

Health Safety & Wellbeing Policy Document 2

“Our statement of the school’s commitment to health, safety and wellbeing plus our organisation and arrangements charts”.



2018 Edition

Produced by the Risk Management and Reassurance Director, Delegated Services, (RM&R D), as Competent Person for the School

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Our vision

Our vision statement 'Explore, Enjoy, Excel together; be amazing' captures the ambition that we have for our children to be the best that they can be. We believe that every child is created uniquely and so it is our role to make sure that their individual gifts are nurtured so that children can reach their aspirations, believe in themselves and work together to achieve great things.

Our vision finds its root in Psalm 139, verse 14: 'I will praise you because I am fearfully and wonderfully made'.

Our vision motivates us to be a school community who through our vision and values create warm, supportive, positive relationships, allowing every person (staff, pupils, parents, governors and more) to 'be amazing' and 'be the best that they can be.'

Statement/Principles

3. ARRANGEMENTS – what people do.

The governing body adopt all local authority policies and arrangements, as adapted for the school, by agreement of this document. For school use they will be reviewed and updated on a rolling basis. When roles, titles, etc., change, they will be updated in this document at its *next* review.

3.1 Accidents (Including Incidents and Violence) Reporting

The reporting procedures are as follow:

3.1.1 For Pupils

All accidents to pupils involving injury are to be recorded. This will initially be by using the standard sheets in the school pupil first aid record book, which is kept in the office. (This is a duplicate book.) The top copy is to be given to parent and back copy is retained in school. In addition to this any reportable incident will be reported to the Health and Safety Executive (HSE), <http://www.hse.gov.uk/riddor/report.htm> and a copy of the report made downloaded as a pdf and kept secure. A copy of this form is to then be sent to H&SAccidentReports@southglos.gov.uk.

NB: Reportable incidents for pupils are any fatality, any major injury, which is a break/fracture of any bone with the exception of a toe or finger and any injury where the pupil is taken direct from site to hospital, whether by ambulance, member of staff or relative.

3.1.2 For Staff

All accidents to staff are to be recorded and this will be done by immediately inputting information into the accident book, which is kept in the office. (This is a book with tear out forms.) In addition to this any reportable incident will be reported to the Health and Safety Executive (HSE), <http://www.hse.gov.uk/riddor/report.htm> and a copy of the report made downloaded as a pdf and kept secure. A copy of this form is to then be sent to H&SAccidentReports@southglos.gov.uk.

NB: Reportable incidents for staff are any accident resulting in the employee being absent from work for over 7 consecutive days and any major injury, i.e. any fatality, any major injury, which is a break/fracture of any bone with the exception of a toe or finger.

NB: Refer to Riddor documents published by the HSE in appendix: Reporting accidents and incidents at work and Incident reporting in schools.

3.1.3 For Visitors

All accidents to visitors, other than pupils, are to be recorded in the accident book, which is kept in the office. (This is a book with tear out forms.) In addition to this any reportable incident, see 3.1.1, will be reported to the Health and Safety Executive (HSE), use online reporting system <http://www.hse.gov.uk/riddor/report.htm> and a copy of the report made downloaded as a pdf and kept secure. A copy of this form is to then be sent to H&SAccidentReports@southglos.gov.uk.

3.1.4 For Near Miss Incidents

For any near miss incident, which is an incident with the potential to have caused a serious injury to a person or significant damage to the property, the Head Teacher will be notified. A decision will then be taken as to whether it is necessary to report it to South Gloucestershire, if so report to the Councils' Corporate Safety Manager. This will be the case for any major structural collapse, any explosion or any fire which causes the closure of a room or more. A written record will be kept.

3.1.5 For Behaviour Incident

These include violence, bullying and harassment and are to be recorded by use of the Child Protection Online Management System (CPOMS). In addition, verbal communication will be used in an emergency.

3.2 Administration of Medicines

Arrangements for the Administration of Medication in the School will be in accordance with the 'Medical Needs Policy'.

Support for pupils with medical needs is in line with DfE guidance. Issues arising from duties under the *Equality Act 2010* should be referred to the SENDCO.

3.3 Asbestos Management

A survey has been undertaken of the school to identify asbestos and where asbestos has been identified/strongly presumed/presumed to be present this information has been summarised in two type of list at the front of the Asbestos Management Plan (AMP). The AMP is kept in the caretakers office and condition checks on asbestos are carried out as necessary by the caretaker/Head Teacher.

All staff are advised that asbestos containing materials in school are only labelled in places where pupils do not have access so that they must check before pinning, drilling or otherwise potentially damaging walls, ceilings, floors etc. Do not assume there is no asbestos present.

