



**Wycliffe Church of England Primary School**

# **Health and Safety Policy**



Ratified by the governing body: Oct 2023

To be reviewed: Oct 2024

## **Vision Statement**

We nurture an aspirational family of hard-working, respectful individuals who work collaboratively to have a lifelong love of learning.

“Life in all its fullness” (John 10:10)

*Our vision is to ensure that our school family are happy and fulfilled in a creative learning environment. This is flexible and caters to individual needs while developing a life-long love for learning through which all members can flourish. We nurture an aspirational family of hard-working, respectful individuals who work collaboratively.*

## **HEALTH AND SAFETY POLICY STATEMENT**

### **WYCLIFFE PRIMARY SCHOOL**

Our statement of general policy is as follows:

- To promote an effective safety culture throughout the school
- To maintain safe and healthy place of work for employees with safe access and egress
- To ensure that pupils and other non-employees e.g. parents, visitors etc., are not exposed to any risk to their health and safety
- To provide adequate control of the health and safety risks arising from school activities, including educational off-site visits
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe use, handling and storage of substances i.e. chemicals
- To provide information, instruction, training and supervision for employees
- To ensure all employees are ‘competent’ to carry out their activities
- To provide adequate welfare facilities for employees and pupils
- To monitor the standards of health and safety performance and ensure continuous improvement in the management of health and safety
- To review this policy annually and to revise it as necessary

## **RESPONSIBILITIES**

### **DUTIES OF THE HEAD TEACHER**

The Head Teacher is responsible for:

- taking the lead in the promotion of an effective health and safety culture
- the overall maintenance and development of safe working practices and conditions for all employees, pupils and other non-employees on site

- ensuring that the requirements of all relevant legislation, codes of practice and BDAT guidelines are met at all times
- ensuring safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others
- consulting with employees, and safety representatives, on health and safety issues
- ensuring effective means of communication with staff on health, safety and welfare issues
- ensuring that risk assessments are undertaken and reviewed annually
- identify the training needs of employees and ensure that they are 'competent' to carry out their activities
- ensuring that arrangements are made for defects in the premises, its plant, equipment or facilities are reported and made safe.
- ensuring that accident, work related ill health and violent incidents are reported and investigated as necessary
- monitoring the standard of health and safety throughout the school
- ensuring that emergency procedures are in place
- ensure that staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy and have access to it.
- authorise all Off-Site Visits. Inform the Governors of all non-routine Off-Site Visits.

## **DUTIES OF THE GOVERNING BODY**

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

- ensure that there is an effective and enforceable policy for the provision of health, safety and welfare, and that it is reviewed annually
- carry out and record a formal health and safety inspection of all parts of the premises and site at least annually
- ensure a safe place of work for employees and pupils, including safe means of access and egress
- ensure that adequate health and safety resources are available to meet health and safety requirements

Reference: Governors Handbook

<https://www.gov.uk/government/publications/governors-handbook>

## **DUTIES OF BUSINESS MANAGER**

The duties of the Business Manager include:

- day to day responsibility for the health, safety and welfare of employees and pupils
- ensuring risk assessments are carried out for activities as required

- ensuring safe working conditions and safe working practices in accordance with legislation and BDAT guidelines
- ensuring employees are 'competent' to carry out their activities
- ensuring new employees are inducted in the safe working practices
- ensuring safety inspections are carried out at least termly
- ensuring all plant, machinery and equipment is inspected and maintained in safe working order
- ensuring all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment
- ensuring appropriate personal protective equipment and first aid facilities are provided and readily available
- ensuring that employees and pupils are aware of the emergency procedures
- ensuring that hazardous substances are correctly used, stored and labelled
- ensuring that relevant health and safety warning signs are displayed
- ensuring effective means of communication with employees and pupils
- reporting any health and safety concerns to the Head Teacher

### **DUTIES OF THE SITE MANAGER**

The Site Manager's duties include:

- keeping the building and site in good order and repair and free of waste / litter
- monitoring the provision and safe use of main services i.e. water, gas and electricity
- monitoring the inspections and maintenance of plant and equipment - including access equipment i.e. step ladders, ladders, mobile towers etc.
- maintaining safe storage of chemicals, hazardous substances and equipment
- ensuring that deliveries made safely, e.g. by avoiding peak pedestrian times
- dealing with reported damage and defects
- assisting the Head Teacher and Governors with the annual health and safety inspection

### **DUTIES OF THE OFF-SITES VISIT CO-ORDINATOR (OVC)**

- Follows BC Educational Off-Site Visits Policy where their full responsibilities are outlined.

### **DUTIES OF ALL EMPLOYEES**

All employees are instructed to:

- take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action
- co-operate with their Headteacher/Business Manager/Site manager on health and safety matters
- not to interfere with anything provided to safeguard their health and safety
- report all health and safety concerns, e.g. hazards or defects etc., to the Business Manager in the first instance

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## **ARRANGEMENTS**

### **Accident Reporting and Investigation**

Accidents are dealt with in accordance with guidance from HSE and BDAT.

Accident books are held in the school office and in reception classroom.

Reported accidents are monitored to identify any trends, e.g. same pupil or accident in the same location.

The Head Teacher is responsible for reporting serious accidents under to both employees and non-employees as legally required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013. This is reported in the first instance BDAT.

