

Barrow CEVC Primary School

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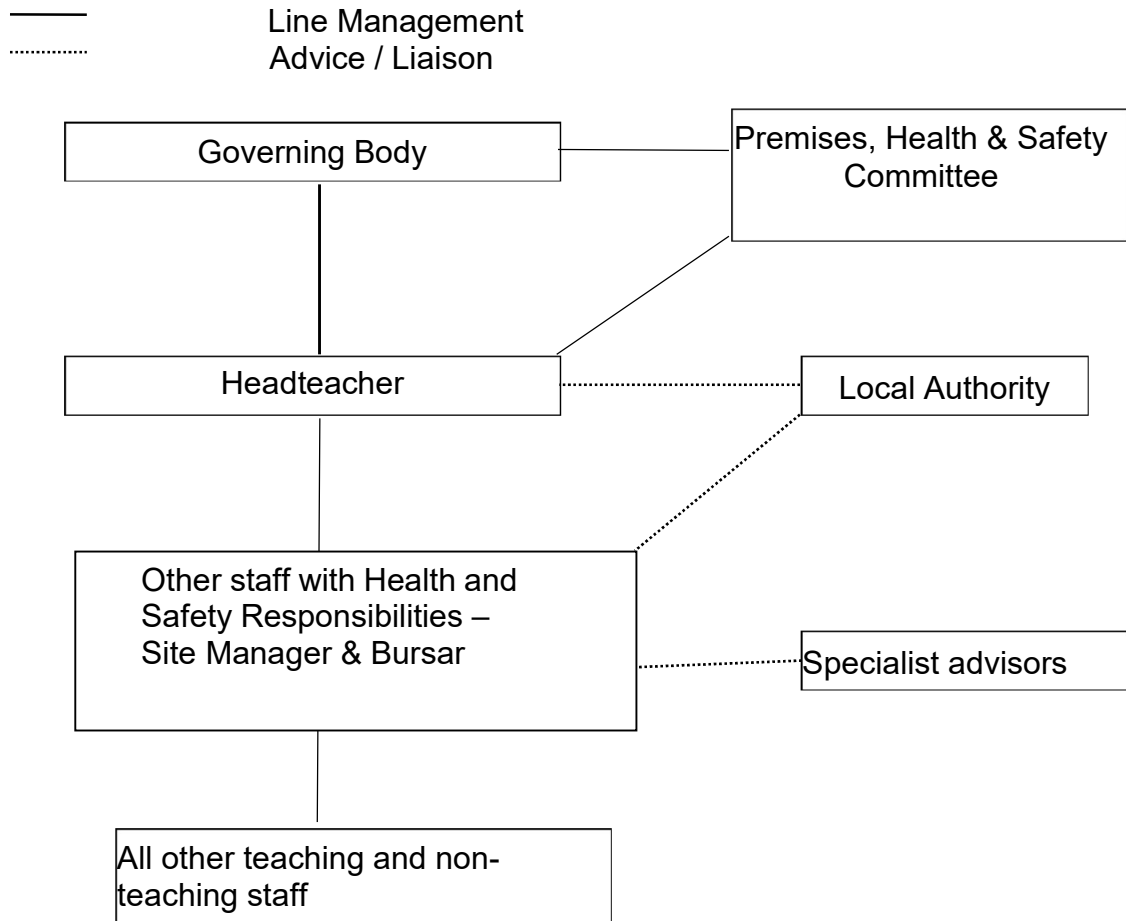
Health and Safety Policy

