



STATEMENT OF INTENT – October 2017

The aim of the safety policy and associated policies/procedures is to provide a safe and healthy working environment for employees, pupils and visitors to the school.

In order to create a strong and positive health and safety culture within the Schools, its safety policy must be more than just a document, it must be an embedded part of the overall management structure and controls. All Governors, staff and pupils will play their part in its implementation.

The Health and Safety at Work Act 1974 imposes a duty of care on employers and employees in the workplace.

The Governing Body will ensure, so far as is reasonable practicable, that employees, pupils and others whose health and safety may be affected by the School's undertaking, are not exposed to unacceptable risks to their health and safety. The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff, pupils and others.

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

The School's objectives will be achieved by:

- *Providing a safe and healthy working and learning environment.*
- *Establishing and promoting a robust health and safety management system within the School.*
- *Preventing accidents and work related ill health.*
- *Compliance with statutory requirements as a minimum.*
- *Assessing and controlling risks from curriculum and non-curriculum work activities through the risk assessment process.*
- *Ensuring safe working methods and providing safe working equipment.*
- *Ensuring roles and responsibilities are understood and communicated.*
- *Providing effective information, instruction and training.*
- *Monitoring and reviewing our systems and prevention measures to ensure they are effective.*
- *Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters (both union and non-union).*
- *Setting targets and objectives to develop a culture of continuous improvement.*
- *Ensuring adequate welfare facilities exist throughout the school.*
- *Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.*

The Governing Body will review this policy statement annually and update, modify or amend it as considered necessary to ensure the health, safety and welfare of employees, pupils and visitors.

ORGANISATION

INTRODUCTION

In order to achieve compliance with the Governing Body's Statement of Intent the school's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

THE GOVERNING BODY

The Governing Body has the responsibility to ensure that:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds and resources are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.

THE HEADTEACHER

The Headteacher supports the Governing Body by ensuring that:

- a) This Policy is communicated adequately to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors
- c) Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Risk assessments of the premises and working practices are undertaken.
- f) Safe systems of work are in place as identified from risk assessments.
- g) Ensure appropriate health and safety notices displayed as identified.
- h) Emergency procedures are in place.
- i) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- j) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- k) Arrangements are in place to monitor premises and performance.
- l) Accidents are investigated and any remedial actions required are taken or requested.
- m) A report to the Governing Body on the health and safety performance of the school is completed annually.



THE SCHOOLS' HEALTH AND SAFETY CO-ORDINATOR (Steve Mead/Jenny Webb)

He/She is responsible for:

- a) Co-ordinating and managing the risk assessment process for the schools.
- b) Co-ordinating the termly general workplace monitoring inspections and performance monitoring process.
- c) Making provision for the inspection and maintenance of work equipment throughout the schools.
- d) Keeping records of all health and safety activities.
- e) Advising the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- g) Carrying out any other functions devolved to him by the Headteacher or Governing Body.
- h) Unsafe conditions being reported and dealt with to agreed timescales.

TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

This includes: Business Manager (Nicki Butler), Site Agent (Jaime Casamian), Laura Jackson (Head of School), Stephanie Meager (SENDCo), Helen Brind (Head of School), Emma Peppiatt (Assistant Headteacher). They must:

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher or the School Health and Safety Co-ordinator.
- c) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- d) Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Headteacher or Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Ensure all accidents are investigated appropriately.



SPECIAL OBLIGATIONS OF CLASS TEACHERS

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to the Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- h) Report all accidents, defects and dangerous occurrences to their Headteacher or Site Manager

SCHOOL HEALTH AND SAFETY REPRESENTATIVES

The Governing Body and Headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or Governing Body.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

OBLIGATIONS OF ALL EMPLOYEES

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- a) Comply with the School's House and Safety Policy and procedures at all times.
- b) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- c) Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- d) Act in accordance with any specific H&S training received.
- e) Report all accidents and near misses in accordance with current procedure. This involves the Central Bedfordshire on-line reporting system which the Headteacher and H&S Co-ordinator are responsible for administering and reporting accordingly.
- f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- g) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- h) Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness.
- j) Know and apply the procedures in respect of fire, first aid and other emergencies.
- k) Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.
- l) use and not willfully misuse, neglect or interfere with things provide for their health and safety.

