

OAKDENE PRIMARY SCHOOL

HEALTH & SAFETY POLICY



HEALTH & SAFETY POLICY

| | Document History |
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OAKDENE PRIMARY SCHOOL

HEALTH & SAFETY POLICY

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Statement of Intent

The Governing Body of Oakdene Primary School will comply with all applicable legal requirements and recognises its duties within The Health and Safety at Work etc. Act 1974. The Governing Body is therefore committed to ensuring the Health, Safety and Welfare of all our employees and any others who could be affected by our acts or omissions where The Governing Body is the employer for Health & Safety purposes.

The Governing Body is fully committed to continual improvement in respect of its Occupational Health and Safety Performance.

The Governing Body will, so far as is reasonably practicable:

- Provide adequate resources to maintain health and safety within Oakdene Primary School.
- Provide and maintain systems of work, which are safe, and without risk to health.
- Establish arrangements for the use, handling, storage and transportation of articles and substances provided for use at work, which are safe and without risks to health.
- Provide employees with such information, instruction, training and supervision as is necessary to ensure their safety and health at work and that of others who may be affected by their activities.
- Ensure that all machinery, plant and equipment are maintained in an efficient and safe, working condition.
- Make adequate provision and arrangements for welfare facilities at work.
- Keep the workplace safe and ensure that all access and egress points are safe and without risk.
- Monitor health and safety performance to maintain agreed standards.
- Maintain effective consultation with employees and their representatives.

The duties of employees are to:

- Take reasonable care of their own health and safety, and that of others who may be affected by their acts or omissions at work.
- Cooperate with the Executive Head Teacher and Governing Body in order to fulfil our statutory duties.
- Not interfere with, misuse or wilfully damage anything provided in the interests of health and safety.

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Organisation

1.0 Introduction

1.0 In order to achieve compliance with the Statement of Intent the Governing Body and the leadership team may have additional responsibilities assigned to them as detailed in this part of the policy.

2.0 The Governing Body

2.0 The Governing Body has the responsibility to ensure that:

- a. A clear written policy statement is created which promotes the correct attitude towards safety in staff, students, visitors and contractors.
- b. Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- c. Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d. Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e. Sufficient funds are set aside with which to operate safe systems of work.
- f. Health and safety performance is measured both actively and reactively.
- g. The health and safety policy and performance is reviewed annually.

3.0 The Executive Head Teacher

3.0 In their capacity as the key person responsible for the effective management of health and safety, the Executive Head Teacher will ensure the effective implementation of this policy by ensuring:

- a. This Policy is communicated to all relevant persons.
- b. Appropriate information on significant risks is given to visitors and contractors
- c. Appropriate consultation arrangements are in place for staff and their representatives.
- d. All staff are provided with information, instruction and training on health and safety issues.
- e. Risk assessments of the premises and working practices are undertaken.
- f. Safe systems of work are in place as identified from risk assessments.
- g. Emergency procedures are in place.
- h. Machinery and equipment are inspected and tested to ensure it remains in a safe condition.
- i. Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, training etc.

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- j. Arrangements are in place to inspect the premises and monitor performance.
- k. Accidents are investigated and any remedial actions required are taken or requested.
- l. The activities of contractors are adequately monitored and controlled.
- m. A report to The Governing Body on the health and safety performance of the school is completed termly.

4.0 Teaching/Non-Teaching Staff Holding Posts/Positions Of Special Responsibility

4.0 This includes the Head of School, Team Leaders, School Business Manager, Administrator, Caretaker, Senior Midday Supervisor and Catering Manager.

They must:

- a. Apply the Health and Safety Policies to their own team or area of work and be directly responsible to the Executive Head Teacher for the application of the health and safety procedures and arrangements.
- b. Develop health and safety policies/procedures in accordance with the school's policies which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
- c. Carry out regular health and safety risk assessments of the activities for which they are responsible on an annual basis as a minimum.
- d. Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- e. Resolve health, safety and welfare problems that members of staff refer to them or refer to the Executive Head Teacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- f. Carry out regular checks of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these checks where required.
- g. Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- h. Ensure all accidents are investigated appropriately and reported to the Executive Head Teacher, Head of School or School Business Manager.
- i. Include health and safety in the annual report for the Executive Head Teacher.

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5.0 Class Teachers

5.0 Class teachers are expected to:

a. Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.

Teachers should not leave pupils unattended and must ensure that their actions do not lead to an insufficient adult to child ratio occurring in classrooms or other supervised areas at any time.

a. Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.

b. Ensure the use of personal protective equipment and guards where necessary.

c. Make recommendations to the Executive Head Teacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.

d. Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.

e. Ensure that no personal items of equipment (electrical or mechanical) or proprietary substances are brought into the school without authorisation.

f. Regularly check their classrooms for potential hazards and report any observed to the Caretaker

g. Report all accidents, defects and dangerous occurrences (including near misses) to the Executive Head Teacher/Head of School or the Business Manager.

