



## Statement of General Policy on Health, Safety and Welfare

Earith Primary School believes that health and safety is paramount in all areas of its activities. The School is committed to providing its employees with safe places of work that do not impact negatively on their health and well-being. Earith Primary School is also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its customers, partners, contractors, visitors or anyone else that could be negatively impacted by its school activities.

The school aims to achieve this commitment by adopting the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management;
- Taking a risk-based approach to School activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of business aims and objectives;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of the School's health and safety aims and objectives;
- Involving employees from all levels of the organisation in the delivery of health and safety aims and objectives;
- Providing information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment;
- Setting targets and objectives to encourage continuous organisational health and safety improvement;
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.

The senior management team are accountable for the management of health and safety and for the implementation of the schools health and safety policy in their areas of control.

Employees have a duty to protect themselves and others by working safely, co-operating with the senior management team, observing all relevant information and instructions and reporting any health and safety matters to their line managers.

*Tim Jones* **Chair of Governors**

*October 2017*

*Sian Pritchard*, **Headteacher**

*October 2017*



## Organisation and Responsibilities for Health, Safety and Welfare

In order to ensure that health and safety issues are dealt with in accordance with our establishment's safety policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

### 1. Governing Body

The Governing Body will comply with any directions issued by the Children, Families & Adults Learning Directorate concerning the health and safety of persons on school premises or taking part in school activities elsewhere. The Governing Body is responsible for health and safety matters at a local level. They accept that the delegation of funds from the Children, Families & Adults Learning Directorate carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which health and safety issues are addressed. However, the Children, Families & Adults Learning Directorate will be informed of any issue which has significant health and safety implications and which cannot be resolved satisfactorily without their involvement.

The Governors appreciate that they can only work within their allocation of the total education budget determined by County Council members and that they will only be accountable for deciding how the budget within their control is to be spent. The Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

### 2. Headteacher

Overall responsibility for the day-to-day management of health and safety in the school rests with the Headteacher. As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Headteacher will include:-

- 2.1 Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations,
- 2.2 Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy
- 2.3 Adequate staffing levels for safe supervision;
- 2.4 The delegated responsibility for maintenance of the premises;
- 2.5 The purchase of equipment to meet appropriate safety standards;
- 2.6 The repair, maintenance and testing of school equipment;
- 2.7 The provision of appropriate protective clothing where necessary;
- 2.8 The purchase and maintenance of first aid materials and fire fighting appliances;
- 2.9 The funding of necessary safety training for staff;
- 2.10 The arrangements for securing health and safety assistance from a competent source;
- 2.11 The appointment of a premises manager;
- 2.12 The provision of appropriate health and safety information to governors.

In addition to these the Headteacher will also:

- 3.1 Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and that assessments are monitored and reviewed.
- 3.2 Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff;

- 3.3 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 3.4 Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 3.5 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 3.6 Advise Education Property (or other appropriate body) of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 3.7 Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- 3.8 Co-ordinate the termly health and safety workplace inspection, ensuring all areas of the establishment and all activities are covered;
- 3.9 Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 3.10 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- 3.11 Ensure that all heads of department are kept informed of the names and details of those persons appointed to provide competent health and safety assistance;
- 3.12 Oversee all arrangements for educational visits and school journeys.

Some of these areas will be delegated to the Senior Teacher at times.

#### **4 Teaching Staff [Including supply]**

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms,.. and off site e.g. school trips. Class teachers shall:

- 4.1 ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;
- 4.2 be aware of the schools health and safety policy and any local rules and arrangements which may apply specifically to the department concerned;
- 4.3 ensure that safety instruction is given to all pupils prior to commencing practical sessions;
- 4.4 know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
- 4.5 ensure that pupils follow school/departmental safety rules and that protective equipment is worn where appropriate;
- 4.6 ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 4.7 ensure safety devices e.g. machinery guards are in good condition and are used;
- 4.8 report any defective equipment to the Headteacher;
- 4.9 investigate all accidents (in conjunction with Headteacher), which occur through activities
- 4.10 propose for consideration by their Headteacher any improvements, which they consider, would improve health or safety standards;
- 4.11 ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

#### **5. Caretaker**

The Caretaker is responsible to the Headteacher.. Duties include:

- 5.1 arranging for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
- 5.2 taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers

around opened manholes etc.;

- 5.3 participating in the bi-annual health and safety checklist paying particular \ attention to the building structure, services, access to/egress from the school, main circulation areas etc.;
- 5.4 ensuring that other site supervisory staff are adequately supervised;
- 5.5 identifying any particular health and safety training needs of supervisory staff in the group.
- 5.6 ensure that staff within the group are not involved in activities outside their limitations;
- 5.7 ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 5.8 ensuring that all staff work in accordance with safe working practices issued by the school, the LA etc.

