



Beaupré
COMMUNITY PRIMARY SCHOOL

Health & Safety Policy

This policy was approved

October 2019

This policy should be reviewed annually

“Together unlocking the potential of every child, inspiring children, improving lives”

Statement of General Policy on Health, Safety and Welfare

Beaupré Community 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. Beaupré Community 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.

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 of Governors) (Health & Safety Governor – Mr Jamie Wake)

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 (Mrs Michelle Munday)

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:-

- 2.1 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,
- 2.2 Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy
- 2.3 Adequate staffing levels for safe supervision;
- 2.4 The delegated responsibility for maintenance of the premises;
- 2.5 The purchase of equipment to meet appropriate safety standards;
- 2.6 The repair, maintenance and testing of school equipment;
- 2.7 The provision of appropriate protective clothing where necessary;
- 2.8 The purchase and maintenance of first aid materials and fire fighting appliances;
- 2.9 The funding of necessary safety training for staff;
- 2.10 The arrangements for securing health and safety assistance from a competent source;
- 2.11 The provision of appropriate health and safety information to governors.

The Headteacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the establishment.

3. Senior Leadership Team

The Headteacher and Deputy Headteacher Team will:-

- 3.1 Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and that assessments are monitored and reviewed.
- 3.2 Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff;
- 3.3 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the

premises;

- 3.4 Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 3.5 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 3.6 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;
- 3.7 Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- 3.8 Co-ordinate the bi-annual health and safety checklist, ensuring all areas of the establishment and all activities are covered;
- 3.9 Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 3.10 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;
- 3.11 Oversee all arrangements for educational visits and school journeys.

4. 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:

- 4.1 ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;
- 4.2 be aware of the schools health and safety policy and any local rules and arrangements which may apply specifically to the department concerned;
- 4.3 ensure that safety instruction is given to all pupils prior to commencing practical sessions;
- 4.4 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.;
- 4.5 ensure that pupils follow school/departmental safety rules and that protective equipment is worn where appropriate;
- 4.6 ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 4.7 ensure safety devices e.g. machinery guards are in good condition and are used;
- 4.8 report any defective equipment to the Head of Department;
- 4.9 investigate all accidents (in conjunction with Head of Department), which occur through activities organised/supervised by the Department;
- 4.10 propose for consideration by their Head of Department any improvements, which they consider, would improve health or safety standards within the department;
- 4.11 ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

5. Caretaker (Marian Jones and Denise Cochrane)

The Caretaker is responsible to the Headteacher and Senior Leadership Team. Duties include:

- 5.1 arranging for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
- 5.2 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.;

- 5.3 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.;
- 5.4 ensuring that other site supervisory staff are adequately supervised;
- 5.5 identifying any particular health and safety training needs of supervisory staff in the group.
- 5.6 ensuring that staff within the group are not involved in activities outside their limitations;
- 5.7 ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 5.8 ensuring that all staff work in accordance with safe working practices issued by the school, the LEA etc.;

6. 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:

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

7. Pupils

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

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

8. Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- 8.1 to investigate potential hazards and to examine the causes of accidents in the workplace;
- 8.2 to investigate complaints by any employee he represents relating to that employees health and safety or welfare at work;
- 8.3 to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and welfare of employees;
- 8.4 to carry out workplace health, safety and welfare inspections;
- 8.5 to attend any safety committee meetings;
- 8.6 to co-operate with his employers in promoting health and safety at work.

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.

Names of appointed Safety Representatives

Name	Contact Details	Area Covered
Michelle Munday		Whole School
Jamie Wake		Whole School
Deputy Headteacher		Whole School

9. Health and Safety Committee (membership to be determined locally)

The school has established a Health and Safety Committee, which meets termly. The main purpose of the Committee 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. Membership of the Committee comprises of:

- 9.1 Headteacher – Mrs Michelle Munday
- 9.2 Chair of Resources, Health & Safety – Mr Jamie Wake
- 9.3 Office Manager – Mrs Rachel Taylor-Shaw

The Health and Safety Committee will submit regular reports 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.

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 online to the County Council Incident Reporting webpage- LGSS Report Incident at www.reportincident.co.uk. Violent incidents and verbal abuse must be reported on the standard County Council Incident Report 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 be made aware of any incident reporting. A copy should be kept at the establishment and either centrally filed or held on the personnel 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 699122.
- The incident reporting must be completed as soon as possible (within 10 calendar days) for absences through accident for periods of 7 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 guidance for full details of reportable incidents.

2. **Asbestos**

The Resources Committees responsible for the Asbestos Record System Manual, which is kept in the Hazard file in Reception and the caretaker/ office Staff ensure contractors have sight of the manual prior to starting any work on the premises

3. **Contractors**

Contractors are selected and meetings set up with the Health & Safety Governor and Office Manager prior to start of work, for health & safety information and to agree safe working arrangements, and undertake risk assessments. The caretaker monitors minor work, with reference to the County Council 5Cs system.

