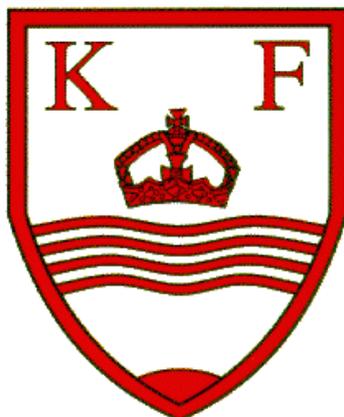


# **KINGSFLEET PRIMARY SCHOOL**

*Be the best you can be!*



## **Health and Safety Policy**

<b>Date Approved</b>	<b>October 2018</b>
<b>Chair of Governors</b>	
<b>Head Teacher</b>	
<b>Date of Next Review</b>	<b>October 2019</b>

## General Statement of Intent and Commitment

The governors and headteacher acknowledge and accept that:

1. Suffolk County Council has the prime responsibility for health and safety and that the governing body (management committee in the case of a PRU) and headteacher have specific responsibilities to manage health, safety and welfare at the school level. These responsibilities must be laid out in the scheme of delegation for the school and are covered in general terms in the county council's scheme of delegation.

They also have responsibilities to fulfill the duties contained in the scheme of delegation and

- To support the published policies and aims of the county council, and
- To promote continuous improvement in the health and safety performance.
- To learn from the experiences of others with the overall aim of updating procedures and arrangements to meet high standards of health and safety management and risk control.

2. The headteacher, as Local Health and Safety Coordinator, must ensure that guidance, codes of practice and other advice from Suffolk County Council are implemented;

3. The governing body must ensure that the headteacher is assisted in implementing the policy, advice and guidance of Suffolk County Council and fulfils its own responsibilities for health, safety and welfare of all those who may be affected by the way the school is managed.

This duty extends to ensuring that:

- **working conditions and environment**
- **substances used**
- **equipment provided, and**
- **working methods adopted**

do not impair the well-being of any employee, or any other person including clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

**This document must be made available to all staff in the school. *NB: It is not necessary to provide a copy to each person though a copy must be provided if requested. It is generally sufficient to make the document readily available to ALL staff.***

This policy document has been adopted by the governing body and is signed by the chairperson on its behalf.

\_\_\_\_\_ (chair of governors)

The head teacher, as the Local Health and Safety Coordinator for the workplace, also signs the policy.

\_\_\_\_\_ (head teacher)

EDITION NUMBER

.....

DATE THAT THE POLICY WAS ADOPTED BY THE GOVERNING BODY

...../...../.....

**The Head teacher has responsibility for day-to-day management of health and safety issues and is known as the Local Health and Safety Coordinator.**

**All staff should have regard and responsibility for their own Health and Safety and that of others including pupils, visitors and colleagues. They should communicate any concerns to the appropriate person(s) or to the Headteacher so that hazards can be dealt with quickly.**

For individual responsibilities see Appendix 1.

### **1. Communication and Information Management:**

- A system is in place to ensure relevant health and safety information is passed on to the relevant people within the school.
- Records about curriculum subject specific information is kept in the staffroom and subject Leaders have responsibility for insure this information is kept up to date and that it is communicated to relevant staff members.
- The policy is available via the school website to all school stakeholders.
- There is general Health and Safety notice board in the staff room. This includes; The school's health and safety policy statement, a copy of the "Health and Safety Law – What you should know" leaflet and poster, any poster displays or other awareness raising, etc. campaigns and the names of the trade union or association representatives within the school.

### **2. Critical Incident Management and Temporary Staffing Absences**

- In the event of a critical incident, the county's guidelines will be followed. *See Critical Incident Policy*
- The school has procedures in place to cover the occasional (but foreseeable) absence of key staff so that first aid provision, medical needs and security are maintained. This may be due to planned absence, industrial action or 'emergencies' of any kind.

