

# ROTHWELL VICTORIA PRIMARY LEARNING PARTNERSHIP

## Health & Safety Policy MAY 2014

### Every Child Matters

Enjoy and  
Achieve

Make a  
Positive  
Contribution



Be Safe

Be Healthy

Achieve  
Economic  
Wellbeing

Rothwell Victoria Infant School



CARE SHARE  
HELP SMILE



## **GENERAL STATEMENT**

The Governing Body and The Senior Leadership Team of Montsaye Academy will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and Common Law duties.

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for members of staff, and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all pupils, contractors, visitors and members of the public who may visit the premises and any associated buildings.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below.

The policy will be kept up to date, particularly in the light of any changes to our organisation. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all relevant meetings and workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed:

***Chair of Governors***

Signed:

***Executive Headteacher***

## **ORGANISATION AND RESPONSIBILITIES**

The responsibility for health and safety rests with everyone, from the most senior person through to each member of staff. This section sets out the responsibilities under this policy.

### **Responsibilities of the Governing Body**

The Governing Body is responsible for health and safety matters and is responsible for:

- Formulating a Health and Safety Statement detailing the responsibilities for ensuring health and safety within the establishment
- Reviewing the establishments Health and Safety Policy and performance annually
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary

- Providing appropriate resources within the establishment's budget for the implementation of the attached arrangements
- Receiving from the Executive Headteacher or other nominated member of staff reports on health and safety matters and reporting to another body as necessary, any hazards which the establishment is unable to rectify from its own budget
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with
- Promoting a positive health & safety culture and high standards of health and safety within the establishment

### **Responsibilities of the Executive Headteacher:**

Overall responsibility for the day to day management of health and safety in the academy rests with the Executive Headteacher.

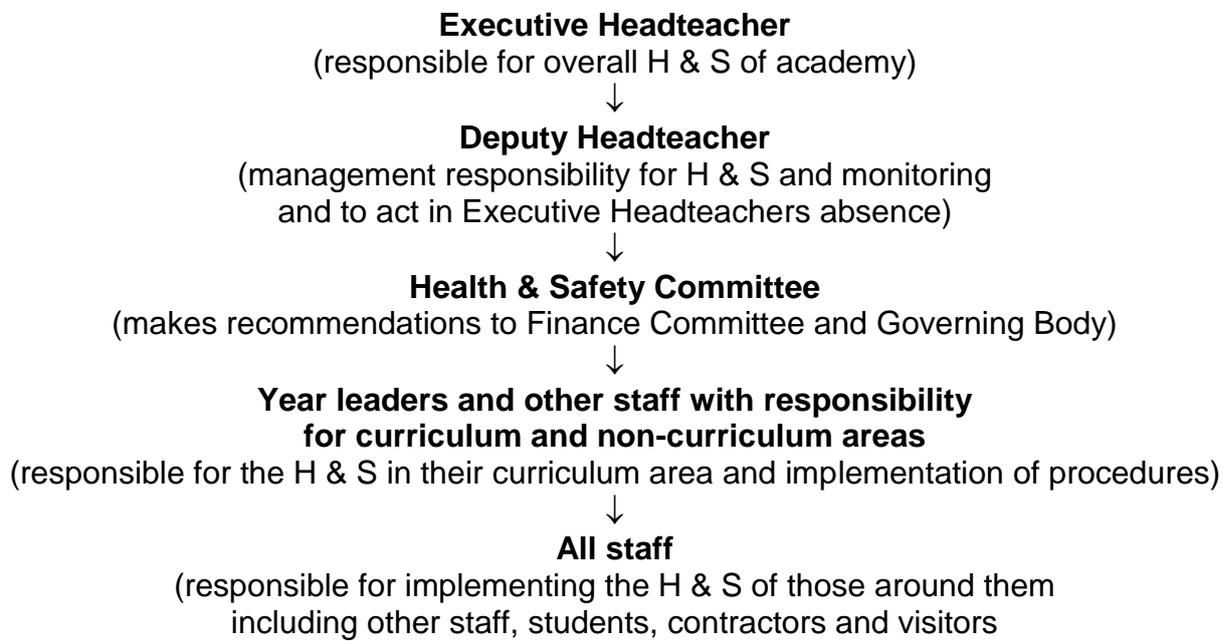
As manager of the establishment and of all the activities carried on within it, the Executive Headteacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Executive Headteacher has responsibility for:

