



# **Paxcroft Primary School**

## **Health & Safety Policy**

**Date Policy last reviewed: June 2022**

**Date Policy ratified: June 2022**

**Date of review: June 2023**

## **GENERAL STATEMENT OF INTENT**

The Headteacher & the Governing body believe that ensuring the health, safety & welfare of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work-related ill health
- c) Assessing and controlling risks from curriculum and non-curriculum work activities
- d) Complying with statutory requirements as a minimum
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters.
- i) Setting targets and objectives to develop a culture of continuous improvement
- j) Ensuring adequate welfare facilities exist at the school
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

## **ORGANISATION**

To comply with the Headteacher's and Governing Body's Statement of Intent the school's normal management structure have had additional responsibilities assigned, as detailed below.

An organisational chart showing the school's health and safety management structure is attached at Appendix 1.

## **RESPONSIBILITIES OF THE GOVERNING BODY**

The Governing Body has the following responsibilities to ensure:-

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.

## **RESPONSIBILITIES OF THE HEADTEACHER**

The Headteacher has the following responsibilities:

- a) To be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- b) Ensure that the H&S Policy is communicated adequately to all relevant persons.
- c) Ensure appropriate information on significant risk activities is given to visitors and contractors.
- d) Ensure appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- e) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues and maintain a training matrix.
- f) Make or arrange for risk assessments of the premises and working practices to be undertaken.
- g) Ensure safe systems of work are in place as identified from risk assessments.
- h) Ensure that emergency procedures are in place
- i) Ensure that equipment is inspected and tested to ensure it remains in a safe condition at all times.

- j) Ensure records are kept of all relevant health and safety activities, e.g assessments, inspections, accidents etc.
- k) Ensure arrangements are in place to monitor premises and performance.
- l) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- m) Report to the Governing Body termly on the health and safety performance of the school.

## **RESPONSIBILITIES OF SCHOOL HEALTH AND SAFETY OFFICER**

(This will be a joint role undertaken by the Head, School Business Manager and Premises Manager with ultimate responsibility remaining with the Head)

The School Health and Safety Officer has the following responsibilities:

- a) To co-ordinate and manage the annual risk assessment review process for the school. (Head)
- b) To co-ordinate the annual general workplace monitoring inspections and performance monitoring process (SBM/PM)
- c) To make provision for the inspection and maintenance of work equipment throughout the school. (SBM/PM)
- d) To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with any contractors used. (SBM)
- e) To advise the other joint H&S officers of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors. (Head/SBM/PM)
- f) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally. (Head)
- g) Carrying out any other functions devolved to him/her by the Headteacher or Governing Body. (Head/SBM/PM)

## **RESPONSIBILITIES OF TEACHING/NON-TEACHING STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY**

No other staff hold positions of special responsibility with the exception of the Deputy Headteacher, who must be prepared to fill the role of the Headteacher.

## **RESPONSIBILITIES OF TEACHERS**

Teachers are expected to:

- a) Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.

- b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in standing risk assessments, and to ensure that they are applied.
- c) If carrying out a new or unusual activity, consider the need for a specific risk assessment and, if in doubt, to approach the Head for advice.
- d) Give clear oral and written instructions and warnings to pupils when necessary.
- e) Follow safe working procedures, the main details of which will be included in the staff handbook.
- f) Use of protective clothing and guards where necessary
- g) Make recommendations to their Headteacher, SBM or PM on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- h) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with the national Curriculum requirements for safety education.
- i) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- j) Report all accidents, defects and dangerous occurrences to the Head , SBM or PM

## **RESPONSIBILITIES OF SCHOOL HEALTH AND SAFETY REPRESENTATIVES**

The Governing body recognises the role of Health and Safety Representatives appointed by the Headteacher and a recognised trade union.

Health and Safety representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time.

They will also be consulted on health and safety matters affecting all staff.

