

Leys Farm



Junior School

LEYS FARM JUNIOR SCHOOL

Health and Safety Policy 2021

Contents:

Part I	Introduction
Part II	Roles and Responsibilities
2.1	General
2.2	The Local Education Authority (LEA)
2.3	The Governors
2.4	The Head teacher
2.5	Heads of Faculty/Department/Subject
2.6	Teaching and Support Staff holding Posts/Positions of Special Responsibility
2.7	The Class Teacher
2.8	Other Specific Staff
2.9	Consultation with Trade Union Representatives
2.10	Supervision of Pupils
2.11	The Pupil
2.12	Visitors
2.13	Contractors
Part III	School Health and Safety Procedures
3.1	Accident Reporting and First Aid
3.2	Violence and Challenging Behaviour
3.3	Fire
3.4	Control of Substances Hazardous to Health (COSHH)
3.5	Manual Handling Operations
3.6	Personal Protective Equipment
3.7	Provision and use of Work Equipment
3.8	Display Screen Equipment
3.9	Educational Visits
3.10	Sports Activities
3.11	Infectious Diseases
3.12	Safety Officers
3.13	Working Alone/Home Visits
3.14	Building Maintenance and Servicing
Part IV	Conclusion

PART I

1. Introduction:

1.1 This document describes the Organisation and Arrangements for the school and should be read in conjunction with the council's Health and Safety Policies and Guidelines as contained in the council's Health and Safety Manual, a copy of which is in the school or accessible via the TopDesk.

1.2 This policy is designed to benefit teaching and support staff, pupils, governors, parents, visitors, contractors and all those on site and has been produced in full consultation with the trade unions.

1.3 The promotion of the safety, health and welfare of staff and pupils is considered to be a mutual objective for the LA, Governors and staff. It is therefore the school's responsibility, to take the necessary steps to ensure the safety, health and welfare of its staff and pupils and the public and visitors, so far as reasonably practicable.

1.4 The aim of this document is to ensure that all reasonably practicable steps are taken to:

- establish and maintain a safe and healthy environment throughout the school;
- establish and maintain safe working procedures amongst staff and pupils;
- make arrangements for ensuring safety, and absence or reduction of risks to health and safety in connection with the use, handling, storage and transport of articles and substances;
- ensure access to the provision of sufficient information, instruction, training and supervision so pupils and others can avoid or reduce hazards and contribute positively to their own and others safety and health at work,
- formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises;
- formulate effective procedures to be followed in the case of an accident;
- provide and maintain adequate welfare facilities;
- make special arrangements to ensure the health and safety of any disabled person(s) using the school site.

1.5 The Head teacher has overall responsibility for the application of the school's health and safety policy. However, staff within the school are responsible for implementing and maintaining compliance with the school's safety policy generally and particularly in the areas for which they are responsible.

1.6 The practice of self-monitoring has become a vital feature of health and safety on school premises. It is the responsibility of all staff to be vigilant on health and safety matters at all times and for the practice of monitoring to be inherent in the management structure for health and safety.

PART II

2. Roles and responsibilities:

Responsibility for the day-to-day management of health and safety in the premises falls to the Head teacher / governing body and other nominated staff. They should therefore ensure that they:

2.1 General

- Are familiar with health and safety legislation in so far as it relates to the premises with which they are concerned;
- Are familiar with the school's health and safety policies and arrangements and take the necessary action to ensure that they are adhered to;
- Ensure as far as is reasonably practicable that safe systems of work are in place;
- Ensure that the school premises are generally kept clean and tidy;
- Ensure that appropriate equipment is provided;
- Ensure that appropriate training is provided for the tasks and situations that staff will have to deal with;
- Ensure that all equipment and tools are maintained in good condition;
- Ensure that adequate fire precautions and fire-fighting equipment is available and maintained and that they are aware of who the appointed person is with regard to fire risk assessments;
- Are aware of the location of the school's accident book, Health & Safety Policy and Manual together with other relevant safety related documentation

2.2 The Local Authority

- Under the Health and Safety at Work etc 1974 Act, the LA have overall responsibility for health and safety within maintained schools. As the employer, the LA must prepare a written health and safety policy. Schools are expected to comply with this policy.
- The policy of the LA is to advise schools to adopt the local authority Health and Safety policies, guidelines and procedures and this site specific document, and to keep them in the Health and Safety Manual provided to all schools.