- Communicating the policy to all relevant parties
- Ensuring there is an adequate system in place for undertaking risk assessments
- The implementation and monitoring of the establishments health and safety arrangements which form part of this policy
- Ensuring all staff are provided with adequate information, instruction and training on health and safety issues
- Ensuring that the establishment has emergency procedures in place
- Ensuring there is no misuse of plant, equipment etc
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition
- The provision of appropriate health and safety information to governors
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed)

The Executive Headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Executive Headteacher from the overall day to day responsibilities for health and safety within the establishment.

### **Organisational responsibility for health and safety within the Academy is:**



### **Responsibilities of other teaching staff / non-teaching staff**

- Apply the Academy's Health and Safety Policy to their own area of work and be directly responsible to the Executive Headteacher for the application of the health and safety procedures and arrangements
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources and ensure that they are aware of and make use of such guidance
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control
- Resolve health, safety and welfare problems as members of staff refer to them, or defer to the Executive Headteacher or Line Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

### **Responsibilities of employees**

Under the Health and Safety at work Act etc 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees of the Academy have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the academy's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure

- Co-operate with academy management on all matters relating to health and safety
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager or the Site team
- Report immediately to their line manager any shortcomings in the arrangements for health and safety
- Ensure that they only use equipment or machinery that they are competent to use or have been trained to use
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

## **ARRANGEMENTS FOR HEALTH & SAFETY**

### **1. Risk Assessments**

Under the Management of Health and Safety at Work Regulations 1999, the Academy has a duty to assess risks to the health and safety of anyone who may be affected by their work activities. It is the academy's policy to ensure that no-one is put at risk from any activities under its control.

Risk assessments will be undertaken for situations that may present a risk to health and safety. The main areas of risk are:

Disposal of Waste	Premises
Playground	Security
Hall	Fire
All Sports and PE	COSHH
Contractors on Premises	Manual Handling
Power tools	Electricity & Gas
Group sizes in practical activities	Storage
Off-site Activities	Cleaning
Work Placements	Disposal of chemicals
General Classrooms	Kitchen
Food Preparation	Dining Areas
Transportation of Pupils	Food Handling
Glue Guns	Display Screen Equipment
Knives and Scissors	Reprographics
Paints, solvents and glue	First Aid
Ponds	Violence to Staff
Cookers	Animals and Plants

The risk assessment process will be coordinated by the person responsible for the activity. The findings of the risk assessments will be reported to all

relevant members of staff. Action required to remove / control risks will be approved by the H & S committee. The Executive Headteacher/deputy Headteacher will be responsible for ensuring the action is implemented.

Assessments will be reviewed annually or when work activity changes, whichever is soonest.

To help reduce the risk of injury or exposure, the organisation has developed safe system of work for a variety of the hazardous tasks that are undertaken. All workers should read and follow the guidance detailed in these documents.

## **2. Hazardous Substances**

Under the Control of Substances Hazardous to Health Regulations (COSHH) 2002, the academy has a duty to assess the risks from both hazardous substances that are used (e.g. chemicals, pesticides, paints, oil, etc.) and hazardous substances generated from work activities (e.g. dust, fume, vapour, etc.)

The Site Supervisor will be responsible for identifying all substances that need a COSHH assessment and responsible for undertaking COSHH assessments.

The H & S Committee will be responsible for ensuring that all actions identified in the assessments are implemented and will review annually or when the work activity changes, whichever is soonest.

