

Laburnum Primary School

(Including Sandy Children's Centre)

Health and Safety Policy



Updated by: Headteacher

Approved Date: June 2018

Last reviewed: June 2018

Next review due by: July 2021 (or as a result of changes to legislation / guidance)

PART 1. STATEMENT OF INTENT

The Governing Body of Laburnum Primary School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties.

This policy will be brought to the attention of all members of staff. A reference copy is kept in the school office and on the shared drive (K).

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

PART 2. ORGANISATION

As the employer, Central Bedfordshire Council (CBC) has overall responsibility for Health and Safety (H&S) in Community and Voluntary Controlled Schools.

At school level duties and responsibilities have been assigned to staff and governors as laid out below.

Responsibilities of the Governing Body

The Governing Body are responsible for health and safety matters at a local level and are responsible for:

- Ensuring adherence to the local authority health and safety policy, procedures and standards;
- Reviewing the establishments health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance;
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards;
- Receiving from the Headteacher or other nominated member of staff reports on health and safety matters and reporting to CBC, any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting a positive H&S culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor.
- Ensuring that when awarding contracts health and safety is included in specifications & contract conditions taking account of CBC policy and procedures.

Responsibilities of the Headteacher:

Overall responsibility for the day to day management of health and safety rests with the Headteacher.

As manager of the establishment and of all the activities carried on within it, the Headteacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Headteacher has responsibility for:

- Co-operating with the LA and governing body to enable health and safety policy and procedures to be implemented and complied with;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and LA where necessary;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up;
- Reporting to CBC any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- Monitoring purchasing and contracting procedures to ensure compliance with CBC policy.

The Headteacher may choose to delegate certain tasks to other members of staff. 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.

Responsibilities of other teaching staff / non-teaching staff holding posts of special responsibility

All teachers, Subject Leaders and the Children's Centre Manager have a responsibility to:

- Apply the school's health and safety policy to their own area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Resolve health, safety and welfare problems members of staff refer to them, and inform the head of any problems to which they cannot achieve a satisfactory solution within the resources available to them;

- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees, pupils, volunteers and visitors to avoid hazards and contribute positively to their own health and safety;
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Responsibilities of all employees

Under the Health and Safety at work Act etc 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work;
- Comply with the school's health and safety policy and procedures at all times;
- Report all accidents and incidents in line with the reporting procedure;
- Co-operate with school management on all matters relating to health and safety;
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare;
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager;
- Report immediately to their line manager any shortcomings in the arrangements for health and safety;
- Ensure that they only use equipment or machinery that they are competent / have been trained to use;
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

PART 3. ARRANGEMENTS

- Appendix 1: Risk Assessments
- Appendix 2: Offsite visits
- Appendix 3: Health and Safety Monitoring and Inspections
- Appendix 4: Fire Evacuation and other Emergency Arrangements
- Appendix 5: Fire Prevention, Testing of Equipment
- Appendix 6: First Aid and Medication
- Appendix 7: Accident Reporting Procedures
- Appendix 8: Health and Safety Information and Training
- Appendix 9: Lone Working
- Appendix 10: Premises Work Equipment
- Appendix 11: Flammable and Hazardous Substances
- Appendix 12: Moving and Handling
- Appendix 13: Asbestos
- Appendix 14: Contractors
- Appendix 15: Work at Height
- Appendix 16: Display Screen Equipment
- Appendix 17: Vehicles
- Appendix 18: Legionella
- Appendix 19: Swimming pool

APPENDIX 1

RISK ASSESSMENTS

General Risk Assessments

The school risk assessments (for all activities, teaching and non teaching, premises and one off activities) will be co-ordinated by the Headteacher.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff are made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by class teacher / SENCo / line manager or Headteacher as appropriate.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work.

Such risk assessments will be reviewed on a regular basis.

APPENDIX 2

OFFSITE VISITS

All offsite visits will be planned following guidance contained in the Central Bedfordshire Educational Visits & Journeys Policy Document, Legislation and Guidance (February 2017). This document is stored electronically on the shared (K) drive.

The LA's Offsite Visits Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator (EVC), currently the Heateacher who will check the documentation and planning of the trip and if acceptable initially approve the visit subject to LA overall acceptance.

APPENDIX 3

HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted termly and be undertaken / co-ordinated by the Headteacher and Site Agent.

The person(s) undertaking such inspections will complete a report in writing and submit this to the Governing Body. Responsibility for following up items detailed in the safety inspection report will rest with the Headteacher who may delegate specific tasks to other staff.

A named governor will be involved / undertake an inspection on an annual basis and report back to both the relevant sub-committee and full governing body meetings. This governor monitoring will also cover management systems in addition to inspecting the premises.

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

APPENDIX 4

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The head teacher is responsible for ensuring the fire risk assessment is undertaken and implemented.

