



## **Abingdon Primary School Health and Safety Policy**

### **Statement of intent**

1. The school's Local Governing Body and Senior Leadership Team recognise and accept their responsibilities under law. As responsible employers and persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by the school's activities is acknowledged.
2. The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed.
3. In compliance with the Health and Safety at Work etc. Act 1974, the school's Governing Body will ensure, so far as is reasonably practicable, that:
  - the premises are maintained in a safe condition.
  - safe access to and exit from the premises is maintained.
  - all plant and equipment are safe to use.
  - appropriate safe systems of work exist and are maintained including for offsite visits.
  - sufficient information, instruction, 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.
4. In addition to the above commitment, the Local Governing Body also recognises its obligations to non-employees. Where it is reasonably foreseeable that pupils, visitors, trainees, members of the public, contractors, etc., are or may be affected by the school activities, the Local Governing Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider, the Local Governing Body will set standards and lead by example for pupils and therefore this commitment is seen as especially important.
5. The school will embrace additional learning needs (including special educational needs) and disability issues when developing and implementing health and safety arrangements.
6. The Local Governing Body will ensure that adequate resources, are allocated for the policy statement to be properly implemented.
7. The Local 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 Local Governing Body's commitment to continuous improvement in health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises. Employees are reminded of their own duties:

- to take care of their own safety and that of others and;
  - to co-operate with the Local Governing Body and Senior Management Team so that they can carry out their own responsibilities successfully.
  - to ensure they familiarise themselves with the need to make reasonable adjustments for physical, mental health and leaning disabilities.
8. All relevant legislation will be complied with as necessary.
  9. Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.
  10. A copy of this statement has been provided to every member of staff. Copies are posted on staff notice-boards and an electronic copy is available on T Drive on the school computer network. This policy statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.
  11. This policy statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Local Governing Body.

**Chair of Local Governing Board:**

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Head Teacher:**

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Organisation**

In order to achieve compliance with Abingdon Primary School Local Governing bodies' statement of intent, the school's management structure has additional responsibilities assigned to them as detailed below:

### **1. The Local Governing Body**

Abingdon Primary School Local Governors have individual and collective responsibility for overseeing the implementation of this policy by the Head Teacher, Heads of department and employees.

In particular with due regard to health and safety requirements they will:

- Adopt and maintain in effect policies which will encourage high standards of safety performance at all levels; and the development of a culture of safety though out the school operations.
- Allocate at a strategic level sufficient human and financial resources to permit full implementation of this policy.
- Ensure that all health and safety considerations are included at all levels of the decision-making process.

In discharging its responsibilities, the Local Governing Body will

- Make themselves familiar with the requirements of the appropriate legislation, codes of practice and guidance;
- Create and monitor the management structure for health and safety
- Periodically assess the effectiveness of the policy and ensure that any necessary changes are made; and
- Identify and evaluate risks relating to possible accidents and incidents connected with school.
- Ensure that the Head Teacher keeps the Local Governing Body informed about any significant health and safety failures, and of the outcome of the investigations into their causes.

It is the intention of the Local Governing Body that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment, in particular:

- To maintain the school in a condition that is safe and without risk to health, with safe means of access and egress.
- To provide and maintain a safe working environment for staff, pupils and visitors, without risk to health, with adequate facilities and arrangements for their welfare at school.
- To provide plant and equipment that is safe, without risk and is adequately maintained and serviced.
- To provide staff and pupils with information, training and supervision as is necessary to promote health and safety throughout the school site.
- To ensure the use, handling, storage and transportation of articles and substances are safe and without risk to themselves or others.
- Assure themselves that suitable and sufficient risk assessments have been completed and undertake continuous monitoring to ascertain potential risks to the environment throughout the school site.

### **2. The Trust Board**

The school will ensure that health and safety is a standard agenda item at the Trust Board; this committee will monitor Health and Safety issues within the school. The Trust Board will report to the Local Governing Body.

