



OULTON C.E. FIRST SCHOOL

-Health & Safety Policy-

(Policy adopted from Staffordshire County Council)

Headteacher: Mrs A Graham

Chair Governors: Mr C Wass

Policy Agreed: January 2024

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Health, Safety and Wellbeing Policy

Oulton C.E. First School

The policy has 4 parts;

Part A - Introduction

Part B - The Health and Safety Policy Statement

Part C - Management Arrangements

Part D - The detailed arrangements & procedures for Health, Safety and Wellbeing within the school.

Part E - The Key Performance Indicators.

A. Introduction

This policy statement complements (and should be read in conjunction with) the Health and Safety Policy. It records the local organisation and arrangements for implementing the policy.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and Oulton First School's Governing Body/those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The Governing Body will ensure so far as is reasonably practicable that:

- all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere.)
- all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- appropriate safe systems of work exist and are maintained.
- sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
- a healthy working environment is maintained including adequate welfare facilities.

In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of other non-employees is not adversely affected by its' activities.

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.

This policy statement and the accompanying organisational arrangements supersede any previously issued.

<i>Signature:</i>		<i>Signature:</i>
<i>Mr C Wass Chair of Governors</i>		<i>Mrs A Graham Executive Headteacher</i>
<i>Date:</i>		<i>Date:</i>

C. Management Arrangements

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

Competent Health and Safety Advice

<i>The school obtains competent health and safety advice from Entrust</i>	<i>Dean Willetts</i>
<i>The contact details are</i>	<i>01785 223121</i>
<i>In an emergency we contact Dean Willetts</i>	

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school:</i>	<i>Health & Safety Co-ordinator</i>
<i>The school carries out formal evaluations and audits on the management of health and safety bi-annually.</i>	
<i>The last audit took place</i>	<i>Date: January 2023 By: Mrs Melling</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	<i>Health & Safety Co-ordinator</i>
<i>All staff are aware of the key performance indicators in part E and how they are monitored</i>	

D. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

All accidents involving pupils should be notified to the designated First Aider for the administration of any necessary treatment. The incident is to be recorded in the Pupil Accident Book located in the school office. The duplicate copy of the report should be given to the Parent/Carer of the pupil. Where the accident requires hospitalisation (including bone breakages) then **in addition** to the entry into the Accident Book, an accident report (HSF 40) is to be completed and forwarded to the LA (H&S). This report will be compiled by either a member of the SLT or the H&S Co-ordinator to facilitate further incident investigation.

Where the accident involves a member of staff, the accident is to be recorded in the Staff Accident Book located in the Office, this serially numbered record remains in school.

Regardless of the type of accident, it is a **statutory requirement that all Staff accidents** are reported to the LA, therefore a copy of HSF40 has to be completed and sent to the LA (H&S) within seven days. This document will be compiled and the accident investigated by the SLT /H&S Co-ordinator.

2. Asbestos

The Office Manager and Caretaker are responsible for Asbestos Record System Manual, location of manual, arrangements to ensure contractors and others such as site supervisors etc. have sight of manual prior to starting any work on the premises. Staff are under instruction not to drill or affix anything to walls without first obtaining approval from the Head or H&S coordinator and checking the Asbestos Record System Manual. Damage to asbestos materials must be reported to the Head or H&S coordinator and all work

discontinued immediately.

3. Contractors

On arrival to the school contractors are required to meet the Head, Lead Teacher or member of the Administration staff who exchanges health and safety information and agrees safe working arrangements with the contractors. Risk assessments should be produced and copies made in advance for any planned. The Head, Lead Teacher or School Office Manager are responsible for monitoring contractors working methods. In the event of the work taking place in the holidays the member of staff responsible for opening and closing the school assumes this role. If staff have concerns about the work taking place they should be communicated to the Head, Lead Teacher or the Office Manager in the first instance. Communication may be either verbal (backed up by a written copy) or written. The Office Manager under the direction of the Head liaises with Property & Estates.

4. Curriculum Safety [including out of school learning activity/study support]

All staff should complete a written risk assessment before undertaking hazardous activities. Only those staff who have appropriate training may teach certain activities. Staff should refer to departmental health and safety publications e.g. Safety in PE.

