

# **ST STEPHEN'S CHURCH OF ENGLAND MULTI ACADEMY TRUST**

## **PARKFIELD PRIMARY SCHOOL**

### **HEALTH & SAFETY POLICY**

**September 2018**

Agreed by Governors – Date 06.09.18

Review date September 2019

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# Introduction

This policy will ensure compliance with corporate and Ofsted requirements establishing clearly defined roles, responsibilities and arrangements at a local level.

There are three parts to this Policy:-

1. Statement - Declaration of Intent
2. Organisation & Responsibilities - The management structure and defining roles and responsibilities within the school
3. Management arrangements - The systems necessary for implementing the policy

# Statement

Health and safety management is an integral part of the school.

St Stephen's Church of England Multi Academy Trust will ensure compliance with education related legal requirements and approved codes of practice.

The Academy Trust will ensure that:

- All plant, equipment and premises meet appropriate safety standards
- Appropriate health and safety training is in place for all staff
- A high concern for health and safety among all employees is encouraged through a consultative process involving trade unions and/or employee safety representatives as appropriate, which includes establishing a school safety committee (or including health and safety in the remit of an existing consultative process)
- Information and advice is provided to maintain safe working practices

It is our aim to provide:

- A safe and healthy learning and working environment
- Prevent accidents and work related ill health
- Assess and control risks from curriculum and non-curriculum work activities
- Monitor and review our systems and prevention measures to ensure they are effective
- Set targets and objectives to develop a culture of continuous improvement
- Ensure adequate welfare facilities exist throughout the organisation
- Ensure adequate resources are made available for health and safety issues, so far as is reasonably practicable
- Ensure a health and safety management system is in place to ensure the above commitments can be met

Signed:

Executive Head Teacher

Chair of Governors

Date:

Date:

# Organisation & Responsibilities

St Stephen's Church of England Multi Academy Trust (MAT) (Governing Body) as the Academies governing body, carries ultimate responsibility for the health and safety of employees, pupils and other individuals whilst on Academy premises and in other places where they might be affected by its operations.

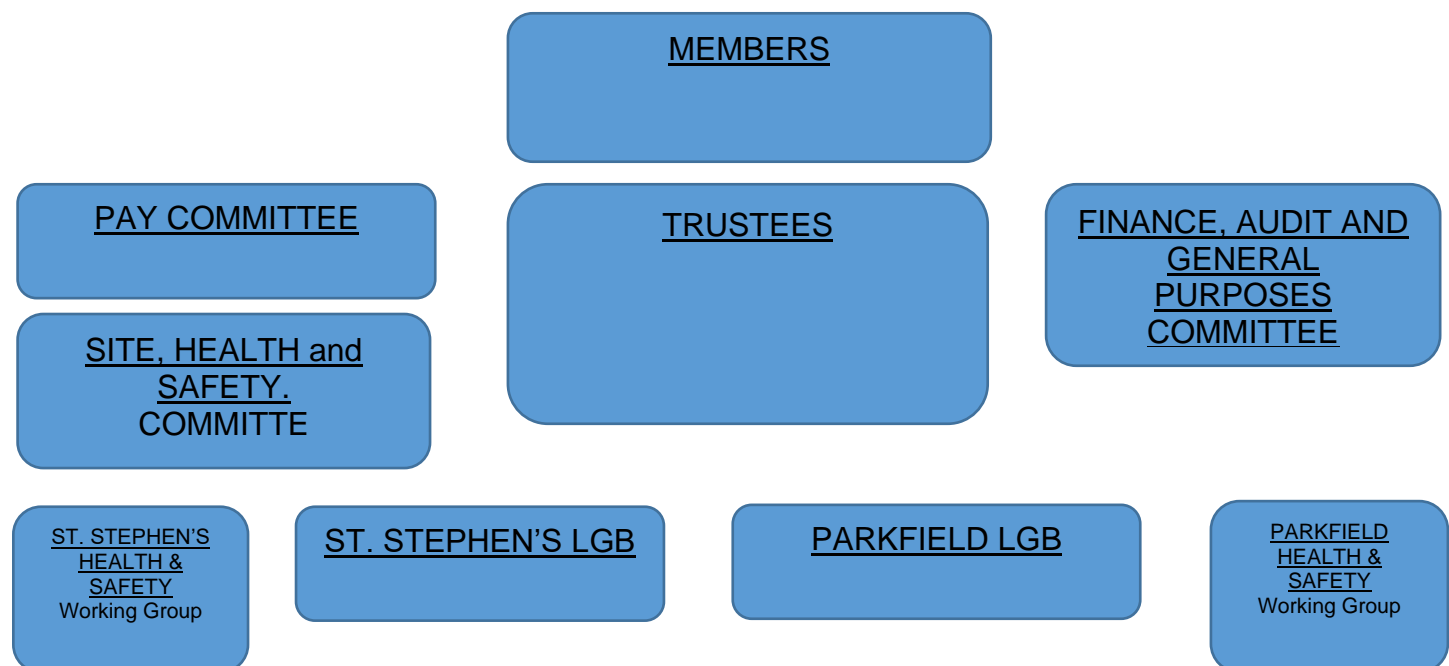
The MAT is required to:

- satisfy itself that the Academy has an appropriate written statement of policy on health and safety and that there are effective arrangements for the implementation of that policy
- provide an effective mechanism by which employees are consulted on health and safety
- provide facilities for recognised trade unions to appoint safety representatives and to enable them to discharge their responsibilities; and be pro-active in its awareness of Academy safety management processes and procedures.

In discharging these responsibilities, The MAT is advised in particular by the Executive Head Teacher. In any event the MAT will:

- receive regular reports where appropriate, but at least an annual assurance report on health and safety from the Executive Head Teacher and be made aware by of any incidents carrying a major risk to health and safety, or any enforcement action taken against the Academy by the Health and Safety Executive, the Environment Agency, the Fire Authority, Local Authority Environmental Health officers and of the Academy's response in respect of such incidents or enforcement action.

