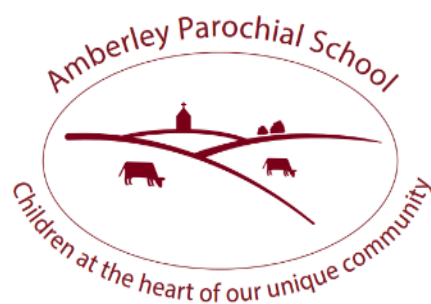


# Health and Safety Policy



**BECOMING REFLECTIVE, INDEPENDENT & ASPIRATIONAL LEARNERS FOR LIFE**

**Approved on:** Spring Term 2021 by the Resources Committee

**Date of Review:** Spring Term One 2022 by the Resources Committee

**Chair of Governors:** Dr J Holmes

**Other Relevant Policies:** Safeguarding, Lone Working, Safer working practices, Well-being, Medicines, E-Safety

## HEALTH & SAFETY POLICY

*As a church school we identify Christian Values that underpin the whole school and the wider community. These values inform our school's vision, aims and ethos. The values that relate particularly to this policy are respect, responsibility and trust.*

### Statement of intent

This Policy has been drawn up and agreed by the staff and governors of Amberley Parochial School based on the GCC Corporate Health and Policy Statement.

The Governing Body and staff of Amberley Parochial School recognise and accept their responsibility to provide a safe and healthy working environment for all employees, pupils and visitors to the school.

The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems continuously monitored and reviewed.

In compliance with the Health and Safety at Work Act 1974, the school's Governing Body will ensure so far as is reasonably practicable that:

- The premises are maintained and in a safe condition
- Safe access to and from the premises is maintained
- All equipment is safe to use
- Appropriate safe systems of work exist and are maintained including offsite visits
- Sufficient information, instruction, training and supervision are available
- Arrangements exist for the safe use, handling and storage of articles and substances at work
- A healthy working environment is maintained including adequate welfare facilities
- Public Liability Insurance aspects have been covered

In addition to the above commitment, the Governing Body also recognises its obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public (this includes pupils), contractors, etc. are or may be affected by the school activities, the Governing Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its pupils, this commitment is seen as especially important.

The Governing Body will endeavour within its allocated resources to set aside adequate finance for the policy statement to be properly implemented.

The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to support the Governing Body's commitment to continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises. Employees are reminded of their own duties:

- to take care of their own safety and that of others
- to co-operate with the Governing Body and Senior Management Team so that they may carry out their own responsibilities successfully

All relevant Regulations, Codes of Practice will be complied with as necessary.

Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

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.

### **The Duties of the Governing Body**

The Governing Body will, in consultation with the Head Teacher:

- Make itself familiar with the Local Authority's corporate safety policy and advice and guidance provided by the LA
- Ensure that there is an effective Health and Safety Policy in place
- Periodically assess the effectiveness of the policy and revise if necessary
- Identify and evaluate all risks relating to the premises, activities, visits and sponsored events
- Identify and evaluate risk control measures to select the most appropriate way of minimising risk

In addition the governors undertake to provide:

- A safe place for staff and pupils to work including safe means of entry and exits
- Equipment and systems of work which are safe
- Safe arrangements for the handling, storage and transport of articles and substances
- Safe and healthy working conditions which take into account all statutory requirements, codes of practice and guidance
- Supervision, training and instruction so that all governors, staff and pupils can perform their school-related activities in a healthy and safe manner
- The required safety and protective equipment and clothing
- Adequate welfare facilities
- To co-ordinate and manage the annual risk assessment process for the school
- To make provision for the inspection and maintenance of work equipment throughout the school

***The designated governor with responsibility for Health and Safety is: Mr M Anderson.***

### **The Duties of the Head Teacher**

The Head Teacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for all employees, pupils and visitors to the school.