### **3. Health and Safety Induction Training**

- All staff receive an appropriate induction training including training that is matched to their specific work and responsibilities
- A checklist for use with employees is in place to ensure induction is comprehensive. *Appendix 2*

#### ***Routine Updating Training***

- Training plans for each individual member of staff are updated annually.
- The Senior Leadership Team consider refresher training for staff on health and safety matters at least once every three years?
- Records are maintained for all health and safety training attended by staff.

### **4. Personal Safety Procedures, Schoolsafe and Control of Violence**

- All school staff, who may deal with anyone presenting challenging or threatening behaviour, are trained to the Schoolsafe standard or an equivalent recognised standard.

- The school has a written procedure advising how staff should deal with an incident where an adult has displayed aggressive behaviour or any kind of assault (including verbal abuse). There is a clear policy on reporting and investigating incidents.
- Staff been advised about “Dealing with abuse, threats and violence towards school staff” guidance.
- Visitors and people entering the building are monitored. All visitors sign in at reception and are issued with a badge.
- Visitors are directed to use the main entrance to the school. Signs are clear and visible from the outside of the building and from the car park.
- The Local Authority Area Office and Local Police are advised of school Key holders contact details and are promptly advised of changes to the list.
- Arrangements are in place to ensure the safety of lone workers and outreach staff. Specific risk assessments are completed for these potentially higher risk activities.

## **5. Planned Safety Checks**

The implementation and recording of safety checks is monitored by the Governing Body. An external agency carries out an annual review of Health and Safety across the whole school. The Health and Safety action plan is reviewed accordingly.

### **Equipment**

- All equipment (not otherwise covered under other headings) is subjected to **formal, appropriate, programmed** and **recorded** maintenance checks in accordance with Local Authority and HSE requirements. These include:
  - All indoor and outdoor sports and play equipment
  - The school’s water system(s)- hygiene, temperature and legionnaires disease checks
  - Catering equipment, including ventilators
  - Ladders, stepladders and mobile scaffold/access equipment
  - Door closers, running gear and catches
  - Printing and reprographics machines
- Electrical equipment and appliances are checked in compliance with the Local Authority and HSE guidance - Portable Appliance Testing and Fixed Wire testing is scheduled within the required timescales.
- All staff have responsibility for visually checking that electrical appliances and play equipment is maintained in good repair. Any concerns are reported immediately to the Head teacher.
- Once a term the Health and Safety Committee conduct a visual check of school equipment. This is recorded and reported to the full Governing Body and any action identified is addressed within an appropriated timescale, which is depended on the nature of the concern.

## **Premises**

- The whole school site is inspected once a term by the Health and Safety Committee. The resulting report identifies action and level of importance. Progress on the resulting action plan is reported to the full Governing Body.
- Inspections involving Property Advisers (condition survey reviews and other 'walk-round' visits may form part of the school's arrangements for checking the school.
- Daily visual checks are carried out daily by the Custodian. For instance, fire exits and routes, fire and/or security alarm systems and grounds (including the perimeter). These are recorded appropriately.

## **Infection Control Arrangements in School**

The school ensures that advice is available to staff on infection control, intimate care arrangements and managing medicines and pupils with medical needs. Supporting Children in School with Medical Conditions Policy (Intimate care plan)

## **6. Incident Reporting/Investigation**

- The Suffolk County Council Incident Report Form is completed in accordance with Local Authority guidance. (*Appendix 3*)
- All staff are briefed on when and how to use the Suffolk County Council Incident Reporting Form.
- The Head teacher, or a designated and competent member of staff, sign, check every Incident Report Form before it is sent to the Local Authority.
- Every reported incident is subject to investigation as appropriate with a view to preventing recurrence. This includes the review of relevant risk assessments after any incident or near miss.
- Incidents are reported to the school's Health and Safety Committee, who periodically review the incident history for the school and plan actions to reduce the likelihood of future incidents.

## **7. Coordination of Risk Assessment Work**

Risk assessments may be required under many circumstances, but in general they will only need to be completed in school when published guidance or recommended practice is not followed, is not completely relevant to the activity considered, or does not exist.

For some hazards, (including those which require major expenditure) longer term planning may be necessary for adequate risk control measures to be implemented.

