



Statutory Document Information: HEALTH AND SAFETY POLICY			
Policy Version Date	Spring 2018		
Reviewed By:	Headteacher / Office Manager	Responsibility:	FGB
Review Cycle:	Annually	Received by FGB:	January 2018
		Next Review:	January 2019

Documents Linked to this Policy:
First Aid Policy
Lettings Policy
Lone Worker Policy
Medicines Policy & Procedures
Security in School Policy
School Smoke Free Policy
School Stress Policy
Visitors Policy

Houghton Conquest Lower School and Early Years Centre

Health and Safety Policy Statement of Intent

INTRODUCTION

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a) Preventing accidents and work related ill health.
- b) Compliance with statutory requirements as a minimum.
- c) Assessing and controlling risks from curriculum and non-curriculum work activities.
- d) Providing a safe and healthy working and learning environment.
- e) Ensuring safe working methods and providing safe working equipment.
- f) Providing effective information, instruction and training.
- g) Consulting with employees and their representatives on health and safety matters.
- h) Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i) Setting targets and objectives to develop a culture of continuous improvement.
- j) Ensuring adequate welfare facilities exist throughout the school.
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- l) Trade Union Safety Representatives play a valuable role and the Governing Body recognises the mutual benefits that will arise from supporting their work.

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

ORGANISATION

Introduction

In order to achieve compliance with the Governing Body's Statement of Intent, the school's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management is attached at **Appendix '1'** for the school.

The Governing Body

The Governing Body has the responsibility to ensure that:

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

The Headteacher

The Headteacher supports the Governing Body by ensuring that:

- 1) This Policy is communicated adequately to all relevant persons.

- 2) Appropriate information on significant risks is given to visitors and contractors.
- 3) Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- 4) All staff are provided with adequate information, instruction and training on health and safety issues.
- 5) Risk assessments of the premises and working practices are undertaken.
- 6) Safe systems of work are in place as identified from risk assessments.
- 7) Ensure appropriate health and safety notices displayed as identified.
- 8) Emergency procedures are in place.
- 9) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- 10) Records are kept of all relevant health and safety activities, e.g. assessments, inspections, accidents, etc.
- 11) Arrangements are in place to monitor premises and performance.
- 12) Accidents are investigated and any remedial actions required are taken or requested.
- 13) A report to the Governing Body on the health and safety performance of the school is completed annually.

The School's Health & Safety Head is the Headteacher and the Health & Safety Co-ordinator is the Office Manager:

Responsible for:

- 1) Coordinating and managing the risk assessment process for the school.
- 2) Coordinating the termly general workplace monitoring inspections and performance monitoring process.
- 3) Making provision for the inspection and maintenance of work equipment throughout the school.
- 4) Keeping records of all health and safety activities.
- 5) Reporting to the Governing Body situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- 6) Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- 7) Carrying out any other functions devolved to him/her by the Governing Body.
- 8) Unsafe conditions being reported and dealt with to agreed timescales.

All Staff must:

- 1) Apply the school's **Health and Safety Policy** to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- 2) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher or the School Health and Safety Coordinator.
- 3) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.

- 4) Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Headteacher or Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- 5) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- 6) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- 7) Ensure all accidents are investigated appropriately.
- 8) Include health and safety in the annual report for the Headteacher.

Special obligations of class teachers

Class teachers are expected to:

- 1) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- 2) Follow the health and safety procedures applicable to their area of work.
- 3) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- 4) Ensure the use of personal protective equipment and guards where necessary.
- 5) Make recommendations to their Headteacher or Team of Responsibility Lead on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- 6) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- 7) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- 8) Report all accidents, defects and dangerous occurrences to the Headteacher.
- 9) Teachers to incorporate risk assessments in lesson plan when the activity is part of general practice otherwise a specific risk assessment needs to be written eg for food tasting/cooking and pet/animals in school. *Examples can be found on the T drive and in a file held in the School Office.*

Curriculum Safety (including out of school learning activities)

We consider the requirements for risk assessments to be completed for all school work activities including those off site, specification of staff qualification requirements to teach certain activities and use the CBC guidance Physical Education and Good Practice, Association for Physical Education – www.afPE.org.uk CLEAPSS (Science), DFS, DATA (Design & Technology). *Files containing information can be found on the staff room shelf.*

School Health and Safety Representatives

The Governing Body and Headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.