Fire Instructions

These documents are made available to all staff and included in the School Emergency Plan.

An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed in the Emergency Plan and a summary posted in each classroom or working area.

These procedures will be reviewed at least annually.

Fire Drills

Fire drills will be undertaken termly, and a record kept in the fire log book;

APPENDIX 5

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by the Site Agent and a record kept in the fire log book.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer.

APPENDIX 6

FIRST AID AND MEDICATION

FIRST AID BOXES ARE LOCATED IN THE MAIN OFFICE

School office staff and the Children's Centre Manager are responsible for regularly checking that the contents of first aid boxes in their areas are complete and replenished as necessary. A check should be made at least termly.

The Headteacher will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

Transport to hospital

If the first aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

The school will follow the procedure for completion of incident/accident records in accordance with CBC guidance.

Administration of medicines

All medication will be administered to pupils in accordance with DfE guidance:

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

The only medication kept and administered within school are those prescribed specifically for a pupil at the request of the parent / guardian and with the consent of the head teacher.

Records of administration will be kept in the main office.

No member of staff should administer any medicines unless a request form has been completed by the parent / guardian.

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

In accordance with the LA's accident/incident reporting procedure accidents, violent incidents, dangerous occurrences, and near misses must be reported on the relevant County Council forms.

Any employee involved in such an incident must write down a report of the incident as soon as possible and pass to the Office Manager or Administrator who will complete the relevant forms or online reporting as appropriate.

School accident reports will be monitored for trends and a report made to the Governors, as necessary.

The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

APPENDIX 8

HEALTH AND SAFETY INFORMATION & TRAINING

The Health and Safety Law poster is displayed outside the main office.

Health and Safety Training

Health and safety induction training will be provided and documented for all new employees.

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

Training records are held by the CPD co-ordinator.

The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's / line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

APPENDIX 9

LONE WORKING

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Headteacher's/senior member of staff's permission and notify him/her on each occasion when lone working will occur;
- Ensure they do not put themselves or others at risk;
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc;
- When working off site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return [staff undertaking home visits to obtain as much background information as possible about the child/family being visited prior to attending the home];
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so;
- Report any incidents or situations where they may have felt "uncomfortable".

APPENDIX 10

PREMISES AND WORK EQUIPMENT

Statutory inspections

Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified by CBC. Records of such monitoring will be kept by the Headteacher / Site Agent.

All staff are required to report to the Headteacher any problems found with any equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Electrical safety

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) in compliance with CBC guidance.

External play equipment

The external play equipment should only be used when supervised by school staff, equipment will be checked daily before use for any apparent defects, and the Site Agent will conduct a formal termly inspection of the equipment. PE and Play equipment is subject to an annual external inspection.

APPENDIX 11

FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the *“Control of Substances Hazardous to Health Regulations 2002”* (the COSHH Regulations).

The establishment’s nominated person(s) responsible for substances hazardous to health is the Site Agent.

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed;
- Material safety data sheets are obtained from the relevant supplier for all such materials;
- Risk assessments are conducted for the use of hazardous substances
- All chemicals are appropriately and securely stored out of the reach of children;
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers);
- Suitable personal protective equipment (PPE) has been identified and available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

APPENDIX 12

LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Headteacher and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

APPENDIX 13

ASBESTOS

The CBC asbestos policy will be followed.

The asbestos register is held in the main office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

The authorising officers shall ensure:

- The asbestos log is maintained;
- **All** work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work;
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer

APPENDIX 14

CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the main office where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures and general information relevant to being on site.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

APPENDIX 15

WORK AT HEIGHT

Working at height can present a significant risk, where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

APPENDIX 16

DISPLAY SCREEN EQUIPMENT (DSE)

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars etc. shall have a DSE assessment carried out by their line manager.

APPENDIX 17

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them.

The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

APPENDIX 18

LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the [Education Health and Safety Manual](#).

The Site Agent is responsible for ensuring that operational controls are being conducted and recorded in the water log book as well as being responsible for undertaking basic operational controls in lieu of an external water assessment.

This will include:

- Identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.
- Conducting necessary water temperature checks

- Disinfecting / descaling showers, or other areas where water droplets are formed

APPENDIX 19

SWIMMING POOL

The headteacher will ensure that the pool is managed in accordance with CBC guidance.

A risk assessment has been carried out and reviewed annually.

Pool plant operations and water testing is carried out by the appointed Pool Operator who will ensure that the water quality meets the standards identified in CBC guidance. The Pool Operator will ensure that regular bacterial testing is carried out and, where necessary, carry out any remedial actions.

The headteacher will ensure that teachers expected to undertake swimming teaching activities will have completed training in swimming teaching and have experience and confidence which is appropriate for the level of swimming instruction.

The Headteacher will ensure provision is made for lifesaving, first aid and resuscitation cover appropriate to the type of swimming sessions.