

ELDWICK PRIMARY SCHOOL



Health and Safety Policy

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Contents:

	page
<u>Statement of intent</u>	
1. <u>Organisation</u>	4
2. <u>Duties of the Headteacher</u>	5
3. <u>Duties of Leadership Team</u> / Supervisory staff	5
4. <u>Duties of all members of staff</u>	6
5. <u>Obligations of contractors / Contractors on site</u>	7
6. <u>Pupils</u>	9
7. <u>First aid</u>	10
8. <u>Contacting the Emergency Services</u>	10
9. <u>Fire Safety</u>	11
10. <u>Accident reporting and reporting</u>	11
11. <u>Notification to the Health and Safety Executive</u>	12
12. <u>Reporting hazards</u>	12
13. <u>Accident investigation</u>	12
14. <u>Our active monitoring system</u>	12
15. <u>Crisis incidents: Bomb threat procedure</u>	13
16. <u>Evacuation / Lockdown</u>	13
17. <u>Visitors to the School</u>	13
18. <u>Personal Protective equipment (PPE)</u>	14
19. <u>Maintaining equipment</u>	14
20. <u>Hazardous materials</u>	15
21. <u>Asbestos Management</u>	15
22. <u>Medicines and drugs</u>	16
23. <u>Smoking</u>	16
24. <u>Housekeeping and cleanliness</u>	16
25. <u>Infection Control</u>	16
26. <u>Risk assessment</u>	17
27. <u>Security and theft</u>	17
28. <u>Severe weather</u>	18
29. <u>Safe use of minibuses</u>	18
30. <u>Workplace health and safety: Stress management</u>	18
31. <u>Workplace health and safety: Display equipment</u>	18

Statement of intent

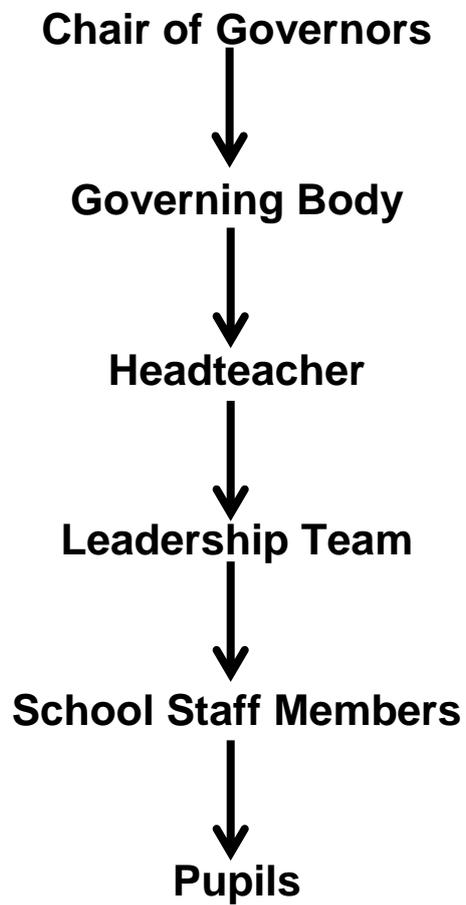
This statement of intent should be signed and dated by both the Headteacher and Chair of the Governing Body, and then displayed where it can easily be seen within the School.

At Eldwick Primary School we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our School community is of paramount importance to us and this policy reflects our dedication to creating a safe School.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work related illness.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives on health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop on culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our School.
- Ensuring adequate resources are available to address health and safety issues, as is reasonably practicable.

