

# **St Giles CE Primary School Health and Safety Policy**

**November 2015**

## **GOVERNING BODY'S STATEMENT OF INTENT**

### **Declaration**

The governing body supports the aims and objectives of the West Sussex County Council Local Authority Health and Safety Policy for Educational Establishments. This document aims to set out the arrangements by which the governing body will assist in achieving a safe workplace.

The governing body, are the employer and so hold the duties set out for the "employer" in the Health and Safety at Work etc. Act 1974.

It will be the governors' policy to encourage, where practicable, the co-operation of all users of the establishment by discussion and consultation to promote and develop measures which ensure health and safety at work.

The governing body recognises and accepts its responsibility for the maintenance of safe access and egress, the maintenance of the premises, and minimising risks to health arising from plant or substances used on the premises, in so far as they are competent under the scheme for Local Management of Schools.

### **Health and Safety duties**

To achieve the objectives laid down above, the governing body accepts the following duties:

- a) To participate in and/or arrange for inspection of the school premises in order to identify any risks to health and safety arising from the buildings and grounds, any fixtures or contents, the uses to which they are placed, and arrangements for safe access and egress. The inspection report shall be considered by the governing body, which shall determine any necessary follow-up actions.
- b) To take reasonable steps to ensure, when employing a contractor at the premises, that work is undertaken in a safe manner, so that they do not expose School employees or persons using the premises to health and safety risks.
- c) To ensure contractors work safely, the governing body shall follow the guidance published on WSGfL.
- d) To ensure that any defect in the premises, when reported, is rectified and/or action taken to prevent persons being affected by that defect.
- e) To record and report any defect or concern together with the action taken to rectify the situation. This would include any minutes of any meeting, and of discussions with employees, the head teacher or members of the governing body.
- f) To ensure that an agenda item entitled 'health and safety' is included on the agenda for termly meetings of the governing body.
- g) To consult with employees or employee representatives on matters affecting their health and safety.

- h) To meet the legal obligations specified in the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations and other statutory orders and in particular to:
- 1 Undertake risk assessments and record any significant findings that lead to actions/plans consequent to their assessments.
  - 2 Provide training for health and safety.
  - 3 Disseminate information to staff and others.
  - 4 Provide adequate supervision.
  - 5 Monitor health and safety standards and systems of management.

The governing body will abide by any instructions and take heed of any information issued by H&S Advisers from WSCC and will enhance this where necessary with local rules and procedures to take account of its own responsibilities.

The organisation of the system for internal communications, delegation of specific functions and arrangements particular to occupational hazards, staff welfare and the safety of pupils are outlined in appendices to this document.

This policy will be reviewed at intervals not greater than 3 years.

Signed ..... (Chair of Governors) Date.....

## **THE ORGANISATION FOR HEALTH AND SAFETY**

### **Health and safety responsibilities**

#### **The Governing Body**

The Governing Body has strategic responsibility for health and safety within all areas of the school's undertakings. It has delegated the day to day operation of the health and safety policy to the Headteacher, class teachers and other employees as indicated below.

The Governing Body will:

- Ensure that there is access to competent health and safety advisers on all health and safety matters in order to comply with Health and Safety legislation.
- Assist the Headteacher in the preparation and subsequent review of the health and safety policy and provide formal sign-off at a meeting of the Full Governing Body
- Review the Headteacher's annual health and safety report and agree actions which may be required to improve health and safety performance
- Review health and safety inspection reports at least once every term at a meeting of the PH&S Subcommittee and where appropriate at full Governing Body meetings and agree urgent actions which may be required to improve health and safety performance
- Appoint a Governor within those on the PH&S Subcommittee to take responsibility on behalf of the Governing Body for health and safety matters
- Ensure that sufficient resources have been allocated for the operation of the health and safety policy

#### **The Headteacher**

The Headteacher 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. The Headteacher will:

