

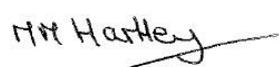


Wootton Community Primary School  
Health and Safety Policy

Approved on: January 2018

To be reviewed: January 2019

Headteacher: 

Chair of Governors: 

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# HEALTH AND SAFETY POLICY STATEMENT

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## SECTION A - STATEMENT OF INTENT

We recognise our duty and responsibility to comply with all relevant health and safety legislation. We will ensure the health, safety and welfare at work of all our employees and others who may be affected by our actions. The school management therefore are committed to establishing and implementing arrangements which will ensure that staff and visitors will be safeguarded when on the premises or engaged on offsite activities (e.g. visits to other areas), and that the premises for which they are responsible is safe for visitors.

It is understood that good health and safety management encourages safe practices and improves morale. We will ensure staff are aware of their responsibilities towards health and safety by ensuring that training and good communications throughout the organisational structure are maintained.

Management have arranged health and safety support through Solent Organisational Support Associates Ltd (SOSA).

Additional information is sourced from the HSE Website: <http://www.hse.gov.uk/index.htm>, to ensure the most up to date information is used.

## SECTION B - ORGANISATION

### **Accountability**

The Isle of Wight Council has overall accountability for health and safety as employer.

School leaders have responsibility for ensuring that the school is safe for use by employees and visitors on a day to day basis.

### **Responsibilities**

#### **Head Teacher**

The Head Teacher is responsible for ensuring that staff, pupils and other visitors (including contractors) adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others.

#### **School Governors**

The governors have a responsibility to ensure that school health and safety management complies with statutory requirements and the school health and safety policy; to ensure the health and safety of persons on the school premises or when taking part in any external school activities.

#### **Head Teacher Responsibilities**

- Ensure the Health and Safety Policy is reviewed annually.
- Ensure that the Health and Safety requirements are implemented, e.g. risk assessments, and keeping a record of the periodic monitoring which is undertaken.
- Ensure that all staff have read and understood the Health and Safety Policy and any supporting documents.
- Ensure the undertaking and recording of relevant risk assessments.
- Ensure regular health and safety inspections are carried out and any safety issues are addressed as necessary.
- Receiving and dealing promptly with complaints about safety issues.
- Ensure that emergency evacuation procedures are in place and that records are maintained.
- Ensuring that requirements of any enforcing authorities (Fire Prevention Officer, HSE and Environmental Health Officer) are properly addressed.
- Ensure that adequate first aid provision is made.

- Responsible for seeing that they themselves are adequately trained and that staff receive any necessary training determined by their 'training needs analyses.
- Responsible for ensuring records of the training are kept and having a system for ensuring that refresher training where necessary is undertaken within the prescribed time limits.

### **Appointed Person**

The Head Teacher has appointed a person responsible for managing the health and safety arrangements for the school (appendix A).

The role of the appointed person is to ensure that H&S statutory duties are acted on and that any necessary records are maintained.

Where appropriate the appointed person may request to assistance of competent persons to help with specific H&S issues.

The appointed person will ensure that accident reporting procedures are followed and records maintained.

The appointed person will make staff aware of specific H&S training that may be beneficial for their function and ensure records are maintained of any training.

### **Teaching Staff**

Teachers are responsible for the safety of pupils under their supervision and where provided, controls indicated by the risk assessments will be used to reduce the risk of harm.

In the event of fire their role is to lead their class to the designated assembly point or other agreed place of safety.

### **First Aid Personnel**

The role of the first aider is to administer immediate first aid to employees, pupils and visitors to the school who may have suffered injury or ill health.

Where appropriate the first aider will request professional medical aid i.e. an ambulance.

The first aider will ensure an accident record is completed and where a pupil is concerned the school first aid log is also completed.

## **Caretaking staff**

The caretaking staff are responsible for ensuring the areas of activity carried out are performed safely and with due regard to others who may be affected by them.

Recorded assessment of risk shall be undertaken by competent persons and made available to those employees who may be affected by the hazards identified.

Ensuring hazardous substances and the activities for which they are used have been assessed in accordance with COSHH/Sypol and suitable personal protective equipment is used.