### **3. Head Teacher**

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:

The Head Teacher will ensure that

- The school complies with relevant legislation, approved codes of practice and guidance applicable to its operations.
- Responsibilities for health and safety are properly defined, understood and carried out at all levels within the school.
- A designated employee will be appointed as the School Health and Safety Co-ordinator. The appointed person will be given specific health and safety responsibilities and afforded the resources to carry them out in accordance with all relevant legislation.
- The school commitment to health and safety and its health and safety policy is reviewed and revised regularly and arrangements are in place to issue policy advice as required.
- The Health and Safety Policy is brought to the attention of all employees and implemented throughout the school.
- Employees are competent to perform their duties safely and without risks to health and they receive adequate information, instruction, training and supervision as is necessary to enable them to do so.
- Adequate funds are allocated for health and safety matters within the school.
- Employees organise their area of responsibility, department or workplace so that operations or work carried out is to a satisfactory standard of health and safety, resulting in their being a minimal risk to persons, equipment and materials.
- The leadership team will ensure that all employees are made aware of their responsibilities and duties in respect of health, safety and welfare and that they are provided with sufficient information, instruction, training and supervision to enable them to carry out their duties effectively and safely.
- All necessary risk assessments are carried out and that all necessary control measures identified are implemented and maintained and that the risk assessments are reviewed annually.
- Keep the Local Governing Body informed of the significant issues identified through the risk assessment process and progress in addressing those identified issues and maintaining an appropriate risk register
- All employees are aware of the control measures outlined in the risk assessments appropriate to their activities.
- All maintenance issues are actioned particularly when they have a bearing on health and safety matters.
- Accurate employee health and safety training records are maintained.
- Employees follow the health and safety procedures and instigate disciplinary procedures where appropriate.
- Lead by example in relation to all health and safety matters.

### **4. Health and Safety Co-ordinator**

The school health and Safety coordinator has the following responsibilities:

- 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 process
- 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 Head Teacher 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 generally; and

- To ensure employees follow the health and safety procedures and instigate disciplinary procedures where appropriate; and
- Carrying out any other functions devolved by the Head Teacher or Local Governing Body

### **The Caretaker / Business Manager**

The school business manager/caretaker has the following responsibilities:

- Acting as site monitoring officer in respect of the cleaning operations of the contractor and ensuring that the employees of the contractor observe and conform with the health and safety requirements of the contract and the premises of the school are safe and there are no risks to health;
- The security of the premises, the lighting and heating of the premises and ensuring that the premises are open for use as and when required;
- Participating in setting the health and safety standards for their area of responsibility in consultation with the Head Teacher and the Health and Safety Co-ordinator;
- Fully implementing and following all health and safety policies, instructions and procedures for their area of responsibility (including rules relating to the use of specific machinery) and ensuring that the policies and instructions and procedures are followed by all staff (including new starters) who are responsible to the Caretaker/Site Manager;
- Receiving training and periodic re-training in order to take reasonable care for their own health and safety and the health and safety of other employees, pupils and other persons;
- Ensuring that all employees (including new starters) within their area of responsibility receive training and periodic re-training by contacting the Health and Safety Co-ordinator;
- Carrying out assessments of the risks in their area of responsibility and carrying out risk assessments on new and modified work before the work commences;
- Carrying out reviews of the risk assessments at periodic intervals;
- Ensuring that they and their work colleagues take reasonable care to avoid accidents or injury to themselves, other employees, pupils and members of the general public, as a consequence of their work activities;
- Ensuring that any equipment or machinery under their control which is known to need repair is not used until the necessary repairs have been carried out;
- Following the school reporting procedures for accidents, dangerous occurrences and near misses and that all accidents, dangerous occurrences, potential hazards to safety and near misses are reported to the Head Teacher and/or the Health and Safety Co-ordinator;
- Following the fire safety procedures and ensuring that the procedures are followed by all employees;
- Ensuring that first aid procedures are implemented in their area of responsibility and that first aid cover is maintained at all times.

### **Teaching Staff**

All teaching staff are required to: -

- 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.
- Ensure that they are aware of additional learning needs (including special educational needs) risk assessments and the particular health and safety considerations, and address the specific needs of such pupils in their learning environment.
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice e.g. CLEAPSS and to ensure that they are applied.
- Give clear oral and written instructions and warnings to pupils where necessary.
- Follow safe working procedures personally, acting as role models.
- Ensure that pupils' coats, bags etc. are stowed away.