No asbestos containing materials are to be brought on to site. The only exception to this could be in the case of display materials, e.g. WWII gas mask in sealed container.

For further information on asbestos Visit: <http://www.hse.gov.uk/asbestos/index.htm>

Any building contractors or contractors who might need to access roof voids or drill into ceilings/floors/walls will be notified of where asbestos is identified/strongly presumed/presumed to be.

3.4 Building/Premise

The Admin Assistant maintains a list of building maintenance contracts in line with statutory requirements.

3.5 Caretaking and Cleaning

The caretaker and cleaners follow the safe practice identified from relevant risk assessments and have been provided with information, instruction and training.

3.6 – Competency (Training)

All employees appointed are considered to be competent to perform the tasks they are given or they will be provided with information, instruction, training and supervision as necessary to make them competent.

In respect of training the Head Teacher recognises that it is a constant requirement and that in particular new employees, transferred staff and supply staff will require either a level of awareness relevant to their task or a more in-depth training programme. Records will be kept of the training undertaken.

There are various categories of training requirements but for school use they are defined as induction training, informative/awareness training and specific (hands-on) training.

Induction Training

This will apply to new employees, employees transferred within the School to other activities, contract and agency staff, and volunteer Helpers, all of whom will need to be shown over the School and host area, and be issued with, and instructed upon, key information on policies and procedures, fire precautions, first aid and welfare arrangements, etc.

Informative and Awareness Training

A more in-depth approach, in-house, showing employees what they must and must not do; providing supervision until they gain an understanding of what is required; making them aware of their tasks and providing written procedures and arrangements.

Specific Training

This is a hands-on training approach where it is recognised by The Governors that employees will require an accepted level of competence to perform their tasks, e.g.:

- **First Aid** - Employees designated as First Aiders will be trained.
- **Administration of Medication** - Employees designated as persons able to administer medication will be trained in accordance with the School's Medical Needs Policy'.
- **Education Visits Co-ordinators and Trip Leaders** – Employees so designated will be trained in accordance with the School's 'Policy, Procedures and Code of Practice for educational visits.
- **Other functions** – e.g., Child Protection and Safeguarding, supporting those with special needs, where employees will require a recognised level of competence.

3.7 Consultation with Employees

The school complies with the H&S (Consultation with Employees) Regulations 1996 by displaying the Health and Safety Law Poster, regular staff meetings where health and safety issues are discussed and through use of Email to ensure staff are aware of any particular issues, whether these be incidents or development plans, relating to them or their work area.

3.8 Contractors

All contractors entering or working on School premises will do so only with the permission and authorisation of the Head Teacher or H&S Coordinator. They will be required to comply with the relevant safe working procedures and will be expected to arrange their work so as to avoid disrupting the primary purpose of the School.

The Head Teacher will be responsible for liaising with contractors and ensuring safe working arrangements, and providing contractors with a copy of the School's Policies, Procedures, Codes of Practice and other guidelines, including the School's Asbestos Management Plan. Contractors will be informed in writing regarding who to contact and will follow that guidance. The Governors will be made aware of any specific problems.

For large projects Health and Safety documentation including references, risk assessments, method statements, and safe systems of work, appropriate to the working circumstances will be examined when contractors are considered for a project.

3.9 COSHH (Control of Substances Hazardous to Health)

The school COSHH assessment document is kept in the caretakers office. The Governors recognise there will be occasions when it will be necessary to refer to outside specialists for air monitoring and the checking of ventilation systems installed for the removal of dusts, vapours, gases etc., (e.g., fume cupboards, woodwork extraction). Provision will be made to ensure this takes place at least every 14 months. A record of all such tests will be kept by the Head Teacher.

3.10 Computers (Display Screen Equipment (DSE))

All workstations incorporating computers have been assessed in line with the DSE Regulations requirements and staff have been provided with information on safe practice. Please see link below for information on safe use of DSE.

<http://www.hse.gov.uk/pubns/indg36.pdf>

3.11 Defect Reporting

Staff have been informed that they need to report defects as soon as practicable using the defect reporting system. This is either to report directly to the Head Teacher or the office. Where for the caretaker to action this will then be included in the caretakers work book. Where external contractors are required or where a longer- term issue then this will be discussed with the Head Teacher.

3.12 E-Safety

The school has a separate policy for E-safety and a copy of this policy can be found in the office. The policy indicates there is a whole school approach to E-safety and details the ways ICT facilities can and cannot be used by the networks users.

