



# Health & Safety Policy

Review Date December 2020

Every Child, Every Chance, Every Day, Working Together



# HEALTH & SAFETY POLICY

Review Date – December 2020

## *Health and Safety Policy Statement*

Our statement of general policy is as follows:

- To promote an effective safety culture throughout the school
- To maintain safe and healthy place of work for employees with safe access and egress
- To ensure that pupils and other non-employees e.g. parents, visitors etc., are not exposed to any risk to their health and safety
- 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 and ensure all reasonable steps are taken to ensure the health, safety and welfare of all users of the premises
- To provide a safe plant and equipment
- To ensure safe use, handling and storage of substances i.e. chemicals
- 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 this policy annually and to revise it as necessary

**SIGNED: L Haskey (Acting)**

**DATE: 4/12/19 (TBC)**

(Headteacher)

**SIGNED: D Lawson & E Pagliacci**

**DATE: 4/12/19 (TBC)**

(Chair of Governors)

The next review is in December 2020



## DUTIES OF THE HEAD TEACHER

The Head Teacher is responsible for:

- Taking the lead in the promotion of an effective health and safety culture
- 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 LA guidelines 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 the 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 GOVERNING BODY

The Governing Body, in consultation with the Headteacher will:

- Ensure that there is an effective and enforceable policy for the provision of health, safety and welfare, and that it is reviewed annually
- Carry out and record a formal health and safety inspection of all parts of the premises and site at least annually
- Ensure a safe place of work for employees and pupils, including safe means of access and egress
- Ensure that adequate health and safety resources are available to meet health and safety requirements<sup>1</sup>
- 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 Headteacher

## DUTIES OF THE PREMISES MANAGER

- Keeping the building and site in good order and repair and free of waste / litter

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<sup>1</sup> Reference: A guide to the Law for School Governors (DfES)  
Health & Safety: Responsibilities and Powers (DfES)

- 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 inspections 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 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 Headteacher and Governors with the annual health and safety inspection
- Undertaking duties as requested via the SERAM database in accordance with legionella management techniques

#### **DUTIES OF THE OFF-SITES VISIT CO-ORDINATOR (OVC)**

The OVC will adhere and refer to the NCC Educational Off-Site Visits Policy where their full responsibilities are outlined.

#### **DUTIES OF ALL EMPLOYEES**

All employees are expected 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

#### **RESPONSIBILITIES / DUTIES OF NOTTINGHAM CITY COUNCIL**

The ultimate responsibility for health and safety rests with the Nottingham City Council, although some functions under the Health and Safety at Work etc. Act 1974 are delegated to Headteachers (detailed above).

The City Council will:

- Monitor the School's compliance with legislation and NCC policies and procedures.
- Provide competent health and advice available according to Regulation 7 of the Management of Health and Safety at Work Regulations 1999.
- Create and maintain a Health & Safety Guidance Manual which will include generic risk assessments for selected areas / activities and model policies / procedures.
- Provide updates to schools of Health & Safety legislation and guidance.

- Create and maintain incident report management systems and undertake periodic trend analysis.
- Provide health and safety advice via a telephone helpline.
- Ensure school management are appropriately trained in health and safety principles with the provision of school specific training courses.
- Consult with recognised trade unions according to the Safety Committees Regulations 1977.

**HEALTH AND SAFETY MANUAL ARRANGEMENTS**  
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## Accident Reporting and Investigation

Accidents to employees are dealt with in accordance with NCC policy using the online incident reporting system.

Accidents to pupils and other non-employees are recorded as laid down in the Children and Families Health and Safety guidance and flowchart. To summarise:

1. Minor pupil accidents as a result of play e.g. (tripping over own feet, bumping into other children) are recorded locally in a pupil accident report book.
2. Pupil accidents where action needs to take place to avoid reoccurrence are recorded on the online incident reporting system.
3. Pupil accidents resulting in fractures or other injury that required outside medical attention must be reported on the online incident reporting system
4. Pupil accidents where action needs to take place to avoid reoccurrence and they went directly to hospital for treatment, not as a precaution are reported to the HSE.

All accidents are investigated by: The Acting Headteacher, Lorna Haskey, who will delegate as necessary

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

The Headteacher 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 (RIDDOR).

## Administration of Medicines

The school's policy regarding medicines can be found at the school office. It covers details including e.g. any medicines allowed, life threatening only, prevent non-attendance, prescription only.

- Only medication with written parental consent will be administered.
- The following members of staff have volunteered to administer medicine: Office staff/ First Aiders
- Type/s of medicine: Prescription medicine and non-prescription with consent
- Medication will be suitably labelled with the contents, dosage and frequency of administration. Prescription medicine will only be administered if the following details are present: duration of course, date of prescription and pupil's name.
- Records are kept of all administration of medication in the school office.
- Training on the administration of specific medicines is provided by the relevant designated medical team.