## Academy Organisation Chart



## The Local Governing Body

The Local Governing Body of Parkfield Primary School is responsible for the following:

- a) The production of a school Health and Safety Policy, to be reviewed as required but at least annually
- b) Ensuring that the requirements of health and safety legislation are met
- c) Ensuring that the school budget is managed on a risk priority basis, so that health, safety and welfare are maintained
- d) Ensuring that effective health and safety planning and target setting takes place within the school and that regular monitoring, auditing and reviewing of health and safety performance is undertaken
- e) Ensuring that the health and safety functions and duties of all staff are discharged in line with this policy
- f) Ensuring that all staff are fully aware of their duties and responsibilities and that they are competent to meet these expectations
- g) Ensuring effective communication with the Head of School, governors, staff, parents and pupils in respect of health and safety matters
- h) Ensuring that the governing body and Head of School recognise and set out the roles of specialists (Health and Safety Officers, Education Advisors, Fire Officers etc.) and the means of effectively liaising with them
- i) Ensuring that adequate resources are made available to ensure effective health and safety management.

In practice, the governing body will delegate the functions necessary to discharge these responsibilities to the Head of School and Senior Leadership Team of the school. However, they will ensure that they have adequate monitoring of these functions in place.

## The Head of School

The School Governors have placed responsibility on the Head of School to achieve the objectives of the health and safety policy. The Head of School undertakes to ensure that all necessary health and safety activities, requirements and standards are undertaken and met, within their area of control.

The Head of School will:

- a) Manage the school budget on a risk priority basis, so that health, safety and welfare are maintained
- b) Provide an effective risk assessment process which:
  - Eliminates accident potential as far as is reasonably practicable
  - Regularly reviews and updates risk assessment as appropriate, including post-accident risk assessment together with relevant staff
  - Conforms to statutory regulations, codes of practice and guidance, and to best practice
  - Takes account of individual personal requirements, such as disabled people, individuals with poor literacy skills and those for whom English is a second language
  - Pays particular attention to pupils, service users, visitors and contractors who may be unaware of dangers and risks
- c) Ensure that accidents, incidents of aggression, near misses and ill health conditions are investigated and reported according to relevant regulations. Where the use of T100 is utilised all reports should be submitted in a timely manner.
- d) Provide the instruction, information, training and supervision necessary to secure the health and safety of all persons under their control
- e) Ensure that all employees under their control know and accept their individual responsibilities regarding health and safety and related legislation and are adequately trained to carry out these responsibilities

- f) Ensure that all managers and supervisors act so as to adequately control risks to health and safety associated with work places and work activities under their control.
- g) Ensure that health and safety responsibilities are identified within job descriptions, as required
- h) Evaluate, monitor and review health and safety arrangements and performance formally once a year, or where there are significant changes
- i) Consult with the appropriate specialists support services and any employees' representatives so that any issue that may affect the health and safety of employees at work and users of services can be effectively dealt with
- j) Arrange for health and safety representatives, who may be appointed under statutory regulations, to carry out their duties
- k) Ensure school governors are informed of any breach of health and safety statutory requirements which cannot be effectively dealt with
- l) Ensure that premises are managed in line with health and safety requirements, that statutory inspections of plant and equipment are undertaken and that site inspections take place each term
- m) Implement CDM procedures to ensure that contractors operating at facilities under their control are provided with an induction to site and sufficient information to carry out their work without risk
- n) Ensure that all welfare facilities are provided and maintained to an appropriate standard
- o) Ensure that this policy is communicated to all employees, governors and others operating at the school site.
- p) The day-to-day development and implementation of safe working practices and conditions for all pupils; staff; contractors; partners and visitors.

### The Senior Leadership Team

The Senior Leadership Team will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Executive Head Teacher.

Managers, deputy head teachers, assistant head teachers, head of school and any other members of staff with supervisory responsibility will:

- a) Ensure that risk assessments are in place for all activities undertaken in areas under their control and that professional knowledge and input are provided, as required. Undertake and participate in the risk assessment process
- b) Ensure that health and safety is considered in routine meetings with staff
- c) Identify any employee health and safety training needs and ensure that these are communicated to the Head of School
- d) Ensure that any new staff receive specific health and safety induction training and record that this has been done
- e) Take immediate appropriate action in respect of any work situation (including contractors) within their control, which they consider to pose a serious and immediate risk to health and safety
- f) Ensure that all injuries, occupational illness, fires, incidents of aggression at work and near misses are immediately reported to the Head of School
- g) Ensure that the Head of School is made aware of any breach of statutory regulations or unsafe practices which cannot be dealt with effectively by them
- h) Ensure that all defective equipment or plant is taken out of use or disabled or made safe until repaired or replaced
- i) Ensure that protective clothing or equipment is issued and used where necessary
- j) Ensure that all areas of work are maintained to a high standard of housekeeping
- k) Respond immediately to all hazards brought to their attention by employees
- l) Undertake appropriate health and safety courses.

## Class Teachers

Staff timetabled to be in charge of classes have the following responsibility to assist the Head of School:

- a) To follow safe working procedures personally.
- b) To ensure the safety of pupils in classrooms and other areas of the school whilst in their charge and ensure pupils are provided with health & safety information during lessons as required.
- c) To assist in developing risk assessments and ensuring their classrooms fit for purpose.
- d) To be aware of and to adopt safety measures within their teaching areas.
- e) To request special safe working procedures, protective clothing, guards, etc., where necessary and ensure they are used.
- f) To make recommendations to the Head Teacher regarding the safety of equipment or tools, in particular any equipment or machinery which is potentially dangerous.
- g) To be aware of emergency procedures in respect of fire, bomb alert, first aid, accident etc. and to carry them out.

## Site Manager

The Site Manager will have responsibility for:

- a) Ensuring security of the school site and that the site is clean and tidy
- b) Ensuring that the school fire alarm and equipment are properly maintained and checked regularly. Ensure the fire log book is up to date and all fire alarm related checks and inspections are undertaken.
- c) Induction/monitoring of work by contractors on site
- d) Ensuring hazardous/flammable substances are suitably stored; the COSHH assessments have been carried out, up to date, and the material safety data sheets are available to staff who need them;
- e) all staff using chemicals have been informed of the dangers from the chemicals they use and the control measures that are in place to prevent them or others from being harmed;
- f) staff using chemicals are informed of the first aid treatment required in the event of them coming into contact with the chemicals;
- g) Work to risk assessments that have been carried out on hazardous activities undertaken by the school i.e. for using ladders, entering boiler rooms etc. Assist in the development of other school risk assessments.
- h) Wear and keep in good condition any Personal Protection Equipment supplied by the school
- i) Attend relevant health and safety training courses.
- j) Ensure all relevant statutory inspections have been undertaken and paperwork retained.