The Head Teacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

In particular the Head Teacher will be responsible for:

- Ensuring safe working conditions of the school premises and facilities
- Ensuring safe working practices and procedures throughout the school
- Arrange systems of risk assessment to allow the prompt identification of potential hazards and ensure Governing Body are made aware of these where appropriate
- Identify training needs of staff and ensure adequate training is given
- Ensure any defects in equipment or premises are made safe
- Collate accident and incident information and carry out investigations into accident, incidents and near misses and implement any action to prevent reoccurrence
- Monitor the standards of H&S throughout the school including all school based activities
- Encourage staff and others to promote H&S
- New employees are given instructions and training in safe working practices
- Hazardous and flammable substances are kept to a minimum and correctly stored and labelled
- To manage the keeping of all records of health and safety activities including fire checks and drills

### **The Duties of Teachers and Support Staff:**

Class teachers and support staff, including administrative and clerical staff are expected to:

- Exercise effective supervision of their pupils and to know the procedures in case of fire, first aid and other emergencies and to carry them out
- Follow the particular health and safety measures to be adopted in their own teaching areas
- Give clear oral and written instructions and warnings to pupils where necessary.
- Follow safe working practices personally
- Make recommendations to the Head Teacher or governors on improvements needed
- Instruct pupils on necessary health and safety procedures
- Report all accidents and defects to the Head or governors
- To assist the Head Teacher in the management of records of health and safety activities
- Carry out any other health and safety functions devolved by the Head Teacher

### **The Duties of Pupils:**

Pupils, in accordance with their age and aptitude are expected to:

- Exercise personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene
- Observe all health and safety rules of the school in particular the instructions given by staff in an emergency
- Use and not wilfully misuse, neglect or interfere with facilities or equipment provided for their health and safety

### **The duties of Visitors and Volunteers:**

Visitors and members of the public are requested to co-operate with the health and safety arrangements put in place by the school to protect them when using the school premises or land.

Where volunteers are employed to undertake work on behalf of the school they will be regarded as employees. The Head Teacher and governors will therefore have responsibility for their health and safety whilst on site.

### **Safeguarding Children**

The governors and staff take this issue seriously and have a separate policy. Gloucestershire County Council guidance is strictly adhered to. Information on procedures is communicated to all staff and training is kept fully up to date.

The Designated Child Protection Officer is Mr Miss Sharon Cale (Head), with Deputy DCPO's being Mrs S Russell (SBM), Mrs S Holden (KS1 Class Teacher) and Mrs S Penn (EYFS Class Teacher) .

### **Pupil Related Information**

#### **Accident Reporting, Recording and Investigation**

The school will report and investigate accidents and near misses seriously and will adhere to the GCC SHE procedures.

All staff will be encouraged to report accidents, incidents and near misses and the Head Teacher will investigate such incidents and identify and implement means to prevent a recurrence.

All completed forms will be reported electronically to the relevant office of the Local Authority.

### **Bangs to the Head during the school day**

It is the responsibility of the member of staff attending the casualty to ensure that the event is entered into the Accident Book and to ensure that the 'head bang' letter is sent home to the parents. The 'head bang' letter to include a 'tear-off' slip which has to be signed by the child's parents/guardians and returned to the School Office. This letter should ensure that parents are aware of the possibility of concussion following the incident. On seeing the 'head bang' letter the Class Teacher to enter the information on the Information Sheet kept inside the office.

### **Curriculum Safety**

The school recognise that programmes of study require that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.

Teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use. All guidance material will be reviewed where available.

All non-teaching assistants must be appraised of the safety procedures and practices relating to any of the activities that they support.

Schemes of work will be reviewed to assess the risk in all activities in order to determine:

- where close supervision is required
- suitable group size
- suitability for whole class participation
- where particular skills need to be taught
- personal protective equipment (PPE)
- levels of hygiene required

### **Drugs and Medicines**

Parents have the prime responsibility for their child's health and should provide schools and settings with information about their child's medical condition.

Parents, and the child if appropriate, should obtain details from their child's General Practitioner (GP) or pediatrician, if needed. The school nurse and specialist voluntary bodies will be approached to provide additional background information for staff.

There is no legal duty requiring school or setting staff to administer medicines. However, the school recognises that children with medical needs have the same rights of admission to a school or setting as other children.

The school has an agreed policy for managing medicines in line with the Government's guidance.

### **First Aid:**

The school will follow the statutory guidance for First Aid and provide suitably trained staff. Training is updated on a regular basis.

The guidance issued by the Government on First Aid for Schools has been adopted by this school.

### **Jewellery**

Children with pierced ears may wear small studs (or sleepers if the ears have been pierced within a six-week period). Other items of jewellery – necklaces, metal bracelets etc. – are not permitted during the school day.