- m) Use all work equipment and substances in accordance with instruction, training and information received.
- n) All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.
- o) Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are reassigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

PUPILS

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

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

PROCEDURES AND ARRANGEMENTS

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:

ACCIDENT REPORTING, RECORDING AND INVESTIGATION

All staff are required to ensure that all accidents, incidents and near misses are reported to the Headteacher, the school AssessNET administrator is Steve Mead.

The accident book located in the school office should be used for low level accident reporting, such as minor cuts/bumps etc. This should be completed with 48 hours of any accident. Steve Mead should be informed of any incidents. In addition, we also record first aid incidents on a specialist software package which allows us to identify any potential patterns/hazards in school which can be further investigated.

LOCK DOWN

The school has an emergency lock down procedure. This has been communicated to staff and parents. The pupils undertake a drill periodically.

ASBESTOS

All contractors are requested to inspect the asbestos log before commencing work in school which is available on reception. A copy of this document is also available on line via Front-Line systems.

The asbestos log is updated by Central Bedfordshire Council and asbestos surveys are carried out via the Council for any major buildings works as part of the works schedule.



CARETAKING AND CLEANING

Churchill Services are employed to undertake cleaning services within Caddington and cleaning at Slip End School is carried out by the Caretaker and one Cleaner.

The Site Manager/Caretaker are responsible for all statutory reporting such as weekly fire alarm testing, legionella water testing and COSHH records.

All members of Site staff have undertaken H&S training and legionella training. The Site Manager/Caretaker and Site Agent have also undertaken risk assessments, working at height, asbestos and other needs based training.

Staff are provided with personal protective equipment (PPE) when required.

CATERING

Schools meals are currently not provided in house, meals are provided by Hobbs Catering.

The school adheres to the annual gas tight and other H&S testing in the kitchen area. The kitchen area is cleaned and maintained regularly by Hobbs staff and regular intensive cleaning is carried out on INSET days. A kitchen deep clean by an external contractor is carried out when required.

The school is inspected by the LA's Environmental Health Team every two-three years. The most recent inspection was carried out in February 2017 and we were awarded five stars (the highest rating) which is categorised as "very good".

CONTRACTORS

All contractors on site as part of their induction are requested to inspect the asbestos log and H&S procedures prior to commencing work. Contractors are asked for evidence of relevant insurances and certifications. The Site Manager/Business Manager will carry out the induction process ensuring we are aware of any additional needs of contractors etc and procedures in the event of a fire alarm activation.

CURRICULUM SAFETY

Risks assessment for in-school and offsite activities are regularly carried out ensuring the safety of all involved. The school uses Evolve to record risk assessments for residential and off-site trips.



DISPLAY SCREEN EQUIPMENT

Assessments are carried out annually for appropriate staff by the Site Manager/ Caretaker and appropriate action is undertaken to ensure we are meeting the H&S needs of employees.

EDUCATIONAL VISITS AND JOURNEYS

Mr Richard Kingham is the Education Visits Co-ordinator for Caddington and Emma Peppiatt is the Co-ordinator for Slip End. They are responsible for the administration of all school trips. Mr Kingham and Miss Peppiatt have undertaken EVC local authority training. Mrs Butler and the Headteacher are responsible for approving trips, once the EVC staff have undertaken the assessment on line.

ELECTRICAL EQUIPMENT (FIXED AND PORTABLE)

Portable Appliance Testing (PAT) testing is carried out bi-annually by the staff at Caddington and an external contractor at Slip End. Each item is recorded in an inventory.

FIRE PRECAUTIONS AND EMERGENCY PROCEDURES

The Site Manager/Caretaker are the responsible persons and are responsible for reviewing/overseeing the fire risks assessments, emergency plans, fire alarm testing and emergency lighting tests etc. This is completed in conjunction with the Business Manager and Site Agent. Documents are stored in the school office and on the school's computer network, where appropriate. Backup copies are also stored in alternate locations.

