



**CHARLESWORTH SCHOOL**

*...from tiny acorns great oaks grow*

# Health and Safety Policy



# **CHARLESWORTH SCHOOL**

## **HEALTH AND SAFETY POLICY**

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## **1. Statement of Intent.**

- 1.1 The school's Governing Body and Senior Management Team recognise and accept their responsibilities both under civil and criminal law and also under schemes of delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirements to provide a safe and healthy working environment for all employees is acknowledged.
- 1.2 The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems of work are constantly monitored and reviewed.
- 1.3 In compliance with the Health and Safety at Work etc Act 1974, this schools Governing Body will ensure so far is reasonably practicable that:
  - The premises are maintained in a safe condition.
  - Safe access to and egress from the premises is maintained.
  - All plant and equipment is safe to use.
  - Appropriate safe systems of work exist and are maintained.
  - Sufficient information, instruction, training and supervision is available and provided.
  - Arrangements exist for safe use, handling and storage of articles and substances at work.
  - A healthy working environment is maintained including adequate welfare facilities.
- 1.4 In addition to the above commitment, the Governing Body also recognises its obligation to non-employees. Where it is reasonably foreseeable that pupils, members of the public, contractors etc are or may be affected by the school activities being carried out on or within the school boundaries or otherwise, the Governor Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its pupils, this commitment is seen as especially important.
- 1.5 Within financial restraints dictated by the County Council, the Governing Body will ensure through the Senior Management Team that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.
- 1.6 The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Governing Body's commitment to the continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises.
- 1.7 Employees are reminded of their own duties:
  - To take care of their own safety and that of others.
  - To co-operate with the Governing Body and the Senior Management Team so that they may carry out their own responsibilities successfully.
  - To comply with all relevant, codes of practice and standards as necessary, and point out any shortcomings in these to management.
- 1.8 Consultation with employees' representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.
- 1.9 A copy of this statement is available to all staff in the school office and will be placed on the website. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.
- 1.10 This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the school's Governing Body.

## **2. Responsibilities of Governing Bodies.**

- 2.1 Governing Bodies are responsible for ensuring that health and safety is maintained within their school. In order to do this, they must ensure that certain key elements are in place within the school. The responsibilities of Governing Bodies outlined below fall principally into the areas

of monitoring of performance, ensuring health and safety matters are adequately resourced and ensuring that those staff who have specific health and safety responsibilities are aware of and undertake those responsibilities.

In particular, the Governing Body should ensure that: -

- 2.2 The school has a **Health and Safety Policy** (based on the CAYA<sup>1</sup> policy and guidance) which is implemented within the school and that the effectiveness of this policy is monitored. The Governors should formally approve this policy.
- 2.3 Health and safety is effectively managed in the school through appropriate management systems including risk assessments, inspections, communication systems, guidance, review and monitoring.
- 2.4 The school considers health and safety as an on-going priority and ensures that health and safety obligations are included in school development plans.
- 2.5 Health and safety responsibilities are allocated to appropriate staff within the school's organisational structure.
- 2.6 When decisions on staffing levels are being considered that the health and safety implications of such decisions are fully considered.
- 2.7 Adequate resources for health and safety are identified.
- 2.8 They seek health and safety advice from CAYA Health and Safety Section as necessary and that this advice is acted upon as far as is reasonably practicable.
- 2.9 There is an appropriate forum for discussing health and safety issues, taking decisions and ensuring action is carried out. This could be full Governors' meetings or a sub-committee of the Governors where health and safety is a standing agenda item.
- 2.10 They receive an annual report on the school's health and safety performance from the Headteacher to include, for example, the findings of risk assessments, any problems the Headteacher feels need referring to the Governors, accident statistics, any changes in working practice and any budgetary implications.
- 2.11 They receive on a regular basis any guidance issued by the Authority and take appropriate action as necessary.
- 2.12 They review annually the health and safety performance of the school and set targets for achievement for the next year.
- 2.13 All the County guidance on school journeys and adventure activities and licensing where appropriate is complied with.

