



# Wood Lane Primary School Health and Safety Policy

Schools are required to have a Health, Safety and Welfare Policy in place. This policy has been developed by the Governing Body in conjunction with the Headteacher and members of the School Leadership team. The organisation and arrangements which support the H&S Policy (day to day management of Health & Safety) are the responsibility of the Headteacher and the Senior Leadership Team (supported by the Governing Body).

The policy has 4 parts;

**Part 1** - The Health and Safety Policy Statement

**Part 2** - Information on organising for health and safety and the responsibilities of key people within the school.

**Part 3** - The detailed arrangements & procedures in place for Health, Safety and Welfare

**Part 4** – Key Performance Indicators which should be collated to ensure that health and safety performance is monitored.

The School's Health and Safety Policy should make reference to, and be complemented by, the County Council Policy on Health Safety and Welfare which can be found on the Staffordshire Learning net (SLN) at;

<http://education.staffordshire.gov.uk/SchoolAdministration/HS/Policy/>

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## Health and Safety Policy Statement

### Wood Lane Primary School

1. This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Welfare Policy, it records the school's local organisation and arrangements for implementing the County Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this schools Governing Body will ensure so far as is reasonably practicable that:
  - all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
  - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
  - appropriate safe systems of work exist and are maintained.
  - sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
  - a healthy working environment is maintained including adequate welfare facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its' activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

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*Gaynor Rogers*

*Paul Ball*

9/10.17

## Part 2

### Health, Safety and Welfare Policy – Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

Type of School	Who is the Employer?	Comments
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	<b>The County Council.</b>	Governors of schools in this category have an obligation to ensure that the County Council health and safety policy is implemented.
Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools	<b>The Governing Body.</b>	NOTE. Where County Council employed staff are working on these premises (e.g. cleaning staff) the County Council has responsibility for their health and safety.

Regardless of anything stated above, all school governing bodies have health and safety responsibility as the **occupier** of the premises.

Headteachers must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body arrangements arising out of their health and safety responsibilities.

The County Council's delegation scheme includes provision to ensure that schools meet their health and safety responsibilities and that necessary work is carried out.

#### Organisation and Responsibilities for Health, Safety and Welfare

Duties and responsibilities for health and safety have been assigned to Staff and Governors based upon the following roles outlined in the County Council's Health, Safety and Welfare Policy

<b>Policy-makers</b>	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
<b>Planners</b>	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
<b>Implementers</b>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
<b>Assisters</b>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
<b>Employees</b>	Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

**Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?**

	Policy-makers	Planners	Implementers	Assisters	Employees
School Governors					
Headteacher					
School Leadership Team					
Deputy/Assistant Headteacher					
Health and Safety Coordinator					
Heads of Dept					
Teachers					
Managers					
Premises Managers					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Site Supervisor or Caretaker					
Council Health and Safety Policy Group					
Health and Safety Adviser					
County Council Officers e.g. C&LL Directorate Staff Occupational Health Staff Specialist Technical staff HR Adviser					

## The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers	
<b>School Governors</b> <b>Headteacher</b> <b>CC H&amp;S Policy Group</b> <b>H&amp;S Advisers</b>	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy makers;

- Will be familiar with the overall responsibilities laid down for **Policy Makers** in the County Council Health, Safety and Welfare Policy.
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Governing Body;

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
  - *Some annual KPIs are required by the County Council, the GB can also identify other indicators they wish to monitor.*
  - *The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Headteachers' behalf (see **Assisters** below)*
- Seek advice from and receive reports from the County Council H&S Advisers and their School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.
- The GB will inform the Children and Lifelong Learning Directorate of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

<b>Planners</b>	
<b>Headteacher</b> <b>Members of the School Leadership Team</b> <b>School Governors</b> <b>Deputy/Assistant Headteacher</b> <b>Health and Safety Coordinator</b> <b>Heads of Dept</b> <b>Managers</b> <b>Premises Manager</b>	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Welfare Policy.
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety;
  - appoint a Premises Manager (see **Implementers** below)
  - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)
- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the school planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise Governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall CC Policy.
- Seek help from the CC H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.