### **Risk Assessments**

The school complies with the Local Authority Guidance on Risk Assessment for Schools. The Governing Body and Head Teacher ensure that risk assessments are carried out and recorded for significant activities.

Risks are assessed in a manner that ranks them by severity/probability for prioritisation. Control measures that are proportional to the level of risk are identified and put in place. The outcome of the risk assessments are recorded and communicated to those affected and maintained on records of the school. Risk assessments should be reviewed periodically or where there is a change in circumstances.

### **School Trips/ Off-Site Activities**

The school complies with DFE and LA guidance on educational visits and school journeys

The Educational Visits Co-ordinator (Mrs S Cale) has responsibility for:

- supporting the Head and governors with approval and other decisions
- assessing the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to accreditations from an awarding body. It may include practical observation or verification of experience
- organising the training of leaders and other adults going on a visit. This will
- commonly involve training such as first aid, hazard awareness etc
- organising thorough induction of leaders and other adults taking pupils on a specific visit
- organising the emergency arrangements and ensure there is an emergency contact for each visit
- reviewing systems and, on occasion, monitoring practice

### **School Transport**

Where teachers are transporting children on school activities in their own cars, permission must be given by parents/carers directly to the teacher. The Head Teacher to ensure that drivers hold a current and valid driver's licence, hold appropriate business insurance and an MOT where relevant. It is also the responsibility of the driver to insure they have appropriate booster seats where necessary.

### **Use of Cameras on School Trips/Visits**

The Governing Body of the school had agreed that only disposable cameras would be permitted for all school trips/visits. The same rules would apply for residential visits.

### **Staff Related Information**

#### **Handling and Lifting**

Any activities that involve significant manual handling tasks shall be risk assessed and where appropriate training provided for staff.

The Governors and Head Teacher are responsible for assessing the appropriate approach to handling task and may seek professional advice from the SHE Unit and Occupational Health as necessary.

### **Lone Working**

The Governors will ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate these risks. (See Lone Worker Policy)

### **Staff Well-being / Stress**

The governors will include workplace stress as part of the risk assessment process identifying areas of concern and implement appropriate control measures, so far as is reasonably practicable.

Where workplace stress arises, managers will deal with the issue in a sensitive and constructive manner using all available means within GCC to manage stress and assist staff.

### **Use of Display Screens**

The majority of staff within the school are not considered to be DSE users. The school will adhere to the GCC Corporate policy, guidelines and procedure SHE/Pro/5 – Working with Display Screen Equipment,

The Governing Body will ensure that DSE workplace assessments are conducted for all users.

### **Violence to Staff / School Security**

Risks to personal security, premises and property will be assessed through the risk assessment process. Security in the school is the responsibility of Head Teacher and governing body will liaise with their local Crime Prevention Officer.

The Governing Body is responsible for assessing the risks of violence to staff.

Where violence is identified as a significant risk the governing body will ensure that appropriate control measures are put in place.

Staff must report incidents of violence and aggression in the same manner as accidents.

### **Working at Height**

The Head Teacher and governors will ensure that working at height is risk assessed in accordance with LA guidance and that appropriate control measures are put in place to mitigate those risks.

Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

### **Contractor Related Information**

#### **Asbestos**

The school will comply with all regulations and county policy concerning the control of asbestos and ensure the safe removal of any asbestos from the premises in line with county recommendations.



## Contractors

The school follows the guidance of the Diocesan Buildings Adviser and the school's appointed architect when selecting, appointing and monitoring any works on the premises. These include:

- Checking the competency of contractors and visiting workers
- Examining risk assessments as appropriate
- Having clearly identified personnel as points of contact
- Clearly identifying significant hazards
- Exchanging information on hazards and risks
- Segregating works and contractors from occupants of the school where possible
- Safe systems of work to ensure the works are adequately controlled
- Implications on fire precautions due to possible increased risk and interference with fire security
- Checking systems and routes of evacuation

The school recognises that it is crucial that issues relating to premises works are communicated effectively. This includes:

- Providing contractors with information about hazards
- Asking about hazards being brought on site by contractors
- Asking about possible interference to normal routines
- Controlling access
- Ensuring the completion of the premises log book by contractors.