3.13 Educational Visits

The school undertakes a mix of school trips in line with its approved school trips procedures which are kept in the office. All trips are to be approved by the EVC in consultation with the Head Teacher and H&S Coordinator, these include short duration trips, inter school activities or local trips, e.g. to library, whilst any trip away from site overnight must be approved by the H&S Coordinator and must be notified to the Councils' Corporate Safety Manager, using the Residential School trips form. Notification is required a minimum of two weeks in advance of the trip. (Email form to tom.magnone@southglos.gov.uk)

3.14 Electricity

All fixed electrical systems are tested and certified every five years and re-tested after considerable works have been undertaken at the discretion of the H & S coordinator. Portable electrical equipment is subject to a portable appliance test annually and staff are required to visually check before use. The fixed system also includes an electrical trip system.

3.15 Emergency Procedures

The specific procedures are as contained in the following

Fire Procedures

First aid arrangements

Policy, Procedures and Guidance for Emergencies and Business Continuity. This is under review.

3.16 Fire Precautions

A fire risk assessment has been undertaken in line with the requirements of the Regulatory Reform (Fire Safety) Order and this identified the physical fire precautions in place, the measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire. Fire orders based on the outcomes have been produced and these are as displayed.

NB All staff are reminded that in the event of a fire the priority is to raise the alarm and ensure that everyone gets out of the building, fire extinguishers are provided to aid escape if required but are not otherwise intended to be used.

3.16.1 – Fire drills – Fire drills are required in order to familiarise persons with the systems in place. Fire drills are carried out a minimum of four times a year, twice in terms 1&2, once in terms 3&4 and once in terms 5&6. An evacuation caused by the accidental or malicious sounding of the fire alarms can count as one of the required fire drills.

3.16.2 – Fire Alarm – The school has a fire alarm system incorporating detection and manual call points. The fire alarm is sounded each week to ensure that it is working and can be heard throughout the school.

3.16.3 – Fire Extinguishers - Fire extinguishers are subject to an annual check by contractor and on a weekly basis the extinguishers are visually checked, by the caretaker, to ensure that they are in position and that the pins are in place.

3.17 First Aid

See first aid arrangements.

A list of staff who hold a first aid at work certificate is available from the office.

For further information on first aid Visit: <http://www.hse.gov.uk/firstaid/index.htm>

3.18 Higher Risk Curriculum Areas of Activities

Higher risk curriculum areas are subject to analysis and risk assessment taking advantage of national body expertise and standards, CLEAPSS for Science and DT and Art.

3.18.1 Play Equipment

All play equipment, which includes moveable play items as well as fixed external play structures, is subject to regular visual inspection by staff, prior to use. If defects are noted, the Health and Safety

Coordinator will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

The fixed playground equipment is also subject to a weekly check by the caretaker and an annual inspection by the Councils Engineering Insurers.

3.18.2 Science

The school follows the guidance for safe practice in science as given in 'Be Safe' produced by the ASE and endorsed as a standard by the Council. The hazards associated with Science are controlled by following the guidance contained therein.

3.18.3 Sport/PE

The school follows the guidelines contained in 'Safe Practice in Physical Education' produced by AfPE and all PE equipment is subject to regular visual inspection, carried out by staff prior to use and an inspection by an independent service contractor. Where equipment is found to be faulty the equipment is put out of use and clearly signed.

3.18.4 Swimming Arrangements

Swimming is undertaken at Tockington Manor School and pupils are transported by coach to and from the venue. The pool is a private pool and has relevant health and safety procedures in place.

3.18.5 Technology

The school follows the guidance for safe practice in technology contained in 'Make it Safe' produced by the NAAIDT and endorsed as a standard by the Council

3.19 Housekeeping

The Caretaker and others, will ensure adequate arrangements are in place to keep the School clean and tidy through good housekeeping. In particular, rubbish and other combustible materials will not be allowed to accumulate. Boiler rooms and all designated escape routes will be kept clear at all times. Rubbish bins, skips, etc. will be located away from School buildings and secured to suitable fixed points. Staff will make regular checks of their areas, maintaining tidiness, arranging adequate storage and ensure appropriate cleaning arrangements.

3.20 Induction

All staff will, when they first start at school, be provided with information on health and safety, including being told where to access this policy and that it contains specific information to them on health and safety. Staff will also be provided with a general induction checklist which they will need to complete during their first year and each area will supplement as appropriate.

3.21 Infectious Diseases

The school follows the national guidance produced by Public Health England, which is summarised by the poster, 'Guidance on infection Control in Schools and other Child Care Settings'. This is displayed in the office. See following link for document

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/522337/Guidance_on_infection_control_in_schools.pdf

3.22 Inspections

The H&S Governor carry out formal inspections at least three times a year, which is a hazard spotting exercise intended to provide a fresh eyes approach.

