




Policy
Health & Safety

Governor/Committee Link	Resources Committee
Completed by	Reviewed by committee
Date	20 June 2018

Ratified by the Committee	
Date	20 June 2018
Name	Lee Marland
Signature	
Position	Chair of Governors

Policy Review Date	June 2019
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Health and Safety at Work Act 1974

HEALTH AND SAFETY POLICY STATEMENT Of Southfield Primary and Nursery School

The purpose of this policy is to further our aim to provide a secure, safe, healthy and stimulating environment for all pupils, staff, volunteers and visitors to the school. Parents need to know that every reasonable measure will be taken to keep their children safe both on school premises and off site. We believe that the prevention of accidents and hazards is a key responsibility for every member of the school community.

This policy is issued in accordance with the Health and Safety at Work Act (1974). Staff, pupils, parents and governors have contributed to this policy. The content has also been influenced by guidance from the DfE and the Health and Safety Committee.

This policy should be read in conjunction with the curriculum policy, subject policies, and the policies for lettings, evacuation, critical incident, food, drugs, behaviour, staff discipline and educational visits.

Statement of Intent:

The Head Teacher and governors are committed to establishing and implementing arrangements that will:

- ensure compliance with all relevant health and safety legislation
- ensure staff and pupils are safeguarded when on school premises, or engaged in off-site activities (e.g. school trips, sports events etc.).
- ensure the premises for which they are responsible have safe access for all staff, pupils, volunteers and visitors.
- provide adequate facilities and arrangements for welfare,.
- ensure that all employees are aware of their health and safety responsibilities and know what is expected of them and what they must do to discharge their responsibilities
- to have an effective system for communicating and consulting on health and safety matters, and securing the co-operation of employees and pupils in implementing the Health and Safety Policy
- to have in place arrangements to plan, implement, monitor and regularly review measures to prevent, reduce, or protect against the health and safety risks arising from the School's activities
- recognise their responsibilities when they make available premises or equipment for hire, and will ensure that risks to the safety or health of hirers and other persons are adequately controlled as far as possible
- provide suitable information, training, instruction and supervision to keep all staff, pupils, volunteers and visitors safe and
- strive to continuously improve the School's health and safety performance

Signed:
Head Teacher
Date:

Signed:
Chair of Governors
Date:

Section B – ORGANISATION

B1: Employer Responsibilities

The Academy Trust board of Governors as the employer has a statutory duty in respect of health and safety in Academy schools to ensure that premises and people are healthy and safe.

The responsibility is devolved to the Head Teacher, who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises.

B2: Head Teacher Responsibilities

The responsibility is currently devolved to the Deputy Head Teacher, who is responsible for ensuring that all health and safety procedures are followed.

She/he will ensure that:

- To ensure this policy is reviewed annually, or before if there are any changes in circumstances;
- All members of staff understand and fulfil their responsibilities to ensure a safe learning environment
- All members of staff know the procedures for reporting concerns and are aware of their responsibilities and receive appropriate supervision, instruction and training
- Staff, pupils and others are encouraged to promote health and safety
- Risk assessments are carried out where appropriate for activities on and off the school site
- LA and DfE guidance is followed for all school trips and visits
- All defects and/or hazards are made safe in a time scale commensurate with the risk they pose
- Specialist advice is sought as and when necessary
- A log is maintained of all activities relating to ensuring health and safety, including dealing with accidents and incidents
- First Aid records are maintained and monitored to identify any hazards which may present a risk of injury
- Maintenance inspections are carried out in accordance with guidelines as required and a log is recorded
- Undertake the practice of evacuation procedures at least once per term and record the results acting upon any recommendations for improved practice

NB: Tasks can be delegated to other staff members but the responsibility remains with the Head Teacher.

B3: Governors Responsibilities:

The governing body will:

- Promote high standards of health and safety within the school
 - Assign responsibilities,
 - Establish a committee for health and safety
 - Ensure that there are risk assessment procedures in place to identify all risks relating to the premises, school activities and school sponsored activities
 - Provide appropriate resources from the schools delegated budget to ensure that risk and hazards are minimised or eliminated

- Ensure that all staff receive supervision, instruction and training appropriate to their duties and responsibilities
- Ensure evaluation of the measures taken to minimise or eliminate risks and hazards
- Ensure that regular inspection of equipment is carried out and that chemicals are kept secure and safe
- Ensure that there is a designated space for medical or dental examination and treatment and for caring for sick or injured pupils during the school day
- Ensure that hirers are aware of their duty to arrange insurance cover for their activities
- Take all reasonable steps to ensure that the principal person in charge of hirers, contractors and others makes sure they conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times. (When the premises or facilities are being used out of normal school hours for an activity, then, for the purpose of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and expected to comply with the requirements of the policy)
- Review this policy and update it at least once annually

Appointed Health and Safety Governors:

Resources Committee

B4: Staff Responsibilities

All staff will:

- Be familiar and comply with the health and safety policy
- Take reasonable care for their own health and safety and that of others who may be affected by their actions
- Make regular safety inspections of their areas of work and report to the site supervisor any danger to health and safety, whether serious and immediate or not
- Only use equipment that they are competent to use
- Follow instructions when using any machinery, equipment, dangerous substance or safety device
- Take an active interest in promoting health and safety and suggest ways of reducing risks
- Report to their manager any health and safety issue that they cannot deal with themselves or any shortcomings they find in health, safety or welfare arrangements.

