



High Green Primary School

Health and Safety Policy

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1. Introduction

- 1.1. This policy includes our Statement of Intent, our organisational structure of responsibilities and the methods by which we will achieve a safe working environment for staff, pupils, visitors and other users of our site, it should be read in conjunction with our Health & Safety Framework Document.



2. Guidance Notes in Respect of This Document

- 2.1. Under the **Health and Safety at Work Act 1974**, every organisation that employs five or more people must have a written Health and Safety Policy. Although the Council and Children, Young People and Families (CYPF) have safety policies it is important that individual schools have their own site-specific policy so that roles and responsibilities are clearly understood.
- 2.2. Your Health and Safety Policy will state your intention to work safely and should be a useful tool to help your school achieve its objectives.
- 2.3. Your school is unique. This booklet will allow you to produce a policy that is tailored to the way you work. Please remember that the list of Health and Safety issues shown in this document is not exhaustive; add any others that are relevant to your work and the premises.
- 2.4. This policy should also cross-refer to any other relevant supporting documentation that may be available in school.

3. Making the Policy Work

- 3.1. Everyone working in your school, from the Headteacher to new members of staff has their own role and responsibilities. Involve people that work with you so that everyone understands their responsibilities and can act on them. It is a legal requirement to communicate your safety policy to all employees.

4. Communication and Consultation

- 4.1. There is a legal obligation placed upon the employer to consult with appointed representatives on Health and Safety issues. If there is no formally appointed

representative you still must have procedures in place to consult with staff on Health and Safety matters. This can be done either by consulting with employees as individuals or through a representative who has been elected by all staff on site. Any elected Health and Safety representative is entitled to reasonable time off, with pay, to enable them to carry out their role.

- 4.2.** Many schools will already have adequate procedures in place for consulting with staff; these may include a formal Health and Safety committee (comprising of Trade Union and Management representatives), putting Health and Safety as an agenda item at formal staff meetings, team meetings, discussions during performance management, appraisals and one to one's etc. Where arrangements are already in place, these should be reviewed to ensure that they remain fit for purpose. Where no formal arrangements exist, you should ensure that appropriate means for consulting with staff are put into place.

5. Help and Advice

- 5.1.** Advice on any Health and Safety matter can be obtained through the Children, Young People and Families Service Health and Safety Advisers. Some useful telephone numbers are attached to the policy.

6. Policy Statement

- 6.1.** The Headteacher, Governors and staff at this school are committed to providing high standards of Health and Safety for all users of the school.
- 6.2.** As a school, our educational priorities aim to:
- Encourage all pupils to achieve their full academic and social potential.
 - Provide pupils with the skills and experience which will ensure that the widest possible range of choices are open to them in their future lives.
 - Provide a sense of community in which individuals feel valued and are actively encouraged to value, respect and help others.
 - Create an atmosphere in which students enjoy and take pride in their achievements.

- 6.3.** These educational and social priorities can only be fully realised within a physical environment that is both a safe and healthy place to work. This in turn can only be brought about by the dedicated co-operation of all within the school. Health and Safety at this school is an area where Governors, the Headteacher, staff, safety representatives and parents share common objectives. It is vital that we all understand each other's duties, functions and responsibilities as well as our own because it is only by the cooperation and teamwork of everyone involved that Health and Safety objectives in school can be achieved.

7. Aims

- 7.1.** To ensure that the school is always a safe and healthy place in which to work.
- 7.2.** To provide plant, equipment, resources and systems of work that are safe and without risks to health.
- 7.3.** To raise awareness among all users of the school as to their responsibility for themselves and others.
- 7.4.** To provide sufficient information, instruction, training and supervision to enable all employees, authorised volunteers and third-party users to avoid hazards and contribute positively to their own Health and Safety at work.
- 7.5.** To ensure the dissemination of all relevant information from the CYPF and other bodies to the correct user[s].
- 7.6.** To regularly monitor and review safety procedures throughout the school.
- 7.7.** To create and update a central file containing relevant Health and Safety information.
- 7.8.** This safety policy will be regularly reviewed and updated

8. Responsibilities

- 8.1.** Overall responsibility for the management of Health and Safety in the school is that of Lucy Harding (Headteacher).
- 8.2.** Responsibility for the following key areas is that of:
- Day to Day Health & Safety Management - Dawn Aldridge (School Business Manager).