Trade Union Safety Representatives are also entitled to certain information, e.g about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

## **RESPONSIBILITIES OF ALL EMPLOYEES**

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:-

- a) Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.
- b) Co-operate with school management in complying with relevant health and safety law.
- c) Use all work equipment and substances in accordance with instruction, training and information received.

- d) Report to their immediate Supervisor, Manager or Headteacher any hazardous situations and defects in equipment found in their work places.
- e) Report all incidents in line with current incident reporting procedure.
- f) Act in accordance with any specific health and safety training received.
- g) Inform their Supervisor, Manager or Headteacher of what they consider to be shortcomings in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness
- i) Co-operate with appointed Trade Union Health and Safety Representative(s)

## **RESPONSIBILITIES OF PUPILS**

Pupils, allowing for their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## **PROCEDURES AND ARRANGEMENTS**

### **INTRODUCTION**

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

### **RISK ASSESSMENT**

#### **General Risk Assessment**

General Risk Assessment will be co-ordinated by the Headteacher, with specific areas of delegated responsibility for the SBM and PM.

**Note** : The School has the right to retain the services of an outside consultancy for the above undertaking at its own discretion.

#### **Maternity Risk Assessment**

Maternity Risk Assessments will be carried out by the Head

**Note** : The School has the right to retain the services of an outside consultancy for the above undertaking at its own discretion.

## **Curriculum Activities**

Risk Assessments for Curriculum activities will be carried out by class teachers and approved by the Head, using (where relevant) Health and Safety codes of practice for Maths, English, History, Science, PE, Art, Swimming and issued by the Wiltshire Council.

**Note** : The School has the right to retain the services of an outside consultancy for the above undertaking at its own discretion.

## **Fire**

A fire risk assessment will be carried out, organised by the Head and SBM, using the services of an outside consultancy recommended by Wiltshire Council

## **Manual Handling**

Manual handling risk assessments, as and when required, will be carried out by the PM.

**Note** : The School has the right to retain the services of an outside consultancy for the above undertaking at its own discretion.

## **Computers and Workstations**

DSE/VDU risk assessments, if necessary will be co-ordinated by the SBM

**Note** : The School has the right to retain the services of an outside consultancy for the above undertaking at its own discretion.

## **Hazardous Substances**

COSHH Assessments will be carried out by the PM.

**Note** : The School has the right to retain the services of an outside consultancy for the above undertaking at its own discretion.

## **Violence**

Assessment of the risks of violence to staff will be carried out by the Head

**Note** : The School has the right to retain the services of an outside consultancy for the above undertaking at its own discretion.

## **EMERGENCY PROCEDURES**

### **Fire and Evacuation**

Fire and evacuation procedures are detailed in Appendix 2

### **First Aid**

First aid boxes will be provided and will be located in the School Office with smaller kits in classes and at the lunchtime first aid posts

### **Transport to hospital**

If an ambulance is required, call "999". It may be appropriate in less severe cases to transport a pupil to a casualty department without using an ambulance, but this should always be on a voluntary basis. If a member of staff uses their own car for these purposes, they must ensure that they have obtained specific cover from their insurance company. The school will reimburse additional insurance premiums where necessary.

No casualty should be allowed to travel to hospital unaccompanied, the Headteacher or acting headteacher (Deputy Headteacher) will designate an accompanying adult in emergencies where parents cannot be contacted.

### **Accident/Incident Reporting**

See Appendix 3

### **Bomb Hoaxes and Bomb Alerts**

Responses to bomb threats will follow guidance contained in the Management Information obtained from the county council.

The Headteacher, or in their absence, the most senior member of staff available, will decide on action to be taken in the event of an incident.

The control point from where such an incident will be handled will be in a safe location outside the school building/s (with the aid of mobile phones & two way radios).

The signal for evacuation of the building, should this be necessary, will be the normal evacuation procedure being followed on the alarm system being activated.

### **Gas leaks**

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the school building/s and telephone Transco immediately.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

### **HEALTH AND SAFETY TRAINING**

Health and Safety induction training will be provided for all new employees by the Headteacher, following the schools Induction Checklist and guidance contained in the management information.