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Contents	2
Part 1 Health and Safety Policy Statement	3
Part 2 Organisation	4
2.0 Organisation Flow Chart	4
2.1 Responsibilities of the Governing Body	5
2.2 Responsibilities of the Headteacher	5
2.3 Responsibilities of the Health and Safety Co-ordinator	6
2.4 Responsibilities of all staff	7
2.5 Health and Safety Co-ordinator	7
2.6 Health and Safety Committee	7
Part 3 Arrangements	8
3. 1 Accident reporting	8
3. 2 Accident investigation	8
3. 3 Means of access	8
3. 4 Good housekeeping	8
3. 5 Electrical equipment	8
3. 6 Use of harmful substances	8
3. 7 Smoking	9
3. 8 Contractors	9
3. 9 Manual handling of loads	9
3.10 Locally organised premises maintenance, improvement & repair	9
3.11 Stress and well being	9
3.12 Display screen equipment	9
3.13 Pregnant members of staff	9
3.14 Lone working	9
3.15 Incident reporting procedures	10
3.16 Working at height	10
3.17 Asbestos	10
3.18 Fire Precautions	10
3.20 First Aid	10
3.21 Monitoring of the school health and safety policy	11
3.22 Health and safety queries or issues	11
3.23 Water Hygiene Management Plan	11

2 ORGANISATION

2.0 Organisation Flow Chart



The Governing Body is responsible for:

- Complying with the County Council's Health and Safety policy and Arrangements;
- Formulating and ratifying the establishment's Health and Safety Statement and health and safety plan;
- Regularly reviewing health and safety arrangements (at least annually) and implementing new arrangements where necessary;
- Ensuring that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget;
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that the statement and other relevant health and safety documentation from the LEA is drawn to the attention of all employees;
- Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken;
- Reporting to the LEA any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting high standards of health and safety within the establishment;
- Active and reactive monitoring health and safety matters within the school including health and safety inspection reports and accident reports;

2.2 Responsibilities of the Headteacher

The Headteacher is responsible for:

- Ensuring the requirements of the Occupier's Liability 1957/1984 are complied with
- The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that termly health and safety inspections are carried out and a copy of the report is given to the Governors and that one is sent to the Health and Safety Team;
- Ensuring that remedial action is taken following health and safety inspections;
- Ensuring that information received on health and safety matters is passed to the appropriate people;
- Identifying staff health and safety training needs and arranging for them to be provided;
- Attending the establishment's health and safety committee;
- Drawing up the establishments annual health and safety action plan;

- Co-operating with and providing necessary facilities for trades union safety representative;
- Participating in the County Council health and safety auditing arrangements and ensuring audit action plans are implemented;
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site;
- Seeking specialist advice on health and safety matters where appropriate;
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs.

Note: in the absence of the Headteacher these responsibilities fall to the School Premises Manager

2.3 Responsibilities of the Health and Safety Co-ordinator and Pastoral Lead (AHT)

Responsible to the Headteacher for:

- Attending appropriate Health and Safety Training Courses including IOSH Managing Safety to enable them to discharge their duties effectively;
- Promoting health and safety matters throughout the school and assisting the Headteacher in the implementation of the County Council's and School's Health and Safety Procedures;
- Ensuring that Health and Safety Handbooks and Asbestos Log are kept up to date;
- Ensuring that the Health and Safety Notice Board is kept up to date;
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;
- Arranging termly health and safety inspections and ensuring follow up action is completed and that completed reports are sent to the Health and Safety Team;
- Ensuring appropriate procedures for authorisation of school visits is followed;
- Participating in any Health and Safety Audits arranged by competent persons;
- Providing health and safety induction training for all staff;
- Keeping staff health and safety training records up to date;
- Ensuring that all relevant statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;

- Monitoring contractors on site and ensuring they consult the relevant site hazards logs.

2.4 Responsibilities of all staff

All staff employed at the establishment have responsibility to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work;
- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe working procedures are followed;
- Co-operating with the LEA, school governors and headteacher on all matters relating to health and safety by complying with the health and safety policy;
- Not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare;
- Reporting immediately to the School Premesis Manager any serious or immediate danger;
- Reporting to the School Premesis Manager any shortcomings in the arrangements for health and safety;
- Participating in health and safety inspections and the health and safety team where appropriate.

