

# **FINSTALL FIRST SCHOOL HEALTH and SAFETY POLICY With ARRANGEMENTS**

## **1. THE STATEMENT**

### **General Requirements**

The Governors of Fininstall First School recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- Ensure they provide a safe place for all users of the site including staff, pupils and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Annually assess the effectiveness of the policy and ensure any necessary changes are made.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.
- require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

### **Staff Rights**

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

No individual member of staff shall be required to undertake specific responsibility for any health and safety function (eg. School Safety Officer) without having first been consulted.

## **The Role of the Local Authority**

The Governors recognise the Statement of Safety Policy of Worcestershire County Council Directorate of Children's Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school, as laid down in the Directorate's Handbook of Safety Information.

The Governors recognise that it may, on occasions, be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Co-ordinator of Worcestershire County Council Directorate of Children's Services or such other persons as may be necessary.

## **The Role of the Governing Body (Financial)**

The Governors recognise the need to ensure that sufficient funds are reserved for safe practice throughout the school and in particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

## **The Role of the Governing Body (Risk Assessment)**

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

the Management of Health and Safety at Work Regulations 1999,  
the Control of Substances Hazardous to Health (COSHH) Regulations 2002,  
the Manual Handling Operations Regulations 1992,  
the Provision and Use of Work Equipment Regulations 1998 and  
the Display Screen Equipment Regulations 2002).

Signed \_\_\_\_\_ M Mason \_\_\_\_\_ (Head Teacher)

Date \_\_\_\_\_

Signed \_\_\_\_\_ (Chair of Governors)

Date \_\_\_\_\_

Signed \_\_\_\_\_ (Governor responsible for Health and Safety)

Date \_\_\_\_\_

Review date: February 20256

A copy of this statement is displayed in the School Office and is available for parents to see and a copy is also given to all employees. The full policy is also available to parents and staff via the School's Learning Platform.

## **2. THE ORGANISATION**

This section of the policy describes the roles of anyone who has responsibilities for any aspects of health and safety within the school.

### **Employer's Responsibilities**

Worcestershire County Council Directorate of Children's Services

- a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Finstall First School (under sections 2 and 3 of the Health and Safety at Work etc. Act 1974).
- b) has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under its Scheme for Financing of Schools.
- c) has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 1994 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

### **Governors' Responsibilities**

The Governing Body, through the Headteacher, is responsible for:

- a) ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- b) ensuring whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- c) ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools.
- d) monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.
- e) advising the Head of Property Services of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- f) the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- g) ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- h) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.

- i) the adoption of safe working practices by staff and pupils, and by contractors on site.
- j) acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

### **Head Teacher's Responsibilities**

The Headteacher is responsible for:

- a) The implementation of the school safety policy.
- b) Advising the Governing Body of the need to review the school safety policy, including assessing the robust nature of the policy and where changes may need to be made as part of a review cycle.
- c) The day to day responsibility for health and safety in the school.
- d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1999 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- e) Ensuring that staff receive appropriate health and safety training and to ensure that there is a whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- f) Carrying out an annual review of Health and Safety in readiness for the LA Audit, which is undertaken every 3 years
- g) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with, using the School's Health and Safety "Problems and Defects folder."
- h) Notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the procedures laid down.
- i) Notifying the LA Health and Safety Co-ordinator (the School's Property Services Liaison Officer in the first instance) of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.
- j) Emergency procedures, including evacuation in case of fire or bomb threats.
- k) Ensuring that adequate provision is made for the administration of First Aid.
- l) Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- m) Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- n) Consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their

duties, including safety inspections and attendance at training courses (in accordance with procedures laid down in the Handbook of Safety Information).

At Finstall First School, the duties in areas (d) to (n) above are delegated to the School Safety Officer.

**Subject Co-ordinators** are responsible for:

- a) all matters of health and safety in their subject area.
- b) bringing to the notice of the School Safety Officer any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their subject area.
- c) having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d) where relevant (in areas of particular risk – ie Art, Design and Technology including Food and Textiles, Drama, Physical Education and Science), producing a subject safety policy and revising it as necessary. (Exemplar material is produced by subject associations or by CLEAPSS for Science.)
- e) ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- f) ensuring that necessary personal protective equipment (ie. eye protection or protective clothing) is available and kept well maintained.
- g) ensuring that any risks specific to their area of work are adequately assessed (eg. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- h) ensuring that relevant safety signs and notices are displayed (eg. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

**Other Teaching, Teaching Assistant and Technician Staff** are responsible for:

- a) taking reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- b) ensuring that they are familiar with and comply with the school and, where applicable, the subject safety policy. (Staff working in the Arts, Design and Technology, Environmental Education, Physical Education or Science should be familiar with the LA's policies and guidance in these areas).
- c) reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their Subject Co-ordinator to the School Safety Officer.
- d) co-operating with their employer (LA or Governing Body) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974 (ie. by following LA guidance).

