



# **HEALTH AND SAFETY MANAGEMENT IN SCHOOLS**

Author:	BANES Health and Safety Team
Adopted by:	Gill Kennaugh
Role:	Headteacher
Reviewed:	January 2020
Review date:	January 2021

Policy Review dates

<b>Review Date</b>	<b>Changes made</b>	<b>By whom</b>	<b>Date Shared with staff</b>
Sept 2015	Organisation flow chart updated 3.9 PE Equipment service contractor updated 3.16 Legionella Dave Courtney's name replaced by Site Manager Page 22 Behaviour and Safety of Pupils at School para numbered and subsequent paras renumbered. Designated Person(s) names updated Appendix A names updated Index page numbers corrected	M Rixson	
January 2020	Organisation flow chart updated Appendix A names updated		

This procedure includes the arrangements for structured support and it may be necessary to refer to the Managing Performance Procedure.

## Introduction

Peoples and Communities are committed to achieving the outcomes for children of the Children Act 2004 'Every Child Matters' to be healthy; stay safe; enjoy and achieve; make a positive contribution, and achieve economic well-being.

This will be achieved by involving employees, parents and pupils in the risk assessment and risk management process, equipping them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives.

Our ultimate aim is for everyone to enjoy a safe and healthy working and learning environment that promotes and encourages understanding of risk. We want all children and young people to be prepared for life and we will work to ensure happy, healthy and safe experiences to realise this vision.

## Guidance for Schools on Using this Model Policy

This model policy has been produced to assist Bath & North East Somerset Schools to produce an individual school Health & Safety policy that accurately reflects the culture and practices of their School and details site/premises and management information specific to them.

It is recommended that each school looks at the model policy provided and alters it accordingly to suit their individual circumstances.

The information contained is felt to cover most of the items that need to be included within a School H&S Policy and conforms to the requirements of the Health and Safety at Work etc. Act 1974.

Specifically the policy must contain:

- a) a **General (Policy) Statement** detailing the Schools commitment to Health & Safety (H&S), signed by the Headteacher and Chair of Governors or indicating that it has been endorsed by the committee of the Governing Body which has responsibility for Health & Safety;
- b) details of individual responsibilities for H&S, under a heading of **Organisation**, together with a diagrammatic representation of reporting lines; and
- c) the **Arrangements** in place to ensure safety. This section is subdivided into two: - General and Specific Arrangements.

## HEALTH & SAFETY POLICY FOR NEWBRIDGE PRIMARY SCHOOL

Section	INDEX	Page
1.0	<b>Statement of Intent</b>	6
2.0	<b>Organisation Section</b>	7
2.1	Organisation Flow Chart	7
2.2	Strategic Director People and Communities	8
2.3	Governing Body	8
2.4	Responsibilities of the Headteacher	9
	<i>Head of Department/Faculty (n/a Primary Schools)</i>	
2.5	Teaching Staff	10
2.6	Other School Staff	10
2.7	Pupils	11
2.8	H&S Coordinators/COSHH Coordinator	11/12
2.9	Education Visits Co-ordinator	12
2.10	First Aid	12
3.0	<b>Arrangements Section</b>	13
3.1	Accident Incident Recording and Reporting	13
3.2	Emergency Procedures	14
3.3	First Aid	15
3.4	Infectious Diseases	15
3.5	Medical Needs	16
3.6	Risk Assessment	16/17
3.7	Contractors	18
3.8	Consultation with Employees	18
3.9	General Maintenance Arrangements	18
3.10	School Trips	19
3.11	Transport	19
3.12	Health and Safety Training	20
3.13	Safer Routes to and Around School	20
3.14	No Smoking Policy	20
3.15	Asbestos	20/21
3.16	Legionella	22
3.17	Behaviour and Safety of Pupils and Staff	22
3.18	Violence and Aggression to Staff	23/24
3.19	Occupational Health	25
3.19	Occupational Stress	26
4.0	<b>Specific Arrangements</b>	27
	<b>Designated Person(s)</b>	28
	<b>Appendices</b>	
<b>Appendix A</b>	Staff Holding Responsibilities for Health and Safety	29

**HEALTH AND SAFETY POLICY**

**Newbridge Primary School**

## 1.0 Statement of Intent

This policy statement is produced in respect of Newbridge Primary School and is supplementary to the Council's Health & Safety Policies. The policies can be found on the Council's intranet.

It is the intention of the school, to pay particular attention to the provision and maintenance, so far as is reasonably practicable of:

- *a safe workplace, including entry and exit from the premises;*
- *a safe and healthy working environment;*
- *safe plant, equipment and systems of work, which are without risks to health;*
- *safe arrangements for the use, handling, storage, transport and disposal of hazardous articles and substances;*
- *adequate information, instruction, training and supervision to enable all staff to work safely, and pupils to learn and play safely;*

The school recognises its responsibility to promote a culture where health and safety issues are discussed in an open and positive way to achieve improved standards and safe systems of work. The school regards the promotion of health and safety matters as a mutual objective of all that work here.

It is the school policy to take all such steps as are reasonably practicable to meet its statutory responsibility for providing a safe and healthy working environment for staff and pupils and extends such protection to visitors to the school premises. The school will also endeavour to ensure that the acts and omissions of school staff do not adversely affect non-employees.

To this end, the school endeavours to apply and enforce all current legal requirements together with other appropriate safety measures where reasonably practicable. This practice will be continued in the case of future legislation.

The school will consult with staff on health and safety issues that affect them and with individuals before delegating particular health and safety responsibilities to them.

