



Cherish, Nurture, Achieve

Becket Primary School Health and Safety Policy

Policy Date	November 2015
Author	S James
Approved by Governors	C Wynn
Review Date	November 2018

Review:	Date:
Review:	Date:
Review:	Date:

HEALTH AND SAFETY POLICY

Section 1 - Statement of Intent

1. General

- 1.1 The governing body notes the provisions of the Health and Safety at Work Act 1974 which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- 1.2 The aim of the governing body at Becket Primary School is, "To provide a safe and healthy working and learning environment for staff, pupils and visitors."
- 1.3 The arrangements outlined in this statement and the various other safety provisions made by the governing body cannot prevent accidents or ensure safe and healthy working conditions. The governing body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. So far as reasonably practicable the governing body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

Section 2 - Organisation

2. The Duties of the Governing Body

2.1 In the discharge of its duty the governing body, in consultation with the Head, will:

- a) make itself familiar with the requirements of the Health and Safety at Work, Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1992
- b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
- c) periodically assess the effectiveness of this policy and ensure that any necessary changes are made
- d) identify and evaluate all risks relating to:
 - i) accidents
 - ii) health
 - iii) school-sponsored activities (including work experience)
- e) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others
- f) create and monitor the management structure

2.2 In particular the governing body undertakes to provide:

- a) a safe place for staff and pupils to work including safe means of entry to and exit from
- b) plant, equipment and systems of work which are safe
- c) safe arrangements for the handling, storage and transport of articles and substances
- d) safe and healthy working conditions which take account of all appropriate:
 - i) statutory requirements
 - ii) codes of practice whether statutory or advisory
 - iii) guidance whether statutory or advisory
- e) supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the governing body will ensure within the financial resources available that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated.
- f) necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
- g) adequate welfare facilities

2.3 So far as is reasonably practicable the governing body, through the Head, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- a) this policy and relevant any other Derby City Council Policy
- b) all other relevant health and safety matters
- c) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

- 2.4 The Governing Body shall note updates in issues which may affect Health and Safety within the school. This will be delegated to the Resources Committee. Becket Primary School will have a Governor with responsibility for Health and Safety who will meet regularly with the Head and will be invited to be present when Health and Safety Officials visit school.

3. The Duties of the Head

- 3.1 As well as the general duties which all members of staff have (see section 4), the Head has responsibility for the day to day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through senior members of staff, and others as appropriate.
- 3.2 The Head is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times
- 3.3 In particular the Head will:
- a) be aware of the basic requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the school
 - b) ensure at all times the health safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities
 - c) ensure safe working conditions for the health, safety and welfare of staff and pupils and others using the school premises and facilities
 - d) ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus so that each task is carried out to the required standards and so that all risks are controlled.
 - e) consult with members of staff, on health and safety issues
 - f) arrange systems of risk assessment to allow the prompt identification of potential hazards
 - g) carry out periodic reviews and safety audits on the findings of the risk assessment
 - h) identify the training needs of staff and pupils and ensure within the financial resources available that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
 - i) encourage staff pupils and others to promote health and safety
 - j) ensure that any defects in the premises its plant equipment of facilities which relate to or may affect the health and safety of staff pupils and others are made safe without delay
 - k) encourage all employees to suggest ways and means of reducing risks
 - l) collate accident and incident information and when necessary carry out accident and incident investigations
 - m) monitor the standard of health and safety throughout the school including all school based activities encourage staff pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others
 - n) monitor first aid and welfare provision
 - o) monitor the management structure along with the governors

4. The Duties of All Members of Staff

- 4.1 All staff will make themselves familiar with the requirements of the health and safety at Work Act 1974 and any other health and safety legislation and codes of practice, which are relevant to the work of the department in which they work. They should:
- a) take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work

- b) as regards any duty of requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with
- 4.2 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk
- 4.3 In particular all members of staff will:
- a) be familiar with the Health and Safety policy and all safety regulations as laid down by the governing body
 - b) ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
 - c) see that all plant, machinery and equipment is adequately guarded
 - d) see that all plant machinery and equipment is in good and safe working order
 - e) not make unauthorised or improper use of plant machinery and equipment
 - f) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
 - g) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
 - h) report any defects in the premises, plant, equipment and facilities, which they observe
 - i) take an active interest in promoting health and safety and suggest ways of reducing risks

5. Hirers, Contractors and Others

- 5.1 When the premises are used for purposes not under the direction of the Head then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.
- 5.2 The Head will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times
- 5.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee will be treated as a hirer and will comply with the requirements of this section
- 5.4 When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the governing body and that they will not without the prior consent of the governing body:
- a) introduce equipment for use on the school premises
 - b) alter fixed installations
 - c) remove fire and safety notices or equipment
 - d) take any action that may create hazards for persons using the premises or the staff or pupils of the school
- 5.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the health and safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the Health and Safety at Work Act 1974.
- 5.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or

to take action to make them safe the Head will take such actions as are necessary to prevent persons in his or her care from risk of injury

- 5.7 The governing body draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the Health and Safety at Work Act 1974. which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions

6 Staff Consultative Arrangements

- 6.1 All staff have an individual responsibility to have regard to Health and Safety matters at all times in the discharge of their duties taking into account their own safety and that of the children in their charge and the wider school community
- 6.2 Consultation with employees on Health and Safety matters shall take place in routine staff meetings and in meetings called as necessary specifically for that purpose by the Headteacher. The school Trade Union Health and Safety Representative will be invited to be present when Health and Safety Officials visit school.

