



## HEALTH & SAFETY POLICY ST. LUKE & ST. PHILIP'S PRIMARY, A CHURCH OF ENGLAND ACADEMY



### VISION STATEMENT

*'The family of St Luke and St Philip's will ensure excellence is encouraged, minds are opened, diversity is embraced, respect is expected and talents are nurtured under the umbrella of God's love.'*

### ETHOS

Our school provides grounding in the Christian Faith for all its children with emphasis on collective worship as part of its daily life. Our Christian values of trust, truth, love, peace and thankfulness are built into the ethos and teaching of our school with the support of all Governors and staff for its Christian foundation. We also seek to encourage an understanding and respect for other world faiths.

### CHRISTIAN SCHOOL VALUES



### PURPOSE

This policy reflects the values, ethos and Mission Statement of St. Luke and St Philip's Primary School, A Church of England Academy in relation to Health & Safety. It is consistent with the school's agreed

aims and objectives and sets out a framework within which teaching and support staff can operate. We value and will continue to strengthen links between school, home and parish. Through these aims the school hopes to encourage all children to develop their maximum potential.

## **AUDIENCE**

This document is intended to give a clear outline of the school's approach to the Health & Safety, to all staff, governors, Cidari and parents. It is also intended for the use of any authorised inspector. Copies of this document are provided for all teaching staff and are available when necessary to support staff, members of the School's Governing Committee and Cidari members. A copy of this document is available for the use of parents.

## **General Policy Statement**

The Headteacher and Governors of St Luke & St Philip's C of E Primary School believe that the health and safety of persons within the school is of paramount importance. It is our intention to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intent of the Headteacher and Governors of the school to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.

The Headteacher and Governors will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include pupils, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. In addition, the Headteacher and Governors will ensure compliance with policy and guidance produced by the Children's Services Department. The Headteacher and Governors will ensure that adequate resources are identified for health and safety.

We believe that health and safety standards will be maintained only with the co-operation of all staff, pupils and visitors to the school. We expect all staff to co-operate fully with this policy. In addition we will ensure that all pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy.

It is the intention of the Headteacher and Governors that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate. The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

## **Safety Responsibilities of Groups and Individual Members of Staff are as follows:**

### **Cidari Multi-Academy Trust / Governing Committee**

The Academy Trust in its role as the employer and the Governing Committee will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors,

pupils, visitors) in accordance with Section 2 and 4 of the Health & Safety at Work Act 1974. In order to discharge this responsibility, the Academy Trust and the Governing Committee will:

- a. ensure that the School's Health and Safety Policy, and procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and pupils are aware of and comply with its contents;
- b. ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the School;
- c. ensure there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare;
- d. receive updates on the academy development plan for health and safety at each meeting from the Health and Safety Lead /Health and Safety Governor/sub committee in order to enable the Governing Committee to monitor the adequacy of arrangements and take any action necessary;
- e. to consider information, statistics and reports relating to health, safety and welfare matters;
- f. to consider and make recommendations regarding individual health and safety issues which have not been resolved at management level.

### **Headteacher**

The Headteacher has overall responsibility for policy, organisation and arrangements throughout the School and in particular the Headteacher will:

- a. provide liaison with the Inspectors: Local Authority, Department for Education and HSE with regard to safety aspects;
- b. budget for safety and health matters;
- c. review the Health and Safety Policy annually and when significant changes occur within the organisation of the school;
- d. develop, introduce, maintain and review safety management procedures to ensure the school complies with legislative requirements and good industry practice e.g. risk assessments including fire, display screen equipment and manual handling;
- e. nominate specific staff with designated safety roles, e.g. Health and Safety Lead, Premises Lead, throughout the school;
- f. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- g. ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments;
- h. ensure health and safety issues associated with major building projects are complied with;
- i. ensure that injuries, diseases and dangerous occurrences as classified under RIDDOR, are reported to the enforcing authority and to monitor incidents to identify methods of reducing accidents;
- j. to ensure the necessary records are maintained relating to accidents associated with the work of the school;
- k. make an annual report on health and safety matters including buildings and safety management to the Governing Committee;
- l. safety procedures are developed and adhered to for operations carried out within the School by his/her staff and by outside contractors under his/her control;

