ISAAC NEWTON PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

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HEALTH AND SAFETY POLICY

REVIEW PROCEDURES

The Health and Safety Policy for Isaac Newton Primary School will be reviewed regularly and revised as necessary.

It is the responsibility of Head Teacher and Governing body to ensure that the arrangements within this policy, and supporting policies, are reviewed to ensure ongoing appropriateness relating to site specific conditions and occupancy factors.

Any amendments required to be made to the policy as a result of a review will be presented to the Governors for acceptance.

AMENDMENTS

It is the responsibility of the Head Teacher to ensure that the complete amendment is incorporated into all copies of the document and recorded accordingly on the Amendment Sheet. Copies of pages made redundant by the amendment are to be disposed of immediately and not to be retained for any reason.

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STATEMENT OF INTENT

ISAAC NEWTON PRIMARY SCHOOL

Isaac Newton Primary School recognises that ensuring the health and safety of staff, pupils and visitors is essential to its success.

We are committed to:

- Providing a safe and healthy working and learning environment.
- Preventing accidents and work related ill health.
- Meeting our legal responsibilities under health and safety legislation as a minimum
- Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- Ensuring safe working methods and providing safe work equipment.
- Providing effective information, instruction, training and supervision.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- Setting targets and objectives to develop a culture of continual improvement.
- Ensuring adequate welfare facilities exist throughout the Academies.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Health and safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

ORGANISATION

1.0 INTRODUCTION

1.2 In order to achieve compliance with the Statement of Intent, the Trust's senior leadership team will have additional responsibilities assigned to them as detailed in this part of the Policy.

2.0 GOVERNORS

2.1 The Governing Body is responsible for ensuring that:

a) A Governor with special interest for health and safety is appointed to ensure the effective management of health and safety within the Trusts' schools.

b) The health and safety policy statement is clearly written and it promotes a positive attitude towards safety by staff and pupils.

c) The Head Teacher is aware of there health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.

d) Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.

e) Sufficient funds are set aside with which to operate safe working practices.

f) Health and safety performance is monitored, failures of the health & safety policy or its implementation recognised, and the policy and procedure revised as necessary.

3.0 HEAD TEACHER

3.1 The Head Teacher has the overall responsibility for health and safety within the Trust's academies and as such they will:

a) Plan ahead as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.

b) Provide the final authority on matters concerning health and safety.

c) Make decisions on health and safety issues based on a proper assessment of any risks to health and safety, and ensure the control of those risks in an appropriate manner.

d) Delegate specific responsibility for the day-to-day management of safety arrangements to nominated persons within each School

e) Ensure Isaac Newton Primary School Health and Safety Policy is clearly communicated to all relevant persons

f) Ensure a suitable forum is in place with an agenda point for addressing health, safety and welfare matters within each school or school

g) The engagement of external competency for health, safety and welfare matters to support the Trust's organisation and arrangements for health and safety.

3.2 The Deputy Headteacher and Assistant Head Teacher shall be fully understanding of the above responsibilities, and effectively support the Head Teacher and provide the necessary leadership in his/her absence

4.0 SENIOR LEADERSHIP TEAM

4.1 Senior staff are responsible for:

a) Acting for and on behalf of Head Teacher, ensuring the Isaac Newton Primary School health and safety policy is implemented

b) Providing the Head Teacher and Governors with information and statistics relating to health and safety performance within their schools

c) Ensuring that accidents are investigated and any remedial actions required are taken or requested.

d) Identifying training needs for staff and ensuring staff are provided with adequate information, instruction and training on health and safety issues.

e) Providing a suitable forum for communication and consultation with health, safety and welfare being an agenda point

b) Ensuring appropriate information on significant risks is given to visitors and contractors

c) Ensuring appropriate consultation arrangements are in place for staff and their Trade Union representatives where appropriate.

e) Curricular based risk assessments being carried out

g) Emergency procedures being in place and rehearsed.

i) Records being kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.

j) Arrangements being in place to inspect the premises and monitor performance.

