



HEALTH & SAFETY POLICY

Policy Review: October 2023

Next Review: October 2024

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POST COVID 19 PANDEMIC CAVEAT

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Post COVID – 19 Caveat: Assessing and Reducing all Risk Factors linked to

At Fens Primary School we remain committed to the effective management of health and safety risk to provide an environment which is as safe as possible for our staff and pupils as well as contractors and other visitors to our school. In line with existing H&S policies, and where appropriate through adaptation of the school's existing policy, we will use best endeavours and make reasonable adjustments to minimise the risks associated with communicable diseases, including COVID-19. We will continue to work with Public Health England, Hartlepool Borough Council, staff, governors and families to maintain a safe school community.

We acknowledged the change in circumstances due to COVID-19 and follow government and local authority guidance to adapt our policies and carry out specific risk assessments.

All school staff members have a duty to take reasonable care of themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. Any concerns should be communicated to the Senior Leadership Team and will be dealt with sensitively, cooperatively and confidentially.

A coherent and rigorous planning and risk management process has been explained to all members of the school team and is expected to be used by all for effective safe results.

September 2023

1. STATEMENT OF INTENT

It is the policy of Fens Primary School to ensure, so far as is reasonably practicable, the provision of a safe and healthy work place and working environment for all staff and pupils and that all activities undertaken by the school will be performed in a way which will protect the health and safety of staff, pupils, visitors and other persons.

2. ORGANISATION : DUTY OF CARE

The Health and Safety at Work Act 1974 makes it the legal duty of both the employer and the employees to take reasonable care for the health, safety and welfare of:-

- Themselves
- Other employees
- All other persons who may be affected by their acts or omissions

2.1 The Governing Body

Hartlepool Borough Council as the employer has statutory duties under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

Members of the Governing Body have individual and collective responsibility for the safe operation of the school. To assist the governing body to discharge their responsibilities for safety, the Council provides them with the support of the professional services of the Health and Safety Unit.

The health and safety responsibilities of the Governing Body are to:

- a) Adopt and ensure the implementation of the Corporate and Education Department safety policies in the school and all generic safety policies which are produced by the Council;
- b) Adopt and ensure the implementation of the School Safety Policy which will encourage high standards of performance by individuals at all levels and the developments of a culture of safety throughout the school's operations;
- c) Consult the Health and Safety Unit in connection with the writing and periodic review, revision and implementation of the School's Safety Policy;
- d) Allocate at the strategic level, sufficient human and financial resources to permit the School's Safety Policy to be fully implemented;
- e) Co-operate fully with the Health and Safety Unit in carrying out inspections, providing advice and guidance to staff and in other activities connected with safety;
- f) Receive reports, recommendations and other communications from the Health and Safety Unit and ensure that appropriate action is taken on these;

- g) Receive a termly report from the Headteacher on health and safety issues;
- h) Nominate a member of the Governing Body for health and safety or to incorporate health and safety within the remit of an existing standing committee;
- i) Review the school's safety performance, consider reports concerning safety and ensure that appropriate action is taken to achieve and maintain high standards of safety at the school.

2.2 The Headteacher

The Headteacher is responsible to the Borough Council through the Governing Body for the management of all aspects of safety at the school. In carrying out these responsibilities, the Headteacher has the assistance and support of the Authority, including that of the Health and Safety Unit and the Training Section. As part of the overall management of safety, the Headteacher will, in particular:

- a) Maintain an outline knowledge of the current statutory requirements and principles of good practice for safety which are relevant to all operations and activities involving the school;
- b) Ensure by direct action or delegation to suitable employees of the school and with the assistance and guidance provided by the Health and Safety Unit, that a School Safety Policy and safety procedures are prepared, approved by the Governing Body and reviewed and revised periodically;
- c) Ensure, at the operational level, the allocation of sufficient financial and human resources to fully implement the requirements of the School Safety Policy;
- d) Ensure that suitable and sufficient assessments of risk are carried out in relation to the school's operations, activities and security and that control measures, which they identify, are adequately communicated and implemented;
- e) Ensure that training plans for the school's employees fully reflect requirements for the provision of adequate training and instruction, as necessary for safety and that these plans are periodically reviewed to ensure their effectiveness;
- f) In entrusting tasks to employees, take into account their capabilities as regards health and safety;
- g) Ensure the safety of the premises;
- h) Co-operate fully in carrying out the safety inspections by the Health and Safety Unit, Health and Safety Executive, fire authority or appropriate agencies and act appropriately on the findings of these inspections;
- i) Ensure the Council's accident reporting procedure is operated fully in relation to the school;

- j) Receive representation concerning safety from designated trade union safety representatives, members of the Safety Committee and other employees and take appropriate action from information received;
- k) Receive representation concerning safety from pupils and their parents, other service users and persons affected and take appropriate action as a result of the information received;
- l) Monitor the performance of employees in terms of safety taking effective remedial action if required.

