



Health & Safety Policy

Introduction.

The school policy for Health and Safety was developed and agreed by the Governors Policy Group and has the full agreement of the Governing Body. The policy was approved and ratified by the Governing Body during the Summer Term 2013.

Aims

It is the responsibility of all staff to be aware of the following policy statement on health and safety and of the organisational arrangements made in its implementation. The policy is to ensure safe working conditions with a clear definition of responsibilities and the development of safe practices through joint consultation.

Head teacher and all Line Managers, are required to comply with statutory and City Council regulations and Codes of Practice at appropriate times, e.g. at routine meetings to discuss teaching and organisation of work and supervision of this.

Our statement of general policy is as follows:

- To promote an effective safety culture throughout the school
- To maintain a safe and healthy place of work for employees with safe access and egress
- To ensure that non-employees e.g. pupils, parents, visitors etc., are not exposed to a risk to their health and safety
- To promote effective risk management within play and sport so that an appropriate challenge is provided with an acceptable level of risk
- To provide adequate control of the health and safety risks arising from school activities, including educational off-site visits
- To consult with our employees on matters affecting their health and safety
- To provide and use equipment safely.
- To ensure safe use, handling and storage of substances
- To provide information, instruction, training and supervision for employees
- To ensure all employees are 'competent' to carry out their activities
- To provide adequate welfare facilities for employees and pupils
- To monitor the standards of health and safety performance and ensure continuous improvement in the management of health and safety
- To review the systems in place that manage health and safety and to revise them as necessary on an annual basis

Responsibilities

Responsibilities of the Governing Body

The Governing Body acknowledge that as employer, they are ultimately responsible for health and safety in the Academy.

The Governing Body is responsible for:

- Leading an effective health and safety culture.
- Integration of good health and safety management with business decisions.
- Ensuring that there is an effective and enforceable policy for the provision of health, safety and welfare, and that it is reviewed annually.
- Ensuring that the school have access to competent health and safety advice.
- Employees or their representatives are involved in decisions that affect their health and safety.
- Carry out and record a formal health and safety inspection of all parts of the premises and site at least annually.
- Ensuring a safe place of work for employees and pupils, including safe means of access and egress.
- Ensuring that adequate health and safety resources are available to meet health and safety requirements.
- Having procurement standards for goods, equipment and services can help prevent the introduction of expensive health and safety hazards.
- Ensuring health and safety appears regularly on the agenda of Governor Meetings.
- Considering immediate reviews in the light of major shortcomings or events.

Duties of the Head Teacher & Business Deputy Head Teacher

The head teacher is responsible for:

- Demonstrating visible, active commitment to health and safety improvement.
- The overall maintenance and development of safe working practices and conditions for all employees, pupils and other non employees on site.
- Ensuring that the requirements of all relevant legislation, codes of practice and school policies are met at all times.
- Ensuring safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others.
- Consulting with employees, and safety representatives, on health and safety issues.
- Ensuring effective means of communication with staff on health, safety and welfare issues.
- Ensuring that risk assessments are undertaken and reviewed annually.
- Identify the training needs of employees and ensure that they are 'competent' to carry out their activities.
- Ensuring that arrangements are made for defects in the premises, its plant, equipment or facilities are reported and made safe.
- Ensuring that accident, work-related ill health and violent incidents are reported and investigated as necessary.
- Monitoring the standard of health and safety throughout the school.
- Ensuring that emergency procedures are in place.
- Ensure that staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy and have access to it.
- Authorise all Off-Site Visits. Inform the Governors of all non-routine Off-Site Visits.

Duties of the Deputy Head Teachers and Line Managers

The duties of line managers include:

- Day-to-day responsibility for the health, safety and welfare of employees and pupils.
- Ensuring risk assessments are carried out for activities as required.
- Ensuring safe working conditions and safe working practices in accordance with legislation and school policies.