The following staff have received or will receive health and safety training in the following areas:-



## **Strategic Health and Safety Management and Premises Management Training**

- Health and Safety Awareness (Headteacher, SBM and Premises Manager)
- Premises Management, Health, Safety and Risk Management – Part 1 (Site Manager)
- Premises Management, Health, Safety and Risk Management – Part 2 – Asbestos (Site Manager)
- Premises Management, Health, Safety and Risk Management – Part 3 – Fire Risk Assessment.

### **Outdoor Education:**

- Deputy Head as Educational Visits Co-ordinator

### **Occupational Risks:**

- General Risk Assessment (Headteacher, SBM and PM)
- How to Physically Assist and Support Pupils with Physical Disabilities (relevant staff when appropriate)
- Kinetic Handling (Manual Handling) and Manual Handling Risk Assessment (PM)
- First Aid at work and appointed persons (SBM to co-ordinate)
- Handling Difficult Situations assertively (All staff periodically)

### **Site manager training**

- Health and Safety Awareness (Site Manager) (PM)
- Safe Use and Inspection of Ladders and Stepladders (Site Manager) (PM)

### **Training Records**

These are held by the SBM in the School Office and individual training is documented within the staff member's individual staff record.

The Headteacher and SBM are responsible for identifying training needs

## **INSPECTION AND TESTING OF PLANT AND EQUIPMENT**

### **Statutory Inspections**

All plant and equipment requiring statutory inspection and testing (i.e. steam boilers, compressors, lifting equipment, local exhaust ventilation, pressure cookers etc) will be inspected by the appropriate contractors at regular intervals as laid out in the school building maintenance management programme.

### **Portable Electrical Appliances**

Inspection and testing of portable electrical appliances will be carried out at regular intervals as instructed in Electrical Regulation Guidance documents.

An electrical contractor will carry out annual / biennial portable appliance testing.

## **Equipment Maintenance – Curriculum**

All teachers have a responsibility to report any equipment defects to subject leaders and, if necessary, to Head/PM

### **Ladders and Access equipment**

PM will be responsible for inspection and maintenance of ladders and other access equipment following guidance contained in the Site Managers/Caretaking Code of Practice.

## **HEALTH AND SAFETY MONITORING**

### **Inspection of Premises**

General Workplace Inspections (termly) will be co-ordinated by the Head and involve Premises Manager/Health and Safety Governor.

Monitoring inspections of individual classrooms, departments will be carried out by staff nominated by the Headteacher.

### **Performance Monitoring**

Performance Monitoring will be co-ordinated by the Headteacher

## **CONSULTATION AND COMMUNICATION OF INFORMATION**

### **Consultation**

Health and Safety will be a standing agenda item on both sub committees of the Governing Body

### **Communication of Information**

The Headteacher will ensure that systems are established so that staff and pupils are familiar with the arrangements set out in this document.

The Health and Safety Law Poster is displayed in the staff room

Health and safety advice is available from the Headteacher, SBM or PM

## **PREMISES MANAGEMENT**

### **Supervision of Pupils**

Arrangements for supervision of pupils: Pupils will be supervised at all times in the inside and outside spaces of the school, in accordance with Wiltshire recommended staff:pupil ratios for different activities and in line with the school's own procedures and risk assessments.

Exceptions: pupils will be allowed to travel to different parts of the school unsupervised to undertake jobs, messages or to visit the toilets, as their whereabouts are known. Children should not be left alone for any sustained period of time.

## **Security and Visitors**

All visitors must report to the school's main reception area where they will be asked to sign the visitor's book, read and sign the Code of Conduct, and wear an identification badge. If necessary, they will be escorted to and from where they need to be in school.

## **Vehicles on Site/Parking**

Cars must be parked in designated areas. The school gates will be closed at specified times (see separate procedure)

The risks of persons and vehicles coming into contact will be controlled by the Premises Manager or Headteacher in the first place but all employees must exercise responsibility in this area when necessary

Delivery/contractor vehicles must park within the main car park area, unless given specific permission.