**The Caretaker** is responsible for:

- a) Ensuring that he/she is familiar with and complies with the school safety policy. He/she should also be familiar with the LA's Safety Policy "Safety of Buildings" (published in the LA's "Handbook of Safety Information").
- b) Conducting regular dynamic risk assessments and take reasonably practicable steps to reduce or alleviate risk. This may include contact with contractors or external suppliers.
- c) To regularly liaise with school staff and, where practicable, address health and safety concerns through a Health and Safety reporting form.
- d) Bringing to the attention of the School Safety Officer any problems or defects affecting the health and safety of any person on the school premises.
- e) Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (eg. in use and storage of equipment and materials).
- f) Ensuring that any staff under his/her direct control (ie. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- g) Ensuring that all equipment and materials received have adequate health and safety information (eg. safety data sheets to allow COSHH assessments to be carried out).
- h) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction (NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals - including correct use of protective clothing, carrying out of repair or maintenance work).
- g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (eg. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).
- h) Informing the School Safety Officer of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
- i) Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).
- j) The safe use and maintenance of all plant and equipment (eg. boilers) and the safe use and storage of all materials used for that maintenance (eg. boiler descalers).

**The Named Person for First Aid** is responsible for:

Maintaining the First Aid box(es) in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately. (See: Handbook of Safety Information, p. 2.45).

**Safety Representatives (Appointed by Trade Unions / Professional Associations or elected by staff) have the right to:**

- a) Carry out termly inspections of the premises and submit a written report to the headteacher.
- b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- c) Represent their membership to the headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- d) Represent the staff / union membership on school safety committees.
- e) Receive such training as may be necessary for them to perform their duties.

Provided they have been properly appointed and their appointment notified to the LA by the appropriate trade union, safety representatives should receive time off with pay to perform their union duties.

Note: The Health and Safety at Work etc. Act 1974 provides for the appointment of "Safety Representatives" by recognised trade unions. Such representatives are elected by the union membership among the school's staff and the LA should be informed of their appointment by the appropriate union, not the school. (If the LA is not informed in this way, the representative(s) may carry out their functions, but there will be no central funding for supply costs to cover their absence while they do so.) Further details on safety representatives may be found in the LA's Handbook of Safety Information (pp. 2.80 - 81).

Under the "Health and Safety (Consultation with Employees) Regulations 1996," "Staff Safety Representatives" can be elected by staff, other than through a Trade Union, to represent them to the employer and sit on safety committees. They have the same rights to time off with pay for reasonable training and safety inspections as Trade Union safety representatives.

**Breakfast Club Managers** are responsible for:

- a) Ensuring that he/she is familiar with and complies with the school safety policy and be familiar with the LA's Safety Policy "Kitchens and Dining Centres" (published in the LA's "Handbook of Safety Information")
- b) Completing a dynamic risk assessment of any activities taking place to ensure that the activity can be completed safely.
- c) Ensuring that all kitchen staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others.
- d) Ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the Regulations published under it) and that they and staff working under them comply with these requirements.
- e) Bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person in the area for which they have responsibility.

**NB. This section does not apply to contract caterers**, but it is important that the school safety policy and any relevant risk assessments are made available to the caterers, who should also supply the school with a copy of their safety policy and risk assessments (unless they employ less than five people).

### **3. THE ARRANGEMENTS**

This section describes the procedures and measures to be taken to ensure the health, safety and welfare of employees and other persons affected by the employer's work.

#### **Access and Egress, Housekeeping, Cleaning & Waste disposal**

Clutter is a major cause of accidents but is relatively simple to prevent. It is the responsibility of all managers, employees and contractors who operate in the school to ensure that all areas of the school environment are kept tidy and safe at all times. Particular attention will be given to maintaining clear access to routes of access and egress.

The school will remain especially vigilant to the following hazards:

- Members of staff or pupils running or carrying heavy or awkward item
- Wearing unsuitable footwear
- Poor lighting – particularly where there are uneven surfaces and level changes
- Contamination
- Obstructions, e.g. bags and trailing cables

Cleaning staff will be advised of the necessity to place adequate warning with regards to wet and slippery floors as a result of cleaning being undertaken by them.

Any sharp objects placed in normal waste bins must be wrapped in paper to prevent injury to cleaning staff.

External waste bins are kept in the storage area near to the car park gate. Gates to the storage area are kept locked when the bins are not in use.

Hazardous waste such as fluorescent tubes, computers etc should be disposed of in an appropriate manner (if necessary making use of external services / agencies) and not through the normal waste / refuse collection service.

The Cleaner in Charge will:

- a) ensure that adequate signs are placed to warn of wet or slippery floors when cleaning has been undertaken by himself/herself or cleaners directly employed by the school
- b) ensure that procedures, as laid down in the Handbook of Safety Information page 220 – 223, are followed by himself/herself and cleaners directly employed by the school;
- c) report any problems concerning safety and faulty equipment to the School, Safety Officer for attention. A lockable cupboard is provided for the cleaner's equipment. This is kept locked during the School day.

On a day to day basis the clearance of leaves, snow and ice will be carried out by the Groundsperson. Should it prove not possible to clear ice and snow to such a degree required to maintain safe premises, then the Groundsperson will consult with the Head Teacher in order that a decision may be made as to whether the premises should be closed until safe.

The Groundsperson and Cleaner in Charge will ensure that all Fire Exits and routes are free from obstruction. It is also the responsibility of all employees to ensure that such areas are kept free from obstruction.

Please refer to Handbook of Safety Information, Section 8 - pp. 220 – 223 and, with regard to the undertaking of COSHH risk assessments, refer to Handbook of Safety Information p. 2.17 – 2. 20.