- Ensuring employees are 'competent' to carry out their activities.
- Ensuring new employees are inducted in the safe working practices.
- Ensuring all equipment is inspected and maintained in safe working order.
- Ensuring appropriate personal protective equipment and first aid facilities are provided and readily available.
- Ensuring that employees and pupils are aware of the emergency procedures.
- Ensuring that hazardous substances are correctly used, stored and labelled.
- Ensuring that relevant health and safety warning signs are displayed.
- Ensuring effective means of communication with employees and pupils.
- Reporting any health and safety concerns to the Head Teacher.

Duties of the Site Manager

The site manager's duties include:

- Keeping the building and site in good order and repair and free of waste / litter.
- Monitoring the maintenance of plant and equipment e.g. heating boilers, electrical equipment, local exhaust ventilation equipment, pressure systems, gas appliances, lifting equipment (e.g. for disabled persons), passenger / goods lifts, fire alarm system, intruder alarms etc.
- Monitoring the provision and safe use of main services i.e. water, gas and electricity.
- Monitoring the inspection and maintenance of plant and equipment - including access equipment i.e. step ladders, ladders, mobile towers etc.
- Monitoring and maintaining effective security arrangements.
- Maintaining safe storage of chemicals, hazardous substances and equipment.
- Ensuring that deliveries are made safely, e.g. by avoiding peak pedestrian times.
- Dealing with reported damage and defects.
- Monitoring the condition of known asbestos containing materials.
- Assisting the head teacher and Governors with the annual health and safety inspection.
- Undertaking duties in accordance with legionella management requirements.

Duties of the Off – Sites Visits Co-Ordinator (OVC)

- Follows the NCC Educational Off-Site Visits Policy where their full responsibilities are outlined.

Duties of all Employees

All employees are instructed to:

- Take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action.
- Co-operate with their line manager on health and safety matters.
- Not to interfere with anything provided to safeguard their health and safety.
- Report all health and safety concerns, e.g. hazards or defects etc., to their line manager.

Arrangements

Note "policy" below means the Nottingham City Council Children and Families Safety manual and procedures contained within. In the event our Academy does not continue to purchase the H&S Support Package, alternative arrangements / sources of advice will need to be sourced.

Accident Reporting and Investigation

Accidents to employees are dealt with in accordance with Guidance and Information Sheet No. 48. Accidents to pupils and other non-employees are recorded as laid down in the Children and Families Health and Safety guidance.

All accidents are investigated by local responsible person.

All accidents to staff and those to pupils which are serious or require action to prevent a reoccurrence are recorded on the Nottingham City Council's incident management system. Minor accidents to pupils which do not require action are recorded in a log book which is kept in the school office.

Reported accidents are monitored termly to identify any trends, e.g. same pupil or accident in the same location.

The head teacher is responsible for ensuring certain more serious accidents to both employees and non employees are reported to the Health and Safety Executive as legally required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995.

Administration of Medicines

Please refer to the Academy Medicine Policy.

Asbestos Management

N/A to Ambleside NEW BUILD 2007

Communication

Effective communication between the head teacher and employees is undertaken either face-to-face or through regular staff meetings, briefings and use of Open Hive.

Construction work

All construction work is carefully monitored in accordance with NCC guidance.

Consultation with Employees

Health and safety is a standing item on the agenda of staff meetings. Minutes are taken of such meetings and action taken as required.

Employees are encouraged to report any health, safety or welfare concerns to the head teacher or to a nominated person.

The school will consult with employees or safety representatives (where appointed) in good time:

- The introduction of any measure at the workplace which may substantially affect the health and safety of the employees.
- Information they must give their employees on risks to health and safety and preventive measures.
- The planning and organising of any health and safety training.

The School Health and Safety Committee consists of:

Matt Barnham (Deputy Head Teacher), Mark Bligh (Chair of Governors), Glenda Trueman (Staff governor), Chris Marks (Staff governor), Diane Tennick (Business Manager), Chris Birchnall (Site Manager) and meets termly.