## Electrical Equipment [fixed and portable]

Portable electrical equipment will be inspected in accordance with Corporate Building Services Technical Briefing Note EM005 Portable Appliance Testing on an annual basis by an authorised body. Staff should not use their own electrical equipment unless it has been inspected by a qualified electrician.

Fixed electrical checks will be carried out in accordance with Corporate Building Services Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection

## Fire Precautions & Procedures

The guidance Fire Safety Risk Assessment - Educational Premises issued by The Department for Communities and Local Government (DCLG) has been adopted.

The Head Teacher has responsibility for implementing the fire Management Plan through: -

- detailing any significant findings from the fire risk assessment and any action taken
- testing and checking escape routes
- testing fire-warning systems, including weekly alarm tests and periodic maintenance by a competent person
- recording false alarms
- testing and maintaining emergency lighting systems
- testing and maintaining fire extinguishers, hose reels and fire blankets etc.
- testing and maintaining other fire safety equipment such as fire-suppression and smoke control systems
- recording and training of relevant people and fire evacuation drills
- planning, organising, policy and implementation, monitoring, audit and review
- maintenance and audit of any systems that are provided to help the fire and rescue service
- all alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors



***Routine testing of fire alarms is carried out and recorded by Ms C Gravestock and managed by Mrs S Russell. A record is kept in the school office.***

### **Glass and Glazing:**

All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard. Where glass is of low safety standard plastic film will be used to cover the glass.

### **Hazardous Substances:**

GCC SHE Procedure SHE/Pro/4 Control of Hazardous Substances (COSHH) has been adopted in respect of managing hazardous substances. Where hazardous substances are used the Head Teacher will undertake a Control of Substances Hazardous to Health (COSHH) risk assessment and adopt a hierarchy of control measures seeking to eliminate or substitute risk first and foremost.

### **Health and Safety Advice**

Health and safety advice is obtained from Gloucestershire County Council SHE Unit 01452 425349/50 [SHEunit@gloucestershire.gov.uk](mailto:SHEunit@gloucestershire.gov.uk)

### **General**

#### **Lettings/shared use of premises**

The school will follow the guidance issued by the Local Authority when letting any part of the premises.

The governing body will ensure that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirer's/tenant's claims arising from negligence.

#### **Maintenance / Inspection of Equipment**

Guidance issued by corporate building services on servicing, testing or inspected is followed and records kept.

#### **Personal Protective Equipment (PPE)**

Line managers will assess on the basis of risk assessment and COSHH assessments the need for PPE.

Where it is assessed that PPE is required it shall be appropriately selected and provided.

A record of PPE issue will be made which will include details of any expiry dates so that equipment can be replaced as and when is necessary.

Staff are responsible for ensuring that they use PPE where it is provided.

#### **Public Liability**

The school does buy into the Traded Services Public Liability Insurance Scheme with Gloucestershire County Council. A nominated Governor to check that the school has continued with membership of this scheme on an annual basis.

For building projects it is the responsibility of the school's nominated architects to check that contractors have the correct Public Liability Insurance and the necessary risk assessments in place. The architects to provide the school with written evidence that the above checks have

been undertaken. It is the responsibility of the school to ensure that the architects have undertaken the initial checks.

For regular plumbing, electrical works etc. the school to ensure that the company being asked to undertake work is on the Gloucestershire County Council's approved list of contractors.

### **Staff Consultation**

The Governing Body, through the Head Teacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

### **Staff Health and Safety Training and Development**

The Head Teacher and Governing Body will ensure that appropriate training is delivered and training records held centrally. Training needs will be reviewed on an annual basis or on the introduction of new legislation.

### **Work Experience**

Work experience co-ordinators will ensure that the working practices outlined **Work-related learning and the law** – Guidance for schools and school-business link practitioners and **Work experience** – A guide for secondary schools is followed at all times.

### **Workplace Inspections and Premises Risks**

The Head Teacher will ensure that hazards associated with premises are monitored and controlled. Legionella checks and holding a copy of the asbestos register on site are examples of significant property risks that are being controlled.

Governors should refer to the Good Stewardship Guide published by Corporate Building Services for more detailed guidance on premises risk. For further information, the Head Teacher should contact Corporate Building Services.