

# **Beverley St Nicholas Community Primary School**

## **Health & Safety Policy**

**September 2021**

## Aims

Beverley St Nicholas CP School recognises the benefits of a positive health and safety culture in promoting an effective learning environment in which employees, students and visitors are protected from harm.

We also appreciate that whilst managing our activities we need to be risk aware, but not necessarily risk averse.

In particular, the school will provide sufficient resources, time, effort and finance, to ensure, that as far as is reasonably practicable:

- It will safeguard the health, safety and welfare of its employees and anyone else who may be affected by its activities.
- High standards for health and safety will be set and achieved by controlling identified hazards, assessing risks, monitoring incidents and accidents and establishing suitable and sufficient risk control measures.
- Have arrangements to ensure that articles and substances are free from risks to health and are safe to use, handle, store and transport.
- Provide information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and students.
- Maintain the school in a condition that is safe and without risks to health including; safe means of access and egress and welfare facilities.
- Consult with employees or their recognised representatives about health and safety matters.

This policy will be reviewed on a regular basis and in any event, not less than every two years.

Headteacher Terri Turton

Date September 2020

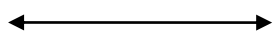
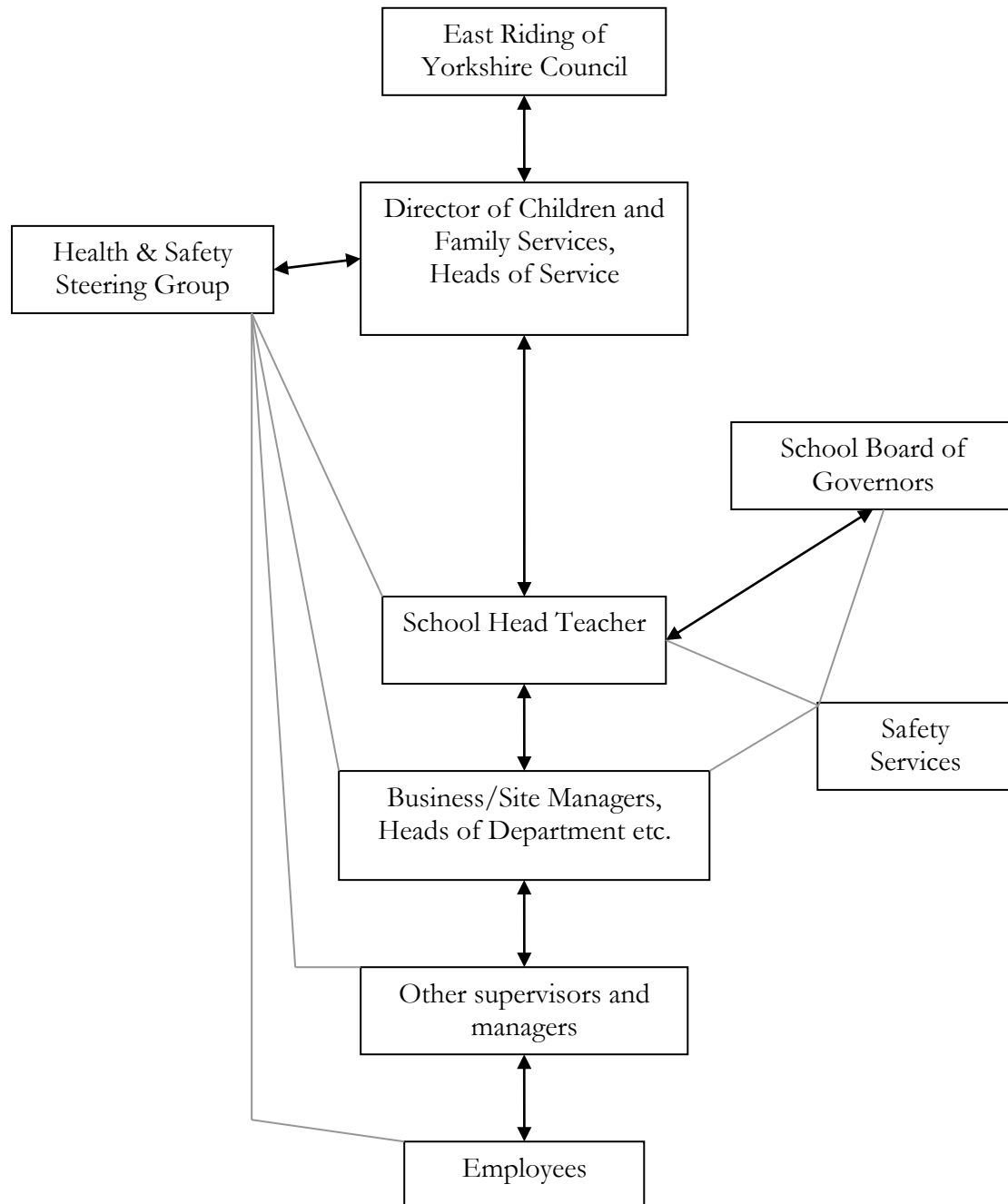
Chair of Governors Ian Clark

