

Ocker Hill Infant and Nursery School  
HEALTH AND SAFETY POLICY

Introduction	
Name of School	Ocker Hill Infant and Nursery School
Date of Policy	September 2018
Co-ordinator	Heidi Faulkner
Policy Consultation	Full Governing Body
Review date	September 2019

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### **Health and Safety Policy Statement**

We recognise the importance of ensuring the health, safety and welfare of our staff and students and fully accept our obligations to both employees and others who may be affected by our activities at Ocker Hill Infant and Nursery School

To meet these obligations we will:

- Ensure that health and safety is embedded into all our activities and that effective health and safety management systems are in place
- Ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work related ill health
- Consult our employees on matters affecting their health and safety
- Promote a positive health and safety culture where employees and their representatives are able to raise health and safety issues and are empowered to work safely
- Provide information, instruction and supervision for employees to enable them to do their work safely
- Ensure all employees are competent to do their tasks, and are given adequate training
- Provide and maintain safe plant & equipment and ensure that substances are handled and used safely
- Provide an environment in which staff can work without fear of violence, intimidation or threats; and
- Regularly review our health & safety performance by monitoring and auditing.

We are committed to continuous improvement in health & safety and will develop policies, systems and procedures to achieve this aim. We are also committed to providing a safe and healthy environment for staff and pupils; this will be achieved by;

- Effective leadership by governors, the head teacher and senior staff
- Participation of all employees; and
- Open and responsive communication

The successful implementation of this policy requires total commitment at all levels. Every employee will be made aware of this statement; copies will be displayed on health and safety notice boards and it will be available on the website. It will be monitored and reviewed regularly and, if necessary, revised in the light of legal or organisational changes.

It is only by securing a total commitment to health, safety and welfare matters from those who work for, or on behalf of Ocker Hill Infant and Nursery School that the high standards we set ourselves will be achieved.

Signed: .....

Date: .....

Chair of Governors / Management Board

Signed: .....

Date: .....

Head Teacher

## **Organisation / responsibilities**

This section of the health and safety policy sets out lines of communication and how duties are delegated and tasks allocated. It includes an outline of the roles of the governors, head teacher and senior leadership team along with more specialist roles such as Educational Visits Co-ordinator and school business manager, site manager. It also details the role of competent advisors at Health and Safety Support team SIPS Education.

## **Responsibilities**

### **Governing Body**

The Governing Body will require paid officers within the school management structure to comply with the schools safety management system and be aware of their responsibilities.

- Show a commitment to health and safety within Ocker Hill Infant and Nursery School by signing the health and safety statement of intent
- Carry out health and safety self audits (including scrutiny of policies, training records, risk assessments etc) and walkabout inspections of Ocker Hill Infant and Nursery School
- Monitor accident and aggressive incidents to identify issues/trends and out in place measures to reduce the number of incidents
- Health, safety and welfare will be a standing agenda item on the Agenda at all Governing Body Committee meetings. The Governing body will consider the health, safety and welfare agenda items which are issued by Governance Services on a termly basis

### **Head Teacher**

The head teacher will

- Establish health and safety objectives and develop plans to achieve them
- Ensure that appropriate resources are available to meet health and safety objectives
- Ensure that detailed arrangements and procedures to protect the health and safety of staff, pupils and others are in place
- Ensure that suitable risk assessments and controls are in place
- Promote a positive health and safety culture and lead by example
- Ensure that there is effective health and safety communication and consultation with staff
- Presume the role of Premise Manager
- Monitor and review health and safety performance

- Monitor accident and aggressive incidents to identify issues/trends and put in place measures to reduce the number of incidents
- Seek professional advice as necessary

### **Deputy Head Teacher**

- Support the head teacher and carry out the duties detailed above in their absence
- Develop and implement arrangements and procedures to protect the health and safety of staff, pupils and others
- Undertake risk assessments as appropriate and ensure that suitable controls are in place
- Put forward suggestions to improve health and safety controls to the head teacher
- Take an active role in the Health and Safety Executive Group

### **Educational Visits Co-ordinator**

Our trained Educational Visits Co-ordinator (EVC) will ensure they follow the procedure for off site activities. Their responsibilities include:

