



## KENSWORTH PRIMARY SCHOOL

# HEALTH AND SAFETY POLICY

**KPS-005**

This Policy exists to cover the following areas

- a) Preventing accidents and work related ill health.
- b) Compliance with statutory requirements as a minimum.
- c) Assessing and controlling risks from curriculum and non-curriculum work activities.
- d) Providing a safe and healthy working and learning environment.
- e) Ensuring safe working methods and providing safe working equipment.
- f) Providing effective information, instruction and training and supervision.
- g) Consulting with employees and their representatives on health and safety matters.
- h) Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i) Ensuring adequate welfare facilities exist throughout the school.
- j) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- k) Trade Union Safety Representatives play a valuable role and the Governing Body recognises the mutual benefits that will arise from working collaboratively with them.

Agreed by	The Full Governing Body
Signed	x  Anthony Todd (Chair of Governors)
Date	22 June 2017
Next Review Date	May 2018



## **1. STATEMENT OF INTENT**

The Governing Body and Head Teacher of Kensworth Primary School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff (a reference copy is kept in the school office and in the health and safety folder on the shared drive and available on the school website).

This policy statement and the accompanying organisation and arrangements will be reviewed at least on an annual basis.

This policy statement supplements Central Bedfordshire Council's (CBC) Corporate Health and Safety Policy alongside other school policies which may be found via the school office or on the school website.

## **2. ORGANISATION**

As the employer, CBC has overall accountability for Health and Safety in Community and Voluntary Controlled Schools.

At school level, the Head Teacher is responsible for ensuring that health and safety duties are fulfilled and responsibilities have been assigned to staff and governors as detailed below.

### **Responsibilities of the Governing Body**

The Governing Body is responsible for ensuring health and safety management systems are in place and effective. They fulfil a strategic role in health and safety and are not expected to be involved in day to day management of the school.

A Health and Safety Governor [Jonathan Colls] has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety matters and identified actions to the Governing Body.

The Governing body will receive regular reports from the Head Teacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety matters.

Where required the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with. CBC's Health, Safety and Wellbeing Team serve as competent persons for provision of health and safety assistance to Community and Voluntary Controlled schools.



## **Responsibilities of the Head Teacher**

The Head Teacher has overall responsibility for the day to day management of health and safety, including:

- Co-operating with CBC and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to proactively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to CBC any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction, training and supervision.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions.
- Following all CBC, Ofsted and Department for Education requirements which may have impact on health and safety.

Whilst overall responsibility for health and safety cannot be delegated, the Head Teacher may choose to delegate certain tasks to other members of staff. Named responsible people are indicated in the Arrangements section of this policy.

## **Responsibilities of other staff holding posts of special responsibility**

Where the Head Teacher delegates health and safety responsibilities to named school staff including the Office Manager and Teachers, those staff will:

- Apply the school's health and safety policy to their own department or area of work.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure health and safety risk assessments are in place for the activities for which they are responsible and that identified precautions are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the Head Teacher of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.



- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

### **Responsibility of the Site Agent/Caretaker – Steve Guess**

- making sure the premises are clean & Tidy and that rubbish is collected and taken away,
- storing equipment and supplies safely
- must be aware of and follow at all times the school's fire safety procedures, , Health and Safety procedures and emergency action procedures
- Securing and unlocking site entrances at the start and end of the day
- turning heating and lighting on and off at appropriate times
- carrying out minor repairs such as mending broken windows, changing light bulbs and unblocking drains.
- If there is a major fault, the site agent will request specialist help, such as a plumber or electrician. They will also arrange for other contractors such as builders to come on site when necessary.
- Manage, with assistance from the Office Manager and Headteacher any external contractors working on site by ensuring that:
  - They are clear on what work is being done, the risks involved and any safety precautions
  - That the contractors are monitored and supervised (supervised 100% where they are not DBS cleared)
  - That the asbestos management survey is consulted before any works are permitted that may foreseeably disturb known or suspected asbestos containing materials – or which may disturb areas not inspected as part of surveys.
- Complete daily, weekly and monthly checks as specified in the Site Agent Checklist and advise the Headteacher of any issues.

### **Responsibilities of employees**

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their acts or omissions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.



- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary precautions and personal protective equipment provided for safety or health reasons.

### **Responsibility of Pupils**

Pupils, in accordance with their age, ability and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## **3. ARRANGEMENTS**

In order to fulfil the responsibilities outlined in section 2, the following arrangements are defined for the school.

### **Risk Assessments**

All staff have a responsibility to think about what might cause harm to people and decide whether they are taking reasonable steps to prevent that harm.

