



Fen Ditton C. P. School

HEALTH AND SAFETY POLICY

Policy Review Schedule	
Last Updated	Next Planned Review and Update
18.1.13	Nov 2016

Fen Ditton School

Health, Safety and Welfare Policy

General Statement

Fen Ditton Primary School believes that health and safety is paramount in all areas of its business activities. The School is committed to providing its employees with safe places of work that do not impact negatively on their health and well-being. Fen Ditton Primary School is also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its customers, partners, contractors, visitors or anyone else that could be negatively impacted by its school activities.

The school aims to achieve this commitment by adopting the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management;
- Taking a risk-based approach to School activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of business aims and objectives;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of the School's health and safety aims and objectives;
- Involving employees from all levels of the organisation in the delivery of health and safety aims and objectives;
- Providing information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment;
- Setting targets and objectives to encourage continuous organisational health and safety improvement;
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.

The senior management team are accountable for the management of health and safety and for the implementation of the schools health and safety policy in their areas of control.

Employees have a duty to protect themselves and others by working safely, co-operating with the senior management team, observing all relevant information and instructions and reporting any health and safety matters to their line managers.

Organisation and Responsibilities for Health, Safety and Welfare

In order to ensure that health and safety issues are dealt with in accordance with our establishments' safety policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

1. **Governing Body** Chair: Geoff Peele

The Governing Body will comply with any directions issued by the Children and Young People Learning Directorate concerning the health and safety of persons on school premises or taking part in school activities elsewhere. The Governing Body is responsible for health and safety matters at a local level. They accept that the delegation of funds from the Children and Young People Learning Directorate carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which health and safety issues are addressed. However, the Children and Young People Learning Directorate will be informed of any issue which has significant health and safety implications and which cannot be resolved satisfactorily without their involvement.

The Governors appreciate that they can only work within their allocation of the total education budget determined by County Council members and that they will only be accountable for deciding how the budget within their control is to be spent. The Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

2. **Headteacher** Richard Moore

Overall responsibility for the day-to-day management of health and safety in the school rests with the Headteacher. As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Headteacher will include:-

- Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999. Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and that assessments are monitored and reviewed.
- Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy. Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff
- Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- Adequate staffing levels for safe supervision

- The delegated responsibility for maintenance of the premises;
- The purchase of equipment to meet appropriate safety standards;
- The provision of appropriate protective clothing where necessary;
- The purchase and maintenance of first aid materials and fire fighting appliances;
- The funding of necessary safety training for staff;
- The arrangements for securing health and safety assistance from a competent source;
- The appointment of a premises manager;
- The provision of appropriate health and safety information to governors.
- Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- Arrange for termly evacuation drills and weekly fire alarm tests etc.
- Advise the Property and Estates Division (or other appropriate body e.g. Joint Property Unit) of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- Co-ordinate the bi-annual health and safety checklist, ensuring all areas of the establishment and all activities are covered;
- Remove anything which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- Oversee all arrangements for educational visits and school journeys.

4. Subject Leaders

All Subject leaders are responsible to the Headteacher for ensuring the application of this policy to all activities undertaken in their subject area. They will also have responsibilities for ensuring that all relevant parts of the Authority's statement are observed and implemented. In particular, staff holding such positions of responsibility will:

- ensure that risks assessments are undertaken where necessary and that control measures are implemented
- ensure that appropriate safe working rules and procedures exist for activities carried out for the subject and that these are brought to the attention of everyone concerned;
- remove from use and inform the Deputy Headteacher of any equipment/appliance which has been identified as being unsafe and which is in need of repair;

5. Teaching Staff [Including supply]

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips. Class teachers shall:

- ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out necessary risk assessments. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;
- be aware of the schools health and safety policy and any local rules and arrangements which may apply specifically to the department concerned;
- ensure that safety instruction is given to all pupils prior to commencing practical sessions;
- know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
- ensure that pupils follow school/subject safety rules and that protective equipment is worn where appropriate;
- ensure that all personal protective equipment is suitable and in good condition prior to issue;
- report any defective equipment to the Head
- ensure that an agreed adequate level of supervision is adhered to and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

6. Caretaker

The caretaker is responsible to the Headteacher. Duties include:

- helping the head to arrange for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe
- taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.
- participating in the bi-annual health and safety checklist paying particular attention to the building structure, services, access to/egress from the school, main circulation areas etc.
- ensuring that he and his cleaning staff work in accordance with safe working practices issued by the school, the LA etc
- identifying any particular health and safety training needs of himself or cleaners
- ensuring that himself and cleaning staff are not involved in activities outside their limitations
- ensuring that any personal protective equipment issued to himself or cleaning staff is suitable for the task and that training is provided in the correct use of the equipment.

