



# **Fordley Primary School**

## **Health and Safety Policy (Staff and Pupils)**

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# Fordley Primary School

## Statement of Intent

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school. We recognise and accept our responsibility under the Health and Safety at Work Act 1974 and all other applicable legislation and approved codes of practice.

The schools are committed to:-

- Providing a safe and healthy working environment for staff, pupils and visitors.
- Ensuring adequate resources are provided for identifying risks and where they cannot be eliminated, control them to an acceptable level
- Providing effective information, instruction and training for governors, staff and visitors
- Sustaining positive health and safety attitudes and behaviours through communication and consultation with staff
- Encouraging the reporting of all work related accidents, incidents and their subsequent investigation to facilitate the prevention of recurrence
- Measuring and reviewing performance and taking actions on lessons learned
- Continual improvement in health and safety management and performance

This Health and Safety Policy will be reviewed annually and revised as necessary to reflect changes to the business activities or following changes to legislation.

## **Benton Dene Primary School**

Name: Claire Withers

Signature:

Date: (Head teacher)

Name: Jackie McHanwell

Signature:

Date: (Chair of Governors)

# Organisation

In order to comply with the Governing Body's Statement of Intent, the school's management have additional responsibilities assigned.

## 2.1 Governing Body

The Governing Body are responsible for ensuring health and safety management systems are in place and effective. They fulfil a strategic role in health and safety and are not expected to be involved in day to day management of the school.

The Governing Body has the following responsibilities:-

- Ensure that the Head Teacher has made adequate arrangements to discharge their responsibilities for health and safety within the school.
- Take an active role in the development and review of the health and safety policy for the school that reflects local procedures and policies.
- In conjunction with the Head Teacher, provide a monitoring role for the school for health and safety performance.
- Ensure health and safety issues are covered at meetings of governing bodies, either through a special meeting or as a standard agenda item.
- Provide information to the Local Authority on health and safety matters when requested.
- Ensure adequate resources are given to safety issues.
- Ensure adequate training is provided for both governors and staff.
- Promote the active participation of workers in improving health and safety performance.

## 2.2 Head Teacher

Overall responsibility for the day to day management of health and safety rests with The Head Teacher.

The Head Teacher has the following responsibilities:

- Cooperate with the Governing Body to ensure the health and safety policy and procedures are implemented and complied with.
- Communicate the policy and other appropriate health and safety information to all relevant people, including contractors.
- Ensure that effective arrangements are in place to proactively manage health and safety through the production, revision and implementation of risk assessments.

- Report to the Governing body on health and safety performance and any safety concerns which may need to be addressed by the allocation of funds.
- Ensure that the premises, plant and equipment are maintained and in good working order.
- Report to the LA any significant risks which cannot be rectified within the establishment's budget.
- Ensure all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensure that consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.

### **2.3 School Health and Safety Coordinator**

The Schools Health and Safety Coordinator provides support to the Governing Body and the Head Teachers to enable them to fulfil their health and safety duties.

The Health and Safety Coordinator [Caretaker] has the following responsibilities:-

- Ensure they are familiar with schools health and safety management system.
- Coordinate and manage the annual generic risk assessment review process for the schools.
- Coordinate the annual workplace monitoring inspections and performance monitoring process.
- Keep up to date with health and safety legislation and case law.
- To coordinate the provision for the inspection and maintenance of work equipment throughout the school.
- Manage the records of all health and safety activities including management of the fabric of the building and building services.
- Advise the Head Teacher of situations or activities which are potentially hazardous to health and safety of staff, pupils and visitors.
- Ensure that staff are adequately instructed in safety and welfare matters about their specific workplace and the school in general.
- Ensure that contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures.

## **2.4 Phase Leaders**

The Phase Leaders support their Governing Body and the Head Teachers to fulfil their health and safety duties within their area of control.

