Kearsley West

Health and Safety Policy

Introduction

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LEA, takes responsibility for protecting the health and safety of all children and members of staff.

This statement is issued in accordance with the Health and Safety at Work Act (1974). The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of Kearsley West Primary School.

General Guidelines

It is the policy of the governing body, so far as is reasonably practicable, to

- Establish and maintain a safe and healthy environment throughout the school
- Ensure safeguarding of all pupils and staff through appropriate procedures, including Safeguarding Pupils and Safer Recruitment, following the guidance from Bolton Safeguarding Board and Working Together 2013.
- Establish and maintain safe working procedures among staff and pupils
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided
- Maintain all areas under the control of the governors and headteacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk
- Formulate effective procedures for use in case of fire and for evacuating the school premises
- Lay down procedures to be followed in case of an accident
- Teach safety as part of pupils' duties where appropriate

Responsibilities of the Governors and the Headteacher

The governors and headteacher are responsible for implementing this policy within the school. In particular they will:

- Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis
- Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (at least once a term) to take place, and for the results of these to be recorded
- Make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines and information

- Make arrangements for the implementation of the Authority's accident reporting procedure and draw this to the attention of all staff at the school as necessary
- Make arrangements for informing staff and pupils of relevant safety procedures. Other users of the school will be appropriately informed
- Ensure that regular safety inspections are undertaken
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as unsafe or unhealthy
- Report to the Authority any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed. (Note: the governing body will deal with all aspects of maintenance which are under its control)
- Report to the Director of Education/Director or Children's Services or Asset Management any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them
- Monitor, within the limits of their expertise, the activities of contractors (in liaison with the Authority), hirers and other organisations present on site, as far as is reasonably practicable
- Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the governors and headteacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

Duties of the persons delegated to assist in the management of health and safety

Note: this role must not be confused with that of the Health and Safety Representative, which is a trade union appointment to enable the representation of staff interests in health and safety matters.

The delegated person shall

- Co-ordinate and record all statutory checks and act as the competent person (*Lancaster Maloney*)
- Assist the headteacher in the implementation, monitoring and development of the safety policy within the school *(Deputy Head/Business Manager/Caretaker)*
- Monitor general advice on safety matters given by the Authority and other relevant bodies and advise on its application to the school *(Caretaker)*
- Co-ordinate arrangements for the design and implementation of safe working practices within the school (*(Business Manager/Caretaker)*
- Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action *(Business Manager/Caretaker)*
- Order where necessary that a method of working ceases temporarily on health and safety grounds, subject to further consideration by the governors and headteacher *(Deputy Headteacher/Business Manager/Caretaker)*
- Assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified *(Caretaker)*

- Ensure that staff with control of resources (both financial and other) give due regard to safety *(Business Manager/Caretaker)*
- Co-ordinate arrangements for the dissemination of information and for the instruction of employees, pupils and visitors on safety matters and make recommendations on the extent to which staff are trained *(Deputy Headteacher/Caretaker)*

Responsibilities of staff towards pupils and others in their care

All staff are responsible for health and safety arrangements in relation to staff, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to

- Exercise effective supervision over all those for whom they are responsible
- Be aware of and implement safe working practices and to set a good example personally
- Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards
- Provide written job instructions, warning notices and signs as appropriate
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process
- Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements
- Provide the opportunity for discussion of health and safety arrangements
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action
- Provide for adequate instruction, information and training in safe working methods and recommend suitable off the job training
- Where private vehicles are use to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

Note: when members of staff consider that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the headteacher.

Responsibilities of all Employees

All employees have a responsibility under the act to

- Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work

- Co-operate with the Director of Education/Children's Services Director and others in meeting statutory requirements
- Not interfere with or misuse anything provided in the interests of health, safety and welfare
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts and, where in doubt, seek immediate clarification from the headteacher
- Ensure that tools and equipment are in good condition and report any defects to the headteacher
- Use protective clothing and safety equipment provided and ensure that these are kept in good condition
- Ensure that offices, general accommodation and vehicles are kept tidy
- Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the headteacher

Whenever an employee is aware of any possible deficiencies in health and safety arrangements s/he must draw these to the attention of the headteacher.

Additional Notes

- It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage
- While it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards
- Students undertaking placements in the school will be instructed in relevant health and safety matters during their induction
- All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Linked documents
The following policies will work in conjunction and in support of this policy:

- ✓ First aid
- ✓ Online safety
- ✓ Asthma
- ✓ Educational visits
- ✓ Evacuation/invacuation
- ✓ Food
- ✓ Heatwave
- ✓ Lone worker
- ✓ Medical needs

- ✓ Safeguarding
- ✓ Security
- ✓ Asbestos management plan

Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to

- Exercise personal responsibility for the safety of themselves and their fellow students
- Observe standards of dress consistent with safety and hygiene (this would preclude unsuitable footwear, knives, and other items considered dangerous)
- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes

Note: The governors and headteacher will make pupils (and, where appropriate, parents) aware of these responsibilities.

Visitors and Contractors

Regular visitors and other users of the premises (eg, contractors and delivery people) are expected, as far as reasonably possible, to observe the safety rules of the school. When sourcing contractors the school will confirm their competence by completing checks and keeping records in school. This will include, where applicable;

- Asking for their H&S policy (if the contractor has more than 5 employees)
- Asking for method statements/risk assessments
- Asking for insurance details
- Asking about the individuals experience/training/qualifications
- Asking for a number of references
- Asking for details of accidents/incidents.

Fire and Emergency Evacuation Procedures

- Please refer to the Evacuation Policy which outlines the policy and procedures for evacuating the building
- These procedures will be updated as appropriate
- The log book for the recording of practice and evacuation drills is kept by the caretaker
- Arrangements are made regularly to monitor the condition of all fire prevention equipment.
- This includes regular visual inspection of fire extinguishers and the fire alarm system.
- Fire practices will be held at least termly.

First Aid and Accident Reporting Procedures

- First aid kits are kept in the staffroom, including those used for use on trips.

- The person administering the first aid accident reporting procedure must notify the office and the Headteacher of serious accidents causing death or major injury and dangerous occurrences
- The accident report forms and guidance for pupils and staff are to be found in the staffroom. The forms are to be completed by the injured party or a responsible member of staff*.
- The person administering first aid must then make sure the accident form and an entry into the first aid log is completed*. The Health and Safety Executive (HSE) must be notified of any fractures or major injury or accidents causing death*
- The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff

**Please refer to the Confidentiality and Information Management Policy for the school procedure in protecting data.*

The School Curriculum

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example, in the geography curriculum in Key Stage 1 the unit of work, 'People who help us' deals with the work of the police and fire service. Through this topic we teach children about the danger of fire, and how to avoid accidents. Through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in RHE lessons and we reinforce these points in design technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Key Stage 2 children receive sex and drugs education. (See the Drugs Education Policy and the RSE Policy.)

Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through special events such as harvest festivals, and through the daily act of collective worship.

Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity and in line with the Confidentiality Policy.

School Security

While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here.

We require all adult visitors to the school who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.

Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the headteacher immediately. The headteacher will warn any intruder that they must leave the school site straight away. If the headteacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.

Monitoring and Review

The governing body has a named governor with responsibility for health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The governor in question also liaises with the LA and other external agencies, to ensure that the school procedures are in line with those of the LA.

The governing body, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.

The headteacher implements the school health and safety policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.

The headteacher reports to governors annually on health and safety issues.

This policy will be reviewed at any time at the request of the governors, or at least once every two years.

Policy owner: Jackie Fitton
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