Staff are expected to co-operate with the school Headteacher and Governors in all measures taken to fulfil statutory health and safety duties and to protect the health, safety and welfare of staff, pupils and visitors.

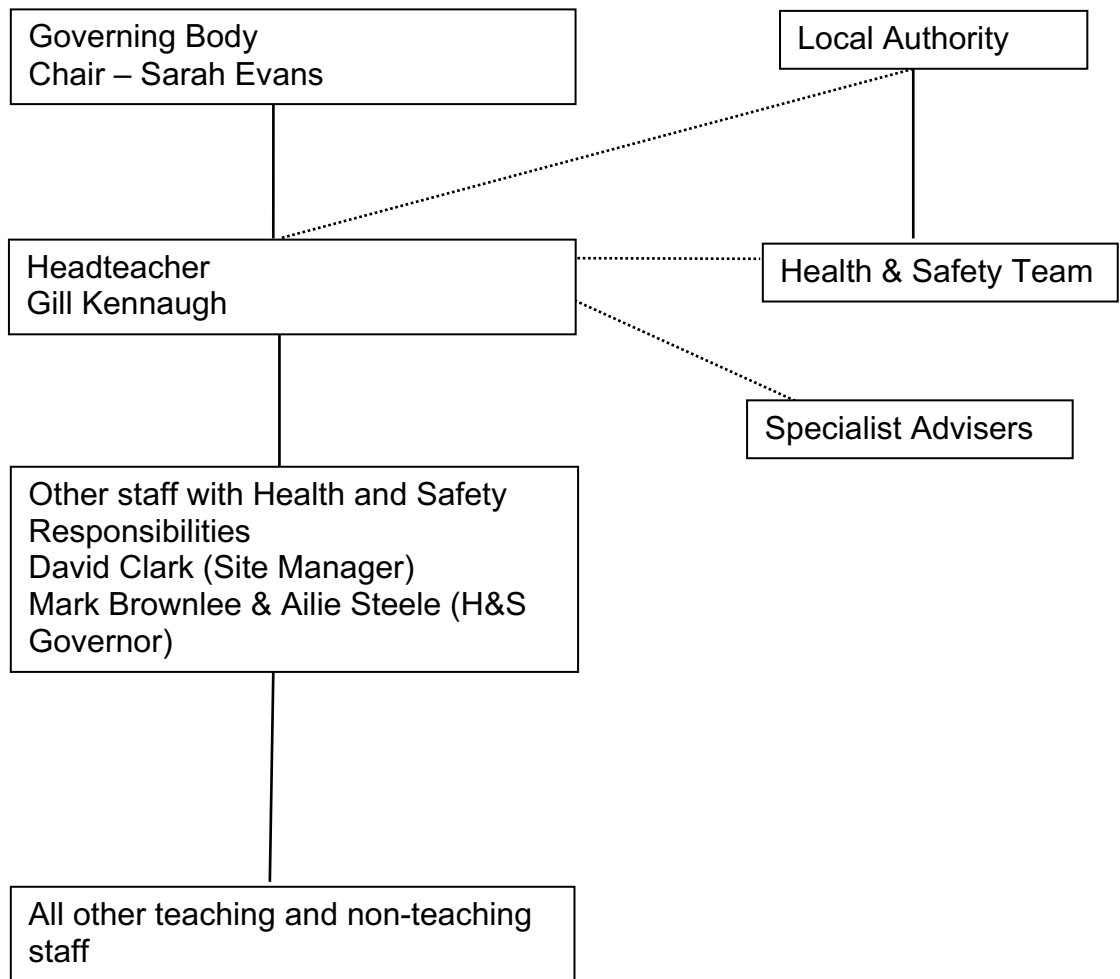
Signed..... Chair of Governors Date.....

Signed..... Headteacher Date.....

Review Date .....

## 2.0 Organisation for Health and Safety

### 2.1 Organisation Flow Chart



— Line Management  
..... Advice / Liaison

## **2.2 Responsibilities of the Strategic Director of People and Communities Directorate**

The responsibilities of the Strategic Director of the People and Communities Directorate **are** outlined in the People and Communities Statement of Health & Safety Policy. (This can be found on the Council's Intranet system).

## **2.3 Responsibilities of the Governing Body**

The Governing Body has overall responsibility for health and safety within the school, although because of the corporate status of Governing Bodies, individual governors cannot be held to be personally liable, when they have acted on collective decisions, taken in good faith.

The Governing Body will ensure that all reasonable steps have been taken to fulfil the school health and safety policy and to reduce the possibility of accident or injury to staff pupils or visitors.

They will ensure that:

- Risk Assessments of work activities are undertaken and a written record of these assessments are kept and reviewed regularly;
- Sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective equipment, overalls or any other clothing identified by assessment as necessary etc;
- regular safety inspections are undertaken;
- a positive H&S culture is established and maintained



## **2.4 Responsibilities of the Headteacher**

The Headteacher is responsible to the Governing Body for the health safety and welfare of staff, pupils and visitors within the school and for the implementation of this policy.