The Phase Leaders have the following responsibilities:-

- Actively lead the implementation of the Health and Safety Policy.
- Ensure that all equipment and machinery is maintained and in good working order and defective equipment is not used until the necessary repairs are carried out.
- Ensure staff under their control are aware of, and follow, relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.).
- Ensure risk assessments are undertaken in line with the school policy, for the activities for which they are responsible and that identified control measures are implemented.
- Take appropriate action on health, safety and welfare issues referred to them, informing their Head Teacher of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.
- Consult with staff on all health and safety issues.

## **2.5 Staff Safety Representatives**

Where a health and safety representative (Union or Non-Union) has been appointed, they will have the following functions:-

Investigate potential hazards to examine the causes of accidents in the workplace.

Investigate complaints by any employee they represent relating to that employees health and safety or welfare at work.

Make representations to the Head Teacher on general matters affecting the health, safety and welfare of employees.

Carry out workplace health, safety and welfare inspections.

Attend any safety committee meetings.

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

## **2.6 Resources Committee**

The Resources Committee's responsibility is to facilitate communication and consultation on health and safety issues across the school.

They are responsible for:-

- Communicating and consulting with the workforce on matters of health and safety which may affect staff.
- Ensuring proactive and reactive monitoring of Health and safety standards within each department is carried out.
- Analysing accidents, incidents and near misses to ensure trends are identified and recommendations for action can be implemented.
- Making employees aware of significant changes to the Health and Safety Policy.
- Promoting good practice and challenging poor health & safety performance or attitudes.



## **2.7 Employees**

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities.

All employees have responsibility to:-

- Take reasonable care for their own health and safety and anyone else who may be affected by their work.
- Comply with the school's health and safety policy and procedures at all times.
- Exercise effective supervision of pupils within their control and to know the procedures for fire, first aid and other emergencies.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- Report all defects of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

## **2.8 Pupils/Students**

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

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

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.
- Inform any member of staff of any situation which may affect their safety.

## **2.9 Visitors and other users of the premises**

Where the facilities are shared, it must be ensured that there are suitable and sufficient arrangements for communicating and coordinating health, safety and security policies and procedures such as the Out of School Club, Lettings.

- The Caretaker, School Business Manager and Admin Staff will ensure that a suitable system is implemented whereby visitors are required to record their visit to the school (digital InVentry sign in system) and the time they leave. This should include all visitors to the school including Governors, contractors, and volunteers.
- Visitors will be required to wear a visitor's identification badge and be accompanied at all times by a responsible employee unless they have met the schools enhanced DBS criteria.
- Should a fire/emergency occur or the fire alarm is activated whilst visitors are on the school's premises, the person accompanying the visitor will take him/her to the fire assembly point.
- Should an incident/accident occur involving a visitor, it must be reported and an investigation undertaken as soon as possible by the Head Teacher / Facilities Manager.

## **2.10 Health and Safety Advice**

The North Tyneside Health and Safety Team fulfil the role of 'Competent Person', providing advice, support and guidance to the school where required.

They will: -

- Advise the school on health and safety legislation and relevant updates.
- Provide workshops and training on a range of statutory health and safety requirements.
- Provide guidance documentation to support health and safety management.
- Undertake a health and safety audit on a three yearly basis, giving advice on improvement and promoting best practice across the school.
- Liaise directly with HSE on behalf of the school in relation to accident and incidents and have involvement in Fire Authority visits, where required.
- Consult with Head Teachers and Trade Unions in school if required.

## Procedures and Arrangements

### 3.1 Introduction

The following procedures and arrangements have been established within our schools to provide a safe and healthy working environment for staff, pupils and visitors.

### 3.2 Accident/Incident Reporting & Investigation

The schools are aware of the need to record incidents to enable monitoring of the safety management system and the reporting of incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

North Tyneside Council's Incident and Accident reporting system is utilised for recording such incidents. Office Assistant for Primary and Office Assistant for School records incidents and accidents for staff, parents and pupils where deemed to be reported on the NT reporting system. Primary and Schools pupil's incidents and accidents are recorded on specific forms, including the use of CPOMS. [Safeguarding and Child Protection Software].

All accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated by the Head Teachers, ENGIE Health and Safety.