Note: The senior leadership team shall be fully understanding of the above responsibilities, and effectively support the Head Teacher and Assistant Head Teacher

5.0 SITE MANAGER

5.1 The Site Manager is responsible for:

a) General management of the site support services so as to ensure the school is cleaned to a high standard and premises maintenance is carried out

b) Ensuring arrangements are in place for competent persons to inspect, examine and maintain the plant, and work equipment

c) Ensuring School fire safety systems and equipment are tested, inspected and serviced.

d) With the Head Teacher, the engagement of contractors and other service providers, ensuring that they are competent to carry out the duties engaged for safely and without the Academies incurring excessive cost.

e) Ensuring the activities of contractors are adequately monitored and controlled.

f) The administration and maintenance of records, drawings and plans relating to the inspection, servicing, planned and unplanned maintenance of the premises and equipment.

g) Ensuring risk assessments for support services activities are carried out and safe systems of work produced as necessary where identified by risk assessments.

6.0 TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY AND WHOLE SCHOOL ROLES

6.1 Nominated staff falling into this category shall:

a) Apply the school's Health and Safety Policy within 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) Ensure that staff under their management are familiar with the health and safety procedures for their area of work.

c) Resolve health, safety and welfare problems that members of staff refer to them, and refer to the Head Teacher any problems to which they cannot achieve a satisfactory solution with the resources available to them.

d) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections

where required.

e) 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.

f) Ensure all accidents in areas of responsibility are investigated appropriately.

7.0 SPECIAL OBLIGATIONS OF TEACHERS

Teachers are expected to:

a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.

b) Follow the health and safety procedures applicable to their area of work.

c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.

f) 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.

d) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.

e) Regularly check their classrooms for potential hazards and report any fault conditions observed to the Site Manager

f) Report all accidents, defects and dangerous occurrences to the named Health and Safety Officer in the first instance

g) Ensure the use of personal protective equipment and other forms of personal safeguarding where necessary.

h) Make recommendations to their Curriculum Leader on health and safety equipment and on additions or necessary improvements to work equipment.

8.0 OBLIGATIONS OF ALL EMPLOYEES

8.1 All employees must:

a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.

b) Observe all instructions on health and safety issued by the Governing Body or any other person delegated to be responsible for a relevant aspect of

health and safety.

c) Act in accordance with any specific health and safety training received.

d) Report all accidents and near misses in accordance with current procedure.

e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.

f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.

g) Inform the Head Teacher and/or Site Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.

h) Inform the Head Teacher of any shortcomings they identify in the School's health and safety arrangements.

i) Exercise good standards of housekeeping and cleanliness.

j) Co-operate with the any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.

k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

9.0 OBLIGATIONS OF CONTRACTORS

9.1 All contractors who carry out work for the school are required to identify and control any risk arising from their activities and inform the Head Teacher or Site Manager of any risks that may affect the staff, pupils and visitors.

9.2 All contractors must be aware of the school health and safety policy and emergency procedures and comply with these at all times.

9.3 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head Teacher or Site Manager will take such actions as are necessary to protect the safety of school staff, pupils and visitors.

10.0 PUPILS

10.1 Pupils, in accordance with their age and aptitude, and instruction received 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.

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ARRANGEMENTS

Introduction

The following procedures and arrangements have been established within the school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

The list provides a brief summary of all the key health and safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are provided.

Accident and Incident Reporting

All staff are required to ensure that all accidents are reported to the named/ nominated person for the school in the first instance who will ensure that the accident is investigated and reported to the Head Teacher, Governing Body, and the Health and Safety Executive as appropriate.

All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence.

Asbestos

Although there is only one area remaining in the school where asbestos is identified, the school shall ensure that the Asbestos Log is read and signed by all contractors prior to starting any work on in proximity to the affected area.

Staff must not affix anything to the area. without first obtaining approval from the Head of School.

Inspection and condition monitoring of the remaining asbestos in the school, is carried out by the Site Manager and should any damage be discovered to the asbestos encapsulation this will be reported immediately to the Head Teacher

Where damage to the asbestos material has occurred the area must be evacuated and secured. The School shall immediately notify the (engaged) asbestos consultant by telephone.