## **Arrangements for Disabled Persons**

Designated displayed parking spaces are marked out.

## **Building Maintenance**

General building maintenance is carried out by Council employed maintenance staff or Council recommended contractors. Note: Simple maintenance tasks will wherever possible be undertaken by the school's premises manager.

The SBM/PM will be responsible for ensuring that all identified general building maintenance is carried out by the approved contractors.

## **Asbestos**

The Asbestos register is held in the main office.

The SBM/PM is responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified sign the register and that any changes to the register are notified to the relevant maintenance contractor/s.

## **Control of Contractors**

The HT/SBM/PM will ensure that each contractor's work is carried out in as safe a manner as possible, implementing temporary control measures as necessary. All contractors must report to the School Office where they will be asked to sign the visitor's book, read and sign the Code of Conduct and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The HT/SBM/PM is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

## **Lettings**

Lettings will be managed by the headteacher and/or premises manager.

## **OTHER PROCEDURES**

### **Critical Incident Management**

Wiltshire Council's Critical Incident Management guidelines are followed and staff are made aware of the advice given.

### **Managing Medicines**

Prescribed medication will be administered to pupils by following the school's guidance documentation.

Staff trained first aiders have been nominated as responsible persons for control of administration of medicines to pupils

### **Educational Visits**

Educational visits will be organised following guidance contained in Wiltshire Council education documentation and the Children's Services guidance document.

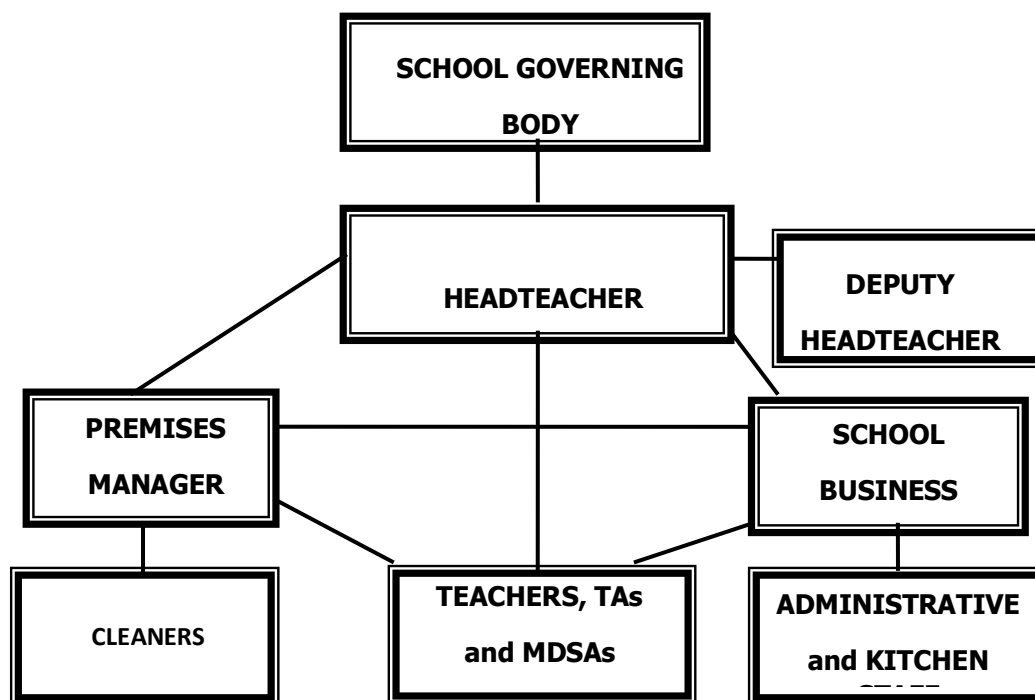
The Educational Visits Co-ordinator is the headteacher, who will approve all arrangements made by the visit leader.

## **REVIEW**

These arrangements will be reviewed annually and revised as new topics arise which may affect the process of managing health and safety for staff, pupils, contractors and other visitors.

