

Health and Safety Policy



Wayfield Primary School

Date Reviewed: September 2018
Review Date: September 2019

Statement of Intent

This policy statement is the local supplement to the Medway Council Health and Safety Policy Statement. Guidance is sought from the Medway Council Health and Safety in Schools Department.

The school's Governing body and Senior Management Team recognise and accept their responsibilities both under law and also under Medway Council delegated for local management of schools. As responsible employers and /or persons in the control of the premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The school is committed to ensuring that the risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed.

In the compliance with the Health and Safety at Work Act 1974, And Management of Health and Safety at Work Regulations act in 1999 this school's governing body will ensure so far as is reasonably practicable that:

The premises are maintained in a safe condition.

Safe access and egress from the premises is maintained.

All plant and equipment is safe to use.

Appropriate safe systems of work exist and are maintained including offsite visits sufficient information, instructions, training and supervision is available and provided.

Arrangements exist for the safe use, handling and storage of articles and substances at work.

A healthy working environment is maintained including adequate welfare facilities. In addition to the above commitment, the governing body also recognises its obligations to the non-employees. Where it is reasonably foreseeable that trainees, members of the public (including pupils), contractors, etc, are or may be affected by the school activities, the Governing body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider, which must set standards by example for its pupils, this commitment is seen as especially important. The governing body will endeavour within its allocated resources to set aside adequate finance for the policy statement to be properly implemented.

The governing body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to support the governing body's commitment to continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of the employees and others who use the premises.

Employees are reminded of their own duties:

To take reasonable care of their own safety and that of others who may be affected by their acts or omissions.

To co-operate with the Governing body and Senior Management so that they may fulfil their legal obligations.

No person may misuse or interfere with anything provided in the interest of Health and Safety or Welfare in pursuance of any of the relevant statutory provisions.

This policy statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

This policy statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's governing body.

Roger McDonald September 2018

(Chair of Governors)

Tim Williams September 2018

(Head teacher)

Organisation

Introduction

In order to achieve compliance with the governing body's statement of intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of the Policy.

The Duties of the Governing Body

In the discharge of its duty, the governing body, in consultation with the head teacher, will:

Make itself familiar with the Local Authority's corporate Safety Policy and the advice and guidance provided by the LA;

Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.

Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made.

Identify and evaluate all risks relating to;

- the premises
- school activities
- educational visits
- school-sponsored events

Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others;

Create and monitor the management structure to enable the implementation of the health and safety.

In particular the Governing Body undertakes to provide:

A safe place for staff and pupils to work including safe means of entry and exits;

Plant equipment and systems of work, which are safe;

Safe arrangements for the handling, storage and transport of articles and substances;

Safe and healthy working conditions, which take into account all appropriate

- statutory requirements
- codes of practice
- guidance

Supervision, training and instruction so that all governors, staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be given health and safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, the Governing Body will ensure that such training is provided. Pupils will receive information and as considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated.

The required safety and protective equipment and clothing together with information on its use;

Adequate welfare facilities.

So far as in reasonably practicable the Governing Body, through the Head teacher, will make arrangements for all staff, including temporary/ voluntary staff.

All other relevant health and safety matters;

The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

The Duties of the Headteacher

As well as general duties of all members of staff, the head teacher has responsibility for all the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, pupils, visitors and any other person using the premises or engaged in the activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the heads of departments, senior members of staff, teachers and others as appropriate.

The Head teacher is required to take all necessary and appropriate action to ensure that proper Health and Safety standards are maintained at all times.

In particular, the Head teacher will, on a day-to-day basis, be responsible for:

Ensuring at all times, the Health, Safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in the school sponsored activities.

Ensuring safe working practices and procedures throughout the school so that all risks are monitored.

Arrange systems of risk assessment to allow the prompt identification of potential hazards, and where appropriate ensure that the Governing Body and the LEA are made aware of the findings

Identify the training needs receive adequate and appropriate training and instruction in the health and safety matters

Ensure that any defects in the premises its plant, equipment or facilities, which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate with the risk

Collate accident and incident information and, when necessary, carry out accident, incident and near misses investigations and implement any remedial action to prevent reoccurrence.

Monitor the standards of health and safety throughout the school, including all school-based activities

Monitor the management structure, in consultation with the governors; consult with members of staff, including Safety Representatives, on health and safety issues; and encourage staff and others to promote health and safety.

The Duties of Supervisory Staff

In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the head teacher or the member of staff nominated by the head teacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

Supervisory staff includes: Head teacher, Deputy Head teacher, Site manager/Caretaker.

