

**REDDIFORD SCHOOL**

**INCLUDING EYFS**

**HEALTH & SAFETY POLICY**

**This document to be included in all staff employee handbooks. Members of the Health & Safety Committee and Senior Management Team to cross-reference this document with the Reddiford School Health and Safety Manual for full details of Health and Safety process and documentation at Reddiford School. This document to be used in conjunction with the Reddiford School Policy for Security. Also, with regard to the Health and Safety: responsibilities and duties for schools (2018), DfE Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies.**

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## PART ONE - STATEMENT OF INTENT

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work related ill health
- c) Assessing and controlling risks from curriculum and non-curriculum work activities
- d) Complying with statutory requirements as a minimum
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive health and safety culture through communication, direct engagement and consultation with employees and their representatives on health and safety matters
- i) Setting targets and objectives to develop a culture of continuous improvement
- j) Ensuring adequate welfare facilities exist at the school
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

## PART TWO - ORGANISATION

### **Introduction**

To comply with the Governing Body's Statement of Intent the school's normal management structure have had additional responsibilities assigned, as detailed below.

### **The Governing Body**

The Governing Body has the following responsibilities to ensure:

- a) A clear written policy statement is drawn up and implemented which promotes the correct attitude towards safety in staff and pupils. The Governing Body ensure that relevant health and safety laws are complied with. The main legislation covering this area is the Health and Safety at Work Act 1974 and regulations made under the Act. The Health and Safety Executive also provides useful advice on striking the right balance in schools on health and safety matters.
- b) Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.

- c) All those engaged in the control of the school have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work and performance is reviewed as a regular and integral part of management control.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy is reviewed annually.
- h) A standing agenda item at each full Governors' meeting is health and safety. This gives an avenue for the Head and Bursar to raise any issues of note and also for the Governors to question the Head and Bursar on any health and safety matter.

#### **The Head Teacher & Bursar**

The Head Teacher and Bursar have the following responsibilities:

- a) To be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- b) Ensure that a clear written local Policy for Health and Safety is created and implemented.
- c) Ensure that the Policy is communicated adequately to all relevant persons.
- d) Ensure appropriate information on significant risk activities is given to visitors and contractors.
- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues. This training to include risk assessments.
- g) Make or arrange for risk assessments of the premises and working practices to be undertaken.
- h) Ensure safe systems of work are in place as identified from risk assessments.
- i) Ensure that emergency procedures are in place.
- j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.

- k) Ensure records are kept of all relevant health and safety activities eg assessments, inspections, accidents, etc.
- l) Ensure arrangements are in place to monitor premises and performance.
- m) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- n) Report to the Governing Body regularly on the health and safety performance of the school.

### **School Health & Safety Coordinators**

The School Health and Safety Co-ordinators have the following responsibilities:

- a) To co-ordinate and manage the annual risk assessment process for the school.
- b) To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- c) To make provision for the inspection and maintenance of work equipment throughout the school.
- d) To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with contractors.
- e) To advise the Head Teacher/Bursar of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.
- g) Carrying out any other functions devolved to him/her by the Head Teacher/Bursar or Governing Body.

### **Teaching/Non-Teaching Staff holding positions of special responsibility: Senior Management Team, Leadership Team, Subject Coordinators and Health & Safety Committee Members**

- a) Apply Reddiford school's Health and Safety Policy to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities as a routine exercise and when requested.

- c) Ensure that all staff under their control are familiar with health and safety policy and principles.
- d) Resolve health, safety and welfare problems, with members of staff referring to them, or refer issues where appropriate, any problems which cannot be adequately addressed.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record the outcome of these inspections where appropriate.
- f) 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.
- g) Investigate any accidents that occur within their area of responsibility as soon as possible upon becoming aware of the incident.
- h) Health & Safety Law posters displayed in Staff rooms, Halls and Reception areas at all sites.
- i) First Aid boxes available in all First Aid rooms.