Risk assessments that are required due to the need for specific locally arranged precautions are completed. These include;

- First aid arrangements, (numbers of trained staff, level of training and equipment)
- Lone working situations, including custodian security checks and locking up

- New students, those returning after a previous exclusion or students transferring from other schools may present challenging behaviour for which the school will need to prepare.
- Staff stress and well-being
- Educational visits and trips
- Tree maintenance
- Display screen equipment/workstations
- Manual handling
- New and expectant mothers
- Level of supervision in playgrounds and for play equipment
- Working at height
- Hinge protectors for doors
- Clinical waste
- Supervision of swimming on or off-site.
- School fundraising events and performances.
- Pedestrian safety where vehicles may be moving.

## 8. Fire

### ***Routine checks***

The Head teacher and Health and Safety Committee are responsible for undertaking a fire risk assessment on an annual basis. Fire safety arrangements are checked with a competent external adviser every two years.

- ***Fire drills*** are carried out termly and evacuation times recorded.
- ***Fire extinguishers*** are examined during annual maintenance checks. Records are kept in the Fire Safety file.
- ***Fire exits and doors*** are checked routinely. External doors are checked on a daily basis by the Caretaker as part of the unlocking and locking of the school building. Termly checks of all internal and external doors are carried out by the Health and Safety Committee.
- ***Public events*** (plays, parents' evenings etc) fire exit route doors are checked specifically for such events. Records are kept in a fire precautions log book.
- Weekly alarm test and emergency lighting checks are carried out weekly by the Caretaker.
- The automated fire brigade notification system is checked and serviced in accordance with guidance timescales. Records are kept in the Fire Safety folder.

The details of the alarm and other tests, evacuation drills and fire precautions training are recorded in a log book.

### ***Procedures***

- An **Evacuation Policy** and procedure is in place – this is reviewed following the termly evacuation drill. Notices detailing the evacuation procedure and assembly points are placed around the school, with one in every classroom.

- A **personal evacuation plan** is completed for any person requiring assistance to evacuate the building. Appropriate training will be given to all staff to ensure the plan can be fully implemented.
- **Wheelie bins** are locked so that they cannot be used to set fires close to the school building.
- **'Hot Works'** is not undertaken in the school without a permit.
- The Critical Incidents Policy outlines procedures in case of an emergency.
- The fire safety arrangements are checked with a competent advisor at least every three years.

### ***Training***

- A list of those staff trained in the use of fire fighting equipment and other techniques to enable them to deal with a situation where a person's clothing is on fire is maintained in the school office.
- Staff are adequately trained in fire extinguisher use to enable them to escape in an emergency.

### **9. Locally Organised Premises Maintenance, Repair and Improvement**

- Procedures are in place to ensure the Landlords Consent Form is used and the guidance therein adhered to.
- The school ensure that any procured services are checked to ensure that service specifications are adequate and that contractors work to appropriate standards. Risk assessments and safe systems of work are comprehensive and subject to periodic specialist audit. For example noise, vibration hazardous substances and pesticides.

### **10. Asbestos**

Relevant members of staff are aware of the asbestos survey report and the procedures to be followed.

A register is maintained in school office and all contractors must sign the record sheet BEFORE commencing work.

As Landlords, Suffolk County Council maintains and updates the asbestos register as appropriate. Prior to any work to the school building which has been organised by the school, Suffolk County Council will be informed.

### **11. First Aid – Training and equipment**

- The first aid equipment is appropriately located. All classrooms have a basic kit to enable them to deal with minor cuts. First aid kits are located in the Meeting room and the Food Technology room. At lunchtime a first aid kit is taken outside. All kits include a recording book.
- All staff have a duty to report low levels of stock in the first aid kits. The Office Administrator retains an overview of stock levels and orders items as required to ensure all kits are appropriately stocked.
- There is a clinical waste bin in a staff only area and the female adult Year 6 toilets and Year 5 toilets have facilities for the safe disposal of sanitary items. The school uses a contractor to ensure that these are replaced and emptied regularly.