## **All Staff**

All Staff have a responsibility for the health and safety of themselves, their colleagues and visitors. They also have a duty under the Management of Health and Safety at Work Regulations to report, to their line manager, any shortcomings in the employer's health and safety arrangements.

## **Safety Representatives**

The school allows the appointment of safety representatives by recognised unions.

Recognised unions:

Unison

National Union of Teachers

National Association of School Masters and Union of Women Teachers

Association of Teachers and Lecturers

Secondary Heads Association

Professional Association of Teachers

GMB

Safety representatives are responsible for deciding whether they wish to have a Safety Committee if one does not exist already, in which case, the Head Teacher will facilitate this.

Functions of the Safety representative:

- Investigation of hazards and dangerous occurrences in the workplace
- Examine the causes of accidents and report results to the Head Teacher
- Make representations regarding general matters of health and safety and welfare of employees.

The Head Teacher recognises that the safety representative may require 'in school' time to perform some health and safety functions.

## **Property Services**

The school will ensure that periodic safety testing takes place on plant such as fixed wiring, plumbing systems and drainage.

## SECTION C - ARRANGEMENTS

It is important that the day-by-day activities of all staff, young persons, contractors and visitors are conducted in a way which is as safe as possible.

### ***General Practices Applying To All Staff***

#### **1. Visitors**

- 1.1. All visitors, not being pupils of this school, shall be accompanied by a member of school staff unless they have been given a health and safety induction and the visitor has been authorised by the Head Teacher to be on site unaccompanied.
- 1.2. Arrangements for the signing in and out of visitors and contractors are used at this school.

#### **2. Contractors**

- 2.1. The Head Teacher will appoint a person to liaise and manage contractors. This person will ensure contractors are aware of current known hazards on the site such as locations of asbestos.
- 2.2. Only contractors who able to demonstrate competence will be deemed suitable to work within the school environment.
- 2.3. Contractors must be able to produce a method statement and risk assessment addressing both the hazards they will present to school employees, pupils and others and detail the controls that will be adopted to protect them.
- 2.4. Contractors are not permitted to lone work.

#### **3. Fire Safety**

- 3.1. All employees gain knowledge of the fire procedures firstly as part of the health and safety induction process and then through periodic fire drills.
- 3.2. A fire officer has been appointed to manage the fire arrangements including risk

assessment, drills, alarm tests, emergency lighting tests and all fire safety equipment maintenance (appendix A).

- 3.3. Fire marshals have been appointed to assist the fire officer during drills and actual fire events. The role of the fire marshal is to ensure that the site buildings are clear of persons who may have been inadvertently left behind (appendix A).
- 3.4. Periodic checks of the fire safety systems are made and records maintained. The following fire equipment will be tested by the fire officer, or his representative. Maintenance of this equipment will be carried out only by a contractor deemed competent to do so. Records of checks and maintenance, including test certificates, will be retained in the 'Fire Record' book.
  - 3.4.1. The fire alarms are tested weekly. Each week a different call point will be used to activate the alarm and identified in the record. Maintenance of the alarm system will be yearly.
  - 3.4.2. Emergency lighting systems will be tested monthly and maintenance carried out six monthly.
  - 3.4.3. Smoke detectors are tested weekly.
  - 3.4.4. Fire fighting equipment will be visually inspected monthly and maintenance carried out yearly.
- 3.5. Fire risk assessments are carried out as a result of an annual workplace inspection by the members of the governing body. Specific fire hazards are identified and risks determined. Where appropriate controls are implemented.

#### **4. Arson**

- 4.1. Regular external inspection of the premises is necessary to check for arson activities and potential arson risk. This check will be carried out by the caretaker.
- 4.2. All dustbins, benches and other movable items will be made immovable and not positioned against main school walls.
- 4.3. Wheelie bins are to be lid locked and chained away from main school walls.
- 4.4. Build-up of rubbish including leaves etc will be regularly removed to prevent use as fuel.
- 4.5. Trespassers will be dissuaded from visiting the site by appropriate signage and outside illumination.