- Ensure that an annual **Premises H&S Evaluation** (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of school staff)
- Ensure that an **Annual Self Audit** of the management of H&S is carried out, in line with the County Council Audit arrangements. (This duty may be shared with other staff such as SLT)
- Draw up any Action Plans required from the results of the Premises H&S Evaluation and Annual Self Audit and monitor these regularly.
- Take part in and cooperate with any **Internal Health and Safety Audit** which may be carried out by the Directorate H&STeam.
- Advise the GB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

### Health and Safety Committee

The school may chose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that H&S is a regular agenda item in these meetings.

An annual report to the Governing Body outlining achievements against the H&S plan and annual KPI's should be considered by Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Implementers	
<i>Headteacher (also Policy maker, Planner)</i> <i>School Leadership Team (also planners)</i> <i>Heads of Department (who may also be planners)</i> <i>Teaching Staff [Including supply teachers]</i> <i>Managers</i> <i>Premises Managers</i> <i>Teaching Assistants</i> <i>Learning Support Staff</i> <i>Admin Staff</i> <i>Site Supervisor/Caretaker</i>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the County Council and those developed within school
- Demonstrate commitment to the management of health and safety by:
  - Setting a good example to others
  - Promoting good practice
  - Identifying H&S problems and rectifying them if possible
  - Challenging poor H&S performance or attitudes
  - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and

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- any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies.
  - Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process.
  - Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
  - Encourage participation in H&S and ensure that communication about H&S issues takes place.
  - Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.
  - Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
  - Ensure that staff in these roles have received appropriate training.
  - Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
  - Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
  - Supervise work adequately to ensure that good health and safety standards are maintained.
  - Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
  - Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
  - Avoid allocating “blame” to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
  - Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
  - Seek advice from the CC H&S Adviser or other specialist as required.
  - Make use of other resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
  - *In addition to the above, Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*

### **Premises Managers**

**In addition to the responsibilities above Premises Managers have specific duties laid down in the County Council Health, Safety and Welfare policy. These are reproduced here;**

1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;



4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise ;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Property Services as a result of a maintenance contact visit.

<b>Assisters</b>	
<i>Health and Safety Coordinators</i> <i>Health and Safety Advisors</i> <i>Occupational Health Professionals</i> <i>Specialist Technical Staff</i>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Welfare Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.

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- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for Governing Bodies to view as part of their monitoring process. A template is available for this on the SLN/Health and safety Intranet site at <http://education.staffordshire.gov.uk/SchoolAdministration/HS/KeyDocuments/>

## **Employees**

Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

### **Employees [including temporary & volunteers]**

**Employees** – Irrespective of their position within the County Councils structure, All staff are employees and therefore all the employee responsibilities within the County Council Health, Safety and Welfare Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the County Council Health, Safety and Welfare Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

### **Pupils/students [This section should be drawn to attention of all pupils]**

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

### **Staff Safety Representatives**

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employees health and safety or welfare atwork;
- to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability

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whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

## **Part 2**

# **Arrangements & Procedures for Health, Safety and Welfare**

## **Wood Lane Primary School**

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

### **1. Accident Reporting, Recording & Investigation**

*Minor accidents that require some form of medical treatment in school should be reported in the accident book in school. Parents should be advised of head bumps and all other accidents as deemed necessary.*

Major Accidents (including over 3-day injuries to staff)

Any accidents resulting in specified major injuries should be reported by telephone on the day of the accident to the Education Sites and Safety Office (Tel:01785 278850/51). Any fatality must be reported to the LA and to OFSTED. The accident must be investigated to determine the cause and establish what can be done, if anything, to prevent reoccurrence. An accident report form must be completed. (Form EDAF 1) In addition the accident report book held on site must be completed.

### **2. Asbestos**

The asbestos manual is retained on site. No invasive work takes place on the premises without reference to the manual. All contractors should refer to register. No asbestos has been identified within the school. In working practice the site supervisor or the bursar are responsible for ensuring the asbestos register is given to all contractors before work commences.

