

Heritage Park Primary School

Health and Safety Policy



Approved by: Paresh Desai (Chair of Governors)

Last reviewed on: January 2021

Next review due by: January 2022

Heritage Park Primary School
Health and Safety Policy Statement

General principles

The governing body has recognised and accepted its responsibility for the establishment and maintenance of a health and safety management structure as outlined in the Local Authority's Health and Safety Management in Schools Manual. The governing body has adopted the Health and Safety Policies and procedures of the City Council and of the Local Authority.

The aim of the governing body is to provide, as far as it practically possible, a safe and healthy working environment for staff, pupils and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of the pupils.

The governing body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The governing body will take all reasonable steps to identify and reduce hazards to a minimum. However, all staff and pupils must appreciate that their own safety, and that of others, also depends on their individual conduct and vigilance.

The duties of the governing body

In the discharge of its duty the governing body, in consultation with the Headteacher, will:

- a) Make itself familiar with the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of the school.
- b) Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
- c) Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
- d) Identify and evaluate all risks relating to accidents, health and school-sponsored activities.
- e) Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.
- f) Create and monitor the management structure.

In particular the governing body undertakes to provide:

- a) A safe place for staff and pupils to work including safe means of entry and exit.
- b) Plan, equipment and systems of work that are safe.
- c) Safe arrangements for the handling, storage and transport of articles and substances.
- d) Safe and healthy working conditions that take account of all appropriate statutory requirements, codes of practice and guidance.

- e) Supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, then the governing body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities that they are carrying out. All training will be regularly updated.
- f) Necessary safety and protective equipment and clothing, together with any necessary guidance, instruction and supervision.
- g) Adequate welfare facilities.

So far as is reasonably practicable, the governing body, through the Headteacher, will make arrangements for all staff to receive comprehensive information on:

- a) This policy
- b) All other relevant health and safety matters
- c) The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

The governing body will have a Health and Safety representative on the committee who will liaise with the Headteacher and the school health and safety representative throughout the year. Agenda items on health and safety matters will feature in all full governing body meetings.

The duties of the Headteacher

As well as the general duties that all members of staff have (see below), the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school. The Headteacher will take all reasonably practicable steps to fulfil this responsibility through the leadership team, teachers and others as appropriate.

The Headteacher is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times. In particular the Headteacher will:

- a) Be aware of the basic requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of the school.
- b) Ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises, facilities or services, or attending or taking part in school sponsored activities.
- c) Ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities.
- d) Ensure safe working practices and procedures throughout the school, including those relating to the provision and use of machinery and other apparatus, so that all risks are controlled.

- e) Consult with members of staff, including the safety representative, on health and safety issues.
- f) Arrange systems of risk assessment to allow the prompt identification of potential hazards.
- g) Carry out periodic reviews and safety audits on the findings of the risk assessment.
- h) Identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- i) Encourage staff, pupils and others to promote health and safety.
- j) Ensure that any defects in the premises, its plant, equipment or facilities that relate to, or may affect the health and safety of staff, pupils and others, are made safe without delay.
- k) Encourage all employees to suggest ways and means of reducing risks.
- l) Collate accident and incident information and, when necessary, carry out accident and incident investigations.
- m) Monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards, and discipline those who consistently fail to consider their well-being or the health and safety of others.
- n) Monitor first aid and welfare provision.
- o) Monitor the management structure, along with the governors.

The duties of the Key-Stage leaders, subject leaders, first aiders, office manager and caretaker

All staff in a supervisory capacity will make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of their areas of responsibility.

In addition to the general duties that all members of staff have (see below), they will be directly responsible to the Headteacher within their areas of responsibility. They will take a direct interest in the school's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements. As part of their day-to-day responsibilities they will ensure that:

- a) Safe methods of working exist throughout their areas of responsibility.
- b) Health and safety regulations, rules, procedures and codes of practice are being applied effectively.
- c) Staff, pupils and others under their jurisdiction are instructed in safe working practices.
- d) New employees are given instruction in safe working practices.
- e) Regular safety inspections are made of their area of responsibility as required by the Headteacher, or as necessary.
- f) Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others.

