



Sir Thomas Abney
PRIMARY SCHOOL

Health & Safety Policy

Approved by: Resources Committee **Date:** 17th May 2019

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**Next review due
by:** May 2020

1. 1. Introduction

1.1. This document is provided by the Governing Body of Sir Thomas Abney Primary School in pursuance of Hackney Learning Trust Policy and the Health and Safety at Work etc. Act 1974 and subordinate legislation.

1.2. The document acknowledges the School's legal responsibilities and outlines the objectives of the School for the health and safety of its staff, pupils and visitors.

1.3. The document is issued to all school staff who are to read, understand and comply with its requirements.

2. 2. Statement of Intent

2.1 The Governing Body accepts responsibility for all safety and environmental matters within the School including health and safety at work, environmental protection and fire safety. The Governing Body is aware of the requirements of the Health and Safety at Work etc. Act 1974, the Environment Protection Act 1990, the Environment Act 1995, the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation. In keeping with the spirit and intentions of the Acts, and in accordance with Hackney Learning Trust's policy statement and guidance on safety and environmental matters, an Organisation (paragraph 3) and Arrangements (paragraph 4) to ensure that the School meets its legal and moral obligations and complies with legislation has been set up.

2.2 The Governing Body is committed to achieving the highest standards in all aspects of safety and environmental protection within the School. To achieve these high standards Codes of Safe Working Practice have been produced to provide a practical guide for staff on current legislation.

2.3 All employees have a duty to themselves, to their colleagues and to visitors and contractors to work safely and in a manner which prevents pollution and minimises the use of resources. All staff should read and co-operate with the requirements contained within this document.

2.4 Line Managers will make regular reviews of safety and environmental standards within their areas of responsibility to ensure compliance with all the standards as laid down. They will aim as far as is practicable to:

2.4.1 provide a working environment that is safe and without risk to health;

2.4.2. prevent accidents and cases of work related ill health;

2.4.3 provide and maintain safe plant and equipment;

2.4.4 provide arrangements for the safe use, handling and storage of equipment, articles and substances;

2.4.5 provide access and egress that is safe and without risks to health;

2.4.6 provide information, instruction and training to ensure the health and safety for staff at work; and

2.4.7 provide suitable and sufficient welfare facilities as may be required.

2.5 Contractor and sub-contract staff and visitors have a similar duty of care and a right to a safe working environment. Like School staff, they must ensure that they comply with the requirements of this statement and the School Codes of Safe Working Practice.

3. 3. Organisation

3.1 The Head Teacher

3.1.1 The Head Teacher will ensure compliance with the policy statement and that all staff endeavour to ensure the safety of others; be they staff, pupils, parents, visitors or contractors. Specifically he/she will be responsible for:

- ensuring that the Health and Safety Policy is prepared and, together with the Governing Body, is regularly reviewed;
- ensuring that an emergency evacuation procedure is in place and is regularly tested;
- day-to-day management of all health and safety matters in the school in accordance with the health and safety policy;
- passing on information received on health and safety matters to appropriate people;
- chairing the school health and safety committee;
- liaising with governors and Hackney Learning Trust on policy issues and any problems in implementing the health and safety policy;
- co-operating with and providing necessary facilities for trades union safety representatives.

3.2 School Business Manager

3.2.1 The School Business Manager is responsible for:

- carrying out accident and other health and safety investigations and ensuring that accidents are reported under arrangements established by Hackney Learning Trust
- ensuring regular inspections are carried out;
- submitting inspection reports to the Governing Body and Hackney Learning Trust Head of Health and Safety;
- ensuring remedial action is taken where appropriate;
- arranging for any unsafe item of furniture, fitting or equipment to be withdrawn, repaired or replaced;
- identifying staff safety training needs;

3.3 Senior Leadership Team

3.3.1 The Senior Leadership Team is responsible for:

- day-to-day management of health and safety in accordance with the health and safety policy and the direction of the Headteacher;
- exercising effective supervision over those for whom they are responsible;
- being aware of safe working practices and setting a good example personally;
- carrying out regular inspections and making reports to the Headteacher;
- ensuring remedial action is taken where appropriate;
- passing on information received on health and safety matters to appropriate people;

- acting on reports from the Headteacher or subordinate staff.