5.1 The Executive Head Teacher is expected to:

The Executive Head Teacher as the person with special responsibility for health and safety will ensure that:

a. The Governing Body are advised of relevant changes in health and safety legislation, codes of practice and Department for Education standards

b. Risk assessment requirements are coordinated, and the implementation of any action required is monitored

c. Risk assessments are reviewed and updated at least annually

d. Regular meetings are held where health and safety issues can be raised and discussed

e. They provide advice on health and safety training requirements

f. Details of accidents, dangerous occurrences or diseases that are notifiable are reported to the Enforcing Authorities and recorded where appropriate

g. The leadership team will assist the Executive Head Teacher in investigating and recording accident investigations

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6.0 Obligations Of All Employees

6.0 Apart from any specific responsibilities which may have been delegated to them, all employees should set a personal example and must:

- a. Act in the course of their employment with due care for the health, safety and wellbeing of themselves, other employees and other persons.
- b. Observe all instructions on health and safety issued by the Executive Head Teacher or any other person delegated to be responsible for a relevant aspect of health and safety.
- c. Act in accordance with any specific H&S training received.
- d. Report all accidents and near misses in accordance with procedures appended to this Policy.
- e. Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f. Inform the Executive Head Teacher of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- g. Inform their Line Manager of any shortcomings they identify in the local health and safety arrangements.
- h. Exercise good standards of housekeeping and cleanliness.
- i. Know and apply the procedures in respect of fire, first aid and other emergencies.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

7.0 Role Of External Competent Person

7.0 Oakdene Primary School engages an external competent person to undertake an annual safety inspection. This is currently Stockton Borough Council.

7.1 The competent person will have sufficient training and experience or knowledge and other qualities that allow them to complete a full inspection of the academy site and make recommendations.

8.0 Obligations Of Contractors

All contractors must:

- a. Take reasonable care of their own safety
- b. Take reasonable care of the safety of pupils, school staff and others affected by their actions
- c. Observe the safety rules and safeguarding procedures of the school
- d. Submit their health and safety policy and relevant risk assessments and method statements to the school for approval in line with the Management of Contractors Policy

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- e. Comply with and accept our health and safety and management of contractor's policies, if they do not have one
- f. Dress appropriately, sensibly and safely when on school premises and for the task being undertaken
- g. Conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- h. Use all safety equipment and/or protective clothing as required by the school and as indicated in the risk assessment for the task
- i. Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- j. Maintain all equipment in good condition, not use any defective equipment and ensure that any portable electrical equipment bears a current test certificate
- k. Report all accidents and serious incidents to the school whether an injury is sustained or not
- l. Ensure that their employees only use equipment for which they have been trained
- m. Observe all agreed procedures for processes, materials and substances used
- n. Observe the fire evacuation procedure and the position of all fire equipment and not obstruct fire exit routes
- o. Provide adequate first aid arrangements unless otherwise agreed with the school.

9.0 Young Persons

9.0 Pupils, in accordance with their age and aptitude, are expected to:

- a. Exercise personal responsibility for the health and safety of themselves and others.
- b. Observe standards of dress consistent with safety and/or hygiene.
- c. Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d. Use and not wilfully misuse, neglect or interfere with PPE and other items provided for their health and safety.

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10.0 Visitors

Please note as part of our Covid 19 risk assessment, Oakdene Primary School will only permit essential visitors onto the school site.

- a. All visitors are required to sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the school.
- b. Whilst on site, all visitors and contractors must wear a visitor's badge. Cleaning contractor's employees must wear an identifiable uniform or an identity badge at all times. Temporary teaching staff on cover duties will be required to indicate their presence by reporting to reception.
- c. If a member of staff meets someone on site who they do not recognise and is not wearing a visitor's badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the reception or off the site, as appropriate.
- d. If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. Staff must not put themselves at risk.

11.0 Procedures And Arrangements

INTRODUCTION

The following procedures and arrangements have been established to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal and statutory requirements:

The list provides a brief, alphabetical summary of all the key health and safety arrangements applicable to Oakdene Primary School. More detailed policies and written procedures for a number of these areas are also available and these will be provided as applicable to staff and visitors.

ACCIDENT, INCIDENT AND ILL-HEALTH RECORDING, REPORTING AND INVESTIGATION

This policy sets out the procedures that are to be followed when any employee, pupil, visitor or contractor has an accident, near miss or dangerous occurrence on the school's premises.

Employees who develop a work-related illness must also report via these procedures.

Definitions:

An accident is an unplanned event that causes injury to persons, damage to property or a combination of both.

An incident/ near miss is an unplanned event that does not cause injury or damage but could do so.

A work-related illness is illness that is contracted by an employee through the course of work as a result of activities carried out by the school.

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Accident Recording

All accidents resulting in personal injury must be recorded on the School's Accident Report Form and handed to the Executive Head Teacher who will be responsible for informing the Health and Safety Executive.

Completed Accident Report Forms will be stored to comply with the requirements of the Data Protection Act.

Completed Accident Report Forms will be reviewed regularly by the Executive Head Teacher to ascertain the nature of incidents that have occurred in the school. This review will be in addition to any investigation of the circumstances surrounding each incident.