3.23 Lone Working

All staff are advised that lone working is allowed but that there are risk associated with this and that it is likely to be working alone, which is where you work by yourself without close or direct supervision, then reference needs to be made to the policy.

3.24 Manual Handling

Responsibility for the safe manual handling of loads, including when necessary the lifting and carrying of pupils, will rest with the H&S Coordinator and it will only be permitted after a risk assessment has been undertaken by a competent person, and all the precautions identified put in place including the

deployment of appropriate equipment e.g., hoists, the issue of personal protective equipment (PPE) e.g., gloves, and suitable and sufficient training provided e.g., in lifting persons.

The Head Teacher will ensure safe and considerate manual handling of pupils to eliminate or minimise risks. In addition to a suitable and sufficient risk assessment, it will be identified if there is another way to undertake the task so that greater consideration of the person's personal wishes and right to dignity are respected. Appropriate equipment will be purchased and specialist training provided if needed; review and amendment of local policies will take place as necessary and all manual handling accidents and near misses will be investigated.

3.24 Noise and Vibration

The Governors recognise there may be problems experienced with noise and vibration. If required, specialist advice will be sought to monitor the hazard, assess risk and take remedial action if necessary.

3.25 Plant, Machinery, and Equipment

The provision and use of Plant, Machinery and Equipment in the School will be in accordance with the relevant safe practice identified either by risk assessment or within maintenance documents as appropriate. The Admin Assistant keeps details of all items requiring maintenance.

3.26 Playing Fields

An inspection of the playing fields must be included as part of the seasonal three times a year inspection programme. This will be to look for physical defects to the grounds which may increase the likelihood of slips, trips, and falls, as well as checking that fields are free from broken glass and other sharps. Responsibility for the inspection will rest with the lead for Sport and PE and will include goal posts, goal post/marker flag location sockets etc. A visual inspection of playing fields will also be carried out before all organised games and contact sports and all debris will be removed. This duty is delegated to the member of staff leading the activity.

3.27 Safeguarding

The school has a separate policy dealing with the safeguarding of children and young people and a designated officer has been appointed. All employees need to be aware of the policy, a copy of which is kept in the office.

3.28 Security

A security risk assessment has been completed to identify main security for site and operations.

The school site has been risk assessed against the following criteria, Security of Boundary, Security of Buildings, Security of Property, Security of personnel and belongings and security issues relating to pupils. If employees have any questions on Security they should initially speak to their line manager.

3.29 Transport

The options for transporting pupils etc. are;

3.29.1 – Use of Employees vehicles – Employees can transport pupils/equipment in their own cars or drive to other venues during the working day. Employees who use their own cars must confirm that their insurance policy covers them for this purpose and need to hold Business Class insurance for the vehicle they use.

3.29.2 – Use of Professional Transport - The transport and driver are hired in from a reputable source. This is the usual practice for school trips.

3.29.3 – Parents Transport – If needing to use this option the parent(s)/guardian(s) of the pupils are advised of the venue and time of activity and that their son(s)/daughter(s)/ward(s) are required to be there at that time.

3.30 Water Hygiene/Legionella Management

Water Hygiene/Legionella is managed in accordance with the report/risk assessment completed on the hot and cold water systems. The caretaker has been trained on the testing he is responsible for, specifically temperature monitoring at Sentinel Taps, whilst contractors undertake the regular monitoring, flushing and cleaning regimes. The log book is kept in the caretakers' office

3.31 Wellbeing

The Governors recognise the benefits of a Wellbeing programme which identify the links between improved staff Wellbeing and improved School performance. These are:

- Increased staff morale, helping to encourage staff retention and Recruitment;
- Lower supply costs and greater stability as a result of fewer staff absences;
- Improved emotional wellbeing, which has contributed to a reduction in staff absence;
- Improved standards through increased stability and motivation;
- A contribution to self-evaluation processes through an online self-review of the organisation;
- Improved communication and School effectiveness;
- Strengthened relationships and mutual understanding, and
- A framework in which to monitor change.

A commitment is made to invest in the programme or take equivalent or better steps to, at minimum, meet the requirements of the HSE Management Standards addressing Stress.

3.32 Work at Height

Responsibility for the safe work at height will rest with the Head Teacher. Risk assessments have been carried out for all frequent work at height activities and all access equipment has been identified and where appropriate subject to regular inspection with records kept. All staff having also been advised to check equipment prior to use. The Head Teacher will provide training on use of ladders in-house where this has been identified as suitable and sufficient from the risk assessment.

The equalities impact in relation to this policy has been assessed.