



# Petersfield Church of England Primary (Aided) School

## Statement of General Policy on Health, Safety and Welfare

Version	Final 7 <sup>th</sup> Sept 2016
Policy Type	External
Discussed by staff	1 <sup>st</sup> & 2 <sup>nd</sup> Sept 16
Approved by the Headteachers	2 <sup>nd</sup> Sept 16
Adopted by the FGB	6 <sup>th</sup> Sept 16
Next Review	Autumn 2017

Petersfield Church of England Primary 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. Petersfield Church of England Primary School is also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its customers, 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.

The senior management team 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 their line managers.

# Petersfield Church of England Primary 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** *Colin Wilson, Chair of Governors*

The Governing Body will comply with any directions issued by the Children, Families & Adults 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, Families & Adults 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, Families & Adults 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.

### 2. **Headteachers** *Karen Gwynn & Laura Penrose*

Overall responsibility for the day-to-day management of health and safety in the school rests with the Headteachers. As managers of the establishment and of all the activities carried on within it, the Heads 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 Headteachers 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 Regulations,
- 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 premises manager;
- 2.12 The provision of appropriate health and safety information to governors.
- 2.13 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 2.12 Advise Education Property (or other appropriate body) 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;
- 2.13 Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
  - 2.14 Co-ordinate the termly health and safety workplace inspection, ensuring all areas of the establishment and all activities are covered;
  - 2.15 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 Headteachers 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 Headteachers from the overall day-to-day responsibilities for health and safety within the establishment.

### **3. Assistant Headteacher *Tabitha Smith***

The Headteachers will delegate to the Deputy Headteacher, the majority of the duties that are linked with the overall responsibilities of the Head. More specifically the post holder will:-

- 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 Report to the Headteachers any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 3.6 Ensure that all staff members are kept informed of the names and details of those persons appointed to provide competent health and safety assistance;
- 3.7 Oversee all arrangements for educational visits and school journeys.

### **4. Senior Leadership Team**

The Senior Leadership Team are responsible to the Headteachers (via the Deputy Headteacher) for ensuring the application of this policy to all activities undertaken by their department. They will also have responsibilities for ensuring that all relevant parts of the Authority's statement are observed and implemented by all subordinate members of staff in their respective departments. In particular, staff holding such positions of responsibility will:

- 4.1 ensure that risks assessments are undertaken within their sections and that control measures are implemented, and that assessments are monitored and reviewed.
- 4.2 ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned;
- 4.3 ensure that all accidents (including near misses) occurring within their department are promptly reported and recorded using the appropriate forms etc;
- 4.4 ensure that all accidents are investigated with a view to preventing a recurrence;
- 4.5 ensure that all staff within the department are aware of their specific roles in case of fire and/or emergency;
- 4.6 remove from use and inform the Deputy Headteacher of any equipment/appliance which has been identified as being unsafe and which is in need of repair;

- 4.7 ensure that adequate levels of class supervision are available at all times;
- 5 carry out (in conjunction with other members of staff) the bi-annual health and safety checklist within their areas of responsibility and provide a report to the Deputy Headteacher;
- 6 identify specific staff health and safety training needs and inform the Deputy Headteacher accordingly;
- 6.7 consult with all staff on any matters which may affect their health or safety whilst at work;
- 6.8 carry out departmental induction training including any specific information and training that may be necessary because of activities which are peculiar to the department;
- 4.14 ensure that levels of first aid provision remain adequate for the activities being undertaken;
- 4.15 resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to the Deputy Headteacher;
- 4.16 ensure (via subordinate staff) that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk;

## **5. 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, 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 e.g. machinery guards are in good condition and are used;
- 5.8 report any defective equipment to the Headteachers;
- 5.9 investigate all accidents (in conjunction with SLT), which occur through activities organised/supervised by them;
- 5.10 propose for consideration any improvements, which they consider, would improve health or safety standards;
- 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.
- 5.12 Complete the appropriate logging form for any work required to remedy matters of Health and Safety in the Caretakers logging book.

## **6. Caretaker Paul Ferris**

The caretaker is responsible to the Headteachers. 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 action tasks identified as needing attention by staff from the Caretaker logging book.
  - 6.3 taking appropriate action when necessary to prevent injury to others on the site
  - 6.4 who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.;
  - 6.5 participating in the bi-annual health and safety checklist paying particular attention to the building structure, services, access to/egress from the school, main circulation areas etc.;
  - 6.6 ensuring that other site supervisory staff are adequately supervised;
  - 6.6 identifying any particular health and safety training needs of supervisory staff in the group.
  - 6.7 ensuring that staff within the group are not involved in activities outside their limitations;
  - 6.8 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.
  - 6.9 ensuring that all staff work in accordance with safe working practices issued by the school, the LA etc.;
  - 6.10 Complete the appropriate logging form for any work required to remed matters of Health and Safety in the Caretakers logging book.