### **Class Teachers**

Class teachers are expected to:

- a) Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- b) Follow the particular health and safety measures to be adopted in their own teaching areas, to ensure pupils and employees are safe and risks minimised.
- c) Give clear oral and written instructions and warnings to pupils when necessary.
- d) Follow safe working procedures.
- e) Require the use of protective clothing and guards where necessary.
- f) Make recommendations to their Head Teacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.

- h) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- i) Report all accidents, defects and dangerous occurrences to their Head of Department.

### **School Health & Safety Representatives (Trade Union)**

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Head Teacher or Governing Body.

### **All Employees**

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- a) Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.
- b) Co-operate with school management in complying with relevant health and safety law.
- c) Use all work equipment and substances in accordance with instruction, training and information received.
- d) Report to their immediate line manager any hazardous situations and defects in equipment found in their work places.
- e) Report all incidents in line with current incident reporting procedure.
- f) Act in accordance with any specific health and safety training received.
- g) Inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.

### **Back to Basic's approach/ethos – the 4 Ss**

The school adopts a "Back to Basics" approach / ethos, focusing staff to the basics of Health and Safety, as it is all our responsibility. The strap line for this is -the "4 S's" – *Sensible Supervision, Security and Safety*. This approach dove tails into behaviour, as sensible supervision of children at all times, helps behaviour management across the school. Back to basics, meant that all staff taking children offsite for trips or activities must all understand supervision responsibilities and that employees do not move furniture around by their own choosing, but ask the Site Team to do this. Gates should be controlled at all times. Playground supervision is very important and

staff on duty must monitor all parts/corners of the playground, at all times. We need to be sensible on our day to day approach.

### **Pupils**

Pupils, allowing for their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

### **Parents**

To make themselves aware of and comply with the school H&S Policy and Procedures in respect of theirs and other children's contact and attendance at school premises or outside activities managed by the school.

### **Accident Prevention & Reporting**

This policy includes the recording of accidents to staff, pupils and visitors and includes those reportable under RIDDOR. This section to be read in conjunction with the School's Policy for First Aid (RIDDOR reporting – Appendix 9 of the First Aid Policy).

An accident is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss. In most cases accidents can be avoided and it is our intention to prevent as many as possible.

### **We aim to reduce the risks of accidents by:**

- Making risk assessments for as many foreseeable risks as possible. By doing risk assessments we can identify hazards and look at how we eliminate or reduce the risk.
- The premises are regularly checked and used properly.
- Staff and to some extent the children are aware of hazards.
- Staff and children are encouraged to care about their environment and their colleagues.
- Staff identify and report hazards/risks and encourage children to do the same.
- The Bursar and Site Manager oversee all Health and Safety issues, working with stakeholders appropriately.

Accident forms are completed on the day an accident happens, whether a pupil, member of staff or visitor who has the accident. Once the accident is dealt with



appropriately and fully and the appropriate parties made aware, the accident form is recorded in the departmental accident reporting records and filed. The accident reporting trend is taken to the Health and Safety Committee (who meet twice a year) and the departmental accident trends are reviewed, to assess if the number and nature of accidents reported, is in kilter with normal reporting. Any accidents of note, which the Health and Safety Committee feel require additional investigation and comment, are referred back to the Senior Management Team of the school.

### **Manual Handling**

The site team undertake manual handling around the school and follow manual handling principles. Staff receive manual handling training at intervals.

### **Management of Asbestos**

Asbestos in the school, is minimal and detailed in the Asbestos Survey carried out in September 2007. The Site Manager/Bursar, reviews the asbestos annually to check that there is no deterioration and evidences this on the Asbestos Survey.

### **On-site Vehicle Movements**

Only staff who have completed MIDAS training are authorised to drive the school minibuses. All staff are instructed to drive the minibus with due care and consideration, especially during the school day. Staff who are trained to drive the minibus complete a bi-annual medical declaration confirming they are fit to drive the minibus and have had their eyes checked within the last 2 years.

