



Health & Safety Policy

April 2017



George Washington Primary School
Well Bank Road
Washington
NE37 1NL



John F Kennedy Primary School
Station Road
Washington
NE38 7AR

Oak Learning Trust
Health and Safety Policy

1. Policy on Health and Safety at Work

Oak Learning Trust is committed to do all that is reasonably practicable to provide a safe and healthy place of work for all school staff and children. Governors have produced a Health and Safety Policy which applies to all workplaces used by the school.

Oak Learning Trust is also committed to achieving appropriate standard of Health and Safety at Work. The implementation of this Health and Safety Policy is the primary responsibility of Management, including supervisors. School staff have an important part to play in creating and maintaining a safe and healthy environment. They also have a legal responsibility of care for their own health and safety and that of other persons who may be affected by their actions.

Oak Learning Trust will fulfill its responsibilities by taking steps to work in accordance with relevant Health and Safety legislation, Approved Codes of Practice and Good Working practices. This will be achieved by:-

- Seeking at all times to provide safe working procedures, good working conditions and a health working environment
- Ensuring that school staff know of the potential hazards connected with the various activities undertaken by the school and are aware of how to avoid the associated risks
- Providing training and instruction to enable school staff to perform their work safely and efficiently
- Promoting the maximum individual attention and effort on the part of the school staff at all times to avoid and prevent accidents

Oak Learning Trust has produced this Health and Safety Policy Document setting our personal responsibilities and the organisation and arrangements to ensure satisfactory standards of Health and Safety at Work. Copies of the Risk Assessments and Risk Control Procedures are contained in a separate Health and Safety Folder, which is held by the Trust Business Manager and is available for inspection by school staff.

Oak Learning Trust places particular emphasis on the responsibilities of school staff to co-operate fully on Health and Safety matters. It is vital that school staff pay due regard to undertaking all work activities in a way which is safe and does not present risks to their own safety or that of other persons, including the school children.

2. Health and Safety Responsibilities and Authority

2.1 Introduction

The ultimate responsibility for health and safety is vested in the Executive Head Teacher of Oak Learning Trust. The Executive Head Teacher will have the overall responsibility for the implementation of the school's Health and Safety Policy.

Each Manager and Supervisor (referred to in this Safety Policy as Heads of Department) will be responsible for the maintenance of safe and health working conditions in the area, over which she exercises control. She will further be responsible for ensuring that the necessary actions are taken to maintain plant and equipment in a safe and health condition. She is also required to report any circumstances where this cannot be achieved to the Executive Head Teacher without delay.

Every staff member employed has legal responsibilities, which are covered in their health and safety training. All requests, suggestions or complaints concerning matters of health and safety must, in the first instances, be referred to the Executive Head Teacher immediately who will decide the appropriate course of action.

In order to ensure the effective management of health and safety at work, the following specific responsibilities and authorities are allocated.

2.1.1 Executive Head Teacher - Ailsa Taylor

- Overall responsibility for the implementation of the Health and Safety Policy and monitoring its effectiveness
- Liaison with fellow school staff and Enforcing Authorities, as necessary, to ensure that adequate resources are allocated to Health and Safety at Work.
- Ultimate authority for approval of policy, organisation and arrangements.

2.1.2 Trust Business Manager - Joanne Hayden

- To bring the Health and Safety Policy to the notice of school staff within those areas for which she has specific responsibility to ensure that the Policy is kept up to date.
- To monitor safety performance, review the safety organisation, to allocate safety responsibilities and to appoint persons under Regulation 6 of the Management of Health and Safety at Work regulations 1999 (*'Every employer shall ensure that his employees are provided with such health surveillance as is appropriate having regard to the risks to their health and safety which are identified by the assessment'*).
- To liaise with Enforcing Authorities, including, Environmental Health Officers, Fire Prevention Officers and the Health and Safety Consultation.
- To receive reports from the Leadership Team on all matters relevant to Health and Safety at work.
- To keep up to date with legislation as advised by the City of Sunderland Local Authority and Health and Safety Consultant and to ensure that new plant, machinery and processes are in accordance with legal requirements.
- To monitor and audit all necessary records, including records of accidents, maintenance and testing of the Fire Alarm and other statutory record keeping requirements.
- To ensure that employees follow the Health and Safety at Work rules and procedures.
- To identify safety training needs so that training can be provided.
- To ensure adequate standards of housekeeping and correct storage of goods, including highly flammable liquids and other flammable and/or combustible materials.
- To ensure that school staff maintain good health and safety at work standards, including the adequate control of fire risks.