- Make recommendations to the school Health and Safety coordinator or Head Teacher on health and safety equipment and on additions or necessary improvements to systems, plant, tools, equipment or machinery.
- 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.
- Avoid introducing personal items of equipment (both electrical and mechanical) into the school without prior authorisation; and
- Report all accidents, defects, dangerous occurrences and near misses to the School Health and Safety coordinator or the Head Teacher.

### **Duties of all employees**

Apart from any specific responsibilities that have been delegated to them, all employees must

- Read and understand the school Health and Safety Policy Statement and follow all safety requirements laid down by the Local Governing Body.
- Report any defective equipment, machinery, failing in health and safety procedure or concerns to their line manager without delay.
- Adopt a safe system of work at all times, using safety equipment or personal protective equipment which is provided where necessary and generally take responsibility for their own safety and that of others
- Work in a safe condition so that their own safety and that of fellow employees, pupils and others are not jeopardised
- Following the recommendations of risk assessments when carried out on their activities;
- Follow all relevant safe systems of work as may be laid down.
- Notifying the Head Teacher when they are aware of a risk assessment or a procedure which is not correct or presents a more significant hazard than that stated in the assessment;
- Ensure all accidents are reported in accordance with the schools Accident Reporting Procedure
- Keep their immediate work locations free from obstructions, refuse accumulations etc.
- Ensure that all fire exit routes, fire prevention equipment, fire extinguishers are not obstructed and equipment in general is not tampered with or abused.
- Following the fire safety procedures for the school and their work area;
- Following the first aid procedures, which have been laid down for the school and their work area.
- Receiving training and periodic re-training in order for them to take reasonable care for their own health and safety and the health and safety of other employees, pupils and other persons.

## **ARRANGEMENTS**

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

### **1.0 Accident Reporting, Recording and Investigation**

- The school will report and investigate accidents, incidents and near misses seriously and the school will adhere to HSE (Riddor) Accident Reporting Procedure.
- All staff are encouraged to report accidents, incidents and near misses and line managers will investigate such incidents and identify and implement means to prevent a recurrence.
- All incidents, near misses etc. are recorded and reported to the Local Governing Body.

### **2.0 Asbestos**

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

- Complying with all regulations and Redcar and Cleveland "Management of Asbestos in Premises Policy".
- The site manager is the nominated person with responsibility for implementing the Asbestos Management Plan in compliance with Redcar and Cleveland Management of Asbestos in Premises Policy

### **3.0 Contractors**

The school when selecting, appointing and monitoring anyone undertaking works will carry out the following: -

- Checking the competence of contractors and visiting workers (competence can be judged from past experience, recommendation, pre-selection evaluation e.g. CHAS or a combination taking into consideration nature and scale of the works required)
- Examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site-specific conditions, e.g. working at height, hot work etc.
- Having clearly identified personnel who are points of contact for contractors and visiting workers
- Having all significant and unusual hazards and risks on site clearly identified.
- Exchanging information on hazards and risks
- Ensure arrangements for monitoring and controlling works in progress are in place.
- Communication. The school recognises that it is crucial that issues relating to premises works are communicated effectively. This includes:
  - Providing visitors with copies of appropriate hazard registers such as the asbestos register
  - Informing contractors of hazards on site
  - Asking contractors about the hazards and risks which they are bringing on site (e.g. creating noise, dust, fumes)
  - Asking contractors about any possible interference with normal working practices (e.g. re-routing of emergency escape routes)
  - Controlling access so that contractors know who may also be working on site
  - Sign-off/safe completion certificates

#### **4.0 Curriculum Safety**

- The school recognises that programmes of study require that pupils should be taught how to identify and reduce risks 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 pupils to use. All guidance material will be reviewed where available e.g. Primary Science - CLEAPSS etc.,
- All support staff must be made aware of and understand their role in the safety procedures and practices relating to any of the activities that they support.
- Lesson plans will be reviewed to assess the risk in all activities in order to determine:
  - where close supervision is required
  - suitable group size
  - suitability for whole class participation
  - where particular skills need to be taught
  - personal protective equipment (PPE)

#### **5.0 Drugs & Medications**

- It is recognised that there is no legal duty requiring the school or school staff to administer medicines. However, the school recognises that pupils with medical needs have the same rights of admission to a school as other pupils.
- The school's "Medicines in School Policy" details the specific controls and management for the administration of medicines and in particular the specific controls for administration of pain relief by staff.