Control of Contractors

The site manager is responsible for day-to-day control of contractors, although it is recognised that overall responsibility lies with the head teacher.

Display Screen Equipment

The regulations are applicable to regular 'users' of display screen equipment, e.g. office staff in some schools. A workstation risk assessment is carried out for any employee who meets the criteria of a 'user', using the online assessment on the NCC intranet.

It is recognised, however, that the guidance should be followed by all individuals who use display screen equipment in order to avoid repetitive strain injury, postural problems and issues which could affect the eyes.

The use of laptops is regarded as use of display screen equipment and NCC guidance will be followed.

Electrical Safety

All portable electrical appliances in school are checked by a 'competent' person at recommended intervals. Records of PAT testing are held on site.

All employees are instructed to carry out a visual inspection of electrical equipment, so far as is reasonably practicable, prior to use for signs of damage or charring, to report defects to the site manager so that action can be taken to prevent accidents and injury.

All employees and pupils are made aware of the hazard of electricity, particularly where water is present. A residual circuit device (RCD) is used where required e.g. for any electrical equipment used out of doors.

The electrical installation is inspected at 5 yearly intervals by an electrical engineer. Records are kept in the site manager's office.

Emergency Procedures

Detailed in the school's Emergency Plan.

Fire Safety

Refer to fire management folder including risk assessment and logbook.

First Aid

First aid facilities are provided at all times where employees are at work during normal working hours.

First Aid Boxes are sited at the following locations:
Every teaching classroom, the ICT Suite, staff room and school office.

In all blood spillage situations, plastic gloves MUST be worn and disposed of after correctly.

All first aid treatments are recorded.

'Head bumps' are reported to the injured child's parent /carer.

The First Aiders are:

Miss Kate Tennick, Miss Rebecca Begley, Miss Tracey Warriner, Mrs Marjorie Palmer, Mr Max Speed, Mrs Lisa Osprey, and Mrs Michelle Sufa.

All off-site visits have a fully trained first-aider with an appropriate kit.

Gas equipment and appliances

All gas boilers / appliances are inspected annually by a 'competent' contractor who is on the Gas Safe Register™.

Gas supplies are capable of being isolated and 'locked off' when not in use.

Hazardous Substances

Where possible the use of hazardous substances is avoided through the substitution of the hazardous substance for a less harmful one.

A (COSHH) risk assessment is carried out for the use of any hazardous substances used / stored on site, e.g. cleaning chemicals bearing a hazard warning symbol (i.e. toxic, corrosive, harmful, irritant).

Information / COSHH assessments relating to hazardous substances in school are kept in the site manager's office.

All chemicals are kept securely under lock and key to prevent unauthorised access.

Health and Safety Advice

Competent advice is provided through the H&S Support package from NCC Children and Families.

Housekeeping (and see also under waste / litter)

All employees are responsible for keeping their own workplace in good order i.e. clean, tidy and free of obstructions and slip / trip hazards.

All employees are informed of their responsibilities during their induction.

Information

All employees are given adequate information on health and safety matters in relation to their work activities, i.e. as identified in the relevant risk assessments.

All staff have a full induction when joining the school.

Specialist advice is provided by:

- Design and Technology through the Design and Technology Association (DATA).
- Physical Education through The Association for Physical Education (afPE)
- Science through the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS). (Include if purchased)

The Health and Safety Executive (HSE) poster “Health and Safety Law- what you should know” is displayed in the school staffroom.