Contractors

The Head Teacher with the Site Manager is responsible for the selection and management of contractors in accordance with the School's Contractor Management Policy.

Although contractors are responsible for their actions, the School is also responsible for ensuring that the activities of contractors do not place occupants of the school or visitors at risk

The obligations of contactors are as denoted in the Organisation section of this policy

Curriculum Safety (including out of school learning activities)

The Senior Leadership Team is responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Display Screen Equipment (DSE)

The Head Teacher is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

Educational Visits and Journeys

The Head Teacher with the School Educational Visits Co-ordinator are responsible for ensuring that all School trips are managed in accordance with the school's policy for Educational Trips, which all teachers shall be familiar with.

Electrical Safety

The Site manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.

The Site Manager will ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive.

All staff must be familiar with school procedures and report any problems to the Site Manager in the first instance. Staff are reminded that they must not bring electrical equipment into school without the permission of the Head Teacher.

Fire Precautions and Emergency Procedures

The Head Teacher is responsible for ensuring:

- That a Fire Risk Assessment for the school is in place and reviewed annually.
- Arrangements are in place for ensuring School specific emergency plans and evacuation procedures are regularly reviewed.
- The provision of fire awareness training for selected staff.

- That an emergency evacuation practise/fire drill is undertaken on a termly basis.
- The preparation of specific evacuation arrangements for staff and/or pupils with special needs.

The school is also responsible for:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the firefighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work.

All staff must be (made) familiar with their school fire safety risk assessment, emergency plan and evacuation procedures.

First Aid

The names of the qualified First Aiders shall be clearly and strategically displayed on notice boards

There shall be a dedicated place for the storage of first aid supplies and this shall be clearly communicated to first aiders

Each school shall appoint a person with responsibility for ensuring that stocks of first aid supplies are kept up to date.

All staff must be familiar with the school's arrangements for First Aid.

Hazardous Substances

The Site Manager working with suppliers where appropriate is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be introduced and used without the permission of the Heads of School. The Site Manager will be responsible for ensuring current (COSHH) assessments are in place and communicated for any authorised products.

Inclusion

All teaching and support staff should be familiar with the school policy on inclusion and supporting guidance.

The Head Teacher is responsible for ensuring that there are adequate facilities and

support staff to ensure the health, safety and welfare of any pupil with special educational needs (SEN).

All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.

The Inclusion Leadership Team and Curriculum Managers must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEN. No pupil should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Head Teacher.

Lettings/shared use of premises/use of Premises outside School Hours

Whilst any out of hours' activities using the school premises will be controlled by others (the organisers), the Head Teacher is responsible for ensuring that any use of their premises outside School hours is managed in accordance with the school health and safety policy and lettings policy.

The Site Manager is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment.

Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Site support staff in particular, and cleaning staff may be regular lone workers, but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Any member of staff working after hours must notify their Line Manager or colleagues of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury, such as working at height, using hazardous substances and manual handling of heavy items.

Managing Medicines & Drugs

No pupil is allowed to bring medication onto the school premises without a letter of consent from his/her parent/carer.

Staff must notify the Head Teacher if they believe a pupil to be carrying any unauthorised medicines/drugs.

The school's policy for First Aid and Medicines provides detailed guidance and all staff should be familiar with this policy.

Maintenance and Inspection of Equipment

The detailed arrangements for the maintenance and inspection of equipment are described in schools' maintenance procedures under the control of the Site Manager

All faulty equipment must be taken out of use and reported to the Site Manager in the first instance. Staff must not attempt to repair equipment themselves.

Manual Handling and Lifting

The Head Teacher shall ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask site support staff or colleagues for assistance.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Staff/Support staff who may be required to assist pupils with physical disabilities are trained in the safe use of lifting equipment and people handling techniques.

Physical Education and Play Equipment

Sports and play activity Leaders are responsible for ensuring that all PE and play equipment is suitable and safe for the activities planned and the age and abilities of the pupils.

Risk assessments are to have been completed for all PE activities and all staff must be familiar with these.

If used or introduced, equipment such as wall bars, ropes, beams, benches and mats are formally inspected annually by a competent contractor.