- To ensure that all accidents and first aid treatments are recorded and brought to the notice of the Executive Head Teacher.
- In the event of a fire or Fire Drill, to hold the register of persons present in the section and undertake a role call at the Fire Point and (if appointed) act as a Fire Warden.

2.1.3 School Site Manager

- To devise and implement procedures to ensure safety during maintenance activities.
- To be responsible for the premises building services, air receivers, etc and to ensure that all statutory records are completed and liaise with Engineer Surveyors.
- To act as an appointed Competent Person under Regulation 6 of the Management of Health and Safety at Work Regulations by providing relevant technical information to the Executive Head Teacher.
- To have responsibility for the safety of contractors on site and to ensure that all contractors obey site safety rules.
- To ensure that assessments of all hazards and risks associated with buildings and premises have been undertaken and are adequately recorded - and to ensure that adequate Control Measure are in place.
- To collect all relevant Safety Data sheets for chemicals used in school, up to date master set of Safety Data Sheets and bring any changed information to the notice to the appropriate Heads of Department.
- To evaluate and validate the Risk Assessments undertaken by Heads of Department to ensure that they are adequate
- To ensure the appropriate training is provided and keep a list of the training provided in relation to First Aid, Manual Handling COSHH Regulations, Step Ladders and Fire Wardens, etc.
- To keep essential health and safety reference documents, registers, etc and ensure the display of appropriate safety signs and posters (including fire notices).
- To select appropriate Personal Protective Equipment, First Aid and other safety equipment.
- To act as an appointed Competent Person under Regulation 6 of the Management of the Health and Safety at Work Regulations by providing relevant assistance to Phase Leaders.

2.1.4 Phase Leaders

- To ensure that suitable and sufficient Risk Assessments of all hazards and risks within their department have been undertaken and recorded.
- To ensure that school staff in the area for which they are responsible are aware of safety standards and follow the safety rules and established systems of work.
- To ensure that satisfactory standards of housekeeping and storage are maintained, by undertaking routine checklist Safety Inspections.

- To ensure proper control of fire matters, including setting standards for the correct storage and use of highly flammable liquids and other flammable and/or combustible materials.
- To ensure that the accident and first aid treatment records are kept up to date and that accidents are investigated in accordance with established procedures.
- To ensure that adequate records of issue of Personal Protective Equipment are kept, together with associated training records, where applicable.
- To receive comments from school staff on health and safety matters.
- To ensure that correct procedures are followed during Fire Drills.

2.1.5 School Staff

- To take reasonable care for their own health and safety and for the health and safety of others who may be affected by their acts or omissions.
- To make proper use of all machinery, chemicals, safety devices and other equipment (including Personal Protective Equipment) provided for their health and safety.
- Not to interfere with or misuse anything provided in the interests of health, safety and welfare.
- To co-operate with the school to enable the requirements of the law to be observed.
- To report all accidents, no matter how minor, to the Trust Business Manager or Phase Leader.
- To report any dangerous conditions, inadequately controlled risks and any incidents to the Trust Business Manager so that remedial action can be taken.

3. Arrangements Section

3.1 Introduction

This section of the Health and Safety Policy sets out the systems and procedures which have been established to ensure satisfactory administration of Health and Safety at Work in Oak Learning Trust. In establishing these procedures, due regard has been paid to the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

General health and safety procedures are contained in this part of the Health and Safety Legislation.

The Executive Head Teacher is responsible for ensuring that the school is kept up to date with changes in Health and Safety at Work Legislation.

