



William Morris Primary

## **Health and Safety Policy**



**Health and Safety Policy Acknowledgement Sheet**

(All staff to be instructed in this document layout and content)

I declare that I have read and understood this Health and Safety Policy.

I am aware of my duties and responsibilities contained within, and agree to abide by any relevant legislation, Academy trust guidance and school procedures that apply to the undertakings within my work activities/employment.

I agree not to carry out any activities I have not been trained in, or not received instruction in.

I also agree to bring to the attention of the Headteacher any hazards, discrepancies or shortfalls in the School's health and safety arrangements I am, or become, aware of.

Signature.....

Print Name.....

Date.....

Please return this page to the School Business Officer and a copy will be added to your file.

**GENERAL STATEMENT OF POLICY.**

The Executive Headteacher and Governors of William Morris Primary School believe that the health and safety of persons within the school is of paramount importance. It is our intention to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intent of the Executive Headteacher and Governors of the school to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access and egress to the premises. We will endeavour to ensure that information, instruction, training and supervision are provided so that staff can carry out their work safely.

The Executive Headteacher and Governors will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include pupils, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. In addition, the Executive Headteacher and Governors will take account of guidance produced by the Children’s Services Department.

The Executive Headteacher and Governors will ensure that adequate resources are identified and provided for health and safety.

We believe that health and safety standards will be maintained only with the co-operation of all staff, pupils and visitors to the school. We expect all staff to co-operate fully with this policy. In addition, we will ensure that all pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy.

It is the intention of the Executive Headteacher and Governors that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

The policy will be reviewed annually and revised where necessary.

Signed by the Executive Headteacher:

Signed:.....

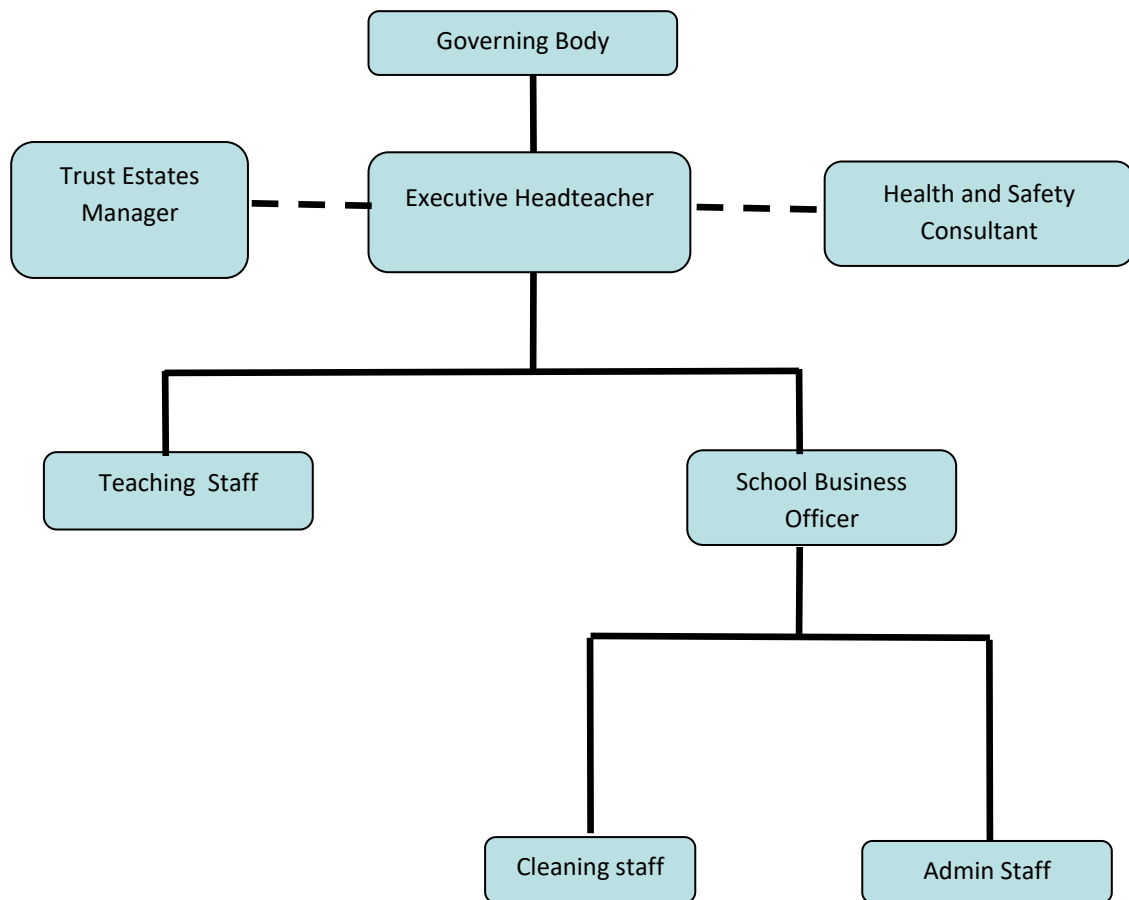
Name:.....