7 Codes of Practice and Safety Rules

- 7.1 The governing body (where appropriate) and taking into account the requirements of this statement will approve (where necessary) codes of practice for the observation of safety requirements in school.
- 7.2 From time to time the Department for Education (DfE), Health and Safety Executive (HSE) and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Heads and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Head considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the governing body that he or she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

8 Risk Assessment

- 8.1 The Head will ensure that a risk assessment survey of the premises, methods of work and all school-sponsored activities is conducted annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the governing body.

9 Emergency Plans

- 9.1 The head will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants of users of the school. This plan will indicate the action to be taken in the event of a major incident so that everything possible is done to:

- a) save life
- b) prevent injury
- c) minimise loss

- 9.2 This sequence will determine the priorities of the emergency plan.

- 9.3 The plan will be agreed by the governing body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the governing body.

10 First Aid

- 10.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents
- 10.2 The number of certificated first aiders will not at any time, be less than the number required by law. It is the policy of the Governing Body of Becket Primary School that all support staff (as far as possible) will receive training in Paediatric First Aid and the required number by law, Emergency First Aid at Work.
- 10.3 At the discretion of the governing body other staff will be given such training in first aid techniques as is required to give them a basic minimum level of competence. This level will be agreed by the governing body after seeking appropriate advice. The number of such trained but uncertified first aiders will be determined by the governing body as that being sufficient to meet the needs of all foreseeable circumstances.
- 10.4 Supplies of first aid material will be held at various locations throughout the school. The Head will determine these locations. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.
- 10.5 Adequate and appropriate first aid provision will form part of the arrangements for all out of school activities.
- 10.6 A record will be made of each occasion any member of staff; pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity.

11 Review

- 11.1 The governing body will review this policy statement every 3 years and update, modify or amend it as it considers necessary to ensure the health safety and welfare of staff and pupils.

Section 3 – Safety Arrangements

12. Equipment Maintenance

All equipment is systematically examined and tested to prevent breakdown and possible injury associated with such a breakdown under a planned preventative maintenance (PPM) programme carried out by representatives of Derby City Council. Equipment in the servery kitchen is maintained under an annual contract with Derby City Council.

A log of all mechanical and electrical equipment is maintained and logged for easy identification. This is kept in the School Office.

A. Electrical Equipment

All electrical equipment shall be visually examined before use. The person using the equipment should satisfy themselves that it is in working order and can be used safely. Any faults or concerns should be reported to the Headteacher.

The equipment is electrically tested by a competent electrician on an annual basis. All the relevant details of the tests are logged along with signature and date and the date of the next test.

No electrical equipment should be brought onto the premises without evidence of a current PAT test. This applies to all staff and visitors.

B. Mechanical Equipment

The above tests and inspections also apply to all mechanical equipment.

Some mechanical equipment will need inspection by an insurer's engineer to comply with insurance policies and legislation eg steam boilers, changing bed etc.

Equipment will be procured and disposed of following LA advice and Vinci procedures. Advice will be sought to ensure that any equipment procured shall be suitable and sufficient for the task, for example, a domestic appliance may not be capable of withstanding the daily stresses and strains for which an industrial type appliance is designed.

13. Fire Prevention Equipment

The fire alarm system is tested on a weekly basis. The call points are numbered and tested in rotation to ensure all call points are in working order and available when required. The test is carried out at 7am every Friday and lasts for a maximum of 15 seconds. Any person who is in the premises at that time will know that this is the alarm test. If the alarms ring for longer than the specified time, then people should evacuate the premises as this will indicate a real emergency.

Fire extinguishers are serviced annually and regularly checked visually.

All alarm tests and evacuation practices are logged and filed in the School Office.

14. Emergency Escape

Refer to Appendix 1 Emergency Evacuation and Fire Prevention Procedures.

15. First Aid Provisions

To comply with the 'Health and Safety (First Aid) Regulations 1981', it is the duty of management to ensure that in the event of an accident any member of staff who has undergone training in 'Emergency First Aid at Work' will

- a) take charge of the injured persons and summon the appropriate help, Doctor, Nurse or transport to hospital, if necessary.
- b) take charge of the first aid box and maintain stocks and contents, and make available the necessary contents for treatment of minor injuries.
- c) ensure a record is kept of each incident and that appropriate forms are completed.
- d) maintain notices of first aid arrangements.
- e) inform new employees of the first aid arrangements at the work place.