## **7. Safety Co-ordinators Karen Gwynn and Katie Reid(H & S Governor)**

The Safety Co-ordinator's role is primarily that of facilitator. The Safety Co-ordinator may take on certain functions but the overall responsibility rests with the Head teachers. The core duty is to ensure that there is a management system established for the management of health and safety. The duties include:

- 7.1 Review this policy statement as necessary and ensure that the appropriate amendments are made as and when circumstances change;
- 7.2 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 7.3 Review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 7.4 Ensure the biannual evacuation drills and weekly fire alarm tests etc are completed.
- 7.5 Advise Education Property 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;
- 7.6 Advise for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- 7.7 Co-ordinate the biannual health and safety checklist, ensuring all areas of the establishment and all activities are covered;
- 7.8 Report to the Head/Senior Managers any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;

## **8. 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, e.g. fume cupboards etc.;
- 8.7 follow all relevant codes of safe working practice and local rules;
- 8.8 report any unsafe working practices to the Headteachers .

## **9. Pupils/students [This section should be drawn to attention of all pupils]**

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. Staff Safety Representatives None at present**

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- 10.1 to investigate potential hazards and to examine the causes of accidents in the workplace;
- 10.2 to investigate complaints by any employee he represents relating to that employees health and safety or welfare at work;
- 10.3 to make representations to the Headteacher via the Assistant Headteacher on general matters affecting the health, safety and welfare of employees;
- 10.4 to carry out workplace health, safety and welfare inspections;
- 10.5 to attend any safety committee meetings;
- 10.6 to co-operate with his employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

## **11. Resources Committee**

The Resources Committee meets at least termly. One of 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 Headteachers Karen Gwynn Laura Penrose
- 11.2 Governors See minutes from Resources committee
- 11.3 Health & Safety Co-ordinator Karen Gwynn Katie Reid

The committee will submit and reports and minutes to the Governing Body for their consideration. Matters covered include a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.



## **Petersfield Church of England Primary 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 Headteachers 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 Headteachers 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 699122.
- 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 Learn Together Portal.

#### **1. Asbestos**

Karen Gwynn is responsible for Asbestos, location of asbestos survey is in the office, 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, staff should report damage to asbestos materials.

#### **2. Contractors**

Contractors are selected, arrangements induction of contractors to exchange health and safety information and agree safe working arrangements, risk assessments, frequency

of liaison meetings, Peter McKenny is responsible for monitoring contractors working methods, , liaising with contract supervisor in Property & Estates, referring to the County Council 5Cs system.

### 3. **Curriculum Safety**

It is a requirement for teaching staff to undertake suitable (written) risk assessments prior to commencing hazardous activities, to ensure that health & safety is written into the lesson scheme of work. Staff must be qualified to teach certain activities, and they should be familiar with any health and safety publications adopted by the school.

### 4. **Drugs & Medications**

See separate Medical policy.

### 5. **Electrical Equipment [fixed & portable]**

Annual PAT testing carried out by electrician in the Summer term. Fixed electrical equipment testing due 2018.

### 6. **Fire Precautions & Procedures [and other emergencies incl. bomb threats]**

Headteachers are responsible for the frequency and arrangement of drills, procedures to be followed, maintenance of fire extinguishers annually, staff training, calling the fire service, the fire alarm is tested by Britannia, back to base drill carried out termly.

## **LOCATION OF EMERGENCY PROCEDURE DOCUMENTS**

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. School Office
- b. Every room in room folders including the Headteacher's Office and the Hall

In the event of a fire alert/alarm all teachers will evacuate pupils to the designated assembly point under the direction of the Fire Warden: the headteacher or most senior member of staff present.

- Headteachers (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 in the Risk Management Handbook; (A fire check list is available in the Fire and Risk manual)
- Regular inspections of the premises and grounds should be undertaken each term or more frequently if possible.
- Details of service isolation points (i.e. gas, water, electricity) are located in:

Outside on Hurdleditch Road, opp No.7



- Emergency procedures and the Critical Incident plan for incidents outside normal working hours are held by: The HeadTeachers, Deputy Head and Helen Sutton (Office)
- These procedures will be reviewed at least annually.