Date:.....

## Responsibilities

### **Organisation within the School to meet the requirements itemised under the General Policy Statement.**

Ultimately the responsibility for all School organisation and activity rests by definition, with the Headteacher. However, all staff have a responsibility towards safety with the specific lines of delegation being set out as shown below.



## **The Duties of the Governing Body**

The Governing Body in its role as controller of the premises will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (eg contractors, pupils, visitors) in accordance with Sections 2, 3 and 4 of the Health & Safety at Work Act 1974.

In discharge of its duty the Governing Body, in consultation with the Headteacher, will:

- Make itself aware of the relevant legislation required
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
- Ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the School;
- Ensure there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare
- Identify and evaluate all risks relating to:
  - The premises
  - School activities
  - School-sponsored events;
- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others;
- Create and monitor the management structure;
- Consider and make recommendations regarding individual health and safety issues which have not been resolved at management level.

### ***In particular the Governing Body undertakes to provide:***

- A safe place for staff and pupils to work including safe means of entry and exits;
- Plant, equipment and systems of work which are safe;
- Safe arrangements for handling, storage and transport of articles and substances;
- Safe and healthy working conditions which take account of all appropriate:
  - Statutory requirements
  - Codes of practice whether statutory or advisory
  - Guidance whether statutory or advisory;
- Supervision, training and instruction so that all governors, staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, then the Governing Body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated;
- Necessary safety and protective equipment and clothing together with information on its use;
- Adequate welfare facilities.

So far as is reasonably practicable the Governing Body, through the Executive Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:

- This policy;
- All other relevant health and safety matters;
- The information and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

### **The Duties of the Executive Headteacher**

As well as the general duties which all members of staff have, the Executive Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end.

The Executive Headteacher are required to take all necessary and appropriate action to ensure that the proper health and safety standard is maintained at all times.

***In particular, the Executive Headteacher will, on a day-to-day basis, be responsible for:***

- ensuring, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities;
- ensuring safe working conditions of the school premises and facilities;
- ensuring safe working practices and procedures throughout the school so that all risks are controlled;
- arranging systems of risk assessment to allow the prompt identification of potential hazards, and ensure that the Governing Body are made aware of the findings;
- identifying Head's training needs, identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
- ensuring that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate to the risk;
- collating accident and incident information and, when necessary, carry out accident and incident investigations;
- monitoring the standards of health and safety throughout the school, including all school-based activities;
- monitoring the management structure, in consultation with the Governors;
- consulting with members of staff, including Trade Union safety representatives, on health and safety issues;
- encouraging staff, pupils and others to promote health and safety;
- providing liaison with any Inspectors: Local Authority, Department for Children, Schools and Families (DCFS) (previously DfES) and HSE with regard to safety aspects;
- budgeting for safety and health matters;
- reviewing the Health and Safety Policy annually and when significant changes occur within the organisation of the school;

- ensuring that routine maintenance checks and inspections required by legislation of fixed service equipment are undertaken ensure health and safety issues associated with major building projects are complied with;
- ensuring that injuries, diseases and dangerous occurrences as classified under RIDDOR, are reported to the enforcing authority and to monitor incidents to identify methods of reducing accidents;
- ensuring the necessary records are maintained relating to accidents associated with the work of the school;
- instigating appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Safety Policy, School Codes of Practice or health and safety legislation;
- ensuring that premises safety inspections are carried out at specified intervals, that they are recorded using the Trust Premises MIS system and that necessary remedial action is carried out;
- ensuring that health and safety is taken into account when considering any proposed or impending changes, e.g. building works, room allocation or usage, etc;
- ensuring that emergency procedures and fire evacuation practices are in place within the school ensure all full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting), and specific sections of the Health and Safety Policy are discussed to ensure that new members of staff are aware of their responsibilities and any restricted tasks and activities;
- monitoring student health records prior to entry and to report/advise on illnesses that need to be brought to the attention of specific staff (e.g. epilepsy);
- ensuring adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements:
  - First aid
  - Fire and emergency evacuation
  - Risk assessments, including fire, display screen equipment, manual handling, substances and general risk assessments

### **The Blue Kite SLT**

Will assume the Executive Headteacher's duties in their absence and has the authority to make and implement decisions throughout the school at any level if there is:

- immediate danger, or,
- dangerous practice, or
- breaches of the law.

