

Holy Trinity Church of England Primary School  
&  
Community Nursery



## Health & Safety Policy

*Our Learning Our Journey Our Future*

*This policy supports our school value of Harmony and Respect*

Reviewed and Agreed: November 2019

Next Review Date: November 2020

## **Statement of Intent**

Holy Trinity Church of England (Voluntary Controlled) Primary School & Community Nursery “the School” recognises its legal and moral responsibilities to persons who may be adversely affected by school activities.

Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school’s culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

## **The Legal Framework**

Health and safety in schools is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE).

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2018) ‘Health and safety: responsibilities and duties for schools’
- DfE (2015) ‘Health and safety for school children’
- DfE (2019) ‘Keeping children safe in education’
- DfE (2017) ‘Safe storage and disposal of hazardous materials and chemicals’
- HSE (2014) ‘Sensible health and safety management in schools’

In community schools, community special schools and voluntary controlled school's statutory health and safety responsibilities fall on the Local Authority (LA) (as the employer) and on the Headteacher and other school staff (as employees).

As the management body, the Governance Board must ensure that school staff and premises comply with the LA's health and safety policies and practices (e.g. reporting accidents, first aid provision), and:

- Develop and regularly update a health and safety policy and advise employees of it;
- Have a critical incident/emergency contingency plan;
- Ensure, **so far as reasonably practicable**, the health, safety, and wellbeing of teachers and other education staff; the health and safety of pupils in school and on off-site visits; and the health and safety of visitors to the school including volunteers involved in any school activity and contractors working on the school site;
- Assess the risk of all activities, both in school and off-site; introduce measures to manage the risks, and instruct employees about the risks and the measures to control them;
- Ensure that staff are competent and trained in their responsibilities (including written records of training); and are actively involved in health and safety;
- Take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

The Governance Board, and the Headteacher, must comply with any direction given to them by the LA concerning health and safety of persons on the school's premises or taking part in any school activities elsewhere.

The Governance Board, has a duty (as required by The Management of Health and Safety at Work Regulations, 1999) to ensure all the above is in place and adhered to.

In practice, the Governance Board may delegate specific health and safety tasks to others at the school. **However, the Governance Board retains the ultimate responsibility no matter who carries out the tasks.**

## **Responsibilities**

It is recognised that individuals and groups of individuals have responsibilities for the health, safety and wellbeing in the School. The individuals and groups identified below are expected to have read and understood the School's policies and procedures for ensuring health, safety and wellbeing and to conduct their duties in accordance with them.

## **Governors**

The Governors are responsible for ensuring that mechanisms and procedures are in place for health, safety and wellbeing. The Governors will receive regular reports to enable them, in collaboration with the Headteacher, to prioritise resources for health, safety and wellbeing issues.

The Governors will on rotation carry out a termly health and safety walk, receive information, monitor the implementation of policies, procedures and decisions and feedback to the Governance Board on health, safety and wellbeing issues.

### **The Governors of the School will**

- Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the School.
- Ensure, as far as reasonably practicable, the health and safety of pupils, staff and volunteers on off-site visits and activities.
- Endorse and support the safety policies of Dorset Council (DC), and to assist DC to discharge those responsibilities, which it holds as an employer.
- Seek improvement to working conditions according to priorities within existing resources.
- Recognise their responsibilities when they make available premises or equipment for hire, and will ensure that risks to the safety or health of hirers and other persons are adequately controlled as far as possible.
- Ensure that risk assessments are carried out within the School using DC risk assessment policy and forms and to ensure the assessments are reviewed at least annually.
- Encourage informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised.
- Ensure that staff can access training to ensure their competence for their task.
- Accept the duties they may hold as a client when they arrange for work through contractors or volunteers. Follow DC guidance for the selection of competent contractors and **will** seek assistance from the schools Property Surveyor or DC Property Management Division when necessary. Ensure that volunteers receive adequate instruction and supervision to work safely.
- Ensure all staff accidents, significant pupil accidents and third party accidents are reported to the County Health and Safety Team in accordance with the DC accident reporting policy and procedure.
- Review on an annual basis, all accidents and incidents reported to identify trends.
- Consult with the School Council and inform pupils of their responsibility for health and safety.
- Recognise the role of safety representatives appointed by recognised trade unions and co-operate with them so they may undertake their health and safety related functions, including reasonable paid time off for consultation, inspections and investigations.
- Where necessary provide protective equipment and clothing, along with any necessary guidance and instruction.
- Review this policy and its effectiveness annually.

### **Headteacher**

The Headteacher has responsibility for: -

- Day to day management of all health and safety matters in the School in accordance with the health and safety policy.
- Ensure regular workplace inspections are carried out.