All near misses must also be reported to Executive Head Teacher as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Reporting Requirements

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority via the Health and Safety Executive website under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Specified injuries including the following reportable events must be reported by the quickest means practicable, usually the telephone:

- death
- major injury (includes any fracture (other than to fingers, thumbs or toes), amputation, loss of sight, crush injury resulting in internal damage, serious burns, scalping, loss of consciousness from a head injury or asphyxia, an injury from working in an enclosed space)
- hospitalisation of a non-employee as a result of a work activity

Incapacitation for work of a person for more than 7 consecutive days as a result of an injury caused by an accident at work must be notified within 15 working days.

To calculate whether the absence classifies as 'over 7-day':

- Exclude the day of the incident if they went home or did not return to work on the day
- Include weekends, bank holidays and weekdays (whether the person would normally work on them or not).

For example: if a person has an accident on Friday and comes back to work the following Friday, then count Saturday, Sunday, Monday and Tuesday etc. but this is still only 6 days; however if their next day of work is the Monday it would count as 9 days and would be reportable.

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Non-Consensual Violence

Major or over 7-day injuries to people at work arising from non-consensual violence are notifiable.

Reporting of accidents involving pupils or visitors If a pupil or visitor has an accident this must be reported if:

- The person involved is killed or taken to hospital; and
- The accident arises out of or in connection with a work activity Examples of 'in connection with a work activity' are:
 - Work organisation – supervision of a field trip
 - Plant or substances – lifts, machinery, experiments
 - Condition of premises, play grounds, play or PE equipment
 - Sports activities as part of the curriculum where there is death or hospitalisation
 - Playground accidents due the condition of the premises or inadequate supervision.

For further advice on injuries, diseases or dangerous occurrences requiring notification please contact the Executive Head Teacher.

Contact details for the Health and Safety Executive are: Tel: 0845 300 9923 (Monday to Friday 8:30am to 5:00pm)

Website: <http://www.hse.gov.uk/riddor/report.htm>

The completed report form sent back by the HSE should be kept with other accident records and documents on the accident investigation. Forms are kept to advise the insurers of a potential claim and to present to the Enforcing Authority in the event of an investigation. Records are to be kept for 7 years from the date of the incident.

Accident Investigation

All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated.

Time allocated to each investigation will depend on the seriousness of the accident. A guide to the time required to investigate is as follows;

- a. simple investigation (minor accident) 1 hour
- b. standard investigation (reportable accident) 6 hours

During or on completion of the investigations, a risk assessment should be carried out or existing risk assessment amended to avoid reoccurrence of the accident.

The investigation aim should be to:

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- a. to ensure that all necessary information in respect of the accident or incident is collated
- b. to understand the sequence of events that led to the accident or incident
- c. to identify the unsafe acts and conditions that contributed to the cause of the accident or incident
- d. to identify the underlying causes that may have contributed to the accident or incident
- e. to ensure that effective remedial actions are taken to prevent any recurrence
- f. to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
- g. to enable all statutory requirements to be adhered to.

The investigation will include obtaining signed witness statements, photographs and drawings as appropriate.

Accident / Ill Health Evaluation

The Executive Head Teacher will undertake periodic evaluations of all reported incidents, near misses and incidents of ill health. This will allow the identification of patterns and trends and enable corrective action to be taken.

Active Monitoring Systems

Active monitoring provides essential feedback on performance before an accident, ill health, or an incident. It involves checking compliance with performance standards and the achievement of specific objectives. Its primary purpose is to measure success and reinforce positive achievement by recognising good work.

The forms that these systems take at Oakdene Primary School are:

- a. The periodic examination of documents to check standards are complied with, i.e. reviewing risk assessments, training records, induction records.
- b. The systematic inspection of premises, plant and equipment, to ensure the continued effective operation of hardware controls.
- c. Environmental monitoring and health surveillance to check the effectiveness of health control measures annually as above.
- d. Safety tours, as above.
- e. Audits (Health and Safety audits, Fire Risk Assessment etc.) annually as above.
- f. Regular reports to Governing Body Meetings.
- g. Other measures (accident monitoring, Environmental Health visits, health & Safety visits, [Public Health England visits](#), OFSTED etc).

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Asbestos

Oakdene Primary School will protect employees, pupils and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

This will be achieved by minimising exposure through the management of asbestos-containing materials in school premises by:

- **Assessment** - The premises will be surveyed to determine whether asbestos-containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary.
- The potential amount and condition of the asbestos-containing material will be assessed, and measures will be identified to ensure that airborne asbestos fibres are not present or formed in the workplace.
- The asbestos register that sets out the location of the asbestos-containing material and how the risk from this material will be managed will be prepared and steps will be taken to put the plan into action. The plan or register will be made available and the arrangements will be reviewed at regular intervals or when there has been a significant change to the organisation or personnel.
- **Access to Asbestos-containing Materials** - Access to asbestos-containing materials in the premises will be controlled as far as is practicable so as to prevent inadvertent disturbance of the material and the release of asbestos fibres. Procedures will be put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location.
- **Monitoring and Maintenance** - The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.
- **Training and Information** - Employees who may come into contact with asbestos containing materials (ACMs) through the course of their work will receive adequate training and information, which will be updated/repeated at the required intervals such that they can recognise potential ACMs and know what precautions to take.