## Educational Visits Coordinator (EVC)

Follow the National Guidance for Off-Site Visits where full responsibilities are outlined. In addition:

- a) Ensure that staff involved in educational visits are aware of their responsibilities regarding the off-site visits policy and have access to it.
- b) Inform the Head of School of all non-routine visits.
- c) Ensure all visits are risk assessed and entered onto the Evolve system.
- d) Keep training up to date.

## Employees



All employees are required to take health and safety seriously and perform their work in such a way that does not place themselves or others at risk.

Every employee has a legal duty to:

- a) Take reasonable care for their own health and safety and that of other persons who may be affected by what they do or do not do
- b) Co-operate with their employer in allowing the employer to fulfil their health and safety obligations
- c) Correctly use work items or anything provided in the interests of health and safety
- d) Not interfere with or misuse anything provided for their health, safety or welfare
- e) Provide specialist or professional knowledge required to inform risk assessments in their area.

Employees at Parkfield Primary School must:

- a) Report any hazard or malfunction to their supervisor. Employees should use all normal lines of internal communication before contacting external enforcement agencies
- b) Follow all written and verbal instructions they are given to ensure personal safety and the safety of others, particularly pupils and service users who may not have sufficient maturity or understanding to have due regard for their own health and safety
- c) Use their professional and specialist training to undertake dynamic risk assessments in difficult or emergency situations
- d) Be sensibly and safely dressed for their particular working environment and conduct themselves at all times in an orderly manner in the workplace and refrain from any form of horseplay
- e) Avoid any improvisations or shortcuts that could create unnecessary risks to health and safety
- f) Maintain tools and equipment in good condition, reporting all defects to a supervisor
- g) Report to a supervisor all accidents, incidents of aggression, work-related ill-health and near misses
- h) Attend appropriate health and safety training courses and have knowledge of all relevant processes, materials and substances they use
- i) Understand all fire evacuation procedures and the location, position and function of fire safety equipment. Understand the risk assessments in their areas and comply with the control measures arising from them.

# Management Arrangements

The following arrangements will be adopted to ensure that Governors and the Executive Head Teacher fulfil their responsibilities and provide the foundation for securing the health and safety of employees, pupils and all users of the site.

**Setting health and safety objectives** - The Trustees, Governors, Executive Head Teacher and Head of School will specifically review progress of health and safety objectives at the governing body meeting/health and safety committee each term. This may be included as part of the Head of School's report to governors. Where necessary, health and safety improvements will be identified and included within the school action plan and/or school improvement plan.

**Provision of an effective joint consultative process** - The committee responsible for health and safety will meet at least once per term. This committee will report to the governing body, who will ensure that concerns are adopted within a clear action plan, with identified responsibilities and target dates for action.

**Specialist advice and support** - Specialist advice and support will be obtained from BCCMAC Health and Safety Services.

**Establishing adequate health and safety communication channels** - Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded, to include:

- Line management meetings and staff meetings at site
- The site Health and Safety Committee Group
- Provision of information relating to safe systems of work and risk assessments
- Communication of health and safety bulletins or information from BCCMAC Health & Safety Services
- Communications with relevant specialist advisors.

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

**Financial resources** - The governors will review the school budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety and will take appropriate action.

# Monitoring

This Health and Safety Policy and its effectiveness, in terms of health and safety performance, will be reviewed by the governors on an annual basis, or as required.

## Health and Safety Action Plans

The governing body will ensure that all health and safety objectives and actions are carried out in a timely manner.

## Accidents and incidents (including violence) and Work Related Ill Health

The Head of School will ensure that accidents and incidents are reported and monitored. All accidents and incidents will be monitored by the Health & Safety Committee and investigated to prevent recurrence. Work related ill health will be monitored by the Head of School with assistance from the Executive Headteacher and HR when required.

## Third party monitoring and inspection

The school will be subject to third party inspection and monitoring, as follows:

- Ofsted
- Health and Safety Audit

Actions arising from third party audit/inspection will be incorporated within the school action plan with appropriate target dates for completion.

## Risk Assessments

- Risk Assessments, including those relating to Fire (including all related fire and emergency checks), COSHH, PPE, Display Screen Equipment and Manual Handling shall be monitored by existing staff throughout the course of the year; where remedial action is required this shall be recorded on the relevant risk assessment.

## Site inspections and Safety issues/observations

- Daily visual checks of the school site are undertaken by the Site Manager. The school are working towards developing proactive management systems for recorded site inspection checks to be undertaken.

## MANAGEMENT SYSTEMS

Accident Reporting Procedures  
Administration of Medication  
Asthma  
Asbestos  
Auditing  
Behaviour  
Blood, avoiding contamination  
Control of Contractors  
COSHH  
Communication  
Curriculum  
Display Screen Equipment  
Driving at Work & minibuses  
Educational Off Site Visits  
Electricity  
Emergency Management Plan  
Fire  
First Aid  
Flammable Substances  
Health & Safety Assistance  
Health & Safety Inspections  
Induction  
Legionella  
Lettings, external agencies and shared users  
Lone Working  
Manual Handling  
Missing Pupils  
New & Expectant Mothers  
Noise & Vibration  
Office Safety  
Personal Protection Equipment (PPE)  
Physical Restraint  
Risk Assessments  
Security  
Stress & Wellbeing  
Sun Safety  
Training  
Violence  
Waste  
Work Equipment  
Work at Height  
Work Experience/Young Workers/Agency/Temporary

## 1. Accident reporting

All accidents to staff and pupils should be recorded on the T100 Management System.

Notifiable accidents/incidents are reportable to the Health and Safety Executive, such as a member of staff being absent from work for over seven days due to a work related accident.

Reporting to the HSE is undertaken by the BCCMAC Health & Safety Services.

All accidents will be investigated by the Head of School to try to prevent it happening again. The investigation will be documented on the T100 system.

Any pupil who receives a bump to the head a letter will be sent home with the child. Parents will be informed of injuries to the face, prior to the parents collecting their child.

## 2. Administration of medication

It is recognised that teachers do not have any obligation under their contract to administer medication to pupils and that such administration is on a voluntary basis. There is a requirement however under the DfES to assist pupils with medical needs.