2.3 The Governors

- Governing bodies are obliged to take all measures within their power to ensure that the school premises are safe and not hazardous to the health of staff, pupils, visitors or trespassers. In effect, the governing body and the head have total control and responsibility for the day-to-day health and safety of those persons using and occupying the school;
- Governing bodies now have greater responsibility for the discipline in the school, which is a major factor in ensuring the safety of all those on the site;
- Governing bodies should ensure therefore that they have received and understand the LEA policy and have produced their own policy for the school. They should also make periodic inspections and review detailed reports from the head or the school's safety committee arising from their inspections. They should also ensure that the school's budget contains an element for health and safety;
- Although the overall responsibility lies with the governing body, individual governors may be liable if they consent to, or connive at any breach of the regulations or if any breach is due to neglect by an individual governor;
- In practice, individual responsibility is discharged by ensuring that the governing body knows its duties, listens to advice, carries out inspections, follows up complaints, calls for reports and takes appropriate action, e.g. taking protective and preventive measures, informing the LA or instituting repairs.

2.4 The Head teacher

The Head teacher has day to day responsibility for health and safety in the school and in particular should:

- be the focal point for day to day references on safety and give advice or indicate sources of advice;
- co-ordinate the implement safety procedures in the school;
- maintain contact with outside agencies able to offer specialist advice;
- report all known hazards immediately to the authority and/or governing body and stop any practices or the use of any plant, tool, equipment, machinery etc. which are dangerous or potentially so;
- make or arrange for investigation of the premises, place of work and working practices on a regular basis and ensure that he/she is kept informed of accidents and hazardous situations;
- ensure that a risk assessment survey of the premises, methods of work and all school-sponsored activities is conducted on a regular basis and reviewed annually, or if a significant change has occurred that might render the assessment no longer relevant. This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures.

The results of all such surveys will be reported to the Governing Body who will review from time to time:

- the provision of first aid in the school and emergency procedures and make recommendations for improvements as appropriate the dissemination of safety information concerning the school;
- inform the Governors from time to time of the safety procedures of the school, and provide them with up to date reports on safety issues;
- monitor the school's policy on health and safety procedures and update it as new information is supplied by the authority;
- ensure that a teacher is designated with responsibility for Child Protection.

2.5 Subject Leaders

- Subject Leaders are responsible for inspecting specialist accommodation so as to maintain a suitable level of health and safety. Should they lack the resources to maintain the required standard of health and safety within the school, the matter should be communicated in writing to the Head teacher;
- All booklets and information concerning health and safety will be passed to the relevant staff who should ensure that they and their colleagues are fully conversant with the health rules and the literature pertaining to their particular situation issued by the authority. It is the Head teacher's duty to ensure that all such literature is readily available and, where practicable, displayed in prominent locations in the working environment;
- Health and safety information warning of hazards and dangerous practices should be displayed in prominent positions in working areas. It is a health and safety legislative requirement that this is done;
- Subject leaders are responsible for producing a risk assessment, including safety procedures and practices which are a supplement to the main policy. They will be brought to the attention of staff and pupils under their charge and posted in a prominent position;
- Any training requirements necessary to ensure the continuing safe working practice of the school should be identified, and reported to the designated person who will ensure that all needs are met by undertaking recognised training courses.

2.6 Teaching and Support Staff Holding Posts/Positions of Special Responsibility

These staff:

- have a general responsibility for the application of the council's and the school's safety policy to their own areas of work and are directly responsible to the Head teacher or other designated members of staff for the application of existing safety measures and procedures within their area of work. Advice or instructions given by the Council/Directorate and the Head/Nominated Person, including the relevant parts of this document, shall be observed;
- shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence or reduction of risks to health in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, duplicating fluid, guillotines, cleaning materials etc);
- shall make every effort to resolve any health and safety problems any member of staff may refer to them and refer to the Head/Nominated Person any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Head teacher;
- shall ensure, as far as is practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid or reduce hazards and contribute positively to their own safety and health at work;
- shall, where appropriate, seek the advice and guidance of the relevant Adviser or Officer of the Council;
- shall report to the Head teacher where appropriate requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

2.7 The Class Teacher

- The safety of pupils is the responsibility of class teachers, who have traditionally in law carried responsibility for the safety of pupils when in their charge;
- If, for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he/she cannot accept this responsibility, he/she should discuss this matter with the Head teacher as appropriate, before allowing any practical work to take place.