### **School Business Officer**

The School Business Officer is responsible for the maintenance of Health and Safety Records for the whole school.

### **The Trust's Estates Manager**

The Trust's Estates Manager will:

- make an annual report on health and safety matters to the Headteacher and the Governing Body;



- publicise safety matters;
- monitor accidents to identify trends;
- to ensure the necessary records are maintained relating to accidents associated with the work of the school;

### **Educational Visits Co-ordinator (EVC) (This will be the School Business Officer)**

The EVC will be involved in educational visit management in order to ensure that the Children Services' Off-site Activities and Educational Visits, Regulations and Guidelines are followed;

- to work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of the establishment;
- after discussion with the Executive Headteacher and Governing Body, either approve proposal or submit proposal to the Corporate Health and Safety team;
- ensure that the schools educational visits meet the Children's Services Departmental requirements;
- to confirm that adequate risk assessments have been carried out;
- support the Executive Headteacher in the management of and evaluation of educational visits;
- confirm the leadership of the group is appropriate, this to include accompanying staff and volunteers.

### **The Duties of Supervisory Staff**

In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the Executive Headteacher or the member of staff nominated by the Executive Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

#### ***As part of their day-to-day responsibilities they will ensure that:***

- safe methods of working exist and are implemented throughout their area of responsibility;
- health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- staff, pupils and others under their jurisdiction are instructed in safe working practices;
- new employees working within their area are given instruction in safe working practices;
- regular safety inspections are made of their area of responsibility as required by the Executive Headteacher or as necessary;
- positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- all plant, machinery and power equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
- PPE appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- COSHH hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;
- they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;
- all health and safety information is communicated to the relevant persons;
- they report any health and safety concerns to the Executive Headteacher.

### **The Trust Estates Manager**

The Trust Estates Manager will:

- report on health and safety matters with respect to the School buildings and grounds;
- ensure safety procedures are developed and adhered to for operations carried out within the School by their staff and by outside contractors under their control;
- using the Trust Premises MIS system, keep records of hazards identified on site by staff and the remedial action taken and when
- be responsible for the provision and maintenance of all 'fire' equipment;
- ensure all accidents within the area of responsibility are recorded in line with the school policy;
- ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- undertake premises safety inspections and keep records of any faults identified using the Trust Premises MIS system;
- attend to defect reports and recommendations from the Executive Headteacher, staff and Safety Representative;
- ensure that all portable electrical equipment is tested on a risk assessed basis;
- ensure all accidents within the area of responsibility are recorded in line with the school policy;
- ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place;
- ensure familiarity with the school's Health and Safety Policy;
- conduct a termly health and safety inspection with the Executive Headteacher and Health and Safety Governor;
- conduct a half-termly site check with the Executive Headteacher;
- meet with the School Business Officer on a weekly basis to manage site issues;
- ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc;
- report to the Executive Headteacher and School Business Officer any defects and hazards that are brought to their notice;
- ensure that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use;
- inspect, check, test and record, using the Trust Premises MIS system, as appropriate at defined intervals, the fire alarm, fire extinguishers, fire doors, evacuation routes, emergency lighting, fixed play equipment and water temperatures;
- inform the Executive Headteacher and School Business Officer whenever contractors are due to enter the school to undertake maintenance, service or works contracts;
- maintain a record of hazardous substances used for cleaning and similar purposes.

### **Health and Safety Consultant**

Prepare and review the Health and Safety Policy, Fire Risk Assessment and general risk assessments.

Carry out an annual health and safety audit of the school, to include a walkthrough of the premises and the provision of a report to include an action plan for improvement.

To provide advice on the following:

- Legal requirements affecting health, safety and welfare;
- Personal protective clothing and equipment;

- Working methods, equipment or materials, which could reduce risks.

### **Trade Union Safety Representatives**

Trade unions can appoint safety representatives who are legally entitled to inspect premises, investigate accidents and undertake safety training.

The trade union safety representative will consult the Executive Headteacher on any relevant health and safety matters.