Within our school the following Risk Assessments are made and assessed by the staff member conducting the assessment and the Head Teacher:

- General classroom assessments - conducted using the Health and Safety Executive's Classroom checklist (<http://www.hse.gov.uk/risk/classroom-checklist.htm>)
- Curriculum activities – eg science, art, sports [seek guidance from subject sources of help, eg CLEAPSS and AfPE Safe Practice in Physical Education and School Sport, etc]
- General staff / premises / specific activities (See arrangements detailed further in this policy)
- Individual - e.g. for pupils, staff with specific needs, personal emergency evacuation plans, etc

Risk Assessments will also be conducted for ad-hoc situations like school visits and school events.

Risk assessments should:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record your significant findings
- Review your assessment and update if necessary

### **Health and Safety Information and Training**

- H&S is a standing item of the Governing Body Management & Resources committee. The Head Teacher will report H&S incidents, required resources and staff training requirements to the committee.
- H&S is a standing item on staff meeting agendas.



- Staff will report any H&S issues or outcomes of Risk Assessments, including training needs to the Head Teacher.
- Training needs will be reviewed and addressed on an ongoing basis where identified through risk assessments and on policy requirements. Any training conducted or taken will be recorded in the staff training log.
- The Staff Room notice board displays the HSE Law poster and lists details of this and LA Health and Safety policies.
- The Headteacher will ensure new staff, during their induction programme, receive details of the site layout, evacuation routes, general health and safety expectations and areas of responsibility for them and other staff within the school. Suitable training will be identified relevant to their position. The Headteacher will ensure that training is renewed and updated for all staff.

### **Health and Safety Monitoring and Inspections**

- The Headteacher will conduct as a minimum, Termly inspections of the school.
- The nominated Health and Safety governor will conduct a 6 monthly inspection of the school site and report back to the Headteacher and governing body.

The CBC monitoring form, available on the Schools Portal, can be used for such inspections

- The Site Agent will conduct general daily inspections of the school site and more specific inspections as specified in this policy and report any concerns to the Headteacher
- Class Teachers will conduct general daily inspections of their classroom and report any concerns to the Headteacher.

### **Accident Reporting Procedures**

- The school follows the HSE education information sheet: Incident reporting in schools (EDIS1) (<http://www.hse.gov.uk/pubns/edis1.pdf>) to aid incident investigation and to determine what might be reportable to the enforcing authority.
- All members of staff are required to ensure that accidents, incidents and near misses are reported. A record of the accident, incident or near miss should give full details and be passed to the Headteacher.
- The Headteacher will use the Accident Forms and on-line (AssessNET system) reporting procedures for CBC.
- An Accidents Report identifying trends in accidents/incidents are provided to Governors on a termly basis in the management and resources meeting.

### **Asbestos**

The Headteacher is responsible for the CBC Asbestos Log Book, location of the manual, arrangements to ensure contractors have sight of and complete the log book prior to starting any work on the premises, instructions to staff not to drill or affix anything to walls, ceilings etc., without first obtaining approval from the Headteacher. In the Headteachers absence the site agent is suitably trained and are aware of procedures.

### **Behaviour Management/Bullying**

Please see the Behaviour Policy (KPS012)



## **Caretaking and Cleaning**

The Site Agent is responsible at the start and end of the day to ensure the school is clean and tidy and that pathways within the school grounds are safe, especially when snow and ice are present. However, all staff have a responsibility to make sure the school is kept tidy and safe. Equipment and resources are to be safely stored when not in use or set aside for disposal, with the approval of the Headteacher, if no longer required.

## **Contractors**

The Headteacher is responsible for selecting contractors and ensuring they are aware of the school's Health and Safety and Safeguarding policies. All major projects will be submitted via the CBC School Notifiable Projects process (<http://www.centralbedfordshire.gov.uk/schools-portal/management/projects/snps.aspx>). The Site Manager and Office manager will be responsible for liaising with and monitoring contractors whilst on site. Where possible contractors will work at school when there is the least disruption to the normal day-to-day running of the school, ie After school or in holidays. Where this is not possible suitable arrangements will be made and monitored. All staff have a responsibility to report any concerns about contractors or the work they do to the Headteacher.

## **Curriculum Safety**

See CBC guidance Physical Education and Good Practice, Association for Physical Education – [www.afPE.org.uk](http://www.afPE.org.uk), CLEAPSS (Science), DCFS, DATA (Design & Technology).

## **Display Screen Equipment**

Staff who continuously use computer equipment for spells of an hour or more at a time on most of their working days are required to complete a DSE self-assessment checklist. This must then be discussed with the staff member's line manager to ensure that any matters raised are dealt with. (<http://www.hse.gov.uk/pubns/ck1.pdf>) and follow HSE Guidance (<http://www.hse.gov.uk/pubns/indg36.pdf>) to ensure safe and healthy operation.

