

STONEHOUSE PARK INFANT SCHOOL



Stonehouse Park
Infant School

HEALTH & SAFETY POLICY

Reviewed: February 2021

Ratified by Governors: March 2021

Review Date: February 2022

HEALTH & SAFETY POLICY DOCUMENT PART 1 - STATEMENT OF INTENT

The school's Governing Body and Headteacher recognise and accept their responsibilities both under law and also under Gloucestershire County Council delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged. The school is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed led by the school's Governing Body and Headteacher.

In particular the Governing Body and Headteacher are responsible for:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- maintaining safe access to and egress from the premises;
- preventing accidents and work related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits; • complying with statutory requirements as a minimum;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to make sure they are effective;
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- setting targets and objectives to develop a culture of continuous improvement;
- ensuring a healthy working environment is maintained including adequate welfare facilities;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- ensuring safe use, handling and storage of substances at work. In addition to the above commitment, the Governing Body and Headteacher also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors, etc, or anyone who is or may be affected by the schools activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

The Governing Body and Headteacher will ensure adequate resources, including finance to implement the Policy.

The Governing Body and Headteacher are committed to the arrangements stated in this Policy Document and all members of staff are required to comply. They are encouraged to support the Governing Body and Headteachers commitment to continuous improvement in the schools health and safety performance.

For the Policy Document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

This Policy Statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

This Policy Statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Governing Body.

PART 2 – ORGANISATION

Introduction:

In order to achieve compliance with the Governing Body and Headteacher's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of this H&S Policy Document.

The Duties of the Governing Body

The Governing body has overall responsibility for ensuring compliance with this H&S Policy Document.

In consultation with the Headteacher the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.

The Duties of the Headteacher

The Headteacher has day-to-day responsibility for ensuring compliance with this H&S Policy Document.

In consultation with the Governors the Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this

document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.

The Headteacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.

The Duties of 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, and must comply with the school's Health & Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their line manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.

Temporary Staff

Temporary employees are provided with information and guidance which includes the Health & Safety Policy Document, fire and emergency procedures etc. and are suitably inducted to their role. They are directly accountable to the headteacher whilst on the school site.

Teaching Staff

Teaching staff have a day to day responsibility for ensuring compliance with this Health & Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Teaching Assistants

Teaching assistants have a day to day responsibility for ensuring compliance with this Health & Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.

The Duties of Off Site Visit Coordinators (OVC)

The Offsite Visit Coordinator (OVC) ensures that standards for off-site activities and educational visits are followed. The OVC works with trip leaders to ensure the aim of the educational visit is achievable and in line with those of the school.

The school refers to the Off-Site Visits Manual on the SHE webpages.

The Duties of Caretaker

The Caretaker has a day to day responsibility for ensuring compliance with the school Health & Safety Policy Document and taking effective action and/or immediately referring to the Headteacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe.

Volunteer and Parent Helpers

Volunteer and parent helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc.

Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site.

PART 3 GENERAL ARRANGEMENTS

Part 3.1 – Risk Assessment

- The school uses GCC SHE Risk Assessment Toolkits to ensure a uniformed approach
- Risk assessments are the responsibility of the Headteacher and School Business Manager
- Risk assessments are brought to the attention of employees at meetings or via email.
- Risk assessments are reviewed periodically, after any incidents, and prior to contracted works •

All Risk Assessments held centrally

School Activities

School Trips/Offsite Visits

Daytrips only - Trip leaders complete paperwork in advance of trip/offsite visit including risk assessment, this is given to the Headteacher (OVC) who has responsibility to oversee risk assessments for trips. The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys.

A separate Offsite Educational Visits procedure has been produced based on GCC guidance.

Curriculum Safety (including extended schools activity/study support)

Subject Leads ensure that risks related to curriculum areas are identified and controlled where necessary referring to material such as CLEAPSS, AfPE, DATA and SHE guidance etc. For any activity falling outside published a risk assessment is carried out.

Part 3.2 - Specific Risks Communication

- Employees - staff meetings, performance reviews, emails
- Visitors – signing in
- Pupils – lesson plans, school council, assembly
- Parents – admissions process, school prospectus, website, newsletters, text messages
- Volunteers – simple induction

Consultation with employees

The school recognises the importance of consulting with employees on health and safety matters.

Display Screen Equipment

- The majority of employees within the school are not considered to be DSE users; Office staff using computers will have appropriate (e.g. adjustable) equipment
- The school refers to SHE guidance
- Headteachers / Office Manager ensure that DSE workplace assessments are conducted for any users
- DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.

Hazardous Substances (Control of Substances Hazardous to Health CoSHH)

Where hazardous substances are used risk assessments are undertaken and a hierarchy of control measures adopted which seeks to eliminate or substitute the substance concerned. Safety data sheets are used for hazardous materials.

Lone Working

The school manages the risk of lone working by:

The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks.