Eldwick Primary School Health and Safety Structure



1. Organisation

1.2 Duties of the Governing Body

1.3 The Governing Body, in consultation with the Headteacher will:

1.4 Ensure familiarity with requirements of the appropriate legislation and codes of practice.

1.5 Create and monitor a management structure responsible for Health and Safety in the School.

1.6 Ensure there is a detailed and enforceable policy for Health and safety and that the policy is implemented by all.

1.7 Periodically assess the effectiveness of the policy and ensure any necessary changes are made.

1.8 Identify risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.

1.9 The Governing Body endeavours to provide the following:

1.9.1 A safe place for all users of the site including staff, pupils and visitors.

1.9.2 Safe means of entry and exit for all site users.

1.9.3 Equipment, grounds and systems of work which are safe.

1.9.4 Safe arrangements for the handling, storage and transportation of any articles and substances.

1.9.5 Safe and healthy working conditions that comply with statutory requirements, code of practice and guidance.

1.9.6 Supervision, training and instruction so all staff can perform their duties in a healthy and safe manner.

1.9.7 Where necessary, safety and protective equipment and clothing, along with any necessary guidance and instruction.

2. Duties of the Headteacher

- 2.2 The Headteacher has the general responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- 2.3 The Headteacher will take all reasonably practicable steps to ensure the Health and Safety policy is implemented through the heads of the appropriate departments and other members of staff.
- 2.4 The Headteacher will designate a Health and Safety Officer to be responsible for the day to day implementation of the Health and Safety Policy. This person will also be the designated contact with the Local Authority and the HSE where necessary. Designated person – Business Manager
- 2.5 The Headteacher will ensure that suitable and sufficient risk assessments are carried out in their area of responsibility. These should be recorded, shared with the relevant staff, and reviewed at least bi-annually (or sooner if there is any significant change) and modified if necessary.
- 2.6 The Headteacher will satisfy themselves that adequate safety standards are maintained and that any identified shortcomings in safety standards, inspections, training and instruction are rectified.

3. Duties of Leadership Team / Supervisory staff

- 3.2 The Leadership Team / Supervisory staff will be familiar with the requirements of health and safety legislation.
- 3.3 In addition to general duties, the Leadership Team / Supervisory staff will be responsible for the implementation and operation of the School's Health and Safety Policy in their department and areas of responsibility as delegated by the Headteacher.
- 3.4 Responsibility for aspects of Health and Safety are written into the job descriptions for some of the Leadership Team.
- 3.5 The Leadership Team / Supervisory staff will take a keen interest in the School's Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

- 3.6 The Leadership Team / Supervisory staff will ensure that occupational health and safety issues are taken into account at the design stage of new initiatives and projects.
- 3.7 The Leadership Team / Supervisory staff will ensure that accidents and incidents within their area of responsibility are reported promptly to Occupational Safety, as required by the Accident Reporting Procedure, and ensure that incidents are investigated and reasonable action is taken to prevent a recurrence.

4. Duties of all members of staff

- 4.2 All staff will familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- 4.3 Staff will avoid any conduct which puts themselves or others at risk.
- 4.4 They will be familiar with all requirements laid down by the Governing Body.
- 4.5 Staff members have a duty to ensure all staff, pupils and visitors are applying Health and Safety regulations and adhering to any rules, routines and procedures in place.
- 4.6 Staff will ensure all machinery and equipment is in good working order and safety to use, including adequate guards. They will also not allow improper use of such equipment.
- 4.7 Staff will use the correct equipment and tools for the job and any protective clothing supplied.
- 4.8 All staff members will ensure any toxic, hazardous or flammable substances are used correctly and stored and labelled as appropriate.
- 4.9 All staff will report any defects in equipment or facilities to the designated Health and Safety Officer.
- 4.10 All staff will also take an interest in health and safety matters and suggest any changes they feel are appropriate.
- 4.11 Staff will make suggestions as to how the School can reduce the risk of injuries, illness and accidents.

- 4.12 They will exercise good standards of housekeeping and cleanliness.

5. Obligations of Contractors / Contractor on site

- 5.2 When the School is used for purposes not under the direction of the Headteacher, then, subject to the agreement of the School, the principal person in charge of the activities will take responsibility for safe practice in the areas under their control.

- 5.3 Contractors working on the School premises are required to identify and control risks arising from their activities.

- 5.4 Contractors will inform the Headteacher of all potential risks to staff, pupils and visitors.

5.5 **On-site Communication**

Contract work involving occupied premises carries a dual responsibility. Officers organising such work should ensure there is effective liaison between the contractor and the custodians of any workplaces affected.

All parties involved should understand their responsibilities in relation to health and safety.

5.6 **Building Custodian Responsibilities**

Building custodians must inform contractors of any known health and safety risks that they might encounter during the course of the work, along with any arrangements in force to reduce the risks, e.g. fire procedures for the building.

5.7 **REVISED CONSTRUCTION, DESIGN AND MANAGEMENT REGULATIONS (CDM) 2007**

The revised Construction (Design and Management) Regulations (CDM) 2007 came into force on the 6th April 2007.

The regulations place legal duties on persons who act as duty holders.

The most critical of these duty holders is the CLIENT.

If Managers are engaging contractors to carry out ANY CONSTRUCTION WORK on Council premises they could be this duty holder.

Managers carrying out this role must seek professional advice from the Council's Facilities Management Support Services prior to any construction works being carried out.

Contact: Andy Grant (CDM Advisor) 01274 431721 andy.grant@bradford.gov.uk
or Mir Haider on 01274 435341 mir.haider@bradford.gov.uk
Engineering works will be directed to the relevant Department.
Alternatively contact the Occupational Safety Team Tel:- 01274 431007.