- Records are kept centrally of those staff trained and the qualifications they hold. This is monitored to ensure that qualifications are kept up to date
- The names of trained first aiders are displayed in all rooms throughout the school.
- All incidents requiring first aid are logged, recording the nature of the injury, how it was acquired, treatment given and the signature of the person who administered the first aid. A slip detailing the injury and treatment is completed and passed to parents. There are two forms, one for injury to the body and one for injury to the head. In the case of a head injury verbal contact is made with the parent/Carer of the child.
- First aid kits are taken on every activity not on the school site, any additional needs relating to first aid are considered in the trip risk assessment form.

## **12. Vehicle Control and Pedestrian Safety**

- Routine deliveries are properly programmed and controlled to ensure that they occur outside school drop off and pick up times. This includes grounds maintenance vehicles and refuse collection vehicles.
- Cars are prevented from accessing the staff car park during school pick up and drop off times. In exceptional circumstances when this is necessary , school staff will supervise the safe egress of a vehicle.
- Speed restriction of 5 mph.

## **13. Education Visits Coordinator (EVC)**

The school has based their policy on the model provided by Suffolk County Council to ensure full compliance with guidance and recommendations. The school has a nominated coordinator and they have received adequate training for their role. The school has an Educational Visits Policy.

## **14. Stress and Well Being**

- The school has provided all members of staff with access to well-being support and medical treatment through the Schools Advisory Service. This includes; stress counselling, physiotherapy, 24 hour GP helpline and cancer support services.
- The school takes positive action to manage stress and well-being issues, through regular review of stressors in the environment, the release of staff to undertake school directed tasks and regular staff social activities.

## **15. Child Protection Procedures**

- Current county council guidance is followed and supported by a specific school policy.

## **16. Supporting Pupils with Medical Needs**

- Current local and national guidance is followed and supported by a specific school policy. Supporting Children in School with Medical Conditions Policy.

### **17. Premises Security and visitor safety**

- Current county council guidance followed.
- External doors are closed during school hours and the lower gate and the back of the school field is closed between 9.15am and 3.15pm.
- Arrangements are in place to ensure adequate supervision exists when visitors (including parents and children who are not pupils of the school) are present on site. This includes security doors into the main reception area and Hall door, which leads into the main school.
- All visitors are required to sign in and wear a badge.
- Visitors are not left unsupervised in areas where they may come into contact with children unless they hold a clear Enhanced DBS check. Regular visitors and contractors all hold a DBS certificate.

### **18. Contractors on Site**

- Upon arrival at the school all contractors are required to sign in at the Office and wear a Visitor Badge. They are also required to sign the Contractors On Site log book and the Acknowledgement Form regarding the asbestos register. On the back of the Visitor Badge it states that all visitors must comply with the school's health and safety regulations, details of the arrangements for fire/emergency evacuation, smoking policy and car parking arrangements.
- Prior to contractors commencing any work on site the Bursar ensures that the Contractors are aware of safe working arrangements to avoid danger to people other than the contractor's staff. This includes fencing off the area of the site being worked in and the safe storage of the contractor's materials. It is also ensured that the contractor is behaving reasonably safely in respect of his/her staff.

### **19. Lettings**

- Rooms available for lettings are checked periodically (not less than once per term) to ensure that they are in a suitable condition for the specific activity that any lettings will involve. Hirers may legitimately request to see the Fire Risk Assessment.
- The school has a Lettings Policy and hirers are asked to sign a copy of this as agreement to its terms prior to the hire period.
- Hirers must provide a copy of their current Public Liability Insurance and their own Risk Assessment, if applicable.
- Hirers should provide their own First Aid equipment and have a qualified First Aider on site.
- Hirers should have the means of contacting emergency services with them at all times.
- See Lettings Policy for further details.

### Staff Roles and Responsibilities

Whilst this is not an exhaustive list, it is intended to be reasonably comprehensive. It will subject to revision as new topics arise.