Asbestos-related Emergencies

Procedures to deal with asbestos-related incidents will be put in place (including the provision of information and warning systems) unless there is only a slight risk to the health of employees, pupils and others.

Arrangements for Controlling Work on Asbestos

Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres.

Work with asbestos and asbestos-containing materials is to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempted from the requirement for licensing.

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Selection and Control of Contractors to Work on Asbestos-containing Materials

When contractors are engaged to work on school premises, adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health.

Only contractors licensed by the HSE will be used for the removal of asbestos-containing materials, unless the work involves the removal of materials in which:

- asbestos fibres are firmly linked in a matrix
- the exposure during the removal process is likely to be sporadic or of low intensity

Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos Regulations 2012.

Procedures for Dealing with Health and Safety Issues

Where an employee raises a health and safety problem related to work with asbestos, the school will:

- take all necessary steps to investigate the circumstances
- take corrective measures where appropriate
- advise the employee of actions taken

Where a problem arises relating to the condition of, or during work on, asbestos-containing material, the employee must:

- inform the Executive Head Teacher, Head of School, caretaker or School Business Manager
- in the case of an accident or emergency, respond quickly to ensure effective treatment.

Behaviour Management

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

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Emergency Procedure

Oakdene Primary School has a separate procedure for managing an Emergency, which should be followed in the event of

- a. People related issues – Major accidents, epidemics, abductions or acts of extreme violence in which there is clearly a risk of serious injury
- b. Premises issues – Fire, explosions, floods, subsidence
- c. Technological – Computer related issues

Catering

The Catering Manager is responsible for the safe operation of the catering facilities. They must:

- a. Be familiar with the Health and Safety Policy of Oakdene Primary School.
- b. Prepare risk assessments for all catering activities.
- c. Ensure that all kitchen staff are instructed and informed to work in accordance with these documents.
- d. Inform the council, School Business Manager or Executive Head Teacher of any potential hazards or defects.
- e. Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.

Oakdene Primary School staff must not use the catering facilities and equipment without the prior agreement of the Executive Head Teacher and Catering Manager.

Cleaning and Maintenance

The Caretaker is responsible for ensuring the safe, routine maintenance and cleaning of the school premises and grounds in accordance with Oakdene Primary School's policies and procedures for maintenance

Contractors – see Oakdene Primary School's Management of Contractors Policy

Oakdene Primary School is responsible for the selection and management of contractors in accordance with the school policy for the Management of Contractors.

Contractors should be made aware of Oakdene Primary School's Health and Safety Policy and safeguarding procedures and their obligations under it before commencing any work on site.

Staff must be aware of this policy and report any concerns regarding contractors' activities to the Executive Head Teacher immediately.

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Curriculum Safety (including out of school learning activities)

The Executive Head Teacher is responsible for ensuring that risk assessments are in place for all curriculum activities where there is a potential risk to staff and pupils.

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

Guidance from CLEAPSS, AfPE, DATA and other lead bodies should be adopted as appropriate.

Display Screen Equipment (DSE)

All reasonable steps will be taken by the school to secure the health and safety of employees and pupils who work with display screen equipment.

To achieve this objective Oakdene Primary School will:

- identify those employees who are users as defined by the regulations, see below
- carry out an assessment of each user's workstation
- implement necessary measures to remedy any risks found as a result of the assessment
- provide adequate information and training to persons working with display screen equipment
- endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- review software to ensure that it is suitable for the task and is not unnecessarily complicated
- advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- make special arrangements for individuals with medical conditions that could be adversely affected by working with display screen equipment.

'Users'

This policy is aimed at those who regularly use DSE:

- a. as the main part of their employment and
- b. for more than 1 hour per day

Typically, this will therefore apply to administrative functions, the teaching of computer skills and other prolonged users. Others, including pupils, who operate DSE should have a workstation which meets the standards set down in the regulations but are not entitled to financial contributions.

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Employees must:

- comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
- inform the School Business Manager of any disability or medical condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)
- report to the Executive Head Teacher any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially)

Eye tests

Under the DSE regulations staff identified as DSE users are entitled to an eyesight test, every 2 years by a qualified optician (and corrective glasses if required specifically by the Optician for DSE use).

Summary of Key Actions

The key actions necessary to control the health and safety risks arising from the use of Display Screen Equipment (DSE) are to:

- Identify all individuals who are classified as DSE 'Users'.
- Ensure risk assessments of DSE workstations been carried out using the Display Screen Equipment Workstation Assessment Form.
- Supply users with information and/or training on the safe use of Display Screen Equipment.
- Advise staff about setting up laptops on a suitable surface and the risks of working for prolonged periods.
- Ensure remedial actions identified by DSE risk assessments been carried out.
- Review risk assessments annually or sooner if significant changes have occurred.