- With the assistance of the Governing Body prepare the health and safety policy for review and acceptance by the Governing Body
- Obtain information and advice from competent health and safety advisers in order to maintain current best practice policy and procedures and comply with regulatory controls
- Follow relevant health and safety guidance and standards provided by WSCC including model risk assessments
- Check that model risk assessments provided by WSCC are suitable and sufficient for the school's purposes, and where not, or where there is no relevant model risk assessment, undertake suitable and sufficient risk assessments
- Appoint an educational visits co-ordinator from their staff to advise and coordinate offsite educational visits;
- Appoint a designated person for fire safety and ensure there are adequate fire safety arrangements, including a written fire emergency plan;
- Make arrangements for the security of the premises, and for the repair and maintenance of the premises, including the proper selection and control of contractors, and ensure any defects are made safe without delay;
- Make arrangements for machinery, plant and equipment to be maintained in a safe condition, including tests and inspections required by law, and keep records;
- Provide adequate information and instruction to employees, including the first aid provision and the fire evacuation procedure;
- Arrange for appropriate training in health and safety, and certification where required, and keep this up-to-date. Health and safety will be a standard part of any new employee's induction;

- Undertake health and safety inspections of the school premises and record the results using the appropriate health and safety checklist. This will be done at least once a term and following any accident, incident or near miss.
- Report accidents, undertake prompt investigation and take immediate action to prevent a recurrence;
- Prepare an annual health and safety report for submission to and approval by the Governing Body;
- Encourage the co-operation of all staff by discussion and consultation, to pursue active policies promoting measures to ensure health and safety, and to check the effectiveness of those measures
- Delegate such other responsibilities and tasks as may be appropriate to class teachers and other employees as described below and in the Arrangements section of this policy

### **Class teachers**

Class teachers have responsibility for ensuring that safe working conditions are maintained for all pupils, employees, visitors, members of the public and, where applicable, contractors throughout their individual work areas, as delegated by the Headteacher or Governing Body and detailed in the Arrangements section of this policy. Curriculum leaders have responsibility for ensuring that advice from competent curriculum and health and safety advisers is sought on health and safety matters in order to comply with regulatory controls.

Class teachers will:

- Undertake health and safety inspections of their individual work areas and record the results using the school health and safety checklist. This will be done at least once a term and following any accident, incident or near miss.

### **Employees**

Employees have responsibility for taking reasonable care of their own health and safety and that of others who may be affected by their work activities. Employees will:

- Cooperate with their employers and managers on health and safety matters and comply with the health and safety procedures;
- Do their work in accordance with training and instructions;
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken;
- Whilst in charge of pupils act as would a prudent parent.

## **ARRANGEMENTS FOR HEALTH AND SAFETY**

### **Accident and Incident Reporting**

All accidents and incidents, to staff, visitors and contractors are reported to WSCC using the online accident reporting system. Minor incidents to pupils are recorded locally; major injuries and direct visits to hospital are also reported to WSCC using the online system.

*The Headteacher* is responsible for reporting accidents

*The Headteacher* will monitor accidents and incidents in order to identify trends and include this information in the annual report to the governing body.

### **Administering medicines**

The school's Managing Medicines Policy details the procedures followed by the school and is based on WSCC policy and procedures. A list of the members of staff who are trained in Managing Medicines is in the school office. A copy of the policy is available from the school office.

### **Asbestos**

The school holds an asbestos register and follows the WSCC Code of Practice regarding monitoring and record keeping. All contractors working on the building are made aware of the location of asbestos and sign the register. Staff are made aware of the location of asbestos and the procedures to follow if discovering disturbed asbestos. *The Premises Officer* is responsible for asbestos management.

### **Control of Substances Hazardous to Health (COSHH)**

All hazardous substances stored and used within the school are to be risk assessed and the precautions identified by the risk assessment shall be communicated to staff and implemented. These assessments will be held in the school's COSHH Register, along with the relevant data sheets and made available to all employees who are required to use these substances in their work.

*The Premises Officer* is the designated person for undertaking COSHH risk assessments and ensuring that the COSHH Register is kept up to date and communicated to relevant staff.