2.3 Teaching and Support Employees

The above term covers all teaching staff, including trainee teachers and student teachers, classroom assistants, lunchtime supervisors, the school clerk, administrator and the site manager.

Teaching and support staff are responsible to the Headteacher for the implementation of the School Safety Policy in relation to the teaching, pastoral, extra-curricular, administrative, financial and management of the school premises and site for which they are responsible.

The responsibilities of teaching and support employees are as follows:

- a) Maintain a working knowledge of current statutory requirements and principle of good practice for safety;
- b) Contribute to the development of the School's Safety Policy as required;
- c) Co-operate in the preparation of risk assessments;
- d) Provide information and instruction to employees, pupils, and others to ensure safety in the activities for which they are responsible, taking due care to the age and ability of the persons concerned;
- e) Implement fully the control measures, procedures identified as being required by risk assessments;
- f) Supervise and control the activities of employees and pupils as necessary to ensure safety;
- g) Ensure the safe condition of any work equipment and report immediately any instances where a default has been observed;
- h) Ensure that the parts of the school which are wholly or partly under their control remain safe and free of obstruction, fire, ill-health etc due to any accumulation or inappropriate storage of materials, equipment, waste or similar and report any instances where this cannot be achieved or maintained;

- i) Take part in implementing security of the school premises and, in so far as is reasonably practicable, the exclusion of unauthorised visitors;
- j) Co-operate fully with the carrying out of safety inspections by the Health and Safety Unit, the Health and Safety Executive, fire authority or other appropriate agencies and act appropriately on the findings of these inspections;
- k) Take notes on comments from pupils and their parents and pass these on to the appropriate persons;
- l) Report within the school's management any instances where adequate degrees of supervision and control cannot be achieved or maintained;
- m) Operate fully the school's accident reporting procedure and note any instances of 'near misses';
- n) Commend and encourage action taken in the interests of safety and set a good personal example in this respect.

2.4 Health and Safety Representative

The Health and Safety Representative is there to monitor and assess the situation. Although the law gives Safety Reps legal rights, it does not place any extra-legal duties upon them other than those imposed on all employees.

4. ARRANGEMENTS

The Headteacher and Governing Body will take all reasonable rights and practicable steps to meet their health and safety responsibilities in the school. In this regard, particular attention will be paid to the provision and maintenance of the following: -

Health and safety in the curriculum

The school will follow the health and safety guidance by the DfES, British Standards Institute and relevant national curriculum bodies:

- **Science:** The Association for Science Education 'Be Safe' Fourth Edition 2010, CLEAPSS Bulletin and Circulars (<http://science.cleapss.org.uk>), DfES Safety in Science Education 2007, Health and Safety: responsibilities and duties for schools (Updated November 2018).
- **Design Technology:** BS 4163:2021 Health and safety for design and technology in schools and similar establishments – Code of practice), the Association for Science Education 'Be

Safe' Fourth Edition 2010. **Health and Safety Training Standards in Design and Technology**
TTA/DATA 2003

- **Food and Textiles:** NATHE Safety in Technology Food and Textiles 2000.
- **Art and Design:** National Society for Education in Art & Design (NSEAD): A Guide to Safe Practice in Art and Design 2004. (Originally 1995/ Updated 2004 and available online).
- **PE:** afPE Safe Practice in Physical Education 2020.
- **School Visits and Outdoor Education:** BAALPE Safe Practice in Physical Education 2012, DfE Health and Safety Advice on legal duties and powers. Ref: DFE-00035-2014, Hartlepool LEA Guidance and Requirements for school visits, Hartlepool LEA Major Incident Plan for Schools.

Risk assessments (including COSHH arrangements)

It is a legal requirement that the assessments of risk of all work activities including the use of substances hazardous to health are carried out.

The Headteacher will undertake the risk assessments but all employees should undertake the initial assessment of work practices.

All risk assessments will be communicated to all new employees.

