



# Health and Safety Policy

**Believe \* Achieve \* Succeed**

Policy Reviewed	September 2020
Next Review	September 2021

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## **Appendix A**

First Aiders

## Signature of accountable manager:

### Date:

The Local Governing Board regards the promotion of health and safety at work to be of the utmost importance for all personnel that attend as pupils, work in and visit Masefield Primary School.

It is school policy to ensure that every reasonable step be taken to prevent injury and ill-health to personnel by protecting individuals from hazards at work. This also includes pupils and visitors to the school whether it is for pursuance of their employment or other activities.

This is approached by:

- assessing and controlling risk as part of the day-to-day management of school activity
- providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently
- ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out-of-school activities
- periodic review of the safety policy as school activities and the associated risks change

All personnel employed within the school have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.

All employees within the school have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions
- reporting to the Site Manager any incident that has led, **(or could have led)**, to damage or injury
- assisting in any investigation with regard to accidents, dangerous occurrences or near-misses

In line with the safety organisation set out in part 2 of this policy, it is the responsibility of all line managers to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures that are to be followed within the school.

**Executive Headteacher (signed) -**

**Chair of governors (signed)-**

# Part 2: Safety organisation

## Objectives

2.1 The objectives of Masefield Primary School's health and safety policy are to:

- promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act 1974, other statutory instruments and approved codes of practice
- ensure that places and methods of work are safe and healthy through the arrangements set out in part 3 and others that are adopted from time to time as appropriate to changing circumstances
- protect personnel, whether they be employees, pupils, members of the general public visiting the school, or contractors and their employees, from any foreseeable hazards
- ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety insofar as is reasonable and practicable
- ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare
- ensure that awareness with regard to all aspects of safety is fostered by all personnel
- ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to safety
- ensure that full and effective consultation on all matters is encouraged

## Responsibilities

2.2 Responsibilities of individuals within the school are as follows.

- **Governing Body.** The ultimate responsibility for all aspects of health and safety at work within Masefield Primary School rests with the board of governors through the safety organisation.
- **Executive Headteacher.** The Executive Headteacher is responsible for the effective implementation of the safety policy and for encouraging staff, through regular monitoring, to implement health and safety arrangements.
- **Site Manager.** The Site Manager is adviser to the Executive Headteacher and Head of School on health, safety and welfare within Masefield Primary School. He is also to advise all personnel in meeting their individual responsibilities with regard to health and safety at work.

- **Line manager.** All heads of departments and senior leaders are responsible for ensuring that the day-to-day requirements regarding health and safety at work are met within their areas of concern. Where any new process or operation or substance is introduced into the area of their responsibility, they are to liaise with the safety adviser so that the associated risks are assessed and any precautions deemed necessary are implemented. It is the responsibility of safety representatives to make such proposals as they see fit with regard to methods of achieving improvements in health and safety aspects in their area(s) of responsibility. Heads of department are to nominate safety representative to represent their area(s) of responsibility.
- **Teachers and supervisors.** The responsibility of applying safety procedures on a day-to-day basis rests with all teachers and supervisors. All accidents will be investigated by them in accordance with current procedures in order that the cause of any accident can be identified and remedial action taken as appropriate. They are to ensure that all new members of staff and pupils under their control are instructed in their own individual responsibility with regard to the Health and Safety at Work Act 1974 and that they frequently make inspections of their area(s) of responsibility, taking prompt remedial action where necessary.
- **Employees and pupils.** Employees and pupils have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the school, contractors, and members of the public. They are required to co-operate with supervisors, line managers, safety representatives and the safety adviser, and to adhere to safety guidance given in helping to maintain standards of health and safety within the school.
- **Asset Committee.** The Asset committee monitor health and safety performance and recommend any action necessary should this performance appear or prove to be unsatisfactory.
- **Contractors.** It is the responsibility of contractors and their employees to read and comply with the school health and safety policy.

## Risk assessments

2.3 Responsibility for assessing and controlling risks rests with all personnel within the school. However, risk assessment and training shall be performed in consultation with the Caretaker and the Head of School.

