

**All Saints' C of E Federation**  
**Health & Safety Policy**

All Saints' C of E Federation recognises the benefits of a positive health and safety culture in promoting an effective learning environment in which employees, children and visitors are protected from harm.

We also appreciate that whilst managing our activities we need to be risk aware, but not necessarily risk averse.

In particular the school will provide sufficient resources, time, effort and finance, to ensure, that as far as is reasonably practicable:

- It will safeguard the health, safety and welfare of its employees and anyone else who may be affected by its activities.
- Have arrangements to ensure that articles and substances are free from risks to health and are safe to use, handle, store and transport.
- Provide information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and students.
- Maintain the school in a condition that is safe and without risks to health including; safe means of access and egress and welfare facilities.
- Consult with employees or their recognised representatives about health and safety matters.

This policy will be reviewed on a regular basis and in any event, not less than every two years.

## **Organisation for Safety**

Lines of Responsibility.

East Riding Of Yorkshire Council

Director of Children and Family Services,

Heads of Service

School Board of Governors

School Head Teacher

Business/Site Managers, Heads of Department etc.

Other supervisors and managers

Employees

Health & Safety Steering Group

Safety Services

Lines of authority/accountability

## **Roles and Responsibilities**

### **School Governors**

Governing bodies must act as a corporate body.

The governing body carry out their function with the aim of taking a largely strategic role in the running of the school. This includes setting up a strategic framework for the school, setting aims, objectives and policies and targets for achieving the objectives and reviewing progress.

In foundation and voluntary aided (VA) schools the governing body as the employer has overall responsibility for health and safety matters. In community and controlled schools the local authority has overall responsibility.

In all cases the governing body will ensure: -

- A health and safety policy has been produced reflecting the health and safety management arrangements specific to their individual school;
- A school health and safety management plan is agreed and implemented in line with the Council policy;
- Risk assessments are carried out;
- All health and safety matters within the school are effectively managed;
- Wellbeing of the Headteacher and all members of staff remains a high priority and that a wellbeing policy is implemented and managed effectively at all levels.

### **Headteachers**

Headteachers under the direction of the governing body are responsible for implementing the corporate and directorate health and safety policies and the school's health and safety policy. To achieve this, Headteachers must: -

- Produce and maintain a school specific health and safety policy and supporting safety procedures. Guidelines from Safety Services should be used in the event that the school does not introduce their own;
- Ensure that all health and safety matters within the school are effectively managed;
- Produce, monitor, review and report progress on the school's health and safety plan to the board of governors;
- Arrange for appropriate consultation with employees in the workplace;
- Ensure all new employees receive a suitable and sufficient safety induction;
- Ensure the wellbeing of all staff remains a high priority and that the wellbeing policy is implemented and managed effectively at all levels;
- Ensure that suitable and sufficient risk assessments are carried out, reviewed and that safe systems of work are developed and communicated to all staff;

- Ensure appropriate equipment, tools and protective equipment is provided to enable work to be done safely. Maintain it and where necessary to ensure safety, inspect it appropriately with records of inspections maintained;
- Ensure relevant statutory inspections take place within their school;
- Ensure all accidents, incidents and dangerous occurrences are investigated and recorded promptly in accordance with the accident reporting procedure;
- Ensure that an educational visits co-ordinator is appointed and that visits are managed safely;
- Ensure that formal health and safety inspections are carried out at least once each term and remedial action taken where necessary.
- Ensure that health and safety is a standard agenda item on appropriate staff meetings.

These duties may be delegated to other responsible managers, but oversight and responsibility remain with the Headteacher.

### **Business Managers, Site Managers, School Department Heads etc.**

Managers are responsible and will be held accountable for achieving compliance with this policy within their area of service delivery.

They are responsible for the duties delegated to them by the Headteacher.

In particular they have the following responsibilities;

#### **Business Manager**

- Ensures inspections are undertaken in accordance with the LA policy.
- Develops a culture of safety within the school.
- Reports to Governors on pertinent issues.
- Reports accidents and incidents of violence on the premises.
- Liaises with outside agencies who are able to offer expert advice.
- Ensure that staff fulfil their duty to co-operate with the policy.
- Co-ordinate safety procedures.
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff and report to Governors as necessary.
- Ensure staff have access to training and the records are maintained and held centrally.

#### **Caretaker**

- Check the school grounds and premises daily and ensure all concerns are reported to the Business Manager or Head teacher.
- Carry out an inspection of the buildings and grounds once a term with the Governors.

- Ensure all cleaning staff are aware of how the Health and Safety Policy affects their work activities.
- Test the fire alarms and fire doors weekly and record findings.
- Maintain a record of hazardous substances used for cleaning etc.

