Townley School and Pre-School Policy Front Sheet

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Townley Pre-School



School and

Statement of General Policy on Health, Safety and Wellbeing

Townley School is committed to ensuring the health, safety and wellbeing (HSW) of all staff, pupils and visitors.

The Headteacher, together with the Governing Body aim to achieve this commitment by:

- Providing a healthy and safe school environment;
- Implementing policies, arrangements and procedures to promote effective HSW management;
- Taking a risk-based approach to school hazards so that sensible, realistic and effective control measures can be implemented;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of effective HSW;
- Ensuring the consultation, co-operation and involvement of all with measures that are put in place to protect their HSW;
- Providing adequate information, instruction, training and supervision so that everybody is aware of their HSW responsibilities and the hazards and risks posed by their work/working environment;
- Setting targets to ensure continuous improvement of HSW management;
- Regularly reviewing and auditing performance to identify any potential areas of non-compliance and to promote continuous improvement.

The Headteacher and Governors are accountable for the management of health and safety and for the implementation of the school's health and safety policy in their areas of control.

Staff have a duty to protect themselves and others by working safely, co-operating with the Headteacher and Governors, complying with schools HSW policy, guidance and risk controls, and reporting any HSW issues to the Headteacher.

Townley School and Pre-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 and Pre-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

In order to ensure that health, safety and wellbeing (HSW) issues are dealt with in accordance with this 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

The Governing Body will comply with any HSW directives issued by Cambridgeshire County Council Education Directorate. The Governing Body is responsible for HSW matters at a *local* level. They accept that the delegation of funds from the Education Directorate carries with it some power of control and hence accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which HSW issues are addressed. However, they will inform the Education Directorate of any issue which has significant HSW implications and which cannot be resolved by the Governing Body alone. The Chair of Governors is Sue Rudge. The named governor for HSW in Simon Freeland.

The Governing Body will establish arrangements for ensuring the requirements of this Policy are properly implemented and that the Policy remains effective and fit-for-purpose.

2. Headteacher

Overall responsibility for the day-to-day management of HSW in the school sits with the Headteacher, Maria Higgins. The Headteacher will advise Governors of the areas of HSW which require an allocation of funds. The Headteacher will ensure that:

2.1 there is a system in place for undertaking risk assessments;
2.2 there is a system for monitoring the effectiveness of the HSW arrangements which form this policy;
2.3 there are adequate staffing levels for safe supervision;
2.4 responsibility for school maintenance is clearly defined and delegated;
2.5 equipment meets appropriate safety standards and is maintained, inspected and repaired as required;
2.6 protective clothing/safety equipment is provided where necessary;
2.7 first aid materials and fire equipment is adequate, and maintained;
2.8 the funding of necessary health and safety training for staff;
2.9 the arrangements for securing HSW assistance from a competent source;
2.10 appropriate health and safety information is provided to Governors.
2.11 ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents;
2.12 formulate and review the arrangements for action to be taken in an emergency and ensure

that all involved are informed of the arrangements;

2.13 arrange for termly evacuation drills and weekly fire alarm tests;

2.14 Where necessary advise the Local Authority of any defects which are identified as being unsafe and take local action to minimise the risk until repairs can be arranged;

2.15 arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;

2.16 co-ordinate the termly health and safety inspection, ensuring all areas of the establishment and all activities are covered;

2.17 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.

The Headteacher may choose to delegate to other members of staff any of the duties above. The delegation of duties will not relieve the Headteacher of their accountability and from the overall day-to-day responsibility for HSW within the school

3. Teaching Staff

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site and off site. Class teachers shall:

3.1 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;

3.2 be aware of the school's health and safety policy and any local rules and arrangements;

3.3 ensure that safety instruction is given to all pupils prior to commencing and activity with an element of risk;

3.4 know the location of the nearest firefighting equipment and first aid box, and know the relevant emergency procedures;

3.5 ensure that pupils follow safety rules and that protective equipment is worn where required;

3.6 ensure that all personal protective equipment is suitable and in good condition prior to issue;

3.7 ensure that risks assessments are undertaken within their areas and that control measures are implemented, and assessments are monitored and reviewed

3.8 ensure that all accidents (including near misses) occurring within their area are promptly reported, recorded and investigated where appropriate;

3.9 ensure that all staff within their area are aware of their specific roles in an emergency;

3.10 remove from use and inform the Headteacher of any equipment which has been identified as being unsafe and which is in need of repair/disposal

3.11 ensure that adequate levels of class supervision are available at all times;

3.12 identify specific staff health and safety training needs;

3.13 ensure that all pupils are given the necessary health and safety information and instruction prior to commencing activities which involve risk;

3.14 ensure that good standards of housekeeping are maintained.