<b>Task</b>	<b>Name of person responsible</b>	<b>Job title of person responsible</b>
H&S Policy review	Steve Backhouse	Chair of Governors
Health and safety committee and/or governor committees	Steve Backhouse	Chair of Governors
Communication and information management	Kyrsty Beattie	Headteacher
Critical Incident Management	Kyrsty Beattie Rebecca McCarthy	Headteacher Deputy Headteacher
H&S Induction Training	Kyrsty Beattie	Business Manager
Programmed updating training	Andrew Manning	School Business Manager
Personal safety procedures (also Schoolsafe)	Kyrsty Beattie	Headteacher
Planned checks (procedures)	Andrew Manning	School Business Manager
Planned checks (equipment)	Andrew Manning	School Business Manager /Caretaker
Planned checks (premises)	Andrew Manning	Caretaker/ School Business Manager
Risk assessments for managed moves, EOTAS and excluded pupils	Kyrsty Beattie	Headteacher
Infection control	Kyrsty Beattie	Headteacher
Incident reporting/investigation	Kyrsty Beattie Rebecca mcCarthy	Headteacher Deputy Headteacher
Coordination of risk assessment work	Kyrsty Beattie	Headteacher
Fire procedures including personal emergency evacuation plans	Kyrsty Beattie	Headteacher – Business Manager
Locally organised premises maintenance, repair and improvement	Kyrsty Beattie	Business Manager
First Aid (training and equipment)	Kyrsty Beattie	Headteacher
Vehicle control and pedestrian safety	Kyrsty Beattie	Headteacher
Educational visits coordinator (EVC)	Kyrsty Beattie	Headteacher
Stress and Wellbeing	Kyrsty Beattie	Headteacher
Child Protection Co-ordinator	Kyrsty Beattie	Headteacher
Supporting pupils with medical needs	All trained staff	School Business Manager
Premises Security	Kyrsty Beattie <i>All Staff have a responsibility to oversee school security.</i>	Caretaker Headteacher
Contractors on site	Kyrsty Beattie Andrew Manning	Headteacher School Business Manager
Outside lettings	Kyrsty Beattie Individual Hirer	Headteacher Caretaker Hirer

## Health and Safety Induction Checklist

**Name:**

	Date	Signature
Tour of the premises		
Overview of the school's health and safety policy and organisational structure.		
Current health and safety priorities for the school – safety policy targets		
General health and safety advice, including the schools own guidance and that from the LEA.		
Introduction to recognised unions and the local representatives		
Access to well-being advice, counselling and other staff support schemes		
Security		
The use of the Incident Reporting form for incidents.		
Where appropriate, specific curriculum guidance.		
For certain staff (Headteacher, Bursar, Business Manager, Caretaker etc.) the arrangements for ensuring the duties relating to asbestos management are fulfilled and that the asbestos survey report is available.		
Smoking restrictions around the school site.		
Fire evacuation and emergency procedures		
Fire extinguishers and blankets – location and use		
Critical Incident procedures.		
Legal responsibilities and rights		
The arrangements the school has for managing visitors (accompaniment within the school site, visitor badges, how to react on discovering an unexpected person in school)		
Infection control arrangements		
Safe stacking of materials		
Employee problems and concerns – specific duties and responsibilities for the management of staff welfare		
Information on hazards that are specific to the school and established controls or precautions. ie car park		

Manual lifting and handling – general advice and risk assessment		
Use of equipment and/or tools including defect reporting and the correct use of guards (where relevant)		
Trained first aid personnel and first-aid facilities – staff expected to undertake first aid duties must be advised that they are expected to deal with casualties including the staff, pupils, visitors to the site and any member of the public that may need assistance while on the school grounds.		
Work permit systems (for example, arrangements for visits and trips)		
Materials and substances in use – handling and labelling systems/warning signs. COSHH requirements, risk assessments and health and safety data sheets		
Grievance procedures (as they relate to health & safety)		
Restricted areas and equipment		
General housekeeping and maintenance of access and egress.		