Class teachers are expected to:

- exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb alert and who the designated first aiders are, and to carry them out;
- know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- give clear instruction and warning as often as necessary;
- follow safe working procedures;
- ask for protective clothing, guards, special safe working procedures etc where necessary;
- make recommendations to their Head teacher as appropriate, e.g. on safe equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so;
- ensure safe storage or use of potentially harmful implements such as glue guns, craft tools, scissors, etc;

- ensure that no class of primary age children should be left for any reason except in an emergency and, even then, a colleague, the Head or Deputy Head should be made aware of the situation;
- ensure a particularly high level of supervision is exercised when children are assisting in the movement of equipment.

2.8 Other Specific Staff

- In addition to the overall responsibility of the Head teacher, the following have delegated responsibility in the areas shown:

	Area	Any Special Responsibility
All teachers	Own classroom/area	Day to day safety
Cook	Kitchen and Servery	Day to day safety
Caretaker	Boiler House	Day to day safety
Midday Supervisor	Playground activities at lunchtime	Day to day safety
Teaching Assistants	As appropriate	Day to day safety

2.9 Consultation with Trade Union Representatives

- The health and safety concern of the school extends to all staff of the school. Each union with members employed at the school is invited to nominate a union representative whose role is to meet with the Head teacher on matters of health and safety;
- At such meetings, the Head teacher is able to explain the management implications of health and safety as it affects the working conditions of the staff with the particular aim of gaining acceptance of practices designed to improve the health and safety of the whole working environment. These meetings also afford the opportunity for the views of individual staff to be communicated to senior management and can result in the review of health and safety procedures currently practised. At such meetings, information issued by the unions with regard to health and safety can be communicated to the Head teacher for discussion.

2.10 Supervision of Pupils

- The mid-session breaks are legally deemed part of the working day. The procedure and rota of supervision will be designated on the staff notice board, as will absence cover;
- No pupils should be allowed to practice activities in high risk teaching areas unless personally supervised by a teacher qualified in that subject. Duty teachers are not expected to cover such activities;
- The school's arrangement for the supervision of pupils during inclement weather is as shown in Part V;
- Parents will be requested to ensure that pupils arrive at school as near to the designated start time as possible. Pupils who arrive early or leave late may contact any member of staff in an emergency;
- The school has a laid down programme for the supervision of pupils arriving and leaving by bus or coach;
- The Head teacher will be on duty until such time as shown in Part V to deal with any emergency;
- No pupil must be allowed out of school during school hours unless there is a request from the parent or guardian. The Head teacher must be notified and any letter making such a request should be kept until after the pupil's return;

- In all but exceptional circumstances, agreed by the Head teacher and the parents, children of primary age leaving during school hours must be collected. The adult must complete the signing out book in the office and must be over 16 years of age;
- Parents will be asked to make sure that pupils do not bring items to school which are hazardous or dangerous. If such items are found by any member of staff, they will be confiscated and the parents asked to come into school to collect them;
- If any member of the public refuses to leave the premises or constitutes a nuisance, immediate assistance should be requested from the Police in line with the Directorate's Guidance on Disruptive and Abusive Intruders.

2.11 The Pupil

Pupils are expected to:

- exercise personal responsibility appropriate to their age and understanding, for the safety of themselves and their others;
- observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, dress and other items considered dangerous);
- observe all the safety rules of the school and, in particular, the instructions of teaching staff given in an emergency;
- use and not wilfully misuse, neglect or interfere with things provided for their safety;

NB All pupils and parents should be made aware of the contents of this section.

2.12 Visitors

- Regular visitors and other users of the premises (e.g. parent helpers/delivery people from specific companies) are required to observe the safety rules of the school. In particular, parents helping out in school should be made aware of the health and safety arrangements applicable to them by the teacher to whom they are assigned;
- All visitors should be required to report to and sign in at the school office and be issued with a 'Visitor' badge. Similarly, they should sign out prior to departure from the premises.

2.13 Contractors

Anyone arriving at the school for the purposes of carrying out work, other than an employee or voluntary worker, should be regarded as a contractor. The Head teacher should ensure that all contractors are registered as entering the premises and that, dependent upon the nature of the work concerned, they;

- (i) Have relevant risk assessments and safe systems of work and are able to provide a copy when requested;
- (ii) Can provide evidence of their public and employer's liability insurance;
- (iii) Are given access to the school's asbestos register and are aware of the requirements of the asbestos management plan, as appropriate;
- (iv) Are made aware of the school's fire evacuation policy and procedures.