The Headteacher may delegate some tasks to designated individuals; any duties not delegated are automatically their responsibility. They remain specifically responsible for ensuring that (even if delegated):

- a school H&S policy is produced for approval by the Governing Body and that the policy is regularly reviewed and revised as necessary;
- the school has the necessary Health & Safety specific co-ordinators appointed;
- all members of staff, pupils and so far as is reasonably practicable, visitors to the school, are aware of their general and specific health and safety responsibilities as set out in the Policy;
- information and advice on H&S is acted upon and circulated to all relevant parties;
- where required written risk assessments of work activities are undertaken, the identified risks to which staff and pupils are exposed are recorded and regularly reviewed together with their control measures;
- if he/she delegates health and safety duties to an individual (normally referred to as the H&S Co-ordinator) they ensure that the duties are clearly defined and the person is competent to carry them out, and have sufficient resources allocated to enable them to be carried out;
- the appropriate structures exist and operate for consultation with staff on the resolution of health, safety and welfare issues;
- regular inspections of premises, plant, accessible asbestos and equipment are undertaken;
- staff are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely;
- health and safety problems are dealt with promptly and appropriately or referred the Governors, School Surveyor or the Council's Health & Safety Team as appropriate;
- all serious accidents are reported on the 'On-Line Incident reporting' scheme and investigated;
- ensure all Health & Safety policies/procedures are available to all relevant parties;
- he/she co-operates with the Council in meeting its legal requirements in respect of the monitoring of health and safety practice and procedures;

## **2.5 Responsibilities of Teaching Staff**

Teaching staff have the responsibility, to familiarise themselves with the following procedures and bring them to the attention of pupils:

- i. Emergency Evacuation Procedures.
- ii. Accident Procedures.
- iii. Safe working practices.

Teachers are responsible for ensuring that:

- they, and the pupils under their control, make use of any H&S provision as necessary;
- they undertake regular inspections of equipment and their rooms and bring any faults to the attention of the designated person;
- they bring to the attention of the designated person any health and safety concerns relating to working practices, procedure, equipment, accommodation or fire;

## **2.6 Responsibilities of all School Staff**

Under the Health and Safety at Work Act 1974, all employees have a duty to take reasonable care for their own safety and for the safety of others, which may foreseeably be affected by their acts and omissions at work.

They also have a duty to co-operate with the school management in all measures taken to fulfil statutory health and safety duties and to protect the safety of staff, pupils and visitors;

Whilst recognising management responsibilities regarding health and safety at work, the school expects all staff to set an example in safe behaviour by:

- ensuring staff and pupils follow safe procedures;
- ensuring that protective equipment is used correctly by staff and pupils when needed;
- bringing safety problems to the attention of the Headteacher;
- reporting any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and co-operate with management in investigating such accidents or incidents;
- checking that classrooms/work areas are safe; and
- checking that equipment is safe and properly maintained before and after use.

## **2.7 Responsibilities of Pupils**

All pupils are expected to behave at all times in a manner that places neither themselves nor others needlessly at risk. They are expected to:

- comply with school rules relating to general behaviour;
- to take note of and comply with information provided for safety with regards activities undertaken;
- in cases of emergency to remain quiet, listen and obey instructions given by staff; and
- not to misuse anything provided for H&S reasons.

## **2.8 Responsibilities of Health & Safety Co-ordinators**

This is the person delegated with specific responsibilities by the Headteacher in respect of the management of H&S.

The H&S Co-ordinator will:

- receive all H&S information sent to the school and disseminate the information to Staff/Governors as necessary;
- advise the Headteacher and Governors on action required to comply with relevant H&S Legislation;
- in consultation with Head/Governors, set timescales/ensure work is carried out to meet the requirements of H&S Legislation;
- carry out the termly safety inspections.

## **Responsibilities of the COSHH (Control of Substances Hazardous to Health – Site Manager) Co-ordinator**

The COSHH Co-ordinator will:

- maintain an inventory of substances covered by the COSHH Regulations;
- have responsibility for ensuring that the manufacturer data sheets are obtained;
- carry out a COSHH risk assessment on the use of substances used or generated;
- determine control measures required;
- notify staff who use or encounter the substances of the control measures;

- where control measures involve ventilation systems, or personal protective equipment the COSHH co-ordinator will ensure the maintenance of those controls;
- keep the assessments under review;

## **2.9 Responsibilities of Educational Visits Coordinator (EVC)**

The Educational Visit Co-ordinator (EVC) is responsible for ensuring the planning and management of educational visits including adventure activities led by school staff.

They should organise the thorough induction of leaders and other adults taking pupils on a specific visit and make sure that Disclosure and Barring Service disclosures are in place as necessary for those who may be volunteering on the trip.

### **External Visits and Off-site Activities.**

Teaching staff are responsible for supervising pupil groups whilst they are away from school on external visits, and for ensuring that pupils are aware of their responsibility to act with due consideration for their own safety and that of other people at the site or establishment.

Trip Leaders are responsible for carrying out risk assessments prior to the external visit/off-site activity taking place. Whenever adventurous activities are being undertaken and/or residential take place, those responsible for leading groups off-site will have undertaken the 'Bath & North East Somerset Day Validation/Trip Leader' training.

## **2.10 Responsibilities of the First Aid Appointed Persons**

In the event of an accident the Appointed Persons is required to take charge of the situation and summon medical assistance if necessary.

The Appointed Persons should assist casualties when requested and keep a record of treatment or advice given and ensure that an accident form has been completed where appropriate.

Persons will receive First Aid training to the appropriate level. The Appointed Persons must ensure that the First Aid Box is correctly stocked at all times.

The Appointed Persons should ensure that the appropriate person is notified if the treatment needs to be logged on the 'on-line' reporting system.

### **3.0 ARRANGEMENTS SECTION**

#### **ARRANGEMENTS FOR HEALTH AND SAFETY - Newbridge Primary School**

This section of the policy is split into two parts, part one is the school wide procedures, general arrangements, and part two is the more activity-based arrangements, specific arrangements.

This policy must be read in conjunction with any other policy and/or procedures not specifically mentioned in this document that are in place for this establishment.

#### **GENERAL ARRANGEMENTS**

The following arrangements have either been established through risk assessment at school level or are national standards.