- m. ensure that health and safety is considered as an integral part of teaching;
- n. instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Safety Policy, School Codes of Practice or health and safety legislation;
- o. ensure that premises safety inspections are carried out at specified intervals e.g. weekly, bi-termly, recorded and that necessary remedial action is carried out;
- p. ensure that health and safety is taken into account when considering any proposed or impending changes e.g. building works, room allocation or usage, etc;
- q. ensure that emergency procedures and fire evacuation practises are in place within the school;
- r. investigate and advise on hazards and precautions;
- s. have a general oversight of health and first aid matters;
- t. monitor the general safety programme;
- u. publicise safety matters;
- v. ensure all full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting), and specific sections of the Health and Safety Policy are discussed to ensure that new members of staff are aware of their responsibilities and any restricted tasks and activities;
- w. to monitor student health records prior to entry and to report/advise staff of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy).
- x. ensure adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements:
  - First aid.
  - Fire and emergency evacuation.
  - Risk assessments, including fire, display screen equipment, manual handling, substances and general risk assessments.

**The Deputy Head** will assume these duties in the absence of the Headteacher and has the authority to make and implement decisions throughout the school at any level if there is:

- immediate danger, or,
- dangerous practice, or
- breach of the law.

### **The School Health & Safety Lead**

The School Health and Safety Lead is responsible for the coordination of health and safety management throughout the School.

Additionally, the Health and Safety Lead will:

- a. make an annual report on safety matters to the Headteacher and the Governing Committee;
- b. assist with inspections and safety audits;
- c. investigate and advise on hazards and precautions;
- d. develop and establish emergency procedures, and organise fire evacuation practises within the school;
- e. have a general oversight of health, safety and first aid matters;

- f. monitor the general safety programme on behalf of the Headteacher;
- g. make recommendations to Senior Lead Team on matters requiring immediate attention, e.g. changes to legislation or outcomes from premises safety inspections;
- h. make recommendations to the Headteacher on matters of safety policy in compliance with new and modified legislation;
- i. publicise safety matters;
- j. liaise with outside bodies concerned with safety and health e.g. Occupational Health and Health & Safety Team at the LA.;
- k. monitor accidents to identify trends and introduce methods of reducing accidents.

### **Educational Visits Lead(EVC)**

- a. to be involved in educational visit management in order to ensure that the Children Services' Off-site Activities and Educational Visits, Regulations and Guidelines are followed;
- b. to work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of the establishment;
- c. after discussion with the Headteacher and governing committee, either approve proposal or submit proposal to the Outdoor Education Adviser (OEA) at the LA;
- d. ensure that the schools educational visits meet the Children's Services Departmental requirements;
- e. to confirm that adequate risk assessments have been carried out;
- f. support the Headteacher in the management of and evaluation of educational visits;
- g. confirm the leadership of the group is appropriate, this to include accompanying staff and volunteers.

### **Teachers**

Teachers are responsible to their Head of Key Stage for the immediate safety of the pupils in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues. Additionally, each teacher will:

- a. follow safe working procedures personally;
- b. give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required;
- c. ensure that special working procedures, protective clothing and equipment, etc are provided and used where necessary;
- d. ensure that clear instructions and warnings are given to pupils verbally as often as necessary;
- e. ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
- f. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- g. report defects and make recommendations to their line manager where necessary;

**h.** ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

### **Learning Support Assistants (LSA's)**

The LSA is immediately responsible to the teacher whilst the class is in session; otherwise the Health and Safety Lead.

Additionally, the LSA's will:

- a.** follow safe working procedures personally;
- b.** be familiar with the general and particular safety rules that apply to his/her area of work;
- c.** ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
- d.** undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- e.** report defects to the class teacher or health & safety lead;
- f.** ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

### **Site Supervisor**

The Site Supervisor will:

- a.** ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- b.** ensure that premises safety inspections are undertaken e.g. weekly, bi-termly, and keep records of any faults identified (if appropriate);
- c.** attend to defect reports and recommendations from the Headteacher, staff, Safety Representative and Health and Safety Lead;
- d.** ensure that all portable electrical equipment is tested on an annual basis;
- e.** ensure all accidents within the area of responsibility are recorded in line with the school policy;
- f.** ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.

### **Managers within Support Departments** (Aspens Catering)

The Unit Catering Manager is responsible to the Administration Manager for the provision of safe conditions for all catering staff and visitors (delivery drivers etc) :

- a.** attend to defect reports and recommendations from the Headteacher, staff, Safety Representative and Health and Safety Lead;
- b.** conduct regular inspections of his/her area of responsibility and rectify hazards identified from those inspections;
- c.** budget for safety equipment for his/her area of responsibility;

- d. instigate and ensure that safety procedures are developed for operations carried out within his/her area of responsibility;
- e. ensure that risk assessments, including manual handling, noise, COSHH, and visual display unit assessments are undertaken and documented and that appropriate action is carried out;
- f. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- g. ensure all accidents within the area of responsibility are recorded in line with the school policy;
- h. ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place.