PART III

3. School Health and Safety Procedures:

3.1 Accident Reporting Procedures and First Aid

All work related accidents must be reported on the SHE accident reporting system on TopDesk, all pupil related accidents (and near misses whenever practicable) should be entered in the premises accident book. Staff should be made aware that the book is held in a central location and is available to all. In accordance with current GDPR, once the details of an accident have been entered the page(s) should be removed from the book and kept in a secure container. Only authorised persons should have access to the completed forms.

The location of the first aid book is: The main school office

First aid kits should be placed in appropriate locations and should have their contents regularly checked by a paediatric first-aider. A list of contents can be obtained from the HSE website and is included in the council's First Aid at Work policy.

First aid boxes are to be found at the following locations (see below);

Location of first-aid box(es)	Person(s) responsible
The main office	Mrs T Clifton
Y3/4 area	Miss V Hutchinson and Ms D Bilton
Y5/6 area	Mrs C Herrera and Miss W Parkinson

Ideally a list should be maintained of current first-aiders in the school (see below);

Name of First Aider	Workplace location	Level of first-aid qualification	Date of expiry of qualification
Mrs T Clifton	The main office	Paediatric first aid	February 2022
Miss V Hutchinson	Y3/4 area	Paediatric first aid	May 2024
Mrs c Herrera	Y5/6 area	Paediatric first aid	May 2024
Miss W Parkinson	Y5/6 area	Paediatric first aid	February 2022

Reporting (F2508)

- Reporting of injuries and dangerous occurrences Regulations (RIDDOR) require you to report some accident/injuries to the Health and Safety Executive (HSE);

- Relevant accidents/incidents involving staff are to be reported. Those involving pupils and members of the public should only be reported if the accident is **work related**;
- Over 7 day injuries - where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not counting the day of the accident) must be submitted to the Safety Team within 10 days to ensure they can be reported to HSE within the 15 days, an **F2508** form must be completed and all relevant information provided;
- Reportable specified injuries - must also be reported to the Safety Team and the HSE – examples of these can be found on the HSE website;
- Incidents to pupils and other people not at work – If the injury arose out of or in connection with a work activity **and** the person is taken directly from the scene to hospital for treatment – F2508 to be completed and returned to the Safety Team within 10 days.

3.2 Violence and Challenging Behaviour

- Arrangements for addressing issues of violence and challenging behaviour will be in accordance with the council's policy and guidelines;
- All situations where members of staff are likely to encounter violence or challenging behaviour should be the subject of a properly conducted risk assessment and appropriate control measures;
- Records of all incidents of violence and those involving verbal abuse and threats will be kept and reported to Safety Solutions via the SHE reporting system on TopDesk.

3.3 Fire

General Fire Safety

Proper housekeeping arrangements are in place to remove or minimise potential fire hazards and there is regular monitoring to prevent the accumulation of rubbish and ensure fire escape routes are maintained.

Ensuring fire safety rests with the:	Head teacher
Escape routes:	All doors to be unlocked when the school is in use
Fire doors:	Must never be fastened open. Must never be obstructed by desks etc. which impede exit
Fire extinguishers to be serviced by:	See Part V
Fire alarms:	The period of drills will be one every term for all zones
Fire alarm: Break Glass	Where fitted

The Appointed Person(s) for Fire Safety are: Miss S Thomas and Mr J Cliff

The Appointed Person (s) is responsible for ensuring that;

- an assessment of the fire risks in the school has been completed and is regularly reviewed;
- where ever possible volunteer Fire Wardens are appointed to take charge in the event of a fire emergency (if sufficient volunteers cannot be found, then the responsibility for taking charge in the event of an emergency falls to teaching staff);
- an acceptable level of fire detection and fire fighting equipment is provided;
- all fire exits and escape routes are kept clear and are appropriately signed and lit;
- That regular checks are carried out on alarms, detectors and sprinklers as appropriate;
- That a minimum of one fire evacuation drill is carried out every term.

Proper housekeeping arrangements are in place to remove or minimise potential fire hazards and there is regular monitoring to prevent the accumulation of rubbish and ensure fire escape routes are maintained.

