



## **Health & Safety policy**



## HEALTH AND SAFETY POLICY

### 1. STATEMENT OF INTENT

The Local Governing Body of Willow Grove Primary School will take all steps within its power to ensure the health and safety of its pupils, staff and visitors and to meet its responsibilities under the Health and Safety at Work etc. Act 1974 and regulations made under that Act<sup>1</sup>.

This Health and Safety Policy describes our organisation and arrangements for the management of health and safety within the School.

### 2. ORGANISATION AND RESPONSIBILITIES

#### 2.1 Responsibilities of the Local Governing Body

The Local Governing Body will:

- (i) formulate a Health and Safety Policy, setting out in writing the responsibilities and arrangements for ensuring health and safety in the School. The Policy will comply with the relevant laws and with the Department for Education's guidance on health and safety. It will be reviewed at least once a year;
- (ii) implement new arrangements, as necessary;
- (iii) provide appropriate resources from within the School's delegated and devolved budgets to implement the arrangements set out in this Policy and, in particular, ensure that health and safety implications are taken into consideration when setting spending priorities (e.g. premises and equipment maintenance, staff training);
- (iv) receive from the Headteacher, or other members of staff as appropriate, reports on health and safety matters and report to other external bodies, as appropriate, any hazards which are their responsibility;
- (v) seek appropriate specialist advice on health and safety matters, where the Local Governing Body is not fully competent or where additional advice could usefully be sought;
- (vi) promote high standards of health and safety in the School.

#### 2.2 Duties of All Employees

**2.2.1** Most of the day-to-day responsibility for health and safety matters will be delegated to employees. Disciplinary action may be taken against anyone disregarding safe working practices.

**2.2.2** All employees are to:

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<sup>1</sup> In particular, the management of Health and Safety at Work Regulations 1999.

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- (i) take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- (ii) co-operate with their employer in all matters of health and safety, so as to enable the law to be complied with;
- (iii) not intentionally or recklessly interfere with, or misuse, any equipment or fittings provided in the interests of health, safety or welfare;
- (iv) report to their line manager\* any serious and immediate danger to health and safety;
- (v) follow instructions when using any machinery, equipment, dangerous substance or safety device;
- (vi) only use equipment when satisfied that they are competent to use it.

\*The Headteacher should report to the Local Governing Body.

### **2.3 Responsibilities of the Headteacher**

The Headteacher is to:

- (i) have overall responsibility for implementing the School's health and safety arrangements;
- (ii) be the focal point for day-to-day issues of health and safety at the School and give advice, or indicate sources of advice;
- (iii) stop any misuse of equipment etc. that is brought to their attention;
- (iv) arrange for any person who is strongly suspected of being drunk or under the influence of a prohibited substance during working hours to be escorted from the premises and initiate disciplinary action, as appropriate;
- (v) seek specialist advice on health and safety matters when necessary.

### **2.4 Responsibilities of managers e.g. Head of Department, Office Manager**

All managers are to:

- (i) be directly responsible to the Headteacher for the application of the School's health and safety policy in their area of responsibility;
- (ii) where necessary, establish, maintain and monitor safe working procedures within their area of responsibility e.g. the use, handling, storage and transport of articles and substances;
- (iii) act on reports of health and safety problems that staff may refer to them and refer to the Headteacher any matter for which they cannot achieve a satisfactory solution within the resources available;
- (iv) carry out a safety inspection of their areas of responsibility, as directed by the Headteacher;

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- (v) ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to health and safety within the School.

### 2.5 Responsibilities of Class Teachers

Class teachers are to:

- (i) check that their classroom/work area and equipment are safe before use;
- (ii) exercise effective supervision of the pupils;
- (iii) be aware of the emergency procedures and carry them out when necessary;
- (iv) be aware of safe systems of work to be adopted in their teaching area and ensure that they are applied;
- (v) give clear instructions and warning of hazards and safety measures before work starts and remind pupils of them as and when necessary, (notices, posters, worksheets, etc. are not enough on their own);
- (vi) ensure personal protective equipment is used.

NB These responsibilities apply also to pupils who are allocated to the School for their teaching practice / observation. They must be made aware of their responsibilities for health and safety when they arrive.

