

Townley Primary School

Statement of General Policy on Health, Safety and Welfare

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

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

- Putting policies, arrangements and procedures in place to promote effective health and safety management;
- Taking a risk-based approach to School activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of business aims and objectives;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of the School's health and safety aims and objectives;
- Involving employees from all levels of the organisation in the delivery of health and safety aims and objectives;
- Providing information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment;
- Setting targets and objectives to encourage continuous organisational health and safety improvement;
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.
- Comply with the 'Health and Safety at Work Act' - 1974

The Head / Governors are accountable for the management of health and safety and for the implementation of the schools health and safety policy in their areas of control.

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

Steve Nash - Chair of Premises Health and Safety Governors

Robert Glozier- Headteacher

Townley School

Organisation and Responsibilities for Health, Safety and Welfare

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

1. **Governing Body** [*John Garlick*]

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

The Governors appreciate that they can only work within their allocation of the total education budget determined by County Council members and that they will only be accountable for deciding how the budget within their control is to be spent. The Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate. Health and safety matters / risk assessments are discussed at termly governor's premises meetings.

2. **Headteacher** [*Robert Glozier*]

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

- 2.1 Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management of Health and Safety at Work Regulations 1999,
- 2.2 Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy
- 2.3 Adequate staffing levels for safe supervision;
- 2.4 The delegated responsibility for maintenance of the premises;
- 2.5 The purchase of equipment to meet appropriate safety standards;

- 2.6 The repair, maintenance and testing of school equipment;
- 2.7 The provision of appropriate protective clothing where necessary;
- 2.8 The purchase and maintenance of first aid materials and fire fighting appliances;
- 2.9 The funding of necessary safety training for staff;
- 2.10 The arrangements for securing health and safety assistance from a competent source;
- 2.11 The appointment of a caretaker;
- 2.12 The provision of appropriate health and safety information to governors.

The Headteacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the establishment.

3. Headteacher [*Robert Glozier*] / Premises Committee

The Headteacher / Premises committee will also:-

- 3.1 Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and that assessments are monitored and reviewed.
- 3.2 Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff;
- 3.3 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 3.4 Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 3.5 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 3.6 Advise the Property Manager of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 3.7 Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- 3.8 Co-ordinate the review of risk assessments;
- 3.9 Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 3.10 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- 3.11 Oversee all arrangements for educational visits and school journeys.
- 3.12 Ensure that all accidents are prevented with a view to preventing recurrence;
- 3.13 Identify specific health and safety training needs;
- 3.14 Ensure that first aid provision remain adequate

4. Teaching Staff [*Including supply*]

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories,

workshops etc., and off site e.g. school trips. Class teachers shall:

- 5.1 ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;
- 5.2 be aware of the schools health and safety policy and any local rules and arrangements which may apply specifically to the department concerned;
- 5.3 ensure that safety instruction is given to all pupils prior to commencing practical sessions;
- 5.4 know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
- 5.5 ensure that pupils follow school/departmental safety rules and that protective equipment is worn where appropriate;
- 5.6 ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 5.7 ensure safety devices are in good condition;
- 5.8 report any defective equipment to the Head;
- 5.9 investigate all accidents (in conjunction with Head), which occur through activities organised/supervised by the teacher;
- 5.10 propose for consideration by their Head any improvements, which they consider, would improve health or safety standards within the department;
- 5.11 ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

5. Caretaker

The caretaker is responsible to the Headteacher. Duties include:

- 6.1 arranging for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
- 6.2 taking appropriate action when necessary to prevent injury to others on the site
- 6.3 who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.;
- 6.4 participating in the health and safety checklist paying particular attention to the building structure, services, access to/egress from the school, main circulation areas etc.;
- 6.5 identifying any particular health and safety training needs of supervisory staff in the group.
- 6.6 ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.7 ensuring that work is carried out in accordance with safe working practices issued by the school, the LEA etc.;

6. All Employees [including temporary & volunteers]

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

Employees must also co-operate with the governing body and senior management of

the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

- 8.1 to participate in the risk assessment process and comply with findings;
- 8.2 to report all defects in the condition of the premises or equipment to which they become aware;
- 8.3 to report all accidents according to the procedures included in Part 3 of this document;
- 8.4 be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 3);
- 8.5 to make use of all necessary personal protective equipment provided for safety or health reasons;
- 8.6 to, where necessary, make use of all control measures made available to them,
- 8.7 follow all relevant codes of safe working practice and local rules;
- 8.8 report any unsafe working practices to the head.