#### **3.1 Accident/Incident Recording/Reporting**

##### **Minor Injuries**

All minor injuries to pupils (e.g. bumps, bruises and grazes) should be reported in the Pupil Accident Note Book, which is kept in the Medical Rooms.

Any injury to a pupil, staff, or visitor that requires First Aid treatment, pupil's taken directly to hospital and/or involves lost time should be recorded on the 'On-Line Incident Report Form' as soon as possible and investigated to try to prevent re-occurrence.

##### **Reportable accidents/injuries**

Major incidents are those reportable injuries, dangerous occurrences and occupational diseases (as defined by the HSE) that the Health & Safety Advisers are required to report these to the Health & Safety Executive, by the quickest means possible and on the correct form. The school must therefore telephone the Health & Safety Team on 01225 395115, as soon as a major incident occurs, and immediately enter the details on the On-Line Incident Form.

##### **Reporting Violence, Bullying or Harassment.**

Violence is any incident in which the person is abused, verbally or otherwise, threatened, or assaulted and may also include bullying and sexual or racial harassment. The school will endeavour to prevent violence to staff and pupils occurring, and to support and assist them should violence occur.

All violent or potentially violent incidents should be reported both to the Headteacher and the Health & Safety Team, via the on-line incident form. Where actual injury occurs this should be specified on the report. It is vital that there is a written record of all such incidents, as the Council's Health & Safety team are required to report them to the Health and Safety Executive.

## 3.2 Emergency Procedures

In the event of an emergency the Fire Brigade, Police or Ambulance Service may be summoned by a member of staff and reported to the office.

If the emergency is a fire or any other serious imminent danger, the alarm must also be raised by using the nearest call point.

Evacuation as a result of a credible 'bomb threat' should be achieved without using the fire alarm as it may set off the device. No one should stop to collect personal belongings in an emergency, or re-enter the building until authorised to do so. Any evacuation assembly point may also need to be changed to avoid standing in front of windows, glazed areas.

On hearing the alarm all staff, pupils and visitors should immediately leave the premises and assemble in the designated areas, well away from the buildings. No one should re-enter the building until the alarm bells have stopped ringing and the Headteacher or Fire Brigade have authorised re-entry.

Fire Drills will be held once a term and recorded appropriately.

### Staff Responsibilities

Emergency evacuation procedures are posted in each classroom. Staff should familiarise themselves with the procedures and bring them to the attention of pupils.

Staff will ensure:

- all fire exits are unlocked while the building is occupied - report locked exits to the Site Manager;
- fire exits are free from obstruction at all times;
- fire doors are never propped open;
- missing or empty fire extinguishers are reported to the Site Manager;
- electrical equipment not in use is switched off.

In the event of the fire alarm sounding, staff should ensure that wherever possible all doors and windows are closed, and electrical equipment is switched off. Staff may tackle small fires using the appliances provided if trained to do so, but only if this can be done without putting themselves at undue risk. Use of the fire appliances must only be regarded as a "first aid" measure and the Fire Brigade must always be summoned without delay.

Teachers should accompany their classes to the designated assembly point, where they should check their registers. If anyone is missing, the Headteacher should be informed as soon as possible. No one should stop to collect personal belongings in an emergency, or re-enter the building until authorised to do so.

### **Safety of People with Disabilities**

Individual arrangements for the safety and safe emergency evacuation of pupils with disabilities will be determined before their entry to the school. For staff with disabilities, a meeting will be arranged between them, the Headteacher and the Health & Safety Team, if appropriate, as soon as possible after their appointment. For staff or pupils with temporary mobility problems, e.g. a broken

leg, similar meetings will be held. Any significant change to procedures, escape routes or the building that are required to facilitate evacuation will be detailed in a personal emergency evacuation plan (PEEP).

### **Security**

Every endeavour will be made to ensure that the school is kept secure from unauthorised access at all times. All staff are expected to co-operate with this and to ensure that security does not compromise emergency evacuation in case of fire.

### **3.3 First Aid**

First aid cover in the school is provided to deal with injuries resulting from accidents, or medical crises, which occur on school premises. It consists of:

- the treatment of minor injuries, which do not require medical attention;
- first assistance to a casualty, while waiting for medical help;

First Aid Box (es) are located in the Upper and Lower School Medical Rooms and the School Office

The list of nominated first aid trained staff is displayed on notices around the school or available from the office.

First Aid trained staff are authorised by the school to render first aid strictly in accordance with the First Aid Regulations 1981 (amended 2009). No treatment of any kind, outside of the Regulations, such as dispensing pain-killing drugs, is authorised. If there is any doubt about the extent of an injury or the seriousness of an illness, an ambulance should be called without delay. In the absence of any First Aid trained staff, the Headteacher assumes this responsibility.

First aid boxes are kept on site and these only contain approved materials. The boxes are available for use by trained staff on site.

Injuries Involving Bleeding - Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and disposal aprons are provided for this purpose and kept in the medical rooms.

### **Administration of Medication**

The school has adopted the Bath and North East Somerset Medical Needs Policy.

### **3.4 Infectious Diseases**

The school follows the national guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and Nurseries'. This is displayed in the Lower and Upper School Medical Rooms and the School Office.

### **3.5 Medical Needs**

The school will try to accommodate pupils with medical needs wherever practicable in line with the Bath and North East Somerset Medical Needs Policy.

### **3.6 Risk Assessments**

#### **Teaching Activities**

The significant outcomes from the risk assessments on teaching activities, i.e. those specifically related to educating pupils, are either included in the point of use text/scheme of work/job sheet or the standard followed for the individual activity.