The Executive Head Teacher is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs as the main part of their employment. Regular laptop users will be provided with docking stations. Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces. **Electrical Equipment**

All reasonable steps will be taken to secure the health and safety of employees, pupils and others who use, operate or maintain electrical equipment.

To ensure this objective Oakdene Primary School will:

- a. ensure electrical installations and equipment are installed in accordance with IEE Wiring Regulations
- b. maintain the fixed wiring installation in a safe condition by carrying out routine and statutory safety tests

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- c. inspect and test portable equipment as often as required to ensure safety
- d. inspect and test second-hand electrical equipment lent to, or borrowed by, the school
- e. require hirers of school premises to ensure electrical appliances brought onto school premises have a current (less than 12 months) test certificate
- f. promote and implement a safe system of work for maintenance, inspection and testing
- g. forbid live working unless absolutely necessary, in which case a permit must be issued
- h. ensure employees and contractors who carry out electrical work are competent to do so
- i. maintain detailed record.

Employees must:

- visually check electrical equipment for damage before use
- report any defects found immediately to the Executive Head Teacher. However, if there is any doubt whether the equipment is safe then it should be labelled 'out of use' and withdrawn until it has been tested and declared fit for use by a qualified person.
- not use defective electrical equipment
- not carry out any repair to any electrical item unless qualified to do so
- switch off non-essential equipment from the mains when left unattended for long periods
- not bring any electrical item onto school premises until it has been tested and a record of such a test has been included in the appropriate record
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage
- never run extension leads under carpets or through doorways
- not daisy-chain extension leads to make a longer one
- not use adapter sockets – devices that plug into mains sockets to increase the number of outlets.

Summary of Key Actions

The key actions necessary to control the health and safety risks arising from electricity are to:

- a. Have the main electrical installation tested every five years except for those parts of school with licensed areas or lightning protection which should be tested annually.
- b. Retain copies of electrical test certificates
- c. Arrange for the inspection and testing of portable electrical appliances in accordance with the guidance on electrical testing
- d. Keep a record must be kept of all portable items of electrical equipment showing:
 - the detail of the item
 - the date of acquisition

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- details of any inspection, testing or repair work

The Senior Site Manager will ensure that testing, inspection and maintenance of equipment is undertaken as required.

Education Visits and Journeys – see separate Policy

The Executive Head Teacher is responsible responsible for ensuring that all off-site trips are managed in accordance with the school policy for Educational Visits. All teachers must be familiar with this policy.

Fire Precautions

The Executive Head Teacher is responsible for:

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

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

Fire Evacuation Procedure - see also separate Fire Policy

Fire Drills are held every term in accordance with the procedure below. All staff, students, visitors and contractors must participate in the fire drill and follow the correct procedures.

In the event of an evacuation no member of staff, student, visitor or contractor should re-enter the building without the permission of the senior member of staff on duty. All staff, on entering any area of the school, should check that everything is in order. If it is not, the Executive Head Teacher, Head of School or School Business Manager should be informed immediately. If there is a potential hazard, the room should be vacated, and the Executive Head Teacher, Head of School or School Business Manager informed immediately.

On hearing the alarm sounding:

- a. The Incident controller on duty to check the alarm status at the alarm panel. They should then investigate the reason for the alarm, at the alarm point identified. The alarm should not be silenced at this point.
- b. The school is to evacuate on the alarm sounding. The priority is to evacuate the building to ensure the safety of pupils, staff and visitors.
- c. The Incident controller will decide whether to call the Fire Service or not based on the investigation of the alarm point. Alternatively, they will pass on all clear to the Senior Manager available (the alarm will be silenced at this point).
- d. Pupils are to line up by year group at their assembly point. Staff should vacate the building with their class and supervise pupils at all times, ensuring they progress speedily to the appropriate assembly point.

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- e. Once at the assembly point, all staff should be with their faculty groups and assist as required. Staff should note that they should have checked attendance at the start of each morning or after lunch.
- f. Responsibility for individual visitors and their evacuation falls to the member of staff being visited.
- g. Teaching staff will bring out registers and admin will bring out the visitor book to allow attendance to be checked, where necessary.
- h. Staff should evacuate any visitors from the Reception area and offices/interview rooms and bring visitors signing in/out book to assembly point for checking evacuation of visitors.
- i. Learning Support staff should remain with the class they are working or associated with and assist with the evacuation.

j.

Everyone is to remain at the assembly point, until the 'all clear' instruction is given.

The Executive Head Teacher will decide when classes can return to the school building. In the event of a fire, the Fire Service will take overall responsibility.

If the alarm sounds during break or lunch, the same principles apply.

First aid and supporting students' medical needs – See Separate Policy

Oakdene Primary School has completed a first aid risk assessment to ensure ample provision of trained personnel and First Aid supplies/There is a separate policy for pupils' medical needs.