Blank copies of the risk assessments are stored on the W drive. Risk assessments that should be updated annually include:

- Classroom-based risk assessments
- Subject-based risk assessments
- Individual pupils risk assessments
- Personal Emergency Evacuation Plans (PEEPs)
- Healthcare Plans

These will be completed by the relevant staff and handed to the Health and Safety coordinator.

## 2.4 Audit & Risk Committee

The term of reference for the Audit & Risk Committee make clear that Health and Safety is one of their prime responsibilities. Health and Safety will be a statutory agenda item for all meetings. The committee meets at least three times a year.

Under section 2(7) of the Health and Safety at Work Act 1974, the safety committee has the function, in consultation with the staff and pupils it represents, of keeping under review the measures taken to ensure the health and safety at work of the employees and pupils.

Specific functions will include:

- the study of accident and notifiable disease statistics and trends so that reports can be made to the Governing body on unsafe and unhealthy conditions and practices, together with recommendations for corrective action
- examination of safety audit reports on a similar basis, such as the 'Compliance Monitoring in Council Buildings' document.
- consideration of reports and factual information provided by inspectors of the enforcing authority
- consideration of reports that safety representatives may submit
- assistance in risk assessment and the development of school safety procedures and safe systems of work
- monitoring the effectiveness of safety procedures and safe systems of work
- monitoring the effectiveness of the safety content of employee training
- monitoring the adequacy of safety and health communication and publicity in the school

# Part 3: Safety arrangements

## Introduction

The safety arrangements set out below are for the information, guidance and compliance of all personnel in Masefield Primary School.

Health and safety are integral parts of management. They are key considerations that should underpin and facilitate educational and financial activity. Under the Health and Safety at Work Act 1974 and common law, employers and employees must look after children in their care.

In carrying out their normal functions, it is the duty of all Senior Staff, Department Managers and Teaching Staff to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk. These can be summarised as:

- providing and maintaining safe equipment and safe systems of work
- making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles
- providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety
- providing safe places of work with safe access to, and exit from, them
- providing a safe and healthy working environment
- providing a system for rapidly identifying and remedying hazards
- where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment

More specific arrangements are set out below and will be appended from time to time as necessary to address new risks.

All personnel have a statutory duty to co-operate in fulfilling the objectives of the Governing Body and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.

Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to their head of faculty or area.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

## Specific arrangements for health and safety

### 3.1 Accident reporting

Any accident or injury is to be reported to the designated first aider or Site Manager by the person or persons involved in the accident, or by the Head of School / Senior Staff, and entered in the accident report book (either the student accident book, the staff accident book or accident sheet). The Health and Safety Coordinator is to ensure that the Governing Body is informed of all accidents of a serious nature and any dangerous occurrences, and where applicable follow the requirements of current legislation (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013).

### 3.2 Accident investigation

- All significant accidents or incidents that are considered to be dangerous and near-miss situations are to be reported to the Department Manager or senior member of staff. They in turn are to report the incident to the Caretaker / Head of School/ Deputy Headteacher
- The Site Manager/ Executive Headteacher/Head of School/Deputy Headteacher will carry out an immediate investigation into the incident in order to identify the cause of the accident and measures taken to prevent a reoccurrence.
- Day to day accidents that do not require significant, medical attention will be monitored by a designated senior lunchtime organiser.
- Investigations such as these are essential in order that accidents, damage to equipment and property and losses are kept to a minimum.
- The Executive Headteacher is responsible for the co-ordination of such investigations.
- All contractors must ensure that accidents involving their personnel are reported to the Site Manager of the school, as well as their own reporting chain.

### 3.3 Reporting procedures

Any practice or condition that is likely to have an adverse effect on the health and safety of personnel, or damage to equipment or property, are to be reported to heads of faculty or area. Such reports are to be recorded.

### 3.4 Out-of-school visits and activities

All personnel that arrange or actively participate in school visits or out-of-school activities must follow the procedures outlined in the separate document held on the w-drive that outline the procedures during educational visits. Any member of staff planning a trip should also complete an 'Educational Visit Request Form.' The Head of School has responsibility for out of school activities. Regulations for educational visits and associated documents are in the 'Educational Visits' policy.