## **Asbestos Management**

It is the law that asbestos-containing materials shall not be introduced into our school. If asbestos containing materials pose a serious risk to the health of persons using our premises the materials shall be removed as safely and as soon as possible.

Where asbestos containing materials are present, and do not pose a serious risk, we shall take the opportunity to remove them progressively from our property, when it is safe and cost effective to do so. Whilst asbestos containing materials remain in site we shall ensure that they are managed in such a manner so that the risk to the health of our employees, contractors, visitors and other people using our premises is minimised.

It is the law that asbestos containing materials shall be not be introduced into our properties.

The condition of asbestos in the building is monitored by the Site Manager on a monthly basis and recorded in the Asbestos logbook.

No destructive or potentially destructive work (however minor) will be undertaken in the school without first reference to the asbestos survey and logbook. The Asbestos Survey is held by the Premises Manager, and is made available to any contractors carrying out work within the school.

## **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.

Any local procedure, policy or decision that may have a significant effect on colleagues' health and safety is brought to the attention of staff so that their views can be heard before implementation.

Employees are encouraged to report any health, safety or welfare concerns to the Headteacher, a member of SLT, the school office or to Daryl Butler (The Premises Manager).

## **Control of Contractors**

The Premises Manager is responsible for day to day control of Contractors, although it is recognised that overall responsibility lies with the Headteacher.

Contractors are asked to complete an Induction Sheet/Local site rules before they commence work.

## *Finger traps*

The Headteacher and Premises Manager have made the executive decision not to use the finger guards for classroom doors. This decision has been made taking into account all relevant Health and Safety guidance and legislation and will be constantly reviewed. (See *finger traps risk assessment*).

## *Display Screen Equipment*

The regulations are applicable to regular 'users' of display screen equipment, e.g. Office Staff. A workstation risk assessment is carried out for any employee who meets the criteria of a 'user', using the online system provided on the schools' safety manual. 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 predetermined intervals: every *two years*. Records of PAT testing are held on site.

All employees are instructed to carry out a visual inspection of electrical equipment, prior to use for signs of damage or charring, to report defects to the Site Manager so that action can be taken to take the equipment out of use.

The electrical installation is inspected at 5 yearly intervals by a competent person i.e. electrical engineer. Remedial action from the report is undertaken by the school.

## *Emergency Procedures including the Bomb Threat Guidance*

Please refer to the Crabtree Farm Primary School Emergency Plan. This can be found in the school office, staff room, Premises Manager office, staff server, or with the Leadership team.

## *Fire Safety*

The fire evacuation procedure and plan of the school building noting escape routes and assembly points are displayed in all classrooms. Individual PEEP's are in place for relevant staff/pupils- see fire log book.

Fire drills are undertaken termly. Fire training is provided at induction and at the start of the school year.

The Site Manager undertakes all on-site testing (e.g. fire alarm, emergency lighting) and records in the fire log book. The school is responsible for any action as required as a result of the services. For any further information including the Fire logbook and risk assessment please refer to the Fire Management folder.

## **First Aid**

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

First Aid Kits are available in the following locations: In every classroom, the office and treehouse. The kits are portable, should a first aider need to treat an injury outside of these locations. The kits are kept topped-up by staff as and when required. Larger, more comprehensive First Aid Kits are available and are taken on any off-site visit.

All first aid treatments are recorded on the relevant form (see Accident Reporting and Investigation).

Arrangements are in place for the dealing with bodily fluids and personal protective equipment is provided to deal with first aid.

'Head bumps' and first aid are reported to the injured child's person with parental responsibility through the use of First Aid report forms. Where appropriate the child's parent/carer may have also been contacted with a telephone call.

## **Gas equipment and appliances**

All gas boilers / appliances are inspected annually by a Gas Safe registered gas engineer organised through NCC Corporate Maintenance. The school is responsible for any action required as a result of the inspections or any reactive repairs, 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 risk assessment is carried out for the use of any hazardous substances used / stored on site, i.e. chemicals bearing a hazard warning symbol (i.e. toxic, corrosive, harmful, irritant). Information / COSHH assessments relating to hazardous substances in school are kept above the main photocopier and in the Premises Managers office. All chemicals are kept securely under lock and key to prevent unauthorised access.

## **Health and Safety Advice**

'Competent' advice is provided by the Schools Health and Safety Team (☎ 87 64608/9) and Corporate Safety (accident/violent incidents and training queries) (☎ 87 64328).

## **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.

The Health and Safety Executive (HSE) poster “Health and Safety Law- what you need to know” is displayed in the school staffrooms/reception/office. The name of the H&S Governor, contact details for the Schools H&S Team and where to obtain details of the union safety representatives (intranet) are included.