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□ Educational Visits – Lucy Harding (Headteacher)/Dawn Aldridge (Business Manager)

□ Physical Education – Megan Hughes (Sports Lead Teacher).

□ Site Management & Cleaning – Zak Graham (Buildings Manager).

□ Special Educational Needs – Natalie Coe (SENCO EYFS/KS1.)

Nickie Beal
(SENCO KS2)

□ Catering - Taylor Shaw.

9. General Responsibilities - Governors

9.1. Ensure that adequate funding is provided from the school budget to enable the school to be organised and run in a safe and healthy manner.

9.2. Deal with any Health and Safety problems brought to them by the Headteacher, staff or parents, through their termly meetings or any emergency meetings, which may be called due to unforeseen circumstances.

9.3. Ensure that the Council and CYPF Health and Safety Policy is brought to the attention of all staff and implemented in school.

9.4. Help prepare, implement and monitor a “site-specific” Health and Safety policy.

9.5. Confirm compliance with Statutory and Local Authority policies and procedures and monitor Health and Safety management within school.

9.6. Ensure that appropriate risk assessments have been carried out.

9.7. Ensure that all members of staff receive appropriate training.

9.8. Ensure that the Headteacher has an appropriate workload in support of a reasonable work/life balance.

9.9. Ensure adequate consultation takes place to allow everyone to contribute to safe working. This will be done in the following way:

- Appointing a Governor with Health and Safety responsibilities.
- Receive annual reports from the School Business Manager on Health and Safety matters. (Summer Term)
- Receive updates as appropriate.
- Confirm that Health and Safety is discussed openly and appropriate meetings.

10. General Responsibilities - Headteacher

10.1. Take overall responsibility for day-to-day management of Health and Safety issues

10.2. Ensure that Health and Safety is incorporated into the planning and organisation of all school functions.

10.3. Ensure that suitable and sufficient assessments of hazards and risks to staff members, pupils and other visitors and users of the school are carried out. Further, to act upon those assessments in order to reduce risk.

10.4. Attend Health and Safety training courses as appropriate.

10.5. Ensure the provision of adequate training, communication, instruction and supervision for all members of staff (including supply staff and volunteers).

10.6. Provide necessary information to staff members and their representatives on Health and Safety matters.

10.7. Ensure that staff members who are delegated to carry out particular tasks are competent and fully aware of their responsibilities.

10.8. Ensure staff have an appropriate workload in support of a reasonable work/life balance.

10.9. Investigate any accidents or near misses and bring these, along with any other Health and Safety problems, to the attention of staff and the governors.

10.10. Ensure adequate consultation and communication takes place to allow everyone to contribute to safe working. This will be done in the following way:

- Ensure that day to day management is undertaken by the School Business Manager.
- Ensure relevant information and documentation is available both electronically and in a paper format.
- Ensure Health and Safety matters are discussed at patriate staff meetings.

11. General Responsibilities - All Staff Members

- 11.1.** Ensure that they are fully aware of their roles and responsibilities, cooperate with the schools policies and procedures and follow any guidance, policies and procedures issued by the CYPF.
- 11.2.** Ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments, whether in school, on school business or on educational visits.
- 11.3.** Attend Health and Safety training courses as appropriate.
- 11.4.** Undertake relevant risk assessments and share findings and preventative measures with all appropriate stakeholders.
- 11.5.** Bring to the attention of the Headteacher/School Business Manager information about accidents, near misses, dangerous equipment or situations which may occur whilst in school or on educational visits.
- 11.6.** Report to the Headteacher/School Business Manager any problems that they feel that they cannot deal with themselves.
- 11.7.** Take responsibility to do what they can to take care of themselves, their colleagues, pupils and visitors. In particular employees should cooperate with the Health and Safety Policy of their employer.

12. General Responsibilities - School Health and Safety Representative

- 12.1. The Governing Body and Headteacher recognise the role of Safety Representatives.
- 12.2. Safety Representatives will be allowed appropriate paid time off to enable them to fulfil their duties.
- 12.3. We will communicate and consult with safety representatives on a regular basis about Health and Safety matters and offer facilities to enable them to investigate workplace accidents, employee complaints and to carry out periodic Health and Safety inspections.
- 12.4. The Health and Safety Representative is Zak Graham.