5. Drugs & Medications

Any parental requests for medicines to be administered should be in writing and should be checked against the 'Policy Guidelines and Code of Practice for Administration of Medicines' published by Staffordshire County Council.

Any medicines kept in school must be stored in a restricted access cupboard within the main school office. Any administration of medicines must be recorded.

6. Electrical Equipment [fixed & portable]

All electrical equipment is tested as required by law and all portable appliances are PAT tested according to an established cycle by a designated contractor.

Before use each appliance should be visually checked and any defect recorded in the Damage Book which is checked daily by the School Caretaker. The record of inspection is kept by the Office Manager. No personal items of equipment are permitted in school without a valid PAT certificate. Personal equipment that is intended for use in school should be brought to school for testing as and when the cycle of testing starts.

Defective equipment should be reported to the H&S coordinator.

7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

The H&S coordinator and caretaker undertake a termly fire risk assessment. The H&S coordinator in conjunction with the Headteacher plan regular half termly fire drills. Fire evacuation procedures are displayed in each room. External contractors maintain fire extinguishers. In the event of a fire the alarm sounds and everyone on site assembles on the playground at the rear of the school. The Administration staff take the school registers and visitors book to the assembly area. The Office Manager will make a call to the Fire Service if advised by the Fire Officer (H&S coordinator, Headteacher or senior teacher in school).

Caretaker tests the alarm each week with alarm points being checked in rotation.

Emergency lighting is checked by an LA approved contractor.

Fire Risk Assessment

The school has twice termly fire practises. Strengths and weaknesses from these practises are recorded and action points developed. Each subject leader is responsible for assessments of their curricular area.

8. First Aid

All the staff are registered first aiders, Mrs Elliott, Mrs Hitchin and Mrs Mannering are Paediatric First Aiders. The Headteacher/Head of School or Office Manager are responsible for summoning an ambulance and informing the parents or guardians. If a parent or guardian is not available a member of staff will accompany the child to hospital. Training is kept up to date as revalidation requires. There is always at least one first aider on site throughout the school day.

9. Glass & Glazing

All glass in doors, side panels are constructed from safety glass, all replacement glass to be of safety standard.

10. Hazardous Substances (COSHH)

Hazardous substances are to be handled only by staff (Cleaning Staff) with the appropriate training. Heads of departments select substances required and monitor their correct use, the maintenance of current hazard sheets.

11. Health and Safety Advice

The school has provided training for the H&S coordinator by Entrust. The school has a regular H&S Audit by the LA and refers questions to the Health & Safety Adviser, Education Personnel & Corporate Services, Staffordshire LA, tel: 01785-223121, Occupational Health Unit, etc.

12. Housekeeping, cleaning & waste disposal

The caretaker/cleaner clears all bins in order to minimise accumulation of rubbish. In the event of there being wet floors the caretaker/cleaner will situate safety signs to minimise risks of slips. Glass and other sharp objects should be handled with extreme care, wrapped in newspaper and disposed of in bins inaccessible to pupils. The caretaker is responsible for snow shifting and ensuring thoroughfares are clear of ice, external waste bins are located at the car park side of the school.

13. Handling & Lifting

All staff have undertaken Manual Handling Training. The identification of all activities involving lifting/handling is undertaken by teachers, risk assessments are undertaken to identify precautions to minimise manual handling tasks, staff training in manual handling is provided annually for staff who have not undergone such training. The school recommends that the removal of wheeled equipment from one room to another should be undertaken by two members of staff.

14. Jewellery [

No jewellery or make up is permitted in school. The following exceptions apply: plain ear studs, or religious jewellery. All earrings should be removed before PE or Games.

15. Lettings/shared use of premises

When the premises are let or shared the agreement should clearly state the restrictions on use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, standard operating procedures.

Who has responsibility at school discos, fetes and other fund raising events must be established and recorded before the event takes place. If a public entertainment license is required then the Office Manager will make enquiries about acquiring one.