They are also entitled to certain information, for example 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 are not carrying out duties on behalf of the Headteacher or Governing Body.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

Obligations of all employees

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- 1) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- 2) Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- 3) Act in accordance with any specific H&S training received.
- 4) Report all accidents and near misses in accordance with current procedure.
- 5) Cooperate with other persons to enable them to carry out their health and safety responsibilities.
- 6) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- 7) Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- 8) Exercise good standards of housekeeping and cleanliness.
- 9) Know and apply the procedures in respect of fire, first aid and other emergencies.
- 10) Cooperate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered..

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

Pupils

Pupils, in accordance with their age and aptitude, are expected to:

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

PROCEDURES AND ARRANGEMENTS

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Accident Reporting, Recording and Investigation

All staff are required to ensure that all accidents, incidents and near misses are reported to the Headteacher. The school Assess.NET administrator is the Office Manager. Any accidents/reports identifying trends in accidents/incidents are provided to Governors on a termly basis in the Headteacher's Report to Governors.

Asbestos

The Headteacher has overall responsibility for the CBC Asbestos Log Book but day to day this is delegated to the Office Manager. Location of the manual is in the school office, clearly labelled. Arrangements to ensure contractors have sight of and complete the log book prior to starting any work on the premises is the responsibility of the Project Manager/Office Manager/Caretaker depending on the work to be undertaken. Staff are instructed not to drill or affix anything to walls, ceilings, etc., without first obtaining approval from the Headteacher and also any damage to asbestos materials will be reported immediately (*see CBC Asbestos Policy*). The Office Manager holds log in details for FrontLine which is a website that holds our asbestos information.

Behaviour Management/Bullying

The school has a **Behaviour Policy** and **Anti-bullying Policy** which all staff are given and/or are briefed by the Headteacher about the positive ethos and values we encourage. Relevant training is accessed and the behaviour is regularly monitored by all staff via the Red Card System, this is analysed and shared half termly with staff and termly with the Governing Body.

Catering

CaterLink provides the school meals. Mrs Wilson is the Catering Manager supported by Mrs Hammond and Mrs King. Kim Upton for CaterLink regularly visits to monitor the catering arrangements.

Caretaking and Cleaning

The school has a caretaker whose role and responsibilities are cleaning, heating, lighting and security. We also employ a cleaner for the Early Years Centre.

Contractors

CDM Regulations www.hse.gov.uk/cdm are followed for selection of contractors and the Project Manager or Headteacher will complete arrangements for induction of contractors to exchange health and safety information and agree safe working practices, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors working methods, how staff should report concerns and who to and liaising with the contract supervisor. The Office Manager will record whether buyback or non-buyback services are agreed in consultation with the Governing Body.

Display Screen Equipment

We use the CBC Health & Safety Guidance for: work station risk assessments, arrangements for eyesight testing, how to report health concerns and to whom, e.g. advice on maximum time to be spent on VDU without a break. DSE assessments to be completed annually or following an office move or new equipment.

Educational Visits and Journeys

The Headteacher is the educational visits and journeys Head, and the Communications Officer uses the online system (Evolve) to submit the relevant paperwork electronically. The LA have set requirements for planning a school trip – referring to the CBC Educational Visits and Journeys Policy (e.g. how to obtain approval and by whom; emergency arrangements; parental authorisation; supervision requirements; first aid and medications provision).

Electrical Equipment (fixed and portable)

The user checks, inspection and testing of portable electrical equipment by competent persons is completed annually and this information is kept by the Office Manager. She maintains records of inspection and testing, some tasks are delegated to the Admin support staff and the Caretaker.