General Arrangements to Keep People Safe

13. Risk Assessment

- 13.1. Risk Assessments are a legal requirement mainly under the **Management of Health and Safety at Work Regulations 1999**, although most Health and Safety legislation requires a risk assessment approach.
- 13.2. All relevant Risk Assessments are recorded. We use a combination of CYPF Generic Risk Assessments and our own school specific ones, these are available on our shared drive, and also on Governor Hub or in paper format from our School Business Manager. Risks are assessed periodically (using a risk-based approach in relation to severity of the risk) following an accident, on the introduction of any new process/equipment and also any significant change in circumstances.
- 13.3. We share the findings of our risk assessments with all members of staff via our staff shared area.
- 13.4. All documentation relating to risk assessments is kept:
 - Fire Risk Assessment - Buildings Officer's Office.
 - Generic Premises Risk Assessment - Buildings Officer's Office.
 - Foundation Stage Risk Assessment –
 - Educational Visits Risk Assessments - EVOLVE System.

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□ Hazardous Substances Risk Assessments - Buildings Officer's Office.

□ Task / activity-based Risk Assessments - HT's Office.

13.5. Shown below are the name(s) of the staff assisting with the assessment process as well as details on when they will be carried out and our updating systems.

13.6. The following people assist with the assessment process for their individual area of work:

□ Lucy Harding - Off Site Activities.

□ Megan Hughes - PE.

□ Zak Graham - Site.

□ Dawn Aldridge - Whole School.

13.7. **NB** Whilst it is the Headteacher's responsibility to ensure that risk assessments are carried out. However, the Headteacher may delegate the function or request the assistance of competent staff in carrying out a risk assessment.

14. Fire

14.1. An outbreak of fire in a school can be extremely serious. The **Regulatory Reform (Fire Safety) Order 2005** makes it a legal requirement for each building to have an up to date fire risk assessment. Our Fire Risk assessment identifies all sources of heat with the potential to cause fire e.g. gas heaters, Bunsen burners, cookers etc. and it also considers the storage of combustible materials.

14.2. When our school requires painting, only paints providing a flame-retardant surface will be used in high-risk areas (assembly halls, means of escape, staircases, areas where there is an added fire risk etc).

14.3. Ongoing monitoring is carried out to ensure that combustible materials (liquids, solids or gases) do not come into contact with sources of heat.

- 14.4.** Internal fire doors are kept closed wherever practical to stop fire spreading. Hydraulic door closers are checked regularly and maintained as necessary to ensure correct operation. (None in school – identified of H&S Audit 2024)
- 14.5.** All documentation relating to fire safety is kept:
- Fire Risk Assessment (including Arson Assessment) - Fire Logbook in Building Officers Office.
 - Fire Precautions Logbook - Fire Logbook in Building Officers Office.
 - Fire Safety Training Records - Fire Logbook in Building Officers Office
- 14.6.** The following people have a role to play in ensuring fire safety issues are adequately dealt with:
- Dawn Aldridge - Named Responsible Person.
 - Dawn Aldridge - Ensuring there is a current fire risk assessment in place and a process for reviewing / updating on a regular basis.
 - Lucy Harding - Inducting new members of staff and supply / agency staff, contractors etc.
 - Zak Graham - Inducting contractors etc.
 - Dawn Aldridge - Making sure that staff receive regular refresher training.
 - Dawn Aldridge/Zak Graham - Making sure relevant information is shared
 - with other users of the premises such as lettings, breakfast and after school clubs etc.
 - Dawn Aldridge/Zak Graham - Ensuring regular fire drills are carried out and recorded.
 - Dawn Aldridge/Zak Graham - Keeping the Fire Precautions Logbook up to date.

15. Permission to Work

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15.1. The CYPF Permission to Work process is in place at this school for all work that is intrusive to the fabric of the building. The following people have responsibilities:

- Zak Graham - Ensuring that the CYPF Assets Team is informed at the planning stage of any work that is intrusive to the fabric of the building.
- Zak Graham - Inducting new members of staff in the process.
- Zak Graham - Ensuring that all non-intrusive work is risk assessed.
- Zak Graham - Keeping an up-to-date log of all non-intrusive work.