- Supporting the head teacher and governing body with approval decisions for off site visits
- Informing the head teacher and governing body of all non-routine visits
- Ensuring staff involved in educational visits are aware of their responsibilities regarding the off site visits policy and have ready access to it
- Ensuring the competence of staff and volunteers to lead or otherwise supervise a visit
- Ensuring that emergency arrangements are in place and emergency contacts are known for each visit

### **Site Manager**

The Site Manager will:

- Ensure that statutory testing of plant and equipment is carried out at the required intervals by competent contractors/persons
- Ensure that the fire logbook is completed and kept up to date
- Carry out regular water temperature checks and other measures to control water safety
- Carry out regular visual checks of any asbestos containing materials

- Carry out regular site inspections
- Deal with contractors on a day to day basis
- Ensure the building is secured at night
- Support Head teacher with Emergency Planning
- Produce a half termly report upon issues related to the site
- Take an active role in the Health and Safety Executive Group

### **Office Manager**

The Office Manager will:

- Ensure that funds are available to carry out actions identified in the schools health and safety action plan
- Support Head teacher with Emergency Planning
- Take an active role in the Health and Safety Executive Group

### **All Employees**

All employees will ensure that they:

- Take reasonable care of themselves – this includes having a tidy and safe working area
- Do not put their colleagues at risk
- Co-operate with their manager on health and safety matters – including attending any health and safety training appropriate to their role
- Follow/adhere to safe working procedures – including following risk assessments and using any safety equipment or personal protective equipment provided
- Follow all verbal and written instructions they are given regarding safe working
- Do not interfere with or misuse anything provided for health and safety purposes (guards on machines, signs on walls etc) and
- Inform their manager about any health and safety problems or loss/damage to safety equipment

In addition they should :

- Report any accident, incident, or near miss to their manager immediately; and
- Not carry out any work unless they are competent to do so-this is particularly important when dealing with dangerous equipment or hazardous chemicals

## **Organisation –Health and Safety Management System**

This section of the policy explains the schools health and safety management system

### **Policy Development**

Ocker Hill Infant and Nursery School, we will keep our health and safety policy including organisation/responsibilities and arrangements under regular review to ensure they remain current and effective

All local policies and procedures, and revisions to them will be authorised by the head teacher and governing body and will be dated to help ensure effective document control. Outdated documents will be removed from general circulation.

### **Cooperation, consultation and communication**

We will consult with staff and appropriate trade unions representatives in the development and monitoring of our health and safety systems, policies, procedures and risk assessments.

- To ensure that health, safety and welfare is considered at a local level the Governing body has decided that school health, safety and welfare matters be dealt with by the School Safety committee/Health and Safety Committee of the governing body.

Our policies, procedures and assessments will be made available to staff via training, wide access to policies, staff briefing weekly and half termly reports.

### **Competent Advice**

Key health and safety competencies required within the school will be determined by use of a training analysis, see appendix one. In addition competent, trained school staff will receive expert, guidance and advice from the Health and Safety Support Unit at SIPS Education.

### **Planning and Prioritising**

We will ensure that health and safety is embedded into all our activities and that effective health and safety management systems, including a health and safety plan.

Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes, allocation of resources and assignment of tasks

We will ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work related ill health.

### **Measuring health and safety performance**

We will undertake a range of active and reactive monitoring of our health and safety performance.

- Active monitoring- will include regular inspections of the workplace/self-auditing by the governors and senior management team to ensure our premises and systems of work are safe
- Reactive monitoring – will include regular reviews of our accident, near misses, aggressive incidents and hazard reports by the governors and senior management team to ensure appropriate remedial action is taken to help prevent recurrence

### **Auditing/inspecting health and safety performance**

- As part of our active monitoring we will carry out regular health and safety inspections/self-audits in accordance with our health and safety plan
- We complete Fire Safety audits and Health and Safety audits through SIPS education.
- We complete the Asbestos Management Report twice a year.
- All staff complete the In Line Of Fire training yearly.
- Level 1 and Level 2 Fire Risk Assessments are completed annually.