### **3. Responsibilities of the Headteacher.**

- 3.1 The Headteacher is ultimately responsible for the day to day implementation of health and safety in their school. This includes ensuring there are arrangements in place for the safe use of the school after hours for lettings and other events. In order to effectively discharge this responsibility, the Headteacher should ensure that: -
  - 3.2 A school Health and Safety Policy is developed with the Governing Body in line with the CAYA health and safety policy. This policy will be fully implemented and monitored within their school.
  - 3.3 The policy is brought to the attention of all employees and is periodically reviewed.
  - 3.4 His/her knowledge of health and safety issues is kept up to date.
  - 3.5 Individuals within the school staff are allocated appropriate duties in terms of health and safety management and that these are recorded in the school health and safety policy document.
  - 3.6 Staff are made aware of the health and safety guidance, and any guidance issued by the CAYA which is relevant to their work.
  - 3.7 An annual report on health and safety is prepared and presented to the Governors.
  - 3.8 Inspections of the school are carried out as per CAYA guidance and that appropriate action is taken to deal with the findings of these inspections.
  - 3.9 The school has a relevant number of people trained to carry out risk assessment.
  - 3.10 Risk assessments of all significant risks are carried out and that the findings of these risk assessments are communicated to all those who may be affected by the risk.

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<sup>1</sup> CAYA -Children and Younger Adults

- 3.11 Following risk assessment, an action plan is drawn up to ensure the identified risk reduction measures are followed up.
- 3.12 Adequate resources are made available to ensure that the school meets its statutory obligations as far as is reasonably practicable.
- 3.13 Staff training needs in terms of health and safety are identified and that staff receive adequate health and safety training where required. This should include ensuring that all staff (including supply, part-time and temporary staff, staff undergoing teaching training and students on work experience) receive as a basic minimum induction training on their first day in school.
- 3.14 An appropriate hazard reporting system is set up and that there is a follow-up procedure to ensure actions have been taken.
- 3.15 All equipment (both personal protective equipment and general equipment, eg tools, goggles, gloves, ladders etc) required to ensure health and safety, is provided and is suitable for the task for which it is intended and that it can be adequately and safely stored.
- 3.16 Systems exist to ensure equipment is checked and where it is found to be faulty that it is taken out of use until repaired/disposed of.
- 3.17 Safe systems of work are adopted and are documented.
- 3.18 All goods purchased comply with the relevant safety standards and where there are health and safety implications for their use that these are considered prior to purchase and appropriate systems of work and risk assessments are put in place.
- 3.19 Appropriate emergency procedures, eg fire drills, fire alarm testing, etc, are carried out in accordance with CAYA guidance and that the results are recorded and where appropriate acted upon.
- 3.20 Where contractors are appointed to work on the site that all appropriate health and safety documents (eg safety policy/risk assessments) have been seen by the school. That all risks presented by the contractor's work have been assessed and appropriate controls put into place and that the contractor has been made aware of any risks that there may be to their health and safety from working on the site.
- 3.21 That there are systems in place to ensure that all necessary permits to work are completed for work by contractors.
- 3.22 All parts of the premises and plant that the Governors are responsible for the repair and/or purchase of are regularly inspected and maintained in safe order. That any unsafe items which are the responsibility of the Authority are reported to them in the appropriate form.
- 3.23 Where a situation presents an imminent risk of serious personal injury that action is taken to minimise that risk as far as is reasonably practicable irrespective of who is ultimately responsible for dealing with it under the LMS scheme.
- 3.24 Appropriate first aid provision is ensured and maintained.
- 3.25 Where the premises are used or let after hours that all appropriate health and safety considerations eg access, lighting, emergency escapes, access to a phone, access to first aid facilities, have been considered and the necessary actions have been put in place. That all the necessary insurance is in place and that a lettings agreement has been signed.
- 3.26 Any health and safety guidance received from CAYA is made available to the Governing Body so that appropriate action may be taken as necessary.
- 3.27 There is appropriate liaison and consultation with Trade Union representatives.