3.4 Employees

3.4.1 All staff are responsible for:

- taking care of themselves and others who may be affected by their acts or omissions;
- co-operating with the Headteacher and Hackney Learning Trust to ensure that statutory requirements are met;
- not interfering with or misusing anything provided in the interest of health, safety or welfare;
- checking classrooms and work areas are safe;
- checking equipment is safe before use;
- ensuring they are aware of safe procedures and that these are followed;
- ensuring protective equipment is used when needed;
- participating in inspections and the health and safety committee as appropriate;
- bringing problems to the attention of the relevant manager.

3.5 The Governing Body

3.5.1 The Governing Body is responsible for:

- ensuring a health and safety policy is in place;
- monitoring the application of the health and safety policy including consideration of inspection reports;
- prioritising actions where resources are required;
- ensuring actions are taken;
- including health and safety on governor's meeting agenda;
- producing an annual report on health and safety;
- ratifying the local health and safety policy.

4. 4. Arrangements

4.1 Risk assessments

4.1.1 The Headteacher will ensure that suitable and sufficient risk assessments are carried out where appropriate. Risk assessment will follow the following steps:

- Identify hazards;
- Evaluate the risk that these hazards present;
- Identify suitable measures to reduce and control the risks;
- Monitor the effectiveness of the control measures;
- Review the risk assessment on a regular basis.

4.1.2 Full information, including the agreed proforma, is contained within HLT Health and Safety Manual, Chapter 2.

4.2 First Aid

4.2.1 The Headteacher will ensure that a suitable number of staff are qualified to administer first aid in an emergency. Whilst a first aider is a voluntary position staff should be encouraged to undertake relevant training. 4.2.2 First aid boxes are situated throughout the school and are clearly identified. The contents will be checked on no less than a monthly basis by a nominated first aider and all deficiencies made good.

4.2.3 A record will be kept of every occasion when any member of staff, pupil or other person receives first aid treatment whether on school premises or as part of a school-related activity.

4.3 Accident reporting

4.3.1 The Procedures in Chapter 4 of Hackney Learning Trust Health and Safety Manual are to be followed. In summary these are: 4.3.2 All accidents, no matter how minor, that occur to members of staff, are to be reported using Hackney Learning Trust accident reporting proforma. These are kept in the School Business Manager's office. A copy of the completed form is to be sent to Hackney Learning Trust Head of Health and Safety. 4.3.3 Accidents to pupils and visitors must be reported in the same way as those to employees. However, only those accidents which are as a result of the school's undertaking (i.e. as a result of the conditions of the premises, equipment or plant or lack of supervision) and require the injured person to be taken directly from the school to hospital by whatever means (car, taxi, ambulance) need to be recorded and reported using HLT proforma. Those accidents to pupils arising out of activities not connected with the school's undertaking (e.g. activities in the playground such as collisions, slips and trips, etc.) still need to be recorded on Medical Tracker or in the Accident Log Book. 4.3.4 Major accidents, i.e. any fatality, major injury, reportable disease or dangerous occurrence, must be reported immediately by telephone to Hackney Learning Trust Head of Health and Safety to enable a report to be submitted to the Health and Safety Executive in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

4.4 Hirers, contractors and others

4.4.1 When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities will ensure that measures are taken to ensure the health and safety of those taking part in that activity. These measures must be of an equal or better provision to those stated within this Health and Safety Policy. When the activity is a school sponsored event the organiser, even if an employee, will be treated as a hirer and will comply with the requirements of this Policy.

4.4.2 When the premises are hired to persons outside the employ of the Governing Body it is a condition that all such hirers, contractors, and others using the school facilities or premises, are familiar with the requirements of this Policy. They will comply with all safety directives of the Governing Body and will not, without the prior consent of the Governing Body:

- introduce equipment for use on the school premises;
- alter fixed installations;
- remove fire and safety notices or equipment;

- take any action that may create hazards for persons using the premises or the staff or pupils of the school.