#### **Manual Handling**

Equipment/Materials - Manual handling is defined as the transporting or supporting of a load which includes lifting or supporting people. Wherever possible manual handling will be avoided or done by mechanical means, so that the risk of injury to both staff and pupils, from manual handling is reduced to the lowest level reasonably practicable. All staff that carry out unavoidable manual handling tasks on a regular basis will be trained. Under no circumstances will pupils be allowed to move heavy items of furniture or equipment. Staff are reminded to reduce loads whenever possible and to seek assistance if necessary.

The practice for setting out PE Equipment is displayed near the equipment and the practice for setting out/putting away dining chairs/tables is displayed in the dining area.

Pupils - All pupils who may need to have manual handling support are assessed using the manual handling assessment forms. This initial assessment will identify if there is a significant risk of injury and subsequent to this if a significant risk of injury is identified further assessment information will be identified.

Only staff who have received manual handling training or instruction are to participate in tasks involving the lifting of persons.

#### **Display Screen Equipment (DSE)**

Any member of staff who is a USER of DSE has completed the Display Screen Equipment – Computer Workstation Risk Assessment (from the Council's intranet).

All staff that are classified as "Users" of Display Screen Equipment (DSE) will be given information and training on its correct use. They will be entitled to eye or eyesight tests and, if spectacles are necessary for DSE work exclusively, these will be supplied free of charge. This will normally apply to office staff only.

Other workstations incorporating DSE have been assessed to ensure they meet the minimum requirements as contained in the DSE Regulations.



## **Workplace**

An inspection of the workplace, buildings/grounds, has been undertaken in order to identify any failures to meet the requirements of The Workplace (Health, Safety & Welfare) Regulations 1992 as supplemented by the Education (School Premise) Regulations. The school also undertakes Health and Safety inspections three times a year to proactively identify defects with the workplace.

Staff and pupils are encouraged to report any defects they note. All works identified are prioritized and the work is then either carried out or programmed for completion as and when funding becomes available.

### **Control of Substances Hazardous to Health (COSHH)**

The School will ensure that the risk to staff and pupils from substances hazardous to health is prevented or controlled so far as is reasonably practicable. Risk assessments will be carried out by the COSHH Co-ordinator, combining information from the 'Manufacturer's Safety Data Sheets (MSDS)' and its use. No new substances should be generated or brought into school, unless a risk assessment has been carried out and the 'safety data sheet' is held. The safety data sheet should be available in the event of an incident.

The COSHH Records are kept in the Site Managers Office and are available for inspection at all times.

### **Competence**

All staff are considered to be competent to perform the tasks they are given. Competence is viewed as one of the key elements of risk management. This is the only way to control dynamic work situations by having a competent person in charge, who will react to changes and take appropriate measures.

The school considers its staff to be competent but will provide training/instruction or supervision as required. To facilitate this, training records are kept and training updates delivered.

### **Fire Precautions**

The school has undertaken a fire precautions risk assessment and evacuation procedures can be found in the specific arrangements section of this policy.

- a) A fire plan is displayed in the office. This indicates the position of call points, fire exits, detectors, fire extinguishers and any other relevant fire equipment. It also indicates the location of the isolation points for Gas, Electricity and Water.
- b) Fire evacuation notices are displayed in each workroom.
- c) Information is kept on maintenance arrangements, e.g. checks on alarms and fire extinguishers.
- d) Fire drills are carried out regularly and monitored accordingly.

### **3.7 Contractors on Site**

Contractors will be given sufficient information to enable them to work safely in the school. They are required to co-operate with the school in all measures taken to ensure the safety of pupils, staff and visitors.

In conjunction with the school surveyor, the work of contractors on school premises is monitored, where this affects the safety of staff, pupils or visitors. All contractors on site will be given access to the asbestos register. There is a separate section on asbestos.

The Construction Design and Management Regulations (2007) are complied with as relevant to the work being undertaken.

### **3.8 Consultation with Employees**

The school will ensure staff are consulted regarding all health and safety matters that affect them and will ensure health and safety is a standard item on the agenda of all staff meetings and where appointed, consultation with trade union accredited safety representatives.

To this end the accredited safety representative or elected representative of employee safety, if appointed, will be invited to become a member of the School Safety Committee/the Governors Health and Safety Committee.

### **3.9 General Maintenance Arrangements**

All equipment on site will be maintained in efficient working order to ensure that it is safe to use. The following arrangements have been made.

#### **Fire Extinguisher/Fire Alarms**

Fire extinguishers are subject to an annual check by Firemark and the Site Manager weekly to ensure that they are in position and that the pins are in place.

Fire Alarms are serviced and maintained by Multi-Alarm.

#### **PE Equipment**

All PE equipment is subject to regular visual inspection, carried out by staff prior to use. If defects are noted the designated person will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

On an annual basis an independent service contractor Sportsafeuk inspects the PE equipment.

### **Portable Appliance/Electrical Equipment (PAT) Testing**

All portable electrical equipment is the subject of regular visual inspections, carried out by staff prior to use of equipment, to identify any damage to the equipment, plug or cable. If defects are identified then the equipment is put out of use until it is checked, to ensure safe operation, or the defect is remedied.

Portable electrical equipment, including the personal property of staff on school premises, will be tested annually by a competent person. No equipment should be used unless it has been tested.

The school will ensure that all electrical equipment is constructed and maintained so as to prevent danger as far as is reasonably practicable, and will comply with the standards detailed in the Electricity at Work Regulations 1989.

An inventory of all PAT tested electrical equipment is kept.