- A Governor and the Finance and Business Manager will complete a Health and Safety inspection each term.
- Submitting inspection reports to the Governors.
- Ensuring action is taken on health, safety and wellbeing issues.
- Passing on information received on health and safety matters to appropriate people.
- Carrying out accident investigations.
- Report to the Governance Board at Full Governor meetings.
- Identifying and facilitating staff training needs.
- Liaising with Governors and/or the LA on policy issues and any problems in implementing the health and safety policy.
- Co-operating with and providing necessary facilities for trade union safety representatives.
- Providing necessary facilities for all employees to be consulted on health and safety matters.
- Where contracts are negotiated directly between the School and the contractor, the Headteacher is also expected to monitor purchasing and contracting procedures, to ensure that the employer's health and safety policy is complied with.
- Reviewing this policy and its effectiveness with Governors on an annual basis.

The Site Manager is responsible for liaising with contractors undertaking major works and for ensuring that the risk due to having contractors on site is monitored and controlled.

The Site Manager is appointed with the authority of the Headteacher to request action from the contractor where conditions are considered to be unsafe.

Whilst the responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff (i.e. the School's safety co-ordinator / manager, Site Manager).

### **Staff with special responsibility**

The following staff have special responsibility: Site Manager, Finance and Business Manager.

These job holders will be responsible for:

- The local arrangements to ensure the effective control of risks within the specific areas under their control.
- The local arrangements for the purchase, inspection and maintenance of equipment and its specification.
- The coordination of the School's health and safety policy in their own department or area of work, directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools and machinery.
- Resolving health, safety and well-being problems referred to them by members of their staff or referring to the Headteacher or line manager any problems they are unable to resolve within the resources available to them.

- Ensuring that risk assessments are carried out when necessary and reviewed, and on a regular basis within the overall programme for the School, on the activities and equipment for which they are responsible.
- Ensuring, as far as reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety.
- Obtain relevant advice and guidance on health and safety matters.

## **Employees**

All DC employees are directly responsible for:

- Taking reasonable care for the health safety of themselves and of other people who may be affected by their acts and / or omissions.
- Co-operating fully with their manager or responsible person on all matters relating to their health and safety at work.
- Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that have been provided in the interest of health and safety.
- Reporting promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression or cases of work-related ill health.
- Report to the relevant manager, any defects, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill-health to others. Any defective equipment should be labelled to ensure other employees cannot use the item.
- Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
- Observing safety rules, complying with codes of practice and health and safety policy and procedures, and adhering to safe working procedures at all times.
- Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.

## **Volunteers**

Volunteers (such as parent helpers etc.) have a responsibility to act in accordance with the School's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified member of staff. E.g. volunteers tending the school garden will be supervised by school staff during school hours, or whenever there is contact with school children.

## **Contractors**

All contractors under school control will be appropriately selected and competent in terms of health and safety.

- Contractors must be made aware of and abide by the School's health and safety policy and not endanger pupils, staff or other visitors to the site.
- The Site Manager will be responsible for the co-ordination of the contractors' activities on site.

- The Headteacher must ensure that any temporary rules, such as exclusion from parts of the premises, are known to all staff, pupils and visitors to the premises. This might be achieved by the posting of suitable notices by the Headteacher, or by the contractor, in consultation with the Headteacher. All contractors must report to the responsible person named above before any work takes place and prior to each working session. The responsible person should then inform the contractor of any conditions which may affect his safety and that of others.

### **Visitors and other users of the premises**

All visitors to the school must comply with the School and DC health and safety policy and procedures.

The Headteacher must ensure that a suitable system is implemented whereby visitors are required to record their visit to the school (visitor's book) and the time they leave. This should include all visitors to the school including Governors, Property Surveyor, Contractor's etc.

Visitors will be required to wear a 'visitors' identification badge which will be supplied by the school.

Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.

Should a fire / emergency occur or the fire alarm is activated whilst visitors are on the school's premises, the person who is accompanying the visitor will take him / her to the fire assembly point.

Should an incident / accident occur involving a visitor it must be reported using DC accident reporting policy, procedure and form and be sent to the County Health and Safety Team. An investigation must be undertaken as soon as possible by the relevant responsible person. If the incident is of a serious nature or fatal the Headteacher should contact the County Health and Safety Team immediately on 01305 225019.