When appropriate, the school will obtain copies of new Health and Safety at Work publications. These publications will be added to the basic library of health and safety publications held by the Executive Head Teacher.

The reference documents are available to all staff for inspection.

3.2 Arrangements for Undertaking Risk Assessments

The responsibility for ensuring that suitable and sufficient Risk Assessments have been undertaken has been allocated to Executive Head Teacher.

The work Activity Risk Assessments should be undertaken by a small group, typically made up as follows:

- Executive Head Teacher
- Head of School
- Assistant Head Teacher
- Trust Business Manager
- Site Manager

3.3 Safety Training

Adequate instruction will be given to all staff on the safety systems and procedures relevant to their own work activities. Supervision is responsible for ensuring that due regard is paid to the health and safety capabilities of staff when allocating work tasks.

3.4 Safety Notes and Communications

A copy of the *General Statement of Policy on Health and Safety at Work* will be displayed on appropriate notice boards.

The Site Manager is responsible for ensuring that all statutory and other safety notices are displayed.

School staff will be encouraged to report safety concerns to the Trust Business Manager. Reporting of safety concerns is a legal responsibility placed on school staff and the school will ensure that all such reports receive due consideration.

3.5 Safety Committees and Safety Representatives

Oak Learning Trust recognises the important part played by Safety Representatives in ensuring that adequate standards of Health and Safety at Work are achieved and maintained. Appropriate facilities will be made available to Safety Representatives and adequate time will be allowed so that they can fulfill their functions successfully.

Routine meetings of the Safety Committee will be held and the membership of the Safety Committee will be as follows:-

- Executive Head Teacher
- Head of School
- School Trust Business Manager
- School Business Manager
- Site Manager(s)

3.6 Disciplinary Procedures

As part of ensuring that school staff adhere to the safety rules and procedures established by the school, the established Disciplinary Procedure will apply to Health and Safety at Work matters.

Any school staff member, irrespective of seniority, failing to follow established safety standards and procedures will be liable to disciplinary actions. This will include formal verbal warning, written warning, and other appropriate disciplinary measures. Records will be kept of all disciplinary warnings and the Executive Head Teacher is responsible for ensuring the correct and consistent application of disciplinary procedures to safety matters.

3.7 Records and Registers

Records will be kept up to date and distributed to appropriate personnel for completion and/or for information as applicable. In particular, the Executive Head Teacher, Trust Business Manager and the School Site Manager will retain relevant records, including the following:

- Decoration of walls
- Examination and test of portable electrical equipment
- Examination and test of pressure systems
- Fire and emergency drills
- First aid training
- Food hygiene training
- Inspection of fire extinguishers
- Inspection of electrical installation
- Issue of personal protective equipment
- Noise measurements
- Record of water checks and treatments
- Record of fire training
- Testing fire alarm
- Training in use of Personal Protective Equipment

3.8 Fire Safety Standards

The Executive Head Teacher has overall responsibility for fire safety at work, including organising fire drills, organising testing of the fire alarm, checking fire extinguishers.

Fire/Emergency Wardens - they should be aware of fire risks and report matters of concern to the appropriate person.

Trained Fire Wardens are:

- Tom Humble
- Ritchie Rawlings
- Joanne Hayden
- Lisa O'Brien
- Lorraine Harrison

In the event of a fire or fire drill, supervision will ensure that established fire procedures are followed. This will include ensuring that the building has been evacuated in the event of fire or a fire drill. Any difficulties encountered during a fire evacuation or drill should be reported to the Trust Business Manager, as soon as possible after the event.

Only the appointed Fire/Emergency Warden are trained and authorised to use fire fighting equipment, including hoses and fire extinguishers. Due regard should always be paid to training in use and personal safety when tackling a fire.

3.9 First Aid at Work

Nominated persons will be trained as qualified First Aiders.

First Aiders should ensure that all accidents and First Aid treatments are recorded in accordance with school procedures.

