

**FEDERATION OF ST. NICHOLAS C OF E MIDDLE SCHOOL, PINVIN, AND
PINVIN C OF E FIRST SCHOOL**



POLICY ON HEALTH AND SAFETY (PFS)

SC02

Date approved at FGB	Pre-federation
Statutory/ school policy status	DfE statutory
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Date of next review	Autumn 2017

Chair of Governors signature.....

Headteachers signature.....

HEALTH AND SAFETY POLICY

This policy is divided into three sections:

1. Statement - a statement of the intention of this school to ensure the health and safety of its employees and other persons affected by its work and to ensure compliance with the Health and Safety at Work Act 1974 and the various Regulations published under it.
2. Organisation - a description of the responsibilities of different people within the school.
3. Arrangements - a description of the procedures and actions to be taken to ensure the health, safety and welfare of everyone within the school.

1. THE STATEMENT

1.1 General Requirements

The Governors of the Federation of Pinvin C of E First School and St. Nicholas CE Middle School, Pinvin recognise their responsibility under the Health and Safety at Work Act (1974), so far as is reasonably practicable, to:

- a) provide safe systems of work and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to remain safe;
- d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;
- f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

1.2 Staff Rights

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

No individual member of staff shall be required to undertake specific responsibility for any health and safety function (eg. School Safety Officer) without having first been consulted.

1.3 The Role of the Local Authority

The Governors recognise the Statement of Safety Policy of Worcestershire County Council Directorate of Children's Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils

of the school, as laid down in the Directorate's Handbook of Safety Information.

The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Co-ordinator of Worcestershire County Council Directorate of Children's Services or such other persons as may be necessary.

1.4 Funding

The Governors recognise the need to ensure that sufficient funds are reserved for safe practice throughout the school and in particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

1.5 Risk Assessment

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

the Management of Health and Safety at Work Regulations 1999,

the Control of Substances Hazardous to Health (COSHH) Regulations 2002,

the Manual Handling Operations Regulations 1992,

the Provision and Use of Work Equipment Regulations 1998 and

the Display Screen Equipment Regulations 2002.

2. THE ORGANISATION

2.1 Employer's Responsibilities

Worcestershire County Council Directorate of Children's Services:

- a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Pinvin C of E First School (under sections 2 and 3 of the Health and Safety at Work etc. Act 1974).
- b) has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under its Scheme for Financing of Schools.
- c) has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 1994 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

2.2 Governors' Responsibilities

The Governing Body, through the Headteacher, is responsible for:

- a) ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- b) ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools.
- c) monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.
- d) advising the Head of Property Services of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- e) the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- f) ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- g) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- h) the adoption of safe working practices by staff and pupils, and by contractors on site.
- i) acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

2.3 Headteacher's Responsibilities

The Headteacher is responsible for:

- a) The implementation of the school safety policy.
- b) Advising the Governing Body of the need to review the school safety policy.

- c) The day to day responsibility for health and safety in the school.
- d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1999 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- e) Ensuring that staff receive appropriate health and safety training.
- f) Carrying out the safety audit required by the LA.
- g) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- h) Notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or any accidents to staff or other persons and any "near miss" situations, in accordance with the procedures laid down.
- i) Notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.
- j) Emergency procedures, including evacuation in case of fire or bomb threats.
- k) Ensuring that adequate provision is made for the administration of First Aid.
- l) Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- m) Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- n) Consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses (in accordance with procedures laid down in the Handbook of Safety Information).

2.4 Subject Co-ordinators are responsible for:

- a) all matters of health and safety in their subject area.
- b) bringing to the notice of the Headteacher (or School Safety Officer) any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their subject area.
- c) having a working knowledge of regulations, guidance materials and codes of practice in their subject area.
- d) producing a subject safety policy and revising it as necessary.
- e) ensuring that staff have received adequate training on health and safety aspects of their specialist area (particularly where use of potentially hazardous equipment or substances is undertaken).
- f) ensuring that necessary personal protective equipment (ie. eye protection or protective clothing) is available and kept well maintained.
- g) ensuring that any risks specific to their area of work are adequately assessed (eg. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).

- h) ensuring that relevant safety signs and notices are displayed (eg. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.)

2.5 All Other Staff are responsible for:

- a) ensuring that they are familiar with and comply with the school and subject safety policy.
- b) reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, to the Subject Coordinator, Headteacher or School Safety Officer.
- c) co-operating with their employer (LA or Governing Body) to enable them to comply with the requirements of the Health and Safety at Work Act 1974 (ie. by following LA guidance).