The school accepts the need for some pupils to receive medication during school hours. To this extent, the following guidelines apply:

- Medicine will be administered by qualified first aiders only.
- Only medication prescribed by a doctor will be accepted for administration.
- The medication will only be accepted with written authorisation from the parent or guardian.
- The written authorisation must contain clear instructions about the dosage and time of the administration.
- A standard form will be issued by the school for this permission to be given. The form includes a statement that the member of staff administering the medication does not claim to be any form of medical practitioner.
- Medication will be administered in the presence of another member of staff.
- The medication will be stored in a secure place; and kept cool if it is necessary.
- On school trips, the trip leader will accept responsibility for the administration of medication with the qualified first aider on the visit.
- This medication policy will be brought to the attention of all parents in the school prospectus.
- Inhalers are normally outside of this procedure and other arrangements are made such as them being stored in the class room or central location.

## 3. Asthma

Some pupils in the school are likely to have an asthmatic condition.

Guidelines for dealing with an asthmatic attack should be made known to all staff.

Details of all of the pupils in the school who have an asthmatic condition are contained in the school medical register which all staff have access to.

All teachers must be aware of the location of each pupil's inhaler and where spare ones are stored.

#### 4. **Asbestos**

An Asbestos Management Plan is in place and termly monitoring is undertaken by the Site Manager, Mrs Tandy.

The Asbestos Management Plan is kept in the school office and will be made available to all staff and visiting contractors prior to any work commencing on the fabric of the building or fixed equipment.

Mr Davies has completed Asbestos Awareness Training (face to face). Refresher elearning is required annually. Face to face refresher training is required every third year.

The school shall ensure:

- The asbestos plan is maintained and that any changes are acted upon.
- All work on the fabric of the building or fixed equipment is entered in the management plan and signed by those undertaking the work.
- A visual inspection of asbestos containing materials on site will be carried out and recorded in the asbestos management plan. Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air. Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Head of School/Site Manager having firstly checked the asbestos survey.

Any damage to materials known or suspected to contain asbestos must be reported to the Head of School.

#### 5. **Auditing**

Once the health and safety systems have been set up and introduced into the school it is a requirement that it is regularly checked to ensure that it remains up to date and effective.

The most common way of doing this is by an audit. Health & Safety Audits are carried out by BCCMAC Health & Safety Services. The management systems are audited regularly, the purpose is to ensure the system remains effective and highlight any key risks. During the audit, the management procedures shown in the safety policy are checked to ensure that they are still put into practice and that the staff are aware of them.

#### 6. **Behaviour**

The school Behaviour Manager is the Head of School, Mrs J. Price. The school has a Behaviour Policy in place, this is held in the Head of School's office.

#### 7. **Blood, avoiding contamination**

All staff should be familiar with this procedure before having to handle blood.

- Wash hands first.
- Put on non-permeable disposable gloves.
- Clean any wound as necessary and dress any wound if necessary.
- Dispose of the gloves and wipe or contaminated material in a plastic bag, seal if possible, and dispose of in the main bin.

- Wash hands thoroughly again.
- Record incident on T100.

For dealing with the spillage of blood, urine or vomit – see guidelines from PCT or School Nurse.

## 8. Control of Contractors

Contractors are appointed by the Head of School, Mrs J. Price. Method statements and risk assessments are obtained from the contractors in order to assess their ability to undertake work safely before any work commences.

Contractors are provided with information on any matter that may affect their health and safety while working in the school, including fire arrangements and arrangements for responding to situations of serious and imminent danger such as gas leaks etc. All contractors are required to report to school office where they will be asked to sign the visitors' book and wear an identification badge.

A contractor's information pack is available for all contractors to read. This is located in the school office. This remains in place during school holidays.

Contractors may need to obtain a 'permit to work' before carrying out some work activities around the school e.g. hot work. Permits are issued by the school business manager

The Site Manager, Mr P. Davies is responsible for monitoring the safety performance of contractors while the work at school is in progress. Should there be problems with the safety standards this should be reported to the Head of School, Mrs J. Price. All work is checked at completion.

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice. All contractors must report to school office/reception where they will be asked to sign the visitors' book and issued with a visitor's badge/sticker. Contractors will be issued with verbal guidance on fire procedures, local management arrangements and vehicle movement restrictions. The Head of School/site manager will be responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

All pre contract meetings with contractors will be minuted.

## 9. Control of Substances Hazardous to Health (COSHH)

Prior to new substances being purchased a check will be made (by the person requiring the substance) to see if there is a substance which is less hazardous. When new substances are purchased, material safety data sheets will be obtained from the supplier and the substance inventory updated.

A substance inventory is in place and maintained by the Site Manager.

COSHH Assessments are produced by BCCMAC Health & Safety Services following consultation with relevant staff within the school.

Hazardous substances must be kept locked away when not in use.

Guidelines:

- Teachers must not keep their own small stocks of hazardous substances e.g. cleaning solutions. Staff room cleaning materials should be kept securely in the appropriate staffroom cupboard.

- Cleaning chemicals must be stored in their own container and clearly labelled with warnings showing clearly on the container.
- Never use food or drink containers to store chemicals.
- Keep only small quantities of the chemicals.
- Any spillages should be cleaned up at once.
- Teach pupils to recognise the warning symbols on products, which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint stripper's etc., and warn of the dangers.
- Ensure protective clothing is available when using chemicals.
- COSHH assessments must have been carried out before using chemicals and the user informed of the dangers and control measures to be in place for that chemical. There should also be suitable first aid arrangements available for treating chemical splashes.

Bleach must not be used within school.

## 10. Communication

The Head of School, Mrs J. Price is responsible for disseminating information on health and safety issues. Staff will be made aware of how they can assess information such as outcomes of inspections and risk assessments, and local procedures for health, safety and fire during inductions and at regular update meetings.

Health and safety will also be a regular item on the agenda of team / committee meetings.

The Health and Safety Law poster is displayed in the staffroom.

Where appropriate, the 'Shared Drive' will be used to communicate health and safety information in order to keep the school staff updated on the preventive and protective measures taken by the School.

A copy of the Health & Safety Policy is located on the 'Shared Drive' and Website.

## 11. Curriculum

Health and safety arrangements for Science, PE, Design & Technology and any other curriculum subjects with increased levels of risks is detailed in individual curriculum statements. Teaching staff are responsible for the maintenance of safe working conditions. They should anticipate potentially dangerous situations and act to prevent them from developing.

Staff should set an example in maintaining safe working and discipline within the classroom. Work needs to be well planned in order to prevent accidents.