### **Trade Union Safety Representatives**

In accordance with the Safety Representatives and Safety Committee Regulations the safety representatives will, where appointed:

- a. represent the employees in consultation with the employer and with his/her representative; investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace;
- b. investigate complaints by any employee he/she represents relating to health and safety and welfare at work;
- c. represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority;
- d. receive information from Enforcement Inspectors;
- e. attend meetings of safety committees to which he/she is elected;
- f. inspect the workplace if they have given the employer or his/her representative reasonable notice in writing of their intention to do so and have not inspected it in the previous three months. He/she may carry out additional inspections where there are substantial changes in work conditions.

### **Staff Liaising with Contractors**

Staff liaising with contractors carrying out work at the School should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or his employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Health & Safety Lead for him/her to rectify or, failing that, reporting to the Headteacher.

Staff must ensure that a contractor arriving at site, reports to Reception and a nominated person ensures that the contractors are informed of any hazards on the school site e.g. asbestos. Approval must also be gained by the contractor to start work. Only those staff nominated by the Headteacher to liaise with the contractors must undertake this activity due to the procedures put in place by the school to implement the LA's Policy on Asbestos and the Management of Contractors.

## **Members of Staff Generally**

Each member of staff is responsible for his or her personal safety and that of other persons in the School by the proper observation of School rules and procedures (e.g. by ensuring visitors report to the Reception Area on arrival at the school. Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8 viz.:

*'It shall be the duty of every employee while at work*

- a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,*
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'*
- c) 'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.*

## **Crisis Management**

A crisis management team has been set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident. A separate Crisis Management Plan has been developed by the school and is summarised below.

### ***Crisis Management Team:***

The Headteacher

The Deputy Headteacher

Health and Safety Lead

Site Supervisor

Matt Mciver - operations manager -

Cidari Multi-Academy Trust

The Local Authority

### ***Function of the Crisis Management Team:***

- to act as the decision-making authority for the management of an incident.
- to develop the procedures and practises to be used for handling emergency situations and communicating these to all employees of the organisation.
- to establish and maintain a crisis management centre. The centre will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate maps and building plans.
- to assess the nature, degree and likelihood of threats to the organisation's interests (personnel, facilities, information and other assets) in order to determine the vulnerability to those threats of the organisation's personnel, facilities or assets.
- to test the crisis management plan on a regular basis to ensure that it is feasible and realistic. Whenever the plan is found to be deficient immediate corrections will be made.



## **General Emergency Procedures**

The summoning of emergency services is via the Administration Manager or in her absence the Office Administrator.

In the event of a major disaster the Crisis Management Team must be alerted.

### **Fire Procedures**

The signal for evacuation will be the continuous ringing of the fire bell. Always evacuate the school if the fire alarm sounds - assume every alarm could be for real. Never re-enter the building while the alarm is still sounding or before the Administration Manager or Site Supervisor has confirmed it is safe to do so.

On hearing the alarm, leave the room you are in and proceed to the nearest safe exit out of the building, switching off the lights, closing the doors and windows as exiting the room. Everyone must walk swiftly - not run - and take no belongings with them.

When outside the building, assemble the pupils at the assembly point which is on the All Weather Pitch. Check that all pupils/visitors/volunteer helpers, etc are accounted for.

The office administrator must take the staff log immediately outside for roll call. The Administration Manager will take the mobile phone and inform the monitoring company whether this is a false alarm or a real incident. The monitoring company, on instruction, will alert the emergency services.

Staff must report to the Administration Manager whether all of their pupils/visitors/volunteer helpers, etc are safely out of the building.

Teachers must know the correct route for evacuating the class which they are teaching, and it is the responsibility of the Headteacher to define the route and inform all members of staff. They are responsible for maintaining clear access to those escape routes at all times, and for helping to maintain access to the other escape routes. Teachers will be responsible for evacuating volunteer helpers or other visitors to their classrooms in an emergency.

