

# SOUTH STREET COMMUNITY PRIMARY SCHOOL



## Health and Safety Policy March 2018

## **Model Framework for a School Health & Safety Policy**

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### **Introduction**

Each school is required to have a Health and Safety Policy in place. It is recommended that the school's Health and Safety Policy should be developed by the Governing Body in conjunction with the head teacher and members of the school leadership team.

The organisation and arrangements which support the H&S Policy (day to day management of Health & Safety) are the responsibility of the Headteacher and the Senior Leadership Team (supported by the Governing Body).

### **What should you do with this Model Health and Safety Policy?**

The Model Policy is designed as a model where schools may complete the relevant blank sections and adapt for their own use.

The policy has three parts;

**Part 1** - The Health and Safety Policy Statement

**Part 2** - Health & Safety Responsibilities for School staff

**Part 3** - School Management Arrangements

## Part 1: Policy Statement

# Health & Safety Policy

The Health and Safety at Work Act 1974 (HSW Act 1974) places duties on employers to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and persons not employed but who may be affected by work activities, such as pupils and visitors.

The aim of the school policy and statement of intent is to ensure that all reasonably practicable steps are taken to secure the health, safety and welfare of all persons using these premises and in particular:

- to provide adequate control of the health and safety risks arising out of our activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.

The governing body will review this policy statement if there is any significant change or at least annually and update, modify or amend it as it considers necessary.

Signed: Allan Symons (Chair of Governors)

Signed: Julie McGrow (Head Teacher)

Date: 13/03/2018

Review date: 13/03/2019

## Part 2: Health & Safety Responsibilities

**The Governing Body** has strategic responsibility for health and safety within all areas of the school's undertakings and ensuring that health and safety performance is monitored regularly. In order to comply with regulatory controls, the governing body is responsible for ensuring that advice from competent advisers is available on health and safety matters.

**The Head Teacher** has responsibility for the day-to-day operation of health, safety and welfare policies and practices, as delegated by the governing body, within all areas of the school's undertakings. In addition the Head Teacher will ensure that health and safety policy and procedures are part of the day-to-day running of the school. In order to comply with regulatory controls, the Head Teacher is responsible for ensuring that advice from competent advisers is sought on health and safety matters.

**Department Heads** are responsible for ensuring that safe working conditions are maintained for all pupils, employees, visitors, members of the public and, where applicable, contractors. In order to comply with regulatory controls within their departments, department heads are also responsible for ensuring that advice from competent advisers is sought on health and safety matters.

**Employees** are responsible for their own health and safety, that of their colleagues and members of the public who may be affected by their work activities.

Further specific health and safety responsibilities are detailed below;

Name	Responsibility
Allan Symons	Chair of Governors
Daniel Conway	Caretaker
June McLeod	Co-ordinator of First Aid
Julie McGrow	Head Teacher
Laura Scullion & Lorena Dayson	Child with a rare skin condition
Julie McGrow, Tania Saxby & Alison Ferry	Child with Type I Diabetes

## **Part 3: School Health & Safety Management Arrangements**

The Corporate Health & Safety Handbook and Education Health & safety Handbook both contain various documented standards, forms and guidance materials, many of which are applicable to the school.

<http://council/humanresources/healthandsafety/handbook.htm>

<http://council/humanresources/healthandsafety/edu-handbook/index.html>

The school commits to following the procedures detailed below to ensure that employees, pupils and members of the public are not put at risk by school activities.

### **Incident reporting & investigation**

Adopted standard(s)	<a href="#"><u>LCS-HS-58: Incident Reporting and Investigation Procedure</u></a>
Specific school arrangements	All minor accidents and cases of work-related ill health are to be recorded in the School's accident book. The book is kept and located at key stage entrances, main entrance and school hall. The Head Teacher is responsible for reporting relevant accidents, near misses, diseases and dangerous occurrences to the Council's Health & Safety Team in accordance with LCS-HS-58.

### **Administration and management of medicines**

Adopted standard(s)	<a href="#"><u>EDU-HS-01: Administration and Management of Health Needs in Schools</u></a>
Specific school arrangements	A specific policy for the school has been developed using the EDU-HS-01 form and is located in the main office with the medication book.

