

# CALSHOT PRIMARY SCHOOL

## Health and Safety Policy



'At Calshot we aim to provide the highest quality of learning and care for ALL children in a safe and enjoyable environment, nurturing personal values, in partnership with parents, carers and the wider community. We expect everyone in our school to strive to achieve their full potential.'

## **GENERAL STATEMENT**

We fully accept our obligations with regard to the health and safety of pupils, employees, and parents.

We are committed to matters of health and safety having an equal place alongside all education activities within the school.

We recognise that health and safety is a line management function. Those who are allocated duties and responsibilities under this policy shall receive such information, instruction and training so as to be able to discharge such duties and responsibilities.

We will ensure that all employees within the school have or achieve the appropriate levels of competence to carry out their duties, without significant risks to themselves or to others.

We will ensure that all members of staff are consulted on health and safety matters, so that a positive approach can be taken to address both the needs and concerns of all users.

We will co-operate with the auditing of health and safety management systems and implement the recommendations of such audits.

This policy will be brought to the attention of all employees.

It is only by securing a total commitment to health and safety matters from those who work for, or on behalf of, Calshot Primary School, that the high standards we set ourselves will be achieved.

## **POLICY OBJECTIVES**

- To work towards the prevention of injury and ill health to all members of staff, pupils and other users.
- To ensure that those using premises are not subjected to unacceptable risk as a result of activities within the school.
- To develop and maintain a proactive health and safety culture and set standards to continuously improve in matters of health and safety.
- To actively manage health and safety and to encourage constant awareness amongst all users for the health and safety aspects of their work, and for the environment in which they work.
- To ensure that contractors and agents of the school are aware of and work towards the standards set out in this policy.

- To monitor and review the achievement of these objectives and to implement improvements where necessary to enable them to be met.

## **HEAD TEACHER RESPONSIBILITIES**

1. To be familiar with the Health and Safety at Work Act 1974 and any other health and safety legislation, which may affect their area of activity.
2. To ensure that all employees carry out their health and safety duties and responsibilities.
3. To ensure that all hazards within their area of responsibility are identified.
4. To ensure that risk assessments are carried out and appropriate control measures implemented within their area of responsibility in accordance with the policy and legislative requirements.
5. To ensure that all works undertaken within their area of responsibility take into account the health and safety of any person likely to be affected by such works, including employees and non-employees.
6. To ensure that all risk assessments are recorded, monitored and reviewed according to the level of risk identified.
7. To involve relevant employees in the risk assessment process.
8. To ensure the effective use of resources in order to achieve health and safety objectives.
9. To attain, as a minimum, the Institution of Occupational Safety and Health certificate, or other equivalent agreed by the Health, Safety and Welfare Officer.
10. To ensure that all employees working within their area of responsibility, whether permanent or temporary, are given adequate safety information, instruction and training to enable them to reach a minimum level of competence to carry out their work without undue risks to their own or others health and safety.
11. To ensure that all incidents (accidents, near misses, violence and aggression) are properly investigated, reported upon and actions taken to avoid re-occurrence.
12. To inspect and monitor the operations and activities under their control, in accordance with this policy, and take necessary remedial action.
13. To take appropriate action under established disciplinary procedures for any employee not complying with their duties, responsibilities or safe working practices as laid down in policies and procedures.

14. To demonstrate commitment by taking a proactive approach in health and safety matters.

### **EDUCATIONAL VISITS CO-ORDINATOR RESPONSIBILITIES**

1. To ensure that all trips/visits are planned in a manner which ensures that health and safety are a priority, following the guidance provided by the Local Authority.
2. To ensure that all risk assessments are carried out prior to any trip/visit and shared with relevant staff, pupils and helpers.
3. To ensure that all trips/visits are reviewed and evaluated in terms of health and safety.
4. To bring residential visits to the attention of the Health and Safety Committee for approval and complete relevant documentation required by the Local Authority.