#### **4. Teaching/non-teaching staff holding positions of special responsibility.**

- 4.1 This includes Senior teachers, Office staff and Caretakers who have the following responsibilities:
  - 4.2 Apply the school's health and safety policy or relevant CAYA department health and safety guidance to their own department or area of work and to be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
  - 4.3 Carry out regular health and safety risk assessments of the activities for which they are responsible.
  - 4.4 Ensure that all staff under their control are familiar with the health and safety code of practice, if issued, for their area of work.

- 4.5 Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- 4.6 Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.

## **5. Class teachers**

Class teachers are expected to:

- 5.1 Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- 5.2 Follow particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant guidance, if issued and to ensure that they are applied.
- 5.3 Point out any shortcomings in health and safety arrangements relevant to their area of work.
- 5.4 Give clear oral and written instructions and warnings to pupils when necessary.
- 5.5 Follow safe working procedures, be aware of all risk assessments and appropriate control measure relevant to their area of work and teaching.
- 5.6 Require the use of protective clothing and guards where necessary.
- 5.7 Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- 5.8 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.
- 5.9 Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior permission.
- 5.10 Report all accidents, defects and dangerous occurrences to their Head of Department.
- 5.11 Set a good personal example.

## **6. All Employees.**

- 6.1 All employees have health and safety responsibilities as outlined by the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999. The health and safety responsibilities of employees are as follows.

Whilst at work all employees will:

- 6.2 Make themselves familiar with and conform to the school's health and safety policy.
- 6.3 Be aware of and comply with all school's health and safety guidance and instructions, safe systems of work and risk assessments, including control measures relevant to their area of work.
- 6.4 Point out any shortcomings in the school's arrangements for health and safety (guidance, instruction, safe systems of work and risk assessments) to their Headteacher as appropriate.
- 6.5 Report all hazards and incidents occurring during the course of their work to their line manager. In addition to this, where the hazard is such that it represents an imminent risk of serious injury, the employee must take all steps within their control to make the situation safe.
- 6.6 Use appropriate safety equipment and personal protective equipment/clothing which is provided by the employer and ensure that it is used by persons under their charge where appropriate.
- 6.7 Co-operate with management in any situation related to health and safety, for example, the introduction of new procedures, initiatives or requirements.
- 6.8 Co-operate with any investigations related to health and safety, e.g. accident investigations.
- 6.9 Ensure that all persons for whom they have responsibility obey safety rules and safe systems of work.
- 6.10 Not use equipment which they have not been trained to use.

- 6.11 Take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions.
- 6.12 Report all accidents however minor or near misses.
- 6.13 Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

## **7. School Health and Safety Representatives.**

- 7.1 The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching hours. They will also be consulted on health and safety matters affecting all staff.
- 7.2 They are also entitled to certain information, e.g. 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 do not carry out duties on behalf of the Head teacher or Governing Body.

## **8. Pupils.**

Pupils, allowing for their age and aptitude, are expected to:

- 8.1 Exercise personal responsibility for the health and safety of themselves and others.
- 8.2 Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- 8.3 Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## **9. Arrangements for Health and Safety.**

This is perhaps the most important part of the Health and Safety Policy. In effect it can be described as a list of rules to be followed by staff.

### **9.1 Accident/Incident Reporting.**

All accidents and incidents in Charlesworth School will be reported and recorded in line with the Local Authority accident reporting guidance. In Charlesworth Primary School all staff will report all accidents to the headteacher who will ensure that they are recorded in line with this guidance and who will be fully familiar with it.

### **9.2 Accident Investigation.**

Accidents will be investigated and by the headteacher.

### **9.3 Administration of Medicines.**

Arrangements for administering or none administering of medicines will follow LA guidelines.

### **9.4 Animals.**

Arrangements for the keeping of animals, e.g. supervision ratios, cleaning and feeding arrangement will be covered by the appropriate risk assessment. Care, obviously, must be taken to ensure the suitability of the animals kept for the age and abilities of the pupils, as well as the well-being of the animals in terms of environment, etc. Consideration should be given to care of animals in school holidays.