4. Site Manager/Caretaker

The Site Manager/Caretaker is responsible to the Headteacher. They shall:

4.1 arrange for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
4.2. take appropriate action when necessary to prevent injury to others on site;
4.3. participate in the termly health and safety inspections;
4.4. identify health and safety training/supervisory needs of site supervisory staff
4.5. ensure that personal protective equipment is suitable for the task, worn when required, worn correctly and in good condition;
4.6. ensure that all staff work in accordance with safe working practices/risk assessments.
4.7. inform the HT of any equipment needed to carry out tasks safely and effectively

5. All Employees - employed, supply and volunteers

All employees must take care of their own health and safety 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 school management and shall:

5.1 participate in the risk assessment process and comply with the control measures;
5.2 report any defects in the condition of the premises or equipment they become aware of;
5.3 report accidents, near misses and defective equipment to management.
5.4 be familiar with the procedure to be followed in the event of a fire or other emergency;
5.5 make use of all necessary personal protective equipment provided for safety or health reasons;
5.6 report any unsafe working practices to the Headteacher.

6. Staff Safety Representatives

Where the Governing Body is notified in writing of the appointment of Staff and/or Union Safety Representatives, the Safety Representative shall have the following functions:

6.1 investigate potential hazards and examine the causes of accidents in the workplace;
6.2 investigate complaints by any employee they represent relating to that employee's health and safety at work;
6.3 make representations to the Headteacher on general matters affecting the health, safety and wellbeing of employees;
6.4 carry out health, safety and welfare inspections;
6.5 attend the health and safety committee meetings;
6.6 work with the management team to promote health, safety and wellbeing.

Please note that the above tasks are voluntary and Safety Representatives are not legally obliged to carry them out.

Townley School

Arrangements for Health, Safety and Wellbeing

The following 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. Incident Reporting, Recording and Investigation

Schools must report incidents, dangerous occurrences, threats/verbal abuse and near misses in accordance with the Cambridgeshire County Council (CCC) Incident Reporting – guidance on what to report document. Some incidents are reportable via the CCC online Incident Reporting Form whilst other (minor) incidents can be logged locally.

Local logs e.g. first aid book records should be kept. Online incident reports will be held electronically on the CCC incident database; hard copies can be printed and held in school if required.

School management must investigate incidents and take remedial steps to avoid the same/similar incidents recurring.

All deaths and major injuries must be reported immediately to the Health, Safety and Wellbeing Team by telephone on 01223 699122 or 715309.

2. Asbestos

Asbestos Guidance

The asbestos survey and associated plans are located in the contractor hazard file which is held in the Red Folder in the Office. Staff should familiarise themselves with the location of asbestos in school; this is also covered during induction.

Staff must not affix anything to walls/ceilings unless authorised to do so as some walls and ceilings may contain asbestos.

Staff must inform the Headteacher immediately of any damaged asbestos.

3. Contractors

Contractor Management Guidance

All contractors must sign in/out of the hazard file. The hazard file contains a register of hazards on site that contractors need to be aware of, site contact details and emergency instruction/information.

4. **Curriculum Safety**

Staff must undertake suitable written risk assessments prior to commencing hazardous activities and ensure that health and safety precautions are written into lesson plans.