16. Lone Working

If a member of staff is working alone the following guidelines should be observed; the lone worker must notify a reliable person of the period of work, nature of work and estimated time of return. It is desirable that the lone worker have access to a mobile phone if the school lines have been disabled. There should be a risk assessment undertaken prior to the lone working taking place and a copy given to the H&S coordinator or the clerical staff. Where ever possible, lone working is to be discouraged.

17. Maintenance / Inspection of Equipment (including selection of equipment)

The following equipment requires periodic inspection, examination, testing. Equipment; ladders and steps, other extraction systems, PE equipment, fire alarm and smoke detection, emergency lighting, fire extinguishers, panic alarms etc. The Office manager, H&S coordinator monitor the type of check required and frequency and who undertakes the checks. Records must be kept of all testing and originals given to the Office Manager.

18. Monitoring the Policy and results

The H&S coordinator and Caretaker carry out an annual H&S checklist in October. The H&S coordinator monitors the implementation of policy by staff, monitoring accident reports/trends and complaints.

The school's health and safety performance is measured via LA audit, KPI's reported upon and these are reported to the Finance Subcommittee and annual report to Governing Body in March each year).

19. Poster on Health and Safety Law

The Health and Safety Coordinator and Office Manager are responsible for positioning this poster and keeping it up to date.

20. Personal Protective Equipment (PPE)

The selection of personal protective equipment where risk assessment determines to be necessary will be provided free of charge. The subject coordinator should periodically check and maintain equipment, and check its correct use.

21. Reporting Defects

If hazards are detected they should be reported to the School Office who will then notify the caretaker (Mr Tinsley), the H&S coordinator and the Head. Whatever precautions as necessary should be undertaken to ensure the safety of all on the premises. The Head, Office Manager or Lead Teacher will arrange remedial work.

22. Risk Assessments

The H&S coordinator is responsible for ensuring that the RA's are undertaken as well as arranging undertaking special RA's (such as for staff who are pregnant or who have health problems), arrangements for periodic review of RA's. (Last reviewed: Jan 2023) All staff

have a responsibility to familiarise themselves with RA's. A hard copy is held in the Head's Office. There is also a full set of RA's located in the Staff Area of the School Platform.

23. School Trips/ Off-Site Activities

Mrs Graham (Executive Headteacher) is the school's Educational Visits Coordinator. Staff who are planning a school trip need to inform Mrs Graham. Staff are to use the Staffordshire Evolve website to compile details of the trip. In case of an emergency there should be contact telephone numbers. The school mobile phone must accompany the trip in case of emergency. Parental authorisation must be obtained prior to departure preferably in writing. Adult/Pupil ratios are to be in compliance with Staffordshire Educational Visits guidance.

All school trips must carry a first aid bag. Pupils who have medical requirements (e.g. EpiPen) are clearly identified on the risk assessments.

24. School Transport – e.g. minibuses

The school does not have a minibus and staff do not drive hire vehicles to self drive.

25. Smoking

Smoking is not permitted on the school premises.

26. Staff Consultation and Communication

H&S has a standing slot on weekly Staff Meetings and staff complete a yearly visual H&S check of their teaching rooms. There is a nominated Governor (Mr Wass) with responsibility for H&S. Staff can raise issues of concern and make suggestions for health and safety improvements through approaching the H&S coordinator or Headteacher verbally or in writing.

27. Stress and staff Well-being

The School has a duty of care to all its employees and fully recognises the need to support staff. Where staff well-being/stress is seen as an issue the school will offer whatever support is available to ameliorate the situation. This process will always be undertaken with the full agreement of the staff member concerned.

28. Supervision [including out of school learning activity/study support]

Pupils must not be left unattended during curriculum time. At all other times when in care of school it is necessary for there to be supervision either by teaching staff or lunchtime supervisors. All adults who are to have sole supervisory of pupils should have full criminal conviction clearance.

29. Swimming Pool Operating Procedures (where applicable)

The school makes use of the Stone Leisure Centre swimming pool. The school abides by the H&S requirements of CCHS and staff who teach swimming should familiarise themselves with (NOP and EAP) procedures relating to summoning emergency assistance, first aid facilities, what to do if a problem is identified with pool water quality, supervision in changing areas, maximum numbers of swimmers.