A list of current First Aid personnel is held in the main office of each school. Each school has a minimum of 10 paediatric first aid trained personnel and two First Aid at Work trained personnel.

3.10 Accident and First Aid Procedures

It will be the responsibility of the first aider providing first aid treatment to ensure that all details of the treatment are recorded. School staff are obliged to report every injury (no matter how minor) to a first aider for treatment.

Details of first aid treatments will be recorded and will be analysed by the Trust Business Manager and Executive Head Teacher at least on a monthly basis. They are responsible for ensuring adequate investigation of all accidents.

In the event of a serious injury, the Executive Head Teacher should be advised as soon as possible. The appropriate form (COS IR1) should be completed in ALL cases.

Accident investigation will be undertaken in the case of every accident that is reportable to the Health and Safety Executive. The Executive Head Teacher may initiate a more detailed investigation of certain accidents. The appropriate persons will assist in the investigation, so that the circumstances of the accident can be established and necessary actions taken to prevent occurrence.

3.11 Visitors and Contractors on Site

Visitors on site are the responsibility of their host. Visitors to the school offices should be accompanied at all times and they remain the responsibility of their host during fire evacuation or other unusual or unplanned circumstances.

Contractors who are employed to undertake work in any area must be accompanied at all times when children are on site. The satisfactory conduct of contractors on site is the responsibility of the School Site Manager. He should ensure that contractors are aware of the hazardous areas in the school. Contractors are required to advise the Trust Business Manager and Site Manager of any accidents and injuries to their employees on the school premises.

Contractors arriving on site should report to the Trust Business Manager and Site Manager. The Site Manager should obtain assurances that any plant and equipment is in good condition and he should advise the contractors whether it is acceptable for the contractor to use school services, such as electricity, water, etc.

The Trust Business Manager should inform the appropriate person when contractors have been authorised to work in their area. The co-operation of all school staff as necessary, so that any dangerous contractor practices will be identified, reported and eliminated for the benefit of the contractors and all persons who work on school premises.

Contractors found to be disobeying school safety rules, failing to make use of necessary Personal Protective Equipment, using defective or dangerous equipment or working with disregard to their own safety or that of others may be dismissed from site.

3.12 Visits to Other Locations

From time to time, school staff will be required to visit locations under the control of another employer. In these circumstances, the host employer is responsible for ensuring the safety of Oak Learning Trust personnel.

A Risk Assessment for every visit must be completed by the member of staff arranging the visit. This is recorded on the City of Sunderland Evolve system, and authorisation must be confirmed before the visit commences. The EVC is Ailsa Taylor.

School staff should ensure that they are given sufficient information by the host to protect their own and school children's health and safety at host premises. Safety problems should be reported to the host so that suitable remedial action may be taken.

The school staff and children who are on host premises must obey the safety standards laid down by the host.

If the standards set down by the host are lower than normal school standards, then the school standards and procedures should be followed. If this gives rise to difficulties which cannot be resolved locally, then the matter should be referred to the Executive Head Teacher for action.

3.13 Enforcing Authority Visits

Various enforcing officers will visit the school from time to time. Health and Safety Executives, Environmental Health Officers and Fire Officers all have statutory authority to visit the school to enforce legislation under their control.

The fullest co-operation with all visiting enforcement officers will be ensured and the school will always be responsive to recommendations and advice received. The Executive Head Teacher and Trust Business Manager will liaise with visiting enforcement officers and ensure that they are accompanied during their visits. In their absence, the Deputy Executive Head Teacher will be responsible for appropriate liaison.

A visiting card should always be obtained from the visiting enforcement officer and this card should be passed to the Executive Head Teacher as soon as possible.

3.14 Monitoring and Auditing Health and Safety at Work

Safety standards for all work activities undertaken at the school have been established. Appropriate risk assessments have been undertaken, as required by the Management of Health and Safety at Work Regulations 1992 and other legislation.

In order to achieve that satisfactory standards of Health and Safety at Work continue to be achieved within the school, routine safety checks and inspections will be regularly undertaken.

This will be monitored by a named Trustee (Mr Cain).