

Health and Safety Policy

Part 1. The Policy Statement

1. In recognition of its statutory duties in accordance with the provisions of the Health and Safety at Work etc. Act 1974, the Governing Body of the school will take all reasonably practicable steps to ensure the health, safety and welfare of staff, pupils and others whilst engaged in school activities.
2. In particular, the Governing Body in conjunction with the LA will ensure, so far as it is reasonably practicable: -
 - (a) That all places under its control, where staff, pupils and others are required to work, are maintained in a condition that is safe and without risk to health and safety;
 - (b) That hazards arising from the use, handling, storage and transportation of articles and substances used in the School are adequately controlled; and,
 - (c) That equipment and systems of work are safe and without risk to health and safety.
3. Furthermore, the school undertakes to provide adequate information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively towards their own health and safety and that of others.
4. In addition, the school will ensure, so far as is reasonably practicable, that the health and safety of others is not adversely affected by its activities. This will include, visitors, contractors etc., and may involve providing appropriate information, suitable safety arrangements and monitoring these against agreed safety standards.
5. The Headteacher with the assistance of all staff will endeavour to implement this policy.
6. The school believes that no policy is likely to be successful unless it actively involves staff themselves. For this reason, the policy will include appropriate arrangements for consultation with staff on health and safety matters and will encourage them to identify hazards and suggest measures for improving safety performance.
7. The school undertakes to monitor and review its systems and control measures to ensure they are effective.
8. This policy is complementary to the RBWM Health and Safety Policy, (2022/23) and RBWM Health and Safety Corporate Code of Practice, Control of Substances Hazard to Health (COSHH) Sept 2022). **This Policy is the school's local arrangements for implementing the Council's policies and procedures.**
9. This policy statement supersedes any previously issued.

Part 2. Responsibilities for implementing the policy**1. The Governing Body**

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the Governing Body. The Governors, with assistance from the Headteacher and staff, will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular they will: -

1. make arrangements to ensure the school has a written health and safety policy
2. have in place clear procedures to evaluate risk, identify hazards and put in place risk control measures (including safe systems of work)
3. delegate health and safety responsibility to specific staff and ensure that these persons are formally informed of their responsibilities and carry them out
4. ensure that persons have sufficient knowledge, experience and training to perform the tasks required of them
5. ensure a governor attends appropriate health and safety briefings provided by the LA or the School
6. have health and safety on the agenda at Governing Body meetings as appropriate.
7. ensure that health and safety performance is measured
8. ensure that the school's Health and Safety Policy is reviewed annually
9. ensure the Headteacher, as the Manager responsible for health and safety, is supported to carry out the appropriate responsibilities as detailed below, including those identified by the LA in terms of local management of premises related issues in their role as the Responsible Person for Building Health and Safety (RPBS).

The Governing Body will provide (in co-operation with the LA where responsibilities for premises and plant are shared):-

1. a safe environment for pupils, staff, visitors and other users of the premises
2. plant, equipment and systems that are safe
3. safe arrangements for transportation, storage and use of articles and substances
4. safe and healthy conditions that take account of
 - statutory requirements
 - Approved Codes of Practice
 - Department of Education or LA guidance
 - RBWM Corporate Health and Safety Policy and Codes of Practice
5. adequate information, instruction, training and supervision
6. provision of all necessary safety and protective equipment.

The Health and Safety School Governor is:	Ms Kate Walker
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2. Responsibilities of the Headteacher

The Headteacher as the officer in charge of the day to day management of the school will carry out the duties detailed below. In his/her absence the Assistant Headteachers will carry out these functions. The Headteacher will:

1. pursue the objectives of the Governing Body and the LA with respect to health and safety.
2. ensure this Policy is communicated adequately to all relevant persons
3. ensure health and safety is an agenda item in staff meetings.