In accordance with the Safety Representatives and Safety Committee Regulations the safety representatives will, where appointed:

- represent the employees in consultation with the employer and with his/her representative;
- investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace;
- investigate complaints by any employee he/she represents relating to health and safety and welfare at work;
- represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority;
- receive information from Enforcement Inspectors;
- attend meetings of safety committees to which he/she is elected;
- inspect the workplace if they have given the employer or his/her representative reasonable notice in writing of their intention to do so and have not inspected it in the previous three months. He/she may carry out additional inspections where there are substantial changes in work conditions.

### **Staff Liaising with Contractors**

Staff liaising with contractors carrying out work at the School should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or his employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the School Business Officer and/or Trust Estates Manager for them to rectify or, failing that, reporting to the Executive Headteacher.

Staff must ensure that any contractor arriving at site, reports to Reception and a nominated person ensures that the contractors are informed of any hazards on the school site e.g. asbestos. Approval must also be gained by the contractor to start work. Only those staff nominated by the Executive Headteacher to liaise with the contractors must undertake this activity. Contractors will agree health and safety practices with School Business Officer before starting work and provide evidence that they have completed an adequate risk assessment of their planned work.

### **The Duties of all Members of Staff**

All staff are expected to familiarise themselves with the health and safety aspects of their work.

***All staff have a responsibility to:***

- take responsible care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
- follow agreed working practices and safety procedures;
- report any accident, near miss, incidents of violent or verbal abuse or any hazard;
- ensure health and safety equipment is not misused or interfered with.
- model safe and hygienic practice for pupils
- understand emergency procedures

Whenever an employee is aware of any possible deficiencies in the School's Health and Safety arrangements, they must draw these to the attention of the Executive Headteacher.

Please note the following:

- It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
- Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
- All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

**Hirers, Contractors and Others**

The Executive Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the premises are used for purposes not under the direction of the Headteacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in this document.

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employ of the Governing Body, it will be a condition of all hirers, contractors and others using the school premises or facilities that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body:

- introduce equipment for use on the school premises;
- alter fixed installations;
- remove fire and safety notices or equipment;
- take any action that may create hazards for persons using the premises or the staff or pupils of the school.

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises. All Contractors must abide by the Contractors Code of Conduct and the School will monitor and control their actions.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Executive Headteacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.

The Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

### **Staff Consultative Arrangements**

The Governing Body, through the Executive Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

### **Emergency Procedures**

The Executive Headteacher will ensure that an emergency plan is prepared by a trained member of staff and identifies areas of major hazard including procedures for dealing with the worst foreseeable contingency. The procedures are circulated to staff through the Staff Handbook and will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- save life
- prevent injury
- minimise loss.

This sequence will determine the priorities of the emergency plan. The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

### **First Aid and Supporting Pupils Medical Needs**

The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.

Supplies of first aid materials will be held in each Year Group/Area. They will be prominently marked and all staff will be advised of their position. The materials will be regularly checked and replenished if necessary by the First Aid Coordinators. All First Aiders are also 'Appointed Persons'.

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity.

Health Care Plans are produced by the School Nurse where children have on-going medical needs. Training is provided by the School Nurse before the implementation of any such plan.

### **Hazardous Plants that may cause irritation or allergic reactions**

We are careful to check the safety of any plants we have in the setting. There are three main types of contact hazard. Some plants have sap that causes problems on contact, others contain chemicals that affect some people, and a few have irritant hairs.

- Sap from some plants can affect anyone. When it gets onto exposed skin, it may cause a burning sensation and sometimes blistering.
- The second group of plants contain chemicals called allergens. These do not affect everyone, but some individuals may acquire sensitivity to them, resulting in an allergic reaction.
- The third group have irritant hairs. These cause skin itching, and if breathed in can lead to respiratory problems.

### **Notifiable Diseases**

We are aware that there are notifiable diseases and if they were to occur in our setting the School Business Officer will contact the local health protection unit for advice on any action or precaution which needs to be taken.

### **Infection Control**

To ensure that any infections are controlled we follow government health advice.

### **Organisation and Implementation**

1. The Health and Safety representative is responsible for alerting the Executive Headteacher to any possible risks or hazards that may be identified, on a daily basis. Regular Risk Assessments are carried out for all appropriate risks by trained members of staff and reviewed annually or when there is a change to the task or the member of staff undertaking it.

Anyone discovering such a hazard should report this to the School Business Officer or Trust Estates Manager, who will decide on the appropriate action of remedy. Other hazards may be picked up by the School's Health and Safety advisor on their termly inspections of the School premises. Identified hazards will be recorded and, where appropriate, pointed out to individual members of

Staff/the Trust Estates Manager for immediate rectification. Hazards that require major intervention (building work / renovations etc.) will be brought to the attention of the Leadership Team so budgetary allowances can be made and a timetable of repairs or alterations prepared.