### **Contractors**

Maintenance and servicing contractors receive an induction to the school site (including asbestos), its facilities and emergency arrangements. Contractors undertaking large scale building work receive an induction pack which includes relevant school policies, procedures and risk assessments. The school adheres to WSCC self-managed process and uses only WSCC approved contractors. Contractors are continuously monitored whilst on site.

*The Premises Officer* is responsible for the monitoring of contractors

## **Curriculum Safety**

It is recognised that some curriculum areas represent an increase in risk; these departments hold department specific health and safety policies and arrangements, which are regularly reviewed and communicated to the relevant staff.

## **Display Screen Equipment (DSE)**

Every DSE user will undertake a personal risk assessment to make sure they know how to adjust and set up the workstation correctly. The risk assessment will be carried out by the workstation user through the e-Learning programme and assessment checklist. This is available on Health and Safety A-Z pages of the WSGfL.

DSE user risk assessments will be reviewed by *The Headteacher* annually, or if there have been any significant changes to the workstation. A review of the original assessment must be undertaken as soon as practicable by the Headteacher when an employee complains of musculoskeletal or other health issues that could be attributed to, or aggravated by, working with DSE

## **Electricity**

All portable electrical equipment within the school is to be tested annually and records of these tests will be held at the school. Each piece of equipment will be labelled to indicate the date at which the most recent test was carried out.

Private portable electrical equipment will not be brought into the establishment and used without the appropriate checks.

A 5 yearly check of the fixed electrical installation is completed and records kept.

Electrical safety is managed by *The Premises Manager*.

## **Emergency Provision/Business Continuity**

The Emergency Plan details procedures and arrangements to be used in the event of an emergency. This includes liaison with WSCC and the emergency services, provision for the continuation of school business and arrangements to contact interested parties i.e. parents and the press. All staff are trained in the procedures contained within the emergency plan and are able to take the appropriate action if required.

The emergency plan is monitored and reviewed biennially by the *PH&S Sub-committee*.

## **Fire Safety**

*The Headteacher*, is the designated person for fire safety within the establishment. The designated person will ensure that:

- The school's fire risk assessment is kept up-to-date by annual review or in response to significant changes to premises or work arrangements.
- There is reasonable fire-fighting equipment in the school, it is maintained and maintenance records are kept.
- The fire safety equipment, e.g. fire alarm, emergency lighting, etc. is regularly checked, maintained and records are kept.

- There are no general fire hazards around the building, particularly near escape routes, escape routes are unobstructed and that there is access for fire fighters.
- Staff and pupils are practised in evacuating the premises by performing termly drills, monitoring their effectiveness and keeping records.
- Personal emergency evacuation plans (PEEP) are developed for those staff and/or pupils who require additional assistance to evacuate the premises.

*The Headteacher* will also ensure that the establishment has in place an up to date **Emergency Fire Plan**, which details the procedures to be followed in the event of a fire. The plan must be prepared to ensure that people within the establishment know the action to take if there is a fire, and to ensure the establishment can be safely evacuated.

The Emergency Fire Plan will include the following:

- Action on discovering a fire and calling the fire service (relevant notices will also be displayed throughout the establishment)
- The location of the assembly point for roll call
- Liaison with emergency services
- Identification of key escape routes
- The type and location of fire-fighting equipment provided
- Specific responsibilities in the event of fire (e.g. identification of fire wardens to assist with the evacuation)
- Training requirements
- Any need to co-operate or co-ordinate with other responsible persons that will be operating within the premises.

### **First Aid**

All Classroom Assistants are trained First Aiders.

Details of the school's first aid trained staff are displayed in the first aid room/area. *The School Secretary* monitors first aid training to ensure certification remains in date.

A first aid risk assessment has been completed and provision is in place, following the findings of the risk assessment. Suitable and appropriate first aid cover is provided at all times during the working day and after hours to cover breakfast and after school clubs and all staff members are aware of the arrangements in place.

Claire Todd is the designated person for ensuring the first aid kits are kept fully stocked and items are within date, checks of first aid kits are recorded as completed.

### **Glazing**

The school holds an up to date Glazing Survey and regularly monitors glazing as part of the premises inspection. *The Premises Manager* is responsible for glazing management.