4. ensure risk assessments of the premises and activities carried out on the premises are undertaken and recorded and appropriate actions are taken to remove potential hazards or reduce the level of risk. The Site Manager regularly walks the site to check for potential hazards. Records are kept in the fire safety logbook in the school office.
5. ensure their duties as the Responsible Person for Building Health and Safety (RPBS) for local management of premises related issues including asbestos, fire safety, legionella and glazing are carried out to the best of their ability in accordance with the LA's standards, including in terms of nominating their Deputy RPBS, attending any specific training provided and putting in place the arrangements required.
6. ensure appropriate information on significant risks is given to visitors and contractors or any other relevant third parties
7. ensure suitable co-operation and co-ordination between the school / contractors (or service providers/ others) to ensure that relevant information is shared, risks associated with both parties activities are taken into account and adequate control measures put in place to ensure the safety of anyone who may be affected by the work
8. co-operate with accredited Safety Representatives, offer them assistance to carry out their prescribed functions including in terms of consultation and receiving written reports on possible hazards, responding to these in writing within the required timeframe.
9. receive written reports from the LA's Health and Safety Team, or any other appropriate Health and Safety professionals, concerning health and safety issues/possible hazards and to respond in writing within a reasonable period of time to the points made.
10. ensure appropriate consultation arrangements are in place with staff/Safety Representatives and if a safety committee/group is requested by two or more Safety Representatives work with them to set one up and maintain it.
11. ensure the school carries out its own termly health and safety inspections of work areas and general areas and records of the inspections are kept.
12. ensure that all accidents, near misses and dangerous occurrences are reported and recorded and the causes are investigated by nominated persons and that reasonable steps are taken to prevent a recurrence. All accidents/ incidents must be reported to the Headteacher. Copies of all reports must be sent to the Borough Health and Safety Team in accordance with the LA's procedures. Where specifically required i.e. under the RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations) ensure appropriate reports are made to the Health and Safety Executive (HSE).
13. ensure emergency procedures, including the Emergency Evacuation Plan, are in place and adequately communicated
14. also, to ensure that all machinery and equipment is inspected, tested (as appropriate) and maintained so that it remains in a safe condition (this includes for electrical equipment, local exhaust ventilation, gas appliances and lifting equipment). Also to ensure that materials and equipment purchased are safe and without risk when properly used.

15. ensure the training needs of both new and existing staff are assessed, that all staff (whether permanent or temporary) are provided with adequate information / instruction / training on health and safety issues, including as part of the induction process for all those who are new or have changed their role, and that relevant training records are kept.
16. include health and safety performance of the school (and, as appropriate, any specific health and safety items) in the annual report of the Governing Body.
17. ensure arrangements are in place to monitor premises and activities health and safety performance.
18. keep abreast of the changes in the Departmental and Council's Health and Safety policies and procedures e.g., as advised and included within relevant Schools Bulletins and pass on the information to the staff concerned.

3. Responsibilities of the H&S Coordinator

In larger schools, the person with designated responsibility for co-ordinating Health and Safety should be a senior member of staff. In small schools this role is most likely to be undertaken by the Headteacher / Assistant Headteachers

The School H&S Co-ordinator is:	Miss Debbie Higgins
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She is responsible for:

1. Co-ordinating and managing the risk assessment process for the school
2. Co-ordinating the termly general workplace health, safety and fire safety inspections
3. Making provision for the inspection and monitoring of work equipment and, as appropriate fire safety equipment, throughout the school
4. Keeping records of all health and safety activities
5. Advising the Headteacher of situations/ activities which are potentially hazardous to the health and safety of staff, pupils or others
6. Ensuring staff are adequately instructed in health, safety and welfare matters in connection with the school and its activities
7. Ensuring unsafe conditions that have been reported are dealt with to agreed timescales.

4. Responsibilities of Deputy Responsible Person(s) For Building Health & Safety

The role of Deputy RPBS, is nominated by the Headteacher (as the RPBS) to deputise for and support them in the local management of premises related issues i.e. asbestos, fire safety, legionella and glazing in accordance with the LA's policy and standards. The Headteacher may nominate just one person for this role, or different members of staff for the various topic areas and those nominated could include, for example, Assistant Headteachers, Health and Safety Co-ordinator, Site Controller or other appropriate staff. Nominated Deputy RPBS's must be competent to carry out their role and attend any specific training provided. The nominated Deputy RPBS is Mrs Rachel Naish, the School Business Manager.

5. Teaching / Non-Teaching Staff Holding Posts/ Positions of Special Responsibility

This is likely to include: Heads of Year, Heads of Department, Clerical Managers/ Supervisors, Technicians and Site Managers/Site Controllers / Caretakers.

They are responsible for:

1. Applying the schools's Health and Safety Policy to their own department or area of work and are directly responsible to the Headteacher for the application of health and safety procedures and arrangements. Heads of Departments are specifically responsible for: -
 - reviewing these and the health and safety arrangements they put in place to ensure they remain relevant and take account of experience
 - ensuring, so far as reasonably practical, that other adults and pupils follow safe practices and that equipment is regularly checked and used as is appropriate
2. Carrying out regular health and safety risk assessments of the activities for which they are responsible and submitting reports to the Headteacher or the School H&S Co-ordinator, as appropriate
3. Ensure that all staff (both permanent and temporary, including new starters) under their management are given instruction in the health and safety procedures for their area of work.
4. Resolve health and safety matters that members of staff refer to them, or refer any problems to which they cannot achieve a satisfactory solution to the Headteacher
5. Carry out regular inspections of their areas of responsibility to ensure that all plant, machinery and equipment is appropriately guarded where necessary and is in good and safe working order. Also, to ensure that furniture and activities are safe and record these inspections where required.
6. Ensure that any toxic, hazardous or highly flammable substances in their area of responsibility are risk assessed, correctly used, stored and labelled (COSHH).
7. Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to ensure the health and safety of other staff, pupils and any others who may be affected, in areas under their control
8. Assess the training needs of themselves / their staff and raise any requirements with the Headteacher
9. Ensure all accidents/ incidents occurring in areas under their control are reported and investigated appropriately