9. Pupils/students

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

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

10. Governors Health and Safety Committee

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

- 11.1 Headteacher [Robert Glozier]
- 11.2 Chair of Premises Committee (Steve Nash)
- 11.3 Governor (Andrew Sparrow)
- 11.4 Governor (Andrew Murray)
- 11.5 Governor – Staff Rep (Yvonne Chenery)

The Health and Safety Committee report back to the Governing Body at full Governing Body Meetings .

Townley School

Arrangements & Procedures for Health, Safety and Welfare

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

1. Accident Reporting, Recording & Investigation

Employees must report all accidents, incidents, dangerous occurrences, violence incidents, verbal abuse and near misses in accordance with the County Accident Reporting Procedure.

- All accidents, dangerous occurrences, and near misses must be reported on the standard County Council Incident Reporting Form (IRF 96). Violent incidents and verbal abuse must be reported on the standard County Council Incident Report (IRF96) Form.
- “Near Misses” must also be reported. These are incidents that occur but where no injury or damage is sustained but could, potentially, have been serious incidents. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.
- The Headteacher must ensure that they have seen each IRF(96) before they are sent to Shire Hall. A copy should be kept at the establishment and either centrally filed or held on the personal file of a staff member or pupil/child. NB Faulty systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.
- The Headteacher must investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect.
- All deaths and major injuries must be reported immediately to the Health and Safety Team by telephone on 01223 699123.
- The IRF96 must be completed and sent to the Health & Safety Team for absences through accident for periods of 7 days or more (including W/E’s and holidays) or when a non-employee attends hospital following an accident whilst at work. Please refer to the IRF96 guidance for full details of reportable incidents. Full guidance and copies of the form are located on the Education Portal (Resource id 3904).

2. Asbestos

[The Head is responsible for Asbestos, location of asbestos survey, arrangements to ensure contractors and others such as site supervisors etc. have sight of survey prior to starting any work on the premises, instruction to staff not to drill or affix anything to walls without first obtaining approval from premises manager/checking manual, how staff should report damage to asbestos materials]

3. Contractors

[Contractors are selected by 'Strictly Education' (Property Manager / advisor) who make all appropriate checks including reference to the County Council 5C system]

4. Curriculum Safety [including out of school learning activity/study support]

[Requirements for EVC to undertake suitable (written) risk assessments prior to commencing hazardous activities, ensure that health & safety is written into the lesson scheme of work, specification of staff qualification requirements to teach certain activities, refer to any health and safety publications adopted by the school which staff must be familiar with e.g. "Safety in PE"]

5. Drugs & Medications

[Parental requests for medicines to be administered, special staff training requirements, storage arrangements, recording administration, the schools policy should be repeated in school prospectus / staff handbook]

6. Electrical Equipment [fixed & portable]

(Pat tests take place annually on all portable electrical equipment. See risk assessments)

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

[The Headteacher is responsible for fire risk assessments / emergency procedures / fire drills + maintenance of fire extinguishers / staff training / testing of fire alarms / calling the fire service]

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

- a The school office
- b. The staff room
- c The dining room
- In the event of a fire alert the Head will evacuate pupils/young people/others* to the designated assembly point on the playground;
- Headteacher/Secretary (or other nominated person) will summon the emergency services as necessary;
- The safe evacuation of persons is an absolute priority.

- Whilst evacuating premises staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors, and windows;
- Fire drills will be undertaken termly, and fire alarm tests weekly and a record kept
- Regular inspections of the premises and grounds should be undertaken each term or more frequently if possible. (A fire check list is available in the Risk Management Handbook.)