### **9.5 Asbestos.**

The school has an asbestos survey and register of the areas where asbestos is known to be present and a trained duty holder. The guidance will deal with how exposure to asbestos is to be prevented.

### **9.6 Communication.**

Any health and safety concerns should be reported to the school office or Headteacher in the first instance.

### **9.7 Consultation with Staff.**

Health and safety will be an agenda item at staff meetings at least once a year when the policy is reviewed and when further training is provided or updated.

### **9.8 Contractors.**

Contractors undertaking work on their site must be competent, adequately insured, and are able to carry out their activities in a way which poses no threat of injury to anybody in the vicinity including pupils, staff, visitors or to a lesser extent, trespassers. Work is usually commissioned through the LA.

### **9.9 COSHH.**

The caretaker maintains a list of COSHH assessments and is responsible for safe storage of relevant items. These relate to cleaning materials.

### **9.10 Disaster Plans.**

Disaster recovery plans are agreed by the GB and updated annually by the clerk. These include plans to deal with explosions, bomb scares, escape of dangerous substances, etc, e.g. evacuation procedures; who will contact the emergency services, who will isolate gas points, how and where, etc.

### **9.11 Display Screen Equipment.**

Arrangements for the safe use of Display Screen Equipment (DSE) follows LA guidance. Using a computer is not generally thought of as being one of the most hazardous activities to engage in. Yet health and safety risks do exist for both adults and children. Computers should not be seen as toys but as items of electrical equipment to be treated with respect.

### **9.12 Educational School Visits.**

The Headteacher is the educational visits coordinator and together with the clerk ensures appropriate forms and risk assessments are recorded before a visit. Stringent management systems ensure that staff and pupils are not put at risk.

### **9.13 Fire.**

Fire procedures, to include:

- The headteacher is the duty holder.
- Fire Risk Assessment details are held in the office.
- The fire evacuation procedures correspond with the displayed procedure notices and state who will contact the emergency services.
- Testing of the fire alarm (including the recording of the tests) is carried out by the caretaker.
- Termly fire evacuation drills are recorded.
- Inspection and service of fire fighting equipment is carried out by the LA and recorded.

### **9.14 First Aid.**

First Aid procedures, to include:

- At least two staff will be trained paediatric first aiders at least one being in EYFS.
- All other staff will be trained to level 2 in Emergency First Aid at Work.
- Location of first aid box in both buildings will be displayed on the fire risk management poster.
- The school administrator will be responsible for maintaining the contents of the first aid boxes are fully stocked.
- Procedures for notifying parents – a file of up-to-date contact details will be held on each site. The responsibility for calling parents lies with the teacher but can be delegated to a member of the support staff.

### **9.15 Housekeeping/Storage.**

Class teachers must ensure all items are stored safely and the maintenance of access to egress routes. Cloakrooms must be kept tidy so items are not a trip hazard and do not prevent safe and rapid emergency evacuation.

### **9.16 Inspection of the Premises.**

The governor H&S representative carries out a full inspection annually along with the Headteacher and H&S teacher and any issues identified are recorded by the Headteacher for action.



### **9.17 Lone Working.**

There is a risk assessment which must be followed for lone working. Lone workers can face hazards such as accidents or emergencies arising out of the work and lack of first aid equipment; fire; inadequate provision of rest, hygiene, and welfare facilities; and violence from members of the public.

### **9.18 Manual Handling.**

The Manual Handling Regulations establish a clear hierarchy of measures for dealing with risk from manual handling, these are:

- Avoid hazardous manual handling operations so far as is reasonably practicable;
- Assess any hazardous manual handling operations that cannot be avoided; and
- Reduce the risk of injury so far as is reasonably practicable.
- So far as is reasonably practicable avoid hazardous manual handling tasks or assess those manual handling tasks that cannot be avoided, so to reduce the risk of injury to their staff to the lowest level reasonably practicable.