30. Training and Development

New members of staff are briefed about H&S arrangements prior to starting work by the H&S coordinator. The H&S coordinator is responsible for establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, work at height, use of VDU's) and certain roles (e.g. Catering Staff, Cleaning Staff, Site Supervisor

etc. The H&S coordinator should advise the Head teacher of any training needs that have been identified.

31. Use of VDU's / Display Screens / DSE

There is an annual assessment of VDU's and training requirements for staff who make significant use of VDU's are determined. Defects in any workstation should be reported to the H&S coordinator. Reporting health concerns, obtaining advice on maximum time to be spent on VDU without break as well as the arrangements for eyesight testing should be referred to the H&S coordinator in the first instance.

32. Vehicles on Site

Vehicles on site should only park in designated areas. A maximum speed of 5 mph is observed. Vehicle movement at break and lunch times should be kept to a minimum. Drivers of County Grounds vehicles should report to the school office if desiring to access pedestrian areas.

33. Violence to Staff / School Security

The school is fully committed to maintaining site security. Once the session has started all outside doors should be kept shut, visitor access is through the reception area, and visitors must sign in and wear a Visitor's badge in a clearly visible manner. Staff must report all incidents of verbal & physical violence to the Head. It is the responsibility of the **School Office staff** to ensure that the side access gate is secured at all times. Pedestrian access is needed only at the start and finish of the school day. Nursery children will be collected at the end of morning sessions (lunchtimes) via the Main school entrance and supervised by a member of the teaching staff.

34. Working at Height

Staff should only use the steps and ladders provided by the school if intending to work at height. Staff must not use tables or chairs etc. as platforms for working at height. Staff must visually check ladders or steps for defects prior to use. If training is identified as being required then the school will provide the opportunity. All staff who use a ladder on site should undergo training before use. Staff should approach the H&S coordinator if training is required.

35. Water Hygiene

Arrangements are in place for ensuring water hygiene samples and checks take place as required by the premises Water Hygiene Manual. Integrated Water Hygiene company are responsible for recording and updating the Manual which is located in the main school office.

36. Work Experience

The Head and Lead Teacher are responsible for assessing potential work placements and assessing the training requirements for work experience co-ordinators. Mrs Melling (H&S) is responsible in conjunction with Teaching Staff for the induction and supervision of students on work placement within Oulton First School.

Responsibilities

Competent H & S Advice – Dean Willets Entrust

H& Safety Co-ordinator –Mrs Melling (MM) Head of School & Health & Safety Co-ordinator

Accident reporting & investigation – MM

Asbestos Register – Mrs Graham (AG) Executive Headteacher, Mrs Melling – (MM) Head of School & Health & Safety Communication

Construction & Contractor Management – MM

Curriculum Areas:

- Computing, PHSE – Becki Hitchin (BH) Early Years Teacher
- Science – Emily Roberts (ER)
- PE, Forest School, DT – Vicky Potts (VP) KS2 Teacher/Forest Schools
- English, RE, MFL – Sam Dawson (SD)– KS2 Teacher
- Maths – (MM) KS1 Teacher/Head of School
- SENCO, Humanities, Phonics Lead, Reading Lead – Sharon Mannering(SM) EYFS Teacher/SENCO

Display Screen Equipment – MM

EYFS – SM,

Educational Visits – AG

Fixed Electrical Testing – MM

PAT Testing – MM (April 2023)

Fire Precautions & Procedures – MM + All

First Aid – SE, BH, SM + All

Forest School – VP

COSHH – Vertas

Health & Safety Poster – MM

Housekeeping – Vertas

Lettings – AG

Maintenance and Equipment Inspections – Caretaker

Medication – SE

Reporting Hazards or Defects – All

Risk Assessments – AG, MM

Stress & Wellbeing Staff – AG + MM

Water System Safety – HSL Ltd + Caretaker

Work Experience – AG, MM

Volunteers - MM

E. Health and Safety Key Performance Indicators (KPI's)

It is important that school leaders, governors and managers can monitor the health and safety performance of their school in order to determine where progress is being made and where further actions and resources may be required.

Please see audit documents in Health & Safety file.