### **3. Contractors**

Contractors are selected from the approved county list where possible, either directly or via Property and Estates. The bursar is responsible for engaging contractors in liaison with the headteacher and for liaison with contract supervisor in property and estates or the diocese as appropriate.. The headteacher discusses health and safety arrangements with contractors before commencement of work but this may be delegated to the bursar, depending on the work involved. The head, with support from all staff, ensures that contractors are not carrying out activities that may put the staff, pupils or parents at risk. Risk assessments for work are taking place are shared with staff and staff know to report any concerns directly to the head teacher. Contractors are required to sign in and out of the premises.

### **4. Curriculum Safety [including out of school learning activity/study support]**

*Risk assessments exist in school that all teachers are aware of to cover a range of class based lessons. In addition induction procedures informs staff of the need to constantly carry out risk assessments for activities that they undertake to ensure any hazards are kept to a minimum. Written risk assessments need to be undertaken where activities fall outside of those specified in the risk assessments. Staff must refer to subject guidance documents such as Safe Practice in P.E and CLEAPSS. Subject coordinators are responsible for updating staff on relevant health and safety issues.*

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## 5. **Drugs & Medications**

No medication is allowed on site unless parental permission and full details have been received in writing, using the correct County forms. Every effort should be made to avoid receiving medication into school i.e advising parents that antibiotics can be taken either side of the school day but where medication must be taken it must be labelled with the name of the pupil and stored in the school office or in the fridge as appropriate. All medication given must be logged using the County forms. No teacher is expected to administer medication but Mrs Trigg/Miss Callbutt, the are willing to undertake this task, following County guidance. See also Supporting Pupils With Medical Issues Policy.

## 6. **Electrical Equipment** [fixed & portable]

All fixed installations are tested every five years and portable appliances are tested every year. Staff carry out their own visual inspections of electrical equipment prior to use and must not use their own personal equipment for work unless it has been electrically tested or is brand new.

### **Fire Precautions & Procedures [and other emergencies incl. bomb threats]**

Fire drills are held half- termly and fire exit signs and notices are displayed. The Head Teacher is responsible for ensuring these are carried out. In the event of a fire, the alarm should be raised by whoever discovers it and the office staff will phone for the fire brigade. The office staff are responsible for taking the registers to the assembly point on the playground, but will pass this onto any available adult if calling the fire brigade would cause any delay. The Head Teacher is responsible for ensuring the building is clear.

The Deputy Head takes on this role in the Head's absence where a TA can safely evacuate the children in his class. No person must re-enter the building until the all clear has been given by the Fire Officer. A fire risk assessment has been completed which sets out these procedures and this is reviewed annually. Extinguishers are checked annually. Fire exit doors are also checked to ensure they open with ease. Staff must report any issues they feel may affect the fire integrity of the premises.

Fire risk assessments are carried out for activities after school or involving parents attending and fire marshals briefed as to their duties. Fire evacuation procedures are announced at the beginning of events where there are large numbers of adults attending. In the event of total evacuation of building and grounds arrangements have been made with St Thomas' church to use their hall in the event of an emergency.

In the event of a bomb threat the school will seek advice from the police and follow the guidance available in the document on SLN: procedures/ bomb threat and will make use of the school Business Continuity Plan..

## 7. **First Aid**

The following staff hold first aid certificates:

Paediatric First Aid:

Jack Ireland

Kim Thackeray

Emergency Peadiatric First Aid:

Nicola Trigg

Emergency First Aid:

Nicola Trigg

Hannah Callbutt

Amanda Woodhouse

Gail Stanley

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Training is kept up to date by ensuring all first aiders attend refresher courses before the expiry of their existing certificates.

First Aid boxes are located in the medical room and the Bursar is responsible for ensuring they are fully stocked. In the event of medical assistance being required the Bursar will phone for the ambulance and then phone parents to let them know. In the event of any child having to go to hospital the Head teacher will normally accompany the child or in her absence the deputy. Very young children may feel more comfortable if a known teacher or TA is also present.

All minor incidents should be logged in the first aid books in KS1 or KS2, detailing any treatment given. Parents should be informed of all head bumps and of any other injury as felt necessary.

**8. Glass & Glazing**

All glass within the school complies with British Standard 6202.