The school have access to curriculum safety advice and guidance for science, D&T and art at the following link: http://primary.cleapss.org.uk. Please e-mail the HSW Team if you require the latest login details as these are changed yearly: health.andsafetyteam@cambridgeshire.gov.uk

PE: The guidance in the 'AfPE' booklet 'Safe Practice in Physical Education and School Sport' is used to help identify the measures to control the risks, the guidance issued by the relevant national governing body for any activity is followed to minimise risks to help identify the measures to control the risks, the guidance issued by the relevant national governing body for any activity is followed to minimise risks

5. Drugs and Medication

See separate policy

6. Electrical Equipment

Electricity Guidance

7. Fire

Fire Safety Guidance

8. First Aid

First Aid Guidance

All staff are provided with a copy of the First Aid Policy during induction and sign to indicate that they have read and understood it.

A first aid needs assessment has been undertaken and there are adequate staff who are either EFAW trained (1 day) or FAW trained (3 day).

9. Hazardous Substances

COSHH Guidance

COSHH (Control of Substance Hazardous to Health) risk assessments have been written for all hazardous substances stored on site. Copies of these can be found in the school office.

Staff who use hazardous substances attend COSHH Awareness training which is updated periodically as determined by the Headteacher.

10. Health and Safety Advice

Caoimhe Keenan, Health, Safety and Wellbeing Adviser, Cambridgeshire County Council, Caoimhe.Keenan@cambridgeshire.gov.uk, 01223 715309, 07881 945904

11. Housekeeping, cleaning & waste disposal

The caretaker is responsible for snow shifting. The caretaker cleans the school daily

from 5pm. Teaching staff are responsible for ensuring their classrooms are tidy and organised to enable the caretaker to clean.
Spills must be cleaned up without delay and wet floor signs placed close by to warn other of the danger from slips. Mops and signs can be found in the caretaker's cupboard. Red mops and buckets are for the bathrooms the blue mops are for all other areas. General waste and recycling bins are provided in every classroom, staff and children should be encouraged to use the correct bins, replacement sacks are stored in the staffroom. Trade waste bins are stored in the in store in the car park, all staff have a key to this store.

12. Handling & Lifting

Manual Handling Guidance Staff should not need to lift and carry, where this is necessary to meet the needs of an individual, then full training is provided. There is a risk assessment in Teams for manual handing.

13. Lone Working

The school has a separate policy and risk assessment for lone working. This is available on Teams.

14. Maintenance / Inspection of Equipment

HSW Compliance Monitoring Checklist

15. Personal Protective Equipment (PPE)

PPE is provided free of charge where risk assessment determines to be necessary. For example aprons for nappy changing.

16. Reporting Defects

Hazards and defects should be reported to the caretaker, using the whiteboard in the staffroom. The head teacher should be notified if the situation is dangerous for staff/pupils during the school day.

17. Risk Assessments

Risk Assessment Guidance

Risk Assessments can be found on Teams, special Risk Assessments such as those for pregnant staff are usually written by the Headteacher. Class teachers usually write Risk Assessments for curriculum trips, events with the class teacher. Risk Assessment training is provided for all staff.

18. School Trips/ Off-Site Activities

Evolve Educational Trips Support

CCC Outdoor Education Adviser: Stephen.brown@cambridgeshire.gov.uk

Requirements when planning school trip, who to obtain approval from, when to notify Education Visit Adviser, emergency arrangements, parental authorisation, supervision requirements, first aid provision, name of school visits co-ordinator can be found in the policy for school visits.

19. Staff Health & Safety Training and Development

H&S induction checklist

20. Staff Well-being / Stress

All school staff have access to the Employee Assistance Programme, details are in their induction packs.

21. **Supervision**

Rotas can be found on the staffroom wall.

22. Swimming Pool Operating Procedures

See information on Teams, reviewed annually before the pool opens**.**
CCC Curriculum Adviser: Ian.roberts@cambridgeshire.gov.uk

23. Use of VDU's / Display Screens

DSE Guidance staff who are office based need to complete this risk assessment.

24. Vehicles on Site

Management of Traffic on site guidance
Risk Assessment on Teams

25. Violence to Staff / School Security

Violence and Aggression in schools guidance

26. Working at Height

Working at Height Guidance
No staff should be working at height. Steps are provided for reaching wall displays. Staff should not climb on chairs or tables to change displays.

27. Work Experience

Students on work experience will be discussed with the class teacher on an individual basis and arrangements agreed with the Headteacher and class teacher**.**