Date September 2020

(no changes September 2021)

# Organisation for Safety

Lines of Responsibility.



Lines of authority/accountability



Available lines of guidance & support

## **Roles and Responsibilities**

### **School Governors**

Governing bodies must act as a corporate body.

The governing body carry out their function with the aim of taking a largely strategic role in the running of the school. This includes setting up a strategic framework for the school, setting aims, objectives and policies and targets for achieving the objectives and reviewing progress.

The governing body will ensure: -

- A health and safety policy has been produced reflecting the health and safety management arrangements specific to their individual school;
- Risk assessments are carried out;
- All health and safety matters within the school are effectively managed;
- Wellbeing of the Headteacher and all members of staff remains a high priority and that a wellbeing policy is implemented and managed effectively at all levels.
- That an annual audit of the schools health and safety management system is completed.

### **Headteachers**

Headteachers under the direction of the governing body are responsible and accountable for implementing the corporate and directorate health and safety policies and the school's health and safety policy. To achieve this, Headteachers must: -

- Follow guidelines from Safety Services in all areas of health and safety management.
- Ensure that all health and safety matters within the school are effectively managed;
- Produce, monitor, review and report progress on the school's health and safety plan to the board of governors;
- Arrange for appropriate consultation with employees in the workplace to ensure that suitable methods are adopted for promoting health and safety at work and provide arrangements for the participation of employees in the development of such measures;
- Ensure all new employees, volunteers, work experience placements or regular visitors receive a suitable and sufficient safety induction and that training needs are identified and fulfilled
- Ensure the wellbeing of all staff remains a high priority and that the wellbeing policy is implemented and managed effectively at all levels;
- Ensure that suitable and sufficient risk assessments are carried out, reviewed and that safe systems of work and procedures are developed and communicated to all staff;

- Ensure appropriate equipment, tools and protective equipment is provided, maintained and inspected to enable work to be done safely, and that it is maintained in a safe condition, through regular monitoring and inspection, including the recording of any periodic servicing and testing of systems and equipment
- Ensure regular, programmed health and safety inspections take place within the school and systems are established to document and manage reported health and safety defects or hazards, with remedial action taken where necessary
- Ensure all accidents, incidents and dangerous occurrences are investigated and recorded promptly in accordance with the accident reporting procedure;
- Ensure that arrangements are in place to manage health and safety on educational visits, including competent staff and suitable risk assessments being completed in line with the schools own Educational Visits Policy
- Ensure that statutory inspections and maintenance programmes are in place, such as fire systems and water systems
- Ensure that health and safety is a standard agenda item on appropriate staff meetings.

These duties may be delegated to other responsible managers, but oversight and responsibility remain with the Headteacher.

Beverley St Nicholas Community Primary School has reviewed its arrangements and has delegated duties to a number of individuals.

These individuals are responsible, and will be held accountable, for achieving compliance with their delegated duties as stated within this policy.

In particular, they have the following responsibilities;

#### **School Business Manager**

- Ensure policies are current and reviewed on a regular basis. Inform staff of where to find current policies on an annual basis.
- Undertake general induction of new employees, ensuring checklists are completed and signed by new employees.
- To provide guidance to all staff on relevant policies and risk assessments.
- To provide guidance and advice to administrative staff in accident reporting
- Work with health and safety governor on the annual audit.
- Work with Site Manager in the coordinating repairs and other remedial works required and monitoring progress.
- Set up initial cyclical works programme under the SLA
- Completed forms for self- help schemes for larger projects.

