

# CUTNALL GREEN C OF E PRIMARY SCHOOL

## Health and Safety Policy

### 1. STATEMENT OF SAFETY POLICY

The Governors of Cutnall Green C of E Primary recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- a) provide safe systems of work, plant and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;
- f) Provide for the health and safety of persons not employed by the school, but who may be affected by its activities.
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- h) Require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a School



## **2. THE ORGANISATION**

2.1 Cutnall Green C of E Primary School part of The Rivers MAT liaising with Worcestershire County Council Directorate of Educational Services:

- a) Has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Cutnall Green C of E Primary (under sections 2 and 3 of the Health and Safety at Work etc. Act 1974).
- b) Has responsibility for appointing competent principal contractors where building or plant maintenance work is done, which is the financial responsibility of the Local Education Authority under its Scheme for Financing of Schools.
- c) Has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 1994 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

2.2 **The Governing Body, through the Head teacher, is responsible for:**

- a) Ensuring that the school's safety policy is implemented monitored and regularly reviewed and revised as necessary.
- b) Ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools.
- c) Monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.
- d) Advising The Rivers Mat who will liaise with the Head of WCC Property Services of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- e) The safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- f) Ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- g) Ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.

- h) The adoption of safe working practices by staff and pupils, and by contractors on site.
- i) Acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of The Rivers MAT and contracting organisations.

### 2.3 The Head teacher is responsible for:

- a) The implementation of the school safety policy.
- b) Advising the Governing body of the need to review the school safety policy.
- c) The day-to-day responsibility for health and safety in the school.
- d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1999 in all areas of significant risk as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002; the Manual Handling Operations Regulations 1992, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- e) Ensuring that members of staff receive appropriate health and safety training.
- f) Carrying out the safety audit required by the regulatory bodies and/or The Rivers MAT.
- g) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- h) Notifying the regulatory bodies and/or The Rivers MAT of any serious accidents to pupils or any accidents to staff or other persons and any "near miss" situations, in accordance with the procedures laid down.
- i) Notifying the regulatory bodies and/or The Rivers MAT of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.
- j) Emergency procedures, including evacuation in case of fire or bomb threats.
- k) Ensuring that adequate provision is made for the administration of First Aid.
- l) Ensuring that all new material on health and safety matters, supplied by the regulatory bodies and/or The Rivers MAT, is brought to the attention of any relevant persons promptly.

- m) Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- n) Consultation with approved trade union safety representatives on any matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses (in accordance with procedures laid down in the regulatory bodies and/or The Rivers MAT handbook of Safety Information.

#### 2.4 **Subject Leaders are responsible for:**

- a) All matters of health and safety in their subject area.
- b) Bringing to the notice of the Head teacher, Senior Leaders any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their subject area.
- c) Having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d) Producing a subject safety policy, where appropriate, and revising it as necessary.
- e) Ensuring that staff have received adequate training on health and safety aspects of their specialist areas (especially where use of potentially hazardous equipment or substances is undertaken).
- f) Ensuring that necessary personal protective equipment (i.e. eye protection) is available and kept well maintained.
- g) Ensuring that any risks specific to their area of work are adequately assessed (eg. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- h) Ensuring that relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, restricting use of teacher only equipment to named individuals, positions of gas, water or electrical isolators etc.).

#### 2.5 **Other Teaching and Support Staff are responsible for:**

- a) Ensuring that they are familiar with and comply with the school and, where applicable, the subject safety policy.

- b) Reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through the Subject Co-ordinator to the Head teacher or School Manager.
- c) Co-operating with their employer, to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974.

2.6 **The Site Handy Man is responsible for:**

- a) Ensuring that he is familiar with and complies with the school safety and welfare policy. He should also be familiar with the LEA's Safety Policy "Safety of Buildings" (published in the LEA's "Handbook of Safety Information").
- b) Bringing to the attention of the Head Teacher any problems or defects affecting the health and safety of any person on the school premises.
- c) Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).
- d) Ensuring that any staff under his direct control (i.e. Cleaning staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- e) Ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out) this includes contract cleaners.
- f) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction.
- g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises.
- h) Informing the Head teacher or Senior Leaders of the arrival (or expected arrival) of contractors for maintenance work.
- i) Informing contractors of any hazards that could affect their health and safety while working in the school.
- j) The safe use and maintenance of all plant and equipment and the safe use and storage of all materials used for that maintenance.