### 2.6 Responsibilities of Site Maintenance Staff

The site maintenance staff are to:

- (i) ensure that the premises, and access to them, are safe and without risk to health, reporting any deficiencies to the Headteacher or Office Manager;
- (ii) ensure the safe use, transport, handling and storage of articles and substances for which they are responsible, reporting any deficiencies to the Headteacher or Office Manager;
- (iii) ensure that the Boiler Room is maintained in a safe condition and kept free of rubbish and other obstructions;
- (iv) ensure the secure and correct selection and use of equipment for which they are responsible and that this equipment is inspected and that a record of these inspections is kept;
- (v) ensure that any equipment found to be unsafe is taken out of service until it has been properly repaired or replaced;
- (vi) establish and maintain a unique equipment identification system where necessary e.g. access equipment.

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- (vii) ensure that the toilet facilities are maintained in a clean and hygienic condition, adequately ventilated and disinfected and supplied with adequate supplies of soap and towels (if warm air drying is not available);
- (viii) ensure that the school grounds including playgrounds and playing fields are kept in a safe condition, free of broken glass, animal fouling and other hazards to health and safety;
- (ix) supervise the safe delivery, portorage and storage of supplies;
- (x) ensure that storage areas and cupboards under their control are maintained in a tidy and safe condition with uncluttered floors and appropriate access equipment to enable shelves to be reached without danger;
- (xi) undertake the weekly fire alarm test and update SMARTLOG;
- (xii) prepare and submit reports on relevant issues as required to meetings of the Local Governing Body's Finance, and Personnel Committee.

### 2.7 Responsibilities of Pupils

Pupils are to, as far as is appropriate to their age and maturity:

- (i) exercise personal responsibility for the safety of themselves and others with whom they work;
- (ii) observe all the health and safety rules of the School;
- (iii) observe standards of dress that are consistent with high standards of health, safety and hygiene;
- (iv) listen to and follow the instructions of any member of staff especially in an emergency;
- (v) use and not willfully misuse, neglect or interfere with equipment and notices provided for their health and safety.

## 3. ARRANGEMENTS

### 3.1 Fire and Other Emergencies

#### 3.1.1 Emergency procedures exist covering a range of situations which may arise (e.g. medical emergency, serious injury, severe weather, fire, severe electrical fault, bomb alert, laboratory accident).

The following documents will be kept in the positions indicated:

| Document                   | Location(s)    |
|----------------------------|----------------|
| Fire Evacuations Procedure | All rooms      |
| First Aid Procedure        | Staff Handbook |
| Lockdown                   | Staff Handbook |

#### 3.1.2 In an emergency, a responsible person is to clear the area of people, take appropriate immediate action, e.g. close doors, isolate services, call emergency

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services and summon the Headteacher or other senior leader to arrange follow-up action.

FIRST PRIORITY - Ensure the safety of people; their removal from further danger, care and application of first aid.

SECOND PRIORITY - Call the emergency services, where necessary.

THIRD PRIORITY – Safeguard premises and equipment, if possible.

**3.1.3** The Headteacher is responsible for providing the police with emergency telephone numbers for use if an emergency occurs outside of School hours.

**3.1.4** Fire drills are held termly and are initiated by the Site Manager.

**3.1.5** Details of the positions of the isolation points for utility supplies (water, electricity, gas) are kept in the reception area.

### **3.2 Fire Prevention and Detection Equipment**

**3.2.1** The Site Manager is responsible for initiating the test of the following systems and completing the record sheets, which are to be kept on SMARTLOG.

#### System

1. Fire Alarm
2. Emergency Lighting
3. Smoke/Heat detection

**3.2.2** The Site Manager is responsible for conducting a periodic visual inspection of fire-fighting equipment.

**3.2.3** An approved contractor shall test all fire-fighting equipment annually.

### **3.3 Hazard Reporting, Risk Assessment and Safety Signs**

**3.3.1** **All employees and governors** should report hazards of which they become aware in writing to the Headteacher.

**3.3.2** The Site Manager is responsible for initiating a risk assessment and any remedial action decided upon, including the provision of safety signs which comply with the regulations where necessary.

