



Health and Safety Policy

Introduction

The employer has the ultimate responsibility for pupil health and safety both on site and during off-site visits. The main legislation affecting schools are the Health and Safety at Work Regulations 1974 and the Management of Health and Safety at Work Regulations 1999. Useful guidance can be found in the DFE advice on legal duties and powers for health and safety which was revised in June 2013.

Under the same Acts, it is also the duty of the school as an employer to take reasonable steps to ensure that staff are not exposed to risks in their health and safety interests. Where the school is the employer, the local authority (LA) has no responsibility for and no power to intervene in pupil health and safety matters; the governing body must therefore make sure that the school has a health and safety policy.

Section 1: General Statement of Health and Safety Policy

The following statement sets out the health and safety objectives of Heaton St Barnabas CE Primary School with the aim of ensuring best practice in the management of health and safety.

Heaton St Barnabas CE Primary School:

- Will take all reasonable steps to provide safe and healthy conditions for pupils, employees and others who may be affected by its activities.
- Will take steps to ensure compliance with all relevant health and safety legislation.
- Accepts its responsibilities as an employer and will provide adequate resources to implement this policy including access to support from health and safety competent persons. Where necessary external specialist advice and assistance will be obtained.
- Accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively.
- Expects all employees and pupils to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others.
- Is committed to providing the necessary information, instruction and training to all employees and pupils where applicable.
- Acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively.
- Is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the Policy in light of new legislation and other changing circumstances.



Section 2: Organisation and Responsibilities

Responsibilities for implementing and reviewing the school's Health and Safety Policy are detailed below:

1.0 The Governing Body

The Governing Body of a Voluntary Aided School has the responsibility for producing the School's Health and Safety Policy and ensuring that arrangements are in place for the school to implement it.

2.0 Management Structure

2.1 The Governing Body is responsible for strategic health and safety planning and for periodic review of health and safety performance.

2.2 The Headteacher is responsible to the Governing Body for ensuring the full implementation of the school's Health and Safety Policy.

2.3 Members of the School Management Team are responsible for ensuring that the requirements of this policy and all other legislative requirements are managed under the normal method of delegated powers and by establishing a system of appraisal of management performance against agreed health and safety performance indicators.

2.4 The Business Manager has responsibility as the 'competent person' for advising the Headteacher and other Senior Managers in the discharge of their responsibilities under the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other health and safety legislation, and for liaising with enforcement officers such as HM Inspectors of the Health and Safety Executive and West Yorkshire Fire and Civil Defence Fire Officers. The Business Manager may be aided in this task by the Site Manager.

2.5 Leaders, Subject leaders and teachers are responsible for ensuring that the requirements of this policy and legal requirements specific to their sphere of activity are implemented and monitored.

Section 3: Implementation

3.1 The Governing Body, Headteacher, Senior Management Team and Business Manager will implement the school's Health and Safety Policy by:

- Ensuring adequate resources, both personnel and financial, are allocated to secure implementation of the policy.
- Planning, organising and implementing arrangements to eliminate or control significant risks and to comply with relevant statutory provisions.



- Determining and documenting procedures, operational instructions, guidelines and codes of practice to implement the school's Health and Safety Policy.
- Ensuring that their responsible managers and employees are capable, through recruitment, training or otherwise, to carry out their duties for health, safety and welfare.
- Setting health and safety performance standards to ensure effective management within their areas of control.
- Ensuring that all potentially significant hazards are identified, significant findings of assessments are recorded, groups exposed to risks are identified and the actions taken to protect the health and safety of these groups are recorded.
- Ensuring that all employees are familiar with, and comply with, the requirements of the school's Health and Safety Policy and that all new employees are inducted into the requirements of the Health and Safety Policy and any school and departmental guidelines and instructions.
- Ensuring that contractors and sub-contractors have effective arrangements for health, safety and welfare.
- Establishing systems for monitoring all arrangements to ensure that they are working effectively.
- Reviewing information from monitoring systems to ensure continued and effective compliance with performance standards.
- Reporting annually to the Governing Body on health and safety issues within the school.
- Appointing a named governor for Health and Safety

3.2 Key Stage leaders, subject leaders and teachers will ensure that:

- Any health and safety matters that they cannot deal with directly are brought to the attention of the Headteacher and Senior Management Team.
- Significant hazards within their area of work and/or responsibility are identified and suitable risk assessments undertaken, which will include general workplace risks, substance risks, equipment risks etc.
- Safety measures and controls identified by risk assessments are implemented.
- Employees and pupils are provided with suitable and sufficient information, instruction and training to enable compliance with this policy and legal standards.
- Equipment and substances are suitable for the purpose they are used.