## 2.7 The First Aider is responsible for:

Maintaining the First Aid boxes in line with the guidance given in the regulatory bodies and/or The Rivers MAT handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately.

## 2.8 Safety Representatives (Appointed by Staff / Trade Unions / Professional Associations) have the right to:

- a) Carry out termly inspections of the premises and submit a written report to the Head teacher.
- b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- c) Represent their membership to the Head teacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- d) Represent the staff / union membership on school safety committees.
- e) Receive such training as may be necessary for them to perform their duties.

## 3. THE ARRANGEMENTS

### Access and Egress

- Access to the building is controlled by the office staff via a buzzer controlled door.
- All adults wishing to enter the school must report to reception.
- Children are regularly reminded not to open the door to visitors.
- Parents and pupils enter school via a door at the back of school
- The gates are locked outside the hours of 8.45-9.00am and 3.15-3.30pm.
- Where necessary vehicles can be brought onto site by prior arrangement with the Head teacher or Senior Leaders.
- The Handy man keeps all paths clear of litter and other debris.
- In the event of snow or ice, the Handy Man will ensure pathways and playground surfaces are made as safe as possible.

### Accident Reporting

- All accidents reported to staff are recorded in the school's accident book.
- A RIDDOR form is completed for serious accidents and these are reported via Medgates.
- The accident book is reviewed and signed by the Head teacher each term.

### **The Arts**

- Risk assessments are completed by the subject leader for all activities that involve hazards, before the activity takes place.
- Materials, including paints and adhesives, are stored in accordance with the recommendations for the material.
- Materials covered by COSHH can only be used if a risk assessment has been completed.

### **Blood-borne Diseases**

- All staff dealing with injuries involving spillage of bodily fluids must wear gloves.
- The use of gloves is obligatory.
- Cleaning should be thorough, using disinfectant where appropriate.

### **Building Repairs and Contractors**

Only approved contractors are used by the school and they have access to the school's policy on Health and Safety. Safe working conditions and practices are always agreed before work commences.

### **Cleaning**

Cleaning of the building is done by an outside contractor. There is a regular communication link between the school and Head Teacher.

### **Design & Technology**

Activities associated with D&T have been assessed for their risk potential. The term plans for teaching D&T contain the risk assessments needed for constructive or investigative activities. These will be added to as continuous risk evaluation takes place by the coordinator and each member of staff carrying out the lesson plans.

### **Educational Journeys and Visits**

See separate Educational Visits Policy and related guidance.

### **Fire Alarms**

This is a system across the school site; all tests are carried out with prior agreement as arranged by the Head Teacher. They are tested once a month and the date and results, or problems recorded, are acted upon.

### **Fire Appliances**

Fire extinguishers are placed around the school and the location labelled. These are checked by contractors through the county scheme on an annual basis.

### **Fire Evacuation and Fire Drills**

Full, Fire Evacuation Drills are carried out once per term. These are arranged with the Head teacher. The drill for the autumn term is arranged in such a way as to be early in the term with prior warning given to prevent any worry or panic amongst the children or staff and is part of a learning experience. The following two drills take place, un-announced, at a time agreed by the Head teacher. The school has a fire evacuation plan (including arrangements for disabled pupils).

### **Fire Risk Assessment.**

A full Fire Risk Assessment was carried out on 11<sup>th</sup> February 2014.

### **First Aid**

First Aid boxes are located all around the school; the main stock is located in a First Aid box in the main office. These boxes are maintained under the County guidance.

The names of Qualified First Aid persons are displayed at these points. Regular re-certification of qualified personnel takes place to ensure that sufficient qualified staff are always available. Each member of staff has qualified under the Health and Safety at Work Code of Practice and Guidance as required under the Health & Safety (First Aid) Regulations 1981.

### **Flammable Substances**

All such substances are kept locked away and may only be accessed by the Head Teacher, Handy Man.