Fire Precautions and Emergency Procedures

See Fire File in the Staffroom. The Headteacher is the main responsible person. The caretaker, together with the Headteacher, is responsible for the arrangements for testing of fire alarm, emergency lighting, drills and procedures to be followed. Staff with special responsibilities e.g. fire marshalls: Maria Millington & Teresa Davis (for the Early Years Centre) all of whom are suitably trained. Regular maintenance of fire extinguishers is undertaken, the maintenance of fire exits/escapes are checked by the caretaker and when fire practises are undertaken (every term at least). The Fire File is updated using: Bedfordshire & Luton Fire & Rescue Services website - www.bedsfire.com.

First Aid

See **First Aid Policy**.

Grounds Maintenance

Contractor: currently Richard Gates overseen by the Caretaker/School Business Manager.

Hazardous Substances

See CBC Health & Safety Guidance; Manual for Site Agents and Caretakers - Section T for selection and use of substances, hazard data sheets, risk assessments, staff training in use, selection and use of protective equipment, storage arrangements. In Science and Design & Technology, CLEAPSS guidance will be applicable.

Inclusion

The school plans and assesses pupils with SEND, making reasonable adjustments in respect of access under DDA, where access required. The Headteacher and SENCo Consultant are responsible for the overall provision for pupils with SEND. All staff are suitably informed and trained to be able to support pupils with SEND needs and this is monitored on a termly basis.

Lettings/shared use of premises/use of Premises Outside School Hours

See **Lettings Policy**.

Lone Working

See **Lone Worker Policy**

Managing Medicines & Drugs

See **Medicines Policy & Procedures**

Maintenance and Inspection of Equipment

Procedures are in place for the periodic inspection of all equipment. The office team have a record of who undertakes these checks.

Manual Handling and Lifting

Caretaking staff are trained to identify all activities involving lifting/handling and risk assessments to identify precautions to minimise manual handling tasks. Staff training in manual handling is offered – see **Caretakers Manual** and **CBC Health & Safety Guidance**.

Outdoor Play Equipment

Regular checks are undertaken by the caretaker as well as the maintenance contract overseen by the Office staff.

PE Equipment

All relevant staff have undertaken training and are aware of their responsibilities: e.g. risk assessments, user checks, reporting of fault and accident reporting. We have an approved contractor inspection.

Security

See **Security in School Policy**.

Site Maintenance

This is the responsibility of the caretaker who will report concerns to Headteacher and liaise with the Office staff to co-ordinate maintenance contractors meetings.

Smoking

See **School Smoke Free Policy**

Staff Training & Development

All staff on entry are given the Health and Safety Law leaflet ISBN 9780717663507 and a copy of this policy. Particular roles will need urgent training needs, i.e. site agent/caretaker, health and safety co-ordinator, first aid, fire safety, training updates, competencies for certain activities, e.g. hazardous substances, working at height, first aid, managing medicines. This will be decided after the post has been confirmed and will be discussed with the Headteacher (CPD coordinator).

Stress

(CBC Personnel Handbook) and **School Stress Policy**.

Visitors

See **Visitors Policy**.

Work Experience

All work placements/students come with a Risk Assessment from their organisation and have the same induction offered to new staff. They are given a mentor and are also supervised by their tutor or placement officer.

Working at Height

Risk assessments, guidance and procedures are in place. Staff may request further training and updates as is necessary. Caretakers will normally have ladder training as standard as soon as appointed.

Useful links

- Health & Safety at Work Act 1974 website - www.hse.gov.uk
- HSG65 (ISBN 0717612767) - www.hsebooks.com.books.gov.uk/pubns
- Guide to measuring health and safety performance - www.hse.gov.uk.opsuit/perfmeas.pdf

Monitoring and Evaluation

This policy will be reviewed annually by the Headteacher, staff and Governors.

HEALTH AND SAFETY ORGANISATION CHART
Houghton Conquest Lower School