As part of their day-to-day responsibilities they will ensure that:

Safe methods of working exist and are implemented throughout their area of responsibility

Health and safety regulations, rules, procedures and codes of practice are being applied effectively.

Staff, pupils and others under their jurisdiction are instructed in safe working practices.

New employees working within there are given instructions in safe working practices; risk assessment is conducted in their area of responsibility as required by the Headteacher or as necessary.

All plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only.

Appropriate clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work.

Hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;

They monitor the standard of health and safety throughout the department in which they work and encourage the staff, pupils and others to achieve the highest practicable standards of health and safety.

All health and safety information is communicated to the relevant persons; and they report any health and safety concerns to the Headteacher.

Duties of the Class Teachers and Teaching Assistants

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

Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant codes of practice.

Give clear oral and written instructions and warning to pupils where necessary.

Follow safe working procedures personally.

Require the use of protective clothing and guards where necessary

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

Avoid introducing personal items of equipment into the school without prior authorisation.

Report all accidents, defects and dangerous occurrences to their Headteacher or the head of the department.

Duties of All Employees

Apart from any specific responsibilities, which may have been delegated to them, all employees must:

Act in the course of their employment with due care for the health, safety and welfare of themselves, other persons, and other employees.

Observe all instructions on health and safety issued by the LA, school or any other person delegated to be responsible for a relevant aspect of health and safety

Act in accordance with any specific Health and Safety training received.

Report all accidents in accordance with current procedure.

Co-operate with other people to enable them to carry out their Health and Safety responsibilities.

Inform their line manager of all potential hazards to Health and Safety in particular those, which are of a serious imminent danger.

Inform their Line Manager of any shortcomings they consider being in the school's Health and Safety arrangements

Exercise good standards of housekeeping and cleanliness.

Know and apply the procedure in respect of a fire, first aid and other emergencies.

Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the Health and Safety implications of such work or purchase are considered. Employee's delegated responsibilities as appropriate are re-assigned in their absence. The employee's immediate line manager must approve such re-assignments.

Duties of School Site Manager

To co-ordinate and manage the annual risk assessment process for the school;

To co-ordinate the annual general workplace monitoring inspections and performance monitoring.

To make provision for the inspection and maintenance of work equipment throughout the school;

To manage the keeping of records of all Health and Safety activities

To advise the Headteacher of situations or activities which are potentially hazardous to the Health and Safety of staff, pupils and visitors.

To ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school in general

Carrying out any other functions devolved by the Headteacher or Governing Body.

Duties of School Health and Safety Representatives

The Governing Body and Headteacher recognise the role of safety Representatives. Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within the directed time but, wherever practicable, outside teaching time. (Refer to Safety Representatives and Safety Committees Regulations 1977)

Duties of Pupils

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

Exercise personal responsibility for their Health and Safety of themselves and others around them.

Observe standards of dress consistent with safety and/or hygiene.

Observe all the Health and Safety rules of the school and in particular the instructions of staff given in an emergency.

Use and not wilfully misuse, neglect or interfere with facilities or equipment provided for their Health and Safety.

Duties of Visitors, Members of the Public and Volunteers

Visitors and members of the public are requested to co-operate with the Health and Safety arrangements put in place by the school to protect them when using the school premises or land.

Where volunteers are employed to undertake work on behalf of the school they will for all intents and purposes be regarded as employees. Line manager will therefore have responsibilities for undertaking. In particular thorough risk assessments and implementation of control measures, together with ensuring that the volunteers have received adequate information, instructions, training, and supervision for the tasks they will be undertaking.

ARRANGEMENTS

The following procedures and arrangements have been established within our school to minimise Health and Safety risks to an acceptable level.

Accident Reporting, Recording and Investigation

The school will report and investigate accidents, incidents and near misses and the school will adhere to the Medway procedure for the accident reporting and investigation

In line with the procedure, all staff will be encouraged to report accidents, incidents and near misses. The Site Manager will investigate such incidents and identify and implement means to prevent a reoccurrence.

Asbestos

To minimize risk from asbestos containing materials [ACM] on the school's premises, the school will maintain a safe and healthy environment by:

Complying with all regulations and Council policy concerning the control of asbestos.

Removing asbestos containing materials where the risk to building users is unacceptable, to have a named officer who will have responsibility for implementing the Asbestos Management Plan to monitor ACM on site and advise accordingly. The school Asbestos Management Plan [AMP] is located on the Health and Safety Notice board in the staffroom. Any planned work, demolition or drilling into ceiling, floors must be approved prior to work commencing.

All staff are advised that ACM within school is labelled, however they can get removed so always check the register in the Site Managers office before pinning, drilling or performing any activity likely to damage ceilings, skirting or floors.