## **Educational Visits and Journeys**

Ruth McParland is the school educational visits and journeys co-ordinator. Please see our Education Visits Policy (KPS034)

## **Fire Precautions and Emergency Procedures**

Fire Drills are conducted at least termly and offer a variety of emergency scenarios. Details of the drill including the time to evacuate and scenario are recorded in the Drill log in the Fire folder in the office.

Fire Alarm system and emergency lights are serviced by CDS on a 6 monthly basis usually in November/May.

Fire fighting equipment is checked annually by Churches.

These are arranged by the Office Manager. Documents and certificates are held in the Fire Log folder in the office.

Functionality of fire doors and clearance on means of escape are checked by the site agent as part of daily visual checks.

Please see our specific policies:

- KPS006 – Fire and Evacuation Policy
- KPS030 – Emergency Plan



## **First Aid**

Ruth McParland is the medical coordinator and is First Aid at Work (3 day course) & paediatric first aid trained.

All staff receive Level 1 first aid at Work training annually provided by St Johns Ambulance. Pre-school staff complete Paediatric first aid training. All teachers, teaching assistants and midday supervisors are trained in the use of epipens.

First Aid equipment is kept in the cupboard in the staff room and in the school hall. Ruth McParland is responsible for checking the contents on a monthly basis or after an incident and re-stocking when needed.

Please also refer to our Medical Needs policy (KPS008)

## **Food Safety & Catering**

School dinners are supplied by Hobbs Catering (<http://www.hobbsschoolcatering.co.uk/>) offsite and brought in to school daily for serving. The school heated serving equipment is checked as part of our portable appliance testing process.

## **Grounds Maintenance**

We use Village Garden Services for Grounds Maintenance who bring their own equipment. The team reports to the office on arrival before commencing work. The frequency of their visits depends on the time of year but is usually 1 or 2 times a month.

## **Hazardous Substances**

The site manager is responsible for managing hazardous substances on the premises. They should be familiar with COSHH and be trained as such. Their responsibilities include; logging substances in an inventory, storing them safely and securely, making sure they are necessary, used in accordance with their instructions and for the purpose they were intended and that they are disposed of correctly.

All Staff should be aware of the dangers of body fluid spills and ensure that they are cleaned and disposed of safely. Teachers should also consider any hazardous substances produced by work processes, for example wood dust, when planning their classes and act accordingly to ensure the safe cleaning and disposal.

## **Inclusion**

See SEND Policy (KPS028), Equal Opportunities Policy (KPS016)

## **Legionella**

The Head Teacher is responsible for the management of the water system and asks the Site Agent to conduct regular temperature checks, flushing and monitoring in accordance with COSHH regulations. They should be suitably trained. The water system is checked every two years by SwiftClean, a qualified assessor. The office manager arranges the inspections.

For more information see HSE (<http://www.hse.gov.uk/legionnaires/index.htm>)



### **Lettings/shared use of premises/use of Premises Outside School Hours**

The school is not currently used out of hours by any external organisations or groups. The PTA and local church do use the facilities occasionally but we ensure a member of staff or governing body being are present.

### **Lone Working**

Permission to work alone should first be obtained from the Headteacher. Staff who do work alone or find themselves working alone should on each occasion make sure that another member of staff or family/friend are aware of their location and the estimated time of their arrival home or to their agreed destination. Staff working alone should not conduct or attempt to conduct any activity that may put them at risk of injury – proposed activities should be discussed with the Headteacher and a specific risk assessment carried out if necessary. Any staff working alone on school premises must be confident in making the site secure when leaving and have readily available the contact details of the Headteacher, Site Manager & Office Manager.

### **Managing Medicines & Drugs**

Please see separate policy (KPS008).

### **Maintenance and Inspection of Equipment**

Gym and Outdoor fixed PE equipment is inspected annually by Sportsafe UK.

Fixed Electrical Equipment is inspected every 5 years by Quantec.

Portable Electrical Equipment is inspected annually by RSG.

Security Alarm is inspected 6 monthly by South East Security.

Gas services and equipment are inspected annually by SDG.

The above inspections are organised by the Office manager.

The Site agent inspects outside play equipment on a weekly basis and reports any issues to the Headteacher. A weekly checklist highlighting any exceptions will be signed.

All staff will conduct pre-use visual checks on equipment and have a responsibility to report any equipment they believe to be in poor or unsafe condition and are empowered to take it out of use until the situation has been reported to the Headteacher. The Headteacher will resolve and advised the governing body via the HeadTeacher report.