All PE equipment must be visually checked before lessons and returned to the designated store area after use.

Pupils must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the relevant PE Leader.

Personal Protective Equipment (PPE)

Where the need for PPE has been identified in Risk Assessments, it is the Head of School's responsibility to ensure adequate provision of suitable PPE.

Where a need for PPE has been identified it must be worn correctly by any staff member or pupil who might be at risk of injury or harm to health.

Any staff member or pupil who refuses to use the PPE may be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their head of department.

Risk Assessments

It is the Head Teacher's responsibility to ensure that suitable arrangements are in place for potential hazards to be identified and risk assessments completed for all significant risks in the school.

The Head Teacher is responsible for ensuring general risk assessments are carried out within their schools.

Teachers will undertake risk assessments for their areas.

The Head Teacher and Site Manager will ensure risk assessments for maintenance and cleaning tasks are carried out for the school.

Security/Violence

Reporting to the Head Teacher, the Site Manager is responsible for the security of the site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

The Site Manager is also responsible for ensuring suitable arrangements are put in place for the security of school site during and after school use and lettings.

Where an electronic pass ('swipe card) door access system is in operation the issuing and control of these passes will be controlled by the Heads of Schools. Staff must report the loss of a card immediately to their Head of School immediately

If in use, the numbers on digital security pads will be changed at regular intervals and these changes notified to all staff. Staff are reminded that these numbers should not be divulged to any pupil or parent

Staff must question any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.

If an intruder becomes aggressive staff should seek assistance.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in an area of School where assistance is available. The Head of School should be notified in advance of these meetings where possible.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Head of School

Site Maintenance

Reporting to the Head Teacher the Site Manager is responsible for ensuring the basic maintenance of school premises and grounds and for ensuring cleaning standards are maintained.

The Site Manager will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Head Teacher

Members of the Governing body and the Head Teacher or nominated person shall also carry out inspections of the school to ensure that required maintenance and cleaning standards are achieved

Planned and reactive maintenance and inspections of a more complex nature are carried out by suitably competent contractors

All staff are responsible for reporting any damage or unsafe condition to the Head of School immediately.

Smoking

It is illegal to smoke anywhere on any of the site.

Staff Training & Development

The Head Teacher is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

All new staff will receive specific information and training as part of the school induction process.

Staff will receive fire awareness training on an annual basis.

Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings and on the September INSET day in each new school year.

Stress

The Head Teacher on behalf of the Governors' is responsible for taking steps to reduce the risk of stress by taking measures to ensure colleagues are supported through the provision of:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

Swimming

Each venue shall be visited by the event leader and be individually risk assessed with advice from the operators. A plan of the pool area, emergency alarms and fire exits will be prepared and issued to relevant teachers with the facility Normal Operating Procedures.

Deep and shallow ends are clearly marked and ideally divided by a rope wherever possible. Lifesaving devices are located around the poolside.

All teachers and pupils are made aware of facility Emergency Evacuation Procedures. This is refreshed following any change in teachers or pupils.

Visitors and Contractors

All visitors must sign in and out of the school at the reception area. This includes parents and peripatetic teachers/specialists. A means of identification will be issued which must be worn and clearly visible at all times in school.

Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

Contractors undertaking maintenance work will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

Working at Height

Staff are reminded that working at height applies to any activities which cannot be undertaken whilst standing on the floor.

The Head Teacher is responsible for ensuring risk assessments are carried out for working at height tasks in the School.

The Site Manager is responsible for the purchase and maintenance of all

stepladders and other access equipment in the school.

Contractors will be engaged to carry out higher risk, or extended work at height tasks

Steps and any ladders shall conform to BS/EN standards as appropriate.

If there is a need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

Do not work at height when you are alone. If you are planning to use a step ladder ensure it is erected and used properly, and have an assistant to hold the ladder steady and pass you the materials you need.

Do not overreach and do not stand on the top two steps of stepladders to carry out work, i.e. your knees should be no higher than the top platform of the ladder. **Do not** stand on the top step of stepladders unless it is a platform with handrails

Staff shall not use leaning ladders unless trained to do so

Aluminium ladders or steps must not be used in close proximity to electricity