Staff assist in the operation of any systems designed to provide for their safety:

- having everyone off site by 18.00
- a second person knows that a member of staff is in the school alone
- locking doors
- access to a 'phone
- designating days in the holidays when staff can come in

Manual Handling

The school refers to the SHE Manual Handling and risks of manual handling are communicated within general risk assessment. Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. Headteachers are responsible for assessing the appropriate approach to handling tasks and may seek professional advice from SHE and Occupational Health as necessary.

- use manual handling aids e.g. trolley or sack truck
- agreed methods for regular tasks e.g. setting up tables at lunchtime

Moving and Handling Pupils

- included in pupil behaviour/ care plans
- employees trained in correct moving/ handling techniques
- handling aids such as hoists and lifts are inspected and serviced

Noise

The school is aware of its responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place.

PTA

- The school offer support to the PTA at Stonehouse Park Infant School
- risk assessments are carried out for the PTA who run events and adequate insurance is in place.
- measures used during events include adequate supervision, food hygiene, controlling vehicle movements.

Personal Protective Equipment (PPE)

The need for PPE as a control measure is assessed on the basis of risk assessment and CoSHH assessments. Where it is assessed that PPE is required, PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary.

Employees are responsible for ensuring that they use PPE where it is provided. [Ensure that your risk assessments reflect the need for PPE and what is provided.]

Playground Supervision/Play Equipment and Maintenance

- a risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken
- measures to manage the risk include 4 staff at playtime, 5 staff at lunchtime School Trips/Offsite Visits

The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys.

The OVC is the Headteacher. The procedures outlined in the school Trips policy must be adhered to.

School Transport

- use of SHE guidance on occupational driving as a basis to ensure safe transportation of pupils for activities such as offsite visits and sports fixtures
- risks associated with driving are evaluated within assessments for activities.
- checks made that employees who drive 'at work' have the correct documents and business cover insurance

Security Arrangements

Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented.

This is achieved by means such as:

- door security
- visitor signing in/ badges
- challenging any strangers on site
- fences, hedges and gates

Work Experience Placements

- using the SHE checklist/ questionnaire for employers
- briefing pupils before placements and reviewing afterwards

Working at Height

- The risks associated with working at height are identified through risk assessment using SHE/GN/5 Working at Height.
- Frequent documented checks take place to ensure the safe working condition of access equipment.
- Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable.
- The school discuss and agree arrangements with employees.
- Where members of staff have medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place.
- Employees also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety (e.g. wear sensible shoes, don't misuse equipment, ensure stepladders are stable)
- Training in the use of access equipment will be provided where required (e.g. for ladders, scaffold towers and high step ladders)
- The school has a separate policy that adequately describes its arrangements for managing medicines in School.

Workplace Violence to Employees and Behaviour Management

- school security measures support staff to stay safe.
- If dealing with difficult parents, two adults should be present or member of SLT called for.
- Any incidents should be reported to the Headteacher using incident form.
- Incidents will be follow-up as appropriate.
- Pupils have behaviour management plans where required

- All staff have undertaken Team Teach training

Part 3.3 – Premises Risks Asbestos

To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by:

- complying with all regulations and GCC practices concerning the control of asbestos;
- removing asbestos containing materials where the risk to building users is unacceptable;
- having an Asbestos Management Plan so that active means are in place to manage the risk;

Caretaking and Grounds Maintenance (and grounds safety)

The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process.

Cleaning

- a cleaning schedule is in place which is monitored by the Headteacher
- all waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary.
- the school ensures general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc.
- all members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.

Gas and Electrical Appliances

Any necessary work and testing of gas and electrical appliances is carried out by qualified, accredited contractors. Gas and electrical appliances are subject to appropriate formal inspection.

Lettings

The school follows Asset Management & Property Services (AMPS) guidance and casual hiring agreement form. The school ensures that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirers' /tenants' claims arising from negligence.

If any part of the school is let, the Headteacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed,

written letting agreement is completed and copies are kept and a risk assessment has been undertaken.

Where shared working e.g. playgroups are on site Risks are managed by:

- maintaining separate entrances/ exits •

tenancy agreement in place including a clear understanding of each party's responsibilities

- tenant co-operates with the school's arrangements

Mechanical and Electrical (fixed and portable)

The school takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable. Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in the School Office.

Maintenance of Machinery and Equipment

The school inspects and maintains its equipment on a regular basis; however the frequency of these inspections is much dependant on the use and type of equipment. Guidance issued by Asset Management & Property Services (AMPS) on servicing, testing and inspection is followed and records are kept. Slips/Trips/Falls The school recognises the main cause of accidents is slips, trips and falls.

It is the responsibility of each teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear.

- a responsible person ensures regular inspection of communal areas.
- All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Office Manager immediately.
- All employees are expected to be vigilant and aware of possible hazards.
- Food spills are cleared immediately.
- Cleaners are briefed not to leave hazards such as wet floors without warning signs.

Snow and Ice

Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what action needs to be undertaken during adverse weather conditions e.g. which specific routes are gritted. There is suitable storage for salt/grit and tools on site and a sufficient supply of grit/salt is available.

Water Hygiene

- a water hygiene risk assessment has been documented.
- an effective water hygiene management plan is in place to control the risks of legionellosis to employees and members of the public.
- a site log book is used to record checks
- a process is also in place to deal with any actions should they arise.
- the named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner.