B5: Site Supervisors responsibilities

- Has responsibility for ensuring that regard is given to health and safety concerns when carrying out property maintenance plans for major maintenance and improvement works.
- Will ensure that property matters for which the Governors as the employer has statutory responsibilities, (e.g. regular maintenance and testing of fixed electrical wiring or fixed gas appliances) are properly dealt with, (if necessary, by taking premises or fixed equipment out of use).

- With the Deputy Head will investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace
- Investigate any issues made by any employee about their health, safety or welfare in the workplace
- Inspect the workplace; with at least one other appointed representative.
- Where possible will attend Health and Safety Committee (Premises) and meetings as a representative of your employees.

Name of Site Supervisor:

Andy Marlow

B6: Others Responsibilities

All pupils, volunteers and visitors to the school will be expected to take reasonable care for their own health and safety and that of others who may be affected by their actions. A notice drawing attention to Health and Safety will be placed in the cover of the signing in book for all visitors to see, alongside a Health and Safety at Southfield leaflet which is available on the front desk.

In particular pupils will:

- Be expected to behave in a manner which will not cause risk or injury to themselves or others
- Wear clothing which allows for safety especially footwear
- Follow the instructions of staff in the event of an emergency
- Never damage equipment wilfully which is provided for safety purposes

B7 - Consultation with Employees

It is a legal requirement to consult with employees on health and safety issues. A Safety Committee (part of Resources committee role) is where formal consultation with employees could take place on key issues, however, individual and group staff meetings are more appropriate forums for communication on health and safety matters and concerns on a daily basis.

Health and safety may be discussed at any staff meeting

B8 – Information, Instruction and Supervision

Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster.

- A copy of the Health and Safety Law Poster can be found:

Location of Poster: Staff room, staff toilets, Community room

- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Deputy Head Teacher or other delegated key members of staff.
- The Head Teacher will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.

B9 – Competency for Health and Safety Tasks and Training

- Induction training will be ensured for all members of staff by the Head Teacher.
- Training will be identified, arranged and monitored by the Head Teacher and the governing body.
- Staff are also responsible for drawing to the attention of the Head Teacher their own personal training needs.
- Training records will be easily accessible for audit purposes and will be kept up to date.

The person responsible for holding the records is: Head Teacher

B10: Arrangements for monitoring and evaluation:

The Head Teacher/appointed representative will report on a termly basis to the governing body or health and safety committee. The report will address hazards and risks that were identified during school and out of school hours and the steps taken to minimise or eliminate them. The governing body will evaluate those outcomes and will consider whether any further action should be recommended.

The Head Teacher will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the school building and grounds, twice a year.

- The Deputy Head and Site Supervisor are responsible for investigating accidents although the accountability lies with the Head Teacher.
- The Deputy Head is responsible for investigating work-related causes of sickness and absences, although the accountability lies with the Head Teacher.
- The Head Teacher is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

Section C: Arrangements

C1: School Activities

- The Head Teacher will ensure that risk assessments are undertaken and regularly reviewed and that staff are familiar with those that are relevant to their activities.

- Any actions that are required to remove or control risks will be approved by the Head Teacher or their delegated responsible person.
- The Head Teacher or delegated responsible person will check that the implemented actions have removed/reduced the risks, and
- All risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

Copies of all risk assessments can be found on the school system: [Health and safety](#) section or [Educational Visits](#)

C2: Visitors

- All visitors shall be directed by clear signage to the reception and must report to the school office, where appropriate arrangements for the signing in and out and identity badges will be provided.
- All visitors shall be made aware of the school's fire arrangements in the event of a fire, a reminder is placed with in the school visitor's book.
- All visitors shall be made aware of the school's emergency procedures.

C3: Fire and Emergency Procedures

- The Head Teacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually.
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

Names of fire wardens: Mr Andy Marlow and Mrs Sian Randall-Jones

Specify sites: Whole school

- Emergency evacuation will be practiced at least three times a year (where possible six times) and a record will be kept:

A record will be kept by: Mr Andy Marlow in the fire safety log book and a feedback report will be compiled by the Head Teacher/Deputy

- Northants Fire and Rescue will be contacted by:

A designated member of the office staff

- Regular testing of fire alarms will occur on:

Weekly by Site Supervisor

- The fire log book will be kept:

In Site Supervisors office and regularly updated

C4 Fire Fighting

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves or others at undue risk. There should always be a clear escape available. Ensure the alarm is raised **BEFORE** attempting to tackle a fire.