2.5 Health and Safety Co-ordinator

The member of staff in the establishment with special responsibility for Health and Safety Matters (Health and Safety Co-ordinator) is:	Mark Grovesmith
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2.6 Premises, Health and Safety Committee Members

Chair of Governors	Sarah Wightman
Headteacher	Helen Ashe
Community Governor	Andrew Wilson
Parent Governor – with responsibility for H&S	Matt Bowe

3 ARRANGEMENTS

All staff and students are responsible for ensuring that they work in a manner which is safe to themselves and to others, and to comply with the relevant requirements of the School's Health and Safety Policy.

3.1 Accident reporting

Any accident or injury is to be reported to the safety coordinator by the person or persons involved in the accident and entered into the accident book, which is kept in the front office. The safety advisor is to ensure that the governors are informed of all accidents of a serious nature.

3.2 Accident investigation

All significant accidents or incidents that are considered to be dangerous 'near miss' situations are to be reported to the Headteacher. An immediate investigation into the incident is to be carried out, in order that the cause can be identified and measures taken to prevent reoccurrence.

3.3 Means of access

When using access equipment such as ladders, crawling boards, etc., the correct equipment is to be used for the job to be undertaken. Stepladders should be supported by an assistant. Always use correct routes of access. Do not use shortcuts, they can result in serious accidents

3.4 Good housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean.
- Do not obstruct emergency exits.

3.5 Electrical equipment

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment
- A suitable scheme of testing will be implemented on a regular basis – annual PAT testing and 5 yearly hard wiring testing.
- Where 13amp sockets are in use, only one plug per socket is permitted.
- The protective outer sleeve of electric cables is to be firmly secured within the electrical plugs. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to re-wire the plug correctly.
- Electrical equipment that is known to be, or suspected of being faulty, must not be used.
- If electrical equipment becomes faulty while in use it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected.

3.6 Use of harmful substances

- When using harmful substances, whether they are material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.
- No new materials or chemical substances are to be brought into use unless COSHH Assessments have been carried out and clearance given by Headteacher or Safety Advisor. The user is to be in possession of a Safety Data Sheet.
- Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance with the Headteacher or Safety Advisor

3.7 Smoking

Smoking is not permitted within the school or on the school grounds.

3.8 Contractors

Contractors working within the school are required to comply with the working rules as issued by the school. Any breach of these rules is to be reported to the Headteacher/ safety coordinator.

3.9 Manual handling of loads

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.

Where requested or necessary, lifting equipment may be provided.

3.10 Locally Organised Premises Maintenance, Repair and Improvement

- Procedures are in place to ensure the Landlord Consent Form (Old Form 13) procedure is followed; the Premises Supervisor liaises closely with the Corporate Property Advisor.
- The relevant staff, (bursar, premises manager and Headteacher) and Chair of Governors know the asbestos procedures and know where to locate the asbestos survey report.
- Any necessary alterations to the asbestos survey report are notified to the County by our Corporate Property Adviser. The Premises Supervisor ensures that service specifications are adequate and that contractors (or the school's own employees) work to appropriate standards. Contractors on site are the joint responsibility of the Headteacher and the School's Premises Manager
- Contractors commissioned by the LA are accountable to the named person within the County Architects Department. A detailed Risk Assessment will be carried out before contractors begin work on site; Risk Assessments are required to be carried out when detailed control of work is required.

3.11 Stress and Well Being

- The school has taken positive action to manage stress and well-being issues'
- It is incumbent upon employees to inform their line manager if they are under stress as a result of work or domestic circumstances. Likewise it is the responsibility of us all to be vigilant of our colleagues and report any signs of stress to a senior member of staff so that support can be given.
- The school has bought into the work life support well-being scheme which provides staff with a free and confidential counselling service.

3.12 Display Screen Equipment

For members of staff with 'desk based jobs', workstation self-assessments are carried out on an annual basis.

3.13 Pregnant Members of Staff

Suffolk County Council's Policy on 'Health & Safety Rights for New and Expectant Mothers' will be followed, including carrying out a pregnancy risk assessment'.