### **3.4 First Aid**

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- 3.4.1** The School will maintain a list of members of staff with current First Aid training.
- 3.4.2** It is preferred that staff should be trained in Paediatric First Aid wherever possible.
- 3.4.3** In Foundation, there must always be at least one member of staff present, who is trained in Paediatric First Aid<sup>2</sup>. When children in EYFS are eating, a paediatric first aider must be present and all children visible to them in line with the EYFS Framework.
- 3.4.4** On expiry of certificates, or when an employee with First Aid training leaves the School, the Headteacher will make arrangements for another person to be trained to replace them.
- 3.4.5** The names of current first and emergency aiders will be displayed at the following points in the School.
1. School Office
  2. Medical Room
- 3.4.6** First aid boxes are kept at the following points in the School.
1. Foundation
  2. Medical Room
- Travelling first aid boxes are kept in the Medical Room.
- The contents of boxes will be made by checked by the Medical Officer.
- 3.4.7** Use of first aid materials and deficiencies should be reported to the Medical Officer who will arrange for replacement(s).
- 3.4.8** The school use Arbor to log first aid incidents
- 3.4.9** Contact numbers for the nearest hospital casualty department and other medical services are held in the School Office.

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<sup>2</sup> Statutory Framework for the Early Years Foundation Stage. March 2014

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### **3.5 Accident and Dangerous or Violent Incident Reporting and Investigation**

**3.5.1** Any employee who witnesses, or is informed of, an accident or dangerous or violent incident is to make an entry on Arbor , as soon as practicable afterwards.

**3.5.2** Accident reports should be drawn to the attention of and countersigned by the Headteacher. Where they are found to be caused by faulty plant, equipment, premises or unsafe systems of work the Headteacher will act to remove or isolate the hazard until the necessary modifications or improvements can be made.

### **3.6 Entering and Leaving the Premises**

**3.6.1** The Site Manager is responsible for opening, closing and securing the building. The KET lock up service is responsible for securing the site in the evening in the absence of the site manager. The procedure (including disarming of intruder alarm) is set out in a document held in the main Office.

**3.6.2** During periods of severe weather, arrangements for maintaining safe access to, from and within the premises are determined by the Headteacher, Site Manager and KET.

### **3.7 Maintenance of Premises and Housekeeping**

**3.7.1** All corridors, passageways and gangways are to be kept clear of rubbish and obstructions. The Site Manager is to make a daily check. **All employees** are required to co-operate with decisions taken as a result of this check.

**3.7.2** An employee encountering any damage or wear and tear of the premises, including safety signs, which may constitute a hazard should report to the Site Manager.

**3.7.3** Defective furniture should be reported to the Site Manager.

**3.7.4** The Office Manager/Site Manager is responsible for ordering repairs.

### **3.8 Training**

**3.8.1** The Headteacher is to draw health and safety responsibilities to the attention of employees as part of their induction training.

**3.8.2** The Headteacher is to identify health and safety training needs in consultation with the employees concerned.

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**3.8.3** Employees who feel that they have need for health and safety training of any kind should notify the Headteacher in writing.

**3.8.4** The Headteacher is responsible for the School's training plan and for reviewing the effectiveness of health and safety training

### **3.9 Work Equipment**

#### **3.9.1** Specific Risks

The following equipment is likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to:

|  | Person responsible for selection/risk assessment | Persons authorised to use / operate               | Person authorised to inspect and arrange repairs |
|--|--|---|--|
| Access equipment (e.g. ladders, mobile access platform)  | Site Manager                                     | Site Manager<br>Assistant caretaker               | Site Manager                                     |
| Caretaking and cleaning equipment (including hand tools) | Site Manager                                     | Site Manager,<br>Assistant Caretaker,<br>Cleaners | Site Manager                                     |
| PE and play equipment                                    | Site Manager                                     | All teachers                                      | Approved Contractor                              |
| Technology equipment                                     | KET IT Lead                                      | All teachers                                      | Site Manager                                     |
| Mobile staging and seating                               | Site Manager                                     | All teachers                                      | Site Manager                                     |
| Portable electrical appliances                           | Site Manager                                     | All teachers                                      | Site Manager                                     |
| Disabled access (footpath only)                          | Site Manager                                     |   | Site Manager                                     |

All this equipment will be inspected annually.

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### 3.9.2 Portable Electrical Appliances

All portable equipment is tested annually by a qualified contractor. New equipment will be tested at the next scheduled visit or when one year old whichever is sooner. No portable equipment may be brought into school and used unless tested by

### 3.10 Safety Inspections

3.10.1 Health and safety inspections of premises will take place at least once every term. They will be initiated by the Site Manager.