All chemicals will be stored in accordance to the Control of Substances Hazardous to Health ([COSHH](#)) [assessment](#). List of hazardous substances will be provided to fire officer in the event of a fire.

Responsible person for fire safety:

Site Supervisor/Head Teacher/Deputy Head

C5: Maintenance of Fire Precautions:

The Head Teacher will ensure regular maintenance of:

1. Fire extinguishers
2. Fire alarms
3. Fire doors
4. Fire safety signs and identification of escape routes
5. Emergency lighting and other emergency equipment

C6: Other critical incidents

Other alerts or threats to school safety will be dealt with in accordance with the school's emergency planning arrangements.

C7: First Aid Arrangements

- The Head Teacher will ensure that there are an appropriate number of designated and trained First Aiders in the school.
- Southfield Primary and Nursery school has taken steps to ensure we have more than the statutory amount of trained First Aiders are with in our school to ensure that all areas of the school and trips are covered in any instance of first aid.

The School Business Manager (SBM) has lead role in organising and supervising First Aiders

A list of First Aiders and can be found around the School in key areas and held with the SBM/Deputy Head

- The Head Teacher will ensure that there are an appropriate number of first aid boxes, with instructions.

The first aid boxes are located at: Various central points around the school.

- A first aid risk assessment will be carried out by the Deputy Head/ SBM to determine the above factors.
- The School will follow its own procedure for completion of incident / accident records. Based upon information from the HSE website.
- The school will follow its procedures for reporting of injuries as stated in the Southfield accident file, which is located in the Deputy Head's office.
- All reportable incidents under RIDDOR '95 will be reported to the HSE by School. [F2508](#).

**HSE Contact Details: 0845 300 9923 (Monday to Friday 8.30am -5 pm).
Incident Contact Centre**

www.hse.gov.uk

- Parents will be invited to complete the consent form for medical treatment in accordance with school policy and DFE guidance.

C8: Information Technology

- The Head Teacher will ensure that suitable arrangements are in place for the use of information Technology.
- Information Technology will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to hazards such as asbestos and working at height.
- Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002).

C9: Legal Requirements for Premises

- The School will comply with the requirements of the Workplace (Health, Safety and welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.

- The School will comply with the arrangements of the Education (School Premises) Regulations 1999 with regard to school facilities such as washrooms for pupils and staff, medical accommodation and indoor temperatures.

C10: Safe Handling and Use of Substances

- The Site Supervisor/Deputy Head are responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Head Teacher or delegated responsible person will be responsible for undertaking COSHH assessments.
- The Head Teacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The Head Teacher will be responsible for checking that all new substances can be used safely before they are purchased.
- COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

C11: Inspection of Premises, Plant and Equipment

- The Head Teacher will arrange for formal inspections of the premises, plant and equipment to take place twice a year and draw up an effective maintenance programme.
- All identified maintenance will be implemented.
- Routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the Head Teacher/Deputy Head using the checklists.
- Access to store rooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment.
- Where damaged asbestos is encountered or suspected, procedures, as laid down in the Asbestos management plan, will be followed.

C12: Asbestos Management

The school has its own Asbestos management plan that can be seen by all contractors.

C13: Legionella Management

The school has its own Legionella Management plan, Assessments identify if there are areas where conditions are such that legionella bacteria could grow; list any required works; and include details of future monitoring requirements that the school is responsible for.

Therefore all identified remedial works will be incorporated into the school's maintenance programme.

Monitoring of the water system is also a statutory requirement and the school will ensure this is undertaken. This will include taking temperature readings, recording these in the log book and de-scaling spray outlets.

(This is currently under review, March 2015)

C14: List of Risk Assessments, Policies and Procedures to complement this Policy (this list can be added to as needed)

- Asbestos management plan
- Control of chemicals hazardous to health (COSHH)
- Electricity at work including portable appliance testing
- Emergency planning
- Fire – including responsibilities of the fire wardens
- First aid requirements
- Lone working
- Manual handling
- Off-site visits
- Pedestrian and people movement
- Playground supervision
- School events
- School facilities (swimming pools)
- Slips, trips and falls

The following guidance is given to identify specific responsibilities:

- Fire and other emergencies, follow evacuation policy procedure
- First aid, be familiar with first aid box locations and First Aiders
- Hazard reporting, to the site supervisor
- Accident and incident reporting, to the deputy head
- Security of premises, to the site supervisor
- Maintenance of premises, to site supervisor
- Provision of information and training, to the Head Teacher
- Specific risks associated with curriculum areas, visits, minibus or coach travel, etc. to the Head Teacher
- Safety inspections, to the health and safety committee
- Litter, to site supervisor (all staff and pupils)
- Use of premises outside school hours, school bursar/site supervisor
- Visitors and contractors, to the school office/site supervisor
- Trespassers and intruders, to the school office/Head Teacher/site supervisor
- Bullying or harassment, to the deputy head/Head Teacher