Persons hosting visitors including meeting arrangers must ensure:

- Visitors are alerted to the establishment fire procedures.
- Visitors adhere to the 'no smoking' policy.
- Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles.
- Visitors record time of arrival and departure in the visitor's book.
- Visitors are provided with and wear a Visitor's sticker.
- Visitors are accompanied or authorised to enter the premises.
- Visitors remain within authorised areas and do not enter any restricted area unless permission is granted and the person is accompanied.
- Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised.
- Visitors report all accidents, incidents and near misses to the host.
- Visitors wear protective clothing that is supplied when necessary.

- Visitors abide by the school policies regarding mobile phones (which must be put away and turned off) and must not make any recordings / take photographs without the express permission of the Headteacher.

Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help via a 999 phone call.

### **Lettings**

The Finance and Business Manager will ensure that the hirer of the premises, for any event, is aware of his / her obligations under health and safety legislation and the School and DC health and safety policies where appropriate. Please refer to the School's Lettings Policy.

### **Pupils**

Pupils will be reminded that they are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and / or hygiene, as detailed within the appropriate curriculum safety guidelines.
- Observe all the health and safety rules of the School and, in particular, the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

All pupils, parents and carers will be made aware of this section of the policy through conversations with school staff.

### **Training and records**

The School will ensure that all staff has suitable and sufficient training to complete the tasks required of them. The School will ensure all training is recorded and up-date training is completed where required

### **Arrangements**

#### **First aid**

The School has assessed the need for first aid provision and ensures that the guidelines given within the latest DC First Aid Code of Practice are complied with.

An up to date list of all first aiders is displayed in every corridor and on the wall in the First Aid room.

First aid kits are located at strategic points in the School, in every classroom and portable kits are available for lunchtimes, PE lessons and school trips and visits. The contents of the kits will be checked on a half termly basis and the kit will be labelled with the date of checking and signature of the person who has checked the kit. For further information, please see the school's First Aid Policy.

#### **Accident recording**

The School will record all accidents in accordance with DC Accident reporting policy and procedure.

Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) will be completed by the County Health and Safety Team on the school's behalf.

### **Administration of medicines**

The school follows DfES guidance on the dispensing of medicines within school.

For further details, please see the School's Supporting children with medical conditions and managing medicines Policy

### **School Trips and Visits**

The school follows DC Children's Services Off Site Events and Adventurous Activities Policy.

Further information can be found within this policy.

### **Contacting the emergency services**

The Headteacher will certify that procedures for ensuring safety precautions are properly managed and these are discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency.

Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using two-way radios.

Where an ambulance is called for a pupil, office staff will contact the pupil's parents.

Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point – currently, the field.

Staff will be aware of any pupils who have specific evacuation needs.

Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

### **Fire**

The Headteacher will ensure that all staff fully understand and effectively implement the fire evacuation procedure.

Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

All staff are responsible for ensuring evacuation routes and doors are kept clear at all times.

The School will ensure that a fire evacuation drill is completed at least once per term and record the date in the fire log.

The fire log will be kept up to date with entries for weekly fire alarm checks and fire door checks, monthly emergency lighting checks and fire extinguisher checks and any contractor visits or false alarms.

Arrangements are in place for evacuating disabled people (a personal emergency evacuation plan PEEP).

The Headteacher/Governance Board will ensure a fire risk assessment is completed and updated at least annually or more frequently if there is a significant change to the building.

The school is a non-smoking premises and no smoking will be permitted on the grounds.

For further details, please see the school's fire risk assessment.

### **Electricity**

The School will undertake to inspect and test all portable appliances by a competent person on an at least two yearly basis with a written annual visual check in between the years of PAT test.

The competent person will produce an inventory of test which will be kept by the Site Manager.

All staff will visually inspect electrical equipment before use for obvious defects.

Defective equipment will not be used, will be labelled and reported as defective for replacement/repair.

DC will ensure that the fixed wiring inspections are completed on a 5 yearly basis by a competent contractor. The last inspection was carried out in: January 2016

If personal items of electrical equipment are required to be used in School then the equipment must have a current portable appliance test completed on it by the Site Manager.

### **Work equipment**

All work equipment will be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The installation requirements
- The suitability for purpose
- The positioning and or storage of the equipment
- Maintenance requirements (contracts and repairs)
- Training and use of the equipment.

Staff must not use new items of work equipment unless appropriate training has been given. A risk assessment must be completed for the equipment and staff using it must have assessed and comply with the risk assessment.

All plant and equipment that require statutory inspection, testing and maintenance for example, steam boilers, pressure cookers, lifting equipment, local exhaust ventilation will be completed by a DC approved contractor.

Any personal protective equipment (PPE) required for the use of the work equipment will be supplied free of charge by the School. All employees will be expected to wear the PPE when operating the equipment.