Appendix 3

## Guidance on completing the Incident Report Form – Schools

Welcome to the new way of reporting health and safety incidents for schools. We hope this will be a much more simplified means of letting your health and safety adviser know what's happened, to whom, when, and how. You can fill this form in as a Word document on your pc, or if you prefer, you can print it off and fill it in by hand. What matters is that you fill it in and send it to **Nina Bickerton (Health and Safety Advisor)** at [Nina.bickerton@suffolk.gov.uk](mailto:Nina.bickerton@suffolk.gov.uk) or to her at **Suffolk County Council, Endeavour House, Gold floor one, Russell Road, Ipswich IP1 2BX**. Make sure you send it as soon as you can after the incident. Please remember that you need only report **SIGNIFICANT** incidents. Guidance as to what is deemed a significant incident can be found on Suffolk Learning at <http://www.suffolklearning.co.uk/leadership-staff-development/health-safety/incident-reporting>

The new form that you need to use has the following header – note the reference number of the form (IRF001 SCH), this will also be on the footer of the document:

The form is divided into sections. This information sheet will take you through the sections one at a time so you can fill the form out easily.

### Section One: The person reporting the incident (may or may not be the injured person).

If you are filling out the form on behalf of someone else, please enter your own details in this section. This merely asks for your name, your title, your contact details and your job title.

### Section Two: The incident details

The first two areas you need to fill in here are the date when the incident happened (this is really important) and the time of the incident (please use the 24 hour clock).

The third area we ask about is whether the person affected was working alone at the time of the incident, as this may have a bearing on any future controls that need to be put into place. Please ensure this is filled in. Then we need to know about where the incident happened. We would be really grateful if you could fill in the complete address if known (i.e., not just 'the playground or 'on the highway on a school trip').

The fifth area is one of the most important in this form. It's where you need to tell us actually what happened. This area on the form will expand as it's a Word document, so whilst we're not expecting War and Peace, we would like some good detail please! If you are filling the form out by hand you can use an extra sheet if needed.

The sixth area, a group of boxes, asks you what part of the body was harmed if an injury occurred. Please tick, circle, or highlight the box which applies. If there is more than one injury to the body, tick,

highlight or circle all relevant areas. If needed, mark whether this applies to the right or left hand side of the body. If no harm came to the person affected – tick that box.

There is now a second set of boxes – this is where you need to mark the injury if that applies.

The last part of Section Two asks you to say what happened in a précis – was the injury (if appropriate) because of a fall? Was it due to moving and handling? Perhaps due to an illness? Again, mark the relevant box.

**Section Three: Who is this report about?**

If there is an injured person involved in the incident, this may be about you, a pupil, a colleague – or even a contractor on school property. This section asks for the basic information about that person, their name, whether they are an employee, if so, who is their line manager and what type of school service do they belong to?

Why would we need a date of birth? Well, there are other agencies like the Health and Safety Executive (HSE) who may need to know, so if possible, please fill this in. If the injured party isn't happy about giving that detail, don't worry. Please give the job title if it's an employee or contractor, their gender, and their contact details. If the injured person is an employee, then their work details will be fine.

**Section Four: Outcome of the incident**

This area is as important as the rest. We need to know what happened to the injured party as again, the HSE may need to know. We then need to know what the school has done after the incident – for instance, have you contacted Corporate Property about a premises fault, or have you revisited your risk assessment after something went wrong in the art department?

We then ask for first aider's details if appropriate, and if the injured person went to hospital, did they stay there? You may not know this; if not, don't worry, your advisor will follow this up. If your employee has had time off due to the incident, your h&s advisor MUST be told. It's really important that we are advised of the amount of days off an employee has as a result of the incident.

There may have been witnesses to the incident who offered to let the reporter know what they saw at the time. Please let us know this, and if there are any extra reports from them as to what occurred it's very helpful to know what they felt they saw. Please, lastly, fill in the date you filled the form in.

\*\*\*\*\*

**If you are concerned that the injury or incident constitutes a reportable issue to the HSE please contact your health and safety advisor as soon as possible after the event. Please do not hesitate to call for any query. Thank you.**