### **Accident reporting, recording and investigation**

It is the responsibility of all employers to report accidents in accordance with the procedures laid down in the “Handbook of Safety Information” Please refer to Handbook of Safety Information, pp. 2.1 - 2.3

All serious accidents that occur on the site should be notified to the Head Teacher who will record the information on a WCC County Council Medgate system. This is an online system for reporting all serious accidents to the Local Authority.

All minor accidents should be recorded in the schools own minor accident book. The Pupils' Accident book is kept in the Medical Room. Where necessary, parents / guardians or other persons should be notified of the accident. The Adults' Accident book is kept in the Secretary's Office and should be used for recording all accidents and near-misses for all teaching staff, non-teaching staff and adult visitors to the school.

A 'near miss' is an event not causing harm but has the potential to cause injury or ill health. If staff members, pupils, contractors, or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future. Reporting will be conducted verbally to the health and safety officer as soon as possible, who will then inform the headteacher as appropriate. All accidents and near misses, however small, will be reported and investigated by the health and safety officer. The length of time dedicated to each investigation will vary depending on the seriousness of the accident. After the investigation takes place, a risk assessment may need to be carried out, or existing assessments amended, to avoid reoccurrence of the accident.

If the accident is serious, senior management should be made aware and immediate action taken to ensure the location of the accident is still safe to use. The Head Teacher is responsible for conducting an investigation following the accident. Necessary action should be taken and, where possible, details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).

Accident Reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil / student until they reach the age of 21.

### **Blood Borne Diseases**

All employees should be familiar with and follow the Guidelines, “Infection Control Guidelines for Dealing with Body Fluids”, laid down on pages 6 - 8 in the WCC booklet “Control of Infection in the Workplace”.

Protective gloves should always be worn, should any member of staff, pupil or visitor be in danger of coming into contact with another's body spillage. A supply of gloves is located in the School Medical Room.

## **Contractors**

When we use contractors, we ask them to provide evidence that they have public liability and employer's liability of £2,000,000. Copies of these certificates will be kept in the school office. We also require them to adhere to our own Health and Safety policy by signing the form in Appendix D. A copy of our policy will be issued to them. Please refer to Handbook of Safety Information, pp. 2.14 - 2.16.

The Head Teacher and the School Safety Officer manage the contractors and ensure that they have relevant qualifications or competencies.

Prior to work starting, induction meetings always take place to ensure appropriate arrangements are in place for exchange of information and to agree safe working arrangements, including adequate segregation of workmen and pupils.

The Head Teacher and the School Safety Officer (with support from Property Services where appropriate) are responsible for checking method statements and risk assessments prior to commencement of work.

Should any concerns arise with regard to contractors, staff should report concerns to the Head Teacher or the School Safety Officer.

Day to day communication between school and contractors should take place to maintain safe working arrangements.

## **Contractors (Management of Asbestos)**

The School's Asbestos Register is shown to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of the asbestos register.

We will ensure that there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving.

Only specific contractors are allowed to work with asbestos. For further guidance, please refer to WCC asbestos policy.

## **Contractors and Visitors on Site**

All visitors to the school site, including contractors, must first report to the School Office to sign in. Only once they have signed in and been issued with an id badge will they be allowed to enter the school building through the secure door.

They will be informed of health and safety issues (e.g. location of asbestos, fire procedures, first aid information etc) by the School Secretary and will be issued with a copy of this policy.

If contractors are working in areas with the children, a copy of their DBS will need to be seen, alongside relevant ID.

Should work undertaken require a visit longer than a day, the Headteacher or School Safety Officer will hold regular progress meetings with the designated point of contact, including any changes to risk assessments, work areas, Health and Safety etc.

## **Control of substances hazardous to health (COSHH) – including radiation**

Wherever possible, less hazardous alternative substances are purchased and used. However, when chemicals are used in the school, it is the responsibility of the person or persons using them to carry out a risk assessment and to be aware of all safety aspects as laid down by COSHH assessment and to follow all safety procedures necessary when using such chemicals.

The COSHH file is maintained by the School Safety Officer and is kept in the office of the School Safety Officer. A copy of relevant information is also kept in the Cleaners' cupboard, where COSHH substances are stored. This is kept locked during the School day.

COSHH products are only purchased with the authorisation of the Head Teacher or the School Safety Officer.

All COSHH materials have a safety data sheet, which is kept where the materials are stored and in a folder in the Deputy Head's office.

Risk assessments must be carried out for tasks using the most hazardous substances as per the WCC COSHH Policy.

The Head Teacher, through the School Safety Officer, Subject Co-Ordinators, the Cleaner in Charge and the Grounds person, is responsible for safe storage of the COSHH products.

All staff are made aware of how to identify COSHH materials through regular training updates at School Staff Meetings.

Any decanted COSHH substances must be clearly labeled as a hazardous substance. Staff must make use of specific Personal Protective Equipment, as recommended in the product information.

Disposal procedures for waste, unwanted or spilt substances must be followed as set out on the product information / safety data sheet.

Managers, employees and contractors must also be familiar with procedures and treatments to carry out should there be an accident whilst working with such chemicals. The Head Teacher, through the School Safety Officer, Subject Co-Ordinators, the Cleaner in Charge and the Grounds person, is responsible for ensuring that such information is made available to relevant staff and that correct procedures are followed at all times.