### **Reviewing health and safety performance**

- Our health and safety performance, including progress on our health and safety plan, active and reactive monitoring outcomes and any policy or procedure reviews will be evaluated each term by our senior management and Governing body

## Arrangements for Health, Safety and Welfare

### Accidents and Aggressive Incidents

- All staff are made aware of the need to report and record all accidents and aggressive incidents as part of their induction
- Any incident subject to RIDDOR (i.e. fatality, major injury, over 7 day injury, hospitalised public and specified diseases/dangerous occurrences) will be reported to the HSE via the on line reporting system apart from fatalities and specified injuries **only** which must be reported by calling the Incident Contact Centre on 0845 300 9923. The Health and Safety Representative from SIPS is responsible for reporting all incidents subject to RIDDOR
  - Other non –RIDDOR incidents will also be recorded locally
  - For every accident, where appropriate the Head Teacher or someone nominated by the Head Teacher will carry out an investigation
  - Assistance in incident investigation may be requested from the Health and Safety Support Unit
  - Accident and aggressive incidents will be monitored and reported to the governing body each term in order to identify issues/trends and out in place measures to reduce the number of incidents

## Asbestos Management

- The head teacher / premises manager is responsible for the management of asbestos on the school site and has a legal duty to prevent exposure to staff, pupils and contractors etc to asbestos
- An asbestos management survey has been carried out by a competent asbestos surveyor and an asbestos register is in place showing the location of known asbestos containing materials (ACM's) Areas that were not surveyed are presumed to contain ACM and managed accordingly
- The survey/register is reviewed annually to ensure that it has been kept up to date (e.g. when ACM's have been removed)
- A risk assessment has been carried out and an asbestos management plan has been produced. (Asbestos Log Book)
- Before contractors / staff are allowed to work on our buildings, they are made aware of any ACM's they could potentially disturb and the precautions they should follow. All liaison/sharing of information is via the Site Manager.
- Site Manager has been nominated to manage ACM's on site and has attended training on the management of asbestos
- A refurbishment/demolition survey will be carried out prior to any major work e.g. extensive refurbishment or demolition, to identify any hidden or inaccessible ACMs
- If ACMs are accidentally damaged we will: evacuate the area immediately; arrange for an air test to determine the level of asbestos contamination; ensure a licensed contractor carries out a thorough environmental clean of the area and removes or seals the damaged ACMs as appropriate; and, arrange for further air tests after cleaning to prove the area is safe for reoccupation.

## **Contractors and Service Providers**

For the purpose of this section, the term 'contractor' includes anyone who is carrying out repairs, maintenance and improvements at the establishment

- The Head Teacher/Premise Manager has a responsibility to ensure that contractors on site do not endanger the health, safety and welfare of employees, visitors, service users and the public.
- Where we commission work ourselves we will ensure that appropriate health and safety checks on the contractors take place. This includes checks on policies, method statements and monitoring of performance, including supervision arrangements on site.
- Before contractors are allowed to start on site, they must submit risk assessments and method statements for all works they will carry out. The Head Teacher/ Premise Manager will inform the contractor of any local hazards, which may present a risk to the contractor whilst on site
- Contractors must ensure that they share all relevant information with any sub-contractors they use.

## **Control of Substances Hazardous to Health (COSHH)**

- Wherever possible we will use non-hazardous products in school
- All hazardous substances used in the school will have a COSHH assessment undertaken before they are brought into use. No substance will be used until the appropriate assessment has been undertaken.
- All hazardous substances will be stored appropriately and securely when not in use
- Staff will be informed how to use products safely and will receive training if appropriate
- Appropriate personal protective equipment (PPE) will be provided and if the assessment indicates PPE is required, staff must use it

## Fire Procedures

- The school will ensure that a fire risk assessment is carried out on the premise by a suitably trained competent person
- Any actions identified by the fire risk assessment will be addressed by an appropriate action plan
- The assessment will be reviewed on a regular basis
- Personal emergency evacuation plans (PEEPs) will be carried out for any staff or pupils requiring one due to disability or ill health
- Firefighting equipment, fire alarm systems, emergency lighting and fire notices will be provided in accordance with the fire risk assessment
- All checks identified by the fire risk assessment will be recorded in a Fire Log Book. In particular there will be a weekly test of the fire alarm system and all firefighting equipment will be checked annually by a competent person
- A fire evacuation plan will be produced and appropriate staff will be appointed and suitably briefed to act as fire marshals
- Fire safety drills will take place at least once a term
- All staff will receive training in the action to be taken in the event of a fire, and periodic refreshers on the fire and bomb alert procedures and general fire precaution
- Pupils will be briefed on the evacuation procedure at the start of the school year
- Contractors will be given information on what to do in case of fire and staff will assist visitors to exit our premises should an emergency arise