2.6 The Caretaker and Cleaner in Charge are responsible for:

- a) Ensuring that they are familiar with and complies with the school safety policy. They should also be familiar with the LA's Safety Policy "Safety of Buildings" (published in the LA's "Handbook of Safety Information").
- b) Bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person on the school premises.
- c) Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those people (eg. in use and storage of equipment and materials).
- d) Ensuring that any staff under their direct control (ie. non-contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- e) Ensuring that all equipment and materials received have adequate health and safety information (eg. safety data sheets to allow COSHH assessments to be carried out).
- f) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction.
- g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (eg. use of signs to warn of slippery floors, clearance of leaves, ice or snow, etc).
- h) Informing the Headteacher (or School Safety Officer as appropriate) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
- i) Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).
- j) The safe use and maintenance of all plant and equipment (eg. boilers) and the safe use and storage of all materials used for that maintenance (eg. boiler descalers).

2.7 The First Aider or Appointed Person is responsible for:

Maintaining the First Aid box(es) in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately.

2.8 Safety Representatives (Appointed by Trade Unions / Professional Associations)

Safety representatives have the right to:

- a) Carry out termly inspections of the premises and submit a written report to the headteacher.
- b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- c) Represent their membership to the headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- d) Represent the staff / union membership on school safety committees.
- e) Receive such training as may be necessary for them to perform their duties.

NB. Provided they have been properly appointed and their appointment notified to the LA by the appropriate trade union, safety representatives should receive time off with pay to perform their union duties.

2.9 Catering staff (at present contract caterers) are responsible for:

- a) Ensuring that they are familiar with, and comply with, the school safety policy. They should also be familiar with the LA's Safety Policy "Kitchens and Dining Centres" (published in the LA's "Handbook of Safety Information").
- b) Ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the Regulations published under it) and that they comply with these requirements.
- c) Bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person in the area for which they have responsibility.

NB. This section does not apply to contract caterers, but it is important that the school safety policy and any relevant risk assessments are made available to the caterers, who should also supply the school with a copy of their safety policy and risk assessments (unless they employ fewer than five people).

3. The Arrangements

The following describes the procedures the school would follow in the event of an accident or 'near miss' situation.

Risk assessments have been carried out in the following areas:

The school site

Hall

Outside classrooms / environmental area

Classroom (general)

Reception / Class 1 play area

Playground / outside area

Corridors, steps and circulation

Cleaning

Toilets

Medical treatment

Staffroom / offices

Individual outings / trips

Access and Egress

The whole school is aware, through regular fire practices, of the quickest and safest way to leave the school in an emergency.

In the event of having to clear ice, snow and leaves, etc, the first priority is to clear paths leading to the main entrances for both pupils and staff, before car parks, playgrounds, etc.

Separate access is available to pupils away from vehicle access in order to keep the children safe.

Accident Reporting

In the event of a member of staff, a visitor, a pupil's parent or sibling, or a contractor having an accident, the Ridor 3 / 3A form is completed and forwarded to Children's Services.

If a pupil has an accident, a PAFO1 Yellow Accident form is completed and the form forwarded to Children's Services Health and Safety Team. A copy of this form is retained in school for five years.

Any minor incident is recorded in an 'Incident' book, and we have several members of staff fully trained in First Aid.

Building Repairs and Contractors

The school's asbestos register is kept in the school office for all contractors to view to ensure that existing asbestos will not be damaged or disturbed. Areas being worked on are adequately segregated from pupils using necessary barring facilities and, where possible, work is completed out of school hours.

Communication

Staff are regularly reminded to inform the headteacher of any areas of concern in relation to Health and Safety. These are recorded and acted upon.

Educational Journeys, Visits and Trips

Please see our Offsite Trips Policy.

Fire

See separate documentation regarding all aspects of fire safety, including fire risk assessment (Aut 2010).

Documentation

Any documentation referred to in this policy is available on request.

Monitoring

The school follows the guidelines set up by the Local Authority. The LA audits the school on a rolling programme.

Portable Electrical Appliance Testing

This is carried out annually.

Public Performance / Specific events

If an activity takes place in school which involves the dramatic movement of equipments or layout of the school, a risk assessment is carried out.

Record Keeping

The Headteacher and Governor with responsibility for Health and Safety, report at every full Governing Body meeting any incidents or inspections that have taken place. The Governors act to address the situation accordingly. Governors address Health and Safety through the Operations Committee.

Risk Assessments

Risk Assessments are carried out on property annually or when changes take place. Individual lesson risk assessments are in the teachers' files, and trip risk assessments are done for each occasion.

Safety Inspections

The LA carry out annual playground equipment, stage lighting and emergency lighting inspections. The safety audit issued by the LA is completed.

Security

All visitors are asked for ID before given access and have to sign in and out at reception. School access is reduced to the front door after 9am but doors allow exit at any time.

Training

Training of staff takes place at induction and when changes occur, and visitors and students have any issues brought to their attention. This includes working alone procedures.

Vehicles

Access to the school site by car is organised so that pupil access is separate. No vehicle is given access to the playground while children are playing and this is closely monitored by an adult.

Violent Incident Reporting

This follows the LA protocol and staff are trained in Team Teach positive handling.