Inspections

The following inspection/servicing contracts are in place:

Type	Frequency	Contractor
Air conditioning	Annual or as recommended by manufacturer	Fostair
Catering equipment	As required by risk assessment, recommended by manufacturer	Eastcroft
D&T Machinery	As required by risk assessment, recommended by manufacturer	NCC
Electrical installation	Five Yearly	
Electric Powered Gates	As required by risk assessment, recommended by manufacturer	Swift
Gas boilers	Annual	Miller-Freeman
Gas cookers	Annual	Eastcroft
Gym equipment	6-Monthly / Annual	Sports Safe
Emergency Lighting	6-Monthly	Lukle Goodwin
Fire Alarm	Quarterly	Swift
Fire Extinguishers	Annual	Notts Fire Service
PE and Play equipment	Annual	Sports Safe
Portable Electrical Appliances	As required by risk assessment-see HSE guidance	Cambs-PAT
Power Tools	As required by risk assessment, recommended by manufacturer	Cambs-PAT
Sprinklers	Frequency depends on the type of system in use.	Thameside
Water	Half termly	Second Elements

Lettings / Use Premises Out of Hours

The school obtain legal and insurance advice regarding any lettings. Contract with conditions of hire are completed, signed and approved as necessary.

Lone Working

Lone working situations include home visits, interviewing, responding to alarm activations, working late / early or at weekends or during holiday periods.

Risk assessments for lone working have been carried out.

Employees have been instructed to avoid high risk activities whilst lone working e.g. working at height, putting up displays.

Maintenance of plant and equipment

The site manager is responsible for arranging / monitoring and keeping records for the routine maintenance of plant and equipment.

The site manager is responsible for carrying out repairs or arranging for repairs to be carried out. All repairs are reported by staff on Open Hive.

Manual Handling

Employees are instructed to seek assistance when in doubt or where their personal lifting capacity is likely to be exceeded.

Mechanical aids are provided, e.g. trolleys, sack trucks, hoists for disabled pupils, where necessary.

Leaflets on the safe manual handling of inanimate objects are available from the Safety Manual.

The safe manual handling of pupils, e.g. disabled children, is only carried out by employees who have received specific training provided by a 'competent' provider.

A risk assessment is carried out for manual handling tasks which present a significant hazard, using the form provided from the Safety Manual.

New and Expectant mothers

New and expectant mothers are given special protection by health and safety legislation i.e. Management of Health and Safety at Work Regulations 1999 – regulation 16.

A risk assessment is carried out as soon as the head teacher is made aware by the employee and reviewed as necessary.

Off-Site Educational visits

The Off-Site Visits Co-ordinator (OVC) is Matthew Barnham.

The OVC is directed by the head teacher for ensuring health and safety issues have been addressed and that all relevant risk assessments are completed.

Advice and guidance is provided by the Children's Services Outdoor and Environmental Development Manager, Sports, Health and Outdoor Education Team, who is based at College Street – 9476202.

Advice as regards swimming activities is provided by the Swimming Co-ordinator, who is based at College Street – 9476202. The PE Subject Leader is Caroline Milns.

Reference: The Educational Off-Site Visits Policy

Personal Protective Equipment (PPE)

PPE is issued to employees as required, e.g. to the site manager, Cleaners and any employee who may have to deal with bodily fluids. P.P.E. is also provided for pupils, e.g. in science, design and technology and PE, PPE is replaced as required.

Playground Safety

The site manager is responsible for ensuring that the playground is inspected prior to use and that harmful items are removed e.g. broken glass etc.

Staff report any identified defects / concerns directly to the site manager via Open Hive.

Play equipment is inspected annually by Sports Safe for playground equipment and Safeshade for Sun Sails.

Reporting of defects, hazards and near misses

All employees have been instructed to report defects, hazards, near misses to the site manager, immediately so that prompt action can be taken to avoid accidents and injury.

Risk Assessments

Risk assessments, as legally required, have been carried out in consultation with employees and are kept centrally in the deputy head's office.

Generic risk assessments have been designed by the safety advisers and are available via the school's website.

Training courses on carrying out risk assessments are provided by NCC Corporate Safety.

Safety Education

Arrangements are in place for safety education to be included in the curriculum.