2. Members of Staff qualified in First Aid will be responsible for assessing injuries brought to them, for treatment of minor problems, or referral onto a doctor / hospital where appropriate, and for notifying Parents.

All injuries / accidents are recorded in the '**Accident Book**', with a brief outline of how they occurred, what treatment was given, and by whom. **First Aid Boxes** are located in each Key Stage Area. A list of required contents is kept with the boxes and they are re-stocked by the First Aid Coordinators. Accidents caused by physical hazards in School should also be brought to the attention of the H & S representative for action as outlined in (1) above.

Where appropriate, accidents and incidents (where an injury could have occurred, but didn't) are recorded on the appropriate stationery, reported to the School Business Officer and an investigation carried out. For more serious injuries, reports are made to the Health and Safety Executive.

## **Managing Risks**

### **Provision for Risk assessments**

It is not only a legal requirement, but also this School's belief, that risks to health and safety should be controlled wherever possible through risk assessments. These are therefore conducted in this FPNS on a regular basis and cover all identified risks to our pupils, our staff, our buildings, our grounds, in our daily routine and at all school events.

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organization) that could result from a particular activity or situation.

- **A hazard** is something with the potential to cause harm.
- **A risk** is an evaluation of the probability (or likelihood) of the hazard occurring.
- **A risk assessment** is the resulting assessment of the severity of the outcome.
- **Risk control measures** are the measures and procedures that are in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Risk Assessments are conducted by the Executive Head Teacher, Trust Estates Manager, School Business Officer or delegated to teachers, especially in the case of school visits. Assessment will not be delegated to staff who are uncomfortable about carrying out the task, or who do not have the influence to ensure that their recommendations are implemented. The risk assessment should be shared with all staff and voluntary helpers as appropriate to the visit.

Risk assessments should be obtained and utilized from individuals, groups and organizations who are on site and relevant information about pupils should be shared with them, as appropriate, to ensure safety and welfare.

Risk Assessments are reviewed annually by the Trust Estates Manager and are saved on the V:Drive, so are available to staff. Hard copies are also available on request from the Estate Manager's Office

A comprehensive **Fire Risk Assessment** is reviewed annually.

### **Working in the School**

- All **electrical equipment** used in School is checked annually by the P.A.T. (Portable Appliance Tester) for safety purposes. Each item is recorded for usability, and no piece of equipment which fails this test, should be used in School until it has either been replaced or repaired. No second hand or personal electrical items may be used in school until they have been PAT tested.
- The School holds regular **Fire Drills** to ensure that both children and adults are well versed in safety precautions and can carry them out without fear or panic. The Fire Bell is tested weekly and recorded. A full fire drill is carried out at least once a term and recorded in the fire log in the office. Current School evacuation procedures are outlined at Appendix. 1 and copies are available in every Bay Area. The School may request a visit from the local Fire Officer to talk about safety procedures etc. if, and when, it is considered necessary.

A comprehensive **Fire Risk Assessment** is reviewed annually.

**Staff training** on fire safety is undertaken at induction and regular refresher sessions are held in staff meetings (following fire drills). Whole staff training by the Trust is provided where necessary.

There is a map in every room to show the **emergency exit points** in event of a fire, and each bay area is fitted with fire doors to delay the spread of a fire should one occur. It is essential that these doors remain shut at all times, and that nothing is placed by them to obstruct either access or egress.

Each Area has its own **Fire Extinguisher** which is regularly checked by the contractor. Each Cooking Area also has a **Fire Blanket** in the event of a cooker fire; Staff using these areas should know where it is located.

All **Fire Marshalls** are trained in the use of extinguishers, however, in the event of a fire, staff will concentrate on evacuating the building and not on fighting the fire. **The person designated to take control in the event of a fire** is the Executive Headteacher. **The trained Fire Marshalls** will ensure appropriate action (e.g. searching of designated areas) is taken.

**The School Fire Alarm System is connected directly to the Fire Service** and this connection is regularly checked.

### **Manual Handling**

Manual handling occurs whenever a load needs to be moved. Appropriate staff will be trained in manual handling procedures and a risk assessment is carried out before any potentially hazardous manual handling activity takes place.