16. First Aid Equipment

Contents of the boxes and kits are replenished as soon as possible after use in order to ensure that there is always an adequate supply of all materials. Items should not be used after the expiry date shown on packets. A named member of staff is responsible for checking first aid boxes frequently, to ensure that it is sufficiently stocked.

First aid boxes are kept in the Medical Room, Staff Room, KS1 Area, Nursery and Kitchen Office. There are 2 portable first aid kits used by the Midday Supervisors and for school trips. Soiled dressings and gloves are safely disposed of in a container in the Medical Room and there is a sharps box in the Head Teacher's Office.

17. Accident and Incident Reporting Procedures

All accidents and incidents must be recorded in full in the Accident Book kept in the Office. First aid treatments must be recorded in the logs in the medical room. Any accidents of a serious or "reportable" nature must be reported as outlined in the DCC Reporting Procedures. These procedures are in line with RIDDOR Regulations 2013

Staff will be informed at a staff briefing of any accidents happening on the premises. This is to enable lessons to be learnt from mistakes to avoid any future recurrence of the accident.

18. Manual Handling

Staff are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out. Manual handling training will be provided for staff working in EYFS.

Staff who assist with personal care will receive training on manual handling people and have input into the educational care plan on the techniques to be used

19. Display Screen Equipment

Staff are to follow DCC Display Screen equipment policy. Staff who are required to use DSE on more than an occasional basis will be required to carry out a DSE audit and follow the guidance given. Regular users of DSE are entitled to claim for an annual eye test.

20. Science and Design and Technology

Co-ordinators for Science and DT will keep up to date with local authority guidance, CLEAPSS to ensure that safe practices are adhered to. Co-ordinators will monitor equipment and replace as required. Food hygiene training will be provided for staff and parent helpers who regularly assist with cooking in school.

21. Control of Substances (COSHH) (Flammable) (Radiation) etc

All substances with harmful properties are COSHH assessed and stored securely in the Site Managers store to avoid unauthorised access. Flammable substances (when used) are kept in a steel “flammables cabinet” to ensure no contact with an ignition source.

22. Inspection of Premises

A formal inspection is carried out on an annual basis. The inspection team consists of the Site Manager, a member of the senior leadership team, a governor and the staff health and safety representative appointed by an appropriate union.

The inspection is carried out whilst the school is at work to take account of all work activities throughout the day.

The inspection report is formally written with any actions identified with specified action by date included. The report is available for all staff to comment upon it and it requires discussion at a Governors' meeting.

23. Contractors and Visitors to School

Contractors and visitors to school must sign in the visitors book on arrival and familiarise themselves with the emergency procedures.

Contractors are not permitted on site without prior appointment with the Site Manager who will ensure that they complete a work permit.

24. Out of School Activity Provision

All staff arranging out of school activities should submit a risk assessment and the relevant supplementary documentation using the Evolve system. The Educational Visits Coordinator will approve most out of school activities. More hazardous activities eg caving / residential trips must be submitted to the LA.

25. Use of Vehicles

Staff using their own transport to take pupils on out of school activities must be covered for ‘business use’ on their Insurance Policy. Staff are advised to take out Business Use insurance for any journeys taken during the working day. Staff are made aware of the LA Guidelines for Driving at Work.

26. Environmental Conditions

It is the responsibility of the head to ensure that environmental factors eg temperature, lighting, noise, humidity, dust and ventilation etc will be maintained at all times to ensure suitable working conditions. The monitoring of these items will be carried out during the formal inspection.

27. Legionella

The Site Manager carries out weekly water testing from all taps and showers. Details are logged and file in the School Office. The DCC Maintenance contract carry out all necessary checks for legionella in accordance with national guidelines.

28. Asbestos

The school works in accordance to DCC Asbestos Policy and works with the Asbestos Manager. The red box is kept in the caretakers store.

29. Welfare Facilities

The welfare facilities provided on site will be maintained in a clean and hygienic state and available for use by all staff members. These facilities include toilets, staff, handwashing facilities with warm water and soap, facilities to make a drink and eat lunch.

30. Wildlife Areas

The wildlife area is adjacent to the school premises and normal class supervision ratios are adhered to. First aid provision is easily accessible in the school building. The pond area and its use is regularly reviewed in the risk assessment procedures. Only non-toxic and non-poisonous plants are grown within the wildlife area. Professional advice is sought before new plants are introduced.

31. Keeping of Animals

If animals are kept or introduced into school, the health of any person who may come into contact with the animal will be taken into consideration. The supervision ratios need to be assessed, dependent upon the type of animal and the age range of the children involved. The welfare of the animal will also be considered. Guidance from CLEAPSS and the RSPCA is followed with regard to animals in the school environment.

32. Extended Schools

School led activities eg homework club will be carried out by staff already familiar with the school H&S procedures. Any external providers eg sports coaches will need to satisfy the Headteacher and Site Manager that they have full knowledge of and will adhere to the H&S policy and procedures.

Data will be processed in line with the requirements and protections set out in the General Data Protection Regulation.