#### **Site Manager**

- To oversee the health and safety requirements of the school
- Completing and recording daily visual safety checks within the school
- Completing and recording fire inspections, arrange fire drills in conjunction with the SBM and the Headteacher and record. Report any issues.

- Securing the school, ensuring all internal doors are locked every night.
- Record and arrange any repairs and remedial work, reporting to the school business manager.
- Ensure the Health and Safety Inspection Forms are completed termly; the electronic copy is updated and the hard copy is place in the file.
- Ensure the LA generic risk assessments are reviewed and then discussed with lead office staff. Inform all staff by way of a memo of where to find risk assessments, staff to sign and date risk assessment and memo to show received.
- Manage the COSHH requirements for the school
- Manage the legionella requirements for the school
- Undertake personal risk assessments for his day to day role, i.e. manual handling
- Review own training requirements.
- Arrange contractor visits for but not limited to cyclical maintenance, general repairs and grounds maintenance. Any issues with contractors work to be reported directly to the company and recorded.

#### **Assistant Heads/School Department Heads/Line Managers**

- Responsible for undertaking induction of new starters that they line manage for role specific areas.
- Ensure that curriculum specific risk assessments are completed and shared with relevant staff.
- Ensure that training needs of their staff are identified, fulfilled and monitored
- Ensure that hazardous substances are stored, handled and used safely and that the headteacher is aware of all substances on site.

#### **Office Staff**

- Ensure all visitors/volunteers sign in and have a school badge.
- Check volunteers have a current DBS
- Check identity and DBS for supply staff working in school – pass details to the SBM for recording on the single central register.
- Ensure school staff are aware if a visitor/volunteer does not a DBS and will need supervision at all times.
- Ensure accident books are completed and signed correctly and relevant reports are submitted to the LA according to the school policy.
- Ensure medical/medicine in school policy is adhered to.
- Ensure internal visitor hatches are locked at all times.
- Ensure their PC is locked when leaving their desk.
- Ensure the office is manned at all times, except in the event of an emergency.
- Lead office member to review the LA generic schools risk assessments after the site manager has completed the initial assessment.
- Lead office member to review the LA generic kitchen risk assessments after the cook has completed the initial assessment.
- Admin officer to update electronic Risk Assessments ensure the previous years are not overwritten and inform staff where they are saved.

## **Cook in Charge**

- Ensure the LA risk assessments are reviewed and then discussed with lead office member.
- Ensure risk assessments are passed to kitchen staff and signed.
- All staff have completed the relevant training.
- Allergies are catered for and all kitchen staff are made aware.
- Follow the correct safe methods of working and report any accidents to the main office.

## **Employees**

Every employee is expected to co-operate with the Council, Board of Governors and the Headteacher on all aspects of health and safety and in accordance with section 7 of the Health and Safety at Work Act, take reasonable care of their own safety and that of others who may be affected by their acts or omissions.

Furthermore, the following requirements are expected of every employee: -

- Carry out assigned tasks and duties in accordance with the information, instruction and training given, following agreed risk assessments and safe methods of working. It is the employee's responsibility to read and sign relevant risk assessments.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of safety, health or wellbeing, or to do anything likely to endanger themselves or others;
- Use tools, equipment and materials provided for their intended use only, in accordance with the information, instruction and training they have been given ensuring that damaged faulty equipment is not used and reported to their supervisor/line manager. Check equipment before use to ensure fit for purpose.
- Inform their line managers of any identified training needs, including updates and refresher training;
- All employees have a responsibility to act immediately upon discovering or receiving a report of a workplace hazard to rectify or otherwise make the situation safe,
- Raise any concerns about their wellbeing in an open and frank way so that appropriate support can be given and action taken to address these concerns in line with the Council's wellbeing policy;
- Report all accidents and any unsafe practices or conditions to their supervisor/line manager.
- All staff must undertake risk assessments for their role in school; teachers must ensure risk assessments are carried out for classroom activities and trips off site.
- Read all school policies and risk assessments and to ask relevant member of staff if any document has not been understood.

- Ensure that hazardous substances are stored and used correctly.

## **Arrangements for the Management of Health & Safety**

### **Policy and Guidance**

School policies and guidance are produced and regularly reviewed. These will be brought to the attention of all relevant employees at induction on first appointment and thereafter, following any significant change.

These arrangements should be read in conjunction with those contained in the Directorate and Corporate Health and Safety Policies.