### **9.19 Mechanical/Electrical.**

PAT testing is carried out annually. New equipment is tested at the next inspection. Any faulty or damaged electrical equipment should be reported immediately to the school office.

### **9.20 Monitoring Auditing.**

The policy is reviewed annually or if there are significant changes notified by the LA. An annual audit is carried out in the summer term and an action plan produced for governors.

Records of the testing and inspection of equipment and maintenance work carried out are maintained as part of the health and safety management system documentation.

The following list is a guide to the equipment and practices for which records are kept:

- Fire-Fighting Equipment.
- Electrical Equipment and Machinery.
- Fire Alarms.
- Ladders and Stepladders.
- Evacuation and Practice Drills.
- PE Equipment.
- Lifting Apparatus.
- Pressure Systems.
- Fixed Electrical Systems.

### **9.21 Out of School Activities.**

Procedures for all types of out of school activities, e.g. adult to pupil ratios, type of transport, etc. follow the LA Educational Visits Policy.

### **9.22 Playground Safety.**

Arrangements for playground supervision and equipment/surfaces inspections -see risk assessment.

### **9.23 Risk Assessments.**

Arrangements for carrying out risk assessments under current health and safety legislation, e.g. general assessments, COSHH assessments, manual handling assessments, PPE assessments, DSE assessments, etc. – see risk assessments.

### **9.24 Security.**

Security arrangements exist in order to prevent, where possible, unauthorised access to the premises. Visitors enter through a secure entry system and sign in at the school office or entrance to the Junior Site where they are issued a visitor's badge. Staff should ensure doors are closed to prevent unwanted visitors.

### **9.25 Stress Management.**

Arrangements for identifying and managing stress, School Governors, Headteachers, senior teachers and school managers need to be aware of the effects stress can have on the school. It leads to

impaired performance of individuals, increased sick absence, early retirement and higher turnover of staff.

The real extent of stress-related problems has been hidden because very few people are prepared to admit they are suffering from stress or to seek help for it. Few people who have not experienced the depression, anxiety and despair which often accompanies stress, fully appreciate the effect it can have on people's lives.

See LA stress Management Policy.

#### **9.26 Training.**

Training needs are identified through the annual audit. Records of training received will be kept.

#### **9.27 Violence at Work.**

Schools must ensure that a policy is in place, which clearly sets out the responsibilities, duties of staff, and procedures for preventing and dealing with violence within their areas of responsibility. School managers need to be aware that staff fears of violence can create a situation where their own uncertainty may make violence more likely and can result in unacceptable levels of stress.

See LA guidance.

#### **9.28 Waste Management.**

Bins are kept locked until collection day.

#### **9.29 Work Related Learning.**

Work related learning describes a broad range of activities for pupils and students of all ages. It is aimed at learning about work, through direct experience, and as preparation for work. It involves using the context of the world of work to develop the knowledge, skills and understanding that will be useful in work.

Schools should have written policies clarifying:

- Objectives and responsibilities.
- Health and safety arrangements (including arrangements when hosting a placement).
- Use of only approved placements.
- Briefing/debriefing students before/after placements.

See risk assessment.

#### **9.30 Working at Heights.**

Be safe; always use the right equipment when working at height. Every year 4,000 people suffer a major injury, sometimes fatal, as a result of a fall from height in the workplace. In the last 6 years there have been 5 deaths and over 3,000 injuries in the education sector.

See risk assessment.

### **10. Monitoring and Review**

The Headteacher and Governing body will review the implementation of the Health and Safety Policy at appropriate intervals.

All staff and governors will be involved and asked to contribute to the review.

All staff will be informed of the outcomes of the annual review.

# Health and Safety Policy

## Charlesworth School

	<u>Date</u>	<u>Minute No.</u>
Approved by Governors	_____	_____
Reviewed by Governors	_____	_____
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Reviewed by Governors	_____	_____

**Staff Signature Sheet**

<b>Name</b>	<b>Signature</b>	<b>Date</b>

## 11. Organisational Responsibility for Health and Safety