15.2. The following people have attended training in the permission to work scheme:

- ZaK Graham – Pre 2018

16. Asbestos

16.1. Asbestos is a naturally occurring mineral that has been used for many years in the construction of buildings and in many products. It was used mainly because of its fireproofing and insulation qualities.

16.2. We have got an Asbestos Management survey on site and this has been shared with all members of staff. Staff are aware that as long as the asbestos is in good condition and is not disturbed or damaged there is no risk to individuals. However, if it becomes damaged or disturbed, it can become a danger to health as asbestos fibres can become released into the atmosphere and therefore people can inhale the fibres.

16.3. All documentation relating to asbestos is kept:

- Asbestos Register - Main Office.
- Asbestos management survey and risk assessment - Main Office.
- Asbestos survey review documentation - Main Office.

16.4. The location of the register is important, as it must be readily available to all who need to consult and sign it.

- Lucy Harding - Overall responsibility as Named Duty Holder.
- Zak Graham/Dawn Aldridge - Bringing the asbestos register to the attention of anyone likely to disturb asbestos fibres in the course of daily routines or proposing to plan or carry out work. e.g. other school / site staff, surveyors, contractors, computer technicians, visitors, helpers etc.
- Zak Graham - Advising the Assets team at the concept stage of work via the Permission to Work scheme.
- Zak Graham - Making sure more detailed surveys (covering the full scope of works) are in place for invasive work e.g. wiring, refurbishment, plumbing, demolition etc.
- Zak Graham - Regularly reviewing the condition of asbestos material and recording the findings.
- Zak Graham - Regularly reviewing asbestos risk assessments and recording findings.
- Zak Graham - Making sure that floor plan changes are recorded and updated.

16.5. The following people have attended Asbestos training:

- Zak Graham - Prior to 2010

17. Legionella

- 17.1.** Legionnaires' disease is a type of pneumonia. It is an uncommon, but serious disease.
- 17.2.** People can catch Legionnaires disease by inhaling small droplets of water suspended in the air which contain the Legionella bacteria.
- 17.3.** Legionnaires' disease does not spread from person to person.
- 17.4.** We have had a full Legionella audit of the school which has been shared with all members of staff. Key members of staff have a role to play in ensuring that the findings of the audit are actioned and making sure that regular monitoring is carried out on site.
- 17.5.** All documentation relating to Legionella is kept:

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- Legionella Survey - Buildings Officer's Office
- Legionella Logbook - Buildings Officer's Office.

17.6. The following people have a role to play in ensuring the procedure in place for managing Legionella issues:

- Diane Smales - Overall responsibility as Named Duty Holder.
- Zak Graham/Dawn Aldridge - Ensuring that the recommendations of the Legionella risk assessment are carried out.
- Zak Graham/Dawn Aldridge - Ensuring that the Legionella risk assessment is reviewed on a regular basis.
- Zak Graham - Ensuring that all activities identified in the maintenance programme are carried out and recorded.
- Zak Graham - Keeping the Log Book up to date.

17.7. The following people have attended Legionella training:

- Zac Graham - Prior to 2010.

18. Accidents

18.1. Even in a safety conscious school, accidents may still occur. This is how we deal with them.

18.2. All accidents involving staff, pupils or visitors will be recorded and investigated, as appropriate to find out what happened and how any similar incident can be avoided. Copies of accident report forms are sent to the CYPF Health and Safety Advisers.

18.3. All documentation relating to accidents is kept:

- Accident Report Forms - Main Office.
- RIDDOR report forms – Online

18.4. The following people have responsibilities for:

- All First Aiders - Recording all accidents to staff / pupils.
- Dawn Aldridge - Ensuring that accidents are investigated and that major accidents, which are reportable to the Health and Safety Executive (under the RIDDOR regulations), are reported to the incident call centre (0845 300 9923) and also to the CYPF Health and Safety Team.
- Dawn Aldridge - Ensuring risk assessments are reviewed in light of lessons learned.
- Dawn Aldridge - Periodically reviewing accident reports to identify trends.
- Dawn Aldridge - Reporting serious incidents / accidents to Governors.