Please refer to the WCC Guidance, "The Handling, Storage and use of Hazardous Substances" and "The Handbook of Safety Information" 2.17 - 2.20; 4(52) - 4(56) and Section 10 (Chemicals in schools and COSHH regulations), which are available on edulink.

## **Defect reporting procedures**

When problems / defects arise, staff should report them to the School Safety Officer who will ask them to record the defect on the Problems / Defects Sheet. This is kept in the office of the School Safety Officer.

All defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed.

The School Safety Officer will ensure that the defect has been rectified and record the action taken and the date it was rectified.

The Head Teacher reports on Health and Safety issues each term at a governors' meeting. Recent defects are identified and outstanding works discussed.

## **Display screen equipment (DSE)**

All staff who are classed as DSE "Users" including teachers with laptops are trained in their safe use. This will be undertaken by all relevant staff, as part of their induction. Refresher training will be undertaken every 3 years.

DSE Self assessments for all DSE "Users" have been completed and will be reviewed at least every 3 years or sooner if changes to equipment or location occur.

The School Safety Officer will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

Office staff who regularly use DSE should also refer to the following:  
WCC Guidance – "Display Screen Equipment," "How to set up your Workstation" and "The Handbook of Safety Information" p 2.21 - 2.23.

## **Electricity at work**

All hardwired equipment is checked every 5 years via external competent contractor. The Head Teacher through the School Safety Officer is responsible for ensuring the hardwiring checks are carried out.

Electrical equipment is dispersed throughout the school. It is the responsibility of each individual member of staff to check each item before use. This check need only be a visual check and is covered as part of both Health and Safety and Fire Safety training.

It will be the responsibility of the Head Teacher to ensure that all portable electrical items, including stage lighting, held or used in the school are tested regularly by a competent and qualified person. Records of portable appliance testing are kept in the office of the School Safety Officer.

External agencies who hire the school buildings are responsible for ensuring that any portable electrical appliances are also tested on a regular basis and are safe to use.

PAT registers are kept in the office of the School Safety Officer.

Any defective items are removed or repaired using the procedures described above (Defect Reporting Procedures).

## Fire Precautions and Emergency Plans

An external contractor, undertakes and reviews the School's fire risk assessment when there are significant changes to the building, however one is completed by school annually.

Emergency plans, include bomb threats/explosion/floods/intruders/dogs in playground etc. are produced by the Head Teacher, as are procedures for dealing with the worst foreseeable contingency (attached to emergency plan).

Emergency evacuation drills, including staff with special responsibilities take place at least each half term so that all staff and children are aware of procedures, assembly points, etc. We aim to evacuate the building swiftly, quietly and in a well-organised manner. All staff are familiar with the procedures for evacuation during lesson time as well as at break-times and lunchtimes.

Notices detailing what to do in the event of a fire are displayed in every classroom. The Head Teacher will ensure that these are maintained. At least one fire drill per year will take place at play-time when the majority of staff are likely to be indoors.

The Head Teacher, through the School Safety Officer, is responsible for

- inspection and maintenance of fire exits/escape routes, etc,
- checking and updating the Fire Evacuation Notices,
- ensuring regular inspections and maintenance of fire extinguishers and for ensuring they are inspected by a competent person on an annual basis
- ensuring that appropriate training is given to staff and updated every 3 years, including the training and allocation of Fire Wardens
- calling the emergency services and co-ordinating the evacuation
- making checks on leaving the building
- ensuring that "Fire Safe" carryout the six-monthly inspections and maintenance of the fire alarm and emergency lighting systems
- ensuring that class teachers take registers, etc so as to account for all pupils / staff on site .
- ensuring all staff electronically sign in and out with their key fob.

The School Safety Officer:

- through the Grounds person / Cleaner in Charge, ensures that the fire alarms (weekly) and emergency lighting (monthly) are tested on a regular basis. He / she also gives the fire-fighting appliances a visual examination every month and co-ordinates their maintenance. Records are kept in a folder in the office of the School Safety Officer.
- liaises with other parties who may be affected e.g. hirers, and provides them with a copy of fire evacuation procedures, etc.

An annual inspection of all fire appliances is carried out by FireSafe and any recommendations they make are acted on immediately. The Head Teacher keeps a record of all inspections and repairs to the boilers and a record of all checks on the Fire appliances and Fire Alarms.

Please refer to Handbook of Safety Information, p. 2.39 - 2.44. All employees should be aware of and follow the guidelines laid down in the HoSI, pages 2.41 - 2.42, concerning the prevention of fire.

## **First Aid and Medication**

First aider details are saved on Staff Shared (Policies – Medical). Portable first aid boxes are also available for use outside and on Educational Visits. The remainder of the first aid equipment is kept in the Medical room. Medication is kept in the school office. Further detail can be found in the Supporting Pupils with Medical Conditions Policy.

The names of first aiders, qualifications held and date of renewal for training are stored centrally and monitored by the Headteacher and School Safety Officer. Refresher training is undertaken every 3 years and this is arranged by the Head Teacher through the Named Person for First Aid (See Appenix A). The Named Person for First Aid, is responsible for checking and re-stocking the first aid kits.

Gloves must be worn and adequate precautions taken when blood or other body fluids are involved. The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.