## PAXCROFT PRIMARY SCHOOL

### HEALTH AND SAFETY ORGANISATIONAL CHART



## Appendix 2

### FIRE AND EVACUATION PROCEDURES

- Fire Safety action notices are displayed at various locations around the school (adjacent to emergency call points)
- Escape routes are checked by the Site Manager every day.
- Fire Extinguishers are maintained and checked on an annually basis (by an outside fire prevention contractor)
- Alarms are tested by the site manager every week.

Emergency evacuation procedure will be tested twice a term.

**PREMISES EVACUATION ARRANGEMENTS** in case of an alarm being activated are as follows:-

- Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm by using the nearest emergency call point button and then they will notify the main office of the exact location.
- The EMERGENCY WARNING is the ALARM SIGNAL ringing continuously.
- Office will dial 999 if it is a fire.
- On hearing the alarm, pupils should leave in single file when instructed by the teacher in charge of the class. Pupils should then leave by the nearest available marked escape route. The last person to leave the classroom must close the door. Pupils should walk in their subject groups and remain with their teacher at the assembly point.

If a pupil is not in a classroom when the alarm sounds a member of staff will go to the toilet block etc and escort the pupil/s to the assembly point leaving the building by the nearest marked escape route.

In the event of an emergency during BREAK TIME, or the LUNCH HOUR, pupils must leave the building by the nearest marked escape route and go to the assembly point. Pupils should assemble in Year Groups.

Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to the SBM and or the senior officer at the assembly point.

Disabled pupils' timetables will be held in the main offices for access in an emergency. The Headteacher, Deputy Headteacher or Health and Safety Officer will discuss with any disabled pupils and their parents the evacuation procedure in case of an emergency and draw up a Personal Emergency Evacuation Plan (PEEP) will be prepared for each individual disabled pupil.

- The Fire assembly points will be identified with appropriate British Standard sign/s.
- A senior member of staff as designated on the Fire Rota will undertake supervision of the assembly areas.

Immediately pupils arrive at the assembly area, they must stand in their subject/year groups in silence while staff check their registers. Registers, class lists, first aid boxes and visitor/contractors' book etc will be taken out to the assembly point/s by classroom teacher and or the administration staff team. The result of this check must be reported to the person in charge (Headteacher and/or the Site Manager) as soon as it is completed.

The designated fire duty staff will liaise with one another to check that any named disabled pupils and helper or disabled visitors have been evacuated.

When the school all designated fire duty staff should report to the nominated senior member of staff at the assembly area.

- A member of senior management will take charge at the fire assembly point(s)

The senior member of staff will liaise with the Fire Brigade upon their arrival.

When the senior member of staff is satisfied that it is a false alarm (by being given the all clear by a member of the Fire Brigade Service, he/she will then direct staff, pupils and visitors to return to the school building(s)

If the building cannot be reoccupied following an evacuation, pupils will be evacuated to the nearest place of safety.

## **Appendix 3**

### **ACCIDENT, INCIDENT REPORTING AND INVESTIGATION**

All incidents, including RIDDOR incidents, will be reported in accordance with guidance contained in documentation issued by Wiltshire Council Education Department and the HSE.

Wiltshire Council accident and Incident Report Form are located in the main administration Office and the Accident and First aid book is located in the first aid room.

To comply with the Data Protection requirements, individual incident reports will be removed from the Accident & Incident Book, passed to the administration team and or the Health and Safety officer and stored securely to ensure that personal details remain confidential.

Minor accidents and injuries to pupils and visitors will be recorded in the accident/first aid book.

Bump head forms will be issued when deemed necessary and the parents of the pupil/s will be notified.

#### **Investigation of Incidents and Remedial Action**

The Headteacher and/or the Health and Safety Officer will investigate all incidents and make appropriate recommendations to the Board of Governors and Senior Management team to prevent a recurrence.

#### **Reporting:**

The person responsible for recording and reporting of incidents to Wiltshire Council and maintaining records is the Headteacher and/or the Health and Safety Officer.