Safety Representatives

Under legislation Academy employees who have been appointed as Safety Representatives have legal rights and functions e.g.:

- to represent employees
- to investigate hazards and complaints
- to carry out inspections of the workplace
- to attend safety committees

Safety Representatives have no legal responsibilities other than those of an employee.

Security Arrangements

The site manager is responsible for maintaining the security of the site, e.g. locks, self-closers, gates, fences, etc.

Arrangements are in place to prevent unauthorised access, so far as is reasonably practicable, and also to ensure that pupils are prevented from absconding, where applicable, e.g. in the Nursery.

The response to alarm activation is covered in the lone working procedures.

Key holders are:

Chris Birchnall (Site Manager)
Gary Cresswell (Caretaker)
Karen Hannon (Head Teacher)

Slips, trips and falls

Slip, trip or fall hazards e.g. damaged carpets / floor tiles, raised paving slabs etc. are reported to the site manager via Open Hive who will ensure that appropriate action is taken to avoid accident / injury.

Access routes and storage areas are kept free of obstruction to minimise the risk of trips and falls.

Storage Arrangements

All employees are responsible for ensuring items are stored safely and to report any hazards to their line manager, e.g. unsecured racking, defective lighting in store areas, inappropriate / lack of access equipment, e.g. step ladders.

All employees have been instructed not to use chairs, tables, desks, etc. to gain access to storage.

Employees have been advised that 'heavy' items should be stored at approximately waist level to minimise the risk of injury.

Stress, Work Related

The head teacher is responsible for managing work-related stress within the school. Please see Staff Absence Management Policy for further details.

Sun Protection

Pupils are encouraged to use high-factor sun protection cream, lotion or spray as necessary and / or to wear head / neck protection as provided by parents / carers. Please see Sun Protection Policy.

Drinking water is provided throughout the year and drinking water containers are taken on any outdoor activities as necessary.

In extreme weather conditions the length of time that pupils are exposed to the sun is controlled.

Shade is provided on the school playground via Sun Sails.

Supervision

Pupils are supervised during all activities throughout the school day.

For off-site visits DFE guidelines are followed regarding supervision levels.

Training

All employees are given adequate health and safety training, which includes basic skills training, specific on the job training and training in health and safety or emergency procedures.

New, temporary and supply staff are given basic induction training on health and safety, including the arrangements for first aid, fire and evacuation, using the School's Checklist. New employees are adequately supervised, as required.

Vehicles, Use of

The use of vehicles for transporting pupils is included in the risk assessment process for off-site educational visits, e.g. the use of taxis, minibuses, buses and coaches.

The use of employees' own vehicles for the transporting of pupils is also included in the risk assessment process. A generic risk assessment can be found in the on-line H&S manual.

Only employees who are currently authorised by the Head Teacher and licensed by Nottingham City Council Passenger Services are permitted to drive the school or hired minibus.

Violence

Violence, threatening behaviour and abuse against school employees or other members of the school community will not be tolerated.

The Academy has adopted the Health & Safety Executive's (HSE) definition of violence: 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'.

All incidents of violence are reported on the Violent Incident Report form and investigated as required by line manager / head teacher.

A poster is available for display in reception areas informing visitors that violence is unacceptable.

Training will be provided in de-escalation and positive handling through the Behaviour Support Service. The main purpose of such training is to avoid / minimise the risk of injury to either employees or pupils.

Further action is taken via the Police, Anti-Social Behaviour Team, or Legal Section as required.

Waste / Litter Management

The site manager is responsible for the management of waste and litter. Pupils are encouraged to take an active part in the management of litter.

Adequate waste bins are available around school, which are emptied daily. External waste bins are secured away from school buildings to reduce the risk of damage by arson.

A 'sharps' box is available in school in order to deal promptly with any discarded needles / syringes being found.

Arrangements have been made for the safe storage and collection of clinical waste.

Water Management / Control of Legionella

The Academy complies with the requirements of the Approved Code of Practice (L8).