3.14 Lone Working

- It is not recommended that staff work on the premises alone but when this is necessary they should always inform a family member.
- Any member of staff who wishes to work in the school alone is required to inform the caretaker or Headteacher. A system must be agreed between the two parties to inform the Head or Premises Manager when he/she has safely vacated the building. This also applies to the Headteacher and Deputy Headteachers.

3.15 Incident Reporting Procedure

- An adult involved in an accident, near accident or incident must report this to the Headteacher and then record it on an incident form available on Suffolk Learning.
- The Headteacher, checks every incident record before it is submitted to the authority and every incident is subject to investigation as appropriate with a view to preventing recurrence.

3.16 Working at Height

Staff should not use steps or ladders unless they have had the appropriate training and a risk assessment has taken place to check if it is safe to do so. The Premises Manager may need to work at height in the course of his duties. Ladders should be visually checked before each use. Pupils should not use steps or ladders at any time. Contractors should not use school equipment. The Premises Manager provides advice and has assisted with the preparation of the school's Legionella risk assessments and also sample water as per the risk assessment

3.17 Asbestos

The Asbestos Survey Record is kept in the School Office. Any contractors need to have sight of the survey prior to starting work on the premises. Staff should not drill into walls without obtaining prior approval from the Headteacher and checking the survey. Staff should report any damage to asbestos materials to the Headteacher. In the case of asbestos disturbance, staff should follow the emergency plan as outlined in the Critical Incidents Policy.

3.18 Fire Precautions

- Fire action notices are displayed in key positions around the school.
- All staff and students must familiarise themselves with the location of fire doors and fire exits, so that they know as many as possible of the means of escape from the building.
- All staff should know the location of their nearest fire extinguishers and fire alarm call points and instructions for their use.
- All students should know the nearest fire escapes and where the meeting point is.
- Emergency exit routes must remain tidy and free from obstacles.
- Staff and students must not leave or store flammable materials on emergency exit routes or blocking immediate access to fire alarms, fire equipment or electrical switchgear.
- The fire alarm is a siren and is tested within the building each week by the caretaker.
- The most important part of fire control is prevention. It is with this in mind that all personnel and contractors are to be conversant with the fire potential of all materials and substances that they use, and should exercise maximum care in their use.
- The value of the nightly routine of checking all areas before switching off unnecessary electrical equipment and closing all doors to rooms cannot be overstressed.
- An assessment of fire hazards and risks will be undertaken annually.

In the event of a fire

Follow instructions as described in Fire Safety Policy

3.20 First Aid

The First Aid Box is located in the staff cloakroom.

In the event of any emergency requiring an ambulance, call 9/999 and state the precise location and nature of the emergency.

3.21 Monitoring of the school health and safety policy

A self-inspection (safety audit) of the School will take place every 12 months to monitor the effectiveness of the health and safety policy. The inspection will be made by Headteacher and the Governor responsible for Health and Safety.

3.22 Health and safety queries or issues

All staff and students encountering any kind of health and safety hazard in this School should report these promptly to the Headteacher or, in his or her absence, to any senior member of staff.

3.23 Water Hygiene Management Plan

The Water Hygiene Management Plan is designed to control and minimise the exposure to legionella or similar bacteria and the related health risks to anyone working, visiting or living within SCC premises.

The plan includes details of how SCC will:

- Assess the foreseeable risk from legionella;
- Take action to manage the risk from legionella bacteria;
- Identify Responsible Person/s;
- Provide recommendations and guidance on control measures required to maintain hot and cold water systems;
- Maintain appropriate records;
- Periodically review the management plan adapting it to meet any changing needs;
- Execute emergency procedures when legionella is found or suspected.

The management plan applies to hot and cold water services only.

For swimming pools and whirlpool/ spa baths Directorates must

- ensure suppliers and contractors are suitably vetted and competent to maintain these facilities
- adequate risk assessments and procedures are in place for these installations

The control of Legionella in other risk systems is described in HSE Guidance HSG274 Part 3 that accompanies HSE ACoP L8. This includes for instance whirlpool, spa baths, emergency showers and water softeners.