## **First Aid Arrangements**

- We will complete a risk assessment to determine our first aid requirements (training and equipment). Assessments will be reviewed regularly and following any serious incident
- Assessments will ensure that we have enough trained staff available to cover offsite visits and other activities
- The head teacher will ensure that all first aiders are suitably trained and that their certification is up to date
- First aiders will complete relevant documentation (e.g. incident report form, first aid record) following any first aid treatment given
- First aiders will ensure that the first aid boxes are appropriately stocked (as per the contents list in the box) and that the contents are in date. They will also ensure that the boxes are stored appropriately
- Appropriate signs will be prominently displayed around the school giving details of first aiders and the location of first aid boxes
- All staff will make themselves familiar with the details of their nearest first aider(s) and the location of first aid boxes. They must also be aware of emergency procedures and the requirement to report all incidents.

## **General Workplace Safety**

- Robust housekeeping is essential in assisting to reduce the likelihood of accidents resulting in slips, trips and falls, the most common cause of accidents in the workplace
- All members of staff are responsible for ensuring that their work area is kept orderly with equipment stored away in an appropriate manner to ensure general traffic routes and access to and egress from the workplace are kept free from obstructions at all times
- All spillages must be cleared up immediately to reduce the risk of slip accidents. Materials to assist staff in this area are stored in Nursery and Reception Classes and in KS1 art areas.
- In the Dining Hall there are wet and dry mops to clean up spillages. Cones are used to close off the area until it is safe to walk on.
- Training in dealing with bodily fluid spillages is provided for all staff who are expected to clean up such spillages in the absence of the site manager

## **Legionella (water safety)**

- A legionella risk assessment has been carried out by a competent, suitably qualified contractor and will be reviewed regularly
- Any remedial work identified by the risk assessments will be addressed
- We have a written scheme to manage the risk from legionella which includes the following controls:
  - Weekly flushing of little used outlets by the Site Manager
  - Monthly temperature checks by the Site Manager/HERTEL
  - Annual water sampling by HERTEL

## **Manual Handling**

- Wherever reasonably practicable, we will avoid the need for hazardous manual handling
- Where hazardous manual handling tasks can't be avoided, we will undertake an assessment of the risk of injury
- The school maintains a register of routine manual handling activities which cannot be avoided, including very low risk activities which are not required to be formally assessed, and specific assessments for those which pose a higher risk to the individual involved.
- All staff should familiarise themselves with this register and act in accordance with the findings of assessments. Where staff may be involved in a non-routine activity and assessment must first be made, particular to the individual(s) involved, to ensure that the appropriate control measures can be implemented
- All staff must employ the principles of safe manual handling techniques and act in accordance with the guidance given through training and instruction provided by the school
- Additional targeted training will be provided to any member of staff involved in the manual handling of children.
- Manual handling risk assessments are undertaken in the school by the Headteacher/Sit Manager. Assistance and advice in undertaking manual handling risk assessments can be provided by SIPS

## **Off site / out of hours activities**

- All offsite/out of hours activities undertaken by the school are conducted in line with the requirements outlined in Sandwell's' Offsite / Out of Hours Educational Activities Policy and accompanying procedures.
- The school has appointed an Educational Visits Co-ordinator, whose role is to act as the liaison with and provide assistance to the Group Leader(s) and to link with Sandwell MBC Educational Visits Advisers to ensure all requirements of the policy are met.

## **Portable and Transportable Electrical Equipment**

- All electrical equipment will be properly maintained
- Risk assessment will identify the frequency that equipment should be electrically tested. Testing will be carried out by a competent person and records kept
- All members of staff are encouraged to visually inspect electrical equipment prior to use for any obvious signs of damage. Any defects should be reported to Site Manager
- Any item failing an inspection/test should be taken out of service immediately and until such time as it can be repaired and retested, or a decision is made to scrap the item
- Second hand or acquired electrical equipment, or employees/visitors own equipment, may not be used within the school until it has been inspected and tested

## **Premise Management**

- The schools premise manager is Head teacher. The school has nominated the Site Manager as deputy premise manager to assist the Head Teacher in fulfilling the responsibilities of the role of Premise manager including maintaining an up to date premise log book.
- The premise log includes information on insert /delete as appropriate details of all examination, maintenance and service arrangements for plant and equipment within the building, and records of specific safety checks including those for gas appliances, legionella, water hygiene, glass and safety glazing, lifting equipment, P.E. and play equipment.