### **Repairs and Maintenance**

Buildings, services, and plant will be inspected termly. Staff should report any defects or problems that they notice promptly by entering them in the defects book held in the school office.

## **3.10 School Trips**

A separate School's Visits Policy has been produced. This is saved in the policies folder (teachers drive K) and can be found in the policies folder in the office.

The safety of every trip is considered using the council's Trip Safety Checklist as a reference.

Educational visits will be recorded and monitored through the computerised 'EVOLVE' system.

## **3.11 Transport**

*Staff transporting pupils/equipment in their own cars.*

Staff who use their own cars must confirm that their insurance policy covers them for this purpose and the vehicle is fit for purpose. (This insurance cover is not provided by the Council).

*Staff transporting pupils/equipment in the school minibus or a minibus hired in for the purpose.*

Only Staff who hold the Council's Certificate of Competence to drive a minibus are able to drive the minibus.

### ***Transport and driver hired in***

Transport and driver's hire in are only from a reputable source.

### ***Parent/volunteers who convey other parent's children in their cars on school business***

Parents will complete a self-certification form, so that the school may check that such transport is legally used and safe.

## **3.12 Health and Safety Training**

Health and safety information and/or training will be provided for all staff when they join the school and whenever they are exposed to new risks or changed work activities.

## **3.13 Safer Routes to and Around the School**

The school will take appropriate measures to ensure the safety of pedestrians and vehicles accessing and leaving the school premises. Pedestrian routes are clearly defined and vehicle movements controlled.

Consideration is also given to road safety and traffic schemes around the school, walking bus arrangements, keep clear markings and information and instructions for staff, pupils and parents.

## **3.14 No Smoking Policy**

The school has an obligation to its staff to provide a safe working environment, without risk to health. It accepts that passive smoking presents a risk to staff and therefore has a no smoking policy. The smoking ban applies to all employees, visitors and pupils whilst on school premises or in school vehicles and to the premises in and out of normal school hours.

This policy also applies to volunteers transporting staff or pupils on school business.

## **3.15 Asbestos**

### **Asbestos Register**

A non-invasive asbestos management survey has been completed. An asbestos register of known, or presumed asbestos has been drawn up and is maintained for the school by the Local Authority Property Services Section. This register is available to all contractors on-line.

### **Asbestos Management Plan**

The school Asbestos Management Plan of which this policy forms a part is held and maintained by the Site Manager Dave Courtney.

The plan identifies where asbestos containing materials are known or presumed to be on site and how the materials are managed. Employees are informed of the locations of

asbestos, instructed on the need to avoid disturbing it, and on the importance of closing off areas and reporting damage or defects.(see staffroom noticeboard)

### **Routine Monitoring of Asbestos Present**

The Headteacher will be the main duty holder but operationally delegates the task of visual monitoring of asbestos materials to Dave Courtney. The asbestos present will be visually checked with any damage or defects reported immediately to Property Services. In some cases this may initiate the emergency procedures detailed below and place the area out of bounds. The asbestos will be checked *twice a year*.

### **Contractors and Minor Works**

The school will ensure that only competent (and if necessary licensed) contractors follow the agreed safe methods when carrying out work that might disturb asbestos. Contractors will be asked to complete an asbestos safe operating procedure form and agree to a method of work that will not disturb asbestos, or if that is not possible, will ensure that any disturbance is properly controlled as required by the Control of Asbestos regulations 2012 and the standards in the HSE guidance and codes of practice.

Contractors will be properly informed about asbestos in any building they work in, and given access to the asbestos register (available on-line) before commencing work involving drilling, cutting or abrading of surfaces or any access to roof voids, suspended ceilings, floor ducts or service ducts.

All contractors appointed directly by the school and the Site Manager are also required to be competent and check that any minor works they are about to undertake do not disturb any asbestos containing building materials.

### **Larger Projects of Refurbishment or Demolition**

A full invasive asbestos pre-works survey must be undertaken before any planned demolition or refurbishment works commence. Do not assume there is no asbestos present where there is no register entry. If there is any doubt school staff and contractors must always assume asbestos will be present and contact the Property Services Asbestos Co-ordinator - David Bull 01225 477421 for advice or to arrange a determination.

### **Emergency Procedures - Damaged Asbestos Materials**

In the event that any asbestos containing materials are damaged, the room or area in which the damage occurs must be put out of use immediately and people kept out of any area. The Site Manager will be informed who will in turn contact the Property Services Asbestos Co-ordinator and will ensure appropriate measures are taken in response to an incident where asbestos might be accidentally damaged, or damaged as a result of fire, vandalism or other action.

## **Staff Awareness Training**

The school will provide all staff with asbestos awareness training detailing the local asbestos management arrangements, who the Duty Holders are for the management of asbestos and what must be done in order to exercise these duties.

All staff will be advised of known areas of asbestos containing materials in the school and these materials are only indicated by label in places where students do not have access. Staff are required to always check with the Site Manager before pinning, drilling or otherwise potentially damaging walls, ceilings, floors etc.

### **3.16 Legionella**

An assessment has been completed by a specialist on the hot and cold water systems. Legionella risks have been assessed and a legionella management plan has been drawn up for the school to manage the risk of legionnaires' disease. Employees have been instructed in their duties under the plan, and records are maintained in accordance with the management plan.

Shower heads are cleaned every quarter by the Site Manager, infrequently used outlets are run at least weekly by the Site Manager and hot and cold water systems are run before the start of each term by the Site Manager.

Water temperatures are regularly monitored by the Site Manager as part of our schools local legionella management process, any temperature profile anomalies are immediately reported to Property Services and acted on.