In the event of a serious accident, an ambulance could be summoned by any member of staff who was aware of what had happened. If necessary, (because the parent or legal guardian is not available) a member of staff who knew the child well would accompany a child to the hospital.

Please also refer to Handbook of Safety Information, p. 2.12 - 2.13

Where pupils are required to take medication whilst at school the staff responsible should refer to the Policy on the Administration of Medicines at School and the allergen and anaphylaxis policy. This includes the appropriate recording mechanisms in place for noting when a child has received medication.

## **Allergen and Anaphylaxis**

The school's Allergen and Anaphylaxis Policy will be implemented consistently to ensure the safety of those with allergies.

Parents will be required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff will also be required to provide the headteacher with a list of their allergies. Information regarding pupils' and staff members' allergies will be collated and stored securely.

Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

Further information relating to the school's policies and procedures addressing allergens and anaphylaxis can be found in the Allergen and Anaphylaxis Policy.

Please also refer to Handbook of Safety Information p. 2.63.

## **Health and Safety Advice**

When required, the school obtains competent health and safety advice from WCC School Health and Safety team.

### **Information dissemination procedure (Employees)**

Information and instructions on health and safety matters are available / given to teachers / non-teaching staff / pupils, governors and visitors as follows:

A copy of the Handbook of Safety Information will be kept along with the school's Safety Policy in the Staff Room. The HoSI will be kept up-to-date by the Head Teacher and the School Safety Officer who will also inform staff, at staff meetings which will be minuted, of any amendments or alterations that are made.

A copy of the School's Health and Safety Policy will also be kept on the School's network where it can be accessed by all staff.

All staff are asked to sign to state that they have read and understood the information.

Where relevant, each subject co-ordinator will keep available a copy of the specific Group Policies for their subject together with any other Health and Safety publications / information specific to their subject area. Any amendments or new information will be notified to department staff and such information will be circulated at the earliest possible opportunity after its receipt.

Any other pertinent documents, information or directions (e.g. DfE publications, etc.) will be distributed to appropriate departments or persons, if of a specific nature, by the Head Teacher.

Leaflets, etc relevant to the Health and Safety Policy will be filed alongside.

### **Information dissemination procedure (Pupils)**

It is the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information. This is done through PSHE lessons, assemblies and pastoral sessions in class. Where the curriculum requires resources to be used; for example, during a science investigation, the class teacher will ensure that all children are briefed on the equipment available and how to use them.

### **Information dissemination procedure (Visitors / contractors)**

The School Secretary or other administrative staff will inform visitors and contractors or, if necessary, direct them to the Head Teacher or School Safety Officer to be informed of any health and safety arrangements which may affect them during their visit (including any Asbestos on site).

Health and Safety information (eg regarding Fire Safety / evacuation procedures) is also disseminated on the back of our visitor badges and is displayed on notices around the school.

Governors - Health and safety is always on the agenda for meetings of the Governors' sub-committee for Property and is included in the Head Teacher's report for this meeting.

Trade unions - The Head Teacher or the School Safety Officer will ensure that the Union health and safety representative is informed of any new health and safety information.

### **Lettings/Shared use of premises/Extended Services**

The Head Teacher or the School Safety Officer will discuss and agree health and safety arrangements with anyone who hires the School premises.

The Governors have adopted the LA Lettings policy "Casual Lettings: the Hiring Out of School Facilities" Accommodation Resources Unit, 2002.

We keep a copy of all written lettings agreements, which are signed by the hirer. Hirers are provided with information about fire evacuation procedures and what they should do in the event of an emergency.

Proof of appropriate insurance cover is requested before lettings are agreed.

Security arrangements, where required, are overseen by the School Grounds person.

Emergency lighting is available in the event of a fire

The Governors and Head Teacher / School Safety Officer will ensure that:

- a) the means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Head Teacher knows of any hazard associated with the above, she/he should take action to make hirers aware of it.
- b) fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness
- c) hirers of the building are briefed about the location of the fire escape routes, fire alarms and fire fighting equipment. They are also asked to carry a mobile phone whilst in the building, in case of emergency. Notices regarding emergency procedures should be prominently displayed
- d) hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly
- e) arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

### **Lone working and Personal Safety**

Personal safety awareness information and safe working practices / rules for staff are provided in the School's Lone Working Policy for any staff who work alone.

## **Maintenance / Inspection of equipment**

All machinery and plant will be guarded, inspected and kept in good repair as laid down in the HoSI (pages 4(18) - 4(30), p221) or any future legislation, which may supersede this.

It is the responsibility of the appropriate Subject Co-ordinator, Grounds-person, Cleaner in Charge or Head Teacher, to ensure that such maintenance is carried out.

## **Manual handling**

Staff who may be required to undertake manual handling operations are offered manual handling training at appropriate intervals. The school will, as far as practicable, will reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury.

Staff are expected to undertake risk assessments before commencing tasks that involve manual handling. The capability and circumstances, e.g. age, of staff will be taken into account where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place.

If required, lifting aids (eg sack truck, wheel barrow, etc) are available to assist with such tasks

## **Monitoring Arrangements**

WCC Health and Safety school team and the School Safety Officer will carry out a health and safety inspection and complete a health and safety audit every 3 years. The Head Teacher and School Safety Officer will carry out an annual review of Health and Safety in readiness for the LA Inspection / Audit. The Head Teacher will implement, with the support of the Governors and staff of the school, the findings and recommendations of the Audit.

The governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures are implemented. The Head Teacher will analyse records of safety performance and trends on a regular basis and use this information to improve the safety record of the school.

The governing body recognises the importance of monitoring health and safety matters. Monitoring will be carried out as follows:

The Head Teacher will provide the governors with a termly health and safety report on notable accidents / incidents including

- results of internal or external health and safety inspections;
- maintenance reports;
- complaints, hazards and defects reports; and
- reviews of any procedures carried out by the Head Teacher / School Safety Officer
- actions taken to minimise future risk

To help this process, the governors and Head Teacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA,

inspectors of the health and safety executive (HSE), Trade Union health and safety representatives and any other bona fide health and safety officials.

The School's Health and Safety Policy will be reviewed annually in consultation with Subject Co-ordinators and any representatives of professional associations.

### **Offsite and Educational Visits**

All journeys and visits made from the school will comply with the directions laid down in the HoSI pages 2.28 - 2.33; 2.94 – 2.96; p5.6, and the publication "Off Site Visits, Field Studies and Outdoor Education Guidelines".

The Offsite Visit Manual is kept in the Head Teacher's Office as the Head Teacher is also the Educational Visits Co-ordinator (EVC).

Pre-site visits are required when planning school trips and risk assessments are also carried out prior to the visit by the Group Leaders. Risk assessments are kept in the Head Teacher's office.

Approval must be provided by the EVC and the Head Teacher also seeks governor approval for all trips that will take place during the year, including the Residential trip for Year 4.

Parental authorisation must be gained for each pupil before any trip that involves vehicle travel or that is more than ½ mile from the school.

Emergency arrangements, supervision requirements, First Aid Provision, etc are built into the risk assessment, as is the need for a 'plan B' if the activity cannot be carried out.

It is school policy that all trips organised off the school site should include insurance for pupils and staff. Thus, the school takes out annual school trip insurance to cover the children whilst they are off-site and attending educational visits.

Any adult who takes responsibility for a group, even a small one, on a trip must have completed Visit Leader training.

Staff should also refer to the School's Policy on Educational Visits.

### **Outdoor Play Equipment**

Regular checks for safety will be made of all play equipment and areas. Visual checks will be carried out on an informal basis by staff on duty at break and lunch times. Formal checks will be completed as part of our termly Safety Audit and a full inspection is also carried out annually by an external company.

Please also refer to Handbook of Safety Information, pp. 2.65 - 2.67

### **PE equipment**

PE equipment is inspected annually and any necessary alterations to equipment, working practices and / or procedures are implemented.

Pre-use visual checks are made by staff prior to using PE equipment.

Use of PE equipment is risk assessed by the Subject Co-ordinator for PE and these are kept in the PE cupboard.

The Subject Co-ordinator for PE attends PE updates regularly and cascades this down to staff, including regular refreshers for how to inspect and use the equipment.

Members of staff delivering the PE lesson also brief the children on safe working practices such as how to carry the gym mats.

Please also refer to the School's PE policy.

## **Personal Protective Equipment**

Where Personal Protective Equipment (goggles, gloves, overalls and other specialised protection) is required, it is the responsibility of the individual to ensure that they comply with current regulations. These will be provided free of charge for employees where it has been identified through risk assessment.

Where such clothing is required to be worn by pupils during a lesson or practical session, it is the responsibility of the member of staff responsible for that activity to ensure that pupils comply. All departments should have a statement in their departmental policy, which makes clear the requirements in this area for their department.

It is the responsibility of contractors working in the school to ensure that their employees are provided with and use the correct protective clothing where required. Please also refer to HoSI pages 4(8), 4.5, 206, 220, and 224.

## **Pond**

Unauthorised access to the pond is prevented by ensuring that external gates to the school are kept locked and ensuring that the gates to the forest school areas are also kept locked when such areas are not in use. Warning signs are also displayed.

When children are participating in activities in the forest school areas, the pond areas must be supervised by an adult at all times.

Children are also taught to keep back from the pond when in the forest school and to lie on their fronts when looking directly into the pond. Staff also ensure that children wash their hands immediately after any activities involving the pond.

Risk Assessments are completed by the supervising member of staff, prior to activities taking place in the forest school areas.

The Head Teacher and the School Safety Officer are responsible for ensuring that the pond is maintained appropriately.

## **Risk Assessments**

Risk assessments need to be undertaken for all activities which present significant foreseeable hazards. This is a specific requirement of Regulation 3 in "The management of health and safety at work regulations 1999."

The Governing body, through the Head Teacher and the School Safety Officer, are responsible for ensuring that risk assessments are undertaken. However, subject leaders, Teachers or Teaching Assistants could also be responsible for carrying out these risk assessments.

Risk assessments are also undertaken for new and expectant Mothers and for those who have health problems. Care plans may also be attached to such risk assessments.

Please refer to such arrangements through WCC Policy & Risk Assessment Guidance. All risk assessments are signed and dated by the responsible person.

They are reviewed annually, as a minimum, by those with specific responsibility for carrying them out and are kept in the Risk Assessment folder in the Head Teacher's office.

All risk assessments are shared with the relevant staff they affect.

All off-site visits are risk assessed as outlines in the educational visits section.