### **Employees**

Every employee is expected to co-operate with the Council, Board of Governors and the Headteacher on all aspects of health and safety and in accordance with section 7 of the Health and Safety at Work etc Act take reasonable care of their own safety and that of others who may be affected by their acts or omissions.

Furthermore, the following requirements are expected of every employee: -

- Carry out assigned tasks and duties in accordance with the information, instruction and training given, following agreed risk assessments and safe methods of working;
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of safety, health or wellbeing, or to do anything likely to endanger themselves or others;
- Use tools, equipment and materials provided for their intended use only, in accordance with the information, instruction and training they have been given ensuring that damaged faulty equipment is not used and reported to their supervisor/line manager;
- Through the Employee Development Review process and regular meetings, cooperate with managers in identifying any training needs, including updates and refresher training;
- All employees have a responsibility to act immediately upon discovering or receiving a report of a workplace hazard to rectify or otherwise make the situation safe,
- Raise any concerns about their wellbeing in an open and frank way so that appropriate support can be given and action taken to address these concerns in line with the Council's wellbeing policy;
- Report all accidents and any unsafe practices or conditions to their supervisor/line manager.

### **Arrangements for the Management of Health & Safety Policy and Guidance**

School policies and guidance are produced and regularly reviewed. These will be brought to the attention of all relevant employees at induction on first appointment and thereafter, following any significant change.

These arrangements should be read in conjunction with those contained in the Directorate and Corporate Health and Safety Policies.

## **Health & Safety Advice**

Advice is available from the council's safety services section and in addition to visits, e mail and telephone advice, has a range of guidance documents and resources available on their Insight Intranet pages.

## **Consultation on Health, Safety and Wellbeing**

The school will:

- Consult with employees about matters affecting their health, safety and wellbeing,
- Ensure that health and safety is a standing item on all team and management meetings,
- Where requested under the Safety Representatives and Safety Committees or the Health & Safety (Consultation with Employees) Regulations form a school Health and Safety Committee.

## **Training**

All employees, including temporary and agency employees will receive,

- Induction training – on commencement of employment or immediately after any significant change to their duties, responsibilities or place of work, It will include:
  - Emergency procedures
  - 1st aid arrangements
  - Accident reporting
  - Hazard/safety issue reporting
  - Location of policy, guidelines and other relevant documents
  - Relevant risk assessments and safe systems of work
  - Smoking restrictions
  - A tour of the premises/site
  - Other relevant information
- Competency based training – relevant to the individual's role and development needs will be identified by managers and headteachers and delivered by the most efficient means, e.g. specialist courses or local in house team discussions.

Records of competencies, skills and training will be kept for management purposes.

## **Audits**

The school governors and headteacher are expected to ensure that the school's health and safety management systems and records are audited once per year to identify any weaknesses and areas for improvement.

## **Inspections**

Periodic health and safety inspections (including Fire Safety) will be carried out by the headteacher or those delegated with the task. The frequency of inspection of any particular item or topic may vary from daily, weekly, monthly, six monthly or annually as required by legislation (Statutory Inspections), risk assessment or good practice. General health and safety inspections of the premises and site will be carried out at least once, but preferably twice, per term.

## **ELECTRICAL SAFETY**

All portable electrical appliances will be examined on a twelve month schedule using contractors who are NICEIC registered. The examination of the fixed equipment, i.e. from the main distributions board to the socket outlet, will be arranged by LA Infrastructure and Facilities Department.

The use of personal electrical appliances on site is prohibited unless evidence is produced to show a test/examination or arrangements are made for such a test/examination.

At All Saints' C of E Federation visual checks of plugs and sockets are carried out by the Caretaker.

Results of inspections, including any remedial actions, will be recorded.

## **Risk Assessments**

All school activities will be subject to a risk assessment and where there are any significant risks identified, they will be recorded.

The process of recording a risk assessment will include identifying the relevant control measures and devising a safe system of work that the person carrying out the task follows to ensure the health and safety of themselves and others who may be affected.

## **Health Surveillance**

Where required by specific legislation and/or a risk assessment, health surveillance will be carried out to monitor and ensure that the individual suffers no work related adverse effects from their employment at our school. Page 8 of 10 Updated 22.08.16 awaiting approval

### **Emergency Procedures**

The school will ensure that there are written procedures in place that are to be followed in the event of an emergency that may affect the occupiers of the school premises or site including those temporarily off site on educational visits.

The procedures will extend beyond fires and bomb threats and will also consider any other significant threat.

Where necessary, training will be delivered to anyone with specific roles to play within the procedures and this may extend to practice drills, e.g. fire drills.

Other arrangements to ensure that safety systems are maintained and tested will be put in place.