### **3.5 Safe working procedures**

Department managers, senior staff and teaching staff must ensure that safe working procedures are developed through:

- assessing the tasks
- identifying the hazards
- defining a safe method
- implementing the system
- monitoring the system

Once developed, safe working procedures must be promulgated to protect all personnel working within their area(s) of responsibility from dangers to their health and safety. They are also to familiarise themselves with laid-down procedures and ensure that personnel under their control are fully conversant with these procedures.

### **3.6 Defective tools and equipment**

- All defects found in hand tools, power tools or any other equipment must be reported immediately to the Senior Staff, who in turn will apprise the Site Manager of the details.
- The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be reissued for further use until repair has been affected.

### **3.7 Means of access**

- When using access equipment, such as ladders, crawling boards, etc, the correct equipment is to be used for the job to be undertaken. Stepladders should always be supported by an assistant and any tasks of requiring working at height would usually be completed by the Site Manager. However, staff are advised on 'Working at Height' guidance and regulations.
- Always use correct routes of access. Do not use short cuts; they can result in serious accidents.

### **3.8 Machinery**

All Department Managers, teachers and supervisors controlling the use of machinery must be familiar and comply with the following legislation.

- Factories Act 1961: Safety (General Provisions)
- Abrasive Wheels Regulations 1970
- Woodworking Machine Regulations 1974
- Operations at Unfenced Machinery Regulations 1938
- Lifting Plant and Equipment (Records of Test and Examination, etc) Regulations 1992
- Provision and Use of Work Equipment Regulations 1992
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Electrical Equipment (Safety) Regulations 1994

### **3.9 Good housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean.
- Do not obstruct emergency exits.

### **3.10 Electrical equipment**

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- Where 13-amp sockets are in use, only one plug per socket is permitted.
- The protective outer sleeve of electrical cables is to be firmly secured within the electric plugs. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to rewire the plug correctly.
- Electrical equipment that is known to be, or suspected of being faulty must not be used.
- If electrical equipment becomes faulty whilst in use, it is to be isolated from the source of supply and secured so that it cannot be used until repair has been affected.
- Electrical equipment will be tested on a regular basis .

### **3.11 Use of harmful substances**

- When using harmful substances, whether they be material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.
- No new materials or chemical substances are to be brought into use unless an assessment using the Control of Substances Hazardous to Health Regulations 1994 has been carried out and clearance given for use by the safety adviser. The user department is to be in possession of a safety data sheet.
- Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the Site Manager.

### **3.12 Skin infections and hand care**

- To reduce the risk of dermatitis, oil acne or skin cancer, always avoid unnecessary skin contact with oils and chemicals. Always wear gloves and protective clothing where necessary.
- Use barrier creams before commencing work. These provide a barrier between the skin and harmful chemicals, oils and dirt.
- Do not put oily or chemically soiled rags in pockets.
- Always change clothing if it has become contaminated with chemicals, flammable liquids or oils.

### **3.13 Smoking**

- Smoking is not permitted in the school or the grounds.

### **3.14 Emergency services**

- Fire, police or ambulance services can be contacted by dialling 9/999 and asking for the service required.
- There is a first aider on call within working hours.
- The names of the designated first-aiders are attached to this policy as appendices.

### 3.15 Noise

Where noise cannot be controlled at source, all personnel are to wear ear protection in areas where high noise factors exist. These areas are to be designated with the approved warning signs.

### 3.16 Fire prevention

- Emergency evacuation and fire procedures are available for all personnel to read in their area of work. They cover all aspects of fire prevention.
- All staff will be trained on fire prevention on a three-yearly basis and the policy and procedures will be reviewed every 12 months.
- Personnel are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire.
- The most important part of fire control is prevention. It is with this in mind that all personnel are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked 'flammable'.
- Fire evacuation procedures, fire prevention training and fire alarm testing are to be carried out in accordance with current legislation.
- All staff are responsible for keeping fire exits clear and reporting obstructions if they see them.