6. Responsibilities of Class Teachers

Class teachers have responsibility to:

1. Ensure effective supervision of their pupils and to be familiar with the school's emergency procedures (fire, first aid etc) and to carry them out when the need arises
2. Follow health and safety procedures applicable to their area of work
3. Give clear health and safety instructions and warnings to pupils as often as necessary
4. Ensure the use of personal protective equipment and guards where necessary
5. Integrate all relevant aspects of safety into the teaching process
6. Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation and, where necessary, assessing any potential risks
7. Report all accidents / incidents / dangerous occurrences and defects to the Headteacher

7. Responsibilities of all staff

Apart from any specific responsibilities that may have been delegated to them, in conjunction with the responsibilities identified for staff within the LA's Health and Safety Policies, all employees must:

1. Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons
2. Read the school's Health and Safety Policy and Associated Documents and sign a declaration form to confirm this

3. Follow all instructions on health and safety issued by the LA, School or any other person designated as having responsibility for a relevant aspect of health and safety
4. Act in accordance with any specific health and safety training received
5. Report all accidents/incidents and near misses in accordance with current procedure
6. Co-operate with other persons to enable them to carry out their health and safety responsibilities
7. Inform their Line Manager of all potential hazards to health and safety and report any defects they observe in the premises, plant, equipment or facilities
8. Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements
9. Exercise good standards of housekeeping
10. Know (and where necessary follow) the emergency procedures i.e for fire, first aid etc

All employees who authorise work to be undertaken or authorise the purchase of equipment must ensure that the health and safety implications of such work or purchases are considered.

All staff given responsibilities for specific aspects of health and safety must satisfy themselves that those responsibilities, as appropriate, are re-assigned in their absence (with the approval of the relevant Line Manager).

8. Hirers, contractors and others

When the premises are used for purposes not under the direction of the Headteacher, the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Headteacher will take all reasonable steps to ensure that hirers, contractors and others who use the school premises, conduct themselves and carry out their operations taking all health and safety requirements into account. This will include appropriate communication, co-operation and co-ordination as identified in items 2.6 and 2.7 above.

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity, the organiser of that activity, must still ensure that all the requirements of this policy and specifically this section are complied with.

When the premises are hired to third parties, they must be made familiar with this Policy and any relevant standards set by the LA in connection with their proposed activities. They must also comply with all safety directions given to them by the School/ Governing Body (including emergency procedures) and, will not, without prior consent of the Governing Body:

- Introduce equipment for use on the school premises
- Alter fixed installations
- Take any action which may physically affect the fabric of the building
- Remove fire and safety notices or equipment
- Take any action that may create hazards for any person using the premises or staff/ pupils at the school

All contractors / others working on the school premises must ensure the safe working practices of their own employees and anyone who may be affected by the activities they are carrying out. They must also communicate, co-operate and co-ordinate with the school in order to ensure the safety of all persons who may be using the premises or may be affected by their activities.

9. Pupils

Pupils (as appropriate to their age and aptitude) are expected to:

- Take personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene
- Follow the health and safety rules of the school and in particular instructions given by staff in an emergency

They must not misuse, neglect or interfere with things provided for their health and safety.

10. Monitoring the Effectiveness of the Policy / Health and Safety Advice

The implementation of this policy will be monitored by regular inspection and review by the Headteacher and others that they may nominate. In addition, members of the Health and Safety Team from the LA will carry out an audit of the school every 12 – 18 months. Safety Advisors are also available for advice at any reasonable time. They can be contacted on 01628 796000 through Human Resources/Health and Safety.

Part 3. Procedures and Arrangements

The following procedures and arrangements have been established within the school in compliance with the school's Health and Safety Policy and to eliminate / reduce health and safety risks and to comply with legal requirements.

1) Accident/incident reporting

All staff are required to ensure that all accidents/incidents and near misses are reported. The person designated as responsible for recording accidents and ensuring the RBWM Accident/Incident report form is fully completed and a copy sent to the RBWM H&S Team. The designated person is Mrs Catherine Page. This person will also ensure the reporting of more serious accidents/ incidents to the Health and Safety Executive (HSE) where required in accordance with the [RBWM Corporate Code of Practice Accident Reporting procedure September 2020](#).

2) Contractors

The LA's Building Services Unit oversees large projects. They will ensure competent contractors are employed and that work is carried out safely. They will monitor contractor's activities.