Further fire safety information can be found in BPS 4.4.7 - Fire Management Procedure

3.3 COSHH - Control of Substances Hazardous to Health Regulations 2002

- Under the above Regulations, all staff have a duty to prevent or control exposure of employees or pupils and visitors to the school to substances hazardous to health (details of prescribed maximum exposure limits are available from the council's Safety Team);
- These Regulations apply to all potentially hazardous substances such as dusts, printing products, pesticides, detergents, bleaches, fumes, micro-organisms, paints, dyes and solvents;
- No new substances may be brought into school without carrying out a full COSHH assessment. **This is a legal requirement;**
- All hazardous materials will be purchased through recognised suppliers who provide hazard data sheets and/or appropriate labels with each substance purchased. A copy of any data hazard sheet so obtained must be passed to the Head teacher or Business Manager for filing of the COSHH assessments. It is their responsibility as purchaser to obtain any hazard data sheet so these must be requested as part of any order;
- All COSHH assessments must be reviewed on a regular basis or whenever there is a change in circumstances concerning use;
- Relevant assessment records have been circulated to all staff.

3.5 Manual Handling Operations

Manual handling assessments for the handling of articles and persons will be undertaken by the appropriate Head teacher and the assessments are to be retained.

3.6 Personal Protective Equipment

The provision of personal protective equipment will be determined by and agreed with the Head teacher. This will be done in line with the council's policy and as identified in the risk assessments.

3.7 Provision and Use of Work Equipment

Wherever possible, any equipment provided for use at work will be purchased to meet an appropriate CE mark or relevant British Standard, in line with the council's policy.

3.8 Display Screen Equipment

The council's policy applies to all types of Display Screen Equipment, together with associated furniture and installations. DSE users (employees) are entitled to free eyesight testing and contributory costs

towards lenses/spectacles, where appropriate. Any costs incurred for eyesight tests/prescriptions will be the school's responsibility.

3.9 Educational Visits

No teacher/member of staff must take children off school premises without specific insurance cover as governed by council requirements.

Risk assessments must be in place to identify all known hazards and identify all control measures required through the EVOLVE system.

3.10 Sports Activities

Sports activities should be undertaken in accordance with guidelines laid down by the relevant body for each activity.

Maintenance of physical education equipment should be undertaken on an annual basis by an approved contractor.

The supervision of physical activities should be undertaken in accordance with guidelines laid down by the relevant body for each activity.

3.11 Infectious Diseases

The school's policy and hygiene guidelines will be adhered to and are available on request from the Head teacher.

3.12 Safety Officers

Officers of the Safety Team and other officers designated by the directorate shall have the authority to stop any activity on the premises if it is in their opinion giving rise to imminent danger. Where practicable, this must only be after consultation with the Head teacher.

If an Improvement or Prohibition Notice is served by an enforcement officer (e.g. Health and Safety Executive), the Head teacher should immediately advise the Safety Team. If a Prohibition Notice is issued with immediate effect, the activities specified should cease forthwith. The activity will not be allowed to restart until such time that the cause of the danger is removed or rectified.

3.13 Working Alone/Home Visits

The school has responsibility for the health, safety and welfare of employees working alone or away from their work base, including home visiting. The principles of the council's Guidance for Lone Workers document will be applied in such situations and risk assessments undertaken as appropriate. The school will develop its own arrangements covering approved situations of working alone/home visiting with practical precautions and support for staff.

Employees required to work alone or undertake home visits will receive appropriate training covering issues of particular relevance in such circumstances including, for example, dealing with aggression and violence, security and 'reporting in' measures and the school's specific arrangements for managing those situations referred to above.

3.14 Building Maintenance and Servicing

It is the head teacher's responsibility to ensure the school is maintained to a safe standard at all times. All servicing and maintenance must be kept up to date to meet current legislation and best practice guidance. All the relevant information can be found in the school's premises handbook.

PART IV

4. Conclusion:

4.1 The whole staff are committed to make these arrangements work. This will ensure, so far as is reasonably practicable, that working conditions are safe and without risks to health and safety so that the working life for everyone is accident free.

4.2 This document is not a finite statement of policy. It will require regular consideration and revision where necessary. It cannot include all items necessary to achieve safe working conditions and due consideration must be given by all employees to the statutory requirements and internal arrangements which can, and will, help the achievement of a safe and healthy place to work.

4.3 Any member of staff noticing a failure to comply with this statement of organisation and arrangements, or other advice/guidance issued by the authority or Head in pursuance of the Safety Policy, should immediately report the circumstances to the Head teacher. The Head teacher should then initiate appropriate remedial action. If it proves impossible for the Head teacher to resolve the matter, they should report the matter to the Director of Education.

4.4 This Health and Safety Policy Document has been subject to an annual review and approved by the School Governing Body.

Review date: Summer 2022