Second Element have been employed to undertake risk assessments every month. The log book for Legionella is kept in the site manager's office.

Welfare facilities

Sufficient toilet facilities are available for both employees and pupils, which include adequate hand washing / hand drying facilities.

Pupils have access to labelled drinking water taps and / or drinking water bottles throughout the day.

There is adequate provision of heating, lighting and ventilation and is monitored and maintained by the site manager.

Broken windows are replaced with safety glazing.

Work Equipment

All work equipment is suitable for intended purpose, obtained from a reputable source, maintained in accordance with the manufacturer's instructions and subject to local inspection prior to use, e.g. for damage and to ensure that safety devices are in place.

A risk assessment is carried out, where applicable, for the use of certain powered equipment, e.g. circular saws, chain saws, abrasive wheels, strimmers, hedge cutters, pressure washers, mowing equipment, etc.

Training is carried out, where applicable; in the safe use of certain work equipment, details of training undertaken is kept in the site manager's office.

Arrangements are in place for the statutory inspection of plant / equipment, e.g. local exhaust ventilation systems, fume cupboards, gas boilers / heating systems, lifting equipment (e.g. passenger lifts, hoists for disabled children etc.), pressure systems, etc.

Workplace Transport Safety

A risk assessment has been carried out for the control of vehicles on site. One of the main aims is to keep pedestrians and vehicles apart so far as is reasonably practicable.

Arrangements are in place to ensure that there is no vehicular movement on the premises during peak pedestrian traffic times, e.g. when the pupils are arriving and leaving school and lunch times.

Arrangements are in place, so far as is reasonably practicable, to ensure that deliveries are made to avoid peak pedestrian traffic times.

Road Safety section and Safer Routes to School provide advice on the safety of pupils in respect to road safety.

Working at Height

Employees should avoid working at height wherever possible, e.g. by arranging for stored items to be in reach from floor level, or by using contractors e.g. for changing lights in the Hall / Gym, window cleaning, putting up stage lighting etc.

Risk assessments are carried out where working at height can not be avoided, e.g. for use of step ladders, ladders, access to roof areas by the Site Manager. Employees are instructed not to work at height whilst lone working.

Suitable access equipment is provided, e.g. 'kick step' type stools, step ladders, ladders. Appropriate training has been provided in the use of this equipment.

Employees are instructed not to use chairs / desks / tables to gain access to items stored at height or to put up displays etc.

Arrangements are in place for access equipment to be inspected on a termly basis by the site manager. Employees are instructed to report damage / defects immediately to the site manager / head teacher.

Racial Equality & Equal Opportunities Statement

All children have equal access and inclusive rights to the curriculum regardless of their age, gender, race, ethnicity, religion, belief, disability or ability. We plan work that is differentiated for the performance of all groups and individuals. Ambleside Primary School is committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential. Policies are available on each of these that expand on this further.

All staff have equal access and inclusive rights to their work regardless of their age, gender, sexual orientation, race, ethnicity, religion, belief, disability or ability. Ambleside Primary School is committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential. Policies are available on each of these that expand on this further.

Accessibility of policy documents

Parents and carers are welcome to ask for further information about any policy matter. Copies of all current School policies are available for parents and carers to read. A copy of each policy is displayed in the School lobby and all policies can also be consulted online via the School website at www.amblesideprimaryschool.co.uk. The School will try to arrange for the translation or summary of a document when this is requested by a parent or carer whose first language is not English.

Review

This policy will be reviewed in the Autumn Term 2016.

Related Policies

- Staff Absence Management
- Behaviour
- Bullying
- Child Protection
- E-Safety
- Fire
- Medication
- Off-Site Visits
- Security
- Staff Induction Checklist



Ambleside Primary School is an exempt charity and a company limited by guarantee, registered in England and Wales number 8246275. It has a registered office at Minver Crescent, Aspley, Nottingham NG8 5PN.