



## Health & Safety Policy

Market Weighton Infant School recognises the benefits of a positive health and safety culture in promoting an effective learning environment in which employees, students 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.

Head Teacher

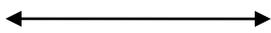
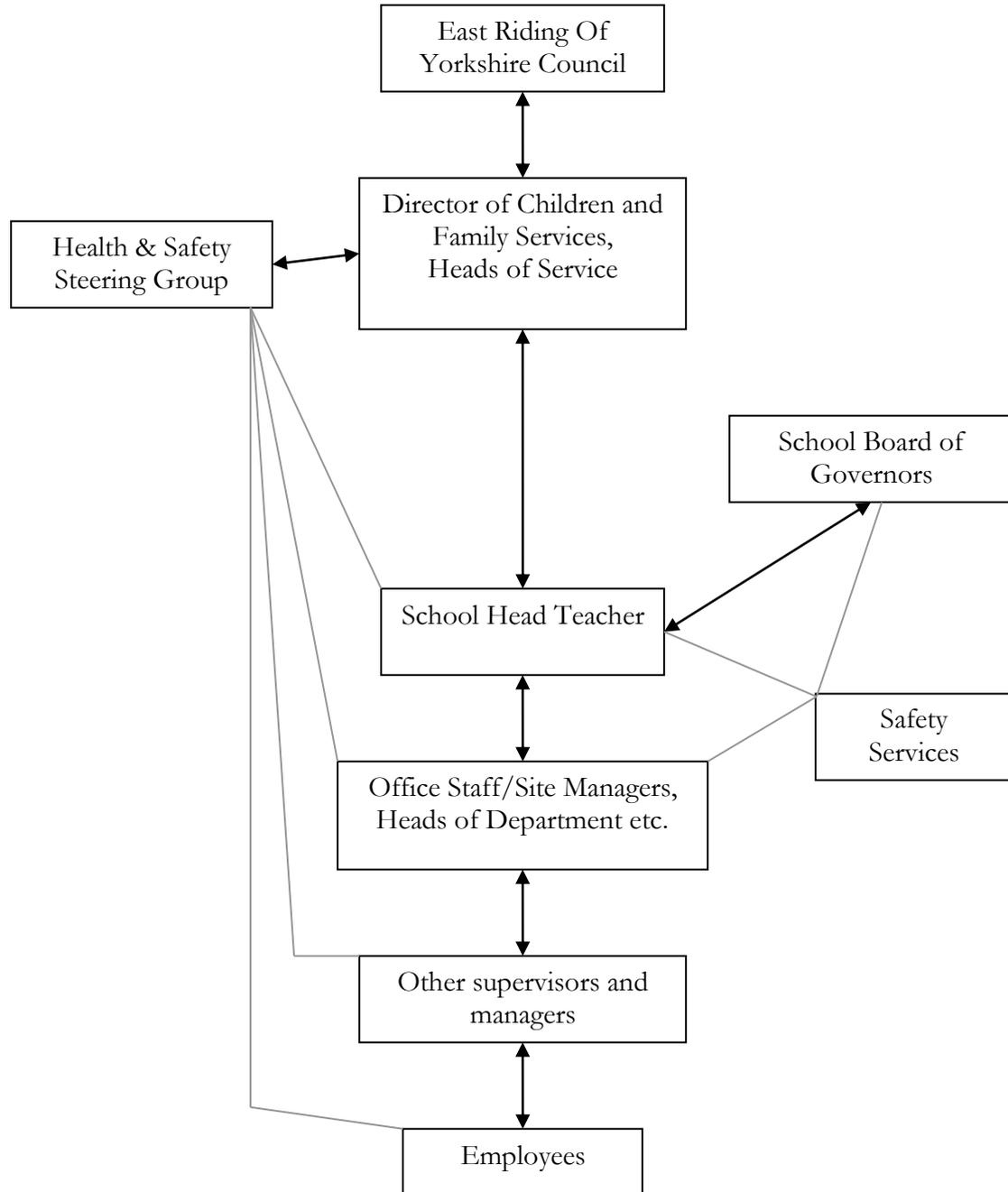
Date: Feb 2019

Chair of Governors

Date Feb 2019

# Organisation for Safety

Lines of Responsibility.



Lines of authority/accountability



Available lines of guidance & support

## **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 Head Teacher and all members of staff remains a high priority and that a wellbeing policy is implemented and managed effectively at all levels.

### **Head Teachers**

Head Teachers 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, Head Teachers 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.
- Initiate and keep records of regular fire practices and alarm tests.
- Ensure emergency procedures are current and timely.