## **7. First Aid**

### **THE FOLLOWING STAFF ARE TRAINED TO FIRST AID (including pediatric first aid) AT WORK LEVEL:**

Helen Sutton,  
Jayne Cavanagh  
Sara Sirett  
Anna Squires  
Laura Penrose

### **THE FOLLOWING STAFF HAVE BEEN TRAINED TO EMERGENCY AID LEVEL:**

An up-to-date list of staff trained in Pediatric and emergency is stored on the Single Central Record and includes most staff who are trained at least annually in emergency aid and resuscitation,

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

### **FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:**

The School Office  
The Swimming pool  
Puffins

All classrooms have a First Aid bag

Helen Sutton is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least once termly.

The First Aid Treatment Record Folder For Recording Details Of All First Aid Administered Is Kept In: The school office

Details Of Contact Numbers Of Hospital Accident And Emergency Departments, NHS Direct And Other Medical Services Are Displayed In: The school office and are in the Critical Incident Plan Folders in the Headteachers Office and the Office.

## **8. Medication Policy**

Refer to school medication policy

## **9. Glass & Glazing**

All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard, assessment of premises to establish whether there are areas which are unsuitable for use by children due to glass being of low standard

## **10. Health and Safety Advice**

School has obtained health and safety advice from Health & Safety Adviser, Stuart Wood 01223 699122.

**11. Housekeeping, cleaning & waste disposal**

Premises are cleaned daily, to minimise accumulation of rubbish, sign for wet floor cleaning to minimise risks of slips, glass and other sharp objects disposed of by adults only and put in bin, caretaker to salt area in case of snow/ice, large external waste bins are located away from the building and have a mechanism to prevent movement. Recycling bins are stored behind a gate.

**12. Handling & Lifting**

Arrangements for identification of all activities involving lifting/handling will be dealt with at training given by Stuart Wood.

**13. Jewellery**

Policy on pupils wearing earrings is studs only and should be removed for PE, no other jewellery allowed, only watches.

**14. Lettings/shared use of premises**

See lettings policy

**15. Lone Working**

See Safe working practices/rules for staff who work alone, contact arrangements, risk assessment

**16. Maintenance / Inspection of Equipment**

Ladders and steps to have regular checks by caretaker, kitchen extraction systems inspected by the electrician, PE equipment inspected annually. See inspection schedule produced by Peter McKenny

**17. Monitoring the Policy**

H&S walks termly carried out by Governors and to regularly monitor accident reports/trends, complaints.

**18. Personal Protective Equipment (PPE)**

Is provided for the pool carers. For any new activity, a review of the protective equipment needed is reviewed.

**19. Reporting Defects**

To be reported to Caretaker and Headteachers.

**20. Risk Assessments**

Deputy headteacher responsible for RA.

**21. School Trips/ Off-Site Activities**

Written Permission obtained from parents, risk assessment written and checked put on EVOLVE, first aid provision made, ratios checked.

**22. School Transport**

Organised with reputable company who do appropriate Driver medical examinations, license requirements, authorised drivers.

**23. Smoking**

School is a non-smoking site.

- 24. Staff Consultation**  
Staff informed of new policies and changes.
- 25. Staff Health & Safety Training and Development**  
Ongoing dates to be arranged with Stuart wood – 2016/17.
- 26. Staff Well-being / Stress**  
School and county arrangements in place for supporting staff. Allayance.
- 27. Supervision [including out of school learning activity/study support]**  
Supervision requirements for pupils during curriculum time (e.g. pupils must not be left unattended) and all other times when in care of school, LA agreed ratios for school trips, safeguarding requirements from all adults in school.
- 28. Swimming Pool Operating Procedures**  
Summon assistance in emergency by lanyard system, always have 2 adults in area, what to do if problem identified with pool water quality tested daily, supervision in changing areas, 12 max numbers of swimmers, conditions of hire to outside organisations, first aid provision,
- 29. Use of VDU's / Display Screens**  
Staff to have advice on maximum time to be spent on VDU without break.
- 30. Vehicles on Site**  
No buses to reverse in car park, deliveries organised outside school times.
- 31. Violence to Staff / School Security**  
Site security maintained by keeping doors shut, controlling visitor access, signing in arrangements, identifying staff who are at greater risk of injury, special training requirements, requirement for all staff to report all incidents of verbal & physical violence.
- 32. Working at Height**  
Only ladder trained staff-Laura Penrose and Paul Ferris to use ladders.
- 33. Work Experience**  
Induction given by Deputy Headteacher, all adults in school to undergo safeguarding checks.