4. **Curriculum Safety** (including out of school learning activity/study support)

There is a requirement for teaching staff to undertake suitable (written) risk assessments prior to commencing hazardous activities, ensure that health & safety is written into the lesson plan if necessary. Staff refer to health and safety publications adopted by the school which staff must be familiar with e.g. "Safety in PE"

5. **Drugs & Medications**

See separate policy on the administration of medication in school

6. **Electrical Equipment** (fixed & portable)

Portable electrical equipment is tested annually by a qualified electrical contractor. The fixed electrical installations are tested every five years by a qualified electrical contractor. All records are kept in the property file.

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

The fire alarm system is tested weekly, using a different fire call point in rotation and is serviced three times a year. Records are kept in the Caretaker's office in the Fire and Risk Manual. Evacuation procedures are practised at least termly and procedures are kept on file. See Fire Drill policies and Critical Incident Files.

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 (Critical Incidents):

- a. Headteacher's Office
- b. School Office
- c. School Business Manager (copy kept at home)
- d. Headteacher (copy kept at home)

- In the event of a fire alert/alarm the staff will evacuate pupils/young people/others to the designated assembly point;
- The Headteacher will summon the emergency services as necessary
- The safe evacuation of persons is an absolute priority
- ~~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/quarterly*, 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.
- Details of service isolation points (i.e. water, electricity) are located in:
Water: garden border outside school hall, kitchen end

Electricity: electrical cupboard in the basement
- Emergency procedures for incidents outside normal working hours are held by the Headteacher, Deputy Headteacher School Business Manager, Office Manager and Caretaker
- These procedures will be reviewed at least annually.

8. First Aid

THE FOLLOWING STAFF ARE FIRST AID TRAINED:

Mrs L Calver (Four day certificate including paediatric)

Mrs E Raby (Four day certificate including paediatric)

Mrs L Summers

Mrs R Eaves (Paediatric trained)

Mrs A Cowles

Mrs S Maryon (Paediatric trained)

Mrs L Milnthorpe

Mrs J Titmarsh

Ms K Armiger

Mrs A Ward

Mrs T Connell

Mrs D Wardill (currently on maternity leave)

Mrs J Shinn (Paediatric trained)

Mrs K Secker

Mrs P Fey

Mr R Davies

Mrs D Bates

Mrs A Nicholas

Ms K Marr

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

In the First Aid room

Mrs Cowles is responsible for regularly checking that the contents of the first aid boxes are complete and replenished as necessary. A check should be made monthly.

The First Aid Treatment Record Book For Recording Details Of All First Aid Administered Is Kept in the First Aid room.

9. Medication Policy

See separate Medication policy and procedures, held in school office

10. Glass & Glazing

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

11. Hazardous Substances

All COSHH guidance followed. This is for all substances including cleaning materials. Storage of hazardous substances is in locked cleaning cupboards.

12. Health and Safety Advice

Competent health and safety advice is obtained from LA Health & Safety Adviser, Stuart Wood 01223 699122.

- 13. Housekeeping, cleaning & waste disposal**
Premises are kept clean, to minimise accumulation of rubbish, hazard signs are used where necessary or wet floor cleaning to minimise risks of slips.
- 14. Handling & Lifting**
Staff are required to evaluate the weight before attempting to lift. In all cases where there is a question of overweight, assistance should be sought or mechanical device used such as trolley or sack barrow.
- 15. Lettings/shared use of premises**
See Lettings Policy.
- 16. Lone Working**
Due care to be taken, ensuring someone knows where employee is and expected return time. A mobile phone should be carried.
- 17. Maintenance / Inspection of Equipment**
As list of checks
- 18. Monitoring the Policy**
The Resources committee should carry out a termly Health and Safety check
- 19. Reporting Defects**
All defects are recorded in the Caretaker's board at the base of the stairwell.
- 20. Risk Assessments**
These are carried out as and when required for trips and visits and at least annually for the site.
- 21. School Trips/ Off-Site Activities**
The Headteacher is the educational visits co-ordinator. All information regarding trips and the visits policy are kept in the school office.
- 22. Smoking**
This is a no smoking site.
- 23. Staff Consultation**
Staff have a responsibility to raise concerns or suggest improvements.
- 24. Staff Health & Safety Training and Development**
Staff are briefed about H & S arrangements as necessary.
- 25. Staff Well-being / Stress**
The LA guidance is adopted as good practice.
- 26. Supervision** [including out of school learning activity/study support]
As published CCC staffing ratios for both in school and for trips and visits. All staff and volunteers (in regulated activity) DBS cleared.
- 27. Use of VDU's / Display Screens**
All staff have a duty to report any defects in workstation and should be aware of taking regular breaks from working on a VDU.
- 28. Vehicles on Site**
These are kept to a minimum and monitored. Parking on school site should be for Staff and visitors only.
- 29. Violence to Staff / School Security**
Keypad doors plus a requirement for all staff to report all incidents of verbal and physical violence.
- 30. Working at Height**
A minimum of two people are trained. Staff are offered Ladder training should they feel they require it.
- 31. Work Experience**
Students are interviewed prior to starting and all relevant Health & Safety procedures are explained.