Risk assessments are carried out by all staff as laid down in the separate document "Whole School Risk Assessment."

## **Smoking**

The school is a non-smoking premises and no smoking will be permitted on the grounds. The school's Smoke-Free Policy will be read and understood by all staff. All staff, pupils, visitors and contractors will be made aware of the policy.

## **Sports pitches / playing fields**

The playing field is maintained by the appointed contractor, currently "Meadowfields."

Staff using the field will carry out visual inspections and ensure that any issues (eg animal fouling) are dealt with promptly, prior to use. This includes the use of the area during lunchtimes.

## **Staff Consultation / Trade Unions**

Please refer to general policy statement at beginning of Health and Safety policy.

Staff can raise issues of concern and make suggestions for health and safety improvements by speaking to any member of the School Safety committee or by raising such points at school Staff meetings.

The Head Teacher and the School Safety Officer will ensure that they inform and consult "in good time" with trade union health and safety representatives on:

- Introduction of any measures (work equipment, processes or organization), which may affect the health and safety of employees on site
- Risks to employees health and safety and preventative measures
- Planning and organising of health and safety training
- Introduction of new technology and health and safety consequences

Trade Union health and safety information is displayed along with safety representative information – in the staff room. The health and safety law poster is also situated in the staff room.

The School is entitled to two Safety Representatives, appointed by the professional associations. Such representatives should be registered in accordance with the procedure as laid down in the HoSI. Union Safety Representatives are entitled to inspect the school premises in accordance with the current practice agreed with the Local Authority. Such representatives are required to give reasonable notice to the School of any inspection of the School premises they intend to carry out.

### **Stress and Staff Wellbeing**

Any staff experiencing problems at work should discuss these with the Head Teacher or Deputy Head Teacher or another member of the Senior Leadership team.

The management will take appropriate steps to support that member of staff and help them to resolve their difficulties.

Individual stress risk assessments can also be carried out by referral to the Occupational Health Service. Through referral to Occupational Health Service, it may also be possible to obtain health advice, counselling etc for employees.

Expectant mothers are encouraged to speak to the Head Teacher as soon as possible. The staff room and the facilities provided therein are designed to help staff to relax and unwind.

Measures put in place by the school to support staff with their well being has been documented and is available through the staff shared area. Health and well being, including a mental health and wellbeing action plan, is lead by the senior mental health lead in school. In addition, the school has a number of trained mental health first aiders who are known to staff.

### **Swimming lessons (Public Pool)**

Please also refer to the Off Site Activities Manual.

Swimming lessons take place at The Bromsgrove Leisure Centre in Bromsgrove. An individual risk assessment, as per the school's educational visit procedure, is conducted and signed by the Educational Visit Co-Ordinator for each block of lessons.

Children are supervised by at least one teacher, two swimming instructors, at least two Teaching Assistants plus the lifeguards on duty at the pool.

All accompanying employees of the school, who take responsibility for groups, have received Visit Leader Training.

At least one member of staff who attends the School swimming sessions will have a first aid certificate.

Life saving equipment is available through The Leisure Centre.

### **Training and Development related to Health and Safety**

The Head Teacher and School Safety Officer, with advice from the LA / appropriate workforce guidelines and conditions of service, are responsible for establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, manual handling, work at height, etc) and for certain roles (e.g. premises manager, safety co-ordinator, head of department, site supervisor, etc).

The School Safety Officer is responsible for new staff inductions and briefings.

New members of staff will receive some training in health and safety as part of their induction to the school. This will include a copy of the School Health and Safety Policy and a general explanation. Subject Co-ordinators will give specific information and training as applicable to their subject areas.

Training in health and safety matters is arranged through the Head Teacher. Training needs are often first identified by Subject Co-ordinators. Where necessary, employees who have attended a particular course in health and safety may be required to pass on such training to other members of staff (Cascade Training).

Training records are kept in staff files and on the CPD data base.

The Head Teacher and School Safety Officer are responsible for ensuring that staff undertake refresher training at appropriate times and receive regular updates relating to health and safety.

### **Vehicles**

The Head Teacher and the School Safety Officer are responsible for management of vehicles on site.

There is appropriate separation of vehicles and pedestrians.

Vehicles requiring access to the playground at the rear of the school may only be moved when the playground is clear of pupils.

Where coaches are used for conveyance of School Pupils and Staff they will be sourced from LA approved operators.

Voluntary Drivers will be required to have Comprehensive and Business Insurance and suitable vehicles with seatbelts for each passenger and, where necessary, booster seats.

### **Violence to Staff / School Security**

Please also refer to the Handbook of Safety Information p 2.94 - 2.96 and the School's Lone working policy.

By 9.10am, all external gates to the school are locked. Access can then only be gained by the secure door, controlled by the School Secretary.

Visitors to the school are only allowed into the building once their business has been ascertained. If the visitor has occasion to move around the school, then a Visitor badge will be issued accordingly. All staff should politely ascertain the business of any strangers who are on the school premises without such identification and direct them to the office or the Head Teacher.

All fire exits which open from the inside by means of a push bar should normally be kept closed. Please also refer to the school policy on 'Visitors'.

Staff should report all incidents of verbal & physical violence to the Head Teacher.

### **Water Hygiene**

Please also refer to the WCC Legionnaires and Water Hygiene Policy.

