



# Health & Safety Policy

Date	Review Date	Responsible Person	Responsible Body
October 20	October 21	Head teacher	Good Shepherd Trust

## STATEMENT OF INTENT

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers and local council departments in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with staff, pupils, parents and governors on health and safety matters.
- Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and governors will be instrumental in its implementation.

## ORGANISATION

### Employer Responsibility

The overall responsibility for health and safety at St Mary's cofe Primary School is held by The Good Shepherd Trust who will:

- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangements



### **Responsible Manager** (Headteacher – Sheila Buckley)

The responsible manager for the premises is the headteacher who will act to:

- Develop a safety culture throughout the school
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities
- Periodically update the governing body as appropriate
- Produce, monitor and periodically review all local safety policies and procedures

### **All Staff** (including volunteers)

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Supporting the school health and safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting safety concerns to their staff representative or other appropriate person
- Reporting any incident that has led, or could have led to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others

### **Caretaker** (Bob Whitbourn)

The site manager is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the responsible manager. He is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. He is to work within his level of competence and seek appropriate guidance and direction from the headteacher and/or RW Safety Solutions as required.

### **On-Site Health & Safety Officer** (School Business Manager – Yvette Oqvist)

The on-site health & safety officer to the school will manage advice and co-ordinate local safety matters on behalf of, and under the direction of the responsible manager. He is to work within his level of competence and seek appropriate guidance and direction from the headteacher and/or RW Safety Solutions as required.

### **All Teachers & Teaching Staff**

The responsibility of applying local safety procedures on a day-to-day basis rests with the teachers and teaching staff. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are



implemented. They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

### **Local Governing Committee Member**

One Governor is the Health and Safety link Governor. Termly H&S visits to the school ensuring the school is meeting its legal obligations and that the school is safe for all users are conducted. Visits include site inspections, risk assessment monitoring, fire safety checks. Governor visits are reported on the school visit forms. If the school is found to be failing in regard to statutory obligations, visits will be more frequent and prompt action (disciplinary if appropriate) taken to achieve compliance. The link governor is Paul Mercer.

### **Fire Safety Co-ordinator (Yvette Oqvist)**

The School Business Manager is the fire safety co-ordinator who is the competent person for fire safety on the premises and acts on behalf of the responsible manager. She is to attend an appropriate fire safety training course and refresh this training every three years. The fire safety co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The fire safety co-ordinator is to work within her level of competence and seek appropriate guidance and direction from the headteacher as required.

### **Legionella Competent Person (Bob Whitbourn)**

The site manager is the nominated competent person for Legionella on the premises and provides the necessary competence to enable Legionella to be managed safely.

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with the Legionella ACOP (L8). He will advise the headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users. He is to work within his level of competence and seek appropriate guidance and direction from the headteacher and/or RW Safety Solutions as required. The monthly statutory Legionella checks are carried out by the caretaker.

### **Asbestos**

A review was undertaken in September 2019 and a copy on file in office.

### **Health & Safety Assistance & Advice**

Strictly 4S is the competent source of safety guidance for the school/organisation as required under Reg 7 of the Management of Health & Safety at Work Regulations 1999. Within school, subject specific advice can be sought from the H&S Co-ordinator Yvette Oqvist.

### **ARRANGEMENTS**

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for St Marys C of E Primary School and are to be used alongside other current school/premises procedures and policies.



In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

### **Accident/Incident Reporting & Investigation**

Any accident, incident or injury involving staff, visitors or contractors is to be immediately reported and recorded in the Accident File held in the school office.

Minor accidents to pupils are to be recorded in the Accident File located in the school office. A copy of the form is sent home.

The more serious accidents that are notifiable to the Oshens and/or Health & Safety Executive (HSE) using the HSE's online RIDDOR (F2508) reporting system.

All significant accidents (recorded on accident forms held in the office), incidents (recorded either on accident or behavior forms depending on nature) and near-misses are to be immediately reported to the headteacher. The trained accident investigator is to always conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

The headteacher will ensure that the governing body, the Good Shepherd Trust and senior management are appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the local governing body for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the school/premises staff, who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures. See Lettings Policy and Agreement for details.

### **Child Protection**

Arrangements regarding child protection are set out in the Child Protection and Safeguarding Policy, which is reviewed annually as part of the annual Safeguarding Audit.

### **Climbing Frames**

The school has a KS1 trim trail and KS2 adventure playground. An annual inspection is carried out by Surrey CC and a bi-monthly inspection by the caretaker. Duty staff check daily at playtimes before allowing children on to play (for visual damage, fungi, bird droppings etc). All equipment is risk assessed with annual reviews, or sooner if there is an incident.

Of note is the requirement for children to be closely supervised at all times and it is not used if raining or wet. The KS2 adventure playground is not allowed outside of school hours or without the supervision of a member of staff. Signs are on both KS1 and 2 play areas to remind parents/carers of this. Regular reminders are in the school bulletin to ask parents to supervise children at pick up and drop off times of children using the KS1 trim trail.