5.8 Where construction work is planned it is essential that you: -

- Check competence and resources of all persons engaged.
- Ensure there are suitable arrangements in place for the project i.e. welfare facilities, segregation etc.
- Allow sufficient time and resources at all stages.
- Provide pre-construction information to designers and contractors etc.
- Ensure competent management arrangements are in place prior to the works commencing i.e. Facilities Management Support Services.

5.9 Construction work is:

- The carrying out of any building, civil engineering or engineering work
- Any alterations, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration, cleaning using high pressure water including chemicals, de-commissioning, demolition or dismantling of a structure.
- Preparations for an intended structure, site clearance, excavations,
- Assembly or dismantle of a prefabricated structure
- The removal of a structure.
- The installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or on a structure

5.10 All contractors employed must be competent to carry out the works safely and without risk. There is a Council Approved Contractors' List. All contractors registered on this list have been vetted and approved to ensure they are competent to carry out their work. Advice can be gained by contacting the Council's Procurement Unit on Tel:- 01274 432745.

5.11 For larger **CONSTRUCTION PROJECTS** i.e.

last longer than 30 days or
involve more than 500 person days of construction work;

The Client must appoint the duty holders i.e. Designers and CDM Co-ordinator, before design work commences and to ensure notification is given to the Health and Safety Executive. A competent Principal Contractor must be appointed prior

to any construction works being commenced.

The Facilities Management Support Services CDM Unit and/or the Council's Engineering Unit will advise and provide professional competent staff to undertake the management of these duties.

5.12 **Duty Holders**

- **Clients** - A 'Client' is anyone having construction or building work carried out as part of their business. This could be an individual, partnership or company and includes property developers or management companies for domestic properties.
- **CDM Co-ordinators** - A 'CDM Co-ordinator' has to be appointed to advise the client on projects that last more than 30 days or involve 500 person days of construction work. The CDM Co-ordinator's role is to advise the client on health and safety issues during the design and planning phases of construction work.
- **Designers** - The term 'Designer' has a broad meaning and relates to the function performed, rather than the profession or job title. Designers are those who, as part of their work, prepare design drawings, specifications, bills of quantities and the specification of articles and substances. This could include Architects, Engineers, Maintenance Officers and Quantity Surveyors.
- **Principal Contractors** - A 'Principal Contractor' has to be appointed for projects which last more than 30 days or involve 500 person days of construction work. The Principal Contractor's role is to plan, manage and co-ordinate health and safety while construction work is being undertaken. The Principal Contractor is usually the main or managing contractor for the work.
- **Contractors** - A 'Contractor' is a business who is involved in construction, alteration, maintenance or demolition work. This could involve building, civil engineering, mechanical, electrical, demolition and maintenance companies, partnerships and the self-employed.
- **Workers** - A 'Worker' is anyone who carries out work during the construction, alteration, maintenance or demolition of a building or structure. A worker could be, for example, a plumber, electrician, scaffolder, painter, decorator, steel erector, as well as those supervising the work, such as foreman and charge hands.

6. Pupils

- 6.2 Pupils will exercise personal responsibility for the health and safety of themselves and others.

- 6.3 Pupils will dress consistent with safety and hygiene standards.
- 6.4 Pupils will respond to the instruction of staff given in an emergency.
- 6.5 Pupils will observe the health and safety rules of the School.
- 6.6 Pupils will not misuse, neglect or interfere with items supplied for their, and others pupils', health and safety.

7. First Aid

- 7.2 The School will ensure ample provision is made for both trained personnel and first aid equipment on-site.
- 7.3 The school has numerous staff who either hold the First Aid at Work or Paediatric First Aid qualification. Qualifications are refreshed every three years. The full list of staff is available on the safeguarding information board and also every zone area. :

- 7.4 First aid boxes are located in –
Shared area of each Zone, in the Inclusion room and in the Nursery unit.

Portable first aid boxes are available for trips.

Whilst the Resources Manager leads on maintaining first aid provision across the school, the first aiders in each area are responsible for maintaining the first aid boxes in the their area.

8. Contacting the Emergency Services

- 8.2 Following an accident/injury the first-aider will contact the emergency services as necessary or direct a staff member to do so while they tend to the victim.
- 8.3 If there is no first-aider immediately available a common sense judgement will be made by those attending the injured party regarding whether to contact the emergency services.