### **Gas Safety**

There are no gas installations or equipment on the school premises

### **Induction**

All new employees are informed of the school's health and safety arrangements and procedures using the induction checklist available within the Health and Safety A-Z on the WSGfL. Staff will also complete the eLearning 'Your Own and Others' and records will be kept. *The Headteacher* is responsible for the induction of staff.

## **Inspection**

The *Headteacher* and *Premises Manager* will jointly undertake health and safety inspections of the internal and external premises not covered by the class teachers' inspections and record the results using the school health and safety checklist. The Governor responsible for health and safety will participate in these inspections where reasonably practicable and in any event at least once a year.

Inspections will be undertaken at least once a term and following any accident, incident or near miss. The reports will be presented at PH&S Subcommittee meetings and attached to the meeting minutes for consideration by the full Governing Body. Actions arising from review of the reports will be agreed together with a timetable for implementation

## **Lone Working**

Lone working is discouraged, however where employees are required to work alone, the risks are assessed and adequate controls put in place.

*The Headteacher* is responsible for risk assessing and producing lone working procedures.

## **Monitoring, audit and review**

The *Governing Body* will review the Headteacher's annual health and safety report and agree any improvement measures required and a programme for their implementation.

The *PH&S Subcommittee* will review the termly health and safety inspection reports from the Headteacher and class teachers and provide feedback to the full Governing Body. The PH&S Subcommittee will agree if necessary any urgent improvement measures arising from these termly reports

Review of procedures and other health and safety documentation will be undertaken in the light of operational practice, new laws and new policy/directives of the Local Authority, and in accordance with the review periods specified elsewhere in this document.

## **Manual Handling and Moving and Handling**

Manual handling is defined as the transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force.

Consequently, the Manual Handling Operations Regulations apply to a wide range of operations; in this context it applies to both the moving of inanimate loads (manual handling) and the moving and handling of children where they are unable to do this unaided (moving and handling).

Where manual handling or moving and handling tasks are undertaken, risk assessments of the activities will be carried out and staff working in these areas will receive the necessary training and instruction.

*The Headteacher* is responsible for developing and reviewing moving and manual handling risk assessments and ensuring the necessary training.

## **New and Expectant Mothers**

Any staff member who becomes pregnant is to inform the Headteacher of this and an appropriate risk assessment is to be undertaken following the guidance contained within the

Health and Safety A-Z on the WSGfL. The school recognises the changing nature of pregnancy and will regularly review risk assessments to ensure that working at the school will not pose any risk to their health and safety and that of their unborn child.

### **Off site activities**

All off site activities are risk assessed using the WSCC system. The schools systems are audited by WSCC Outdoor Education Advisor. *The Headteacher* is the schools Educational Visit Co-ordinator (EVC).

### **Oil Safety**

Oil fired boilers, tanks and other ancillary equipment are regularly inspected, maintained and serviced. The *Premises Manager* is responsible for monitoring the equipment and for the preparation and retention of inspection, maintenance and servicing records.

### **Play equipment**

External and internal play and physical education (P.E.) equipment is serviced by *Universal Services*. P.E. equipment is checked prior to every use by the teaching staff and any defects are reported immediately to the Headteacher. *The Premises Officer* regularly monitors external play equipment and defects are reported immediately to the Headteacher. Faulty equipment is immediately decommissioned.

### **Premises Maintenance**

The school will be kept clean, tidy and free from hazardous obstacles. The internal and external premises will be inspected at regular intervals by *the Premises Officer*, and staff will report any defective equipment, furniture or premises issues to *the Premises Officer*. The *Premises Officer* will report any defects to the *Headteacher* who will determine the remedial action required.

### **Reporting**

The *Headteacher* is responsible for the preparation of the annual health and safety report to the Governing Body. The report will include:

- Details of accidents, incidents and near misses. These shall be presented along with data for the two previous years to enable trends to be identified and improvement measures determined
- Details of inspections carried out and significant matters arising therefrom
- Details of safety related training completed in the year and required for the coming year
- Details of safety related works completed in the year and required for the coming year
- Details of safety related policy reviews completed in the year and required for the coming year

Other reporting requirements related to specific topics are defined elsewhere within this document.