### 3.3 Communication, Consultation & Training

#### Communication and Consultation

The schools have established arrangements to communicate and consult with employees on issues affecting their health and safety and to take account of their views. The Health and Safety Committee meets at the joint governors meetings to discuss health and safety topics and provides a forum for staff to raise issues to the Senior Leadership Team. Members of the Committee are:-

Name	Role
Claire Withers	Head Teacher (Chair Person)
Brian Peutherer	Health and Safety Governor
David Hewitt	Caretaker
Julie Butler	School Business Manager

All relevant Health & Safety information can be accessed electronically on the shared drive, also displayed in the staffroom within the appropriate file.

#### Health and Safety Training

All employees will be provided with induction training in the requirements of this policy and will be updated in response to any significant change. Training records will be kept in the main office by the admin support team for Primary & Schools. Head Teachers, SLT are responsible for co-ordinating health and safety training needs and for including details in their training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

### **3.4 Construction (Design and Management)**

Where any construction works are carried out, the schools will liaise with North Tyneside Council Capital Programme and Asset Management to ensure works are appropriately planned and competent contractors are appointed. The schools will ensure that no construction commences until an adequate health and safety plan covering the work has been prepared. We will ensure that any health and safety file, prepared in relation to any project, is obtained from the contractor following completion of the works and kept readily available for inspection.

#### **Contractor Management**

The schools will carry out checks to ensure that any contractor used is competent and that any works are carried out safely. All contractors will be required to have current registration with a contractor safety scheme such as CHAS registered or will be required to complete a Pre-Qualification Questionnaire (PQQ) which the school will review following completion. All contractors must supply appropriate Method Statements and Risk Assessments. All new contractors will be provided with the schools contractor on site induction pack. Once onsite, the contractor will be supervised by school staff to ensure ongoing safety and security of the school.

### **3.5 COSHH (Control of Substances Hazardous to Health)**

All reasonable steps will be taken to prevent staff and pupils from exposure to substances hazardous to health. Where this cannot be achieved, a COSHH risk assessment will be produced and communicated to relevant staff. An inventory of all hazardous substances on site will also be produced and reviewed annually. The Facilities Manager is the COSHH coordinator who will be responsible for this.

### **3.6 Display Screen Equipment (DSE)**

All staff who are required to work with display screen equipment for over an hour a day are instructed to carry out a DSE self-assessment and forward the evidence to their line manager. Staff who have been identified as a DSE user are entitled to an eyesight test every 2 years by a qualified optician.

### **3.7 Educational Visits**

The schools have an Educational Visits Co-ordinator and they are responsible for overseeing procedures and documentation for all educational visits. North Tyneside Council's *Health and Safety of Pupils on Educational Visits* is implemented by the schools.

### **3.8 Emergency/Fire Arrangements**

In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire. The Head Teachers, Facilities Manager and Caretaker will ensure a fire risk assessment is undertaken, implemented and reviewed annually or when there is a change in environment or work activity/process. The fire risk assessment report completed by the Asset Management Team is located in section 2 of the Fire Safety File.

Fire and emergency evacuation procedures are detailed in the Fire Safety File sections 10 and 12 and a summary is posted in every classroom. These procedures will be reviewed annually. Staff and visitors will be made aware of the procedures during the induction process and visitors/contractors will be made aware when signing

in to the school. Employee induction training will be supported by termly evacuation drills which will be recorded in the fire log book.

The main gas and water service isolation shut off points are located in the main hall store cupboard 2 and are identified by appropriate signage. The electrical mains intake and distribution board are located in E-Block top of green zone corridor and are identified by appropriate signage. Full details of all gas and water shut off valves are located in section 9 of the Fire Safety file.

#### Lockdown

The schools have a lockdown policy and procedure in place in the event of such an incident. Lockdown procedures are a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. The school's lockdown procedures are developed by the Governing Body in conjunction with the Headteacher and members of the School Leadership Team. The Health and Safety at Work Act 1974 places overall responsibility for health and safety with the employer.

