



Health and Safety Policy

November 2018

Approved by the Governing Body Strategy Group 15/11/18

**This Policy is due for renewal in Term 2
2019–20**

HEALTH AND SAFETY POLICY

OF

GODINTON PRIMARY SCHOOL

Health & Safety at Work etc. Act 1974

SECTION ONE – AIMS AND OBJECTIVES

Our statement of general policy is :

- to provide adequate control of the health and safety risks arising from the school's activities;
- to consult with staff on matters affecting their health and safety;
- to consult with pupils on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for staff;
- to ensure all staff are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy on an annual basis.

SECTION TWO – RESPONSIBILITIES

2.1 Godinton Academy Trust, as the employer, has overall responsibility for health and safety.

2.2 At school level, the Head Teacher has the day to day responsibility for ensuring the premises meet health and safety requirements. They are also responsible, for ensuring that staff, pupils and other visitors adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others. The school will only employ contractors who can ensure that safe working practices will be implemented.

In so doing they may delegate certain tasks and responsibilities to other members of staff.

The Head Teacher is responsible, amongst other listed duties, for the following:

- Ensuring that this document is reviewed annually (through the Strategy Group);
- Including issues in the School Improvement Plan (SIP), if necessary;
- Ensuring that all staff and visiting contractors are aware of the contents of this Health & Safety Policy Statement. For staff a copy of this document is posted on

the notice board in the staff room. New staff will be made aware of this policy and any relevant supporting documents. It is the responsibility of all staff to ensure they are aware of the content of the policy.

- Ensuring that each employee's responsibility regarding health and safety is included in his/her job description;
- Carrying out regular health and safety inspections (at least once every 2 terms) and reducing the risks to health and safety as appropriate;
- Receiving and dealing promptly with reports about unsafe premises, equipment or work practices;
- Liaising with known building maintenance consultants/contractors and/or with contractors from KCC's preferred contractors list to resolve property maintenance issues which are the responsibility of Godinton Academy Trust;
- Ensuring that the requirements of any Enforcement Officer (e.g. HSE Inspector, Environmental Health Officer, Fire Officer, Environment Agency Inspector) are properly addressed.
- Ensuring that emergency evacuation procedures are in place and tested;
- Ensuring that adequate first aid provision is available and kept up to date;
- Reporting health and safety issues to the governing body on a regular basis

2.3 All members of staff have to:

- Co-operate on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to the Head Teacher or a member of the Senior Management Team.

2.4 Governors

The Governors are responsible for complying with their duties under the Local Management Scheme, making appropriate provision within the school's delegated budget and generally supporting and monitoring health and safety within the school. This includes a requirement under Section 4 of the Health and Safety at Work etc. Act 1974 to take measures, which are within their power to make sure that premises are safe and without risk to health to others who use the school. They may require the Head Teacher to submit periodic reports to them. The FGB has appointed The Chair of Governors as the Governor to take an interest in health and safety.

2.5 Godinton Academy Trust

Godinton Academy Trust, as an employer, has statutory responsibility for ensuring that the property is adequately maintained (e.g. regular maintenance of the building, testing of fixed electrical wiring and gas appliances) and that any concerns are properly dealt with. The school will liaise with building consultants and/or contractors to resolve any maintenance issues.

SECTION THREE – HEALTH AND SAFETY ARRANGEMENTS

3.1 Health & Safety Risks Arising From School Activities

- The Headteacher will ensure that appropriate risk assessments are undertaken;
- The findings of risk assessments will be reported to all relevant staff and contractors who may be affected;
- Action required to remove/control risks will be approved by the Head Teacher;
- The Head Teacher will be responsible for ensuring that action required is implemented;
- The Head Teacher will check that the implemented actions have removed/reduced the risks
- Risk assessments will be reviewed on an annual basis or when the work activity changes whichever is the soonest.

3.2 Consultation with Employees

Consultation with staff is provided by discussing health & safety matters or concerns at staff meetings and through the completion of health and safety surveys carried out throughout the year by the caretaker.

At present Godinton Primary School does not have a Health & Safety Committee. If a trade union or trade association wishes to form such a committee then the Head Teacher will help facilitate the set up of the committee and allow committee members' sufficient time/resource as is required.