### **Risk Assessments**

Risk assessments are a legal requirement under health and safety law and the Headteacher will assess all risks arising out of the curriculum and associated work which the school undertakes. In accordance with corporate guidance risk assessments will be recorded in writing and reviewed annually or following a significant incident.

**Staff Welfare/Stress**

The *Headteacher* will monitor staff workload and, as far as is reasonably practicable, make changes if staff are experiencing stress either at home or work. The school also utilizes the services of Right Management (formerly Corecare) and Occupational Health.

**Training**

The school ensures that employees are provided with adequate health and safety information, instruction and training to perform their roles as defined in this policy. Training requirements are discussed during induction, professional development reviews and one to one supervision. Training records are kept and reviewed by *The School Secretary*.

*The Headteacher* is responsible for ensuring that the health and safety training needs of employees are met.

**Transport**

The transport of staff and pupils to venues outside school will be by WSCC approved coach companies on coaches equipped with suitable seatbelts. The school will verify that operators and companies are adequately insured.

Procedures are in place in the event of an emergency involving a coach which are regularly reviewed, updated and communicated to staff. (See Emergency Response Plan)

**Water quality**

The *Premises Officer* is responsible for monitoring and recording water temperatures at the school to ensure water quality is maintained.

**Working at height**

Teaching staff are not permitted to work at height to put up displays. The *Premises Officer* has been ladder trained and will erect displays on behalf of teaching staff. Ladders, step stools and other access equipment are kept on a ladder register and regularly inspected and maintained.

Where working at height is necessary the *Headteacher* will undertake risk assessments and ensure the necessary training is provided.

November 2015

## **APPENDICES – Inspection Checklists**

- 1 Workplace inspection for schools
- 2 Health and safety checklist for classrooms

**WORKPLACE INSPECTION FOR SCHOOLS****Inspection carried out by****Date**

This inspection is supplemental to the schools online self-assessment form. The inspection form may not cover every aspect relating to your School and therefore, this list is not exhaustive, e.g. arrangements in place for moving and handling staging and procedures and welfare for animals on site. Many of the questions could relate to internal and external aspects.

Where other aspects of your school are inspected by your management team please add them to the bottom of this record.

<b>ITEM</b>	<b>Yes / No / N/A</b>	<b>REMARKS</b>	<b>RISK H/M/L</b>
<b>Housekeeping and environment</b>  1. Are the premises clean and tidy?  2. Is rubbish removed from the workplace every day?  3. Are all desks and chairs, including classroom and office equipment free of defects?  4. Are carpeted and non-carpeted floors free from damage?  5. Are all lighting units free from defects?  6. Is the temperature comfortable?  7. Is there adequate ventilation throughout the premises particularly in specialist curriculum areas e.g. Design and Technology / Science rooms?  8. Is there adequate space around the desks/workstations for people to move about with risk of harm?  9. Is the noise level acceptable?			

<b>ITEM</b>	<b>Yes / No / N/A</b>	<b>REMARKS</b>	<b>RISK H/M/L</b>
<p>10. Is storage being used correctly? e.g. Are light items stored on higher shelves and are heavy items being stored on low shelves?</p> <p>11. Is storage stable and secure?</p> <p>12. Have all falling object hazards been eliminated?</p> <p>13. Is the floor in all corridors circulation routes free from slip or trip hazards?</p> <p>14. Are doors or gates free of trapping hazards (fingers, hands or feet)?</p> <p>15. Is pedestrian access and egress, in the School car park and other road areas, kept segregated from vehicle movement?</p> <p>16. Is access for emergency vehicles maintained throughout the day?</p> <p>17. Are waste bins stored away from the main building to prevent arson?</p> <p>18. Is signage in place warning of fragile surfaces at access point to flat roofs?</p>			