### **Hazardous Substances**

Adopted standard(s)	<a href="#"><u>EDU-HS-02 Control of Substances Hazardous to Health</u></a>
Specific school arrangements	The Caretaker will be responsible for identifying all substances which need a COSHH assessment and maintaining an inventory. The Head Teacher will be responsible for ensuring that all actions identified in the assessments are implemented.

### **Infection Control**

Adopted standard(s)	<a href="#"><u>EDU-HS-06: Infection Control in Schools and Childcare Settings</u></a> <a href="#"><u>LCS-HS-93 Control of Infections at Work</u></a> <a href="#"><u>LCS-HS-103 The Disposal of Clinical Waste.</u></a>
Specific school arrangements	Poster about infectious diseases is displayed for all staff and used by admin staff when having first day response conversations about absences. Sharps box is located in a locked medical room and disposed of safely by allocated workers.

## Statutory Maintenance and Testing/ Management of Premises

Adopted standard(s)	<a href="#"><u>EDU-HS-13: Statutory Maintenance and Testing Within Schools</u></a> <a href="#"><u>LCS-HS-90: Management of Premises</u></a>
Specific school arrangements	The Caretaker is responsible for periodically monitoring the maintenance, inspection, examination or testing by the contractor. A School Statutory Maintenance and Testing Schedule (Appendix 1 of EDU-HS-13) has been prepared and is kept updated by LES.

## First Aid

Adopted standard(s)	<a href="#"><u>EDU-HS-05: First Aid Provision in Schools</u></a>
Specific school arrangements	The first aid boxes can be located at the main entrance, KS1 & LS2 entrances, community room and wet area of classrooms 5 & 6. A defibrillator is kept in the main office. The appointed first aiders are: June McLeod, Rebecca Toytekin, Alison Ferry, Carole Moody, Patsy Capel, Paula Smith, Donna Stewart, Lisa Sullivan, Carol Atkinson, Tania Saxby, Laura Scullion, Lorena Dayson, Angie Murray, Karen Wright, Vicky Houston & Lisa Scott.

## Emergency Management Plan

Adopted standard(s)	<a href="#"><u>EDU-HS-10 Emergency management plan</u></a> <a href="#"><u>EDU-HS-14 Unavoidable school closures</u></a>
Specific school arrangements	See Crisis Management Policy.

## Outdoor Play Equipment

Adopted standard(s)	<a href="#"><u>EDU-HS-07 Outdoor Playground Safety</u></a>
Specific school arrangements	LES have been appointed to thoroughly inspect play equipment on an annual basis, in accordance with BS 1176. The Caretaker undertakes daily or pre-use visual checks of play equipment and play areas.

## Risk Assessment

Adopted standard(s)	<a href="#"><u>LCS-HS-40: Risk Assessment</u></a>
Specific school arrangements	The Head Teacher and Caretaker are responsible for carrying out risk assessments. The findings of the risk assessment will be reported to the Health & Safety Committee. Risk assessments will be approved by the Head Teacher. The Head Teacher has responsibility for ensuring any actions required are implemented.

## Security/ Violence at work

Adopted standard(s)	<a href="#">EDU-HS-12: Security</a> <a href="#">EDU-HS-15 Warning and Banning Persons from School Premises</a> <a href="#">LCS-HS-79: Violence at Work</a>
Specific school arrangements	<p>Visitors are briefed on the school's emergency evacuation procedures which is also included on the visitors badge.</p> <p>Access to the school is controlled by locked gates which are only open between 8.50am &amp; 9.15am and 3.05pm &amp; 5.30pm. CCTV is in operation. Visitors report to the main entrance to sign in.</p>

## Lone Working

Adopted standard(s)	<a href="#">LCS-HS-31 Lone Working</a>
Specific school arrangements	<p>The following employees are considered to be lone workers: all staff (see policy).</p> <p>Lone workers have been briefed on the following procedure to adopt when working alone: see Lone Working Policy.</p>