## **Protective Clothing and Equipment**

- Protective clothing and equipment (PPE) will only be provided when an assessed risk cannot be eliminated or controlled by some better means or where it is required by legislation
- Employees who are required to use PPE will be provided with appropriate information, instruction and training on its use and care
- Records will be kept of equipment issued, and to whom

## **Security and Lone Working**

- This establishment is committed to creating a secure and safe environment for all pupils, staff and visitors to the school. A security risk assessment is carried out for the site which considers, for example, external fencing, controlled access to the establishment building and security of the building overnight and during the establishment holidays.
- Any concerns over security or suspicious behaviour of individuals on/ around the establishment site should be brought to the attention of the Head Teacher or other member of the senior management team in their absence.
- All visitors arriving at school must follow the signing in and out procedure
- The School has a Risk Assessment related to Lone Working.

## **Stress and Occupational Health Services**

- School has a Stress Policy and staff receive training from SIPS.
- Stress risk assessments are undertaken by the Head teacher
- Any concerns which staff have, should be brought to the attention of your line manager as soon as possible
- Staff have free access to the Sandwell counselling service.
- Staff should familiarize themselves with the contents of the school stress policy which is located in the Staffroom

### **Vehicle movements on site**

- We will carry out a risk assessment of vehicle movements on site and the vehicle/pedestrian interface. Assessments will also cover school events and maintenance activities where vehicles may need to access vehicle restricted areas.
  - The use of separate pedestrian / vehicular access gates
  - The school gates will be closed to prevent vehicle access between the following times of day, in order to assist in minimising the likelihood of accidents  
8.30 -3.30

### **Violence and Aggression**

- We will ensure that risk assessments and suitable controls are in place to cover any circumstances where staff may be subject to aggressive incidents
- All employees are required to report all incidents of violence and aggression. This may include actual, attempted or threatened physical violence, verbal abuse, racial abuse or verbal abuse of a sexual nature.

### **Training**

- We will ensure that all staff, including temporary and agency staff, are competent and given appropriate health and safety training to undertake their role safely and carry out duties assigned to them
- All staff will receive a health and safety induction when they first start working at the school and further training requirements will be identified with reference to the training matrix at appendix one.

## **Appendix One**

### **Health and Safety Training Requirements for School Based Staff**

Once staff have been designated with responsibility, they must receive appropriate training to enable them to discharge their duties competently.

#### **Induction**

The following basic training should form part of the induction training for all new members of staff:

- The School's Health and Safety Policy
- Any statutory requirements with regards to health, safety and welfare
- The major hazards which exist within the school (location of any asbestos for example)
- Risk Assessment procedures
- Safe working methods and accident prevention procedures
- Fire and Emergency procedures
- First Aid arrangements

The following table is indicative of the training requirements for different categories of employee within the school, and is not exhaustive. A suitable and sufficient risk assessment will also indicate the type and level of training required.

All training courses mentioned below are available through Health and Safety Support Unit at SIPs Education

<b>Course Name</b>	<b>Category of Employee</b>	<b>Course Duration</b>
CIEH Level 3 Health & Safety in the Workplace	Essential learning for Head Teachers & Premise Managers	3 days
Asbestos awareness	Essential learning for Head Teachers & Premise Managers	Half day
Fire Safety Management	Essential learning for Head Teachers & Premise Managers	2 days
Safety Awareness for Premise Managers	Essential learning for Head Teachers & Premise Managers	1 day
Supervising Health and Safety	Recommended for members of the senior leadership team	1 day
Stress & Workplace Violence Awareness	Recommended for members of the senior leadership team	Half day
General Risk Assessment	Aimed at a wider staff audience, role specific	1 day
Practical/Principles of Manual Handling	Aimed at a wider staff audience, role specific	Half day
Principles of CoSHH Risk Assessment	Aimed at a wider staff audience, role specific	Half day
Visual Electrical Equipment Testing	Aimed at a wider staff audience, role specific	Half day
DSE Training	Aimed at a wider staff audience, role specific	Half day
Noise Awareness	Aimed at a wider staff audience, role specific	Half day
Incident Investigation	Aimed at a wider staff audience, role specific	Half day
Playground Inspection	Aimed at a wider staff audience, role specific	Half day

For training enquiries, please contact the Health and Safety Support Unit, SIPs Education on 0121 296 3000 ext.8164