- g) All plant, machinery and equipment within their area of responsibility is in good and safe working order and adequately guarded.
- h) All reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment for which they are responsible.
- i) Toxic, hazardous and highly flammable substances for which they are responsible are correctly used, stored and labelled.
- j) They monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety, and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- k) All the signs used meet the statutory requirements.
- l) All health and safety information is communicated to the relevant persons.
- m) They report, as appropriate, any health and safety concerns to the appropriate individual.

The duties of all members of staff

All staff will make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice that are relevant to the department in which they work. They should:

- a) Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.
- b) As regards any duty or requirements imposed on their employer or other person by any relevant statutory provision, co-operate with him or her to enable that duty or requirement to be performed or complied with.

All members of staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

In particular members of staff will:

- a) Be familiar with the safety policy and any and all safety regulations as laid down by the governing body.
- b) Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils.
- c) See that all plant, machinery and equipment is in good and safe working order and adequately guarded.
- d) Not make unauthorised or improper use of plant, machinery and equipment.
- e) Use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied.
- f) Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
- g) Report any defects in the premises, plant, equipment and facilities that they observe.
- h) Take an active interest in promoting health and safety and suggest ways of reducing risks.

Hirers, contractors and others

When the premises are used for purposes not under the direction of the Headteacher, then the principle person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all safety requirements are met at all times.

When the school premises or facilities are being used out of normal school hours for a school sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the governing body and that they will not, without the prior consent of the governing body and/or the Headteacher:

- a) Introduce equipment for use on the school premises.
- b) Alter fixed installations.
- c) Remove fire and safety notices or equipment.
- d) Take any action that may create hazards for persons using the premises or the staff or pupils of the school.

All contractors who work on the premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk of injury.

The governing body draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything that is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Codes of practice and safety rules

From time to time the DFE, the Health and Safety Executive and other regulatory bodies will issue codes of practice on particular topics for the guidance of Headteachers and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Headteacher considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate, to the satisfaction of

the governing body, that he or she has already introduced codes of practice and methods of working that achieve a similar or higher standard of health and safety.

Risk assessment

The Headteacher will ensure that the management risk assessments are reviewed annually and approved by the Health and Safety Governor. Trips and visitors require their own individual risk assessment, which will be produced by the Headteacher and distributed to relevant staff members in a timely manner.

The Health and Safety Representative will work alongside the Headteacher to carry out a risk assessment survey of the premises. This risk assessment survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. Health and safety concerns outlined in the survey will be reported to the governing body. Where possible, the Health and Safety Governor will come into school annually to conduct the survey.

School Emergency Plan

The Headteacher will ensure that a school emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to save life, and prevent and minimise loss.

The plan will be agreed by the governing body and will be regularly rehearsed by staff and pupils. The result of all such rehearsals will be recorded and adaptations made to the plan, if required.

First Aid

The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.

The number of certificated first aiders will not, at any time, be fewer than the number required by law.

At the discretion of the governing body, other staff will be given training in first aid techniques as is required to give them a basic, minimum level of competence. This level will be agreed by the governing body after seeking appropriate advice. The number of such trained but uncertified first aiders will be determined by the governing body as being sufficient to meet the needs of all foreseeable circumstances.

Supplies of first aid material will be held at various locations throughout the school. These locations will be determined by the Headteacher. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activity.

A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment, either on the premises or as part of a school-related activity.

Any incidents which result in the need for a hospital visit will be reported via 'Frontline' at <https://www.reportincident.co.uk/peterborough>

Review

The governing body will review this policy statement annually and update, modify or amend it, as it considers necessary to ensure the health, safety and welfare of staff, pupils and others.

This policy will be used in conjunction with the 'Annex to Health and Safety' Policy during the COVID-19 Pandemic' document.

Revised January 2021

Annex to the Health and Safety Policy during the COVID-19 Pandemic

A whole school risk assessment (RA) has been written to ensure that the school is COVID-19 compliant. This assessment is approved by the Governing Body and the Local Authority and then communicated to staff. The RA is reviewed weekly and any amendments are shared with all stakeholders. The latest version is available on the school website.

Individual risk assessments are carried out for staff or pupils who are deemed to be Critically Extremely Vulnerable or Clinically Vulnerable, to include pregnant staff. Staff are expected to work from home if their RA deems it to be necessary, to keep them safe. These are produced in conjunction with the staff member or parents and reviewed as required.