FIRST AID

School staff are trained in First Aid at Work, emergency aid and paediatric first aid. Details of trained staff are listed around the schools. The Finance Assistant (Claire Feasey) and Office Manager (Liz Mead) are responsible for ensuring first aid stocks are maintained.

The main first aid box is located in the main reception areas at both schools. In addition, Midday Supervisory Assistants also have first aid bags containing essential supplies.

GROUNDS MAINTENANCE

Currently an external contractor is responsible for grounds maintenance at both schools. Visits take place regularly throughout the year based on the service level agreement. The external contractor is aware of accident reporting and will always sign in and out when on school premises.

HAZARDOUS SUBSTANCES

The school complies with the LA COSHH guidelines and has controls in place to ensure materials are stored and utilised as appropriate. The Site Manager is responsible for this. Documents are stored in the main school office and COSHH forms are reviewed annually.



Staff at risk are issued with PPE to ensure we are meeting their H&S needs, this includes gloves, goggles, face masks, and steel toe capped boots.

INCLUSION

The Headteacher and the SENCo are responsible for ensuring we are meeting the needs of children and making reasonable adjustments, complying with the Equality Duty.

LEGIONELLA

The Site Staff are responsible for ensuring that testing is carried out on a regular basis including system flushing and temperature checks. In addition the Site Manager instructs a bi-annual external legionella risk assessment.

MANAGING MEDICINES AND DRUGS

Claire Feasey is responsible for ensuring that internal processes are appropriate and reviewed as required. This includes annual checking of medications for use by dates and ensuring medicines are correctly stored in school. Records are maintained in the school office and classroom as appropriate.

MAINTENANCE AND INSPECTION OF EQUIPMENT

This includes annual inspection/maintenance reviews including fire alarms, heating systems, gas safety testing and electrical testing etc.

MANUAL HANDLING AND LIFTING

Appropriate staff have been trained in manual handling guidelines. Training is undertaken online when required.

OUTDOOR PLAY EQUIPMENT/PE EQUIPMENT

Annual inspections take place on the above items by an external contractor and any issues addressed. Throughout the year, visual checks are undertaken by the Site staff on regular walkrounds.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Staff are issued the appropriate equipment to ensure we are meeting their H&S needs.

RISK ASSESSMENTS

Risk assessments are undertaken as required and the Headteacher is responsible for ensuring that these are appropriate for need, including health problems and maternity etc as well as curriculum related activities. These documents are reviewed annually or as required.



SECURITY

The Site Manager is responsible for site security. Outside of school hours we have a remote monitoring contract in place for the intruder alarm system. The Site Manager/Caretaker/Site Agent are first and second key holders, responsible for investigating any alarm call-outs outside working hours via the monitoring station. There are also two other key holders in the event of an emergency.

The fire alarm is also monitored outside of school hours by a remote monitoring centre and the Site Manager is the contact in the event of activation, followed by other key holders listed on the alarm register. The remote monitoring company will contact the external key holder service in the first instance on alarm activation and normally they will then attend site and rectify the problem outside of school hours. This negates the need for staff to attend site, unless there are contact problems with the key holding company. However, In the event of a staff alarm call out, staff are advised that they should not enter the building on their own and, under no circumstances, should anyone enter the building if they consider this will put them at risk. Staff should await/contact the emergency services if they have any concerns.

SLIPS, TRIPS AND FALLS

The Site Manager/Caretaker carry out visual inspections of the internal and external grounds whilst carrying out his/her daily duties. Any issues identified by staff are also reported to the Site Manager/Caretaker for action either verbally if urgent or via reporting forms.

SMOKING

In line with current legislation, the school adheres to a strict “*no smoking policy*” in the school building and on school grounds.

STAFF TRAINING AND DEVELOPMENT

As part of staff induction, key policies and procedures are discussed and copies of documents issued. Updates are cascaded to staff at staffing meetings/briefings. Appropriate H&S training is undertaken as required.

VISITORS

All visitors sign in and are issued with information on security and safeguarding. Identification is requested at all times.

Reviewed: October 2017

Review date: October 2018