### **Health & Safety Advice**

Advice is available from the council's safety services section and in addition to visits, e mail and telephone advice, has a range of guidance documents and resources available on their Insight Intranet pages.

### **Consultation on Health, Safety and Wellbeing**

The school will:

- Consult with employees about matters affecting their health, safety and wellbeing,
- Ensure that health and safety is a standing item on all team and management meetings,
- Where requested under the Safety Representatives and Safety Committees or the Health & Safety (Consultation with Employees) Regulations form a school Health and Safety Committee.

### **Training**

All employees, including temporary and agency employees will receive,

- Induction training – on commencement of employment or immediately after any significant change to their duties, responsibilities or place of work, it will include:
  - Emergency/Fire Evacuation procedure
  - First aid arrangements
  - Accident reporting
  - Hazard/safety issue reporting
  - Location of policy, guidelines and other relevant documents
  - Relevant risk assessments and safe systems of work
  - Data Protection
  - Safeguarding/child protection
  - Smoking restrictions
  - A tour of the premises/site
  - Other relevant information



- Competency based training – relevant to the individual’s role and development needs will be identified by managers and headteachers and delivered by the most efficient means, e.g. specialist courses or local in house team discussions.

Records of competencies, skills and training will be kept for management purposes.

Employees are expected to attend training courses as requested.

### **Audits**

The school governors and headteacher are expected to ensure that the school’s health and safety management systems and records are audited once per year to identify any areas for improvement. An action plan will then be prepared by the headteacher in consultation with relevant staff to address the areas highlighted and progress against the action plan will be reported to the governing body.

### **Inspections**

Periodic health and safety inspections (including Fire Safety) will be carried out by the headteacher or those delegated with the task. The frequency of inspection of any particular item or topic may vary from daily, weekly, monthly, six monthly or annually as required by legislation (Statutory Inspections), risk assessment or good practice.

General health and safety inspections of the premises and site will be carried out at least once, per term.

Results of inspections, including any remedial actions, will be recorded.

All staff are expected to report any hazards or defects promptly to ensure that swift action can be taken.

### **Risk Assessments**

All school activities will be subject to a risk assessment and where there are any significant risks identified, they will be recorded. All risk assessment that are classroom or pupil specific will be carried out by the relevant department holder, i.e. science activities in the classroom must be risk assessed by the science coordinator.

The process of recording a risk assessment will include identifying the relevant control measures and devising a safe system of work that the person carrying out the task follows to ensure the health and safety of themselves and others who may be affected.

Specific assessments will be completed as required, including assessments for new and expectant mothers as soon as the school have received notification and Display Screen and Workstation Assessments for identified individuals.

The school will endeavour to use non-hazardous substances as part of its work activities wherever possible. However, the school will ensure that an inventory of all substances is maintained and that appropriate safe systems of work are documented and shared with

all relevant staff where necessary. All substances will be stored securely and only handled by authorised persons.

Risk assessments will be reviewed annually or earlier in the event of an accident, incident or near miss; due to a change in work activity, environment or equipment; or following staff feedback.

Staff are expected to support in the completion of risk assessments relevant to their work activities.

### **Educational Visits**

The school will ensure that a robust procedure is in place for the management of outdoor learning and educational visits.

The school will have in place specific arrangements to ensure safety is paramount when facilitating such learning experiences, including:

- Appointment of an Educational Visits Coordinator – in this case Terri Turton the Headteacher;
- Ensuring that all staff who organise and lead visits are familiar with the LA Visits Guidance, and that they are suitably trained and competent;
- Ensuring that the school has its own, up to date Educational Visits Policy and that this is brought to the attention of all relevant staff.

### **Health Surveillance**

Where required by specific legislation and/or a risk assessment, health surveillance will be carried out to monitor and ensure that the individual suffers no work related adverse effects from their employment at our school.

### **Fire and Other Emergency Procedures**

The school will ensure that an annual fire risk assessment is completed, thereby ensuring that sufficient management arrangements are in place that the risk of fire is managed so far as is reasonably practicable.

The school will ensure that there are written procedures in place that are to be followed in the event of an emergency that may affect the occupiers of the school premises or site including those temporarily off site on educational visits.

The procedures will extend beyond fires and bomb threats and will also consider any other significant threat.

Where necessary, training will be delivered to anyone with specific roles to play within the procedures and this may extend to practice drills, e.g. fire drills.