9. Fire Safety

- 9.2 Procedures for ensuring safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.
- 9.3 The procedure for fire drills and the use of fire extinguishers will be clear and understood by all staff.
- 9.4 The School will test evacuation procedures each term.
- 9.5 The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- 9.6 Fire fighting equipment will be checked on an annual basis by an approved contractor.
- 9.7 Fire alarms will be tested weekly from different 'break glass' fire points around the School and records will be maintained and held in the School office.
- 9.8 The fire doors are to be kept closed and free from any obstruction.
- 9.9 Emergency lighting will be tested annually and records will be maintained and held in the School office.

10. Accident recording and reporting

- 10.2 All accidents to employees, agency staff, trainees, member of the public, clients or contractors working on our site, are to be recorded on an Accident Book Form (AB1).
- 10.3 For more serious injuries (RIDDOR reportable accidents) which cause any person being sent directly to hospital or in the case of an employee, an absence from work, must be reported via the *Incident Reporting On Line* system <https://www.rivosafeguard.com/tools/portal/accidents/LogAnonymous.aspx?65E92150294A4E3EAD58> and send to the Occupational Safety Unit.
- 10.3 Please refer to the Council's Accident Reporting and Recording Prodecures document for full details.

11. Notification to the Health & Safety Executive

- 11.2 The Occupational Safety Unit is solely responsible for the reporting of accidents to the Health and Safety Executive
- 11.3 Please refer to the Communicable Disease Control Manual by the Health Protection Agency – located in the main office or online - https://bso.bradford.gov.uk/userfiles/file/Learning%20Services/Guidance_on_infection_control_in_schools_11_Sept.pdf.

12. Reporting hazards

- 12.2 Staff, pupils, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard.
- 12.3 In the main, reporting should be verbal to the Business Manager / Site Manager as soon as possible who will inform the Headteacher as appropriate.
- 12.4 Serious hazards will be reported directly to the Business Manager, in writing, providing as much information as possible.

13. Accident investigation

- 13.2 All accidents, however small, will be investigated by an appointed party and the outcomes recorded.
- 13.3 The length of time dedicated to each investigation will vary on the seriousness of the accident.
- 13.4 After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.
- 13.5 A designated person will undertake regular evaluations of all reported incidents both injuries and ill health. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident / illness.

14. Our active monitoring system

- 14.2 It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place. This involves regularly checking compliance procedure and the achievement of objectives. Our procedure for actively monitoring our system includes:

- 14.3 Regularly examining documents to ensure compliance to standards.
- 14.4 Regularly inspecting premises, plants and equipment.
- 14.5 Annual audits including Fire Risk Assessments and Health and Safety audits.
- 14.6 Regular reports and updates to the Headteacher.
- 14.7 External measures such as surveys by contractors and service providers along with visits from Environmental Health and Ofsted.

15. Crisis incidents: Bomb threat procedure

- 15.2 Please refer to the school's Emergency Plan Procedures.

16. Evacuation / Lockdown

- 16.2 Please refer to the school's Emergency Plan Procedures.

17. Visitors to the School

- 17.2 All visitors must sign in to reception.
- 17.3 Once signed in, visitors will be collected from reception by the member of staff they are visiting or escorted to the area of the School concerned.
- 17.4 No contractor will execute work on the School site without the express permission of the Headteacher other than in an emergency or to make safe following theft or vandalism.
- 17.5 Contractors will be responsible for the Health and Safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the School.
- 17.6 Anyone hiring the School premises will use plant, equipment and substances correctly and safely, using any appropriate safety equipment. Anyone hiring the premises will be made aware of their Health and Safety obligations when making the booking.
- 17.7 Visitors and contractors will wear a visitor's badge at all times while on School grounds. .

- 17.8 Temporary teaching staff and assistants will inform reception of their presence by reporting and signing the visitor's log.
- 17.9 Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.
- 17.10 Uncooperative visitors threatening violence, refusing to leave the site or carrying out physical or verbal abuse immediate help will be sought via a 999 phone call.

18. Personal protective equipment (PPE)

- 18.2 The school provides employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE.
- 18.3 PPE means all equipment worn, or held by, staff or pupils which is designed to protect them from specified hazards.
- 18.4 Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. They will also report any loss or defects to their superior/class teacher.
- 18.5 The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.
- 18.6 PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from.
- 18.7 PPE includes, PE equipment, ICT equipment, photocopiers and other office equipment and lifting equipment.
- 18.8 Clothing which is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE, e.g. school uniform.
- 18.9 Thorough risk assessments are carried out by the class teacher to determine the suitable PPE to be used for each hazard, and these are reviewed on a annual basis.
- 18.10 Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.

19. Maintaining equipment

- 19.2 Inspectors or a trained Health and Safety Technician will inspect the following equipment for health and safety issues annually:

- 19.2.1 All electrical appliances.