### **Consideration of Hazardous Substances**

Hazardous substances are kept in locked cupboards/safes, with keys controlled. This includes the Science Laboratory, by the Site Team and the Cleaners cupboard.

### **Selecting and Managing Contractors**

Contractors are selected based on recommendation, qualification and pricing. External contractors work is reviewed for quality purposes and also how contractors conduct themselves on site. The School would change contractors if not happy with the work or conduct of the contractors.

### **Fire Safety and Prevention**

Please see the Fire Precautions and Emergency Evacuation Policy for details. The Governing Body ensure compliance with the Regulatory Reform (Fire Safety) Order 2005. The Bursar / Head and Governing Body review fire safety compliance annually and this is recorded.

### **Dealing with Health & Safety Emergencies**

Health and Safety emergencies are dealt with immediately, in manner appropriate to the nature of the emergency and under Senior Management Team guidance. If the nature of the health and safety emergency requires invoking of the school's Disaster Recovery Plan, then this is done under the instruction of the Head Teacher or a member of the Senior Management Team.

## **Occupational Health Services and Managing Work-Related Stress**

See in conjunction with the school's Stress Management Policy and the school's Staff Absence Policy. The school acts in line with employment law principles and demonstrates duty of care to all employees.

## **Violence towards staff**

This is not tolerated. Please refer to the Behaviour Policy, Staff Code of Performance Expectations (SCOPE), the Pupil Code of Conduct and the Parent Contract.

## **Slips and trips**

Accidents of this nature are to be recorded in the accident book and dealt with in accordance with the school's accident procedures. Any health and safety issues pertinent to the accident, to be referred to the Site Manager/Bursar immediately.

## **Work at Height**

Only the Site Manager and Assistant Site Manager are permitted to work at height and have had training to do so. Staff have been given the instruction to speak to the Site Team should they have a working at height request.

## **Portable Appliance Training (PAT)**

PAT testing is undertaken in house, by the Site Manager, who is qualified to do PAT testing (class 1/class 2/IIT). Records are kept and audited by the Bursar.

## **Premises - Appendix**

The following checks/works are carried out at the following intervals:

Gas Safety Certification	annually	external contractor
Legionella testing	annually	external contractor
Water Temperature testing	bi monthly	internal
Electrical testing fixed wiring	5 yearly	external contractor
PAT testing class 1	annually	internal
PAT testing class 2/IIT	4 yearly	internal
Fire Alarm	Bi-annually	external contractor
Fire Risk Assessment	3 yearly	external/internal review
Fire Extinguisher service	bi annually	external contractor
Fire Extinguisher checks	weekly	internal
Fire Alarm checks	weekly	internal
Fire Drills	Termly	internal
Fire Log reviews	annually	internal
Burglar Alarm	Bi-annually	external contractor
Boilers service	annually	external contractor
Emergency lighting	every school holiday	internal
Minibus Servicing and MOT	annually	external contractor
Minibus checks	daily	internal
Air conditioning Service	annually	external contractor
Asbestos	annually	internal
Departmental Risk Assessments	annually	internal

Whole School Risk Assessment	annually	internal
Playground/gym equipment check	annually	internal/external
Hot work permits	annually	internal
Ladder/steps log	bi annually	internal

n.b the Bursar checks maintenance logs periodically for compliance.

## **SUMMARY**

This Health and Safety policy documents purpose is to clarify Health and Safety responsibilities across the school, from Governance to pupils and their parents and visitors to the school.

It is the responsibility of all Governors, employees and pupils to follow the Health and Safety summary of responsibilities, as detailed in this document.

In order for us to ensure Health and Safety is embedded in our daily activities at Reddiford School, all employees are required to understand the following:

- How Health and Safety is communicated to all staff.
- How Health and Safety potential risks are cascaded to the appropriate people, within the appropriate timeline.

Any questions regarding the above, to be directed to an employee's Line Manager or Bursar, as appropriate.