### **Accidents, Injuries, Diseases and Dangerous Occurrences**

The Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) stipulate that certain events have to be reported to the Health and Safety Executive (HSE). It is essential that the guidance from Safety Services is followed in a timely manner so that accidents are recorded, investigated and reported to the HSE appropriately. Further guidance and documents are available:

<http://insight.eastriding.gov.uk/directorates/cr/hr/safety-services/accidents/>

### **Employment of Young or Vulnerable People**

The safety of young (under 18 years) and vulnerable people (under 25 years) has to subject to a specific risk assessment and/or a review of relevant existing risk assessments to take account of their inexperience and ensure they are not subject to any additional risk of harm or injury. The parent or carer must be provided with comprehensive and relevant information before the young person begins work.

### **Other Statutory Arrangements and Regulations (Thorough Inspections, Asbestos, Water Hygiene etc.)**

Where relevant, the school headteacher will ensure that appropriate management arrangements are in place to maintain premises, equipment and systems in a safe condition.

### **Contractors and Self Help Maintenance or Construction**

Visiting contractors must be managed whilst on the school site.

Information about the risks, hazards and control measures (e.g. emergency procedures, asbestos, segregated area of work, etc.) that each party will be exposed to for the duration of an activity must be exchanged.

School staff must raise any concerns about contractor safe working practices immediately, if it looks wrong or anyone is unsure, stop and ask. Seek further guidance if necessary.

Any proposal to engage contractors to carry out construction activities must follow all permissive protocols (internal, planning, building control, etc.) before activity commences. Such projects must comply with the Construction, Design and Management Regulations which places duties on Clients (the school), designers, contractors etc. The 'Schools Self Help Contract Monitoring Form' must be submitted to Safety Services. Further guidance can be obtained from Safety Services (<http://insight.eastriding.gov.uk/directorates/cr/hr/safety-services/safety-topics/construction-design-management/>) or Infrastructure & Facilities.

### **Safeguarding and Security**

The school will have in place measures to safeguard young people, vulnerable individuals, and visitors including;

- a policy
- security measures
- vulnerable areas that are well supervised
- appropriate disclosure and barring checks
- visitor signing in and identification arrangements

The Safety Services intranet website lists the guidelines produced by the Authority to assist governors and head teachers in complying with their health and safety duties. At All Saints' C of E Federation additional guidelines will be written and issued as necessary and added to the listing. The Administrative Officer of the school holds copies in the office. If anyone wishes to refer to a particular policy/guideline please consult with the Administrative Officer.

Please refer to the items in Appendix one, in conjunction with the LA School Health and Safety Policy for information about and compliance with:

- Health and Safety (Display Screen Equipment) Regulations 2002
- Personal Protective Equipment Regulations 2002
- Manual Handling Operation Regulations 1992 (amended 2004)
- First Aid at Work Regulations 2009
- Electricity at Work Regulations 1989
- Provision and Use of Work Equipment Regulations 1998
- COSHH Regulations 2002 (as amended)
- Control of Asbestos at Work 2012
- Construction (Design and Management) Regulations 2007

## **EDUCATIONAL VISITS**

At All Saints' C of E Federation the Educational Visits Co-ordinator is currently Miss A L Parker and Mrs Lucy Palmer who undertakes the risk assessments for all educational visits. Please refer to the LA School Health and Safety Policy and the East Riding of Yorkshire Council (ERYC) Educational Visits Guidelines. All guidelines are available on the schools 'Insight' internal site. The governor with special responsibility for educational visits is currently Miss L Cowen. The governor will discuss the risk assessments for educational visits with the Educational co-ordinator, once a term.

## **FIRST AID**

All Saints' C of E Federation has a designated First Aider on site during school hours. The school has trained additional staff in Emergency First Aid at Work and the nursery nurses have completed paediatric training.

First aid procedures and first aid box contents will be in accordance with the Authority's Guidelines Relating to Health and Safety (First Aid) Regulations 1981.

At All Saints' C of E Federation the Business Manager holds a list of all first aiders and most certificates are placed on the wall of the first aid room. Additional stock is ordered as and when required. The Business Manager organises any renewal/refresher training that is required. Portable first aid is provided in the form of bags, which are used for educational trips.

## **SAFETY SERVICES UNIT**

Advice and information regarding health and safety issues can be obtained from the Safety Services Officers employed in this unit. The unit will issue health and safety information, as necessary. A Safety Officer is employed as a consultant who can be employed by schools to undertake risk assessments on their behalf.

This document is not a finite statement and cannot include all items necessary to achieve safe working conditions. It is incumbent upon us all to comply with statutory requirements and internal arrangements to help achieve a secure, safe and healthy place to work.