### **EMPLOYEE RESPONSIBILITIES**

1. To be familiar with the contents of the School's Health and Safety Policy and any other policies affecting their areas of activity.
2. Co-operate to ensure the implementation of the School Health and Safety Policy and all relevant policies, procedures and safe systems of work.
3. To assist as required with the carrying out of risk assessments.
4. To report to the Head Teacher or School Premises Manager any matter that they consider presents a risk to the health and safety of anyone who may be affected by the activities being undertaken.
5. To attend training as directed and all briefings in respect of matters of health and safety and act upon the information, instruction and training given.
6. To report to the Head Teacher if for any reason instructions on health and safety cannot be implemented.
7. To cease work where there is imminent danger of harm and report immediately to the Head Teacher.
8. To carry out visual user checks on portable electrical equipment prior to use and to operate such equipment in accordance with instructions.
9. To use all personal protective equipment and clothing in a safe manner; to use such items in accordance with instructions provided and as explained or taught during health and safety training.

10. To report to the Head Teacher or School Premises Manager equipment defects in accordance with established systems. To report anything where maintenance or repair are necessary.
11. To report to the Head Teacher or School Premises Manager defects, loss or damage to personal protective clothing and equipment, in accordance with established systems. To report anything where maintenance, repair or replacement are necessary.
12. To co-operate with health surveillance where a formal system has been identified as necessary.
13. To report all hazards, accidents, near misses and incidents of violence and aggression, whether or not they result in injury or property damage.
14. Not to interfere with or misuse anything provided for health, safety or welfare.
15. To seek and offer advice as appropriate to improve health and safety performance.
16. To behave in a manner at all times so as not to put themselves or others at risk by what they do or fail to do.

## **HEALTH and SAFETY, and BUILDINGS COMMITTEE**

The school's 'Health and Safety, and Buildings Committee' will be selected at the first Full Governing Body meeting of each academic year.

The main function of the School's Health and Safety, and Buildings Committee is to keep under review the measures taken to ensure the health and safety of all users. A specific objective of the Committee is to promote co-operation in instigating, developing and carrying out measures to ensure health and safety at all times.

The Health and Safety and Buildings Committee will inform the Full Governing Body of any relevant issues and information with reference to Health and Safety through the 'Committee Reports' agenda item.

The Deputy Head Teacher and the School Premises Manager will undertake a termly Health and Safety Audit and report back their findings to the Health and Safety, and Buildings Committee.

The Health and Safety, and Buildings Committee will approve off-site visits and activities of more than 24 hours, or which involve a hazardous pursuit or journey by air or sea.

## **ROLE OF PUPILS**

Pupils will be consulted during the creation of risk assessments and will be informed of their responsibilities to ensure that the school is a safe and healthy place to work and learn.

## ARRANGEMENTS FOR HEALTH AND SAFETY

### **HEALTH, SAFETY, BUILDINGS and WELFARE COMMITTEE**

The Health and Safety Committee is responsible for the co-ordination of this policy and monitoring its implementation.

### **GOVERNING BODY**

The Governing Body will consider all health and safety matters brought to their attention. The Governing Body will decide upon appropriate courses of action and will, so far as is reasonably practicable, identify appropriate resources to implement this Health and Safety Policy.

### **RISK ASSESSMENT**

3.1 Assessments will be carried out by nominated competent persons and will include:

- (i) the risks to the health and safety of individuals to which they are exposed whilst they are in school

3.2 The significant findings of the assessment will be recorded:

- (i) Hazard
- (ii) Level of risk
- (iii) The control measures in place
- (iv) The person(s) responsible

Proformas are available and should be used to record risk assessments.

3.3 For new activities and equipment it is particularly important that assessments are completed before commencement. Safety must be considered at the planning stage.

3.4 Assessments must be reviewed at least every 12 months. In addition assessments must be reviewed whenever there is reason to suspect that they are no longer valid or there have been significant changes to related matters.

