desktops – checked daily by: Site Manager
Defective furniture or equipment should be taken out of use immediately and reported to:	School Business Manager
The persons responsible for unlocking and locking, dealing with emergency call-outs and arming and disarming security alarms is:	1. Site Manager 2. School Business Manager
2.8 Health and Safety Training	
The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:	Head Teacher
Training should cover: <ul style="list-style-type: none"> • Health and Safety Policy and procedures • Educational Visits Policy • Risk Assessments • Fire and other emergency arrangements • First Aid arrangements • Safe use of work equipment • Procures for hazardous substances • Good housekeeping • Hazard reporting and maintenance procedures • Special hazards/responsibilities associated with their work activity • Special needs of young employees i.e. work experience placements 	
The person responsible for organising Health and Safety training is:	School Business Manager
2.9 Work Equipment	
<i>The following equipment has been identified as likely to involve a specific risk to health and</i>	

<i>safety and its use, inspection and repair is therefore restricted:</i>	
Ladders Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Site Manager School Business Manager
Person authorised to use:	Site Manager
Caretaking and cleaning equipment <i>including powered cleaning equipment and hand tools etc</i> Person responsible for selection, inspection, maintenance, training, safe use and risk assessment is:	Site Manager School Business Manager
Art, design and technology equipment Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Art and D&T Subject Lead
The person responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is:	Teacher responsible for the lesson
The person responsible for taking out of use any equipment which is inadequately guarded is:	Art and D&T subject lead and the site manager
P.E. equipment – indoor and outdoor Person responsible for selection, inspection, maintenance, training, safe use and risk assessment is:	Sit Manager School Business Manager
Person responsible for regular daily visual inspection is:	The Site Manager
Contractor responsible for annual full inspection and report is:	Sports Safe UK Ltd
2.10 Portable Electrical Appliances	
The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	Site Manager School Business Manager
Person(s) responsible for carrying out formal visual inspection and testing is/are:	Site Manager
Staff must not bring onto the premises any personal portable electrical appliances unless authorised to do so by the Site Manager/SBM – these must be brand new, purchased from a reputable supplier and will be PAT tested at the next scheduled testing.	
2.11 Personal Protective Equipment	
<i>Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.</i>	
The persons responsible for inspecting PPE termly and replacing: personal protective equipment when it is worn out is:	Site Manager
2.12 Hazardous Substances – Control of Substances Hazardous to Health (COSHH)	
Copies of all the hazardous substances inventories are held centrally in:	COSHH File in Site Manager's Office
The person responsible for undertaking and updating the COSHH risk assessments is:	Site Manager
2.13 Asbestos	
The person responsible for making arrangements for dealing with asbestos in compliance with the BMBC's policy, and ensuring that the premises asbestos plan is consulted by visiting contractors and other relevant	Head Teacher School Business Manager Site Manager

persons is:	
The asbestos management plan is held:	Asbestos file in Site Managers Office
The person responsible for ensuring that the plan is updated, annually and as appropriate following work on the fabric of the building is:	School Business Manager
2.14 Legionella	
The Duty Holder as defined in the Control of Legionella Bacteria in Water Systems ACoP is:	Head Teacher with the SBM & Site Manager
The responsible person (as defined in the Control of Legionella Bacteria in Water Systems ACoP) is:	Head Teacher with the SBM & Site Manager
2.15 Work Experience	
The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, is:	School Business Manager Deputy Head Teacher Designated Teaching Assistant
2.16 Visitors	
On arrival all visitors should report to: where they will be issued with: <ul style="list-style-type: none"> relevant health and safety information and will be issued with visitor authorisation badges/sticker	Admin office
2.17 Contractors	
The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is:	School Business Manager Site Manager
The person in control of contractors whilst on site is:	School Business Manager Site Manager
2.18 Noise	
Any employee concerned about the noise levels at work should report the matter to the Head Teacher or the School Business Manager who will arrange for remedial action or for an assessment to be made by the Health and Safety Team:	
2.19 Cleaning Arrangements	
All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to:	Site Manager
2.20 Display Screen Equipment	
The display screen equipment assessor at the school is:	Head Teacher
2.21	
The Health and Safety Law Poster is sited:	Staffroom
The person responsible for updating it is:	School Business Manager

Smoking

The Governing Board does not permit smoking within any area, either inside or outside, of the school building and grounds. This includes the use of e cigarettes.

3. Organisation

3.1 Bolton Council

The Local Authority has ultimate responsibility for health and safety matters in the school, however this responsibility is shared with the school's Governing Board.

3.2 The Governing Board

The ultimate responsibility for ensuring a safe and healthy environment within the school rests with the Governing Board.