Mid-day supervisors and welfare assistants must know the correct method for evacuating the building at lunchtime. This information will be conveyed by the Administration Manager who will ensure that there is a lunchtime practice at least yearly. Mid-day supervisors will check the toilets. The Premises Lead will arrange for any supplies of gas and/or electricity to be turned off should the need arise. The Administration Manager will organise fire evacuations as appropriate, but at least once every term, and (ideally) before the end of the first week. Each fire drill will be recorded in the fire log and monitored for effectiveness by the Headteacher.

The extinguishers will be serviced and maintained as part of an annual contract. This contract will be monitored via the premises inspection. Any faults must be reported to the Administration Manager for immediate remedial action. Emergency evacuation notices are displayed in all classrooms. The Administration Manager will ensure that these notices are displayed in a prominent position as part of the premises inspection.

Any pupil with special needs must be given special consideration by their class teacher as to whether or not a Personal Emergency Evacuation Plan (PEEP) is required. This will need to be devised with the Headteacher, if the class teacher or SENCO identify a particular problem. (see also procedures for SEN Children)

A fire risk assessment has been completed for these premises and will be reviewed on an annual basis or when any changes occur. Staff should be aware of the emergency exits and there must be a designated person who is responsible for the keys to the perimeter fence gates which should be used in the case of emergency evacuation.

### **Bomb Incident Management**

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. Therefore the Crisis Management Team will liaise with the BwD Emergency Response Team, Police and the Fire and Rescue Service and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, pupils, visitors, etc by an appropriate means. Any member of staff who receives information regarding a bomb on-site must immediately inform the Headteacher, Deputy Headteacher or a member of senior management in their absence.

### **First Aid Procedure**

There will be at least 5 people on the staff who will have current first aid training, with the aim that there should be one qualified person on site at any one time.

First aid boxes are kept in the infant and Junior resource area. The office staff provides first aid support and maintains a central supply of first aid materials to supplement first aid boxes. Parents will be expected to inform the school if their child has an allergy and a list of any such children will be kept and displayed. All injuries which come to staff attention, no matter how slight, should be recorded on Medical Tracker electronically.

There will be an ipad set up with "Medical Tracker" and a "bump notes" form located in the resource areas to be completed by the person administering first aid. In case of doubt as to whether or not a child's parent should be immediately alerted, contact the School Administration Manager or Headteacher. Err on the side of caution. In the event of an accident, if the parents (and their nominated contacts) are unavailable, we may consider it wise to send a pupil to hospital. In these cases the pupil will be accompanied by a member of staff.

### *Accident Recording and Reporting*

In the event of an accident the following procedure must be followed:

- a. render any equipment inoperative
- b. summon assistance
- c. if the injury is of a minor nature ensure follow-up treatment is carried out by reporting to the qualified First Aider.
- d. if the injury is of a major nature then an ambulance should be summoned immediately
- e. without undue delay attempt to contact parents or guardians
- f. if the injured is mobile then he/she should be taken for emergency treatment to the hospital. The Headteacher is responsible for arranging for a member of staff to transport the student/staff to hospital.

The member of staff taking the injured person should:

- a. stay with the injured person and return with them; or

- b. stay with the injured person until the parent/guardian arrives at the hospital and return to school.

All staff must report any accident (or near misses) involving either themselves, visitors or volunteer helpers by recording the details on "Medical Tracker". Pupil accidents, depending on the severity, will be reported on "Medical Tracker".

The Administration Manager will ensure that the Health and Safety team at the Trust have an overview of "Medical Tracker". As the school is obliged to report certain categories of injury or dangerous occurrence to the Health and Safety Executive (HSE) it is important that the Headteacher is notified at the earliest opportunity of accidents or incidents that are of a serious nature to determine if the HSE should be informed.

All accidents will be investigated to prevent re-occurrence. The Health & Safety Lead along with the Senior Lead Team will monitor the accidents to identify trends. The Governing Committee will also receive information on accidents at each meeting.

## **Health Issues**

### ***Smoking***

There is a No Smoking Policy with the School and its grounds. Staff wishing to smoke at lunchtimes must leave the premises to do so.

### ***Alcohol and Drug Abuse***

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the school and increases the risk of accidents both to themselves and to colleagues. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgement is impaired will be excluded from work and will be subject to disciplinary procedures. Some drugs prescribed for medical reasons are likely to impair judgement and lower concentration. If you feel you are affected when on medication please inform your line manager so that additional arrangements may be made to safeguard you while at work.