Hazardous Substances

The Caretaker is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used. Hazardous substances are defined by the COSHH regulations as:

- a. Substances classified as very toxic, toxic, harmful, corrosive or irritant. These can be identified by their warning label and carry the pictograms detailed below
- b. biological agents directly connected with work including micro-organisms
- c. dust of any kind when present as a substantial concentration in the air

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

All staff are reminded that no hazardous substances should be used without the permission of the Executive head Teacher. The Caretaker and Mrs Laville (Health & Safety Governor) will complete an assessment for any authorised products and an instruction for safe use.

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Where an appropriate Hazard is not available the Executive Head Teacher is responsible for ensuring that the substance is assessed.

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

- Spirit based marker pens
- Corrective fluid
- Aerosol paints

All the above should be used in a well-ventilated area. No member of staff or pupils should be at risk through exposure to hazardous substances used or created in the curriculum.

All PPE must be kept clean, in good repair and stored correctly to prevent contamination.

Information, Instruction and Training

Information, instruction and training must be given to employees and pupils who may be exposed, about the risks to health and precautions.

Hazard Reporting

An important feature of this policy is the operation of an effective hazard reporting system. Any employee, pupil, visitor or contractor is encouraged to report any sub-standard condition or practice.

The reporting of hazards, in the main, should be done verbally to the Executive Head Teacher or line manager as soon as possible, but where the situation warrants, a more formal response may be required. Appropriate forms are available in the Main Office to report any problem.

Legionnaires Disease

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure.

The school will:

- Carry out a Legionellosis Risk Assessment
- Prepare a written scheme/plan for preventing or controlling the risk of Legionella
- Implement and manage the scheme/plan
- Keep records for a minimum of 5 years.

The day-to-day responsibility for monitoring and ensuring that the systems are being correctly operated, will be allocated to the caretaker who will take regular readings which support onsite visits by Stockton Borough Council. At risk systems include the hot and cold-water storage and distribution system. To achieve control of legionella bacteria the school will implement the following:

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Avoidance of Conditions Favouring Growth of Organisms

As far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella. The recommended temperature for hot water is 60°C (storage) and either above 50°C or below 20°C for distribution, as care must be taken to protect people from exposure to very hot water.

The use of materials that may provide nutrients for microbial growth will be avoided. Corrosion, scale deposition and build-up of bio films and sediments will be controlled, and tanks will be lidded.

Monitoring and recording

Temperatures of water outlets will be checked and recorded to ensure temperature controls to prevent bacterial growth are maintained.

Disinfection

Periodic disinfection of shower heads to remove any scale and bacteria.

Emergency procedures

Establish emergency procedures if during routine sampling/inspection of hot and cold-water systems Legionella bacteria is discovered in any systems likely to provide a medium for the spread of infection (e.g. water aerosol spraying equipment) these will be shut down and the situation reported immediately to the Caretaker/School Business Manager/Executive Head Teacher.

Training

Provide training to the persons responsible for the day-to-day management of the water systems.

Lone Working – please see separate policy

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

Managing Medicines – see separate policy

No pupil is allowed to take medication on the school site without a letter of consent from his/her parent/carer.

Staff must notify the Executive Head Teacher if they believe a pupil is carrying any unauthorized medicines/drugs.

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

Maintenance and repair of equipment

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Caretaker.

All faulty equipment must be taken out of use and reported to the Caretaker. Staff must not attempt to repair equipment themselves.

Manual Handling – see separate policy

Oakdene Primary School will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

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

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

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

Personal Protective Equipment (PPE)

The need for PPE has been identified in Covid Risk Assessments. It is the Executive Head Teacher's responsibility to ensure adequate supplies of PPE.

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

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their line manager.

Risk Assessment

Risk assessment is a systematic examination of what within our school can cause harm to people and it helps us determine whether we are doing enough, or further actions are required to reduce the likelihood of injury or ill health.

Our policy is to complete a risk assessment of all our known and reasonably foreseeable health and safety hazards covering all our premises, people, equipment and activities in order to control risks and to plan and prioritise the implementation of the identified control measures.

We will ensure that:

- assessments are carried out and records are kept
- control measures introduced as a result of assessments are implemented and followed
- employees are informed of the relevant results and provided with necessary training
- any injuries or incidents lead to a review of relevant assessments
- assessments are regularly monitored and reviewed
- suitable information, instruction and training will be provided to all persons involved in the risk assessment process

We may be controlling risks in various ways, determining the effectiveness of those controls is part of our risk assessment process.

It is the responsibility of the Executive Head Teacher to ensure risk assessments are conducted, in practice the actual assessment process will be delegated to staff.

Generic/Model risk assessments are acceptable so long as the assessor:

- satisfy themselves that the 'model' risk assessment is appropriate to their work; and

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- adapt the model to their own actual work situations.

When completing risk assessments, it is necessary to refer to the relevant subject guides.

Security

Cash is kept in a safe and monies are banked regularly. Counting of accumulated cash must occur in the admin/SBM offices. Admin staff are responsible for carrying monies to and from the bank. Staff should not put themselves at risk in the event of an attempted robbery and should hand over the money to any would be assailant.