## **Community Users/Lettings/Extended Services**

The headteacher will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment
- Hirers/users have a formal Health and Safety induction with the site manager before their first period of hire

## **Contractors on Site**

Where contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. All contractors will require adequate risk assessments to be sighted to demonstrate their safe working practices for specific work being undertaken.

All contractors must report to the main office where they will be asked to sign the contractor's book. Any further provisions or procedures will be followed on an individual basis depending on the nature of the work and when it is carried out. All contractors must be issued with a local contractor induction brief that includes all relevant details of fire safety procedures & local safety arrangements.

## **Curriculum Activities**

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant teachers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by CLEAPSS, APS, HIAS and local council requirements as appropriate. The Curriculum Risk Assessment Policy details control measures to be taken for specific hazards. Teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

HSE classroom checks are carried out annually by class teachers and reviewed by the HT and SBM manager for any actions needed.

## **Display Screen Equipment**

All staff are regarded as users of DSE. All users must complete annual workstation assessments and any issues will be actioned as necessary by line managers. Workstation assessments are to be routinely reviewed at intervals not exceeding two years. Users receive refresher training annually.

## **Electrical Equipment**

The headteacher will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment is not to be used if found to be defective in any way



- Defective equipment is to be reported & immediately taken out of use and held in the site office until repaired
- All IT equipment will be inspected/tested every year. All other electrical equipment will be inspected/tested annually by PAT Test solutions.
- Equipment testing/inspection can only be carried out by a competent person.
- The competent person to be used is the site manager, however we currently outsource annual testing to a private company (PAT Test solutions).
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested
- New equipment must be advised to the headteacher/Site manager in order that it can be added to future PAT testing schedules
- Any defective or suspected defective equipment, systems of work, fittings etc must be reported to the site manager via the Defect Log and attended to as soon as possible. In the absence of the site manager, the item must be put out of service until it can be attended to and reported to the headteacher.

### **Emergency Procedures**

Emergency procedures are to be carried out in accordance with the school Emergency Plan Policy. Procedures are in place for Fire Evacuation emergencies and also Off-site Evacuation emergencies. There is a lockdown procedure in place in the Lockdown Policy. There are separate documents for each of these plans, in the Emergency Folder in the staffroom.

All staff will receive a brief and a copy of the emergency plans at induction, and they will be periodically provided with updated information as the emergency plans are routinely reviewed and amendments are introduced. Fire Evacuation and Lockdown procedures are practised at least termly and Off-site Evacuation is practised annually.

Personal Emergency Evacuation Plans are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident. The PEEP manager is the headteacher.

### **Fire Safety**

Arrangements regarding fire safety are set out in the school fire safety policy. The fire safety co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The headteacher will ensure through the fire safety co-ordinator that:

- All staff are to complete fire safety training at intervals not exceeding three years
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked *flammable*



- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual
- The fire risk assessment is reviewed annually by the fire safety co-ordinator and amended as new hazards or required amendments are identified

### **First Aid**

Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff on site are listed in the first aid policy and also clearly signposted around the school.

First aid should be administered by first aid trained staff where possible, however no child is to be neglected should they need help and any member of staff can administer minor first aid, eg ice packs for bumps.

### **General Equipment**

All general equipment requiring statutory inspection and/or testing on site (*eg. boilers, PE equipment, climbing apparatus*) will be inspected by appropriate competent contractors or as locally arranged.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

### **Good Housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported

### **Hazardous Substances**

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the headteacher. The premises COSHH assessor acting on behalf of the headteacher is the site manager.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance.

Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.



All hazardous substances are to be stored in the secure and signed storage when not in use, which is in the cupboard behind the school kitchens for this premises. This is to remain locked at all times. There is a hazardous substances metal, locked cupboard in the site manager's office.

### **Inspections and Monitoring**

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the premises defect book and reported to the site manager.

Routine documented inspections of the premises will be carried out every half term in accordance with the premises monthly inspection schedule. Inspection findings are to be recorded locally and records retained. (see also Governor section above for checks regarding statutory compliance)

Defects identified during these routine documented inspections are to be immediately reported to the site manager and recorded in the site log. Any identified high level risks or safety management concerns are to be actioned by the headteacher, who will also ensure the local governing body are informed and, if appropriate, the Good Shepherd Trust.

### **Kitchens**

The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices. The kitchen is designed to be safe for children to use in the afternoons. At these times the kitchen safe working practices are adhered to and there is a separate risk assessment to cover the activity.

### **Lone Working**

All lone working is to be approved by the headteacher and is to be carried out in accordance with the premises lone working risk assessment.

### **Medical Conditions**

Arrangements regarding medicines are set out in the Medical Conditions Policy.

### **Moving and Handling**

All staff must complete moving & handling training. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The caretaker is expected to undertake regular physical work which would typically include significant moving and handling, so therefore he must attend a formal moving and handling course specific to the work requirements.

