

A Policy Statement for Health and Safety

Campton Lower School



Approved by:	Nicky Fletcher
Signed:	
Date approved:	23 rd November 2017
Next review due by:	23 rd November 2018

STATEMENT OF INTENT

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a) Preventing accidents and work related ill health.
- b) Compliance with statutory requirements as a minimum.
- c) Assessing and controlling risks from curriculum and non-curriculum work activities.
- d) Providing a safe and healthy working and learning environment.
- e) Ensuring safe working methods and providing safe working equipment.
- f) Providing effective information, instruction and training.
- g) Consulting with employees and their representatives on health and safety matters.
- h) Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i) Setting targets and objectives to develop a culture of continuous improvement.
- j) Ensuring adequate welfare facilities exist throughout the school.
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Trade Union Safety Representatives play a valuable role and the Governing Body recognises the mutual benefits that will arise from supporting their work.

A Health and Safety Management System is in place to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

Name _____ **Signature** _____ **Date:** _____

(Chair of Governors)

Introduction

In order to achieve compliance with the Governing Body's Statement of Intent the school's leadership and site agent will have additional responsibilities assigned to them as detailed in this part of the Policy.

The Governing Body

The Governing Body has the responsibility to ensure that:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds and resources are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.
- h) The Governor with specific responsibility for Health and Safety is Mr Phil Armstrong.

The Head Teacher

The Head Teacher supports the Governing Body by ensuring that:

This Policy is communicated adequately to all relevant persons.

- a) Appropriate information on significant risks is given to visitors and contractors
- b) Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- c) All staff are provided with adequate information, instruction and training on health and safety issues.
- d) Risk assessments of the premises and working practices are undertaken.
- e) Safe systems of work are in place as identified from risk assessments.
- f) Ensure appropriate health and safety notices displayed as identified.
- g) Emergency procedures are in place.
- h) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- i) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents etc.
- j) Arrangements are in place to monitor premises and performance.
- k) Accidents are investigated and any remedial actions required are taken or requested.
- l) A report to the Governing Body on the health and safety performance of the school is completed annually.

The school health and safety co-ordinator is the Head Teacher

She is responsible for:

- a) Co-ordinating and managing the risk assessment process for the school.
- b) Co-ordinating the termly general workplace monitoring inspections with the site agent.
- c) Making provision for the inspection and maintenance of work equipment throughout the school.
- d) Keeping records of all health and safety activities.
- e) Advising the Governing Body of situations or activities, which are potentially hazardous to the health, and safety of staff, pupils and visitors.
- f) Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- g) Carrying out any other functions devolved to her by the Governing Body.
- h) Unsafe conditions being reported and dealt with to agreed timescales.

Teaching/non-teaching staff holding posts/positions of special responsibility

All staff are responsible for health and safety; they must:

- a) Apply the school's Health and Safety Policy to their area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible.
- c) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- d) Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Head Teacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Ensure all accidents are investigated appropriately.
- h) Report any health and safety issues during staff meetings.

Special obligations of class teachers

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Head Teacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- h) Report all accidents, defects and dangerous occurrences to the Head Teacher

School health and safety representatives

The Governing Body and Head Teacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Head Teacher or Governing Body.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety

Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

Obligations of all employees

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

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) 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.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f) Inform the Head Teacher of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- g) Inform the Head Teacher of any shortcomings they identify in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- j) 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 purchases are considered. Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the Head Teacher

Pupils

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

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Procedures and Arrangements

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

Accident Reporting, Recording and Investigation

All staff are required to ensure that all accidents, incidents and near misses are reported to the School Office. Accidents, incidents and near misses recorded on the Central Bedfordshire report form are submitted online to www.assessnet.co.uk. Any accident reports or health and safety issues are reported within the Headteacher's report for governors.

Asbestos

Mr Quince is responsible for the CBC Asbestos Log Book located in the school office. He ensures that contractors have sight of and complete the log book prior to starting any work on the premises.

Staff are requested not to drill or affix anything to the walls, ceilings etc, without first obtaining approval from the Head Teacher and checking the manual in relation to reporting damage to asbestos materials.

Behaviour Management/Bullying

Behaviour and Anti-Bullying policies are in place.

Catering

School meals are provided by Caterlink.

Caretaking and Cleaning

The responsibility for Health and Safety is laid down in the Site Agents job description. Training is provided to allow him to carry out his duties. There are clear, timed cleaning duties in place.

Contractors

Contractors are selected using the Central Beds procurement procedure arrangements and recommendation from other schools. The school requests a health and safety policy from such companies in addition to agreeing safe working practices.

Curriculum Safety (including out of school learning activities)

Risk assessments are completed for all schoolwork activities and any staff qualification requirements are recorded, including specific requirements for PE, e.g. coaching from Sport Support.

Display Screen Equipment

The school takes steps to minimise any problems providing workstations (screens, keyboards, chairs etc.) which are fully adjustable and which provide sufficient space to allow staff to change position. Where possible, staff organise work activities and schedules, to allow those who use DSE for prolonged periods to move away from the screen frequently.