3.5 Mr W Simner and Mr M Wingrove will be responsible for undertaking risk assessments at Calshot Primary School.

## **EMPLOYEE TRAINING**

- 4.1 Employees are required to attend health and safety training where it is identified as necessary. Employees must co-operate with their employer by attending training as directed.

The identification of training needs will be as a result of:

- (i) risk assessment.
- (ii) monitoring activities.
- (iii) the occurrence of accidents and incidents of violence and aggression.
- (iv) new legislation.
- (v) updated information and technology.
- (vi) new procedures or changes to existing procedures.
- (vii) the results of health and safety audits.

## **ACCIDENTS**

Definition: an accident is any unplanned event, which results in, or might have resulted in, personal injury or damage to property and equipment. This definition includes fires and near misses.

- 5.1 Reporting:

- (a) All employees are required to report all accidents.
- (b) The school will maintain a supply of incident report forms for their employees.
- (c) In the case of an accident to a member of the public, an accident report form must be completed by an employee, not by the member of the public.
- (d) In the following cases:
  - Any fatal or major injury to an employee whilst at work, or to any other person as a result of an accident whilst in school.
  - Any person being taken from the scene of an accident to a hospital for treatment.
  - Any fire.

- 5.2 An accident report form must be completed and sent to the Education Health and Safety Department.

### 5.3 Investigation:

- (i) For every accident the Head Teacher will carry out an investigation and complete the appropriate section of the accident report form to indicate the remedial action taken.
- (ii) The Head Teacher may ask for advice and/or assistance from the Local Authority when completing investigations.

## **FIRE PROCEDURES**

- 7.1 Details of the schools fire procedures are contained within the Fire Risk Assessment File and Fire Log Book.
- 7.2 Suitable and sufficient Risk Assessments should be completed by all relevant parties (ie School, Gallifords and Direct Services)
- 7.3 The Fire Risk Assessment File and Fire Log Book will be kept up to date and along with the Risk Assessments be available for inspection by any fire officer undertaking an inspection of the school.
- 7.4 Fire drills should be undertaken on a termly basis, recorded in the Log Book and reported to the Governing body, via the Head Teacher's Report.
- 7.5 All staff will receive training in the action to be taken in the event of a fire and periodic refreshers on the fire alert procedures and general fire precaution.

## **FIRST AID ARRANGEMENTS**

- 9.1. Trained First Aiders attend to people injured or taken ill; they are Helen Webb, Yvonne Hall, Ashleigh Buttler, Sarah Patterson and Julie Hodgkiss. All staff in the EYFS have received paediatric first aid training.
- 9.2. The Head Teacher will ensure that up to date notices are displayed identifying who the first aiders are.
- 9.3. The school will arrange first aid training; the training provider will be HSE approved.

## **PROTECTIVE CLOTHING AND EQUIPMENT**

- 10.1 Protective clothing and equipment will only be provided when an assessed risk cannot be eliminated or controlled by some better means, or where it is required by law.
- 10.2 Where protective clothing or equipment is provided, employees must make full and proper use of it at all times and as instructed.

- 10.3 Employees must keep protective clothing and equipment clean, as far as is reasonably practicable, carry out user checks as required and make it available for maintenance.
- 10.4 It is the duty of all employees to report losses or defects in protective clothing and equipment.
- 10.5 Head Teachers must ensure that employees needing to use protective clothing and equipment are given necessary training, information or instruction on its purpose, use and care, and that such training, information and instruction is updated periodically and to incorporate changes.