A risk assessment will be given to young or inexperienced students on work experience placements.

All risk assessments will be available at all times.

Guidance on undertaking risk assessments will be provided by the Council's Health and Safety Unit.

Major Incident Plan

The school will follow the guidelines specified in the LEA Major Incident Plan for Schools (April 2001)

Training

All new employees will receive induction training and will be given a copy of the Safety Policy. They will have the opportunity to discuss any concerns with the Safety Representative.

Supply Teachers will be made aware of any safety arrangements via their handbook.

Regular in-service health and safety training will be undertaken to meet the needs of all employees.

Training arrangements will be reviewed annually.

Consultation with all employees

The commitment of all employees is central to the maintenance of high standards in health and safety. Consultation will be on an informal basis in addition to safety matters on the agenda of staff meetings.

Accident/Incidents Reporting

Accidents/Incidents to any staff or people at work

Accidents/incidents will be reported in the school's accident book, and where appropriate the Incident Report Form will be completed and sent to the Health and Safety Unit.

In addition staff are to be encouraged to fill in the 'near miss' (located in the school office) book in order to consider if any safety arrangements need to be reconsidered, and inform the office when doing so.

Accidents/Incidents to pupils

Accidents that result in a pupil being taken directly to hospital from the scene of the accident for treatment will be reported in the school's accident book, and the Incident Report Form will be completed and sent to the Health and Safety Unit.

In addition staff are to be encouraged to fill in the 'near miss' (located in the school office) book in order to consider if any safety arrangements need to be reconsidered, and inform the office when doing so.

Accidents that do not result in a pupil being taken directly to hospital from the scene of the accident for treatment will be recorded in the school's Accident Recording Files.

The system for notifying parents and guardians when an accident occurs is fully set out in the school brochure.

Children will be trained to report to the nearest responsible adult in the event of an accident.

First Aid

The DCFS First Aid in Schools will be followed.

An adequate number of staff members will be Emergency First Aid trained.

Key Staff will be fully First Aid trained.

First Aid boxes will be checked regularly with a list of contents being identified.

Jewellery

The wearing of jewellery will be regularly reviewed. Currently children can wear small, stud earrings, however these must be removed or covered with tape for PE lessons and other activities that may be of higher risk.

Medicines and Tablets

The Council's codes of practice on the administration of medication in schools, asthma management and peanut allergy management will be followed.

If children must take medicines during the day a parent or other authorised adult will sign the appropriate form giving permission to the Headteacher or nominated adult to administer the medication.

A record of all children who may require medication will be kept and regularly updated.

Fire

The school will follow the guidance of fire safety issued by the Health and Safety Unit April 2001.

The Headteacher will co-operate and liaise fully with the fire brigade to ensure the safety of the premises.

Fire information and procedures for the school will be shared with new staff on induction and reviewed annually by all staff.

The Fire Alarm and associated equipment will be regularly checked and logged.

Fire drills will be undertaken once a term and logged.

Personal Emergency Evacuation Plans (PEEPs) will be completed for any staff/pupil who may require assistance in the event of a fire evacuation.

The school lift must not be used in the event of a fire.

Security

The school will follow the DCSF and L.A's guidance on security.

It will also follow procedures for safe recruitment of staff as set out in the 'Safer Recruitment Policy'.

All external doors can only be opened from the inside.

Visitors are required to use the main entrance and both log in and out with the School Secretary following the guidance in Visitors protocol.

In the event of the school's Heron Centre being used by community visitors (e.g. polling days), access to the building will be through the Centre's own external door. The school's Site Supervisor will arrange unlocking and locking this door in liaison with the school management team. During these times, the internal door to the school will be locked, and remain so for the duration of the visit.

Asbestos

The guidelines will be adhered to with the Site Supervisor making regular inspections, logging his findings and reporting any anomalies to the Headteacher.