## **Staff Wellbeing**

Stress is defined by the Health and Safety Executive as "the adverse reaction people have to excessive pressures or other types of demands placed on them." This distinguishes stress from the pressures or challenges that provide the motivation for everyday living. Being under pressure can often improve performance but when demands and pressures become excessive they can lead to stress. People respond to pressure in different and individual ways. Much will depend on an employee's personality, experience, motivation and the support available from managers, colleagues, family and friends. Difficulties faced outside of work can also have an impact on someone's ability to cope or function well at work.

If stress is intense and sustained it can lead to mental and physical ill-health and contributes to employee ill-health and sickness absence. It is important that all staff are aware of the factors that can give rise to stress (stressors) so that where possible their causes can be foreseen and appropriately managed before

damage/harm is done. The Headteacher will liaise with staff in identifying the individual stressors and, where practicable, steps will be taken to minimise/eliminate these stressors.

Workloads and stressors will be monitored on an on-going basis as part of 1:1 reviews.

### **Expectant Mothers**

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and many return to work while they are still breast feeding. Some hazards in the work place may affect the health and safety of new and expectant mothers and of their children. The policy sets out the known risks to new and expectant mothers and gives advice on what needs to be done to comply with the law.

#### **Procedure**

- Staff (full and part-time) are required to inform the Headteacher as soon as possible and in writing when pregnancy has been confirmed.
- The School Administration Manager will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the Risk Assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way.
- The Health and Safety Lead is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

#### **Risk Assessments and Guidance Notes/ School Codes of Practice** (see also Policy on Risk Assessment)

Specific risk assessments are required for activities involving fire, manual handling, substances and the use of display screen equipment while more general risk assessments must be completed for those activities where specific assessments have not been carried out. Although risk assessments relating to most activities of the school will have been or will be completed on your behalf, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to your area of work. Copies of these assessments are held by the Headteacher/School Administration Manager.

The following staff will complete risk assessments for the areas highlighted below:

- Premises                      Site Supervisor/School Administration Manager
- Curriculum                    Subject Leaders/Teachers
- Off-site Visits                Group Leader/EVC Lead
- Individual/specific

Areas of work or activities that are deemed to be more hazardous are likely to have detailed, documented arrangements to minimise the associated risks. It is the responsibility of staff to make

yourself aware of the contents of those relating to your area of work. The Children's Services Department has published guidance on Off-site Activities and Educational Visits which details clear procedures to be followed when planning and arranging a visit.

### **Specific Hazards.**

Schools are not generally considered as dangerous places to work in, but they can still create risk of injury or to health. The hazards relevant to this school are detailed below along with the safe procedures put in place to manage the risk.

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

All electrical equipment is checked annually under the terms of the maintenance contract. If there is any doubt about the safety of the equipment it will not be used. Any potential hazards will be reported to the Site Supervisor/Health & Safety Lead immediately.

The headteacher must be aware of, and approve the use of any item being brought into schools by a member of staff, volunteer or a pupil.

The headteacher must be aware of and approve the arrangements for temporary electrical extensions required for drama productions, Christmas decorations.

### ***Machinery and Equipment***

An inventory of all equipment is kept by the Administration Manager. The hand tools available are to be used under **strict guidance and close supervision of teacher or teaching assistant**, when used by pupils.

Such equipment - even simple items such as scissors - must be put away before a wet playtime where there is a chance that an accident might occur due to a lower level of supervision.

### ***Moving and Handling***

All equipment must be moved safely. Large pieces of equipment will only be moved by people who have received training. PE equipment may be moved by pupils but they must be given clear instruction in the correct way to lift and handle items. There must always be at least 2 pupils per piece of equipment or mat. Close supervision is appropriate at all times.

Training will be offered to those staff who are expected to lift objects. If you are apprehensive about your capability to move goods, equipment or furniture, please either ask for help or do not undertake the activity.

Where lifting equipment is provided, only those members of staff who have been trained in the use of the equipment may undertake this activity.

### ***Housekeeping***

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The Site Supervisor will undertake an inspection whilst opening the school each morning to ensure that communal areas are free from trip

hazards, etc. The Site Supervisor will report all hazards, obstructions, defects or maintenance requirements to the Headteacher. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these should be dealt with immediately.

The school will be cleaned as per the cleaning schedule and will be monitored by the School Site Supervisor. All waste will be disposed of according to appropriate health and safety guidelines.

### ***Violence At Work***

All staff must report to their line manager/headteacher any incident of aggression or violence (or near misses) directed to themselves from any source. All incidents of violence will be reported to the Health and Safety team at the LA on the Incident/Accident Report Form.