#### **5. Bomb Alerts**

- 5.1. The school will take appropriate evacuation action on receipt of information regarding a bomb on the site.
- 5.2. The general fire procedure will be followed and as with the fire procedure the location of the hazard or device will be avoided.
- 5.3. All staff, pupils and visitors to the school will assemble at the designated assembly point as shown on the fire plan.
- 5.4. No attempt will be made by the school staff to handle potentially hazardous devices or objects.

##### **First Aid/Illness**

- 5.5. First aid boxes are stocked as per HSE guidance and are located in the Disabled Toilet and high risk areas:
  - Kitchen
- 5.5.1. Contents are checked and maintained by an appointed person (appendix A).
- 5.5.2. First aid instructions and named first aiders (appendix A) are posted next

to the first aid box.

## 5.6. First aiders

- 5.6.1. Responsibilities of the trained first aider are to ensure persons injured or ill at the school are adequately treated and where necessary make other appropriate special arrangements.
- 5.6.2. Ensure any accidents are reported to an appointed person (appendix A)
- 5.6.3. Recording of all first aid treatments shall be maintained and held in the main admin office.
- 5.6.4. Parents will be informed of any injury or illness to their child by their teacher or appointed person.

## **6. Accident Reporting and Recording**

- 6.1. Accidents, injuries, near misses, reportable disease or work related illness must be recorded using the SOSA online reporting system.
- 6.2. All employee accidents will be recorded in the Accident Book (B1510). The tear out report will be filed in a cabinet in the School Business Manager's locked office.
- 6.3. Non-employee accidents will be reported in the schools incident book located in the main office.
- 6.4. A 'Responsible Person' (SBM) has been appointed to identify any incident as being reportable to the HSE under the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR). The Responsible Person will submit the RIDDOR report to the HSE using the online reporting tool.
- 6.5. Accident and incident records will be retained in the main admin office.

## **7. Housekeeping**

- 7.1. The buildings will be cleaned by an employed cleaner at least once per week. Though the responsibility for ensuring the work environment is kept clean and tidy is applied to all staff.
- 7.2. The disposal of small amounts of waste can be treated as ordinary household waste i.e. placed in appropriate bins within the building and its surrounds, and removed each day by the cleaners to the designated storage area prior to removal by a Refuse Service Contractor.
- 7.3. Stacking and storage of materials, equipment and any other items will be in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff or visitors.
- 7.4. Stairs, cloakrooms and exits etc., will be kept clear of obstructions (including electrical cables and other trip hazards)
- 7.5. All staff are requested to be vigilant in the main reception to identify any potential

hazards in this area as visitors may not be familiar with the surroundings.

## **8. Lifting and Handling**

- 8.1. Injuries can be caused by incorrect lifting and handling of objects, (which need not be large or heavy). Therefore any operation where lifting or handling is involved should be avoided where possible.
- 8.2. Both generic and where appropriate specific risk assessments are undertaken for all potentially hazardous handling activities, including objects and people.
- 8.3. The moving of people is of particular concern and specialist advice is available from Medina House School or St Georges Special School (see section D).

## **9. Control of Substances Hazardous to Health (COSHH)**

- 9.1. Any hazardous substances on the school site must be managed safely and to do this all of them will be identified.
- 9.2. Substances which are hazardous will be assessed for risk to employees and those who may be affected by them. The assessment record will be located:
  - a) at point of use,
  - b) at point of storage and
  - c) in a master record file located in the main office in case of fire.
- 9.3. Assessed hazardous substances will be stored safely in appropriate storage areas and be locatable from a plan in the main office master record book.
- 9.4. Persons trained to carry out these assessments are listed in appendix A.

## **10. Asbestos and Legionella**

- 10.1. A survey has been carried out for the presence of asbestos containing materials (ACMs), and where necessary identification labels placed.
- 10.2. Any areas where ACMs have been identified have been addressed to determine the risk to persons who may be exposed and where necessary removed. Where removal is not necessary periodic monitoring for condition will be instigated and a record maintained.
- 10.3. The survey report is available for reference to all persons who may potentially disturb ACMs during their work i.e. electrical contractors.
- 10.4. The asbestos survey report is available to view in reception area and attached to it is a signature record for contractors and others to sign as proof of reading. These records are retained in a file alongside the survey report.
- 10.5. A survey has been carried out on the water systems within the school to identify potential areas of the system that may promote uncontrolled Legionella bacterium growth. Work to remove redundant system pipe work which had the potential to provide optimum bacterium growth has been carried out.
- 10.6. Higher risk of bacterium growth is likely through long warm holiday periods and therefore maintenance is required to flush the water systems prior to school recommencing. A record of maintenance is maintained.