#### **6.0 Additional Learning Needs (including Special Educational Needs) and Disabilities**

- The school's "Special Educational Needs and Disabilities Policy" details the particular requirements and consideration relating to additional learning needs (including special educational needs and disabilities) in: lesson plans, school prospectus/induction, facilities for vulnerable pupils and special training for staff working with additional learning needs.

#### **7.0 Electrical Equipment (fixed and portable)**

- Portable electrical equipment will be inspected annually a competent person.
- Staff must not use their own electrical equipment unless it has been authorised by the Schools Health and Safety Coordinator.
- Fixed electrical checks will be carried out in accordance with MBC Asset management guidance and the IEE Regulations.

#### **8.0 Fire Precautions & Procedures**

- The guidance Fire Safety Risk Assessment - Educational Premises issued by The Department for Communities and Local Government has been adopted.
- The Head Teacher is the responsible person and is responsible for
  - implementing the findings of the fire risk assessment: -
  - 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 tests and periodic maintenance by a competent person;
  - recording of false alarms;
  - testing and maintenance of emergency lighting systems;
  - testing and maintenance of fire extinguishers, hose reels and fire blankets etc.;
  - recording and training of relevant people and fire evacuation drills;
  - planning, organising, 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 for a co-ordinated emergency plan and overall control of the actions to be taken if there is a fire, including specific procedures for additional learning needs (including special educational needs) and disabled pupils;
- all alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors.

## **9.0 First Aid**

- The school will follow the statutory requirements for first aid and provide suitably trained first aid staff.
- The guidance issued by the DFE on first aid for schools has been adopted by the school.

## **10.0 Glass and Glazing**

The school will ensure that all glass in doors and side panels is safety glass. All replacement glass will be of safety standard, and continual assessment of premises where there are areas which due to glass being of low standard and consequently covered in plastic film will be undertaken

## **11.0 Hazardous Substances**

- Where hazardous substances are used 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.
- An inventory of hazardous substances on site is maintained and is available to all staff via the school intranet.

## **12.0 Health and Safety Advice**

- Competent health and safety advice is obtained from Redcar and Cleveland Health and Safety Department.

## **13.0 Handling & Lifting**

- Any activities that involve significant manual handling tasks shall be risk assessed and, where required, appropriate training provided for staff.
- Managers are responsible for assessing the appropriate approach to handling task and may seek professional advice from Redcar and Cleveland Health and Safety Department.

## **14.0 Lettings/shared use of premises**

The Local Governing Body will ensure that the hirer has public liability insurance in place in order to indemnify the school from all such hirer's claims arising from negligence.

## **15.0 Lone Working**

- Line managers will ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Solutions include the provision of mobile phones, radios, and other means of monitoring staff location.
- Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

## **16.0 Maintenance/Inspection of Equipment**

- Guidance issued by Redcar and Cleveland Health and Safety Department on “Statutory Compliance Testing and Maintenance of School Premises and Property” is followed and records kept.

## **17.0 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.
- A record of PPE issue will be made which will include details of any expiry dates so that equipment can be replaced as and when is necessary.
- Staff are responsible for ensuring that they use PPE where it is provided.

## **18.0 Premises Health and Safety Risk Assessment**

- A premises specific risk assessment will be completed by the Health and Safety Co-ordinator and the Caretaker.
- The Health and Safety Co-ordinator and the Caretaker will review this on a regular basis.
- The premises risk assessment will be reviewed annually and signed off by the Head Teacher and the Local Governing Body.