**9. Hazardous Substances (COSHH)**

No hazardous substance is permitted on site without a hazard data sheet being obtained from the manufacturer and where required, an assessment of risk being undertaken. All contractors are required to assess their own substances and keep them out of the reach of pupils.

**10. Health and Safety Advice**

The School Subscribes to the LEA Service Level Agreement for Health and safety and takes advantage of the training and updates that are available.

Our H&S advisor is Steve Brown  
Occupational Health – 01785 276284

The school accesses this advice as appropriate.

**11. Housekeeping, cleaning & waste disposal**

All bins are emptied daily. Clinical waste is separated from normal waste and disposed of by specialist contractors, using the sanitary bins in the toilets. Staff must ensure good housekeeping within their areas of responsibility. Wet floor signs are used where this is appropriate. External waste bins are kept well away from the building.

In the event of snow or ice a pathway is cleared to school and paths gritted.

**12. Handling & Lifting**

Trolleys are provided to transport heavier items and staff receive manual handling training as appropriate. Staff are made aware that heavy items should not be stored high up to prevent injury.

**13. Jewellery [This should be repeated in school prospectus]**

Pupils should only wear stud earrings at school and should not wear jewellery of any kind during P.E. lessons. Children are expected to remove their own earrings but if they are unable to do so then parents must ensure that earrings are not worn to school. We encourage children to have their ears pierced at the beginning of the summer holidays but where this has not been possible, the children will only be allowed to participate in activities where there is a low risk of physical contact and where this is not the case pupils will take part in the lessons by observing and commenting on skills and tactics. Plasters to cover earrings will not be issued, in line with LEA advice.

**14. Lettings/shared use of premises**

N/A

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**15. Lone Working**

Where staff may work alone within the school then doors must be locked to prevent unauthorised access. Dangerous activities must not be undertaken whilst working alone - eg working with high voltage electricity or at height. (Safety stepladders are provided). Lone working is discouraged and staff are advised to ensure another member of staff is on site but this is sometimes not practical e.g. the site supervisor locking and unlocking the premises.

**16. Maintenance / Inspection of Equipment (including selection of equipment)**

Systems for the periodic inspection, examination, testing of equipment on the school premises, are in place ( Inc Boilers, ladders and steps, PE equipment, extinguishers) Although not all inspections etc are initiated by the school, the Bursar is responsible for ensuring the required inspections take place in consultation with the headteacher as necessary. Weekly checks of outdoor playtrails are undertaken by the caretaker and are also inspected annually. Records are kept of maintenance checks.

**17. Monitoring the Policy and results**

*The Head Teacher carries out the annual Health Check and ensures that any concerns are addressed and staff are kept updated.*

**19. Poster on Health and Safety Law**

The head teacher is responsible for citing this poster and keeping it up to date.

**20. Personal Protective Equipment(PPE)**

All personal protective equipment provided conforms to the relevant European and British standards. Staff provided with PPE are given adequate instruction for use.

**21. Reporting Defects**

All defects / hazards are reported to the Bursar or site supervisor. Where these are more than minor they should also be reported to the headteacher The Bursar then ensures that the work is undertaken. A defect book is held in the office.

**22. Risk Assessments**

Generic risk assessments to be provided by the LEA will form the basis of the school's risk assessments, amended as necessary. Any risks identified will be controlled. Where the risk assessments identify flaws within existing procedures then these procedures will be modified in consultation with staff. The risk assessments will be reviewed no less that every two years.

**23. School Trips/ Off-Site Activities**

The school follows County guidance and uses the online EVOLVE tool to ensure correct procedures are followed. Full risks assessment are uploaded to this site for the headteacher's approval prior to every visit, other than those which are covered by an annual risk assessment e.g repeat sports visits etc.

The Headteacher is the School's Educational Visits Coordinator (EVC) and. . Volunteer driver declarations must be completed. A first aider should accompany all school trips.

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First aid facilities at the venue should be established before approval of the trip.

**24. School Transport – e.g. minibuses**

The school does not have its own transport but where teachers drive children to events in their own cars, parents must be made aware of this and staff must ensure that they are insured for this purpose. Staff should not travel alone with one child

**25. Smoking**

The school has a no smoking policy in place in line with legislation. Anyone attempting to light a cigarette will be told to extinguish it. This also applies on the playground.