Display Screen assessments will be carried out for teaching and administrative staff who regularly use laptops and desktop computers.

### **Access equipment (kick-stools, ladders, tower scaffolds and mobile elevating work platforms etc.)**

All access equipment must be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The installation requirements
- The suitability for purpose
- The positioning and or storage of the equipment
- Training and use of the equipment.

Staff must not use access equipment unless appropriate training has been given. A risk assessment must be completed for the access equipment or task and staff using the equipment must have assessed to and comply with the risk assessment.

The access equipment should be visually checked before each use. An inventory is required for all access equipment with a formal written 6 monthly check (tower scaffolds and mewps will require specialist and more frequent checks).

The School complies with DC procedures for working at height. Staff members are required to sign statements confirming that they have received, read and understood the policy, prior to being allowed to work at heights.

### **Control of hazardous substances**

All substances that may be considered hazardous to health have been assessed (except in science – these are covered by CLEAPSS hazards).

A copy of the health and safety data sheet and COSHH assessment will be available in the location of where the chemicals are used / stored.

Any person using these chemicals must ensure they have seen and follow the information given on the COSHH assessment (including the wearing of any identified PPE).

No chemicals or other hazardous materials will be used without the permission of the Headteacher.

Staff must not bring any hazardous chemical onto the school site unless prior permission has been sought from the Site Manager and a COSHH assessment has been completed.

### **Asbestos**

The School has an asbestos register (even if there is no asbestos on site there is still a register to state this) which is located Site Manager's office. All contractors must be shown the register before work commences.

Any damaged or suspected damage to asbestos should be reported to the Headteacher who will contact the schools Property Surveyor immediately.

### **Legionella**

The school has a legionella survey which is located in the Site Manager's office. The Site Manager is responsible for ensuring that any monthly temperature checks are completed and the weekly flushing records are completed. Further information of legionella can be obtained from DC Property Department on 01305 225276.

### **Violence**

The School follows DC policy and guidance for violence at work. For further information, please refer to the DC Violence at Work Policy (schools).

All incidents of verbal and physical abuse will be recorded on the accident / incident report form and sent to the County Health and Safety Team.

Please also see the school's Managing Aggressive Behaviour Policy.

### **Manual Handling**

The School complies with the DC Manual Handling Policy and Procedure and completes risk assessments on any significant manual handling tasks. Employees who complete manual handling tasks will have suitable and sufficient training. For further information, please refer to the DC Manual Handling Policy.

### **Lone working**

The School complies with the DC Lone Working Policy and completes risk assessments for any lone working scenario. For further information, please refer to the DC Lone Working Policy.

### **Risk assessments**

Risk assessments are completed for any significant risks in accordance with the DC Risk Assessment policy. These risk assessments are working documents and must be viewed by staff carrying out the activity and updated/reviewed on an at least annual basis or whenever there is a significant change to the activity / task / personnel / or following an accident. For further information, please refer to the DC Risk Assessment Policy.

Risk assessments for specific areas of the School, such as swimming pool, lettings, control of contractors and school security are available from the Site Manager

### **Severe Weather**

The Headteacher in liaison with the Governance Board will make a decision in respect of school closure on the grounds of health and safety.

If a closure takes place the Governance Board will be promptly informed.

A notice will be placed on the school gates and the local radio stations in our area – Wessex F.M. and BBC Radio Solent – will be informed. You can gain accurate information by listening to Breakfast Shows on these radio stations. (Please do not contact the radio station.) We will also send a message out via School Ping to confirm that the school is closed and put a message onto our school website and social media pages.

Dorset Council provides a list of closed schools on their website [www.dorsetforyou.com](http://www.dorsetforyou.com). This is continually updated, so please keep checking if our school is not listed immediately and you are uncertain if we will be open or not. If in bad weather the school is not mentioned, then every effort should be made to come to school, as we will be open as usual!

The school telephone will remain on answerphone with a message informing you if we are closed, we would ask you to help us by spreading the word, if you have confirmation that we are closed. Again, as soon as possible a message will be put up on the school website to inform you if the school is closed.

### **Monitoring and Inspection**

The School buys in to the Service Level Agreement for Health, Safety and Wellbeing. As part of this service the County Health and Safety Team conduct an audit or review of the school's health and safety systems. A copy of the latest audit is available from the Site Manager.

The School completes an annual self-audit of the health and safety systems. A copy of the latest self-audit form is available from the Site Manager.

The School completes written termly premises inspections in accordance with DC guidance. A copy of the latest form is available on request from the school office.

The effectiveness of this policy will be monitored annually by the Headteacher and the Governance Board.