Contractors

The school follows the guidance issued by Medway Council

Checking the competence of contractors and visiting workers

Examining the risk assessments as appropriate to check that contractors and others have correctly interpreted any site-specific conditions.

Having clearly identified personnel who are points of contact for contractors and visiting workers.

Having all significant and unusual hazards / risks on site clearly identified.

Exchanging information on hazards and risks.

Arrangements for monitoring and controlling works in progress. Key areas to focus attention are:

Segregation of traffic and pedestrians

Segregation of contractors and occupants of the school (where possible)

Safe systems of work to ensure that works undertaken within occupied areas of the premises are adequately controlled.

Implications on fire precautions due to possible increased risk and interference with fire alarms;

System and routes of evacuation

Safeguarding and welfare of students, staff and visitors. All contractors will receive site induction

Communication

The school recognises that it is crucial that issues relating to premises providing visitors with copies of appropriate hazards registers such as the asbestos register.

Telling visitors about hazards on site.

Asking visitors about the hazards and risks, which they are bringing on site.

Asking visitors about any possible interference with normal working practices.

Controlling access so that contractors know who may also be working on site.

Sign-off/safe completion certificates;

Ensuring completion of the Log Book by contractors and visiting persons (held by Site Manager)

Curriculum Safety

The school recognise that programmes of study require that children should be taught how to identify and reduce the risk in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.

Teachers will ensure that they are familiar with all risks, which might arise from the tools,

equipment, materials and processes they plan for the children to use. All guidance material will be reviewed where available.

All non-teaching assistants must be informed of the safety procedures and practices relating to any of the activities that they support.

Systems of work will be reviewed to assess the risk in all activities in order to determine:

Where close supervision is required.

Suitable group size;

Suitable for whole class participation;

Where particular skills need to be taught.

Personal protective equipment (PPE)

Levels of hygiene required.

Drugs & Medications

Parents have the prime responsibility for their child's health and should provide schools and settings with information about their child's medical condition. Parents and the child if appropriate should obtain details from their child's General Practitioner or paediatrician, if needed.

There is no legal requirement for school or setting staff to administer medicines. However, the school recognise that children with medical needs have the same rights of admission to a school or setting as other children.

The school has adopted the DCSF guidance Managing Medicines in Schools and Early Year Settings.

Electrical Installation/Equipment

Fixed electrical installations are tested 5 yearly by maintenance contractors as required by The Electricity at Work

Regulations. Following this check, a certificate is issued to confirm the electrical safety of the premises, the logbook is held in

The Site Managers office. Portable electrical equipment is visually checked by staff prior to its usage and all defects/damage reported. Equipment will be taken out of service until it is repaired. Each year all equipment will be tested by a competent

person and the log left in the Site Managers office.

Fire Precautions & Procedures

The guidance Fire Safety Risk Assessment – Educational Premises issued by the department of communities and Local Government has been adopted.

The site officer has responsibility for the implementation of the fire management plan by detailing and significant findings from the risk assessment and any action taken testing and checking of escape routes including final exit locking mechanisms such as panic devices, emergency exit devices and any electromagnetic devices

Testing of fire warning systems, including weekly alarm testing and periodic maintenance by competent person

Recording of false alarms

Testing and maintenance of emergency lighting systems

Testing and maintenance of fire extinguishers hose reels and fire blankets

Testing and maintenance of other fire safety equipment such as fire-suppression and smoke control systems

Recording and training of relevant people and fire evacuation drills

Planning, organisation policy and implementation, monitoring, audit and review maintenance and audit of any systems that are provided to help the fire and rescue service the arrangements in a large multi-occupied building for a co-ordinated emergency plan or overall control of the actions you or your staff should take if there is a fire

All alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors.

First Aid

The school will follow the statutory requirements for the first aid and provide suitably training first aid staff.

The guidance issued by the DCSF on First Aid for School has been adopted by the school

Glass and Glazing

All glass in doors and side panels to be safety glass. All replacement glass to be safety standard. Though continual assessment of the premises where there is low standard glass the glass will be covered in plastic film will be undertaken. A glazing inspection will be conducted annually with any remedial work be undertaken and the risk assessment reviewed accordingly.

Hazardous Substances

Medway council Procedures for the Control of Substances Hazardous to Health (COSHH) has been adopted in respect of managing hazardous substances. Where hazardous substances are used and line managers themselves or a designated employee will undertake a Control Of substances Hazardous to health (COSHH) risk assessment and adopt a hierarchy of control measures seeking to eliminate or substitute risk first and foremost. Under no circumstances should staff purchase or bring onto site chemicals/ cleaning products without authorization

Health and Safety Advice

Health and safety advice is obtained from Site Manager or Medway council Health and Safety Team.