## **11. Premises and Equipment**

- 11.1. The Head Teacher will periodically arrange for a visual inspection of the premises and equipment. Risk Assessments will have been carried out for the premises and these may be reviewed during the visual inspection. Where immediate action is required to prevent injury the Head Teacher will ensure arrangements are made to address the hazard.

## **12. Electrical Plant and Equipment**

- 12.1. All portable electrical equipment is checked on a regular basis and a record is kept. A schedule/checklist of inspection timescales will be maintained in the record book located in the main office. The competent person or organisation responsible for the testing of portable appliances is included in appendix A.
- 12.2. The electrical installation will be tested and certificated as safe every 5 years.
- 12.3. Staff are required to report any damaged electrical equipment or wiring - including portable equipment and permanent wiring.
- 12.4. Staff must, under no circumstances, attempt any repairs unless they are competent to do so. Personal mains-powered electrical equipment must not be brought onto the school premises, unless it has been subjected to the same tests as school equipment.

## **13. Risk Assessments**

- 13.1. Risk assessment shall be undertaken for all activities which present a potential to cause harm.
- 13.2. The risk assessment will identify the hazard, the risk and the controls which are present or remedial action planned to reduce the likelihood of injury / ill health.
- 13.3. Only persons deemed competent to carry out risk assessments are authorised to do so, these persons are listed in appendix A.
- 13.4. Areas where risk assessment shall be carried out include:
  - 13.4.1. Premises (slips & trips)
  - 13.4.2. Areas on the site with specific hazards present.

- 13.4.3. Fire & Arson
- 13.4.4. Technology equipment
- 13.4.5. Control of Substances Hazardous to Health (COSHH)
- 13.4.6. Caretaking activities including working at height.
- 13.4.7. PE activities (from BAALPE guidance)
- 13.4.8. Educational visits
- 13.4.9. Stress
- 13.4.10. Manual Handling
- 13.4.11. Display Screen Equipment (DSE)
- 13.4.12. New and expectant mothers
- 13.4.13. Young person's on work experience (16-18yrs).

## **14. Working at Height**

- 14.1.1. All staff are asked not to carry out work at height unless it is agreed by their line manager that it is necessary.
- 14.1.2. Working at height will present a higher than normal risk of injury to those carrying out the work and those below them. It is therefore necessary to carefully consider whether there is a real benefit or necessity to carry out this work before starting.
- 14.1.3. The Working at Height Regulations requires all work required where access equipment, such as ladder or step stool, is required above or below floor level to be assessed for potential risk and controls implemented to mitigate injury.
- 14.1.4. Risk assessment will be carried out by a competent person for all working at height activities. In some cases these will need to relate to specific activities though in most cases such as display work it may be acceptable to produce a generic assessment.
- 14.1.5. All employees who carry out any work at height will have some training, appropriate to the task, which will be recorded within the school safety training records. This training will include the use of any risk assessments that may be available for the task.
- 14.1.6. Employees who are unhappy with carrying out any form of work at height are not expected to do so unless it explicitly forms a part of their terms of employment.

- 14.1.7. The person appointed to oversee and advise on all working at height activities is shown in appendix A.

## **15. Slips and Trips**

- 15.1. The school site internally and externally shall be assessed at least annually for potential hazards that may cause slip or trip accidents. This assessment may be carried out by a competent person trained in risk assessment (appendix A) and others such as Head Teacher and Governors etc.
- 15.2. The risk assessment shall include areas such as:
- 15.2.1. Internal and external steps and stairways
  - 15.2.2. Carpets and floor coverings
  - 15.2.3. Dining hall cleanliness and spillages
  - 15.2.4. Caretaking and cleaning activities
  - 15.2.5. Outside paving, walkways and other hard surfaces
  - 15.2.6. Grounds including pitches
  - 15.2.7. External lighting effectiveness
- 15.3. Risk assessment results shall be used to identify priority for mitigation of potential injuries and shall be shared with all employees.