Contractors

Prior to any contractor being allowed to work on site all contractors must:

- Complete a Hartlepool Borough Council 'Safety Arrangements for Minor Works – Authority to Start Work' form and hand in to School Site Asbestos Checking Officer (SACO) for approval.
- Complete the Contractor Site Rules and Induction Record.
- Undertake any work under a "safe system of work" (RAMS) appropriate to the proposed working activities.
- Abide by any local rules imposed by the school.
- Abide by any restriction imposed by the school in relation to traffic movement and deliveries within the school boundary.
- Ensure access for emergency vehicles is maintained at all times.
- Carry out all work involving heat or naked flames under a "Hot Work Permit" with all hot works ceasing at least 1 hour before leaving the school and inspect work area immediately prior to leaving.
- Ensure good housekeeping practices, including ensuring that escape routes are kept clear from obstructions and tripping hazards.
- Ensure appropriate control measures are implemented to prevent children, members of staff and others from coming into contact with any potentially hazardous conditions created by their work activities.
- Participate in any emergency evacuation of the school.
- Stop work immediately and report to the school any suspected asbestos containing material discovered or disturbed whilst carrying out their work activities.
- Not wander into areas of the school outside the agreed working area without express permission from the school.
- Hold appropriate DBS clearances where appropriate.

Electrical Equipment

The school will follow the guidelines on portable appliance testing issued by the Council.

Pre-use visual inspection of Electrical Equipment

It is important that all electrical equipment is visually inspected before use, by the person using the equipment. The member of staff must ensure that there are no loose or damaged wires or leads, that the plug and the socket are also free from damage, and that the last test date and expiry is visibly displayed and still current. The person carrying out the inspection should look for damage to the following:

- Cabling: is it damaged or fraying?
- Casing: is there any physical damage or deterioration of the equipment, which exposes any raw cabling or internal systems?
- Are there any signs of overheating?
- Tested: has the portable appliance testing on the equipment been undertaken, and is it displayed and up-to-date with a sticker?

If the check reveals any signs of damage to the equipment, plugs or leads the item should be withdrawn immediately from use. **Where any doubt exists, remove the equipment from use and all faults to be reported to the school office.**

No member of staff will use any personal electrical equipment on the premises.

Manual Handling

All manual handling operations will be risk assessed. Training will be given to staff who are, at times, required to manually handle either children or loads.

Staff are advised not to undertake any manual handling activities which may cause them harm, or ask children to carry out manual handling operations.

Violence to Staff

By Children to Any Employee of the School

Incidents can occur in school whereby a child's inappropriate behaviour may put staff, or other children, at risk. In such cases details of the incident are logged and such actions as are deemed necessary are taken. In the first instance this would involve informing the child's parents.

Staff are advised to use their professional judgments when dealing with such incidents and make careful notes in their diary as to the nature of the incident, witnesses etc.

When an allegation is made by a child against a member of staff, the incident will always be investigated.

By Anyone Else to Any Employee of the School

The school will follow the guidelines of the Hartlepool Borough Council, Violence and Aggression to Staff Policy. This will be made available to all staff.

Employees must report, without avoidable delay, every incident of violence or aggression to an appropriate member of the school leadership team. Any such incident will be reported to Hartlepool Borough Council via the use of its Safety Incident report Form (SIRF).

Sun Safety

To protect children and staff from skin damage caused by over exposure to the sun the school will-

- Educate pupils about the damaging effects of over exposure to the sun.
- Encourage children to wear clothes that provide good sun protection, using sunscreens where appropriate.
- Encourage pupils to use shady areas during breaks.
- Encourage staff to act as good role models by practicing sun safety.
- Actively discourage sunbathing and the removal of t-shirts.
- Regularly remind staff, pupils and parents about sun safety during the summer months.
- Invite relevant professionals to advise and update school on sun safety.
- Ensure the efficacy of these points via regular monitoring.

Bomb Threats and the Discovery of Suspicious Articles

The school will follow the Council's guidance on these.

The police will be informed **immediately** should a suspicious article be found.

Any suspicious article will be left untouched.

The Headteacher will decide whether the threat is serious and evacuate the premises.

Supervision of Pupils

Following the appropriate guidelines pupils will be supervised by members of staff during break and lunch times.

A rota of staff will monitor children's activities on designated days prior to the start of a school day and a log kept of any concerns.

Children will be seen off the premises by duty staff at the end of the school day.

Communicating the Safety Policy

The Safety Policy will be available to all staff by being placed in the staffroom.

Any amendments will be notified to staff.

Staff will be asked to read each updated policy and sign a record to agree that they fully understand their role in relation to Health & Safety at Fens Primary School.

Monitoring and Reviewing the Safety Policy

The policy will be reviewed annually by the Health and Safety Representative in consultation with the Headteacher, the Governors and the Health and Safety Unit.

It will be updated, modified or amended as necessary.

Signed: **Date:**

(Health and Safety Representative)

..... **Date:**

(Link Governor)

..... **Date:**

(Headteacher)