## 12. Display Screen Equipment

Assessments will be undertaken for all employees who are required to use display screen equipment as a significant part of their work role and evaluation of the health risks associated with its use. Where the results of an assessment indicate a risk to the user of such equipment, all reasonable steps are undertaken by the school to eliminate these risks or otherwise reduce them to avoid the adverse health effects.



A free eyesight test is available, upon request, to employees required to use DSE as a significant part of their day:

- Prior to commencing work with computers.
- At regular intervals as specified by the ophthalmologist.
- Where a visual problem is experienced.

Where necessary, a free set of spectacles or a contribution towards the total cost will be provided.

Suitable training is given to enable users of display screen equipment to recognise the hazards associated with non-interrupted use of such equipment, and the appropriate precautions to be taken. Best practice guidelines will be adopted when setting up pupil workstations. Pupils use display screen equipment for short durations.

Staff are responsible for connecting and disconnecting computers/ipads etc.

Food and drink should not be consumed by pupils near the computers.

Pupils are regularly reminded by staff of the importance of not spending too many hours in front of a monitor.

Any problems with the equipment should be reported to the ICT Network Manager.

SEN pupils and computers:

Some SEN pupils may be provided with individual equipment. Teaching staff should liaise with the SEN department and ascertain the arrangements that have been set up with the student for printing etc. Where a student has physical disabilities, staff must be aware of any implications for computer work, before that work arises, to avoid any embarrassment for the student.

The Head of School, Mrs J. Price is responsible for co-ordinating display screen equipment assessments.

### **13. Driving at Work & Minibuses**

The Head of School, Mrs J. Price will ensure that those persons who drive their own vehicle as part of school business have the appropriate licence, insurance, MOT (if applicable) and tax.

The Office Manager, Mrs Jan Walters will require sight of these documents which will be recorded in a log in the school office.

Any staff member not processing the above will not be permitted to drive on school business.

Vehicles on the school site - vehicular access to the school is restricted to school staff and visitors only and not for general use by parents/guardians when bringing children to school or collecting them.

Minibuses:

Teaching and other staff who drive minibuses as part of their work must possess a D1\* Passenger Carrying Vehicle (PCV) category on their driving licence where it is a requirement in their job description.

Volunteers and other staff members are permitted to drive a minibus under a Section 19 Permit.

\*If you obtained a full car driving licence before 1997, you will have a D1 (101) entitlement to drive minibuses. However should this be the case, before you can drive a minibus you must undergo a competency assessment.

The staff at our school that are authorised to drive a minibus are:

- Mr Wayne Downing

Any member of staff that drives the minibus is responsible for undertaking a pre use check. This must be undertaken before the minibus is driven.

Where the minibus is fitted with lifting equipment (tail lift) this must be maintained and inspected in accordance with The Lifting Operations and Lifting Equipment Regulations (LOLER).

#### 14. **Educational Off Site Visits**

The EVC for the school is Mr Matt Cross

The Educational Visits Coordinator (EVC) for the school is responsible for:

- Ensuring All category visits (A, B and C visits) are sent to the Local Authority where the Local Authority is used to monitor visits.
- Liaising with the Local Authority to ensure that educational visits meet specified requirements.
- Ensuring a suitable and sufficient risk assessment is carried out for all educational visits.
- Undertaking the functions outlined in the DfE publication "Health and Safety of Pupils on Educational Visits".
- Ensuring the Evolve system is utilised.

Risk assessments will be completed and documented for all off-site visits. Where the visits are regular visits, such as to the park or swimming pool, the risk assessment will be completed then reviewed each term or year as necessary.

The following members of staff are Visit Leaders and have attended Local Authority training:

#### 15. **Electricity**

Staff must not undertake any work on electrical equipment or installations, including resetting trip fuses, without receiving sufficient training. The Head of School, Mrs J. Price will ensure that the statutory 5 yearly check of the electrical system is carried out, by a competent person, and that a record of this test is kept. Electrical socket outlets must not be overloaded. The use of extension leads will be minimised.

Before using any piece of electrical equipment, staff must undertake a visual inspection to ensure that the plug tops, leads and outer castings are free from defects. Look for signs of burning, damaged cables, loose covers etc. The electrical equipment must be suitable for the environment in which it is to be used. Only portable or low voltage equipment should be used in outside areas.

Repairs to electrical equipment will only be undertaken by trained and competent persons. Any member of staff identifying broken, damaged or faulty electrical equipment should ensure that the equipment is not used and report the matter to their line manager. Records are retained of testing, maintenance and repair to equipment.

The Office Manager, Mrs Jan Walters is responsible for maintaining an inventory of portable electrical equipment used at school and for keeping this inventory up to date and when new equipment is procured. Portable electrical equipment is inspected and tested by competent persons at regular intervals appropriate to the level of risk but at least every two years.

Be aware of the dangers of trailing cables and do not have trailing cables across walkways. Four way extension blocks should be secured to the wall or computer trolley or placed off the floor where possible to prevent them being tangled in feet. This prevents tripping hazards and damage to equipment.

The electricity is to be isolated before any work on the electrical system including the changing of light bulbs.

## 16. **Emergency Management Plan (Business Continuity)**

The definition of what this plan is for: ' an event – or events – usually sudden, which involve experiencing significant personal distress, to a level which potentially overwhelms normal responses and procedures and which is likely to have emotional and organisational consequences'.

The plan covers:

- ◆ A deliberate act of violence
- ◆ A school fire
- ◆ A pupil or teacher being taken hostage
- ◆ The destruction or serious vandalising or part of the school
- ◆ The death or member of staff through natural causes or accidents
- ◆ A transport-related accident involving pupils and/ or members of staff
- ◆ A more widespread disaster in the community
- ◆ Death or injuries on school journeys or excursions
- ◆ Civil disturbances and terrorism

Within the school's plan there is a flow chart which details whom should be contacted in an emergency. This plan will be reviewed annually by the Head of School, Mrs J. Price.

## 17. **Fire**

Fire safety and evacuation procedures are set out in the School's Fire Emergency Evacuation Plan. This plan also details the responsibilities of staff within the school.

In summary:

- Fire drills will be carried out at least once per term. The time taken to evacuate the school will be recorded. If it takes longer than the recognised time investigate and consider carrying out the drill again. The time should normally be less than two minutes.
- Any faults on the systems to be reported to the contractor immediately.
- All checks as defined in the Fire Log Book will be undertaken.