7. Resources Committee (Head included)

The Resources Committee take on certain functions but the overall responsibility rests

with the Head of Establishment. The core duty is to ensure that there is a management system established for the management of health and safety. The duties include:

- ensuring that all staff work in accordance with safe working practices issued by the school, the LA etc
 - reviewing this policy statement as necessary and ensure that the appropriate amendments are made as and when circumstances change
 - ensuring that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises
 - reviewing the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements
 - ensuring biannual evacuation drills and weekly fire alarm tests etc occur
 - advising the Property and Estates Division (or other appropriate body e.g. Joint Property Unit) of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged
 - arranging for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe
 - co-ordinating the termly health and safety checklist, ensuring all areas of the establishment and all activities are covered;
 - reporting to the Head/Senior Managers any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available
- 7.9 liaising with and monitoring as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- 7.10 ensuring that all Senior Managers are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

Health and Safety Representatives – Head, Luisa Guidici and Mike Jones

The school has established Health and Safety Representatives within the premises Committee, who meet termly. The main purpose of these representatives is to develop and implement measures to ensure the health and safety of all employees, pupils and others who may be affected by the schools activities. The representatives lead on the issues listed above for the Resources Committee. Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees – the head fulfills this role.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

The Health and Safety Committee will submit an annual report to the Governing Body for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

8. All Employees [including temporary & volunteers]

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

- to participate in the risk assessment process and comply with findings
- to report all defects in the condition of the premises or equipment to which they become aware
- to report all accidents according to the procedures included in Part 3 of this document
- to be familiar with the procedure to be followed in the event of a fire or other serious emergency
- to make use of all necessary personal protective equipment provided for safety or health reasons
- to, where necessary, make use of all control measures made available to them, e.g. fume cupboards etc.
- follow all relevant codes of safe working practice and local rules
- report any unsafe working practices to the Head

9. Pupils/students [This section should be drawn to attention of all pupils]

All pupils must be encouraged to follow all safe working practices and observe all school safety rules. All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation, which may affect their safety.

Arrangements & Procedures for Health, Safety and Welfare

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:

1. Accident Reporting, Recording & Investigation

Employees must report all accidents, incidents, dangerous occurrences, violence incidents, verbal abuse and near misses in accordance with the County Accident Reporting Procedure.

- All accidents, dangerous occurrences, and near misses must be reported on the standard County Council Incident Reporting Form (IRF 96). Violent incidents and verbal abuse must be reported on the standard County Council Incident Report (IRF96) Form.
- “Near Misses” must also be reported. These are incidents that occur but where no injury or damage is sustained but could, potentially, have been serious incidents. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.
- The Headteacher must ensure that they have seen each IRF(96) before they are sent to Shire Hall. A copy should be kept at the establishment and either centrally filed or held on the personal file of a staff member or pupil/child. NB Faulty systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.
- The Headteacher must investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect.
- All deaths and major injuries must be reported immediately to the Health and Safety Team by telephone on 01223 699123.
- The IRF96 must be completed and sent to the Health & Safety Team for absences through accident for periods of 3 days or more (including W/E’s and holidays) or when a non-employee attends hospital following an accident whilst at work. Please refer to the IRF96 guidance for full details of reportable incidents. Full guidance and copies of the form are located on the Education Portal.

2. Asbestos

The Head and Chair of Resources is responsible for the Asbestos Record System Manual, location of manual (held in office), arrangements to ensure contractors and others such as site supervisors etc. have sight of manual prior to starting any work on the premises, instruction to staff not to drill or affix anything to walls without first obtaining approval from premises manager/checking manual, how staff should report damage to asbestos materials.

3. Contractors

The head and Resources Committee select contractors following best Value principles. They ensure arrangements are in place such as the induction of contractors to exchange health and safety information and to agree safe working arrangements, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors working methods, how staff should report concerns and who to, liaising with contract supervisor in Property & Estates, and with reference to the County Council 5Cs system. The Hazards folder is found in the office.

4. Curriculum Safety [including out of school learning activity/study support]

Staff are required to undertake suitable written risk assessments prior to commencing hazardous activities, and ensure that health & safety is written into lesson schemes of work where necessary. Some activities require a more dynamic risk assessment e.g. when wearing ear rings for PE is an issue or not. All staff are suitably qualified to teach any activities they take responsibility for and refer to any health and safety publications adopted by the school.

5. Drugs & Medications

See separate policies on Administration of medicines and First Aid

6. Electrical Equipment [fixed & portable]; Maintenance / Inspection of Equipment

PCM the school's property management service oversee and ensure all necessary checks and testing in relation to electrical equipment, equipment that requires periodic inspection, examination, testing. e.g. ladders and steps, extraction systems, PE equipment, D&T machines, lifts & lifting equipment, , autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers, panic alarms etc. The service list includes the type of check required and frequency, who undertakes the checks and relevant records are kept.

7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

Resources Committee are responsible for ensuring all fire risk assessments and procedures are up to date. See two separate policies on Fire Evacuation and Critical Incidents.