## **16. Wellbeing**

- 16.1. Stress is acknowledged by the school as a potential cause of staff illness and all efforts are made to reduce it. This is in part done by management openness in counselling and supporting staff with work related problems and yearly employee survey which is designed to identify the sources of stress and address any 'stressors'. The Head Teacher is responsible for ensuring arrangements are in place for regular stress survey.

## **17. Alcohol, Drugs and Smoking**

- 17.1. The abuse of alcohol or drugs is a safety hazard and if there is any suspicion that a member of staff or visitor is under the influence of either, then this must be reported to the Head Teacher who will take the appropriate disciplinary action.
- 17.2. Smoking within the school site is prohibited as per the law.

## **18. Violence and Aggression**

- 18.1. Violence and harassment in both physical and verbal forms will not be tolerated within the school. Either between employees or between employees and non-employees.

- 18.2. Employees shall report all incidents of this type to their line manager. Appropriate action will in the first instance be taken by the school.
- 18.3. Disciplinary action will be taken against employees being the source of such behaviour.
- 18.4. Action against non-employees who are the source of violent, harassing or threatening behaviour may be by prohibiting them entry to the school. The Local Authority may be requested to provide advice on the best course of action.
- 18.5. The person responsible for ensuring the process of recording and follow up action is listed in appendix A.

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

- 19.1. All DSE equipment and workstations will be assessed for suitability for individual employee use.
- 19.2. Where appropriate, equipment shall be provided or replaced to ensure the user is not put at risk of illness or injury.
- 19.3. Records of all assessments will be maintained and held in the main admin office.
- 19.4. Eyesight testing is available to persons identified as frequent users.

## **20. Training**

- 20.1. The Head Teacher will ensure that employees with responsibilities for health and safety are competent. This will be reinforced by appropriate training.
- 20.2. Training records will be maintained for all employees and periodic examination of these takes place and if training needs are identified, then appropriate training shall be provided.
- 20.3. Information on Health & Safety courses can be obtained from SOSA Ltd and the LA Workforce Development Team.

## **21. Lone Working**

- 21.1. It is recognised that staff may at some point be required to work outside of normal working hours. If this is necessary then staff must either ensure there is

another person in the building with them or make sure that they have let a family member or friend know when they are expected home. If working alone a message must be sent to the school mobile to inform the Head teacher both on entering and leaving the school.

## **Educational Visits**

- 21.2. The school recognises that educational visits, away from the safety of the school site, expose school employees, pupils and non-employee volunteers to potentially unknown risk.
- 21.3. For all educational visits a competent Group Leader is appointed by the Head Teacher. The Group Leader will ensure all arrangements are made and that all appropriate requirements are met.
- 21.4. A person appointed as the Educational Visit Coordinator (EVC), will oversee the arrangements and advise on documentation required for the particular type of visit.
- 21.5. Injuries occurring during an offsite visit must be handled as those at school. Information about injuries must be relayed back to the school as soon as possible
- 21.6. All pupils must have an EV3 permission slip signed and dated by a parent/carer at the start of the academic year.

## **22. New and Expectant Mothers**

- 22.1. The school recognise the fact that new and expectant mothers (NEMs) are at an increased risk of:
  - a) injury to themselves and their unborn child
  - b) injury to others who may be affected by their actions.
- 22.2. To ensure the safety of the NEM the management of potential risks required. This is done by a risk assessment carried out by a competent person and the implementation of controls to eliminate or reduce risk.
- 22.3. The NEM will be allowed to take appropriate rest breaks at a safe place.

## **23. Transport**

26.1 All employees who drive their own vehicles for work purposes, and this includes employees who attend the occasional day away from their workplace on a course or meeting for instance, shall have the following in-date documents checked and evidence recorded of this on an annual basis.