Other arrangements to ensure that safety systems are maintained and tested will be put in place.

Personal Emergency Evacuation Plans where assistance or support may be required in the event of an emergency evacuation will be completed and recorded, and shared with relevant staff.

### **Accidents, Injuries, Diseases and Dangerous Occurrences**

The Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) stipulate that certain events have to be reported to the Health and Safety Executive (HSE).

It is essential that the guidance from Safety Services is followed in a timely manner so that accidents are recorded, investigated and reported to the HSE appropriately; currently 15 days this includes weekends and public holidays.

Therefore, all staff are encouraged to report accidents, incidents and near misses promptly so that the school can identify and implements measures to prevent reoccurrence.

Within our school accidents are reported using the following process:

1. Complete Accident Book located in the first aid area/or foundation unit.
2. Ensure that the admin staff are made aware of the accident as soon as possible to determine whether or not the councils accident reporting form (the AIF) is required
3. The accident should be investigated and the findings of any short term action must be recorded.

The school will ensure that accident trends are monitored on a regular basis.

### **Administration of Medication**

The school will have in place suitable arrangements to support children who have medical conditions in school. Arrangements will be in line with the Managing Medical Conditions at School for both prescribed medication and liquid paracetamol.

The school will have in place an Administration of Medications Policy, which outlines the expectations of parents and the schools arrangements both within the school environment and educational visits.

Where necessary the school will consult with the appropriate services to prepare individual health care plans.

Specific training needs will be identified and fulfilled by nominated staff.

Sun cream, unless specifically prescribed, is not considered a 'medication' and therefore the school will consider and manage the risk associated with exposure to the sun as part of their overall risk assessment process.

### **First Aid**

The school will undertake an assessment of first aid needs and ensure that there is adequate first aid provision in terms of number of staff trained; the level of training, stock provision and emergency arrangements.

A First Aid Coordinator will be appointed to ensure provision remains sufficient.

Records of first aid treatment provided at our school will be maintained and monitored

### **Employment of Young or Vulnerable People**

The safety of young (under 18 years) and vulnerable people (under 25 years) has to subject to a specific risk assessment and/or a review of relevant existing risk assessments to take account of their inexperience and ensure they are not subject to any additional risk of harm or injury. The parent or carer must be provided with comprehensive and relevant information before the young person begins work.

### **Premises and Equipment Statutory Arrangements and Regulations**

Where relevant, the school headteacher will ensure that appropriate management arrangements are in place to maintain premises, equipment and systems in a safe condition. This includes lifting equipment, asbestos, water hygiene etc.

### **Contractors and Self Help Maintenance or Construction**

Visiting contractors must be managed whilst on the school site.

Information about the risks, hazards and control measures (e.g. emergency procedures, asbestos, segregated area of work, etc.) that each party will be exposed to for the duration of an activity must be exchanged. Contractors must be provided with a site induction, particularly when working during school hours, to include safety and safeguarding requirements and arrangements.

School staff must raise any concerns about contractor safe working practices immediately. If it looks wrong or anyone is unsure, stop and ask. Seek further guidance if necessary.

Any proposal to engage contractors to carry out construction activities must follow all relevant permissions being granted (internal, planning, building control, etc.) before the activity commences.

Such projects must comply with the Construction, Design and Management Regulations which places duties on Clients (the school), designers, contractors etc.

The 'Schools Self Help Contract Monitoring Form' must be submitted to Safety Services if the school has opted to arrange works independently of the councils Infrastructure and Facilities SLA.

## **Safeguarding and Security**

The school will have in place measures to safeguard young people, vulnerable individuals, and visitors including;

- a policy
- security measures
- vulnerable areas that are well supervised
- appropriate disclosure and barring checks
- visitor signing in and identification arrangements

**Please refer to the separate Safeguarding Policy and Safeguarding portfolio of Policies on the School's website and staff shared section of the server. Hard copies available from the school office.**

**All visitors must sign in and wear a badge. Non East Riding badge wearers must also wear a school badge. Those without a current enhanced DBS must be supervised at all times while on site.**

**All visitors must read the Child Protection / Safeguarding Statement and must complete the visitors declaration.**

**Visitors will not be allowed to enter work areas unless accompanied by an appropriate member of staff and must observe any safety rules.**

**Visitors and non kitchen based staff may not enter the kitchen without permission from the Cook in Charge**