All staff are responsible for their own personal belongings and should not leave valuables unattended at any time. Lockers are provided in staffrooms. The school accepts no responsibility for items left unattended. In the event of a theft staff will be advised to report the incident to the police and will assist them in their investigations.

It is the responsibility of the staff to take appropriate measures to maintain the security of any school equipment being used, if equipment is found to be missing or believed stolen it is important that this is reported immediately to the Executive head Teacher. When using portable and desirable equipment such as lap-top computers staff will be required to follow careful procedures to ensure their security.

Severe weather conditions

In the event of severe weather conditions, it is the responsibility of the Executive Head Teacher in liaison with the regional chief executive to make a decision on closure on grounds of health and safety. In the event of a decision to close on these grounds, governors will be informed.

Smoking

The Executive Head Teacher, Governing Body and LA have adopted a no smoking policy throughout school premises.

All staff and parents/carers will be informed, and signs will be on display at main entrances to Trust buildings in accordance with the Health Act 2005.

Staff training and development

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

Safety induction must be given to all new employees on the first day of employment. This induction should take the form of a checklist and new staff should be clearly informed of The School's Health and Safety provisions e.g. Action to be taken in the event of a fire, Fire exits and knowledge of first aid arrangements.

Training must also be given to all key staff and staff with special responsibilities, such as the Caretaker, First Aid staff and Staff taking pupils on visits.

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The School Business Manager will keep a record of all staff who have been trained and the expiry dates of any certificates.

Stress Management

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Symptoms of stress include problems sleeping; dietary problem; mood swings; lethargy; inability to concentrate; fatigue; emotionalism; chest pains; palpitations; sweating and racing heart, if you suffer from these symptoms, you are advised to consult your GP without delay.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. The school will endeavour to ensure a pleasant working environment and that employees are as free from stress as possible.

We will:

- work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress
- regularly review risk assessments
- consult with employees on issues relating to the prevention of work-related stress
- provide access to confidential counselling for employees affected by stress caused either by work or external factors
- provide training for all managers and supervisory staff in good management practices

Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with the Executive Head Teacher who will deal with the issue promptly and in the strictest confidence and make all reasonable efforts to reduce work related stress. Human Resources will advise the Executive Head Teacher on how best to support the member of staff.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

On return to work for any period of stress-related illness, the school will take account of medical advice and the needs of the school when determining which duties are most appropriate.

Where appropriate a risk assessment of stress in the workplace will be carried out under the Management of Health and Safety at Work Regulations 1999.

If you consider you may be suffering from stress for reasons connected with your workload, you should approach the Executive head Teacher who will deal with the issue promptly and in the strictest confidence and make all reasonable efforts to reduce work related stress. Formal stress counselling may be arranged by the Executive Head Teacher where appropriate

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Visitors – Health and Safety

Under the provisions of the Health & Safety at Work Act 1974, Oakdene Primary School has a duty of care to all its visitors.

Visitors are to be made aware, by the member of staff that they have come to see, of any potential hazards to their health and safety within the area of the school they intend to visit.

They are to follow all displayed notices and instructions.

Contractors who arrive to carry out work must inform the department/s of any potential hazard that may arise due to their work. (See Guide to Contractors available on request from the caretaker). All visitors are to be made aware of the emergency procedures.

Working at height

The school will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

The school will ensure that:

- all work activities that involve work at height are identified and assessed
- the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so
- all work at height is properly planned and organised
- all employees required to use stepladders or ladders are competent
- regular inspections of all stepladders and ladders are undertaken
- any contractors on school property comply with this policy
- ladders and stepladders are secured to prevent unauthorised use.

Standing on desks, chairs or other furniture is not permitted. If decorations or displays are to be hung then a step stool or step ladder of appropriate height must be used.

Risk Assessment for Work at Height

The Caretaker is responsible for ensuring the completion of risk assessments for all working at height tasks in the school.

For all activities involving work at height a risk assessment must be conducted and the findings recorded. This assessment should consider both the work to be done and the most appropriate access equipment to be used (not just what is available) to achieve a safe system of work.

When determining control measures the following hierarchy of controls for work at height as follows must be considered:

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- avoid the risk by not working at height, for example by working from existing platforms, using long reach equipment etc. If it is not practicable to do the work safely in some other way, then:
- use work equipment or other measures to prevent falls; and
- where the risk of a fall cannot be eliminated further controls to minimise the distance and consequences of a fall should one occur.

The detail of the assessment will depend on the level of risk involved, as a general guide the risk assessment should consider:

- The task and activity involved
- The people (medical conditions etc.)
- Equipment to be used including erection and dismantling
- The location (proximity to roads, overhead electrical cables etc)
- The environment, poor conditions and slippery surfaces (weather, temperature etc.)
- The effect on pedestrians, falling objects

Using Ladders (including stepladders)

Ladders should not be used simply because they are readily available, the risk assessment should determine if a ladder or stepladder is appropriate for the task.