Staff and visitors will be made aware of the procedures during the induction process and visitors/contractors will be made aware when signing in to the school. Employee training will be supported by an annual lockdown drill.

### 3.9 Employee Wellbeing

The schools are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their Manager.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

### 3.10 First Aid & Medication

#### First Aid

The schools are committed to providing sufficient provision for First Aid to deal with accidents and injuries that arise at work. An up-to-date list of first aiders is held in the following locations: -

- Office
- Primary (Safeguarding room Gillian Reiling)
- School (Joe McKenzie)
- First aid medical room
- Entrances of Yellow, Green, Red and Blue zones

It is the responsibility of lead first aider Jemma Finlinson to check all First Aid kits on a termly period of time basis to ensure they are adequately stocked. There is one **AED (automated external defibrillators) located** at the main office. The AED is checked monthly by Julie Butler.

## Medication

Teaching staff, first aiders are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be kept within the main office.

All non-emergency medication kept in school is securely stored in a lockable cupboard and refrigerated meds kept in clearly labelled container within a fridge location in the first aid medical room which has a key pad lock to gain access, which is strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. These are kept by Class Teachers in classrooms, Lunch hall and the office, and clearly labelled.

### **3.11 Lettings**

Caretaker will ensure that any hirer of the premises, for any event, is aware of his/her obligations under health and safety legislation and the school health and safety policies where appropriate.

### **3.12 Manual Handling**

Where manual handling cannot be avoided and the risk is significant, a manual handling risk assessment will be carried out by the Senior Manager / Facilities Manager and brought to the attention of relevant staff.

### **3.13 Risk Assessment**

#### General

The schools conduct and documents risk assessments for all activities which present significant risks to the staff, pupils and visitors. They are coordinated by the Facilities Manager for Generic RA and SLT leads for school curriculum RA and are subject to approval by Head Teachers, Governors, SLT.

Risk assessments are available for all staff to view and are held electronically on the shared drive or within the staff room in the Risk Assessment file, these assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

#### Curriculum

Risk assessments for curriculum activities will be carried out by relevant SLT leads, subject teachers using the relevant codes of practice and model risk assessments.

Whenever a new course is adopted or developed, all activities are checked against these and significant findings incorporated into texts in daily use lesson plans.

#### Lone Working

The schools recognise that staff who work alone can be exposed to additional risks which wouldn't be present if accompanied by another person. The school have

determined, by risk assessment, those activities where work can be done safely by one unaccompanied person. e.g. Caretaker.

#### Individual Risk Assessment

The schools recognise that the general precautions taken to protect the health and safety of the workforce may not in all cases protect all employees, visitors and pupils. There are circumstances where further risk assessment is required to ensure the safety of all individuals within the school, examples include where an individual has been identified as a:-

- New/Expectant Mother
- Person with a disability or a short term ailment
- Young or inexperienced member of staff

The Head Teachers, SLT leads in cooperation with the individual (and their parent/guardians in certain circumstances), will assess these risks, identify relevant control measures and review them on a regular basis.

### **3.14 Safe Driving**

#### Minibuses

All drivers for school minibus must be over 21 and hold a full Category B (car) licence with D1 entitlement. Drivers must also undergo a formal system of driver assessment conducted by North Tyneside.

All school approved minibus drivers are expected to complete a pre-use checklist prior to every journey

#### Traffic Management

Vehicular access will be restricted between 8:30 and 15:30. Speed limits of 5mph enforced with speed limit signs displayed. Cars must be parked in designated parking bays as access to the school must be kept clear at all times for cases of emergency.

### **3.15 Premises Management**

#### Inspections

A general inspection of the site internally and externally will be conducted by the Caretaker on a Monthly basis. These inspections will be recorded on the appropriate inspection checklist and filed within the Premises file.

Named H&S governors will be involved in monitoring the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full joint governing body meetings.

### Asbestos

An asbestos survey and management plan is in place for the school in accordance with North Tyneside Council's Asbestos Plan. The school's asbestos file (including school plans, asbestos survey data and site specific management plan) is held in the Facilities Managers room.