## **6. Safety Co-ordinator**

The Safety Co-ordinator's role is primarily that of facilitator. The Safety Co-ordinator may take on certain functions but the overall responsibility rests with the Head of Establishment. The core duty is to ensure that there is a management system established for the management of health and safety. The duties include:

- 6.1 Review this policy statement as necessary and ensure that the appropriate amendments are made as and when circumstances change;
- 6.2 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 6.3 Review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 6.4 Arrange for biannual evacuation drills and weekly fire alarm tests etc.
- 6.5 Advise Education Property of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 6.6 Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- 6.7 Co-ordinate the biannual health and safety checklist, ensuring all areas of the establishment and all activities are covered;
- 6.8 Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 6.9 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- 6.10 Ensure that the Headteacher is kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

## **8. All Employees [including temporary & volunteers]**

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

- 8.1 to participate in the risk assessment process and comply with findings;
- 8.2 to report all defects in the condition of the premises or equipment to which they become aware;
- 8.3 to report all accidents according to the procedures included in Part 3 of this document;
- 8.4 be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 3);
- 8.5 to make use of all necessary personal protective equipment provided for safety or health

reasons;

- 8.6 to, where necessary, make use of all control measures made available to them,
- 8.7 follow all relevant codes of safe working practice and local rules;
- 8.8 report any unsafe working practices to the Headteacher .

**9. Pupils/students** [This section should be drawn to attention of all pupils]

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

- 9.1 follow all instructions issued by any member of staff in the case of an emergency;
- 9.2 ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- 9.3 inform any member of staff of any situation, which may affect their safety.

**10. Staff Safety Representatives**

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- 10.1 to investigate potential hazards and to examine the causes of accidents in the workplace;
- 10.2 to investigate complaints by any employee he represents relating to that employees health and safety or welfare at work;
- 10.3 to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and welfare of employees;
- 10.4 to carry out workplace health, safety and welfare inspections;
- 10.5 to attend any safety committee meetings;
- 10.6 to co-operate with his 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.

Names of appointed Safety Representatives

Name	Contact Details	Area Covered
Lorraine Watson	01487 841868	Whole school

**11. Health and Safety Committee – Part of Resources Committee of Governing Body**

The school has established a Health and Safety Committee, which meets at least termly. The main purpose of the Committee is to develop and implement measures to ensure the health and safety of all employees, pupils and others who may be affected by the schools activities. Membership of the Committee comprises of:

- 11.1 Headteacher
- 11.2 Governors – all resources committee
- 11.3 Safety Representative
- 11.4 Site Supervisor

The Health and Safety Committee will submit an annual report to the Governing Body for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.



## Arrangements & Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

### 1. Accident Reporting, Recording & Investigation

Employees must report all accidents, incidents, dangerous occurrences, violence incidents, verbal abuse and near misses in accordance with the County Accident Reporting Procedure. In the first instance all accidents should be reported to the headteacher.

- All accidents, dangerous occurrences, and near misses must be reported on the standard County Council Incident Reporting Form [www.reportincident.co.uk/cambridgeshire](http://www.reportincident.co.uk/cambridgeshire) . Violent incidents and verbal abuse must be reported on the standard County Council Incident Report Form.
- "Near Misses" must also be reported. These are incidents that occur but where no injury or damage is sustained but could, potentially, have been serious incidents. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.
- A copy should be kept at the establishment and either centrally filed or held on the personal file of a staff member or pupil/child. NB Faulty systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.
- The Headteacher must investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect.
- All deaths and major injuries must be reported immediately to the Health and Safety Team by telephone on 01223 699122.
- The incident report must be completed and sent to the Health & Safety Team for absences through accidents for periods of 7 days or more (including W/E's and holidays) or when a non-employee attends hospital following an accident whilst at work.

### 2. Asbestos

Premises Manager (School Secretary) and the Caretaker are responsible for Asbestos, location of asbestos survey, arrangements to ensure contractors and others such as site supervisors etc. have sight of survey prior to starting any work on the premises, instruction to staff not to drill or affix anything to walls without first obtaining approval from premises manager/checking manual. Staff should report damage to asbestos materials to the Headteacher.

### 3. Contractors

Contractors are selected with support from the School Premises Advisor.

Arrangements for induction of contractors to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors working methods, how staff should report concerns and who to, liaising with contract supervisor in Property & Estates, reference to the County Council 5Cs system are carried out by the School Secretary in liaison with the Headteacher and Caretaker.

### 4. Curriculum Safety

Teaching staff must undertake suitable (written) risk assessments prior to commencing hazardous activities, ensure that health & safety is written into the lesson scheme of work,

Staff must read and take regard of risk assessments for PE and DT and Science.