A general site inspection will be completed on a termly basis by members of the governing body. This will include looking at the first aid log and fire log. The governors will report back to the full governing body at the Management & Resources meeting.

### **Manual Handling and Lifting**

All staff must assess the risks when performing tasks involving heavy or awkward objects or doing repetitive tasks. For example picking something up from the floor, putting it on a shelf above shoulder level or any twisting, bending, stretching or other awkward posture you may adopt while doing a task.

The school will:

- Avoid hazardous manual handling operations so far as is reasonably practicable, by redesigning the task to avoid moving the load or by automating or mechanising the process.



- Make a suitable and sufficient assessment of the risk of injury from any hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury from those operations so far as is reasonably practicable. Where possible, provide mechanical assistance, for example, a sack trolley or hoist. Where this is not reasonably practicable then explore changes to the task, the load and the working environment.

See Appendix A: Manual Handling guide and Risk Assessment

For cases where People handling is required staff will follow our Physical Intervention/Restraint of Pupils Policy (KPS004)

### **Personal Protection Equipment (PPE)**

Where PPE equipment is required as a result of a risk Assessment or whilst working with a hazardous substances requiring protection (cleaning or science experiments) PPE must be worn in accordance with the supplied instructions. PPE equipment is to be purchased via the Office Manager who uses a reputable supplier and makes sure that any equipment is fit for purpose.

### **Personal Safety and risks from violence and aggression.**

All staff are asked to report any issues concerning aggressions, physical or verbal, towards them immediately to the Head teacher. They must ensure their own safety by removing themselves from the situation as soon as safely possible. In the case of aggressions made by a pupil, the schools Physical Intervention & Restraint of Pupils Policy (KPS004) and Behaviour Policy (KPS012) must be followed.

All staff wishing to make a complaint should following the Schools Complaints Policy (KP023)

### **Site Maintenance & Security**

All staff have a responsibility to report any issues or concerns with the school buildings to the Headteacher. This includes but not limited to the upkeep and maintenance of school buildings, equipment, safety signage, perimeter and security. All visitors and contractors are directed to reception where they must sign in, obtain a visitor badge and confirm receipt of our Visitor leaflet including safeguarding and health and safety information.

### **Smoking**

No smoking is permitted in the school or on the school grounds. We promote a healthy lifestyle and ask parents and visitors not to smoke near the school.

### **Vehicles**

The school car park is for staff and pre-arranged school visitors only. The gates will be closed during school hours. Parents who have to drop and pick up their children by car are encouraged to use the village hall car park or if space, on Clayhall Road.

### **Visitors**

All visitors are asked to sign the visitor book, wear a visitor badge and asked to read the school Safeguarding and Safety leaflet before entering the school.



## Wellbeing and health

The Headteacher and Governors value all staff and encourage open discussions between staff to better understand that the demands of the job that have an adverse effect on their health in the form of stress for example. Any issues may be discussed through regular one to one sessions and appraisals or through an open door policy.

Staff have access to Occupational Health services through the School' HR provider, Luton Borough Council.

The school will use the HSE six Management Standards that cover the primary sources of stress at work:

- Demands – this includes issues such as workload, work patterns and the work environment.
- Control – how much say the person has in the way they do their work.
- Support – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.
- Relationships – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.
- Role – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.
- Change – how organisational change (large or small) is managed and communicated in the organisation.

See HSE guidance for more details: <http://www.hse.gov.uk/stress/>

## Work Experience

The placement organiser, the LA (as the employer) and Kensworth school all have responsibilities to ensure the health and safety any work experience placements. Extra care should be taken when analysing the risk of any activities the young person undertaking work experience is doing within the school. The Headteacher will ensure that we consider extra risk due to:

- Lack of experience
- Being unaware of existing or potential risks
- Lack of maturity.

## Working at Height

'Work at height' means work in any place where, if there were no precautions in place, a person could fall any distance liable to cause personal injury.

All staff, especially the site manager should be aware of the safety requirements when working at height. Where necessary they should be suitably trained and request the correct equipments in order to carry out the task correctly.

Before working at height work through these simple steps:

- avoid work at height where it's reasonably practicable to do so
- where work at height cannot be easily avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment



- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated

Please appendix B: Working at Height guide and Risk Assessment.

For HSE guidance please see <http://www.hse.gov.uk/toolbox/height.htm>

#### **4. MONITORING / EVALUATION**

The policy will be monitored and evaluated as part of a rolling programme at staff meetings. It will also be reviewed annually by the governors, unless new legislation or an incident occurs which requires an immediate review of the policy.