

**All references to 'the school' implies both Brampton Abbots and Bridstow Primary Schools**

## **HEALTH AND SAFETY POLICY**

### **1. General Statement of Intent**

The school believes that excellence in the management of Health and Safety is an essential element within its overall business plan - a good health and safety record goes hand in hand with Primary achievement in academic and quality standards. People are the most important asset to this school, whether they are Staff members or pupils, therefore we are totally committed to ensuring their health, safety and welfare at all times.

From an economic point of view, the school believes that prevention is not only better, but cheaper than cure. There is no necessary conflict between humanitarian, educational and commercial considerations. Achievement and safety are not in competition. On the contrary, safety is good academic business.

From a legal perspective, the school is committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practicable to do so, the school will strive to go beyond the requirements of legislation.

The school is committed to on-going monitoring and review processes, so that continual improvement in the management of health and safety can be achieved.

Our general intentions are;

- To provide adequate control of the Health and Safety risks arising from our school activities;
- To consult with our employees on matters affecting their Health and Safety;
- To provide safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees and pupils;
- To ensure all employees are competent to do their tasks and to give them adequate training;
- To prevent accidents and cases of work related ill health;
- To maintain safe and healthy working conditions: and
- To review and revise this policy at regular intervals.

### **2. Organisation**

Overall and final responsibility for Health and Safety is that of the Headteacher.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

The Health & Safety Team (inc. Deputy Head and class teacher), to ensure that health and safety standards are maintained and improved.

The following people have responsibility in the following areas:

Nicholas O'Sullivan - Health & Safety Advisor via Contract with Fire and Risk Management Services  
Health & Safety Team - School Health & Safety Co-ordinator and link with Fire and Risk Management Services.

The process of application of Health & Safety is achieved by the creation of Arrangements in the key Health & Safety areas i.e, Manual Handling, Lone Working, DSE and Accident Reporting etc.

### **3. Employees Duties**

All employees are required to:

- Co-operate with the Headteacher and Governing Body on health and safety matters;
- Refrain from interfering with anything provided to safeguard their health and safety;
- Take reasonable care of the health and safety of themselves and others; and
- Report all health and safety concerns to a responsible person (as detailed in this policy statement).

Non-compliance with health and safety rules and procedures can result in disciplinary action, which may include immediate dismissal if appropriate.

**Working Alone.** It is recognised that, from time to time, it may be necessary for school employees to work in situations or locations which are remote from other members of staff. This will include employees working in the evenings, weekends or during the holiday in the school on their own.

In such circumstances, the school will assess the risk to these individuals using and will introduce suitable controls to ensure that all risks are maintained. A copy of the procedures introduced to control these risks will be kept in the main office. Any staff wishing to work outside normal hours must have prior agreement/permission from the Headteacher.

**Volunteers,** such as parent-helpers, and all visitors have a responsibility to act in accordance with the school's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified teacher.

#### **4. Risk Assessment**

In accordance with the Management of Health and Safety at Work Regulations 1999, the school will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health and Safety Executive guidance and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our work activity, or off-site visits, including residential trips and adventure activities;
2. Decide who might be harmed and how;
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done;
4. Record the significant findings of the assessment;
5. Review the assessment when things change, or there is reason to believe that it is no longer valid.

Risk assessments will be undertaken by the Headteacher and/or a Health and Safety team representative and kept in the Central Risk Register in the School Administrator's Office

#### **List of Risk Assessments**

A Central list of Risk Assessments is always available in the School Administrator's Office. Risk Assessments will be reviewed annually by the Headteacher/School Administrator.

Approval for the required action to remove or control risks will be given by the Headteacher

#### **5. Consultation with Employees**

The school will consult with its employees in accordance with the Safety Representative and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996. Consultation with employees over Health and Safety matters will be provided via emails; staff briefings; regular Premises Committee meetings; direct consultation.

#### **6. Safe Handling and Use of Hazardous Substances**

The school will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002 and the Control of Asbestos at Work Regulations 2002

Responsibility for identifying all substances that need a COSHH assessment is that of the School Administrator. COSHH Risk Assessments will be carried out by Nicholas O'Sullivan/ Science Risk Assessments via CLEAPSS website access.

Approval for the required action to remove or control risks will be given by the Headteacher.

The Asbestos Management Plan and the Asbestos Register will be managed by the School Administrator.

## **7. Safe Equipment. Plant and Fittings**

The school will ensure that all equipment, plant and fittings are suitable and without risks to health and safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1988 and the Electricity at Work Regulations 1989.