Part – 3.4 Health and Wellbeing Dealing with Medical Conditions

The school accommodates pupils with medical needs wherever practicable and makes reference to DfE circular - Supporting Pupils with Medical Needs in School which sets out the legal framework for the health and safety of pupils and employees.

Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.

Drug Administration

The school accommodates pupils with medical needs wherever practicable and makes reference to DfE Guidance Managing Medicines in Schools and Early Years Settings. Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or paediatrician, if needed. The school nurse and specialist voluntary bodies provide additional background information for employees.

Emergency Management Continuity

An Emergency Continuity Plan is in place that provides a framework for foreseeable events (bad weather, flooding, loss of part of the building).

The plan encompasses practical steps including communication with parents, the local authority, insurers, emergency services, utilities, aid organisations (e.g. counselling) and the press. A team is in place to act as the decision-making body for the management of any incident. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the emergency, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed periodically and after any practice emergency exercise or real emergency. If deficiencies are found remedial action is taken.

Fire Safety

The school reviews the fire risk assessment and any actions within it at least annually. Staff are briefed on the findings of the fire risk assessment and cooperate in managing fire risk (e.g. by closing fire doors, keeping ignition sources separate from fuels such as paper or aerosols)

Arrangements are in place such as control of combustible materials, good housekeeping, evacuation drills, alarm testing and staff refresher training.

- Fire alarm tested weekly and recorded in fire log book
- Assembly point is the lower playground

First Aid

The school follows the statutory requirements for first aid and provides a sufficient number of suitably trained first aiders [including paediatric trained staff for EYFS]. The guidance issued by the DfE on first aid for schools SHE/G036 First Aid at Work is followed. First aiders and certificate renewal dates can be found located around the school

Infectious Diseases

The school follows the guidance produced by Public health England, which is summarised on the poster 'Guidance on Infection Control in Schools and other Child Care Settings'.

Pregnant Members of Staff

Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out. The checklist contained in SHE is used and reasonable adjustments made. The staff room has rest facilities for expectant and nursing mothers.

Reporting of Accidents, Hazards, Near Misses and their investigation

- The school report and investigate all accidents, incidents and near misses in the accident for staff and visitors (main office) and pupils (bottom and main corridor)

More serious accidents (including RIDDOR) both locally and electronically to the SHE unit

- more significant accidents are investigated to identify the root causes
- review of trends
- use of data e.g. to strengthen arrangements such as playground supervision, disposal of waste, local inspections and repairs.

Smoking on Site

The school is a no smoking site and visitors and contractors are required to conform to this status.

Part 3.5 – Monitoring, Review and Audit Auditing

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the school ensures a complete health and safety audit by competent persons.

The action points identified through the audit form part of the school development plan. Inspections Local inspections are a valuable way to check on unsafe acts/ unsafe conditions.

In addition to Gloucestershire SHE unit undertaking a Health and Safety Audit every three years, the Health and Safety Governor & Caretaker carry out an annual inspection using the SHE unit tool.

Monitoring Arrangements are monitored and reviewed annually and revised as new topics arise that affect the process of managing health and safety for staff, pupils, contractors and other visitors

Review

- the school has a programme for review, updating and reissue of policies
- the Governing Body review key documents.

Section 3.6 – Training Employee Health and Safety Training/Competence

The school is committed to ensure employees are competent to undertake the roles expected of them.

Supply and Student Teachers

The school's expectations are made clear to any supply and student teacher through the provision of Supply/Student Teacher/Staff Handbook. Teachers on supply and student teachers are given a copy of the Staff Handbook, Health & Safety Policy Document and other relevant material. The Headteacher is responsible for liaising with the supply/student teacher on general school organisation and routines. When supply and student teachers attend the school to cover for staff absence at short notice the Headteacher/responsible person gives guidance on the work to be covered.

Volunteer and Parent Helpers

Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers receive an induction from the designated teacher for child protection and general health and safety and are expected to wear a visitors badge at all times and follow the school procedures. The teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.

Section 3.7 - Environmental Management Environmental Compliance

The school fulfils its waste management responsibilities by:

- seeking to minimise waste at source and using only what is needed
 - seeking alternatives where possible
 - recycling as much as is practicable • disposing of as little as necessary
- Disposal of Waste
- waste is stored carefully onsite to avoid escape within the grounds or elsewhere
 - fire safety is considered e.g. security of bins • an appropriate (licensed) waste contractor is used
 - all waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.

Section 3.8 - Catering and Food Hygiene

Food Hygiene

- the caterer has a food hygiene management system (HACCP) in place
- catering staff are appropriately trained in food hygiene.
- if external contractor: contractors have access to competent health and safety advice.
 - the provider of the food business (contractor or the school if in-house) is registered with the Local Authority (District/Borough Council)
- food hygiene inspection reports are shared with the school Section

3.9 – Health and Safety Advice Information

Health and safety advice is obtained from

Safety, Health & Environment (SHE) 01452 425350 she@gloucestershire.gov.uk

www.gloucestershire.gov.uk/she