The school provides a healthy office environment with levels of ventilation and relative humidity that are comfortable and in which noise levels are minimised.

Vouchers towards an eye examination and eyesight test at regular intervals for DSE users are available. Staff are not required to pay for spectacles if special ones are needed for this type of work and normal glasses cannot be used.

Educational Visits and Journeys

The member of staff with overall responsibility for Educational Visits and Journeys is the Head Teacher. All risk assessments are submitted by Miss Davenport, via EVOLVE, to Central Bedfordshire for approval. Parental permission is always obtained using an indemnity form. First aid and medication provision is taken as needed.

Electrical Equipment

All electrical equipment (fixed and portable) is tested annually and records are kept in the school office. Personal electrical equipment is not brought into school by staff and pupils unless this is authorised by the Head Teacher. Defective electrical equipment must be reported to the Head Teacher.

Fire Precautions and Emergency Procedures

The Head Teacher is responsible for the arrangements for reviewing the fire risk assessment. Some of these arrangements are delegated to the Site Agent, such as weekly testing of the fire alarm, monthly checking of the emergency lighting and fire extinguishers. The Head Teacher is currently responsible for termly fire drills. Emergency procedures are displayed in each classroom.

Fire Assessment inspections and Conditions surveys are carried out each year

First Aid

There are currently 2 members of staff who have completed 'First Aid at Work' training, 3 members of staff who have completed 'Paediatric' first aid training, 3 members of staff who have completed 'Emergency 1st Aid at Work' training and 10 members of staff who have completed School's First Aid. The First Aid box is located in the community room kitchen and Mrs. Bright is responsible for checking and restocking this. An appropriate staff member preferably a member of the office or Head teacher where possible is responsible for summoning an ambulance, if one should be needed and also accompanying the children to hospital if a parent is unable to attend.

Grounds Maintenance

This is carried out by Fair Grounds and supervised by the Head Teacher and Office Manager.

Hazardous Substance

This is recorded on data sheets by the company who supply the substances which is currently Herts Supply and monitored by the Site Agents. Protective equipment is available if necessary.

Inclusion

Inclusion in the school is explained in full in the SEND and Equality policies. The SENCO is Miss Sarah Fraher. All staff are suitably informed and trained to be able to support SEN pupils safely.

Lettings/shared use of premises/use of Premises outside School Hours

The school has a letting policy, which states the procedure, and arrangements for the use of the school hall out of school hours. The fire and emergency arrangements are clearly displayed. The user is responsible for providing their own insurance, which must cover public liability.

Lone Working

Lone workers should not be put at more risk than other employees. In order to achieve this; extra risk control measures may be necessary, through a specific Risk Assessment.

Managing Medicines & Drugs

All school procedures are described in the Managing Medicine policy.

Maintenance and Inspection of Equipment

This is detailed in the Site Agents' job description.

Manual Handling and Lifting

Staff are encouraged to follow the guidelines in the HSE Getting to Grips with Manual Handling

PE Equipment

Internal PE apparatus is checked by SportsafeUK each year and any faults are repaired as required.

PPE

Staff are asked to follow the guidelines in the publication Personal Protective Equipment at Work Regulations 1992

Risk Assessment

These are monitored by the Head Teacher and the governors but are the responsibility of all the staff. Risk assessments are checked regularly by the Head teacher.

Security/Violence

The Site Agent and key holders are responsible for securing the school site, although the school is usually opened and closed by the Site Agent. The site is monitored by Arena security.

Site Maintenance

Site maintenance is monitored each term by the Governors. Conditions surveys are carried out by Central Bedfordshire.

Reporting of hazards is the responsibility of all employees to the Head Teacher.

Smoking

Campton Lower School has a no-smoking policy, including e-cigarettes for the whole site.

Staff Training & Development

Each new member of staff is given induction training. This involves discussion of this health and safety policy, the safeguarding and behaviour policy. Other training is provided depending on the role of the person in school, e.g. first aid training for education staff and fire risk.

Stress

This is monitored on an individual basis. Staff regularly discuss our staff well-being and support each other. There is occupational health available to staff, provided by Bedford Borough as and when required, and counselling when appropriate.

Swimming

School does not have a pool on site therefore it follows the risk assessment associated with the venue used.

Visitors

All visitors are requested to sign in and out at the office reception and to wear a visitor badge at all times. Staff will challenge any person visiting the school and not visibly wearing a badge.

Work Experience

All work experience workers must provide a DBS check and be given the safeguarding policy to read. Where this is not possible, they will be asked to sign in as a visitor and will always have a member of staff with them at all times.

Before beginning any work a short induction covering health and safety, safeguarding and behaviour policy will be given before work experience starts.

Working at Height

When using a ladder the following precautions must be followed:

- It must be prevented from slipping or moving before it is stepped on, long enough to do the job safely
- Have a handhold available to allow the worker to maintain 3 points of contact where possible.
- The operator must use it without overreaching
- Be inspected and checked regularly where necessary.