## Inspections

Arrangements are in place for a joint inspection to be carried out of the building and site, at least annually, by the Headteacher, Site Manager and Governors.

Employees have been instructed to report any damage / defects to the Site Manager or Headteacher.

Arrangements are in place for the annual inspection of PE equipment by a specialist company (organised via School Contracts Team).

## Lettings / Use Premises Out of Hours

A contract with conditions of hire has been completed, signed and approved by Legal Section.

Licenses required for entertainment / stage plays etc. are acquired 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 and relevant employees, have been consulted and informed. Employees have been instructed to avoid high risk activities whilst lone working e.g. working at height.

## 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 Manger is responsible for carrying out repairs or arranging for repairs to be carried out.

## 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. Training on safe manual handling of objects is available from Corporate Safety.

The safe manual handling of pupils, 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 on the Safety Manual.

The leaflet “Safer Manual Handling” from the Safety Manual has been made available to staff.

### ***Monitoring and Review***

Health and Safety issues are monitored through effective communication with employees and regular inspections of building and site.

The health, safety and welfare policy is reviewed annually.

At present any doors, which specifically require finger guards on, have them, the school has made the decision not to install them in all doorways due to the general poor quality of the providers and the risk has been assessed as low. However, this is under constant review.

### ***New and expectant mothers***

A risk assessment is carried out as soon as the Headteacher is made aware by the employee. This is a legal requirement. As part of that process, the assessment will be monitored and reviewed, taking into account possible risks that may occur at different stages of pregnancy.

### ***Off-Site Educational visits***

The Off-Site Visits Co-Coordinator (OVC) is Lynne Bloomfield.

The OVC is responsible to the Headteacher for ensuring health and safety issues have been addressed and that all relevant risk assessments are completed.

Advice and guidance is provided by the 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-coordinator, who is based at College Street – ☎ 9476202 ext.249.

### ***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. PPE is also provided for students, e.g. in science, design and technology and PE. The issuing of PPE is recorded on a record sheet and 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 or Headteacher.



## ***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 Manger is responsible for carrying out repairs or arranging for repairs to be carried out.

## ***Reporting of defects, hazards and near misses***

All employees have been instructed to report defects, hazards, near misses 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 school office.

## ***Safety Representatives***

Under legislation, 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

Further details of Safety Representatives' role and their inspections are available on the Safety Manual.

## ***Security Arrangements (see Security policy)***

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 Early Years Centre.

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

Key holders are: Lorna Haskey, Jodie Round, Daryl Butler and Donald Fritz.

## ***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 or Headteacher 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.

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 controlling work-related stress issues and for carrying out a general risk assessment.

## **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 persons with parental responsibility.

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 under the trees on the playground.

## **Supervision**

Pupils are supervised during all activities throughout the school day.

For off-site visits DfES 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 a 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 Headteacher and licensed by Nottingham City Council Passenger Services are permitted to drive the school/hired minibus.

Employees are instructed not to use hand held mobile phones whilst driving.

## **Violence**

Violence, threatening behaviour and abuse against school employees or other members of the school community will not be tolerated, issues with violence will be reported to the police and where necessary action will be taken, which could result in restricted access to, or in some circumstances a complete ban on entry to the premises. A poster is on display in the reception area informing visitors that violence is unacceptable and will not be tolerated. All incidents of violence are reported via the incident reporting system and investigated as required by the Headteacher. Further action is taken via the Police, Anti-Social Behaviour Team, or Legal Section as required.

Nottingham City Council 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'.

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.

## **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 the corridor behind reception 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 School have adopted Nottingham City Council's Water Management System for the control of legionella. Monitoring results are recorded on the SERAM database. A risk assessment coordinated by Corporate Maintenance is undertaken on a two yearly basis and acted upon by the school.

The Premises Manager oversees that checks are carried out and necessary action is taken when necessary.

## **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.

The provision of heating, lighting and ventilation is adequate, and is monitored and maintained by the Premises Manager.

All glazing is either safety glazing or safety films have been applied. Any broken windows are repaired 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, e.g. abrasive wheels, circular saws, 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.

### ***Work Related Learning / Work experience /Students in School***

The school coordinator is Lorna Haskey.

Work Placements and Experiences are coordinated through Universities, local colleges and secondary school.

### ***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 cannot 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.

Kick stools and sets of small stepladders has been provided for teaching / office staff to access to items stored at height or to put up displays etc. Employees must not use chairs / desks / tables for this purpose. The larger stepladders are for the use of the Site Manager only and are locked away when not in use.

Appropriate training has been provided in the use of access equipment.

Arrangements are in place for access equipment to be inspected on a termly basis by the Site Manager. Employees are instructed to report damage and or defects immediately to the Premises Manager / Headteacher.