### 3.11 Provision of Information

3.11.1 The Office Manager is responsible for distributing all health and safety information received by the School.

3.11.2 Health and safety documentation is kept on SMARTLOG, where it is readily available for reference by all employees.

### 3.12 Curriculum Planning (e.g. Education Visits, Work Experience)

The following activities require specific approval:

|    | <u>Activity</u>                             | <u>Approval</u> |
|----|---|-----------------|
| 1. | Educational visits including overnight stay | LGB             |
| 2. | Educational visits without overnight stay   | Headteacher     |
| 3. | Use of School transport                     | Headteacher     |

### 3.13 Dangerous Substances

Inventories of dangerous substances used in the school are maintained by the following employees:

| <u>Type of Substance</u> | <u>Position</u> |
|--------------------------|-----------------|
| 1. Cleaning materials    | Site Manager    |
| 2. Art Materials         | Art Coordinator |

### 3.14 Manual Handling

3.14.1 The Headteacher and Site Manager are responsible for maintaining an audit of the manual handling activities in the school. They will immediately implement changes, where practicable, to avoid the activity, or to reduce the risk. Where additional expenditure is required, proposed changes will be included in an appropriate plan. Where manual handling cannot practicably be avoided, safe systems of work will be implemented and monitored.

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### **3.15 Personal Protective Equipment (PPE)**

- 3.15.1** Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.
- 3.15.2** PPE will be inspected termly, by the Site Manager or more frequently if required. Similarly, a quarterly check is to be made that PPE is being used.
- 3.15.3** **All employees** are responsible for informing the Headteacher as soon as they become aware of a need to repair or replace PPE which they use.
- 3.15.4** The Headteacher is responsible for replacing worn PPE.
- 3.15.5** The laundering of soiled PPE (e.g. overalls contaminated by blood or body fluids) will be arranged by the user of the PPE.

### **3.16 Waste Management and Cleaning Arrangements**

- 3.16.1** Waste will be collected daily **by the cleaners** and the Site Manager is to arrange for its safe storage in appropriately sited secure containers. **All employees** are responsible for reporting accumulation of waste, or large items of waste that require special attention, to the Site Manager who is to arrange for its disposal.
- 3.16.2** All employees are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Spillages or leaks that cannot be cleared up are to be reported to the Site Manager, who will arrange for them to be dealt with.
- 3.16.3** **All employees** are responsible for ensuring that hazardous substances are disposed of safely and in accordance with the appropriate risk assessment sheet. Advice may be sought from the Headteacher.
- 3.16.4** The Site Manager is responsible for informing the Waste Authority of any items of general waste to be collected by it, but not covered by the general waste agreement with the council.
- 3.16.5** The cleaning arrangements for the School are set out in the relevant job descriptions.
- 3.16.6** An employee who is concerned that cleaning arrangements are causing a hazard, which cannot be rectified immediately, should report the matter to the Headteacher who will assess whether the arrangements can be changed.

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### **3.17 Use of Premises Outside School Hours**

**3.17.1** The KET Lettings Manager is responsible for coordinating lettings of the premises in accordance with the lettings procedure.

**3.17.2** The KET Lettings Manager is responsible for informing other users of the building of the presence of any hazards which they may encounter and how the risks have been controlled (e.g. cordoning off, warning notices).

**3.17.3** The Site Manager is responsible for checking that the premises are left in good order by other users. The KET Lettings Manager will report findings back to the other users and ensure the situation is rectified.

### **3.18 Safety Representatives and Safety Committees**

**3.18.1** An employee appointed as a safety representative by his/her association or trade union is required to inform the Headteacher. He/she will be offered facilities in accordance with the Authority's Code of Practice.

### **3.19 Visitors and Contractors**

**3.19.1** **All visitors and contractors** are to report on arrival to the Receptionist who is to:

- (i) identify a contact person;
- (ii) issue an identification badge;
- (iii) provide the visitor with relevant health and safety information;
- (iv) remind them of their duties to the School community (if applicable e.g. contractors).

**3.19.2** Visitors are to sign in via the electronic entry system or in the Visitors Book, if the electronic system is not available.