## **School Security**

Security of the pupils, staff, visitors and buildings is of very high concern. **Security fencing** surrounds the school grounds and this helps to keep out-of-hours intruders to a minimum. In addition to the **fencing**, our children are protected by CCTV cameras. The School has fitted **special locks** on all outside doors in order to maintain a secure environment, safe from outside interference. These locks can be opened by anyone from inside the School for easy egress, but no one can get into School without a **key/fob**. All visitors to School should come in via the School Office and sign in the **Visitors Book or the IPad entry system**. Any person seen inside the school without a visitor badge and is unknown is challenged as to their reason for being there. By limiting access in this way, we hope to reduce the danger of violence to our children and the Staff, which has unfortunately been the experience of some other schools.

We ask our parents to co-operate with us fully in this policy.

## **Visitors Policy**

This procedure forms part of the School's Health and Safety Policy, and is designed to ensure the safety of all those who are present on the School premises.

We welcome a large number of visitors to our Schools. Many of these come to see and share in the quality primary practice engaged in by our children and Staff.

In identifying who exactly we term as 'School Visitors' the following categories apply:

- all who visit the School and live in the surrounding community including Parents and residents;
- Departments of the Borough Council, and local agencies, e.g. Swindon Contractors. These visitors often have identity cards which must be shown and worn at all times.

Visitors who do not have such a card will be asked to wear a 'Visitor' badge.

All badge holders are required to sign in and out at the School Office. **An IPad entry system or Visitors Book** is available for this purpose.

All Staff should ask any person they do not know for their name and address and reason for being in School. Children will be encouraged to tell their Teacher or Playleader if they see anyone they are unsure of. Parents and carers will be able to collect children, who for example are ill or who have hospital appointments during the School day, from the School Office. Any concerns relating to visitors should be reported immediately to the Executive Headteacher or School Business Officer. With this procedure we have the objective of everyone's safety in mind.

## **Violence towards Staff**

Violence or aggression towards staff will not be tolerated in any circumstances. The Lone Working Code of Practice includes guidance on defusing any potentially aggressive situation and avoiding circumstances where it may occur. All staff will report any incidents of aggression or violence (whether from pupils, visitors or other staff) directed to themselves to their line manager or Headteacher.

## Working with Children

- We are always very careful that we use only **safe, non-toxic products** (glue/paints etc.) with the children. It is therefore essential that individual teachers ensure that products brought into School by visiting artists etc. adhere to our standards, and are safe for our children to use. All such products should comply with COSHH (Control Of Substances Hazardous to Health) regulations. If there is any doubt, then the substances should not be used until they have been checked against the appropriate COSHH sheet. Relevant substances are held by the Trust Estates Manager.
- Children working with tools for Design and Technology and Forest School, should be supervised at all times. They should be taught to handle and care for the equipment correctly, and practice good safety behaviour. There are also safety guidelines and personal protective equipment, e.g. safety goggles.
- When undertaking **PE activities**, Staff should ensure that children are suitably dressed - that all jewellery has been removed, and that children have adequate footwear.
- **Gym equipment** is regularly serviced and maintained through a registered contractor on an annual basis. Defective equipment will be marked and must not be used until it has been repaired or replaced. Teachers are responsible for ensuring that children know how to handle PE equipment safely, and that all large items (ropes and ladders etc.) are correctly assembled. Children must be supervised when using the equipment.
- When taking a group of children on a **School trip**, whether in the local community or further afield, the School Trips Procedures must be followed. This includes risk assessments, Education Trip (EV) form, advice and trip proforma. Teachers must organise extra adult help to assist them supervise and keep the children safe. If an accident does occur then the teacher has the responsibility to notify Parents and the Executive Headteacher, and initiate any action - either on the spot first aid, or referral to the Out Patients at the local hospital. On return to School, the 'Accident Book' must be completed with all the relevant details. Detailed procedures are available in the Staff Handbook. Our School trips coordinator is the School Business Officer.
- **Missing Children** - In the unlikely event that a child is missing the alarm should be raised immediately.
  - Stay calm
  - Make sure all the other children are safe
  - Make sure any external exits are secure
  - Inform the Executive Head who will take the following action:
    - Begin a systematic search. This should be based on where the child was last seen and who they were with.
    - Make sure that all areas are covered.
    - Inform the child's parents
    - Inform the police

## On-site Vehicle Movement

Vehicle movement and deliveries to School are restricted between the hours of 8:30am and 9:00am; and again between 3.15pm and 3.45pm. During Phase 2 of construction of the school, the building contractor will operate a holding area outside of the school site where deliveries must wait and not access the site if they arrive during the restricted period.

The School gates are monitored at these times to reduce the risk to children, their parents, staff and visitors.