### ***Off-site Visits***

The school has a separate policy on Off-site visits. Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of the school and Children's Services policy on Off-site Visits.

### ***Work Experience Placements***

This school works in partnership with secondary schools and colleges to provide work placements. Any proposed placement should be discussed with the Student Mentor.

As the placement provider, risk assessments should be undertaken by the Student mentor as soon as the placement details have been agreed in conjunction with the secondary school or college and before the student takes up the work placement.

Providers should be informed in advance about any individual students who may be at greater risk, for example because of any specific medical needs/behavioural needs or learning difficulties.

Teaching staff must be aware of the risk assessment in order to ensure the safety of the work experience student whilst in the care of the school.

### ***COSH - Hazardous Substances*** (see also Policy on Hazardous Substances)

The school will keep an inventory of all hazardous substances on site and this will be kept up to date by the Site Supervisor. Inspections take place to:

- Identify all substances used;
- Assess the level of risk to health;
- Eliminate the use of substances or substitute a safer alternative;
- Introduce and monitor control measures to prevent risk.

### ***Noise at Work.***

All members of staff need to be aware of "nuisance noise" and respect the needs of others in the school. Common sense and courtesy by all members of staff, pupils and visitors to the school will prevent problems arising.

Any member of staff, or visitor detecting a potential problem will report immediately to Headteacher

### **Lettings**

If the school is let, the Headteacher must be satisfied that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement will be completed and copies kept.

### **Administration of Medicines** (see also Policy on the Administration of Medicines)

The School Administration Manager and Office Administrator will supervise pupils administering their own medicines. For all medicines to be administered, parents should complete a consent form. Each time there is a variation in the pattern of dosage, a new form should be completed. A new form should be completed for each medicine to be administered. The smallest practicable dose should be brought into school in individual original containers, which should be clearly labelled with the pupil's name and dosage instructions. It is recommended that a primary school pupil should never carry medicine to and from school and medicines should be handed to the office for safekeeping in the medicine cupboard by the parent / carer on arrival at school.

Inhalers for asthmatics will be kept in the individual classrooms under the supervision of the class teacher. This is in order to prevent damage or loss which might occur if they are kept on a child's person, to allow an accurate record of usage to be kept and for the safety of other pupils in the school.

### **Training and Information**

A training needs analysis will be undertaken by the Headteacher to identify the mandatory health and safety training required for each member of staff and this will be reviewed annually. The training will be identified by using the Children's Services, Health and Safety Training Policy and the Headteacher will ensure that staff are released for this training.

All members of staff will receive a comprehensive health and safety induction when they commence employment with the school and the induction will include specific elements of this policy being brought to their attention. A volunteer will receive a specific induction relevant to the activities they are undertaking in school.

The Headteacher will:

- inform staff of any changes in the policy;
- assess the training requirements of the staff and integrate those needs onto the school development plan to inform governors;
- assess the training needs of new members of staff.

Every member of staff will be made aware of the academy's Health and Safety. If any member of staff feels the need for training they must alert the senior management team.

The school has developed a supply teacher's pack and this will be issued to all supply staff that includes health and safety information.

## **Monitoring Health and Safety**

Health and safety standards must be monitored by the senior leadership team in conjunction with the school governors by the following:

- Senior Leadership Team will include health and safety as part of the agenda of their regular meetings;
- the Headteacher will conduct an annual premises inspection with Health and Safety Lead and trade union safety representative (where appointed);
- the Governors' agenda and Headteacher's report to the governors will both have health and safety as standing agenda items.

## ***Auditing***

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed, the Occupational Health and Safety team will complete a health and safety audit at least every 4 years. The action points identified through the audit will form part of the school development plan.

## **Visitors**

The Headteacher and governors must accept the responsibility for health and safety of visitors to the school, including contractors.

All visitors to the school will be asked to sign in at the school office and sign out when they leave. Each class teacher will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency. The Headteacher will ensure that volunteers have the necessary safety information.

## **Trade Union Safety Representatives**

Trade unions can appoint safety representatives who are legally entitled to inspect premises, investigate accidents and undertake safety training.

The trade union safety representative will consult the Headteacher on any relevant health and safety matters.

## **Health and Safety Policy Review**

The school acknowledges that the Health and Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

The school will constantly monitor and update the Policy as appropriate and will undertake a formal review on a bi-annual basis seeking endorsement from the Governing Committee

Policy reviewed: February 2024



Policy reviewed by : M.Rain

Agreed by governors:

Next review date: February 2026