School may also employ contractors. In these circumstances the Headteacher will ensure that competent contractors are employed and that health and safety matters are given top priority.

Contractors are required to carry out a risk assessment prior to commencement. The Site Manager will notify the Headteacher of measures needed to ensure safety during the work.

3) Electrical Equipment

Visually checked by staff and Site Manager every week. Annual appliance testing.

4) Fire Procedures

Catherine Page and Rachel Naish are the designated people responsible. Fire drill takes place 3 times a year and details are in a book in the school office. Alarm tested weekly and records kept in the fire safety log book in the school office. [The school works within the RBWM Fire Safety Management Policy 2022/23](#).

5) Emergency Procedures

Refer to the school's Evacuation plan

6) First Aid

Named First Aiders are Christine Durant and Shona Jenkins. A large number of staff members have received basic first aid training. There are also trained paediatric first aider also within the school. **The school has its own internal first aid instructions which is distributed to all staff. The school also works within the First Aid at Work Corporate Code of Practice May 2022.**

7) Control of substances hazardous to health

Substances are kept in locked cupboard. The Site Manager is responsible for keeping safety data etc. **The school works within the guidelines; Control of Substances Hazardous to Health (COSHH) September 2022.**

8) Lettings/ shared use of premises/ use of premises outside school hours

The Governors and Headteacher must ensure that:

- The means of access and egress are safe for the use of hirers and that all plant and school equipment made available to and used by the hirers is safe. If the Headteacher or Site Manager knows of any hazard associated with the above, action should be taken to make hirers aware of it.
- Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building
- Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment
- Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or their staff

9) Lone Working / work outside of normal school hours

All staff are aware of their responsibilities to inform the Head/Assistant Headteachers' of their working arrangements after school or during holidays. Staff should also inform the Site Manager and one other person of their whereabouts.

10) Managing medicines / drugs

Please refer to the Medical Needs, Severe Reaction and Asthma Policies.

11) Maintenance and inspection of equipment

All equipment is visually inspected before use. Fire Alarms are inspected termly by certified contractors.

12) Manual handling and lifting

(Refer to Manual Handling Policy currently on First Class)

13) Outdoor Play Equipment

Inspected before use and annually.

14) PE Equipment

PE equipment is inspected annually by certified contractors. The last inspection was carried out in April 2022. Regular observations are carried out by the Headteacher, PE Coordinator and staff.

15) Risk Assessments

The Site Manager carries out regular assessment every term. The last one was carried out in January 2023. **The school works within the guidelines of the RBWM Corporate Code of Practice November 2022.**

16) Security

The Site Manager is responsible for site security. Arena Security for out of hours alarms. The front door buzzer entry system will be in use during school hours

17) Site maintenance

Ground Maintenance Services (Wendy Barnet) for landscaping and line marking. Site Manager for other site maintenance.

18) Glazing

New Windows in new school build – September 2015.

19) Legionella

Debbie Higgins – Site Manager. HBE visit monthly water temperature checks. **The school works within the RBWM Corporate Legionella Management Policy 2022/23.**

20) No smoking

No smoking is allowed in the school grounds and any of the school buildings (or on the premises). Please refer to the 'Smoking' Policy.

21) Visitors

We have a set procedure for all visitors.

Regular visitors and other users of the premises (e.g., contractors and delivery personnel) are expected, as far as reasonably possible, to observe the safety rules of the school.

- All visitors must confirm they are who they say they are.
- All visitors must report to the school office and must sign in on our electronic signing in system (InVentry) if remaining on the premises.
- Identification badges should be worn by all visitors that will be recognised by the majority of staff and children and must be worn at all times when on site.
- External contractors must wear badges at all times.

22) Working at height

Any relevant staff have undertaken training to work at height.

23) Safeguarding of Children

All staff and helpers must have an up to date DBS check.

Please refer to the Safeguarding and Child Protection Policy, slides and Covid-19 Supplementary Policy, Health and Safety Supplementary Policy documents below:



Safeguarding and
Child Protection Policy



Safeguarding Slide
lines of contact..ppt



First Aid notes for
Staff Sept 2022.doc

When required:



Covid-19
Supplementary Safeç



Covid 19 H and S
Policy January 2021.ç

The school follows RBWM policy and procedures as listed below:



RBWM Health and
Safety Policy 2022-23.



RBWM Corporate



RBWM Corporate



RBWM Corporate



rbWM Corporate



RBWM Corporate
Fire Safety Managmer



RBWM Corporate
Legionella Managmer



Please read the document and complete the declaration below:

I confirm that I have received and read a copy of:

The Oldfield Primary School Health and Safety Policy and Associated Documents

Print name	
Sign	
Date	

Please return the completed form to the school office as soon as possible.