19. First Aid

- 19.1.** This school will follow the statutory requirement for first aid equipment and provide suitably trained first aid staff. Where there are young children on site i.e. Nursery's / Breakfast and after school clubs, key members of staff hold an additional paediatric first aid certificate.
- 19.2.** NB There are sufficient paediatric first aiders to ensure cover on all off-site activities involving young children.
- 19.3.** Our school risk assessment identifies the actual number of first aiders required.
- 19.4.** As a rough guide the recommendation is 1 first aider for every 100 people on site. This is usually made up of 2 fully qualified first aiders, with the remainder holding the 1-day emergency first aid certificate.
- 19.5.** The following people hold a relevant first aid qualification.
 - Paediatric First Aid
 - Danni Sowter
 - Emma Evans
 - Joanna Evans
 - First Aiders
 - Julie Roberts
 - Shona Carrigan
 - Emma Evans
 - Joanna Evans
 - Katie Hiner

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- Neha Dyll
- Courtney Easton
- Lynne Edge

19.6. The following people have responsibilities for:

- Dawn Aldridge - Ensuring that a risk assessment is in place to determine the appropriate level of first aid cover throughout the whole of the school day (including off site activities).
- Dawn Aldridge - Keeping records of First Aid Qualifications and ensuring these are re validated.

20. Electricity

20.1. Electricity has the potential to cause serious harm, or even death and is treated as a priority with regard to maintenance and repair. The **Electricity at Work Regulations 1989** requires that all electrical systems and appliances are periodically inspected and maintained.

20.2. The visual checking, maintenance and repair of portable and transportable electrical equipment is the responsibility of the school.

20.3. Fixed installations i.e. sockets, light fittings and general wiring throughout the school will be tested at least every five years by a competent electrician. (This is carried out automatically for those that subscribe to the **Premises Package**).

20.4. All documentation relating to electricity is kept:

- Inventory of Portable appliances - Main Office.
- PAT testing Certificate - Buildings Officer's Office.
- Fixed installation test certificate - Buildings Officer's Office.

20.5. The following people have responsibilities for:

- All Staff - Visually checking portable electrical appliances.
- Zak Graham/Dawn Aldridge - Arranging the testing of portable appliances.
- Zak Graham/Dawn Aldridge - Ensuring the five yearly checks are carried out on the fixed installation.
- Zak Graham - Arranging repairs / remedial work.
- Zak Graham - Showing key members of staff how to isolate the electrical supply in an emergency situation.

21. Gas

21.1. Under the **Gas (Installation and Use) Regulations 1994**, there is a requirement for all gas appliances (central heating boilers, gas water heaters etc) to be checked, serviced and maintained by a competent (Gas Safe) contractor on an annual basis.

21.2. All documentation relating to gas safety is kept:

- Gas Servicing Certificates - Buildings Officer's Office.

21.3. The following people have responsibilities for:

- Zak Graham/Dawn Aldridge - Arranging the testing and maintenance of gas appliances.
- Zak Graham - Arranging repairs / remedial work.
- Zak Graham/Dawn Aldridge - Ensuring any work to gas appliances is carried out by a competent contractor (Gas safe).
- Zak Graham - Showing key members of staff how to isolate the gas supply when it is not in use or in an emergency situation.

22. Substances

22.1. The **Control of Substances Hazardous to Health Regulations** require an assessment to be made of the work processes that involve the use of substances that are hazardous to health.

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22.2. At our school we ensure that all substances that fall within the COSHH regulations are kept to a minimum and are stored safely and securely out of reach of children. Hazard data sheets are available for all substances and a documented risk assessment is available for all work processes.

22.3. All documentation relating to substances is kept:

- Hazardous substances inventory i.e. cleaning/janitorial substances, science chemicals, glues and paints for art etc - Buildings Officer's Office/Cleaners Store.
- Hazard Data Sheets - Buildings Officer's Office/Cleaners Store.
- Documented risk assessments - Buildings Officer's Office/Cleaners Store.