**26. Staff Consultation and Communication**

Staff receive Health and Safety updates approximately termly. Staff can raise points of concern at any time through the Head, Bursar or Site Supervisor. When there are any significant changes in school then the building committee and the Bursar and Site Supervisor meet regularly to discuss H & S implications.

**27. Stress and staff Well-being**

Staff are encouraged by both the Headteacher and the Deputy to ensure they see their Health and Well Being as a priority. The School's culture of caring and support for each other helps to maintain this. Relevant information is also included in the Staff Handbook and staff are made aware of the Staff Counselling Service and Occupational Health.

**28. Supervision**

Pupils should normally not be left unattended in their classrooms and if for any reason the teacher is called away then another adult should be left in charge of the class. However, as children mature their levels of responsibility increase and there will be occasions where trusted children are asked to complete a task with another child, or group of children where supervision is indirect. These children remain the responsibility of the teacher in charge of the activity. Children are normally asked to run errands in 2s to ensure safe practice.

On school trips the guideline ratios should not be exceeded but more adults than recommended should be allocated if this is felt necessary to ensure safe practice and this is particularly relevant for Early Years where as high as a 1:2 ratio may sometimes be required . The basic guideline ratios are as follows:

1 adult to 6 children up to Year 3

1 adult to every 10 -15 children Years 4 -6

All adults working with children on a regular basis should be subject an enhanced DBS check and full recruitment safeguarding procedures carried out. All other adults working in schools who do not fall into the regulated activity category as set out by the government should be vetted by the headteacher and supervised by school staff. Definitions of regulated activities and guidelines can be found on the Disclosure and Barring Service website <http://www.homeoffice.gov.uk/crime/vetting-barring-scheme/>

**29. Swimming Pool Operating Procedures**

The school uses a Newcastle Borough Council's pool and a risk assessment for swimming lessons is in place.

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**30. Swimming Pool Operating Procedures (where applicable) N/A**

**31. Training and Development**

All staff have an induction with the headteacher or other senior staff member which includes a tour of the school and fire procedures and basic health and safety information. Training needs are discussed at performance management meetings and the head sources training which can include courses, in house providers or working alongside cluster partners.

**32. Use of VDU's / Display Screens / DSE**

There are currently no members of staff classified as 'Users' for the purpose of the Display Screen Equipment Regulations 1992. However, the Bursar who uses the computer most regularly is aware of the need to adopt safe practice and to take regular breaks and that eye testing is available. All computers used within the school comply with British Standards are electrically tested once every two years.

**33. Vehicles on Site**

The school has a clear policy on cars in school and regular bulletins are put in the school newsletter. Delivery vehicles are restricted, as far as possible, to times other than start and finish of the school day, to reduce the risk of accidents.

**34. Violence to Staff / School Security**

Access to the school building is regulated by a security access intercom and all visitors are asked to sign in and wear a visitor badge. Staff are made aware that they should summon support if a violent situation is likely (physical or verbal) and should report any such incident immediately using County procedures. A risk assessment for violence is contained in the staff handbook.

**35. Working at Height**

Step ladders are made available and staff are given appropriate training on their use and reminded that surfaces are not to be climbed on but the correct ladders used to access areas at height. Risk assessment and procedures are in place for use of very high ladders required to access hall projectors. Pupils are not to use step ladders. The site supervisor receives training which covers the use of such equipment.

**36. Water Hygiene**

Water hygiene is managed by Hertel.

**37. Work Experience**

No work experience people are permitted to carry out activities without an assessment of their age, capabilities and without adequate supervision being provided. All work experience pupils are given an induction and written guidance.

36.



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## **Local Health and Safety Key Performance Indicators (KPI's)**

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

Key Performance indicators for this school include:

- Number of reportable accidents involving pupils or adults
- Number of stress related staff absences
- Number of incidents that involve implementation of the Business Continuity Plan

The County Council Health Safety and Welfare Policy also requires feedback on certain KPI's more details of these can be obtained from your Health and Safety Adviser.

Policy Adopted: February 2013

Reviewed October 2017

Approved by governors October 9<sup>th</sup> 2017