LOCATION OF EMERGENCY PROCEDURE DOCUMENTS

Written emergency procedures exist covering a range of hazardous situations e.g. fire, bomb alerts, severe weather, electrical faults etc. These documents are located in:

- a. The Critical Incident Policy
- b. Fire Drill Procedures
- Whilst evacuating premises staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors, and windows
- Fire drills will be undertaken termly, and fire alarm tests weekly and a record kept in the Risk Management Handbook
- Regular inspections of the premises and grounds should be undertaken each term or

more frequently if possible. (A fire check list is available in the Risk Management Handbook.)

- Emergency procedures for incidents outside normal working hours are held by The Critical Incident Team.

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- These procedures will be reviewed at least annually.

8. Glass & Glazing

All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard.

Assessment of premises to establish whether there are areas which are unsuitable for use by children due to glass being of low standard.

9. Hazardous Substances

All hazardous substances will be risk assessed. See COSHH risk assessment folder. All cleaning substances are risk assessed by CCS.

10. Health and Safety Advice

The school makes use of competent health and safety advice where necessary e.g. Health & Safety Adviser, Stuart Wood 01223 699122.]

11. Housekeeping, cleaning & waste disposal

The caretaker will make arrangements to ensure premises are kept clean, to minimise accumulation of rubbish, arrangements for wet floor cleaning to minimise risks of slips, means of disposing of glass and other sharp objects, arrangements for snow shifting, security/location of external waste bins.

12. Handling & Lifting

Staff should be aware of the correct procedures for lifting and carrying equipment and furniture. Staff should be suitably trained to carry out tasks and activities.

13. Jewellery [This is repeated in school prospectus]

It is inadvisable to wear earrings for PE. Teachers will carry out a dynamic risk assessment for each PE session and if they consider it dangerous to do a particular PE activity with earrings in, a child will have to sit out those activities. Alternatively we strongly advise parents and carers to send their child to school without earrings on regular PE days and if in the first six weeks of having pierced ears, send in a note and tape to go over the ears. Other jewellery apart from watches is discouraged.

14. Lettings/shared use of premises

All those outside parties using our premises are required to follow our policies and practices but at present we do not have outside lettings.

15. Lone Working

See Critical Incidents policy.

- 16. Reporting Defects**
Staff report to head or to office and the caretaker is made aware at the first possible opportunity unless it is deemed an emergency in which case the head will authorise immediate action.
- 17. Risk Assessments**
The Head and premises committee will ensure all relevant risk assessments are written and carried out.
- 18. School Trips/ Off-Site Activities**
Refer to the Educational Visits folder. All off site visits are risk assessed.
- 19. School Transport**
Where trips involve transport, coaches with seatbelts are always used and written permission from parents is always obtained. Where private cars are used either by staff or parents to transport pupils the necessary insurance is checked, safeguarding procedures are followed and parents are asked to provide booster seats where needed.
- 20. Smoking**
No smoking is allowed on the school premises.
- 21. Staff Consultation**
The premises committee will meet termly and termly Health and Safety checks are completed. The information will be fed back to staff where necessary.
- 22. Staff Health & Safety Training and Development**
New staff are inducted through the health and safety policy and be given the Health and Safety induction checklist. Individual staff specific training needs will be identified.
- 23. Staff Well-being / Stress**
The school follows the county arrangements for supporting staff. The school is committed to reducing unnecessary stress and works to encourage a sense of well being.
- 24. Supervision** [including out of school learning activity/study support]
All staff are List 99 and CRB checked and the central record is kept up to date. Supervision ratios will be in the activity risk assessments. See Safer Code of Conduct Policy for additional information about safe supervision. A first aider always accompanies pupils on a class trip.
- 25. Swimming Pool Operating Procedures**
The school follows the county swimming Service guidance. A member of staff is appropriately trained and tested before carrying out chemical testing. See swimming pool risk assessment.
- 26. Use of VDU's / Display Screens**
All staff will complete a DSE assessment which will be reviewed annually.

27. Vehicles on Site

All vehicles on site will be in restricted areas and be coned off where they might come into contact with children. See car park risk assessment for other information.

28. Violence to Staff / School Security

The caretaker is responsible for opening and locking up and staff with keys follow the procedures for opening and locking up carefully. Lone working is covered in the critical Incident Policy. The pedestrian gate is only opened at 3.20 pm and first thing in the morning and is locked as soon as possible once the bell has gone at 9.10 a.m. Staff are appropriately trained such as for Physical Intervention. All visitors sign in and out from the office and all visitors are given visitor's badges to wear while on the premises. Any verbal or physical violence is reported using the school procedures for reporting and logging incidents.

29. Working at Height

Only staff who have been appropriately trained will use steps and ladders. All equipment is checked termly. The caretaker is suitable trained to carry out all duties.

30. Work Experience

The school is part of Connexions and follow suitable risk assessments and pre interviews with any young people attending the school on work experience.