**The school ensures that all work done under their control on pipe runs, water systems and components complies with the standards detailed in Legionnaires' Disease. - The Control of Legionella Bacteria in Water Systems, Approved Code of Practice and Guidance L8.**

### **3.17 Behaviour and Safety of Pupils at School**

The school recognises it has a statutory and common law duty to protect our employees and 'others' from violence and aggression, or even illness, as a result of repeated behavioural episodes to the extent they cause a member of staff to be off work with stress. This legal duty extends principally to staff as employees, if they are attacked by anyone, but also extends to pupils in health and safety terms as they would be classed as 'others' affected by our activities

There is no duty to protect an aggressor unless any action taken to restrain them would be considered to be 'unreasonable'. Any member of staff that may become involved in restraint, other than simply defending themselves, will follow the appropriate positive handling principles as taught to them.

### **Behaviour and Safety of Pupils at School**

Newbridge Primary School places a very high expectation on our pupils' behaviour. This expectation extends to the prevention of the following:

- All forms of bullying or harassment;
- cyber-bullying;
- prejudice-based bullying and language related to:
  - special education needs;
  - sexual orientation;
  - sex;
  - race;
  - religion;
  - gender re-assignment; or
  - disability.

### **Offensive Language**

Language used by pupils that would be considered unacceptable in society including name calling etc. will be challenged and dealt with immediately.

The school recognises the importance of monitoring and promoting positive behaviours and also consider the language used. It is incumbent on staff, to not just to challenge but to always explain the meaning of any language or term used, as it is often used in ignorance, to ensure that pupils understand why someone might find that word or phrase to be offensive. If there is an acceptable term or phrase to use, then if appropriate, they should be informed and asked to always use the correct term.

### **Behaviour Incident Logs (Optional)**

All staff are required to complete an incident log of any poor behaviour, sanctions and rewards. This information will be collected and collated by the Headteacher and reported to the Governing Body at each Full Governing Body meeting.

Persistent poor behaviour cannot be tolerated by any pupil regardless of any underlying reason, if this presents a significant risk to themselves or others or causes disruption to the learning experience to themselves or others.

In cases of persistent poor behaviour specialist advice will be sought and appropriate support/teaching plans developed.

### **3.18 Violence and Aggression to Staff**

The school expects the very highest standard of behaviour from its staff. All adult visitors to the school, governors, parents and contractors are also required to demonstrate the highest standards of behaviour to set an example to pupils. If they are unable to do so, they may be asked to vacate the premises, and accepted back under strict conditions, or only by appointment.

The risk of violence and aggression in most school workplaces towards staff is normally low, however when an incident does occur, it is often unexpected and the effect can be devastating for those staff involved. In most incidents staff recover quickly and do not want or need support.

A small number of staff may be severely affected, their confidence and morale suffers to such an extent that they find it difficult to return to their work without support. A smaller number still, especially if physically assaulted, never return to their previous

employment. As such, violence and aggression towards staff, is not something that Newbridge Primary School, is prepared to tolerate.

### **Risk to School Staff**

Where a particular risk is identified to staff, for example when a credible threat is made by older siblings, or adults particularly, a written risk assessment will be undertaken and where identified as necessary risk controls will be implemented, to reduce the risk to an acceptable level such as:

- Staff training to attempt to diffuse, or remove themselves from a potentially violent situation.
- A summary of all incidents will be reported to the Full Governing Body at least on an annual basis and more often if it is deemed by the Chair of that committee to be an issue.
- Additional levels of supervision.
- Support and counselling be offered to staff affected.
- Panic alarms or other work processes to ensure that no member of staff feels at risk, or where necessary could summon assistance quickly.
- Exclusion or any other reasonable measures to reduce any risk identified to an acceptable level.
- A temporary and short term deployment to another school (provided the member of staff agreed).

### **Parents or Other Adults**

The standard of behaviour expected of our own pupils extends to their families and friends whilst on school premises. In particular violent, aggressive or threatening behaviour will not be tolerated by the school especially if directed at any member of staff from parents, other adults or young persons. This particularly applies to adults' behaviour in front of pupils at sporting, or other recreational events held on school premises.

### **Serious Violent and Aggression Incidents**

Any serious violent and aggressive incident involving a member of staff (incidents to pupils are dealt with elsewhere) the school will endeavour to do the following:

1. Ensure that building, scene, and member of staff or pupils are safe.
2. Offer support and counselling.
3. Subject to the agreement of the member of staff involved report the matter to the Police
4. Co-operate with any Police investigation and provide information to assist them in their enquiries
5. Report the incident on the council's reporting system and carry out their own Investigation into the circumstances of the incident
6. Review any risk assessments in place, or complete new ones, together with implementing any risk controls identified as necessary.
7. Take any threats made seriously and provide additional resources as identified by the risk assessment detailed above.



8. In exceptional circumstances the school may consider legal redress to recover any damages caused by an individual.

There are other measures such as anti-social behaviour orders (ASBO) that may be appropriate and the Police can advise on what measures may be appropriate. Preventative measures and support will be provided to individuals affected as mentioned already in terms of counselling. If appropriate the school will not hesitate to seek legal redress against any perpetrator of violence.

### **Whistle Blowing**

If a member of staff has concerns about the threat of violence or aggression, or any other health and safety matter they should in the first instance try to resolve it with their line manager or Headteacher. If there is no satisfactory outcome they may bring this to the attention of the Governor with responsibility for health and safety anonymously and the matter will be investigated by them. Any safeguarding concerns have other specific actions detailed elsewhere.