### **Hazardous Chemicals**

All chemicals are under the supervision of either the Handy Man or the Cleaning Contractors and securely locked away.

### **Information / Publications**

The School's Health and Safety Policy is available for any interested party and is brought to the attention of all contractors or persons using the building.

### **Lettings**

All persons using the school are required to ensure that they create no situations that will interfere with the Health and Safety practice of the every-day running of the school.

### **Lunchtime Arrangements**

Lunchtimes are managed by the Head Teacher, who works closely with a team of Lunchtime Supervisors. The children eat in classrooms and are overseen by Cutnall Green lunchtime supervisors.

### **Medicines**

As a rule, no medicines are permitted in school, apart from those that have been prescribed by a doctor and have been agreed with parents by completing the relevant paper work. All medicines are kept and dispensed from the School Office.

### **Monitoring**

Health and Safety is monitored by the Governing Body with an appointed Governor having responsibility for H&S. The Governor reports to the governors as part of the agenda in their meetings.

### **Near Misses**

Near misses are reported to the County H&S department using the Medgate forms.

### **Playground safety.**

Playground equipment is checked by the LEA each year. The School handy man makes regular weekly checks on the playground/grounds to check for potential risks.

### **Physical Education**

Any physical activity is strictly supervised by the members of staff leading the activity. Risk Assessments for normal school activities are carried out by the PE Coordinator and agreed with the staff taking physical activity lessons or clubs. Playground Safety and Supervision

Normal school playtimes or lunchtimes are supervised by the appointed duty staff.

### **Portable Electrical Appliance Testing**

This is carried out by contractors every 12 months with the dates of tests being placed on the equipment. Any repairs or replacements to electrical items are carried out expeditiously.

### **Public Performances**

The public performances that take place in the school form part of the School Curriculum and no Public Performance Licence is required. However, the school restricts the audience number to the level recommended in the Fire Risk Assessment. The levels are 300 standing or seated persons, 150 persons sat in rows.

### **Record Keeping**

Records of Bell Tests, Fire Drills, Audits, Risk Assessments, Meetings and reported concerns and kept as a matter of course.

### **Risk Assessment**

A basic list of situations to be assessed is drawn up by the H&S manager. Risk Assessments are then carried out. Each subject leader carries out Risk Assessments.

### **Safety Inspections**

Inspections are carried out on a rolling programme by the authority to ensure that all buildings comply with the current requirements. These cover stage lighting and fire equipment. Bi-annual Safety Audit are also carried out for the LEA, which includes a report-back section.

### **Science**

Safety in Science is the responsibility of the subject coordinator and each member of staff teaching the lessons.

### **Security**

The Head Teacher is responsible for the security of the school. The school is alarmed and fenced to restrict access to the building and site. Any intrusions are reported.

### **Slips, Trips and Falls**

All efforts are made to reduce the possibility of these occurrences by making sure that the building is free from obstacles and that wet surfaces are identified until dried. Appropriate signs are posted around the school to promote a safety culture.

### **Training**

The Head Teacher and appointed staff attend training course and update training as required.

### **Training - Specific**

The training of the lunchtime staff is dealt with on a rolling programme, to ensure first aid and epi pen training is always up to date.

### **Vehicles**

These are restricted to the access road and the parking area at the side of the school. There may be times when the grounds maintenance contractors need to access the school grounds etc, these must be arranged with the Head Teacher, senior leaders before happening. All concerned must ensure no pupils are around.

### **Working Alone**

The school has a Lone Working policy which members of staff must adhere to. The Head Teacher or Senior Leaders must be aware of when this happens so arrangements can be put into place.

## Asbestos

It is the policy of Cutnall Green C of E Primary to ensure as far as is reasonably possible; no persons are exposed to risks to their health due to the exposure of any asbestos that may present within the premises. This includes pupils, teachers, staff, parents, visitors, contractors and others who are reasonably expected to be present on the premises. Cutnall Green C of E Primary recognises and accepts its responsibilities to ensure the effective and safe management of asbestos within its premises in accordance with current Health and safety legislation. All contractors must sign the asbestos folder before entering the building to start any work.

Signed.....Head teacher

Signed.....Chair of Governors

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