22.4. The following people have responsibilities for:

- Zak Graham - Keeping the inventory up to date.
- Zak Graham - Ensuring hazard data sheets are available.
- Zak Graham - Making sure that risk assessments are documented.
- Zak Graham - Making sure Personal Protective Equipment (where necessary) is provided and worn.
- Zak Graham - Training staff in the safe use and handling of substances.
- Zak Graham - Disposing of surplus substances safely.

23. Educational Visits and Off-site Activities

23.1. The school complies with Local Authority guidance on educational visits. Plans for all off site visits are reported to the Governors on a regular basis. Specific approval is given by Governors for all residential visits and visits abroad. We currently use the EVOLVE online approval system.

23.2. We have a named Educational Visits coordinator who has received the appropriate Local Authority training.

23.4. Assessing the competency of leaders and other adults on the visit

- 23.5.** Ensuring that all members of staff receive induction training in the school's process for educational visits
- 23.6.** Helping and supporting members of staff with the planning of educational visits including help with risk assessments
- 23.7.** All documentation relating to educational visits and off-site activities is kept:
- Educational Visits Documentation - EVOLVE System.
 - Educational Visits Generic Risk Assessments - EVOLVE System.
- 23.8.** The following people have responsibilities for:
- Lucy Harding - Educational Visits Coordinator.
- Lucy Harding - Reporting Relevant Educational Visits to Governors.
 - Lucy Harding - Ensuring staff receive induction training in educational visits.
 - Lucy Harding - Ensuring post visit evaluation is completed.
- 23.9.** The following people have attended EVC training and also EVOLVE training:
- Dawn Aldridge - 9th October 2018.

24. Medical Needs

- 24.1.** There is no legal obligation requiring school staff to administer medication. However, this school recognises that children with medical needs have the same right of admission to a school setting as other children.
- 24.2.** There is a clearly documented policy in place in school for dealing with medication and medical needs of children and this has been communicated to all staff. Some members of staff have received specific training to enable them to administer medication.
- 24.3.** All documentation relating to educational visits and off-site activities is kept:
- Medicines Policy - Staff Share & HGPS Website.

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- Pupils individual care plans – Medical Tracker/SEND
- Consent Forms – Medical Tracker

24.4. Staff will receive relevant training, specific to an individual pupil requiring support with health needs.

25. Curriculum Safety

- 25.1.** All teachers are aware of and familiar with the need to carry out risk assessment in their own area of work. They must ensure that they are aware of the risks which might arise from the tools, equipment, materials and processes that they plan for children to use. All guidance material from CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services), DATA (Design and Technology Association) and AfPE (Association for Physical Education – formerly BAALPE) will be available for staff.
- 25.2.** The Governors and Headteacher have responsibility for making sure that staff are competent and attend training as and if appropriate
- 25.3.** The following people have responsibilities for:
- Diane Smales - Ensuring risk assessments are in place for all tasks / activities & any relevant training is provided.

26. Work Experience

- 26.1.** Where our school allows students to fulfil work experience placements at HGPS we will follow the guidance set out in our pupil work experience guidance and checks document.
- 26.2.** The following people have responsibilities for:
- Lucy Harding - Approving Work Experience Placements.
 - Lucy Harding - Ensuring work experience students are appropriate and have been vetted.
 - Lucy Harding - Making sure risk assessments are available and have been shared with students / parents / staff / etc.

27. Staff Wellbeing and Stress

- 27.1.** The health and wellbeing of all members of our staff is considered as part of the school's risk assessment process, and in back to work meetings undertaken. All members of staff are consulted in respect of workplace wellbeing and periodic surveys are undertaken.
- 27.2.** Any staff member who expresses concerns over work related stress will be offered referral to Occupational Health and/or appropriate professional support.

28. Monitor and Review

- 28.1.** Measuring Health and Safety performance is important as we need to know how effectively we are controlling risk in our school. The arrangements that have been put into place will be monitored and reviewed on a regular basis to ensure that they remain effective. Monitoring will include checking that where responsibilities are delegated that individuals clearly understand their roles and responsibilities. Management information (which includes both active and reactive data) will also be considered to improve performance.)

29. Useful Contacts

- 29.1.** The **Health, Safety and Wellbeing Consultants** are based at

Moorfoot Building
Level 8, East Wing, Zone 3
Sheffield
S1 4PL

Contact details: 0114 2734082 or healthandsafety@sheffield.gov.uk