Visitors

All visitors shall be directed by clear signage to the reception area and must report to the school office, where appropriate arrangements for the signing in and out and identity badges will be provided. All visitors will be made aware of the school's fire arrangements/evacuation procedures in the event of a fire, these are also detailed on the back of the visitor badges.

3.3 Safe Plant and Equipment

- The Head Teacher, with the assistance of the Caretaker and Finance Manager, will be responsible for identifying all equipment/plant needing maintenance, ensuring that effective maintenance procedures are drawn up and for ensuring that all identified maintenance is implemented;
- Any problems found with plant/equipment should be reported to the Head Teacher, or one of the Assistant Headteachers;
- New plant and equipment will only be purchased through approved suppliers to ensure that it meets health and safety requirements.

- The Caretaker is responsible for ensuring that the school mini-bus is roadworthy. This includes checking tyre pressure and condition of tyres, oil and water levels, windscreen washer fluid levels, seat-belt condition etc.) The Caretaker is responsible for arranging the servicing and MOT of the school mini bus on an annual basis.
- The Finance Manager will arrange for all portable electrical equipment to be checked regularly and a record kept in the school office;
- The Finance Manager will arrange for the major fixed wiring circuits to be checked at least once every 5 years).

3.4 Safe Handling and Use of Substances

- All substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002 will be identified and assessments will be completed by the caretaker.
- The Head Teacher will be responsible for ensuring that all actions identified in the assessments are implemented;
- The Head Teacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments;
- COSHH assessments will be reviewed on an annual basis or when the work activity changes whichever is the soonest.
- The school has a policy for personal care which gives further details regarding the disposal and handling of personal waste/ bodily fluids.

3.5 Use of Personal Electrical & Electronic Equipment

Failure to maintain portable electrical equipment adequately is a major cause of electrical accidents.

- Equipment used in school should be purchased by the school and will be maintained and PAT tested as appropriate in accordance with the Electricity at Work Regulations 1989.
- Godinton Academy Trust will not be responsible for personal devices which are lost or damaged whilst at school.
- Use of personal devices is governed by the school's ICT Acceptable Use Policy.
- Charging of personal devices must only be done via a school PAT tested charger or a USB lead connected to a school PAT tested laptop or PC. Personal electrical chargers should not be used.
- Staff needing to bring in an item of electrical equipment to school on a temporary basis should notify the Caretaker who will carry out a visual check.
- Any item failing a visual check or a PAT test must be removed from use immediately.

3.6 Information, instruction and supervision

- A copy of the Health & Safety Law Poster can be found on the wall in the staff

- room;
- Health & Safety advice is available from the KCC Health and Safety Manager, Health and Safety Executive and from the Government Risk Protection Arrangement portal;
- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Human Resources Manager, or other delegated members of staff;

3.7 Competency for tasks and training

- Induction training will be provided for all members of staff and includes information about health and safety policies and procedures. This is arranged by the Human Resources Manager.
- Health and safety training specific to an individual's role in school will be provided or arranged by the Head Teacher and the Governing Body (e.g. working at height training);
- Training will be identified, arranged and monitored by the Head Teacher and the Governing Body and a record of any training is kept;
- Training needs are identified through the appraisal process or in response to the needs of the school.

3.8 Accidents, first aid and work-related ill health

- First aid boxes are located in each classroom, the medical room, staff room and in the school office;
- The appointed first aiders are listed in the school's medical room.
- All accidents, cases of work-related ill health and near misses are to be reported to the Head Teacher, or her deputy, and recorded in the accident book. The book is kept in the School Office. Staff are to record incidents using the KCC online reporting form with assistance from the HR Manager;
- The Head Teacher, or in their absence a designated member of the Senior Management Team, is responsible for reporting accidents, diseases and dangerous occurrences to the relevant enforcing authority if they are reportable under duties imposed by the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995 (RIDDOR95)

Asbestos Management

Godinton Academy Trust will arrange for a full asbestos survey to be carried out every three years (in line with KCC policy). The caretaker will then monitor the areas and carry out a full review for the subsequent 2 years, taking photographs and making notes of any changes, these will be reported to the Head Teacher, remedial works will be arranged for

any significant findings. An asbestos acknowledgement form will be kept in the school office and staff will ask all contractors to check the survey and sign to say that they are aware of where the asbestos is within the building.