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

### **School Admin Assistants, Premises Manager, 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 Head Teacher.

In particular they have the following responsibilities;

#### **School Admin Assistants**

##### Pupils

- Ensuring that arrangements for meeting pupil welfare needs of all are set out and communicated throughout the school
- Administering a basic level of medical care to pupils including notifying parents where necessary
- Managing & overseeing the use of the school attendance system and follow up of absences

##### Staff

- Following key procedures in the safer recruitment of staff
- Take responsibility for general personnel matters including employment clearance for new staff (medical checks, child protection) and issuing contracts of employment.
- Maintain confidential staff records and ensure that staff records held in the school by others are kept confidential.
- Maintaining the Single Central Register

##### Policies & Practices

- Manage the maintenance of the school site and buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property
- Keeping policies and key documents up-to-date
- Ensuring effective risk management by communicating relevant issues to appropriate staff and by the appropriate management of any third-party service contracts
- Knowing about health and safety regulations, particularly the main issues specific to the school and how they relate to children, staff, visitors, contractors and other users of school premises and facilities.
- Administering procedures for visits by external agencies

### **Premises Manager**

- Opening and closing of School premises, including gates, doors, windows, fire exits etc, for the purpose of School use, lettings, out of School hours function, maintenance and emergency services.
- Regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed.
- Liaising as necessary with the emergency services, including calling out of emergency services as required.
- Reporting acts of vandalism to the Head Teacher and/or Police as necessary.
- Performing security duties at the School gate before/after School.
- Oversee the supply of lighting, heating, domestic hot water, cooking, ventilation, water softening, energy conservation, etc.
- Manage the security of the school site.
- Manage the upkeep of the school grounds
- Ensure the maintenance of boundaries and footpaths
- Purchase, repair and maintain all furniture and fittings.
- Know about health and safety regulations, particularly the main issues specific to the school and how they relate to children, staff, visitors, contractors and other users of school premises and facilities.
- Know the elements of fire safety and the associated risks to the school through the process of risk assessment.
- Move such items of school furniture as required, with due regard to current Health and Safety and Lifting and Handling regulations.
- Check and control system functions, regularly check heating system, with due regard to appropriate safety requirements, report all defects to a qualified heating engineer and Head Teacher.
- Clean sickness and spillages as required.
- Deal with or arrange to be dealt with all bursts, leaks, floods, fires and breakages as appropriate.
- Deal with, or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off supply.
- Ensure access for emergency services, assist as necessary and secure premises as required.
- Arrange repairs etc with contractors with prior approval of the line manager
- Carry out internal and external building repairs or if necessary find and manage external contractors to keep the building in a good state of repair

- Maintain cleanliness and general tidiness of all external hard areas.
- Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt etc.
- Inspect all outside areas for dangerous materials and remove, including external emergency clean of spillage.
- Regularly check both internally and externally for any potential danger to pupils, staff or visitors and report immediately to the Head Teacher
- Inspect the play equipment to ensure it is safe and report any defects to the Head Teacher

### **Charge Hand**

- Supervise school cleaning staff, ensuring all areas are cleaned to required specification. Liaise with Client Services on provision of cleaning materials etc. Ensure that cleaning machinery and equipment is maintained as Client Service's guidelines, reports defects as they arise.

### **Employees**

Every employee is expected to co-operate with the Council, Board of Governors and the Head Teacher 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 Head Teachers 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 Head Teacher 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. Lauren Newham from Safety Services at ERYC visits annually to carry out an audit.

### **Inspections**

Periodic health and safety inspections (including Fire Safety) will be carried out by the Head Teacher 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.

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.

### **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 be 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 Head Teacher 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

Published: October 2014

Approved: Resource Committee Meeting held 14<sup>th</sup> February 2019

Review: Spring 2020

## Equality Analysis Impact

Title of Policy: Health & Safety Policy

Considered at Committee meeting: Resources

Date: Spring 2019

Review: Spring 2020

Is there relevance to equality?

1. Does the policy have an adverse effect on employees, pupils or the wider community and therefore have a significant effect in terms of equality? If yes, then please answer questions 2 and 3.	Yes	No
2. Does the policy have an adverse effect upon a group with protected characteristics? (sex, race, religion or belief, disability, sexual orientation, gender reassignment, pregnancy or maternity, age)	Yes	No
3. Does the policy affect one or more of the equality objectives set by the school? (Refer to the Equal Opportunities Policy below)	Yes	No
<p>2 Aims and objectives</p> <p>2.1 At Market Weighton Infant School we do not discriminate against anyone, be they staff or pupil or parent, on the grounds of ethnicity, religion, attainment, age, disability, gender or background. 2.2 We promote the principle of fairness and justice for all through the education that we provide in our school. 2.3 We seek to ensure that all pupils have equal access to the full range of educational opportunities provided by the school. 2.4 We constantly strive to remove any forms of indirect discrimination that may form barriers to learning for some groups. 2.5 We ensure that all recruitment, employment, promotion and training systems are fair to all, and provide opportunities for everyone. 2.6 We challenge personal prejudice and stereotypical views whenever they occur. 2.7 We value each pupil's worth, we celebrate the individuality and cultural diversity of the community centred on our school, and we show respect for all minority groups. 2.8 We are aware that prejudice and stereotyping are caused by poor self-image and by ignorance. Through positive educational experiences, and support for each individual's legitimate point of view, we aim to promote positive social attitudes, and respect for all.</p>		

If the answer to question 2 or 3 is yes, a full equality analysis will need to be completed by the SLT Lead before the next committee meeting. Please detail the objective and explain the relevance of the policy to the objective and protected characteristics below.