### **3.19 Occupational Health**

The schools occupational health provider is BUPA and they can be contacted by any member of staff at any time of the day or night on 0800 269616.

### **3.20 Occupational Stress**

The school have adopted the Managing Stress in Schools Code of Practice and have a written a specific managing stress in schools policy statement and furthermore acknowledge the possibility for occupational stress amongst its staff and often the stigma attached. It will actively identify and manage and where necessary carry out a specific risk assessment on occupational (work) related stress. It further acknowledges its responsibilities towards all of its employees and their levels of work related stress as a result of the six management standards and will actively endeavour to counteract them.

Specifically the school will:

1. Recognise that proactive and constructive prevention and management of stress is an on-going and integral part of management practice and ensure that school managers receive appropriate training for this.
2. Ensure that risk assessments are carried out in consultation with staff, when potential causes of stress or stressful situations are identified, so that appropriate control mechanisms are developed and adopted.
3. Ensure that a supportive culture is encouraged in the school, so that all staff feel able to raise concerns on stress at staff / management meetings and receive a supportive response.

4. Ensure that all staff have agreed, clearly defined, reasonable and realistic objectives and responsibilities and that potential stress is considered whenever changes are made to these.
5. Identify an appropriate forum within the school to focus on stress and stress management issues, within the control of the school, raise awareness and develop strategies to alleviate stress. One of the tasks of this forum will be to determine the training requirements of the school in relation to this issue.
6. Identify channels of support for members of staff in potentially stressful situations and ensure that staff are aware of these.
7. Ensure that school managers and staff recognise the effect that their behaviour can have on the stress of colleagues and accept this responsibility in avoiding causing unnecessary stress in others.
8. Encourage staff to recognise that health and safety responsibilities include a responsibility of individual employees to contribute to development and implementation of strategies for reducing stress. This includes a personal responsibility to seek assistance at an early stage.

### **Internal Reporting of Occupational Stress**

An annual statement or report will be made to the Premises Committee by the Headteacher on work related stress. Where identified as necessary, a specific risk assessment will be completed.

## 4.0 SPECIFIC ARRANGEMENTS

### ART, DESIGN and TECHNOLOGY, and SCIENCE

- Members of staff should ensure that children are well supervised at all times and protective clothing is worn when appropriate
- Sharp edged tools are stored so cutting edges cannot be accidentally touched. All tools are kept in good condition, stored appropriately and are only used for their intended purposes
- Only low temperature glue guns must be used. When used by pupils, protective clothing and eye protection are required. Glue guns should not be used by Key Stage 1 children. They should be located on stands and used over a piece of hardwood or mat to avoid damage.

### EQUIPMENT AND MATERIALS

- **Marker Pens** – children should only use water-based pens. If other pens are used, these should only be used by staff, and in a well-ventilated area
- **Kettles & cookers** - must only be used by, or in close supervision of, adults
- **Electrical equipment**
  - only approved contractors will be used for installations, after consultation with BANES Property Services
  - extension cables with multi-sockets may be used for computers. They may only be used elsewhere as a temporary measure
  - All equipment is regularly tested and labelled by the LA electrical technician

The specific arrangements for the School have been identified by risk assessment, and each individual Department/Faculty will produce a safety policy indicating its own H&S structure. This will also indicate the outcome of the Risk Assessments undertaken and the safe systems of work.

This will cover any specific arrangements relating to a Department/Faculty. Copies should be included of relevant schemes of work, identify the standards adopted, refer to school procedures and either refer to or attach any specific assessments.

- a) undertake inspection and maintenance of machinery as required by statutory bodies and manufacturers/suppliers. (Particularly relevant to PE Equipment, Reprographics, D&T, Portable Electrical Equipment, Fume cupboards, Local Exhaust Ventilation Systems, Lifts and lifting equipment, Kilns, stage lighting etc.)
- b) undertake regular visual inspections of equipment;
- c) movement of equipment/materials to different locations;

## Designated Person(s)

The Headteacher should identify here anyone who has been given specific duties for example:

- A Health & Safety Co-ordinator (Kristian Hancock)
- c) COSHH Assessor (David Clark)
- d) Lead First Aider (Margaret Rixson)

## Pupils

A list of the rules in place for the individual Department/Faculties will be displayed in the relevant areas. Activity areas will generally have more rules but all Departments/Faculties will have certain expectations of pupils.

This policy must be read in conjunction with all other policies and/or procedures not specifically mentioned in this document that are in place for this establishment.

## Conclusion

This policy will be reviewed at least annually unless circumstances require an immediate review.

Chair of Governors \_\_\_\_\_ Date: \_\_\_\_\_

Chair of FP & P Committee \_\_\_\_\_ Date: \_\_\_\_\_

Headteacher \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix A

### Staff Holding Responsibilities for Health and Safety

Date: Jan 2020

Name of Establishment: Newbridge Primary School

Position	Name
Chair of the Governing Body	Sarah Evans
Governor responsible for health and safety	Mark Brownlee & Ailie Steele
Headteacher	Gill Kennaugh
Health & Safety Co-ordinator	Dave Clark
Education Visits Co-ordinator	Tobin Hempleman
COSHH Co-ordinator	David Clark
Responsible person for First Aid	Teresa Bateman
D T Co-ordinator	Paulo Baigent
Science Co-ordinators	Jan Card/Laura O'Bryne
Sport and PE Co-ordinators	Andrew Seaborne/Charlotte Gatton
Premises Supervisor	David Clark
Transport Co-ordinator	Amy Osborn
Kitchen Manager	Jayne Robbins
Site Manager	David Clark
Trade Union Safety Representative	Jim Cumpson