## 5. Drugs & Medications

See Appendix 1

## 6. Electrical Equipment [fixed & portable]

PAT testing takes place 18 monthly

Staff report any issues to Headteacher

## 7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

Headteacher is responsible for undertaking & reviewing fire risk assessment.

Fire drills are undertaken termly

Procedures to be followed are displayed and staff have special responsibilities e.g. fire marshal etc, assembly points, maintenance of fire exits /escape routes are noted on the signs around school.

Maintenance of fire extinguishers, testing the fire alarm, emergency lighting is carried out regularly by the caretaker.

### LOCATION OF EMERGENCY PROCEDURE DOCUMENTS - Critical Incident Plan

Written emergency procedures exist covering a range of hazardous situations e.g. fire, bomb alerts, severe weather, electrical faults etc. These documents are located in:

- a. School Office
  - b. Headteacher's home
- In the event of a fire alert/alarm Class teachers, TAs and midday supervisors will evacuate pupils/young people/others\* to the designated assembly point;
  - School Admin team will summon the emergency services as necessary;
  - The safe evacuation of persons is an absolute priority.
  - Whilst evacuating premises staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors, and windows;
  - Fire drills will be undertaken termly and fire alarm tests weekly and a record kept in the Risk Management Handbook;
  - Regular inspections of the premises and grounds should be undertaken each term/ or more frequently if possible. (A fire check list is available in the Risk Management Handbook.)
  - Details of service isolation points (i.e. gas, water, electricity) are located in:  
Critical Incident Pack and on the wall in the entrance hall
  - Emergency procedures for incidents outside normal working hours are held by the headteacher
  - These procedures will be reviewed at least annually.

## 8. First Aid

First Aid Policy Appendix 15

First Aid Staff Appendix 16

## **FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:**

School Kitchen

Outside the staffroom

Kathy Glover is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least once termly.

The First Aid Treatment Record Book For Recording Details Of All First Aid Administered Is Kept In: the kitchen area

Details Of Contact Numbers Of Hospital Accident And Emergency Departments, Nhs Direct And Other Medical Services Are Displayed In the school office and in

**Supporting Children with Medical Needs Policy      Appendix 1**

### **9. Glass & Glazing**

All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard.

### **10. Hazardous Substances**

Hazard data sheets are completed

Risk assessments in place as necessary

Staff training in safe use, selection & use off protective equipment as required

Storage arrangements in place

### **11. Health and Safety Advice**

Health & Safety Adviser, Stuart Wood 01223 699122 will be contacted for support as necessary

### **12. Housekeeping, cleaning & waste disposal**

Caretaker collect rubbish daily and move bins at appropriate times – bi weekly

School is cleaned daily

Wet floor signs are put up to minimise risk of slips

Salt is put down when icy and snow cleared as necessary by caretaker

Outdoor bins to be kept locked

### **13. Jewellery**

Children should not wear jewellery except earring studs and watches to school. Earrings and watches must be removed for PE.

### **14. Lettings/shared use of premises**

Letting Policy      Appendix 2

### **15. Lone Working**

Lone Working Policy      Appendix 3 and Risk Assessment Appendix 4

### **16. Maintenance / Inspection of Equipment**

*[Details of what equipment requires periodic inspection, examination, testing. List types of equipment e.g. ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers, panic alarms etc, type of check required and frequency, who undertakes the checks and what records must be kept.]      Appendix 5*

### **17. Monitoring the Policy**

Termly check carried out by Resources Committee in conjunction with Headteacher, Caretaker and School Safety Representative

### **18. Reporting Defects**

All defects to be reported to the headteacher.

### **19. Risk Assessments**

Headteacher is responsible for ensuring these are done, adhered to and reviewed

### **20. School Trips/ Off-Site Activities**

*Educational Visits Policy Appendix 6*

### **21. Smoking**

No – smoking site

### **22. Staff Consultation**

Staff can report concerns at any time to the Headteacher, Senior teacher of Safety Representative

### **23. Staff Health & Safety Training and Development**

Induction cover all areas of Health and Safety. Any changes are shared with staff in meetings.

### **24. Staff Well-being / Stress**

*See EPM advice Appendix 7*

### **25. Supervision**

Children should not be left alone in classes.  
School visits will have minimum of 2 staff. Ratios as per national guidance but will vary depending on nature of the children going  
*Lunchtime Policy Appendix 8*

### **26. Swimming Pool Operating Procedures**

*Risk Assessment Appendix 9*

### **27. Use of VDU's / Display Screen**

*Risk Assessment Appendix 10*

### **28. Vehicles on Site**

*Risk Assessment Appendix 11*

### **29. Violence to Staff / School Security**

*Risk Assessment Appendix 12*

### **30. Working at Height**

*Risk Assessment Appendix 13*

### **31. Work Experience**

*Risk Assessment Appendix 14*