## **3. First Aid**

The Academy will ensure, so far as is reasonably practicable, that all accidents and dangerous occurrences are reported internally and where appropriate, to the enforcing authority. In addition, all accidents and dangerous occurrences will be investigated and reasonable measures put in place to prevent recurrence.

All accidents, cases of work-related ill health and dangerous occurrences are to be reported to the Executive Headteacher/Deputy Headteacher.

Details of the incident will be recorded in the accident book which is located in Reception.

The H & S Committee is responsible for the following:

- The periodically analysing the accident book for signs of trends and is responsible for reporting such findings to the health & safety committee.
- Undertaking investigations following accidents, dangerous occurrences and work related ill health absence.
- Responsible for acting on investigation findings to prevent a recurrence.

- Responsible for reporting notifiable accidents, diseases and dangerous occurrences to the enforcing authority, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

The Executive Headteacher will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

The minibus driver will check that any vehicles are properly equipped with first aid boxes before they are used.

Transport to hospital: If the First Aider or Executive Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

First aid kits are located in Reception and in each year team area. The list of nominated persons is kept in reception and in the staff information book.

The Bursar is responsible for ensuring that first aid boxes are regularly stocked with approved first aid material.

Administration of medicines

All medication will be administered to pupils in accordance with the DfES document "Managing Medicines in Schools and Early Years Settings"

#### **4. Emergency Procedures**

The Executive Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in the Bursar's Office and reviewed on an annual basis.

##### **Fire Instructions**

These documents are made available to all staff and included in the induction process and staff handbook.

An outline of evacuation procedures are made available to all contractors / visitors and are available at the front reception.

Emergency exits and fire alarm call points are clearly identified by safety signs and notices.

##### **Emergency Procedures**

Fire and emergency evacuation procedures are detailed in the staff handbook and drills will be undertaken termly and a record kept in the Fire log book. These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the Bursar.

## **Fire Fighting**

Ensure the alarm is raised BEFORE attempting to tackle a fire. The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable fire fighting equipment. Only trained person may operate the portable fire fighting equipment.

## **Inspection/Maintenance of the Emergency Equipment & Testing Of the Fire Alarm System**

Fire alarm call points will be tested weekly in rotation by the Site Supervisor and a record kept in the Fire log book.

Any defects on the system will be reported immediately to the Executive Headteacher/Deputy Headteacher. A fire alarm maintenance contract is in place with ISE (RJS) LES (RVIS) and the system tested annually by them. Smoke and heat detectors are tested by ISE (ISE) LES (RVIS).

## **Inspection of Fire Fighting Equipment**

All portable fire fighting equipment undertakes an annual maintenance service. Weekly checks are carried out by the Site Team and are recorded in the fire log book.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the Site Manager

## **Emergency Lighting Systems**

These systems will be checked monthly by the Site Supervisor and recorded in the fire log book. An inspection is carried out annually by a service contractor. Test records are located in the academy's fire log book.

## **5. Work Equipment**

Under the Provision and Use of Work Equipment Regulations 1998 and Lifting Operations and Lifting Equipment Regulations 1998, the organisation has a duty to ensure that all plant and equipment that requires maintenance (including statutory testing) is identified and that the maintenance work is undertaken.

## **Electrical Safety**

All staff should monitor the condition of plugs, cables and electrical equipment prior to use. All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually. Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and subjected to the same tests as academy equipment.

Major fixed wiring circuits will be checked at least once every five years.

## **Equipment**

The Site Supervisor and Bursars are responsible for ensuring maintenance requirements for equipment. They will identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

The following equipment has been identified as likely to involve a specific health and safety risk and will require detailed attention with regards to inspection, use and repair (this list is not exhaustive)

Access equipment e.g. ladders, tower scaffold  
Cleaning equipment including hand tools  
Gas appliances (includes catering equipment, boilers, food tech etc.)  
PE and play equipment  
LEV, dust extraction /fume cupboards  
Technology Equipment  
Portable electrical equipment  
Lifts/lifting equipment

### **6. Consultation with Employees**

Under the Health and Safety (Consultation with Employees) Regulations 1996 the school has a duty to consult with workers either directly or through elected representatives on matters relating to health and safety.