The Governing Board Should:

- Report to the Department of Education (DfE) any major threat to the health and safety of employees and users of the school.
- Monitor the effectiveness of the health and safety policy and safe working practices, revise and amend the policy as appropriate.
- Give consent if persons using the building wish to:
 - Introduce equipment for use on the school premises
 - Alter fixed installations
 - Remove fire and safety notices or equipment
 - Take any action that may create hazards for persons using the premises or for the staff or pupils of the school

3.3 The Head Teacher

The Head Teacher has overall responsibility for the application of this policy.

The Head Teacher shall:

- Take appropriate action immediately when any hazard is reported to her and stop the use of any plant, tools, equipment, machinery or any process, etc which she considers unsafe until she is satisfied as to its safety
- Make recommendations to the governing board for additions to or improvements to plants, tools, equipment, machinery, etc which are dangerous or potentially so
- Report on safety and welfare matters to the governing board
- Ensure that staff are appropriately trained and informed on health and safety matters
- Ensure clear roles and responsibilities with regard to health and safety and ensure delegation is appropriate to their role
- Ensure effective processes for monitoring the activities of contractors whilst on site

- Ensure that appropriate funds are allocated in the budget to ensure effective health and safety procedures, repairs and maintenance in the school.

3.4 The School Business Manager

The SBM has responsibilities delegated by the Head Teacher to:

- Be the focal point for day to day references on safety and give advice or indicate sources of advice
- Co-ordinate the implementation and monitoring of safety procedures
- Maintain contact with outside agencies able to offer expert advice
- Oversee regular inspection of the school and check practices in it
- Ensure that accidents and hazards are recorded and reported as appropriate to the HSE and that appropriate remedial action is taken
- Review provisions of first aid and emergency regulations annually
- Investigate any specific health and safety issues and take remedial action
- Assist in carrying out regular safety inspections of the school and its activities
- Co-ordinate and distribute information to relevant parties keeping up to date with local and national guidance
- Order that any unsafe practices cease with immediate effect
- Monitor the health and safety budget to ensure best value and appropriate spending

3.5 The Site Manager

The site manager has a responsibility:

- To undertake regular checks in order to ensure as far as is reasonably practicable the safety of the school building and resources
- To record safety checks and rectify issues or report them directly to the SBM or Head Teacher
- To ensure appropriate tests with regard to the prevention of legionella are undertaken and recorded and any issues rectified or reported to the SBM or Head Teacher
- To ensure the correct storage and disposal of any hazardous substances and take stock checks of these substances on a half termly basis

3.6 Obligation of all Employees

The Health and Safety at Work Act 1974 states:

“It shall be the duty of every employee whilst at work:

- *Take reasonable care for health and safety of him/herself and any other persons who may be affected by his/her acts or omissions at work, and*
- *As regards any duty or requirement imposed on his/her employer or any other person by or under any relevant statutory provisions, to cooperate with him/her so far as necessary to enable that duty or requirement to be performed or complied with. “*

Also that:

“No person shall intentionally recklessly interfere with or misuse anything provided in the interest of health and safety or welfare in pursuance of any relevant statutory provision.”

In order that the law be observed and responsibilities to pupils and other visitors to the school are carried out, all employees are expected:

- To know the special safety measures and arrangements to be adopted in their own working area and to ensure they are applied
- To observe dress consistent with safety and hygiene
- To exercise good standard of housekeeping and cleanliness
- To know and apply the emergency procedures in respect of fire and first aid
- To use and not wilfully misuse, neglect or interfere with things provided for their own safety and safety of others
- To co-operate with other employees in promoting improved safety measures in their school
- To co-operate with the appointed representatives and the enforcement officer of the health & safety executive or the Public Health Authority
- To ensure that tools and equipment provided are kept in good condition and used appropriately
- Ensure that ANY health & safety hazards are reported to the SBM or head teacher
- Not to behave in any way that would cause risk to themselves or others
- Ensure that any persons under their supervision do not behave in any way that would cause risk to either themselves or others

3.7 Particular responsibilities of Class Teachers

The safety of pupils in classrooms, is the responsibility of the class teacher. If for any reason this responsibility cannot be accepted it must be discussed with the appropriate Phase Leader before any activities take place.