4.4.3 Immediately prior to use the Site Manager should meet and greet the user, ensure welfare facilities and emergency procedures are understood and ask if they would like any alterations made. This would include any alterations to the environment (e.g. alterations to the heating, ventilation including opening/closing of windows etc.), manual handling tasks (e.g. rearranging classroom furniture etc.) and any other task which may pose a risk to the user. These alterations should be carried out by the Site Manager or representative and it should be made clear to the user that if any further changes are required during the hire they must summon the Site Manager or representative. As proof of due diligence the arrangements should be signed off by the user. 4.4.4 All contractors working on the site are required to ensure safe working practices by their employees and must pay due regard to the safety of all persons using the premises. In instances where, in the opinion of the Headteacher, a dangerous situation or hazardous condition arises that a contractor fails to eliminate or make safe, the Headteacher must take such actions as are necessary to prevent persons in his/her care from risk of injury. In extreme circumstances this may be by instructing the contractor to cease work until the condition is remedied.

4.5 Staff consultative arrangements

4.5.1 The Governing Body, through the Headteacher, will make arrangements for the establishment of a safety committee. Representatives of each accredited trade union and staff association will be offered places on the committee which will comprise staff across representative areas of work across the school.

4.6 Emergency Planning

4.6.1 The Headteacher will ensure that a suitable and satisfactory emergency plan is prepared to cover all foreseeable situations which may place staff or pupils at risk. The Plan will be agreed by the Governing Body and regularly reviewed.

4.7 Codes of safe working practice

4.7.1 This Policy will be supplemented by codes of safe working practice. These codes will be followed by all staff and will assist in the application of this Policy.

5. Codes of safe working practice

5.1 Aims

The aim of these Codes of Practice is to establish and maintain a safe and healthy environment throughout the school.

5.2 Classroom safety

5.2.1 Class teachers have a duty to assist in maintaining order and cleanliness within their teaching area and should ensure the avoidance of injury to users of that area. Periodic checks should be made of the contents and fabric of the area and any defective equipment, fittings and furniture reported immediately to the Headteacher or his/her representative.

5.2.2 Examples of items to be checked include: doors unlocked and free from obstruction floors kept clear of obstructions sinks will be kept clear to enable effective cleaning electrical equipment unplugged when not in use (report frayed or damaged flex) edged or pointed tools (scissors, compasses) should be regularly checked for damage and safely stored when not in use orderly sensible movement within the teaching area should be maintained always ensure children are not left unsupervised

5.3 Playground safety (including lunch and breaks)

5.3.3 Duty staff and lunch time controllers should check that playground equipment and climbing apparatus is safe for use and that in general the play areas are free from any obstruction likely to cause injury.

5.3.4 Examples of items to check include: climbing equipment should not become overcrowded and children should be wearing suitable clothing, in particular footwear no child should leave the play areas without the permission of the staff on duty (teacher or controller) school fields (if applicable) should only be used if the conditions are suitable at the end of the lunch break controllers should ensure an orderly return into the school and teaching staff should be ready to receive their pupils

5.4 Large playground equipment

5.4.1 Duty staff should check that playground equipment and climbing apparatus is safe for use and that in general the play areas are free from any obstruction likely to cause injury.

5.4.2 The following rules relate to all play equipment:

Equipment must only be used under the direct supervision of a member of staff.

Children must only be allowed to use equipment suitable for their age.

Numbers of pupils at any time must be limited such that overcrowding is avoided.

5.5 Staff and pupil safety

5.5.1 Teaching and support staff should exercise effective supervision of the pupils and should integrate all relevant health and safety aspects into the teaching process and, if necessary, give special lessons in safety. Staff should always follow safe working procedures personally, giving clear instruction and warnings as often as necessary.