It is the responsibility of the Headteacher and Health & Safety team to:

- identify all equipment and plant needing maintenance;
- ensure that effective maintenance procedures are drawn up;
- ensure that all identified maintenance is implemented; and
- check that new plant and equipment meets health and safety standards before it is purchased;
- ensure that all electrical equipment, both school and privately owned, should be PAT tested.

Any problems with equipment, plant and fittings should be reported to the School Administrator who may seek Safety advice from Nicholas O'Sullivan.

It is a policy of the school that no privately owned electrical equipment is used at the school without the headteacher's permission

The Headteacher is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

## **8. Training and Competency**

Induction training for all new employees is the responsibility of the Headteacher and the School Administrator. Job specific training will be provided on site by the Headteacher or at specific venues depending upon need/specialism. Training will be identified, arranged and monitored by the Headteacher. Training records and planner will be kept and monitored by the School Administrator.

## **9. Accidents, First Aid and Work Related Ill-Health**

The school's Occupational Health Advisor is Hoople Plc, as part of Service Level Agreements Health Surveillance will be arranged by: The Health & Safety Team in liaison with the Headteacher and Nicholas O'Sullivan.

A First Aid Needs Risk Assessment detailing risk and provision of equipment and suitable trained staff has been undertaken.

All accidents/incidents and work related ill-health are recorded in the Accident/Incident Record file, which is kept in the School Administrator's Office.

Responsibility for reporting accidents, diseases and dangerous occurrences under the RIDDOR regulations to the enforcing authorities is that of the Headteacher and Nicholas O'Sullivan. The Headteacher will notify Fire and Risk Management Services, by scanning in a copy of the completed Accident Report, and emailing to [accidents@fandrms.co.uk](mailto:accidents@fandrms.co.uk) within 72 hours of the occurrence.

Details of staff with specific first aid training and responsibilities are clearly posted in the school office.

## **10. Site Safety- Monitoring and security**

Checking working conditions and ensuring safe working practices are being followed will be structured as follows:

- Office and Administration areas – there will be regular audits and inspection, cross referencing with relevant Risk Assessments - these will be regularly reviewed and action taken where necessary
- Classrooms & Teaching areas - there will be regular audits and inspection, cross referencing with relevant risk assessments - these will be regularly reviewed and action taken where necessary
- Outdoor areas including sports fields, car parking areas, pathways, vehicle movement etc. – there will be regular inspections, cross referencing with relevant risk assessments - with the results recorded for actions taken for audit purposes

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- Workplace safety for teaching staff, pupils and visitors - an Abusive and Violent Behaviour Risk Assessment Policy is in place.

Each individual at the school has the responsibility to report any potentially dangerous equipment, furniture or aspect of the building. These reports are normally to the Deputy Headteacher or directly to the Headteacher who will take appropriate action.

Management of Contractors -The School Administrator will ensure that every Contractor working on the school site will be briefed on school site safety. Each Contractor will be given the school Site Safety Information Sheet which details Fire Evacuation procedures, Assembly Points, First Aid provision etc.

Responsibility for investigating accidents is that of the Headteacher and Nicholas O'Sullivan  
Responsibility for investigating work-related causes of sickness absence is that of the Headteacher  
Responsibility for acting on investigation findings to prevent a reoccurrence is that of the Headteacher and Nicholas O'Sullivan

### **11. Off-site Safety**

Off-site visits are covered by the School Visits policy. All relevant trips, visits and adventure activities will be booked through the EVOLVE system. Local visits will be prior risk-assessed and an assessment produced.

EVOLVE Co-Ordinator {EVC) – Deputy Headteacher - Responsible for local visits. Risk assessments retained for audit purposes.

### **12. Emergency Procedures - Fire and Evacuation**

The responsibility for ensuring the fire risk assessment is undertaken and completed is that of Fire and Risk Management Services.

To ensure that fire and evacuation can easily take place, the following protocols are adhered to:

- School escape routes are checked every day by the Headteacher or Deputy Headteacher, Classrooms and other teaching areas are also checked daily by Class teachers.
- Fire Extinguishers are maintained and checked annually by external contractors.
- Emergency evacuation will be reviewed as part of every fire drill at least every term. Actions, based upon these reviews will be implemented to ensure maximum possible fire safety for all those working in the buildings.

Responsibility for checking that the emergency lighting operates effectively is delegated to the cleaner with agreed keyholder responsibility. Emergency lighting in classrooms and teaching areas is reviewed monthly, with a complete discharge every 6 months to prevent battery memory. Refer to Fire Risk Assessment for final details

The School Administrator will maintain contacts and procedures in a secure format, easily removable from the school site. There will be an annual assessment of fitness for purpose and results recorded.

Policy approved by Governing Body on 24<sup>th</sup> May 2017

Signed Paul Mason GB Chair

Policy due for review July 2018