Handling and lifting

Any activities that involve significant manual handling tasks shall be risk assessed and where appropriate training provided for staff.

Managers are responsible for assessing the appropriate approach to handling tasks and may seek professional advice from Site Manager or Medway council Health and safety team.

Maintenance/ inspection of Equipment

Guidance issued by Medway council on servicing, testing, or inspecting is followed and records kept.

Personal Protective Equipment (PPE)

Line managers will assess on the basis of risk assessment and COSHH assessments the need for PPE.

Where it is assessed that PPE is required it shall be appropriately selected and provided. Equipment can be replaced as and when is necessary.

Staff are responsible for ensuring that they use PPE where it is provided.

Risk assessments

The Risk Assessment procedure as defined by Medway council should be followed as guidance to the risk assessment process. Risk Assessment is the responsibility of the schools management at a variety of levels. Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken and recorded for significant activities.

Risks could be assessed in a manner that ranks them by severity/probability for prioritisation and control measure identified and put in place that are proportional to the level of risk. The outcome of the risk assessments should be recorded and communicated to those affected and maintained on records of the establishment or service area. Risk Assessments should be reviewed periodically or where there is a change in circumstances.

Safety Signage

This refers to a specific object activity or situation providing information or instruction about Health and Safety at work by means of a signboard. E.g. No smoking sign and keep clear fire exit sign. These are monitored throughout the year and altered if there is a change of circumstance.

School Trips/ Off-Site Activities

See the separate School Educational Visits Policy pertaining to EVOLVE.

Full guidance is obtained from the Medway Council Educational Visits:

School Transport

Employees who are required to use their private vehicles for official business are personally responsible ensuring that the driver has a valid licence and appropriate insurance and that the vehicle is road worthy and fitted with suitable seat belt for each passenger. Some journeys will be covered under the schools insurance you would need to check this with the Trust Business Manager.

Drivers of hired vehicles must hold current and valid drivers licence and all drivers must have completed the minibus driver training scheme and have qualified for and hold a valid council minibus permit.

Staff Health and Safety Training and Development

Line managers within the school will undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety will ensure that appropriate training is delivered and training records held centrally. This training needs analysis will be reviewed on an annual basis or on the introduction of a new legislation.

Where new jobs or tasks come on stream or where there are changes in health and safety legislation training and competency issues line managers will be addressed as matters of priority.

Smoking

All Medway owned property is no smoking.

Staff well-being/ Stress

Managers will include workplace stress as part of the risk assessment process identifying areas of concern so far is reasonably practicable.

Where workplace stress arises, managers will deal with the issue in a sensitive and constructive manner using all available means within Medway Council to manage and assist staff, utilising the staff-counselling scheme.

Use of VDUs/ Display screens

The majority of staff within the school are not considered to be DSE users. The school will adhere to Medway Councils Policy for working with display screen equipment (DSE) guidelines and procedures.

All employees who are classified as users of display screen equipment will have an assessment made of their workstations and may be entitled to a regular eye test subject to the findings of the risk assessment. A user is defined as someone who spends at least 2 hours continuous time of their working day using DSE.

Violence to Staff/ School Security

Risks to personal security, premises and property will be assessed through the risk assessment process. Security in the school is the responsibility of the Headteacher and governing body will liaise with their local Crime Prevention Officer.

Managers are responsible for assessing the risks of violence to staff.

Where violence is identified as significant risk line managers will ensure that appropriate control measures are put in place.

Staff must report incidents of violence and aggression in the same manner as accidents.

Water Management

A competent company will be appointed to carry out a comprehensive water risk assessment. Water monitoring will be conducted in accordance with Approved Code of Practice L8 by both the contractor and site team. All records and logbook are located in the site office.

Working at Height

Line managers will ensure that working at height is risk assessed in accordance with HSE and that appropriate control measures are put into place to mitigate those risks. Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed and provide for their safety. All staff that work at height including working on display boards that involves not being able to stand on the ground to do so will undertake the necessary training.

Work Experience

Work experience co-ordinator will ensure that the working practices outlined Work-related Learning and the Law guidance for schools and school-business link practitioners and Work experience is followed at all times. The Site Manager must be notified of any persons being engaged in work experience on site.

Workplace Inspections and Premises Risks

Line managers responsible for phases to undertake workplace inspections every term.

The site manager will ensure that hazards associated with premises are monitored and controlled. Holding copy of the asbestos register on site is an example of significant property risk that is being controlled.