Legionella Management

Godinton Academy Trust will arrange for a water hygiene risk assessment to be carried out every two years, with a water hygiene risk review carried out every other year. Assessments identify if there are areas where conditions are such that legionella bacteria could grow; list any required works; and include details of future monitoring requirements that the school is responsible for. Therefore all identified remedial works will be incorporated into the school's maintenance programme.

Monitoring of the water system is also a statutory requirement and the school will ensure this is undertaken. The caretaker takes temperature readings and records these in the log book each month, he also descales all spray outlets on a termly basis.

3.9 Monitoring

- To check working conditions, and ensure that safe working practices are being followed, regular inspections will be undertaken of the school building and grounds. The Head Teacher is responsible for these inspections which will be undertaken three times a year;
- The Chair of Governors (or Governor with an interest in Health & Safety) will participate in three inspections a year to help monitor standards and will report back to the Strategy Group and the full Governing Body;
- The caretaker will complete a full check of the building both internal and external three times a year but in addition to this completes daily visual checks.
- Class teachers will complete a health and safety check of their classroom environments three times a year.
- The Head Teacher is responsible for investigating accidents.
- The Head Teacher is responsible for investigating work-related causes of sickness absences.
- The Head Teacher is responsible for acting on investigation findings to prevent a recurrence.

3.10 Emergency procedures – fire and evacuation

- The Head Teacher is responsible for ensuring the fire risk assessment is undertaken and implemented;
- Escape routes, fire doors, fire safety signs and identification of escape routes are checked by the Caretaker. Checks will be undertaken once every term and a record made in the Fire Log Book;

- Fire extinguishers are maintained and checked annually by KCC Inspection;
- Fire alarms, including emergency lighting, are tested once a week by the Caretaker and a record made in the Fire Log Book;
- Fire alarms, including emergency lighting, are maintained twice yearly by an appointed contractor and a record made in the Fire Log Book;
- Emergency evacuation (i.e. Fire Drill) will be practiced at least three times a year and a record made in the Fire Log Book;
- The Fire Log Book is kept in the Caretaker's office cupboard. Entries are made by the caretaker;
- Further details of the school's provision for fire and emergency evacuation are contained in the school's emergency plan.

SECTION FOUR – RISK ASSESSMENTS / PROCEDUES / POLICIES

4.1 List of Risk Assessments / Procedures / Policies

The Headteacher holds copies of all the school's risk assessments, procedures or policies. The documents include, amongst other things, the record of the significant findings found when undertaking risk assessments required by the Management of Health and Safety at Work Regulations (MHSWR) 1999, The Control of Substances Hazardous to Health (COSHH) Regulations 2002 and the dangerous Substances and Explosive Atmosphere Regulations (DSEAR) 2002.

Risk assessments are completed for:

- Fire
- Responsibilities of the Designated Fire Wardens
- Bomb Alerts (incl. Suspicious mail)
- Work at Height
- Transport
- Slips and Trips
- School Trips
- Asbestos Management
- Violence and Aggression (Staff from Pupils / Parents and Site Manager from Trespassers)
- Hazardous Substances (Medicines / General Cleaning Chemicals (School) / Cleaning Chemicals (Kitchen))
- Flammable Substances (Petrol)
- Lone Working
- Control of Contractors
- First Aid
- Manual Handling
- School Events
- Banking
- Personal Care
- Legionella Monitoring

Risk assessments are reviewed annually at the start of the academic year or when a need arises during the course of the academic year. Different members of staff are responsible for reviewing risk assessments which relate to their responsibilities in school. Risk assessments identify potential risks, existing controls and proposed action required to further minimize the risks.

SECTION FIVE – MONITORING AND REVIEW

This policy is reviewed annually.

SECTION NINE – EQUALITY STATEMENT (Refer also to specific policies for equal opportunities and racial equality)

At Godinton Primary School, we are committed to ensuring equality of opportunity for all members of our school community irrespective of race, gender, disability, belief, sexual orientation, age or socio-economic background. We are determined to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and ability to participate fully in school life.

We tackle discrimination through the positive promotion of equality by challenging stereotypes and by creating an environment that champions respect for all. At Godinton Primary School, we believe that diversity is a strength that should be respected and celebrated by all those who learn, teach and visit us.

All school policies have an explicit aim of promoting equality and will be reviewed in terms of their contribution and effectiveness in achieving this aim.