Ladders and stepladders should only be used for short duration tasks (less than 30 minutes), light duty tasks or where more suitable access equipment cannot be used due to existing features of the site which cannot be altered.

For example, whilst a ladder may reach, if the task requires strenuous work, carrying bulky / heavy equipment or likely to take more than 30 minutes then an alternative means of access such as a tower scaffold or podium steps would be more appropriate.

Only those persons who have been trained to use ladders safely may use them. All ladders should be secured against unauthorised use

Prior to use it should always be ensured that the ladder is in good condition and fit for purpose.

Where ladders are to be used to work from it should be ensured that:

- a secure handhold and support are available at all times;
- three points of contact should be maintained at all times;
- the work can be completed without stretching;
- the ladder can be secured to prevent slipping.

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

Your waist should be no higher than the top platform of the ladder. Never overreach. Try always to keep one hand free on the ladder to steady yourself.

Equipment identification / inspection

The school will compile a register of equipment (excluding kick stools). Where there is more than one piece of equipment each should be indelibly marked with an identifying number.

Equipment for work at height, should be inspected prior to use and by a competent person termly/6 monthly. The inspection will depend upon the complexity of the equipment.

In the case of tower scaffolds a competent person must inspect these prior to its first use and thereafter every 7 days that it remains in place. Only persons that have received the appropriate training (PASMA) can erect, alter, inspect and dismantle tower scaffolds.

Young person (under 18) – to be read in conjunction with the ‘Student work placement / experience policy’

The Policy on student work placement / experience relates to the placement of pupils on employers’ premises in which the pupil carries out a particular task or duty, or range of tasks or duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience.

Health and Safety Policy Statement of Intent - 2020

Oakdene Primary School will comply with all applicable legal requirements and recognises its duties within The Health and Safety at Work etc. Act 1974. The school is therefore committed to ensuring the Health, Safety and Welfare of all our employees and any others who could be affected by any acts or omissions where Oakdene Primary School is the employer for Health & Safety purposes.

Oakdene Primary School is fully committed to continual improvement in respect of its Occupational Health and Safety Performance.

The school will, so far as is reasonably practicable:

- Provide adequate resources to maintain health and safety.
- Provide and maintain systems of work, which are safe, and without risk to health.
- Establish arrangements for the use, handling, storage and transportation of articles and substances provided for use at work, which are safe and without risks to health.
- Provide employees with such information, instruction, training and supervision as is necessary to ensure their safety and health at work and that of others who may be affected by their activities.
- Ensure that all machinery, plant and equipment are maintained in an efficient and safe working condition.

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- Make adequate provision and arrangements for welfare facilities at work.
- Keep the workplace safe and ensure that all access and egress points are safe and without risk.
- Monitor health and safety performance to maintain agreed standards.
- Maintain effective consultation with employees and their representatives.

The duties of employees are to:

- Take reasonable care of their own health and safety, and that of others who may be affected by their acts or omissions at work.
- Cooperate with the school in order to fulfil our statutory duties.
- Not interfere with, misuse or wilfully damage anything provided in the interests of health and safety.

The Executive Head Teacher's Health and Safety Statement of Intent

It is my intention as the Executive Head Teacher for Oakdene Primary School, that a positive health and safety culture is established within the department, and that this culture includes awareness and understanding; effective processes; and positive behaviour by employees at all levels and by pupils, contractors and visitors.

This positive health and safety culture will be people-focused and evidenced by:

- a) an atmosphere of trust where people question and challenge unacceptable behaviours and report problems;
- b) those with responsibility for health and safety being provided with the required training, guidance, information and support to enable them to perform their roles to the required standard;
- c) everyone being clear as to what is acceptable and unacceptable behaviour;
- d) colleagues being willing and able to draw the right conclusions from health and safety information and to implement major safety reforms; and
- e) adaptability such that the organisation and its members can adapt to changing circumstances and demands while maintaining focus on health, safety and well-being.

This positive health and safety culture will have as its key elements:

- a) sensible risk management that meets defined health and safety standards including compliance with regulatory requirements;
- b) the setting of objectives for health and safety at an institutional level within the School's Leadership and Management document;
- c) the development of departmental objectives which complement the institutional objectives and are included in departmental plans;

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- b) emphasis on the importance of both the physical and mental health of employees and students;
- c) estate, assets and facilities that are fit for purpose; and
- d) employees, students and contractors behaving in ways conducive to good health and safety.

Health and safety issues must be addressed through robust risk assessment at the specification, design, development and implementation phases in all planning, projects, research and working practices within the Trust and in its dealings with suppliers and contractors.

Risk control measures identified through the risk assessment process must meet requirements set out in legislation and associated approved codes of practice or best practice guidance as a minimum.

Thereafter, steps must be taken to minimise risks to the health and safety of individuals, so far as is reasonably practicable, taking into account the control hierarchy: placing an emphasis on risk control by elimination, reduction and replacement, and technical solutions in particular.

It is important for all to remember that there is nothing so important that it cannot be done safely.