Registers must be taken to the assembly point to carry out a roll call.

Fire Marshals are listed in the Fire Evacuation Plan.

At the beginning at each school year, teachers make their class aware of the fire procedures.

All electrical equipment that need not be left on, such as, photocopiers, printers and kettles are to be switched off. Equipment needed to be left on should be kept clear of combustible material in case of a fault developing when unattended. Combustible rubbish is to be regularly disposed of and flammable liquids are to be stored properly in order to reduce the risk of fire.

The Executive Head Teacher is responsible for ensuring the Fire Risk Assessment is up to date and communicated to staff and shared users of the school site. The fire risk assessment will be regularly updated to reflect changes within the school.

## 18. **First Aid**

The School has a duty as an employer to assess its requirements for first aid, and ensure that there is adequate provision to meet those requirements.

In the event of an injury or ill health, the first-aider in the building should be summoned.

Mrs M. Smith is responsible for ensuring first aid boxes are sufficiently stocked.

The Head of School, Mrs J.Price is responsible for ensuring first aid training is up to date and refresher training is undertaken in a timely manner.

A list of the qualified first aiders is available in strategic places throughout the school.

All staff, including supply teachers are made aware of the first aiders and their location.

Portable first aid kits must be available, suitably stocked and taken on all visits away from the school.

In the event of a more serious injury, such as:

- unconsciousness;
- severe bleeding;
- object stuck in throat;
- deep cut that may require stitching;
- suspected fracture;
- severe asthma attack;
- severe reaction to bites or stings;
- swallowing or suspected swallowing of toxic substance;

Dial 999 and ask for an ambulance. If the first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult (a first aider) will be designated in situations where the parents cannot be contacted.

Health care plans are in place for those pupils with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.). These plans are reviewed annually and written precautions/procedures made available to staff. Staff undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

## 19. **Flammable Substances**

The school do have some flammables, particularly flammable liquids. Some cleaning items, paints and associated solvents are flammable. Where these items are used, no large quantities are stored.

Deliveries and orders will be kept to a minimum.

Where such items are required in the school, they will be stored in a suitable, locked metal cabinet in the PE store.

## **20. Health and safety assistance**

To satisfy its legislative requirements of having access to a competent person, the school seeks the assistance of BCCMAC Health & Safety Services. This company will provide advice and guidance on health and safety law and what the school needs to do to comply with that law. Other relevant agencies such as police, fire service etc. will be asked to provide guidance, advice or inspection as appropriate.

## **21. Health and Safety Inspections**

The school are working towards developing proactive management systems for recorded site inspection checks to be undertaken.

Periodic site inspections are also undertaken BCCMAC Health & Safety Services.

Statutory inspections are arranged through the Office Manager/Site Manager

Certificates of the conformity are retained by the school and held on T100

## **22. Induction**

Health and safety induction will be provided and documented for all new employees, temporary workers and contractors. A signed and dated copy of the induction for staff will be held in their individual personnel file.

## **23. Legionella**

The school employs the services of external contractors who provide the school with assessments and monthly monitoring, the Site Manager, Mr P. Davies will ensure that the system is flushed at the appropriate intervals where necessary and this will be recorded in the legionella log book.

## **24. Lettings, external agencies & shared users**

All external agencies and shared users will be advised of the school's health and safety policy, fire procedures and accident reporting procedures. They should carry out risk assessments for their use of the buildings and provide copies to the school. All staff have a duty to monitor the safe use of the buildings by external agencies and should report problems to the Site Manager, Mr P. Davies

All lettings will be provided with specific inductions relating to the area being hired.

All certification will be obtained from the hirer. All hirers will be required to present a minimum of £5m Public Liability Insurance prior to the hiring.

Lettings are arranged through the Trust Business Manager, Mrs K. Banks.

## 25. Lone Working

Lone working can be defined as a wide variety of situations including:

- Travelling alone - on foot, by car or public transport
- Peripatetic (mobile) working - visiting people in their homes, visiting business premises, attending meetings or even work on the highway
- Use of interview rooms - effectively, working alone.
- Arriving at or leaving premises - the first person in/last out is in effect working alone
- Out of hours activities - cleaning, maintenance, etc

Lone working is undesirable but in some circumstances it cannot reasonably be avoided. Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height or working in the boiler room) should not be undertaken whilst working alone.

Office Procedure - Where staff are lone working in offices particularly out of normal working hours they should ensure all external doors are secured to prevent access by any unauthorised persons. If a lone worker discovers an intruder they must not put themselves at personal risk. Where appropriate, ensure their own security and contact the Police or raise the alarm.

Working Off Site - (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. Staff undertaking home visits to obtain as much background information as possible about the student/family being visited. Staff must check with the school office that no alerts have been received from the Local Authority relating to the 'Potentially Violent Persons Register'.

Avoid lone working, go in pairs. Managers must ensure they are aware of where their staff are working and the procedures to take should a staff member not return to school.

Home Visits:

- Home visits should be carried out in pairs
- The Head of School/Assistant Head Teacher must be informed of all visits undertaken and the times of expected arrival and departure.
- In the exceptional circumstances when a visit is undertaken alone the staff member must inform the Head of School for approval. The school must be familiar with the family.

## 26. Manual Handling

All staff are made aware of the risks associated with manual handling. Staff are advised to avoid manual handling as much as possible. Manual handling includes lifting, pulling, pushing, moving and carrying. Where there are routine manual handling tasks to be carried out then a suitable risk assessment will be carried out to determine if the risk can be reduced.

Where staff have to carry out manual handling operations then the appropriate level of training will be provided. Seeking assistance with the task can often reduce the risks for simple handling tasks. Staff are discouraged from manual handling of heavy loads and should seek help and the appropriate equipment if required.

Where a manual handling assessment for a pupil is needed, it is likely that specialist assistance will be required.

The following members of staff have received manual handling training:

Mr P. Davies – Site Manager

Equipment in use:

Trolleys

## **27. Missing Pupils**

If a pupil goes missing and cannot be located, the Head of School or other senior staff should be informed immediately. The signing-out book and the secretary should be consulted and if necessary a search of the school and local environments should be made urgently. If it appears that the child may have left the school site or have been abducted, parents and police should be informed immediately.

On educational visits it is the responsibility of the visit leader and other staff to maintain a check on pupil numbers and to be aware of the location of pupils at all times. If a pupil goes missing, staff at the venue should be informed immediately, the school and Local Authority contacted.