### **Asbestos Management**

Although William Morris Primary School is a new, purpose built school, should any matters relating to asbestos arise, the approach we would follow is detailed below.

If there is some asbestos in School. This is recorded in the Asbestos Register and its condition visually monitored by the Site Manager and Borough Council. All Contractors working on site are made aware of the asbestos, its location and the need to leave it undisturbed. The Asbestos Register is signed by all contractors before commencement of work to show that it has been read and understood by them. Any Contractors undertaking significant building work are also required to provide a copy of their procedures for dealing with asbestos. More details can be found in the Asbestos Management Manual for Schools.

Should it be required, an asbestos management plan will be developed by the school, and updated at least annually.

Any person required to manage or monitor asbestos in the school will be provided with suitable and sufficient training as appropriate.

Information on the location of asbestos containing materials will be disseminated to all school staff.

All new building work or maintenance will take into consideration regulations regarding the identification and removal of materials containing asbestos.

### **Legionella Management**

Legionella bacteria will be controlled within the school's water system by the appointment of a competent contractor to carry out inspections, flushing, temperature checking and sampling as appropriate.

In-house temperature checks and flushing will also be carried out by the Trust Estates Manager in accordance with the school's Legionella Risk Assessment.

### **Gas Supply Safety**

Our gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is registered with the Gas Safe Register. Any necessary work required for safety is implemented immediately

### **Fixed and Portable Electric Supply**

A list of all our portable electrical appliances is maintained by the responsible person and portable electrical items are tested (PAT tested) as required by a competent contractor and repairs carried out where needed.

Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any necessary remedial work will be carried out.

Annually our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers

Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and contractors must observe the following: (i) Visually check all electrical equipment before use (ii) Report all faults immediately to the responsible person (iii) Do not attempt to use or repair faulty equipment (iv) No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record (v) Electrical equipment should be switched off and disconnected when not in use for long periods

### **Occupational Health Services and Work Related Stress**

Occupational Health Services are available and referrals will be made where it is requested by the employee or deemed appropriate by the School.

Work related stress is taken very seriously and the School actively looks for solutions. Guidance on managing stress is available from colleagues, publications and the Swindon Borough Council Policy for managing stress and reducing pressure in the workplace.

### **New or Expectant Mothers**

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and many return to work while they are still breast feeding. Some hazards in the work place may affect the health and safety of new and expectant mothers and of their children. The policy sets out the known risks to new and expectant mothers and gives advice on what needs to be done to comply with the law.

Staff (full and part-time) are required to inform the Executive Headteacher as soon as possible in writing when pregnancy has been confirmed. The School will put appropriate measures in place to advise expectant mothers of identified risks such as chicken pox, German measles and slapped cheek.

The Executive Headteacher will undertake a risk assessment of the employees work activity to ensure no risk to the health of the employee or the unborn child. Copies of the Risk Assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way.

### **Work Experience Placements**

This school will work in partnership with secondary schools and colleges to provide work placements. Any proposed placement should be discussed with the Executive Headteacher.

As the placement provider, risk assessments should be undertaken by the Executive Headteacher as soon as the placement details have been agreed in conjunction with the secondary school or college and before the student takes up the work placement.

Providers should be informed in advance about any individual students who may be at greater risk, for example because of any specific medical needs/behavioural needs or learning difficulties.

Teaching staff must be aware of the risk assessment in order to ensure the safety of the work experience student whilst in the care of the school.

### **Hazardous Substances**

The school will keep an inventory of all hazardous substances on site and this will be kept up to date by the Trust Estates Manager, who will obtain all relevant material safety data sheets, and carry out CoSHH assessments for each product. These CoSHH assessments will then be communicated to those persons potentially at risk from hazardous substances.

CoSHH assessments take place to:

- Identify all substances used
- Assess the level of risk to health
- Eliminate the use of substances or substitute a safer alternative
- Introduce and monitor control measures to prevent risk

### **Display Screen Equipment (DSE)**

All staff that use PC's for a significant amount of time must complete the Workstation Self-Assessment Checklist, and return it to the School Business Officer who will progress any corrective actions as necessary.

These staff are entitled, if they wish, to an eyesight test, particularly if they are experiencing visual difficulties associated with the use of DSE, and if they request it.

The optician's fee for the eyesight test will be reimbursed by the school on producing a receipt.

If the optician confirms that a member of staff requires new visual correction specifically for work with PC's, the school will pay a contribution towards the cost. It should be noted that some users who already wear glasses may or may not need special glasses for PC work.