3.3 Employees

All employees are responsible for:

- Complying with the school's Health and Safety Policy.
- Taking reasonable care of their own health and safety and that of others affected by their acts or omissions.
- Co-operating with their managers in complying with relevant statutory provisions.
- Using all work equipment and substances in accordance with the instruction and training received.
- Not intentionally misusing anything provided in the interests of health, safety and welfare.
- Following all prescribed safe working practices and not working while unfit to do so.
- Reporting to their supervisor or manager any health and safety problem they cannot deal with themselves or any shortcoming they find in the health, safety and welfare arrangements.

3.4 Pupils

All pupils will be responsible for:

- Complying with school rules and procedures.
- Taking reasonable care of themselves and others.
- Co-operating with their teachers and other school staff.
- Using equipment and substances in the manner in which they are instructed.
- Not misusing anything provided for the purposes of health and safety.
- Reporting anything they believe to be hazardous or dangerous to their Teacher / Headteacher / other adult.

3.5 Consultation

There will be full consultation with representatives elected by the Trade Unions recognised by the school and the LA, regarding the establishment and implementation of all of the school's health,



safety and welfare arrangements in accordance with consultation arrangements to be agreed. Wherever possible this may extend to include pupil representation. Representatives of trade unions carry out regular visits to monitor health and safety arrangements on behalf of the LA.

Section 4: Audit and Review

The principal means used for reviewing the school's Health and Safety Policy will be:

- Half termly monitoring of general compliance with health and safety procedures (Business Manager /Premises Manager
- Access for representatives of Trade unions when requested
- Regular reports to the Governing Body covering the management of health and safety within the school (Termly HT report to governors).
- Regular evaluation and review to ensure that new legislation or other changing circumstances are incorporated within the Health and Safety Policy and that the Policy remains effective.

Section 5: Standards affecting the whole school

The general arrangements and standards required to implement the school's Health and Safety Policy are outlined below:

Accident reporting and Investigation:

Accidents will be recorded and reported in accordance with the procedure outlined in guidance documents. Accidents should be investigated as soon as possible after occurrence. Investigation provides reactive monitoring data.

Asbestos:

A record of asbestos on the school site is kept in the Asbestos register (sited in the Site Manager's office). Any part of the building fabric containing asbestos must not be worked upon until the asbestos within it has been made safe, either by removal or enclosure. Any work undertaken that releases asbestos fibres into the air will place everyone in the premises at significant risk of contracting asbestos related disease.



Building work contracts:

Serious injuries can occur where building work is undertaken. The school needs to ensure that building contractors do not place pupils, staff, visitors or themselves at risk from their activities. The Business Manager and Site Manager will liaise with contractors to try to ensure that a safe programme of works is adhered to.

Consultation with employees:

Employers have a legal duty to consult with all members of staff in respect to health and safety issues. The school will endeavour to ensure that all staff are consulted on any health and safety issue that affects them. This may be achieved by including health and safety as an agenda item on all staff team meetings.

Contractors:

Any contractor working on the school site has to be managed to ensure that they do not import any risks into school without ensuring that suitable precautions are in place and that staff and pupils are informed if they will be affected. Similarly the school must ensure that contractors are not placed at risk from any school activities.

Display Screen Equipment:

Wherever a member of staff uses a computer workstation for a large part of their working day, an assessment must be carried out to ensure that the person is not likely to be placed at risk from using the equipment.