## **19.0 Risk Assessments**

- A Risk Assessment Procedure is followed for all risk assessments.
- Risk assessment is the responsibility of the school’s management at a variety of levels. Those responsible for premises, curriculum areas and pupils must ensure that risk assessments are undertaken **and recorded** for significant activities.
- Risks are assessed in a manner that ranks them by severity/probability for prioritisation and control measures identified and put in place that are proportional to the level of risk. The outcome of the risk assessments are recorded and communicated to those affected and maintained on records of the establishment or service area.
- Risk assessments are reviewed periodically or where there is a change in circumstances.

## **20.0 School Visits / Off-Site Activities**

- The school complies with DFEE and Local Authority guidance on educational visits and school journeys.
- The school uses the EVOLVE system for all educational visits.
- The school’s Educational Visits Coordinator has responsibility to:
  - Support the Head and Governors with approval and other decisions
  - Assess the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to accreditations from an awarding body. It may include practical observation or verification of experience
  - Organise the training of leaders and other adults going on a visit. this will commonly involve training such as first aid, hazard awareness etc.;
  - Organise thorough induction of leaders and other adults taking pupils on a specific visit;
  - Ensure that the requirements of additional learning needs (including special educational needs) and disabled pupils are addressed.
  - Ensure emergency arrangements for each visit and ensure there is an emergency contact for each visit;
  - Review systems and, on occasion, monitor practice.

## **21.0 Staff Consultation**

- The Local Governing Body, through the Head Teacher, will make arrangements for full and proper consultation with employees on health and safety matters.

## **22.0 Staff Health and Safety Training and Development**

- The Head Teacher will undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and will ensure that appropriate training is delivered and appropriate training records held. This training needs analysis will be reviewed on an annual basis or on the introduction of new legislation.
- Where new jobs or tasks come on stream or where there are changes in health and safety legislation, or training and competency issues, the Head Teacher will address these as a matter of priority.

## **23.0 Staff Well-being/Stress**

- The Head Teacher will include workplace stress as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job security etc. and implement appropriate control measures, so far as is reasonably practicable.
- Where workplace stress arises, the Head Teacher will deal with the issue in a sensitive and constructive manner using all available means to manage stress and assist staff.

## **24.0 Use of VDUs / Display Screens**

- The majority of staff within the school are not considered to be Display Screen Equipment (DSE) users.
- The Head Teacher ensure that DSE workplace assessments are conducted for all staff who are identified as users.
- DSE assessments will be reviewed annually and where equipment changes or office layouts change or when there are staff changes.

## **25.0 Vehicles on Site**

- The Head Teacher and Local Governing Body will endeavour to:
  - Segregate vehicular and vulnerable (pedestrians & cyclists) traffic
  - Design-out vehicular and vulnerable traffic route conflicts, both at access and on-site.
  - Wherever possible avoid same-access for all.
  - Regularly review the school traffic risk assessment.

## **26.0 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 Head Teacher and Local Governing Body.
- The Head Teacher is responsible for assessing the risks of violence to staff.
- All staff should be aware of particular risk assessments for additional learning needs (including special educational needs) and disabled pupils and pay particular note to any additional care needed with managing identified individuals.
- Where violence is identified as a significant risk, the Head Teacher will ensure that appropriate control measures are put in place.
- Staff must report incidents of violence and aggression in the same manner as accidents.

## **27.0 Working at Height**

- The Head Teacher will ensure that working at height is risk assessed and that appropriate control measures are put in 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 to provide for their safety.

## **28.0 Workplace Inspections and Premises Risks**

- The Health and Safety Co-ordinator and Caretaker will undertake workplace inspections regularly, on average, every three months.
- The Site Manager will ensure that hazards associated with premises are monitored and controlled. Legionella checks and holding a copy of the asbestos register on site are examples of significant property risks that are being controlled.
- Annual inspection of the premises is undertaken by Redcar and Cleveland Health and Safety Department.
- The health and safety report will be submitted to the Local Governing Body Committee as necessary.
- The person responsible for ensuring follow up action on the report is completed is the Head Teacher.

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