## **28. New and Expectant Mothers**

New or expectant mothers are employees who are pregnant or who have given birth within the previous six months or who are breast feeding. Pregnancy places extra strain on new or expectant mothers and closer attention needs to be given to their health and safety at work.

The school is aware that expectant mothers may have health and safety concerns which need to be addressed and a risk assessment will be completed by the Head of School, Mrs J. Price this has been confirmed by the member of staff.

The same general principles apply in relation to pupils who are expectant or new mothers and, though the employer's legal duties do not specifically apply in such situations, our policy is that risks must be assessed. Participation by a pregnant pupil in routine PE and educational visits will need to be reviewed by the school, the pupil's parent/guardian and GP.

A person specific risk assessment will be conducted with the staff member concerned and any reasonable action necessary should be mutually agreed and the assessment retained on the personnel file for future reference. A generic risk assessment is also in place relating to 'new and expectant mothers'.

Some risks (some chemicals, physical risks and some biological risks) may have more significance very early on in the pregnancy. The risk of damage to the foetus and of miscarriage may be greater and it is therefore important that expectant mothers in some occupations give the school as much notice as possible so that adjustment can be made.

The risk assessment will be regularly reviewed throughout the term of the pregnancy and upon return to work. There are facilities within the school for pregnant staff members or those who have given birth within the previous six months to rest, or to accommodate nursing mothers who are breast feeding.



## 29. **Noise & Vibration**

The school will take all reasonable measures to protect the hearing of individual employees who are required to work in designated noise areas or exposed to significant amounts of noise. Hearing protection is provided. The school will also take precautions to protect employees from exposure to vibration by ensuring equipment is maintained and job rotation built into repetitive tasks where this is applicable. When new equipment is purchased, it is the intention of the school to ensure that the noise and vibration levels are as low as possible. Noise and vibration will be considered as part of site maintenance risk assessments.

## 30. **Office Safety**

Offices should be checked to ensure that trailing cables from computers do not cause tripping hazards. A Display Screen Assessment is carried out to ensure that staff are not exposed to risks from repetitive strain injury or work related upper limb disorder. There should be adequate storage provided for files etc and the offices should be maintained in a tidy state. Space under the desk and open floor areas are not to be used for storage. Deliveries should be stored appropriately so as not to present a trip hazard. A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not allowed to pile up so as to cause a toppling hazard. Unwanted items are to be cleared out and not allowed to accumulate in such ways as to congest the working areas.

## 31. **Personal Protective Equipment**

Protective clothing and equipment will only be provided when an assessed risk cannot be eliminated or controlled by some better means, or where it is required by law. PPE will be provided by the school free of charge following a risk assessment.

Where protective clothing or equipment is provided, employees must make full and proper use of it at all times, and as instructed or following manufacturer's guidelines.

Employees must keep protective clothing and equipment clean, so far as is reasonably practicable, carry out user checks as required, and make it available for maintenance. Any damaged PPE should be reported to the Site Manager, Mrs D. Tandy.

## 32. **Physical Restraint**

The school has a separate policy relating to Physical Restraint. Risk Assessments will be undertaken should the need arise relating to physical intervention.

Training must be undertaken prior to using any intervention strategies.

Intervention training is recorded and refresher training carried out in accordance with the training provider's recommendations. Training providers must be appropriately accredited.

All incidents where a physical intervention has been used are recorded. Other information e.g. factors which may have triggered the event, must be used to review any risk assessments and management plans.



### 33. Risk Assessments

The School will seek to ensure that no employee, student, visitor, contractor or other person is exposed to an unacceptably high level of risk from any of the property, equipment, processes or activities undertaken, for which the school has a legal responsibility.

The Head of School, Mrs J. Price is responsible for ensuring that risk assessments are carried out for activities with significant risk and for appointing a sufficient number of risk assessors in order to assist in carrying out the assessments. Risk assessments should be carried out by trained, competent staff. Anyone likely to be affected by a risk assessment must be informed of any risks to their health and safety and must be shown the risk assessments and any control measures that is considered necessary.

Risk assessments are reviewed at least annually by the Head of School, Mrs J. Price and relevant staff. When an accident/ incident has occurred, the risk assessment will also be reviewed.

Risk assessments are shared with staff as part of the consultation process and are available to view on the Learning Platform.

Generic risk assessments may be produced to assist commonly occurring hazards and risks. Where generic risk assessments are available, staff may use them as a template for a more detailed assessment.

Specific risk assessments relating to individuals, e.g. staff member or pupil are held on that person's file and will be undertaken by the Head of School, Mrs J. Price.

The school has a subscription to CLEAPSS (through the Local Authority) for use in science, art, food technology and D&T, their publications can be used as sources of model risk assessment.

### 34. Security

The school is secured throughout the day. Doors should not be left open where this would allow access to intruders.

Visitors.

- Visitors to the school are directed to the main reception by signs outside.
- Visitors, even regular visitors, contractors etc, should sign the visitor's book at reception. The school issues badges for all visitors.
- If unknown visitors are encountered in the school, or not wearing a valid badge, they should be challenged politely as referred to in the intruder section below.
- Visitors should sign out at the end of the visit.

Valuable equipment.

- All valuable equipment should be security marked and an inventory compiled and maintained by the school secretary.

Personal property.

- Staff are responsible for the security of their own personal items. These can be deposited in the office or staff room during the day. Staff are provided with lockers and are encouraged to store valuables securely in these.
- Pupils are discouraged from bringing valuables into school
- Pupils can ask the secretary to look after small quantities of money they may bring in to school.
- Parents are constantly reminded to identify pupils' clothing by securing nametags to them.

Cash handling.

- The school has a safe in which cash should be stored. The largest amounts of cash are likely to be the regular collections of dinner money. Provision is made for a security company to handle cash on behalf of the school. Cash should not be stored on the premises for longer than necessary.

Intruders.

- In the event of a potential intruder, common sense and a due regard for personal safety and the safety of others should be exercised.
- All legitimate visitors should be identifiable from intruders by their visitors' badge.
- Parents should not enter the building without reporting to the office.
- If appropriate a potential intruder may be challenged, i.e. "Can I help you? Are you looking for reception?"
- If the intruder appears threatening or dangerous the Head of School or another senior member of staff should be sought. If necessary evacuation procedures may be called upon if this situation is likely to make the situation safer. Police should be called as soon as possible. The safety of pupils is paramount and they should be moved from the presence of the intruder immediately.