Educational Visits:

All educational visit must be risk assessed prior to the visit. Visits must be planned and well managed; staff leading visits must be competent to lead the visit. See Separate policy for educational visits

Electrical appliances:

The school must manage the use and testing of electrical appliances. All electrical appliances in use at the school are tested annually. Only new items (less than 12 months old) will be allowed to be used in the school without a current test certification.

Emergency Evacuation and Planning:

Systems have been documented and communicated to ensure that all occupants of the premises can be evacuated in an emergency. Different systems may be required depending upon the cause of the evacuation – e.g. fire and bomb evacuations.



The school also has a plan for emergencies which involves a reciprocal agreement with the neighbouring high school. See *Emergency plan*

The school also has a plan for emergencies which may occur during an educational visit,.

First-aid:

The school ensures that first-aid is available to all staff. Provision of first-aid to pupils is part of the common law duty of 'in loco parentis'.

Fire Safety:

The school carries out fire risk assessments. Procedures are also in place to ensure that alarm systems, fire-fighting equipment, emergency lighting, etc, is regularly tested and maintained in a good condition.

Gas Electric and Water services:

Gas, electricity and water services are maintained in a safe condition. Gas services and appliances are regularly inspected and tested by a Gas Safe registered gas engineer; mains electricity is inspected and tested at least once every five years; water services are also maintained in a condition that does not give rise to risk.

Glazing:

An assessments has been undertaken to ensure that any glass that is likely to cause injury if it is broken has been either replaced or made safe. Any broken glazing will be made as safe as possible and then replaced as soon as possible with the appropriate glass.

Health and Safety in Design and Technology:

Risk assessments, if needed should be implemented within Design and Technology lessons to ensure that risks from products, equipment and processes are reduced.

Health and Safety in Science:

Risk assessments, if needed should be implemented within Science lessons to ensure that risks from products, equipment and processes are reduced..

Jewellery and other Personal Effects:

The school has issued guidance on the type of jewellery and other personal effects that pupils can wear whilst at school as certain items can place children at risk of injury.



Liquefied Petroleum Gas and other temporary heating:

If the school requires supplementary / temporary LPG or electric heating, specific safety criteria may need to be addressed prior to its introduction.

Lifting Equipment:

Any equipment used for lifting objects or people is maintained in a good condition. The frequency for inspection and testing is accordance with legal requirements outlined in the Lifting Operations and Lifting Equipment Regulations (LOLER). The hoist in the hygiene room will require servicing 2 x per annum.

Lone & Isolated Working: See separate policy

Manual Handling:

Activities involving manual handling that may cause injury must be assessed to determine the most effective way to reduce the likelihood that injury will occur and to identify any equipment or change in procedures that should be implemented to reduce risk.

Medication: See policy for administration of Medicines/Medical needs

Monitoring Processes:

The school, in common with any other workplace, needs to monitor the provision of health and safety within the workplace. This will be achieved by undertaking regular inspections of the premises, investigation and analysis of accidents and the audit of systems and procedures.

New and Expectant Mothers:

Specific assessments will need to be carried out wherever a new or expectant mother is at work. The assessments should take into consideration any condition of the work that could adversely affect the mother and/or unborn child.

Occupational Health:

The most important asset to any organisation is its staff. The school has a well-being policy to ensuring that proactive and reactive strategies are in place in respect to maintaining and promoting good health amongst staff.



Personal Protective Equipment:

The use of Personal Protective Equipment (PPE) must only be considered as a last resort after every other possibility to reduce risk has been examined, as a temporary measure until further improvements can be made, and where it is not possible to provide any other means to reduce risk – e.g. for some cleaning tasks. PPE has to be carefully selected, with consultation on the type to be used being undertaken with the people who will be required to use it. It must be suitable for the task and be maintained in a safe condition.

Play Areas:

Any play area, and the equipment installed within the area, provided for pupil use must be designed, installed and monitored in accordance with national standards.

Purchase of equipment:

Equipment must be purchased from reputable suppliers and should conform to any relevant national standards and, where applicable, meet minimum health and safety requirements.

Risk Assessment:

Any work related activity that may place any person that may be affected by it at risk of injury or ill health should be assessed. The risk assessment should identify the likelihood that harm will occur and the most likely severity of that harm. Measures to reduce the risk can then be identified and put in place.