8. First Aid

First Aid boxes are located in the staffroom / Class 1 / dining room. 2 boxes are also available for school journeys (group room). Jane Henson is responsible for checking and restocking (termly).

THE FOLLOWING STAFF ARE TRAINED TO FIRST AID AT WORK LEVEL:

(Names)

Jane Henson – Class 2

THE FOLLOWING STAFF HAVE BEEN TRAINED TO EMERGENCY AID LEVEL:

(Names)

Michelle Robinson - Office

The Headteacher to ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

The First Aid Treatment Record Book For Recording Details Of All First Aid Administered Is Kept In: - staff room

9. Medication Policy (see school handbook)

Medicines

Medicines administered at school should be clearly labelled and given to the teacher. They should be administered by a first aider.

If parents wish to administer the medicine during the dinner hour then they may do so, provided that the school has been informed about the visit.

If your child is asthmatic please ensure that school is aware of this. Usually children are encouraged to be responsible for their own inhalers or, preferably, a spare inhaler can be kept in school.

It is **vital** that we have a daytime contact number in case your child is taken ill or has an accident during the day.

If your child happens to be unwell or receives an injury beyond the scope of our First Aid provision we will firstly try and contact you, but in some rare cases it is necessary to seek medical assistance as a priority.

Please inform the school if children contract an infectious disease, as some must be reported.

10. **School Handbook** – *The school handbook contains information about various health and safety issues and is on the school website.*
11. **Glass & Glazing**
All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard
12. **Hazardous Substances**
All hazardous substances are stored in the caretakers shed in a locked metal cupboard.
13. **Health and Safety Advice**
Health & Safety Adviser, Stuart Wood 01223 699122.
14. **Housekeeping, cleaning & waste disposal**
Caretaker to ensure premises are kept clean, to minimise accumulation of rubbish, arrangements for wet floor cleaning to minimise risks of slips, means of disposing of glass and other sharp objects, arrangements for snow shifting, security/location of external waste bins.
15. **Jewellery (see school information booklet)**
Children are not allowed to wear jewellery other than watches or stud earrings. All jewellery must be removed before PE.
16. **Lone Working**
(See lone working policy)
17. **Maintenance / Inspection of Equipment**
PE equipment (inside and outside) checked annually/ Annual PAT testing of all electrical equipment/ fire alarm checked 6 monthly / fire extinguishers checked annually – see property manager termly reports
18. **Monitoring the Policy**
Policy to be monitored by Head / Governing Body Health and safety Committee
19. **Risk Assessments**
Headteacher responsible for ensuring RA are undertaken / reviewed.
20. **School Trips/ Off-Site Activities**
School trips require EVA approval

- 21. Smoking**
Smoking is prohibited on school property.
- 22. Staff Consultation**
Governor H & S meetings termly. Weekly staff meetings allow for updates and concerns to be raised regarding health and safety.
- 23. Staff Health & Safety Training and Development**
Bi annual 'whole staff' training on H & S. See staff Health and Safety training plan.
- 24. Staff Well-being / Stress**
See school policy for stress management
- 25. Supervision [including out of school learning activity/study support]**
*Educational visits to have appropriate ratios (advice from EVA).
Pupils must not be left unattended on the school premises. Adults working with children on a regular basis must have a CRB check. Adults without CRB checks must work alongside staff with a current CRB at all times.*
- 26. Swimming Pool Operating Procedures**
See swimming pool risk assessment
- 27. Vehicles on Site**
Children are not allowed to use the car park unless under strict supervision.
- 28. Violence to Staff / School Security**
School back gate to be locked during the school day. School to be locked outside school hours (access only by code to front door). All incidents of verbal or physical violence to be reported to the head.
- 29. Working at Height**
Only the caretaker should use ladders (if ladder training has taken place – only 6 tread max.)
- 30. Work Experience**
Work experience students must have an induction meeting to cover key H & S issues.