### Legionella

A Legionella Risk Assessment for the school building is completed by Safe Care for Clearwater Ltd. It will be reviewed every two years or where significant changes have occurred to the water system and/or building footprint. The Caretaker is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book. Records will be kept of all maintenance, temperature monitoring and sampling which have been carried out.

### External Play Equipment

External play equipment will only be used when adequate supervision can be maintained. Consideration is given to weather conditions, as outdoor play equipment should not be used during wet or icy conditions.

The equipment is subject to regular inspections to ensure it's well maintained and in good working order. Daily / pre use checks are carried out by relevant Teacher(s) Supervisory staff and Caretaker. A more thorough check of the equipment is conducted by the Caretaker on a Monthly basis and records are kept whether defects are identified or not. A detailed certified inspection to BS EN 1176 and 1177 is carried out by a RoSPA inspector on an annual basis and records are kept on site.

Where any defects / hazards are identified in either inspection, appropriate steps are taken to prevent use until issues have been satisfactorily resolved.

## **3.16 Safeguarding and Security**

### Safeguarding

The Schools have an established Safeguarding procedure in place; all admissions and/or queries should be directed to the Designated Safeguarding Leads

### Security

To ensure there is a clearly defined route between the entrance and reception, the school will maintain only one point of external access/egress throughout the school day; this will be in operation between the times of 8:00am and 4:30pm (4:00pm on Friday).

Visitors will be required to report to reception, state the reason for their visit and sign in using the digital InVentry signing in system. A photo ID will be taken following sign in, the receptionist will issue the photo ID and or a lanyard which will identify the individual as a visitor; the photo ID and or lanyard must remain visible at all times throughout their visit. Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site. In the event that the visitor refuses to comply with the above procedures, they will be asked to leave the site immediately and Head Teacher informed, who will consider the situation and decide if it is necessary to inform the police.

The visitor must not be allowed to move around the site unaccompanied unless they have met the schools Enhanced DBS criteria. Should a fire/emergency occur or the



fire alarm is activated whilst visitors are on the school's premises, the member of staff whom the visitor is with should take him/her to the fire assembly point and identified to the receptionist to check against the visitors signing in book. Should an incident/accident occur involving a visitor, it must be reported to the school and an investigation must be undertaken as soon as possible by the Head Teacher.

### **3.17 Work at Height**

Where work at height activities cannot be avoided a task specific risk assessment will be conducted to ensure risks are adequately controlled and communicated to any employee who may work at height. Only employees who have had the necessary training are authorised to work at height. The school's Caretaker is the nominated person responsible for working at height.

Access equipment such as ladders, stepladders and kicks tools are subject to monthly recorded inspections to ensure they are suitable and in good working order, it is the responsibility of the Caretaker to carry out these checks.

### **3.18 Work Equipment**

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the main office

All staff are required to report to the Caretaker any problems found with equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair or disposal.

Subject Leads are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented. They will also ensure specific training or instruction needs, personal protective equipment requirements are provided and relevant risk assessments conducted where required.

#### **Electrical Safety**

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Inspection and testing of all portable appliances will be carried out by Safetest on an annual basis. The Caretaker is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing. A fixed electrical installation test (fixed wire test) will be conducted by North Tyneside Council over a 5 year programme, certificates are located in section 6 of the Fire Safety File.

### Gas Appliances

All gas appliances are subject to an annual gas safe check. No person shall interfere with any gas appliance or gas fitting/pipe work unless qualified and competent to do so.

### **3.19 Workplace Health, Safety and Welfare**

The schools will ensure that it meets the health, safety and wellbeing needs of staff, pupils and visitors, this will include providing;

- Sufficiently ventilated enclosed work areas.
- A reasonable comfortable temperature within school.
- Suitable lighting.
- Adequate space for activities.
- Suitable floor and traffic routes free from uneven and slippery surfaces.
- Sufficient number of sanitary conveniences and washing facilities.
- A supply of drinking water.
- Facilities for changing to/from work clothes.
- Facilities for rest and to eat meals.