A class teacher is expected to:

- Know the emergency procedures in respect of fire and first-aid and the special safety measures to be adopted in his/her own teaching areas and to ensure that they are applied
- Exercise effective supervision of pupils to ensure that they know of the general emergency procedures in respect of fire and first aid the special safety measures of the teaching area
- Give clear instructions and warnings as often as necessary (notices, posters and hand-outs are not enough)
- Ensure that pupils coats, bags, cases etc are safely stored away
- Integrate all relevant aspects of safety into teaching procedures and if necessary give special lessons on safety
- Follow safe working procedures personally
- Keep a clear desk at all times
- Call for protective clothing, guards, special working procedures etc where necessary
- Make recommendations on safety measures to the appropriate phase leader/SBM
- When taking playground duty or games lessons teaches need to check that there are no obvious hazards eg broken glass

NB These rules apply to student teachers who must be made aware of their responsibilities by their mentor

3.8 The pupil

Pupils are expected to:

- Exercise personal responsibility for safety of themselves and others
- Observe standards of dress consistent with safety and hygiene (this includes unsuitable footwear, knives and other items considered dangerous)
- Observe the safety rules of the school in particular the instructions of staff given in an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for safety
- Follow directly the instructions of staff, especially in an emergency situation
- Pupils are not permitted to bring prohibited items into school (e.g. E-Cigarettes)

3.9 The Health & Safety Representative (Head Teacher)

Health & safety representatives are:

- Not liable in law and have no additional duties other than those of all employees, as laid down in S7 and 8 of the Health and Safety at Work Act 1974.
- Do not carry additional legal liability for their actions or omissions as a safety representative
- The functions of safety representatives are as follows:
 - To investigate potential hazards and dangerous occurrences at the work place (whether or not they are drawn to her attention by the

employees she represents) and to examine the cause of accidents at the workplace.

- To investigate complaints by an employee she represents relating to that employee's health, safety or welfare at work.
- To make representations to the employer on general matters out of point 1 and 2 above
- To make representations to the employer on general matters affecting the health, safety or welfare of the employees at the workplace.
- To carry out inspection
- To represent the employees she is appointed to represent in consultation at the workplace with inspectors of the HSE and any other enforcing authority
- To receive information from inspectors in accordance with S28(8) of the 1974 Act
- Attend meetings of safety committees in the capacity of safety representative and in connection with any of the above functions

In addition, S2(4) of the act places upon the safety representative the function of representing the employees in consultation with the employer.

3.10 Visitors

Visitors are expected to take due care of themselves, their belongings and any persons under their supervision.

On entry to the building visitors should be issued with evacuation procedures to keep with them for the duration of their visit.

3.11 Other users of the Building

The head teacher is responsible for ensuring that appropriate agreements are drawn up and signed by other users of the building- the Grace Centre Family Church and Slimming World.

3.12 Fire Safety

Please refer to the Fire Safety policy.

3.13 Risk Assessment

Risk Assessments should be carried out for all activities that carry an increased risk rather than the usual day to day activities of the school. Risk assessments will be held by the school for 6 years and stored on the school computer Shared Drive where they can be accessed by all staff. For example:

- School visits

- Use of heat producing equipment in classroom as part of the curriculum eg candles
- Significant repairs and maintenance
- Contractors on site
- The use of any substances under COSHH
- Significant events on the school premises eg school fairs
- Use of new equipment
- Working at heights
- Working with chemicals eg bleach
- Particular medical needs of individual pupils or staff

All risk assessments will undertake review and appropriate amendment: after the particular visit or event, when there are changes which affect the risk assessment or at 3 yearly intervals.

3.14 Critical Incidents

The school has a Business Continuity Plan which outlines shared procedures to ensure affective response in the event of a serious incident.

3.15 Near accidents

Near accidents which could have led to significant injury should be recorded using the accident report form.

3.16 Asbestos

Areas of the building containing asbestos are clearly identified on the school asbestos management plan and subject to regular checks by the Site Manager.

3.17 COSHH

COSHH regulations prevent exposure to potentially dangerous substances. Safety data records are located in the admin office and potentially dangerous substances are securely stored in the vented, flame proof store in the staff car park. The store remains locked at all times other than for access.

No new COSHH substances may be brought into school without a full COSHH assessment. This is a legal requirement.

3.18 Display Screen Users

Requirements under the Health and Safety (Display Screen Equipment) Regulations 1992 apply to the use of all types of display screen equipment, together with associated workstations. Members of staff who are defined as a user of display screen equipment are entitled to an eye test, the cost of which will be borne by the school, and a contribution to the costs of lenses/spectacles required for the use of display screen equipment where appropriate. The corporate policy and guidance give details of the legal rights under the Regulations. A user is defined as an

employee who habitually uses display screen equipment for a significant part of their normal work.

3.19 Administration of Medicines and Cream

See Medicines in School Policy.

3.20 Wellbeing

See Mental health and Wellbeing Action Plan.

3.21 No Smoking Policy

The school operates a “No Smoking Policy”. No persons are allowed to smoke anywhere on the school premises or within the school grounds (this includes electronic cigarettes).

3.22 Related School Policies

- Fire safety
- Medicines in School
- First Aid and Accident

3.23 Concluding Statement

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Head Teacher. The greatest hindrance to good practice is apathy. This policy is communicated to staff as part of their induction process. Any changes following policy review are communicated to all staff.