## **CONTRACTORS AND SERVICE PROVIDERS**

- 11.1 The Head Teacher/School Premises Manager has a responsibility to ensure that contractors on site do not endanger the health and safety of employees, visitors, service users and the public.
- 11.2 Contractors must not start work on any site without first consulting the Head Teacher/School Premises Manager.
- 11.3 Contractors must not be allowed to start work until the Head Teacher/School Premises Manager is satisfied that the work can be done, so far as reasonably practicable, without risk to employees, visitors, pupils and the public.
- 11.4 Should a contractor start work without permission or consultation, the School Premises Manager must take appropriate action:
  - (a) Inform the contractor of this policy in relation to contractors and/or
  - (b) Stop the work until proper consultation has taken place and/or
  - (c) Order the contractor off site, if necessary, until the operation can be isolated and/or further advice obtained.
- 12.1 If the contractors are approved by Gallifords they will obtain the contractor's:
  - (a) Risk assessment relating to the operation.
  - (b) Method statement for the operation.

If the contractor has been brought in by the school directly, the school will obtain the above.

- 12.2 The Head Teacher/School Premises Manager must inform the contractor of any local hazards, which may present a risk to the contractor whilst on site.

## **PORTABLE AND TRANSPORTABLE ELECTRICAL EQUIPMENT**

- 13.1 The Electricity at Work Regulations requires that all electrical equipment is properly maintained. Guidance to these regulations in respect of portable and transportable electrical equipment recommends three types of maintenance regime; these are user visual checks, formal visual inspections and combined inspections and tests.
- 13.2 Combined inspections and tests of portable electrical equipment should be undertaken on at least an annual basis. Combined inspections and tests will be carried out by an electrician or competent person using a portable appliance tester.
- 13.3 Members of staff will be encouraged to look at the electrical equipment they use for obvious signs of damage, this is particularly important for equipment which is moved, eg kettles, desktop fans, portable tools, etc.
- 13.4 Any item failing an inspection/test should be taken out of service immediately, until such time as it can be repaired and retested, or a decision is made to scrap the item.
- 13.5 Suitable and sufficient records should be maintained of schedules of electrical equipment tested and certificates of failure for failed items.
- 13.6 Any new electrical equipment may be put into service immediately and will be included for inspection/testing at the next round.
- 13.7 Second hand or acquired electrical equipment, or employees own equipment brought from home, may not be used in the Council's premises until it has been inspected and tested.

## **ASBESTOS POLICY**

- 14.1. The Head Teacher/School Premises Manager is responsible for the management of asbestos on the school site and has a legal duty to prevent exposure to staff, pupils and contractors, etc to asbestos.
- 14.2. An Asbestos Log Book and guidance on the procedures for dealing with asbestos will be maintained within the school (Local Asbestos Management Plan).
- 14.3. The presence of asbestos containing materials must be considered prior to any work by members of staff or contractors being undertaken at the school.

## **ARSON POLICY**

- 15.1 Policy Statement

Arson or wilful fire-raising is becoming an increasing threat. School premises are particularly vulnerable due to the amount of public access.

Although the threat of arson cannot be completely eliminated Calshot School acknowledges this threat and will take all reasonable precautions to minimise it for the safety of staff, delegates and other third parties.

It is the responsibility of all members of staff to identify potential problems and either take action to resolve the problem, or bring it to the attention of the Headteacher for their action.

### Good Housekeeping

Arsonists will be frustrated in their efforts to start a fire without a ready source of fuel to burn, hence effective arson prevention requires appropriate housekeeping. The following rules shall therefore be observed at all times:-

- Waste (of any description) shall not be allowed to accumulate in public or private areas
- External rubbish collection points shall not be located on external walls of buildings where they could pose a threat to the building or its occupants
- All equipment not in use shall be stored away from public access areas
- Flammable liquids shall be kept in a secure environment

### Restriction of Entry

Members of staff must be alert to identifying strangers in their work environments. If someone not known to staff is seen and not wearing an appropriate badge (visitor badge) they must be challenged.

### Reporting

If you believe there is a risk of arson, report it to the Headteacher.

### **CCTV POLICY**

The school's CCTV is managed by 'Gallifords Try'. Requests to access CCTV need to be made directly to Gallifords and this can be done via the school office.

This policy was ratified by the Health and Safety, and Buildings Committee on  
14<sup>th</sup> March 2019.