### **26.1.1 Driving Licence**

26.1.2 Insurance (with 'Business Use' stated)

26.1.3 MOT

26.1.4 Tax

26.2 When staff transport children the following controls are necessary:

26.2.1 A risk assessment must be carried out

## **SECTION D – CONTACTS and INFORMATION**

### **Health and Safety Advice**

Solent Organisational Support Services Ltd (SOSA)

07875 525673

### **Insurance Services -**

01983 823625

### **Fire & Arson advice -**

Community Safety – Newport Fire Station, Tel: 01983 533 834

### **Moving Children -**

Medina House School on 522917 or

St Georges Special School on 524634

### **Information**

[www.HSE.gov.uk](http://www.HSE.gov.uk)

### **DfE Support –**

Web address: [www.education.gov.uk](http://www.education.gov.uk)

### **Counselling services**

PPC (Positive People Company) 0800 282193

## APPENDIX A – Persons with specific H&S responsibility

Name	Job Title	Responsibility
Mrs Jane Wilford	Headteacher	<p>Policy, implementation &amp; monitoring of H&amp;S. Safeguarding Officer, Evacuation Officer, Physical Restraint</p> <p>Off-site risk assessments/trips;</p> <p>Well-being co-ordinator</p> <p>Monitors that the requirements of the H&amp;S policy are operated</p>
Miss Helen Wetherick	Business Manager	<p>Monitors that the requirements of the H&amp;S policy are operated.</p> <p>H&amp;S (Appointed Person)</p> <p>Ensuring Fire arrangements are operational/ Fire Marshal</p> <p>Contractors on site</p> <p>Liaises with Health and Safety provider on issues</p> <p>Violence &amp; Aggression Reporting</p> <p>Accident Reporting</p> <p>Control of Asbestos Survey</p> <p>Evacuation Officer</p>
Mr Mark Haywood	Caretaker/ Site Manager	<p>H&amp;S (Appointed Person)</p> <p>Working at Height</p> <p>Manual Handling</p> <p>Asbestos Monitor</p> <p>Daily check on external safety of site</p>

	TAs and MSAs	First Aiders
Mr William Egan	Governor	Appointed governor for H&S

# APPENDIX B - Fire Safety

## 1.1. Fire Instructions

- 1.1.1. These are placed where staff can easily read them.
- 1.1.2. Emergency Exits, Assembly Point and Assembly Point Instructions shall be clearly identified

## 1.2. Fire Alarm

- 1.2.1. In case of fire dial 999
- 1.2.2. The fire alarms are tested weekly every Monday morning
- 1.2.3. A Fire Test Record Book is maintained and held in the main admin office

## 1.3. Fire Drills

- 1.3.1. Are carried out at least once per term.
- 1.3.2. Assembly points are clearly identified around the school
- 1.3.3. Records are maintained of drills and are held in the main admin office.

## 1.4. Fire Fighting

- 1.4.1. Teachers supervising children must not attempt to fight fires as they are expected only to evacuate the area safely.
- 1.4.2. Untrained staff are not expected to "have a go", but only to tackle small fires only if no undue risk to life and limb, and there is always a clear escape path available.

## 1.5. Fire Hazards and Fire Risk Assessments

- 1.5.1. Storage cleaning substances only in a locked cupboard.

## 1.6. Maintenance of Fire safety equipment is carried out by competent contractor;

- 1.6.1. Emergency lighting – maintained by: Mansells
- 1.6.2. Fire extinguishers – maintained by: Wightfire
- 1.6.3. Fire alarms – maintained by: Mansells/ SB Electrical
- 1.6.4. Fire Safety Signs and identification of escape routes – maintained by: Wightfire

### Staff with specific responsibilities for Fire Safety Procedures:

Job Title	Responsibility
Mrs Jane Wilford	Fire Evacuation Coordinator. Calls 999.
Miss Helen Wetherick	Deputy Fire Evacuation Coordinator in case of absence of Fire Evacuation Coordinator
Class Teachers	Unlocking Fire Exits before the start of the school day.  Taking class register at the Assembly Point
Admin Team	Check teachers have accounted for all children at Assembly Points. Central point of contact during Evacuation procedure for register, missing children, etc.