19.2.2 All fixed gymnasium equipment.

19.2.3 Any workshop equipment e.g. lathes and kilns.

19.3 It is the responsibility of the Leadership Team to ensure new equipment meets the appropriate standards and conforms to all Health and Safety requirements.

20. Hazardous materials

20.2 All equipment, materials and chemicals must be held in appropriate containers and areas conforming to Health and Safety Regulations.

20.3 Hazardous substances must be labelled with the correct hazard sign and contents label.

20.4 Storage life must be considered by staff. All COSHH and Ionising Radiations Regulations must be adhered to.

20.5 The Site Manager is responsible for ensuring all products that may be hazardous to health are risk assessed before being used.

20.6 No hazardous substances will be used without the permission of the Headteacher.

20.7 Low toxic products such as corrective fluid and aerosol paints will be stored securely and only used under supervision in a well-ventilated area.

20.8 Dust and fumes must be safely controlled by local exhaust ventilation (LEV) Regulations.

20.9 No staff member or pupils should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.

21. Asbestos Management

21.2 In accordance with HSE guidance, an asbestos management survey was undertaken on 6/4/17 by Bradford Council, Asbestos Section.,

21.3 As a result of the asbestos management survey, risks were identified and dealt with on a priority basis.

- 21.4 Further details concerning the management of asbestos can be found in the Asbestos Register.

22. Medicines and drugs

- Please refer to the School's Administration of Medicine's Policy
- The School Drug Policy will be understood by all staff.

23. Smoking

- The School is a non-smoking premises and no smoking will be permitted on the grounds.

24. Housekeeping and cleanliness

- Level of cleaning will be monitored by the Site Manager.
- Special consideration will be given to hygiene areas.
- Waste collection services will be monitored by the Site Manager.
- Special consideration will be given to the disposal of laboratory materials and clinical waste.

25. Infection Control

- The school actively prevents the spread of infection through the following measures:
 - Routine immunisation
 - Maintaining high standards of personal hygiene and practice
 - Maintaining a clean environment
 - Eldwick Primary employs good hygiene practice in the following ways:
 - Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
 - Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school
 - Employing cleaners to carry out thorough and frequent cleaning that follows national guidance

- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops should not be used to clean up body fluid spillages; instead paper towels should be used and discarded properly, following the procedures for clinical waste
- Hygienically bagging any pupil's soiled clothing to go home, and never rinsing it by hand
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
- Providing a secure sharps bin, out of reach of pupils, for the disposal of sharps
- Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the school premises
- Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor.
- The school encourages parents/carers to have their children immunised.
- All cuts and abrasions should be covered with waterproof dressings.
- Wall-mounted hand sanitiser is available in key areas around the school.

26. Risk assessment

- The Headteacher has overall responsibility for ensuring potential hazards are identified and ensuring risk assessments are completed for all areas of risk in the School.
- Risk assessments will be conducted biannually for all areas of the School.
- Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.
- The Governing Body will be informed of risk assessments allowing issues to be prioritised and actions to be authorised along with funds and resources.
- A designated staff member will ensure risk assessments are completed by staff leading day trips or residential stays.

27. Security and theft

- Money must be held in a safe and banked on a regular basis to ensure large amounts are not held on-site.
- Money should be counted in an appropriate location and staff should not be placed at risk of robbery.
- Staff and pupils are responsible for their personal belongings and the School accepts no responsibility for loss or damage.

- Thefts may be reported to the Police and staff members are expected assist police with their investigation.
- All members of staff are expected to take reasonable measures to ensure the security of School equipment being used.
- Missing or believed stolen equipment must be reported immediately to a Senior Staff Member.

28. Severe weather

- The Headteacher, in liaison with the Governing Body, makes a decision on School closure on the grounds of Health and Safety. If a closure takes place the Governing Body must be informed.
- Please refer to the School's Adverse Weather document, plus Winter Management document for full details of procedures.

29. Safe use of minibuses

- The school will hire minibuses from the Council's Transport Section.
- The driver must have a current license, by aged 25 years or over and hold a full licence in Group A or PCV.
- The minibus will carry strictly one person per seat and seat belts must be worn at all times.
- Fines occurred will be paid by the driver at the time the offence was committed.
- Starting and closing mileage along with any potential risks or defects identified will be reported upon return to the School.
- Staff members and volunteers who hold the required licence, have completed specific training allowing them to drive the minibus/minibuses:

30. Workplace Health and Safety: Stress Management

- Please refer to the School's Work-related Stress Policy..

31. Workplace Health and Safety: Display equipment

- DSE assessments will be carried out for teaching staff and administrative staff who regularly use desktops computers.