Specific legislation outlines assessments that need to be made for particular types of activity – such as manual handling, use of display screen equipment, noise, hazardous substances, etc. A general risk assessment will identify where such other assessments are required. Once suitable means for reducing risk have been identified those measures need to be implemented.

Assessments should be reviewed on a regular basis and at least every year or whenever there is a significant change to the activity or people likely to be affected by it.

Safe use of Ladders or Steps:

Injuries received from the incorrect use of ladders or steps can be severe. Caution should be taken when using ladders or steps. Staff and children should not use chairs, cupboards, etc, when trying to reach a height.

Safe Practice in Physical Education:

Specific procedures are taught and implemented within Physical Education lessons to reduce risks from equipment and activities to a minimum.



Security and Personal Safety:

The safety and well-being of staff and pupils within the school can be affected by security and personal safety issues. The school will ensure that appropriate measures are implemented to reduce the likelihood that staff and pupils may be affected by intruders, vandals and arsonists. See emergency lock down plan.

School Premises safety:

Linking with monitoring processes, a proactive measure that can be taken to reduce the likelihood of accidents occurring is to undertake regular inspections of the premises.

Stage Equipment:

Specific requirements need to be addressed to ensure that the staging and any equipment used on and around the staging is maintained in a safe condition. The number of children on stage at any one time and their proximity to the edges of the stage must be managed carefully.

Stress:

An increasing issue within all workplaces is the subject of stress. Stress can affect different people in different ways. The causes of stress can vary greatly. Staff need to be able to identify signs of stress and to take early preventive action to deal with the things causing them stress and to enable them to cope with whatever issues are affecting them. Managers need to be able to identify possible causes and to take action to reduce the likelihood that staff will become stressed. Suitable measures must also be in place to enable anyone suffering from stress related symptoms to receive appropriate help and assistance.

Substances:

Substances that are used that may cause harm to anyone exposed to them must be assessed and have measures taken to reduce the risks presented. Substances can be hazardous to health, such as solvent vapours, cleaning products, etc and can also have physical characteristics that could cause harm and injury, such as a flammable liquid, dust, etc. Personal Protective Equipment may need to be issued, and used, if a substance has potential to cause harm.

Swimming Pool Safety:

Provision for swimming is accessed at a nearby High School. Staff and children from this school are regularly briefed on safety issues and evacuation procedures at this facility.

Training Records:

The school maintains records of all training staff have received.. Risk assessments are used to help identify training needs.



Working at Heights:

Any work undertaken that involves working at heights must have suitable risk control measures in place. Working at heights will include working with ladders & steps, as well as other instances, such as being near to the edge of a stage, flat roof, etc or even the removal of a drain cover.

Work Equipment:

Any equipment used at work must be suitable for the purpose for which it will be used and only used for the purpose for which it has been designed. Equipment should be maintained in a safe condition and taken out of use if it becomes defective. People using equipment should be provided with training that is commensurate with the equipment being used.

Work Related Violence:

School staff can be subject to incidents of violence from members of the public as well as colleagues and pupils. An incident will be violent if the victim perceives it to have been, and can range from verbal insults and verbal abuse to threats with a weapon and physical assault. In addition to the measures that can form part of a school's security and personal safety assessment, measures should be available to help reduce continued acts of a violent nature.

Workplace Health, Safety & Welfare:

Regulations outline the minimum standards that all workplaces should comply with to ensure the health, safety and welfare of staff. Schools are subject to additional Schools Premises Regulations that go further than the Regulations that affect other workplaces for certain issues, such as indoor temperature. Some parts of the Health, Safety and Welfare Regulations are also not applicable to school classrooms, such as the requirements for minimum working space. The majority of the Regulations do, however, apply, and are concerned with health issues such as having suitable and sufficient lighting, waste removal and adequate ventilation; safety issues such as prevention of falls from height, management of traffic in and around the premises, provision of adequate flooring and safety of doors and gates; welfare issues such as the provision of a rest area for pregnant women and nursing mothers, suitable facilities for changing clothing if required, provision of suitable drinking water and provision of suitable toilet facilities.