### 3.17 Visitors

- It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school.
- Visitors should not be allowed to enter work areas unaccompanied and, where protective clothing is issued for a specific area or task, the same level of protection is to be afforded to any visitor proceeding to that area.
- All visitors must sign in on arrival to the school and sign out on leaving. Identity badges must be worn at all times.

### 3.18 Contractors

Contractors working within the school are required to comply with the working rules as issued by this school. Any breach of these rules is to be reported to the Site Manager/Executive Headteacher/Head of School/Deputy Headteacher.

### 3.19 Use of vehicles

Only those persons authorised and in possession of the appropriate licence are to drive vehicles on school business.

### 3.20 Legionellosis

The primary aim is to prevent the build-up of the Legionella pneumophilla organisms in water systems and to prevent inhalation of infected water droplets.

Control measures are as follows.

- The water temperature is to be below 20 degrees C or above 55 degrees C and this is to be checked monthly.
- Records are to be maintained of all cleaning and temperature checks carried out.
- Water storage tanks are to be covered.
- Records are to be maintained of any maintenance, water treatments or disinfection.

### 3.21 Manual handling of loads

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out. This is especially relevant during pregnancy and is detailed in the pregnancy risk assessment.

Health and safety information and advice are available on all aspects of health, safety and welfare from the Site Manager, Executive Headteacher and Head of School.

**Additional arrangements will be appended as they are developed out of risk assessments carried out in accordance with this policy.**

## COVID 19 pandemic

The school takes direction from the Government, Local Authority and Public Health England in terms of managing operations within the COVID 19 pandemic. This includes use of regularly updated government guidance documents as well as the Bolton COVID 19 resource pack and weekly local public health briefings. In order to support the safe operation of school during these times, a specific COVID 19 risk assessment has been undertaken. This has been shared and approved by the local authority who have also liaised with trade unions. This has also been shared with all stakeholders and is available on the school website. The school is committed to working with agencies as directed in order to manage a safe environment whilst continuing to provide educational provision.

### **National Guidance Documents**

This local guidance document has been based on national PHE, NHS and government guidance. Hyperlinks to key national guidance are displayed here for reference (click on the link to be taken to the relevant guidance/information online).

Social distancing for different groups

- [Stay at home: guidance for households with possible coronavirus \(COVID-19\) infection](#)
- [Guidance on social distancing for everyone in the UK](#)
- [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)

Guidance for contacts

- [Guidance for contacts of people with possible or confirmed COVID19](#)

Specific guidance for educational settings

- [Guidance for schools and other educational settings](#)
- [Opening schools and educational settings to more pupils: guidance for parents and carers](#)
- [COVID-19: implementing protective measures in education and childcare settings](#)
- [Safe working in education, childcare and children's social care settings including the use of PPE](#)
- [Guidance on isolation for residential educational settings](#)

Testing

- [NHS: Testing for coronavirus](#)

Infection prevention and control

- [Safe working in education, childcare and children's social care settings including the use of PPE](#)
- [5 moments for hand hygiene: with how to hand rub and how to handwash. Posters](#)

- [Catch it. Bin it. Kill it.](#) Poster

Coronavirus Resource Centre posters  
Available [here](#)

## Appendix A

# First Aiders in School



### First Aid at Work

**Victoria Evans-Jones**

### Paediatric First Aid

**Jenna Johnson (EYFS)**

**Deborah Cooper (EYFS)**

**Dee Sech (EYFS)**

**Laura Behan (KS1)**

**Karen Willett (KS1)**

**Natalie Greenhalgh (KS1)**

**Susan Dale (KS2)**

**Suzanne Lowe (KS2)**

**Claire Wood (KS2)**  
**Tania Catterall (KS2)**  
**Emma Greenhalgh (KS2)**  
**Angela Murphy (Whole School)**  
**Heather Whittle (Lunchtime Lead, KS2 & Club)**  
**Enkelejda Zhidro (Lunchtime – Nursery, School & Club)**  
**Gillian Curran (Lunchtime)**  
**Claire Pendlebury (Club Manager)**

**FIRST AID BOXES ARE LOCATED:**

**Main School Office**  
**Main School Resource/PPA Room**  
**Main School – KS2**  
**Nursery Utility Room**