The health & safety committee meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by the Governing Body and any findings are reported to the Governing Body.

### **7. Information, Instruction and Supervision**

The Health and Safety (Information for Employees) Regulations 1989 require the academy to display a poster telling workers what they need to know about health and safety.

A copy of the HSE's Health and Safety Law poster is displayed in the staff room.

### **8. Training and Development**

The law requires the academy to provide appropriate information, instruction and training regarding health and safety at work. This is to enable staff to work safely for the benefit of themselves and others.

Health and safety induction training will be provided and documented for all new employees.

The Principle is responsible for ensuring that all staff is provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

Employees will be provided with:

- Induction training in the requirements of this policy
- Update training in response to any significant change
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- Refresher training where required

Training records are held by the Bursar who along with the Executive Headteacher/Deputy Headteacher is responsible for co-ordinating health and safety training needs.

The H & S Committee will be responsible for assessing the effectiveness of training received. Each member of staff is responsible for drawing their line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

No member of staff should carry out a task that they are not competent to do, unless supervised by a suitably qualified person.

Staff operating a vehicle must hold the appropriate class of licence and be specifically authorised, for that particular vehicle, by management. Training will be identified, arranged and monitored by the Bursar.

If a member of staff does not understand any matter relevant to their health and safety at work, or consider that they have not received adequate information, instruction or training, they must report the matter to their line manager.

## **9. Other Significant Health & Safety related issues**

### **Asbestos**

The asbestos register is held in the Bursar's Office and will be made available to all staff and visiting contractors prior to any work commencing on the fabric of the building or fixed equipment.

The School's Asbestos Authorising Officer is the Site Supervisor. The Site Team has also undertaken the appropriate training.

The authorising officer shall ensure:

- The asbestos log is maintained and that any changes are recorded.

- All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air. Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer.

### **Working at Height**

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable. A copy of this assessment will be provided to employees authorised to work at height.

The academy's nominated person(s) responsible for work at height is the Site Supervisor and they shall ensure:

- All work at height is properly planned and organised
- The use of access equipment is restricted to authorised users
- All those involved in work at height are trained and competent to do so
- The risks from working at height are assessed and appropriate equipment selected and that all access equipment is inspected and maintained
- A register of access equipment is maintained and that ladders are checked

### **Display Screen Equipment**

All staff who use habitually use computers as a significant part of their normal work. (Significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars etc shall have a DSE assessment carried out by their line manager.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use)

### **Contractors**

All contractors must report to front reception where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued

with guidance on fire procedures, local management arrangements and any movement restrictions.

The Site Supervisor is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

### **Legionella**

The academy complies with advice on the potential risks from legionella as identified in HSE guidance L8.

The Site Supervisor will be responsible for organising a suitable risk assessment to be carried out, a management plan put in place and the necessary tests and checks are undertaken and recorded.

### **Manual Handling**

Generic risk assessments for manual handling are undertaken and staff provided with information on safe moving and handling techniques. Some specific manual handling assessments may also be required.

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to the Site Supervisor who will arrange for a risk assessment to be carried out.

Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable. The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

### **Stress**

The academy group and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and school management standards.

## **10. Monitoring and Reviewing**

A general workplace inspection of the site will be conducted termly and be undertaken by the Health & Safety Committee and the School Inspection Table updated and presented to the Governing Body.

Responsibility for following up items detailed in the safety inspection report will rest with the Health & Safety Committee.

**If you are unsure about any issues raised in this policy, please inform the Senior Team or your line manager immediately.**

**Do not take chances. If in doubt, ask.**