## Consultation and Communication with Employees

Adopted standard(s)	<a href="#">LCS-HS-08: Communicating the Health &amp; Safety Message</a> <a href="#">LCS-HS-10: Employee Consultation</a>
Specific school arrangements	<p>Health &amp; Safety information is communicated to employees via the Caretaker</p> <p>Employee Representative is the Caretaker.</p> <p>The above mentioned Safety Representative(s) will:</p> <ul style="list-style-type: none"> <li>• Attend meetings of safety committees.</li> <li>• Liaise with the Head Teacher on health and safety matters.</li> <li>• Investigate accidents and potential hazards within the workplace.</li> <li>• Investigate complaints made by an employee they represent relating to health, safety and welfare at work</li> <li>• Carry out inspections of the workplace.</li> <li>• Represent employees they were appointed to represent in consultations.</li> </ul> <p>The above duties will be carried out in accordance with the Safety Representative and Safety Committee Regulations 1977</p>

## Training

Adopted standard(s)	<a href="#"><u>LCS-HS-09 Health &amp; Safety Training</u></a> <a href="#"><u>LCS-HS-77: Identification of Training Needs</u></a>
Specific school arrangements	The Deputy Head is responsible for preparing and updating the training plan.
	Training will be identified, arranged and monitored by the Head Teacher and Deputy Head Teacher
	Training records are kept head & Deputy Head's office.
	Induction training will be provided for all employees by the Head Teacher, Deputy Head Teacher and Caretaker.

## Asbestos

Adopted standard(s)	<a href="#"><u>Corporate Asbestos Management Plan</u></a> <a href="#"><u>ASB60: Asbestos Management Site Guide</u></a>
Specific school arrangements	The site specific asbestos management plan for the school has been prepared by the LA who is the named Responsible Person.
	The site specific management plan is located in the asbestos file in the main office.

## Management of contractors

Adopted standard(s)	<a href="#"><u>LCS-HS-18: CDM</u></a> <a href="#"><u>LCS-HS-89: Assessment, Engagement and Management of Contractors</u></a> <a href="#"><u>LCS-HS-98: Contractor's Health &amp; Safety Standards</u></a>
Specific school arrangements	LES is responsible for assessing contractor health and safety competency prior to appointment.
	LES has responsibility for ensuring suitable management arrangements are in place whilst contractors are carrying out work on site.

## Display Screen Equipment

Adopted standard(s)	<a href="#"><u>LCS-HS-21: Display Screen Equipment:</u></a>
Specific school arrangements	Regular DSE Users have been identified as all admin staff.
	DSE workstation assessments have been completed by the following trained DSE assessor(s) Heather Taylor
	The Business Manager has responsibility for ensuring any actions required are implemented.



## Fire

Adopted standard(s)	<a href="#">LCS-HS-24: Preparing a PEEP</a> <a href="#">LCS-HS-25: Fire Emergency Procedures</a> <a href="#">LCS-HS-26: Fire Risk Assessments</a>
Specific school arrangements	The Head Teacher/Caretaker is responsible for regularly reviewing the fire risk assessment. The Head Teacher/Caretaker is responsible for keeping the fire log book regularly updated.

## Stress

Adopted standard(s)	<a href="#">LCS-HS-41: Stress</a>
Specific school arrangements	See Policy.

## Manual handling

Adopted standard(s)	<a href="#">LCS-HS-32: Manual Handling</a>
Specific school arrangements	See Policy.

## Work at Height

Adopted standard(s)	<a href="#">LCS-HS-43 Work at height</a> <a href="#">LCS-HS-68 Ladders</a> <a href="#">LCS-HS-86 Stepladders</a>
Specific school arrangements	Ladder/ stepladder checklists are completed monthly and located within the main office.

## Educational Visits

Adopted standard(s)	<a href="#">EDU-HS-03: Educational Visits and Learning Outside the Classroom</a>
Specific school arrangements	The school's Educational Visits Coordinator is John Archer.

## Electrical Safety

Adopted standard(s)	<a href="#">LCS-HS-23: Electrical Safety</a>
Specific school arrangements	The Caretaker has been designated the responsible person for preparing and maintaining an accurate up-to-date the electrical maintenance register for portable appliances used.

<b>Date this policy was formally reviewed and agreed by the Governing Body of South Street Community Primary School:</b>	
Approved by the Governing Body on:	Ratified on 13 March 2018 by H & S Committee
Reviewed by Head Teacher	Julie McGrow
Date:	March 2018
Date of next review:	March 2019

Footnote: Further assistance and guidance is available by contacting Health and Safety, telephone number 0191 433 2272 / 2281 / 2270 / 2237 / 2371 / 3827