The water hygiene log book is kept in the office of the School Safety Officer. The School Safety Officer, through the School Grounds person, is responsible for carrying out water hygiene sampling and for running off taps after a period where they have remained unused.

### **Work experience pupils and trainee teachers**

Occasionally students undertaking Work Experience or their Initial Teacher Training will be present in the school. They will be given instruction in the school's Health and Safety Policy by the School Safety Officer during their initial induction. When conducting work experience/placements, they will work under such supervision as is appropriate to their level of experience. In the case of trainee teachers, this will be outlined by the training provider. The class teacher they are placed with will be responsible for their supervision and will act as their mentor.

### **Working at Height**

Step ladders and kick steps are available within school and in the Grounds person's storage cupboards.

Before use, staff who wish to use them should inspect step-ladders to check that they are fit for purpose and only use them if they have been trained to do so.

Risk assessments should be completed before staff begin to work at height.

The Head Teacher and the School Safety Officer will ensure that staff are aware of previous risk assessments and the need to carry out this task.

Staff should only use steps and ladders if they are accompanied, if they are wearing appropriate clothing / footwear and if they have completed viewed the risk assessment. Pupils are not to use step ladders.

Responsible Person	Print Name	Signature	Date
Chair of Governors	Martin Evans		
Governor responsible for Health and Safety	Andy George		
Head Teacher	Matthew Mason		

Last Reviewed:  
Review Date: February 2027

This policy should be read in conjunction with the following:

Educational Visits Policy  
Lone Working Policy  
Visitors Policy (Including Lettings)  
First Aid Policy  
Supporting Children with Medical Conditions  
Administration of Medication  
Allergen and Anaphylaxis Policy  
Educational Visits and School Trips Policy  
Fire Evacuation Procedure  
Well being policy  
Legionella Health and Safety Policy

### **Appendices**

Appendix A      Named Responsible Individuals  
Appendix B      School Safety Committee  
Appendix C      Sources of Further Information  
Appendix D      Form for Non-Approved Contractors

## Appendix A

### Named Responsible Individuals

LA Health & Safety Advisor (Schools)	Mrs Christine Birch
Chair of Governors	Mr Martin Evans
Governor Responsible for Health & Safety	Mr Andy George
Head Teacher	Mr Matthew Mason
School Safety Officer	
Staff Safety Representative	Mr Daniel Bate
Subject Co-ordinators:	
Science	Mrs Louise Davis
Art & Design	Mrs Jo Camp
Design & Technology	Miss Rhiede Bennett
PE	Miss Sophie Law
Forest Schools	Mrs S Bennett
Caretaker	Mr Dave Oliver
School Secretary	Mrs Sharon Bridges
Cleaner in Charge	Provided by Astrum (Agency)
Cleaners	Provided by Astrum (Agency)

Named Person for First Aid                      Mrs Marianne Machin

For an updated list of First Aiders – See the attached sheet. The updated list is also saved in Staff – Policies – Medical – First Aiders

## **Appendix B**

### **School Health and Safety Committee**

Head Teacher	Mr Matthew Mason
School Secretary	Mrs Sharon Bridges
School Safety Officer	Mr Matt Mason
Staff Safety Representative	Mr Daniel Bate
Governor with responsibility for H and S	Mr Andy George
Cleaner in Charge/School Security Officer / Groundsperson	Mr David Oliver

## **Appendix C**

### **SOURCES OF FURTHER INFORMATION**

#### **From the Health and Safety Executive:**

All HSE books are obtainable from: HSE Books, PO Box 1999, Sudbury, Suffolk. CO10 6FS or from Dillons Bookstores. Free leaflets are available from HSE Books only.

1. Safety Policies in the Education Sector, 1994.  
ISBN 0 7176 0723 2      £5.00.
2. Managing Health and Safety in Schools, 1995.  
ISBN 0 7176 0770 4      £5.95.
3. The Responsibilities of School Governors for Health and Safety, 1992.  
ISBN 0 7176 0436 6      £3.50 (or £41.25 for 15 copies).
4. Management of Health and Safety at Work - Regulations and Approved code of Practice L21, 1992.  
ISBN 0 7176 0412 8      £5.00.
- 5.\* Five Steps to Risk Assessment IND(G)163L, 1994 (free leaflet).  
(Which presents a slightly different method for risk assessment).
6. Building Contracts undertaken on Education Premises: Strategies for the Health and Safety on Staff and Pupils, 1989.  
ISBN 0 11 885947 1      £2.25.
- 7.\* Getting to Grips with Manual Handling - IND(G)143I, 1993 (free leaflet). (A simple guide to safe lifting and carrying).

#### **From Worcestershire County Council:**

1. Handbook of Safety Information, 1998.
- 2.\* Booklet: Control of Infection in the Workplace, 1993.
- 3.\* Booklet: Display Screen Equipment - Code of Guiding Principles, 1992.
- 4.\* Leaflet: Display Screen Equipment - Information for Users, 1992.
- 5.\* Booklet: Local Management of Schools and Health and Safety - A guide for Governors, 1993.
6. Booklet: Off-site Visits, Field Studies and Outdoor Education Guidelines, 2001.

\* The Health and Safety Co-Ordinator has limited supplies of these leaflets.

#### **From the Department for Education and Employment:**

School Governors - A Guide to the Law - current edition May 2012 (DfE website)