5.5.2 Aspects to be considered include: children should observe standards of dress consistent with safety and/or hygiene and the reasons should be made clear to the pupils, examples include: suitable footwear for PE; wearing of ear-rings not permitted for PE; knives and other dangerous items should be removed from pupils and held by the Headteacher, children should be taught to exercise personal responsibility for safety of self and classmates children should be taught to observe all school safety rules and in particular those relating to evacuation and procedures to be observed in the case of fire or other major emergency

5.5.3 Specific guidance, which is to be followed by all staff, is given in DfE documents on safe working in: art and craft activities, physical education, electrical equipment, science activities, animals in schools, swimming, work at height.

5.6 Staff & Pupil Security

5.6.1 Staff should follow the procedures in the staff handbook regarding breaks/lunchtimes and dismissal procedures.

5.6.2 Late children are booked in on the electronic system with the Pastoral Leader or office staff at the school office, they are given a late slip and the information is transferred into the SIMS system automatically. Reception children are taken over by a member of staff.

5.6.3 Parent/Carers taking children early must report to the school office, when a member of admin staff will collect the child from the classroom and book them out on the electronic system.

5.6.4 School gates and external doors are controlled via electronic entry system and CCTV from the school office, staff and regular visitors have fobs to be able to get through. All visitors are challenged and instructed to come to the school office on arrival. Anyone leaving the premises must press the buzzer and the gate must be released by the school office staff. Gates cannot be opened manually.

5.7 Manual Handling

5.7.1 Movement of heavy materials and equipment should only be undertaken by trained staff and, wherever possible, should be undertaken using some mechanical assistance e.g. a trolley. Procedures should be developed and recorded for the movement of items that frequently require such movement: PE equipment - erection and dismantling of such apparatus must only be undertaken by children under the close supervision of staff. Each piece of equipment should be reduced to its basic parts for ease of carriage using at least two children to transport each part. Staff should check that apparatus has been correctly assembled before use. Piano - this must only be moved by staff and preferably by the Site Manager or his representative.

5.8 Work at height

5.8.1 The Work at Height Regulations 2005 extend to work at any height where there is a risk of a fall liable to cause personal injury. The mounting of displays and reaching for items from a high shelf are thus covered. Staff must ensure that:

5.8.2 Only the correct equipment is used to work at height, e.g. step ladders. The use of chairs, desks etc. to gain height is expressly forbidden. Staff must not stand or kneel on desks to open or close windows. Step ladders must be placed at right angles to the task to be carried out and must themselves be in a place of safety. If on a circulation route work must not be carried out if pupils are passing by.

Step ladders must be fully open and locked into position and the top step is not to be used unless the supports extend higher. They should only be used on a firm, level surface.

Step ladders must be examined prior to use to ensure that they are safe to use. If there is any doubt the step ladders are not to be used. Step ladders must be inspected by the Site Manager on a 6 monthly basis. Step ladders are to be marked with a unique identifier and a record kept of inspections.

5.9 Staff training and information

5.9.1 It is expected that the Headteacher will act in a focal point role and as such obtain such information as is required to successfully discharge the requirements of this policy. Information

and training should be available to all staff, in particular those with specific duties which involve a higher than normal risk e.g. the Site Manager.

5.9.2 Where information and/or advice is not locally available the Headteacher should seek such information from Hackney Learning Trust Head of Health and Safety.

6.0 Staff and workplace safety

6.0.1 In order that the school can be maintained in a safe condition it is essential that all staff are fully aware of their responsibilities under health and safety legislation. In particular the following should be borne in mind: staff should know and apply any special safety measures and arrangements that exist in their working environment e.g. use of ICT equipment, etc. staff should observe standards of dress consistent with their duties e.g. maintaining hygiene when teaching cooking by wearing apron and tying back hair, staff should exercise good standards of hygiene and housekeeping, staff should know and be able to apply the emergency procedures which relate to evacuation, e.g. in a fire, and to first aid, staff must use and not interfere with any measures provided to ensure their continued health and safety e.g. staff should not remove protective covers on powered plant or electrical equipment, staff must co-operate with each other, teaching, non-teaching and support as well as contractors (cleaners, school meals service, etc.) in promoting improved safety measures staff must report any perceived health and safety failings and any defective equipment to the Head teacher immediately such defect is discovered.