### **Work at Height**

Staff and other supervising adults should use safety stools or stepladders when working at height (e.g. displaying work). Chairs and tables must not be used for this purpose.

### **Lone Working**

All staff should avoid lone working wherever possible by arranging for a colleague to also be on site. Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark. Staff should alert the Executive Head Teacher or School

Business Officer that they are staying late (after 6pm) so that they can ensure lights are on and staff are safe.

Anyone lone working on a regular basis, should be equipped with a personal mobile phone. When two or more people work late they should try to leave the building together. Cars should be parked as close to the access doors as possible.

If any member of staff is onsite and is concerned about people on or around the site, they should telephone the police 101 or on 999 if concerned about their own or the school's well-being.

The school has in place contingency measures for critical incidents.

### **Staff Training**

Staff Health and Safety training is identified and planned during the annual School Development Planning process and Health and Safety Policy review. All members of staff are required to attend appropriate health and safety training and this is recorded by the school. Induction procedures for new staff include Health and safety training and refresher courses are arranged where required. Risk Assessment training is undertaken by key members of staff. Courses specific to the Trust Estates Manager and senior managers are regularly attended.

### **Monitoring Health and Safety Provision**

The responsibility for monitoring the Health and Safety rests initially with everyone using the School premises, because we are all responsible for making sure we do not endanger others by our actions. First Aiders should ensure that their certificates are up-dated every 3 years to keep them current.

Hazards can be reported either directly to the Health and Safety representative or Executive Head Teacher as they occur.

The H & S team will meet half termly to assess risk factors in the School and to discuss relevant issues that have arisen. Issues requiring whole School intervention will be brought to the attention of the Management Team at the next Senior Management Team meeting, for discussion and resolution.

Risk Assessments and safe systems of work are reviewed annually or when there is a change to the task or member of staff undertaking it. The Health and Safety Policy will be reviewed every year in the light of any legal, organizational and/or administrative changes that may have occurred over the preceding 12 months.

### **Monitoring and Review**

Health and safety standards will be monitored by the Executive Headteacher in conjunction with the school governors by the following:

- The Executive Headteacher will include health and safety as part of the agenda of their regular meetings;
- The Executive Headteacher will conduct an annual premises inspection with the Trusts Estates Manager and Trade Union Safety Representative (where appointed);
- The Governors' agenda and Executive Headteacher's report to the Governors will both have health and safety as standing agenda items

## **Inspections**

To maintain and improve standards throughout the school, premises safety inspections will take place with records kept, according to the details below:

- The Trust Estates Manager inspects the site as part of their daily routine, with urgent matters referred to the Executive Headteacher who will take appropriate timely action. More routine matters will be discussed at the weekly premises meeting between the Executive Headteacher, School Business Officer and Trust Estates Manager and actioned accordingly.
- The Executive Headteacher and Trust Estates Manager inspect the site on a half-termly basis.
- The Executive Headteacher, Trust Estates Manager and Health and Safety Governor conduct a termly health and safety inspection, and report back to the Governors
- The Executive Headteacher conducts Risk Assessments on an annual basis or as and when necessary.
- All significant matters are reported to the Governors

## **Auditing**

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed, the Health and Safety Consultant will complete an annual health and safety audit. The action points identified through the audit will form part of the school development plan.

## **Health and Safety Policy Review**

The school acknowledges that the Health and Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

The school will constantly monitor and update the Policy as appropriate and will undertake a formal review on an annual basis with advice and assistance from the Health and Safety Consultant, and endorsement from the Governing Body.

To be reviewed annually.

## **Appendix 1**

### **Fire Drill Procedure**

**The fire alarm is a continuous electronic siren.**

On hearing the fire bell, Staff are to bring the children out on to the playgrounds in a quiet and orderly fashion. Office staff and visitors will join the children and teachers on the playground by the fire assembly point.

Registers for pupils, staff and visitors will be taken.



## **Appendix 2**

### **Personnel with Responsibility for Health and Safety**

Executive Headteacher	Jo Fraser
School Governors:	TBA
Staff Representatives:	School Business Officer and Trust Estates Manager
School Business Officer:	Pauline Dixon
Trust Estates Manager:	Andy Campbell

### **Evacuation Procedures**

Evacuation procedures will be formulated and agreed once the school building is completed before opening.

# First Aiders

Effective from 1<sup>st</sup> September 2019

## Paediatric First Aid

Jo Fraser

Executive Headteacher

Pauline Dixon

School Business Officer

Lauren Coley

Teacher