### **Off-site Activities (Headteacher Sheila Buckley)**

Arrangements regarding off-site activities are managed in accordance with the Offsite Visits procedures and guidance and logged on Evolve – Surrey CC Risk Management.



## **Physical Intervention**

Arrangements regarding physical intervention are set out in the Positive Handling (Pupil Restraint) Policy.

## **Provision of Information**

The headteacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are: whole staff briefing each term, staffroom notice board, the school server, signature based receipt of information, meeting minutes.

Local health and safety advice is available from the headteacher and the SBM. Babcock 4S can provide both general and specialist advice.

The *Health and Safety Law* poster is displayed on the staffroom noticeboard.

All H&S documents, (policies, risk assessments, guidance documents, procedures etc) are kept on the Shared Server in the Policies and Procedures file and are accessible to all staff.

## **Risk Assessment**

General risk assessment management will be co-ordinated by the headteacher and must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists. The trained risk assessor on site, who is the headteacher and site manager, will oversee the correct completion of risk assessments. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved by the headteacher or their delegated member of staff prior to implementation. Completed risk assessments are listed in the Risk Register and will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the premises bring-up diary system or if there is an incident which prompts an earlier review.

External risk assessments are commissioned by the school for Fire and Legionella control.

The fire risk assessment is carried out by every three years and reviewed annually by the SBM. The SBM attends Fire Safety Manager/Risk Assessor training every three years.

The legionella risk assessment is carried out every three years and reviewed annually by the SBM.

## **Security**

Arrangements regarding security are based on the Site Security Risk Assessment, which includes the on-site security procedures.

## **Shoes Policy**

Staff are required to wear trainers when they lead PE lessons. For playground duty or other active lessons, low heels should be worn, no strappy sandals. No open flip-flops are to be worn in school.

## **Smoking**

Smoking is not permitted on the premises. This includes all tobacco-based products and vaping.



## **Stress & Wellbeing**

St Mary's CofE Primary School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors.

Stress management through risk assessment and appropriate consultation with staff (staff questionnaires) will be periodically reviewed and acted upon.

On-site arrangements to monitor, consult and reduce stress situations are: annual staff questionnaires and performance management. Suggestions are responded to and individual action taken on a case-by-case basis.

## **Training**

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the New Staff Health & Safety Induction Checklist. The site manager meets with all new staff for instruction in H&S procedures and expectations at the school. The deputy head meets with all new staff for Safeguarding Basic Training. The checklists, once completed, are stored in the personnel files in the office.

The headteacher is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. A training needs analysis will be carried out from which a comprehensive health and safety training plan will be developed and maintained to ensure health and safety training is effectively managed for all staff who require it. This is linked with the diary.

All staff will be provided with the following as a minimum training provision:

- Induction training regarding all the requirements of this health and safety policy
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals

Training records are held by the SMB who is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

## **Violent Incidents**

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at St Mary's CofE Primary School.

Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future. Violent incident reporting is totally confidential. Reports are typed and signed by those involved, including witnesses to the incident. The school behaviour forms may be used instead, depending on the nature of the incident. Records are kept in the headteachers locked filing cabinet. If a member of staff is injured, this will also be recorded in the Accident Report Book kept in the school office.



## Visitors

All visitors must initially report to the main reception where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident. This included key Safeguarding/Child Protection information.

Visitors to the premises will: sign in to the visitors' book, receive a visitor badge which is to be worn at all times while on site (blue if a DBS is held and yellow if it is not).

## Work at Height

Work at height is always to be undertaken in accordance with the school's work at height risk assessments. At St Mary's CofE Primary School general work at height will be undertaken in accordance with the on-site generic risk assessments for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The competent person for work at height on the premises who has attended training is the caretaker and he is authorised to:

- Use steps and stepladders in accordance with their training
- Provide step stool instructional training briefs to staff in accordance with policy
- Carry out periodic inspections of all on-site step stools and stepladders
- Remove access equipment from use if defective or considered inappropriate for use
- The competent person for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be as per the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have received training from the ladder and stepladder competent person
- No school staff to access the roof
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment

RELATED DOCUMENTS (not an exhaustive list)

- A. Medical Conditions policy
- B. Child Protection and Safeguarding Policy



- C. Child Missing On/Off Site Policy
- D. Emergency Management Plan including Lock-down
- E. Fire Safety Policy and Evacuation Procedures
- F. First Aid Policy
- G. Positive Handling (Pupil Restraint) Policy
- H. Site Security Risk Assessment

**RAISING AWARENESS OF THIS POLICY**

staff health and safety briefings

staff notice board

staff/volunteer induction process

HT reports to LGB

LGB visit reports

**MONITORING THE EFFECTIVENESS OF THIS POLICY**

This policy will be reviewed by the LGC annually or sooner if an incident of significance occurs.

<b>Headteacher:</b>		<b>Date:</b>	Sept 2020
<b>Chair of LGC:</b>		<b>Date:</b>	Sept 2020