ITEM	Yes / No / N/A	REMARKS	RISK H/M/L
<p><b>First Aid</b></p> <p>19. Is the first aid box/pack readily available and adequately stocked?</p> <p>20. Are First aider's names and contact numbers displayed?</p>			
<p><b>Fire and Emergency</b></p> <p>21. Are fire exits clearly marked and kept clear?</p> <p>22. Is a fire evacuation plan displayed?</p> <p>23. Are fire evacuation routes kept clear??</p> <p>24. Are staff aware of the fire evacuation procedure?</p>			
<p><b>Welfare facilities</b></p> <p>25. Are there adequate facilities for staff, i.e. availability of drinking water, personal food preparation area, toilets, rest areas etc. and are they well maintained?</p>			
<p><b>Asbestos</b></p> <p>26. Is the Asbestos Register available at reception?</p>			
<p>27. Is the Asbestos Containing Materials, listed in the Asbestos Register, which can be seen without having to open normally locked doors or lifting ceiling tiles, free from obvious damage?</p>			

ITEM	Yes / No / N/A	REMARKS	RISK H/M/L
<p><b>Hazardous Substances</b></p> <p>28. Are hazardous substances stored correctly in a marked secured cupboard with applicable safety data sheets and up to date COSHH risk assessments?</p>			
<p><b>Outdoor Play areas</b></p> <p>29. Is the playground area free of obvious defects?</p> <p>30. Is the outdoor play equipment (where fitted) free of any obvious defects?</p>			
<p><b>Other areas inspected:</b></p>			

Signatures:

Head Teacher

Date

Premises Officer

Governor

Questions you should ask:		Yes	Further action needed	N/A
<b>Movement around the classroom (slips and trips)</b>	Is the internal flooring in a good condition?			
	Are there any changes in floor level or type of flooring that need to be highlighted?			
	Are gangways between desks kept clear?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and exit?			
	Are procedures in place to deal with spillages, eg water, blood from cuts?			
	For stand-alone classrooms: <ul style="list-style-type: none"> <li>■ Are access steps or ramps properly maintained?</li> <li>■ Are access stairs or ramps provided with handrails?</li> </ul>			
<b>Work at height (falls)</b>	Do you have an 'elephant-foot' stepstool or stepladder available for use where necessary?			
	Is a window-opener provided for opening high-level windows?			
<b>Furniture and fixtures</b>	Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving?			
	Is furniture in good repair and suitable for the size of the user, whether adult or child?			
	Is portable equipment stable, eg a TV set on a suitable trolley?			
	Where window restrictors are fitted to upper-floor windows, are they in good working order?			
	Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people?			
<b>Manual handling</b>	Have trolleys been provided for moving heavy objects, eg computers?			
<b>Computers and similar equipment</b>	If you use computers as part of your job, has a workstation assessment been completed?			
	Have pupils been advised about good practice when using computers?			
<b>Electrical equipment and services</b>	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Has portable electrical equipment, eg laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (There may be a sticker to show it has been tested.)			
	Has any damaged electrical equipment been taken out of service or replaced?			
<b>Asbestos</b>	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?			
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?			
<b>Fire</b>	If there are fire exit doors in the classroom, are they: <ul style="list-style-type: none"> <li>■ unobstructed;</li> <li>■ kept unlocked; and</li> <li>■ easy to open from the inside?</li> </ul>			
	Is fire-fighting equipment in place in the classroom?			
	Are fire evacuation procedures clearly displayed?			
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?			
<b>Workplace (ventilation and heating)</b>	Does the room have natural ventilation?			
	Can a reasonable room temperature be maintained during use of the classroom?			
	Are measures in place, for example blinds, to protect from glare and heat from the sun?			

*This is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in the space overleaf, including any further actions needed. If necessary, discuss this with your head teacher or employer.*

Additional issues		Yes	Further action needed	N/A

### Further action needed

Hazards noted:	Action taken and when:

<b>Name (and position):</b>	<b>Signature:</b>	<b>Date:</b>
<b>Location/name of classroom:</b>		

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This checklist can be found online at: [www.hse.gov.uk/risk/classroom-checklist.htm](http://www.hse.gov.uk/risk/classroom-checklist.htm).