### 35. Wellbeing and Stress

The school is committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards. In addition, the Head of School operates an 'open door' policy and encourages staff to discuss any concerns or issues they may have with her.

All staff have 'One to One' meetings with the Head of School Mrs J. Price

Regular team meetings are held, where staff are encouraged to voice their opinions and raise any concerns they may have.

Staff absence is monitored and the Head of School, Mrs J. Price holds 'back to work' interviews following staff absence.

By its nature employment will bring times of stress and pressure to employees. Governors and the Executive Head Teacher have a duty to minimise levels of stress caused by work and assist staff in maintaining work / life balance. Life events can also contribute to levels of stress and anxiety.

All staff are encouraged to discuss situations when they feel that the level of stress they are feeling is detrimental to their health and wellbeing. All staff should be aware that stress is not a sign of weakness and that it should be discussed openly. Appropriate support will be given to staff that need it.

Work related stress and wellbeing will be considered as part of the risk assessment process.

### 36. Sun Safety

Sunburn in childhood can double the risk of skin cancer. This is particularly important for children and young people whose skin is more delicate and easily damaged.

Parkfield Primary School has used the guidance promoted through Cancer Research and Sun Safe Schools.

Staying safe:

- Spend time in the shade between 11 and 3
- Make sure you never burn
- Aim to cover up with a t-shirt, hat and sunglasses
- Remember children burn more easily
- Use factor 15+ sunscreen

Within our school we want staff and pupils to enjoy the sun safely. We shall work with staff, pupils and parents to achieve this through:

Education:

- All pupils will have at least one sun awareness lesson per year.
- We will talk about how to be sun smart in assemblies at the start of the summer term.
- Parents and guardians will be sent a letter explaining what the school is doing about sun protection and how they can help at the beginning of the summer term.

Timetabling:

- Children will spend more time playing outside before 11am and after 2.30pm
- Children in Early Years, Foundation Stage and KS1 will be limited to 20 minutes at any one time playing outside on very hot sunny days

Shade:

- The early years children have a canopy in the EYFS outdoor area
- Gazebos and trees offer shade to children playing outside.

Clothing:

- Parents are informed to dress their children accordingly to the weather conditions and provide sunhats.

Sunscreen:

- Parents will be informed to apply sunscreen on their children prior to attending school
- Children may bring sunscreen in to school to re-apply if necessary
- Sunscreen use will be encouraged on school trips

### 37. Training

School staff will be provided with appropriate training to enable them to carry out their responsibilities and work in a safe and efficient manner. Specific job-related training is provided.

The Office Manager, Mrs Jan Walters will ensure that details of health and safety training are retained and will arrange refresher training as necessary and will be assess the effectiveness of training received.

Each member of staff is also responsible for drawing their manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

### 38. Violence

Violence at work is defined as any incident in which an employee is abused, threatened or assaulted by a member of the public, staff, pupil or contractor while they are at work. Such incidents should be recorded on the T100 Health & Safety Management System. Each incident is investigated by the Head of School, Mrs J. Price in order to prevent a recurrence of a similar incident.

Staff with responsibilities for undertaking risk assessments must consider activities that may result in violence and ensure measures are taken to reduce the likelihood of a violent act occurring. Where it is

identified that there is a potential for violence arising from the activity the measures taken could include additional security or training for staff at risk. Staff and their representatives must be consulted on any measures introduced.

### 39. Waste

The arrangements for removing waste from the school are reviewed annually to ensure they remain satisfactory.

External refuse bins are chained and stored at least six metres from the building.

Consideration is given to the need for removing clinical waste in yellow bags. Sanitary bins will be emptied regularly by the contractor employed to do this.

Internal waste bins are emptied daily.

All waste material that could cause harm to any member of staff, student or other persons should be properly packaged to prevent injury and disposed of (i.e. all glass should be wrapped in newspaper and securely taped).

### 40. Work Equipment

The site Manager, Mr P. Davies is responsible for ensuring that all equipment supplied for use at work is suitable for its intended purpose and maintained in good working order with records of maintenance being kept.

Manufacturer's or supplier's instructions are retained and where necessary staff are provided with sufficient instruction and training in the safe use of equipment.

Staff are responsible for:

- Working in accordance with safety procedures.
- Not tampering with any safety equipment provided.
- Reporting any faulty equipment to the site Manager, Mr P. Davies and clearly identifying the equipment as being out of service. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and will be subjected to the same tests as school equipment.

Heads of department are responsible for ensuring maintenance requirements for equipment in their areas is identified and implemented.

### 41. Working at Height

All work at height will be risk assessed, planned and carried out by competent persons using the most appropriate work equipment, properly inspected and maintained. Work at height will whenever possible be avoided.

When working at height for short durations (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs or tables to do this.

Staff will be provided with information and instruction in the use of step ladders to ensure that they are aware of the correct use.

All equipment for work at height will be logged and an inspection programme implemented by the Site Manager, Mr P. Davies

Work at height will not be undertaken whilst lone working.  
Mr P. Davies – Site Manager

The following staff members have attended training is Work at Height:  
Mrs P. Davies – Site Manager

The following staff members have attended training in 'The Safe Use of Steps and Ladders':  
Mrs P. Davies – Site Manager

#### 42. Young and Inexperienced Workers including Work Experience

A 'young person' is defined as anyone who is under 18 years old.

The school will ensure that young persons are protected from risks to their health and safety as a consequence of their lack of experience, absence of awareness of existing or potential risk or the fact that they have not yet fully matured. Risk assessments for work activities will be carried out for every young/inexperienced person before they start work.

Young people are likely to need more supervision than adults. Good supervision will help us as a school get a clear idea of the young person's capabilities and progress in the job and monitor the effectiveness of their training. Induction and training will be tailored to the tasks the person will be undertaking.

Work experience:

Our school do have pupils on work experience and understand we have the Secondary responsibility for the health and safety of the student and should be managing any significant risks. Risk assessments, induction and training will be provided and a member of staff assigned to the work placement student as a Mentor.

Temporary Workers:

All agency or temporary staff will be inducted by the Head of School Mrs J. Price. A brief induction will be given covering fire procedures, first aid, accident reporting and welfare arrangements. In addition to this risk assessment that relate to the staff members area of work will be covered.