**3.19.3** The Office Manager is responsible for vetting a potential contractor, to ensure that it is competent and capable of undertaking the work and complies with relevant legislation, including the Health and Safety at Work Act.

**3.19.4** Responsibility for liaison with contractors is as follows:

- (i). Building maintenance and improvements      Site Manager
- (ii). Grounds maintenance      Site Manager
- (iii). Catering      Office Manager

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**3.19.5** The risk assessment for the cash handling arrangements in the School is undertaken by the Office Manager.

### **3.20 Supplies (Purchasing/Procurement and Deliveries)**

The following employees are authorised to **place** orders for supplies and/or to accept gifts or donations to the School once authorisation has been given. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors.

They will also assess any revenue implications of the necessary maintenance of donated items.

#### Position

1. Headteacher
2. Office Manager

**All orders, even small amounts, are to be authorised by the Headteacher or, in their absence, by the Assistant Headteacher.**

Deliveries of goods are to be reported to the Office Manager.

**3.20.1** Arrangements for the safe movement and storage of supplies will be made by the Site Manager.

### **3.21 Visits and Recommendations of Enforcing Authorities e.g. HM Inspectors of Factories (HSE), LEA Safety Officers, Environmental Health Officer**

**3.21.1** Notification of visits and recommendations should be given to the Headteacher and the Visits Coordinator who will:

- (i) co-ordinate action where they are able to;
- (ii) report matters requiring authorisation, or further action, to the Local Governing Body.

### **3.22 Display Screen Equipment**

**3.22.1** The following roles are classified as users of display screen equipment and an assessment of their workstations will be made by a competent assessor. They will be entitled to a regular eye test.

- (i) Office Manager
- (ii) Admin Assistants / Receptionists

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**3.22.2** The Headteacher is responsible for initiating action required as a result of the assessment.

### **3.23 Noise**

**3.23.1** An employee concerned about the noise levels at work should report the matter to the Headteacher who will arrange for remedial action or for an assessment to be made.

### **3.24 Smoking**

**3.24.1** The Local Governing Body has prohibited smoking in the School and in vehicles under its control.

Employees are not permitted to smoke when teaching or supervising pupils, or when they may otherwise come into contact with pupils.

The policy applies equally to all people who have business in the school premises including Local Authority staff, employees, pupils, parents and other visitors.

This policy applies equally to tobacco products and to e-cigarettes.

**3.24.2** All job applicants will be informed by the Headteacher of the no smoking policy.

**3.24.3** "No Smoking" signs will be displayed in the School wherever appropriate, as determined by the Headteacher.

**3.24.4** The Local Governing Body recognises that some employees may have difficulty in complying with this policy. Counselling sessions can be organised for those staff who require assistance. Other help may also be available. Requests for support should be made to the Headteacher.

### **3.25 Administration of Medicines**

**3.25.1** The Headteacher is responsible for deciding whether to agree to requests to administer medicines to pupils.

**3.25.2** Records of such requests which are agreed will be kept in the Medical Office until the need for the administration of the medicine is finished, the request will then be filed in the appropriate folder in the Medical Office.

**3.25.3** Records of the medicines administered will be kept in the Medical Office.

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### **3.26 Vehicles**

**3.26.1** The **Headteacher** is responsible, in conjunction with **the driver**, for ensuring that vehicles which are kept or hired by the School are operated in accordance with the law.

**3.26.2** Hired or leased minibuses or coaches are only to be used for journeys approved under the procedure referred to in paragraph 3.12.

**3.26.3** Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from the Headteacher (prior to the first use of any vehicle). He/she will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.

### **3.27 Bullying/Harassment**

**3.27.1** The School's policy on behaviour (including bullying) is kept on the school's One Drive.

**3.27.2** Records of bullying incidents and action taken are kept by the Headteacher and Assistant Headteacher.

### **3.28 Audit, Review and Action Plan**

**3.28.1** The Local Governing Body is responsible for:

- (i) carrying out an annual review of the Policy and its implementation in the School;
- (ii) including any action for improvements in the appropriate development plan.

Employee absence statistics (i.e. non-confidential) for the purposes of performance measurement are kept in the Office Manager's office.

### **3.29 Insurance**

The School holds the following insurance policies:

1. Material Damage and Liability Cover via RPA scheme
2. Off Site Activities Insurance
3. Occasional Business Use - Motor Insurance