### **Administration of Medicines**

All medication must be prescribed by a GP and will only be administered with written parental consent.

Medication will be suitably labelled with the contents, dosage, frequency of administration, duration of course, date of prescription and pupil's name.

Non prescribed medicine such as calpol can only be given by the parent/carer who is welcome to come into school to do so.

Records are kept of all administration of medication.

Training on the administration of specific medicines is provided by a medical practitioner.

### **Asbestos Management**

The Asbestos Survey report is held by the Business Manager, and is made available to any contractors carrying out work within the school. BDAT is also informed of any work being carried out in areas where asbestos is present.

### **Communication**

Effective communication between the Head Teacher and employees is ensured either face to face or through regular staff meetings and the staff notice board. Annual H&S training is delivered by the Business Manager and via online training package to all staff. The site manager and Business Manager carry out additional training to support their roles as H&S managers.

### **Construction work**

All construction work is carefully monitored by BDAT

### **Consultation with Employees**

Employees are encouraged to report any health, safety or welfare concerns to the Head Teacher or Business Manager. A system of 'near miss' reporting is in place.

## Control of Contractors

The Business Manager and Site Manager is responsible for day to day control of contractors, although it is recognised that overall responsibility lies with the Head Teacher.

## Display Screen Equipment

The regulations are applicable to regular 'users' of display screen equipment, e.g. Office staff in some schools. A workstation risk assessment is carried out for any employee who meets the criteria of a 'user'.

It is recognised, however, that the guidance should be followed by all individuals who use display screen equipment in order to avoid repetitive strain injury, postural problems and issues which could affect the eyes.

The use of laptops is regarded as use of display screen equipment and BC guidance will be followed.

## Electrical Safety

All portable electrical appliances in school are checked by a 'competent' person at recommended intervals. Records of PAT testing are held on site. The site manager is qualified to do these checks which ensures that as new equipment comes into school it is inspected immediately.

All employees are instructed to carry out a visual inspection of electrical equipment, so far as is reasonably practicable, prior to use for signs of damage or charring, to report defects to the Business Manager or Site Manager so that action can be taken to prevent accidents and injury.

All employees and pupils are made aware of the hazard of electricity, particularly where water is present.

The electrical installation is inspected at 5 yearly intervals by a competent person i.e. electrical engineer.

## Emergency Plan

The emergency and lockdown plan is reviewed annually and revised accordingly. A copy of the plan which details procedures and emergency numbers is held by each of the Emergency Management Team (Headteacher, Deputy Headteacher, Assistant Headteacher and Business Manager)

## Fire Safety

Fire training is delivered to all staff with some staff trained in the use of extinguishers. The fire alarm is tested weekly and a fire drill is carried out each term. Fire evacuation plans and the location of fire equipment are clearly displayed around school and in classrooms. Fire alarms and equipment are tested regularly in line with legislation

## First Aid

First Aid kits are available in the following locations:



- KS2 Hall
- Main office

Arrangements are in place for the dealing with bodily fluids.

All first aid treatments are recorded.

'Head bumps' are reported to the injured child's parent /carer via a slip.

The names and photos of all First Aiders are clearly displayed in school.

A first aid station is set up by the shelter in KS1 playground each lunchtime.

### Gas equipment and appliances

All gas boilers / appliances are inspected annually by a 'competent' person.

Gas supplies are capable of being isolated and 'locked off' when not in use.

### Hazardous Substances

Where possible the use of hazardous substances is avoided through the substitution of the hazardous substance for a less harmful one.

A risk assessment is carried out for the use of any hazardous substances used / stored on site, e.g. cleaning chemicals bearing a hazard warning symbol (i.e. toxic, corrosive, harmful, irritant). Generic risk assessments are available for common hazardous substances used in schools.

Information / COSHH assessments relating to hazardous substances in school are kept in the Site Managers office.

All chemicals are kept securely under lock and key to prevent unauthorised access.

### Health and Safety Advice

'Competent' advice is provided by BDAT via The Estates and Health and Safety Manager.

### Housekeeping (and see also under waste / litter)

All employees are responsible for keeping their own workplace in good order i.e. clean, tidy and free of obstructions and slip / trip hazards. Regular site visits by Business Manager Headteacher and Site Manager monitors this.

All employees are informed of their responsibilities during their induction.

### Information

All employees are given adequate information on health and safety matters in relation to their work activities, i.e. as identified in the relevant risk assessments.

The Health and Safety Executive (HSE) poster “Health and Safety Law – what you should know” is displayed in the school staffroom.

### Inspections

Arrangements are in place for an inspection to be carried out of the building and regularly, by the Business Manager and Site Manager.

Employees have been instructed to report any damage / defects to the Site Manager or Business Manager immediately.

Arrangements are in place for the annual inspection of PE equipment by a specialist company.

### Lettings / Use Premises Out of Hours

The school does not currently let out any part of the school buildings.

### Lone Working

Lone working situations include home visits, interviewing, responding to alarm activations, working late / early or at weekends or during holiday periods.

Risk Assessments for lone working have been carried out and relevant employees have been consulted and informed.

Employees have been instructed to avoid high risk activities whilst lone working e.g. working at height.

### Maintenance of plant and equipment

The Business Manager is responsible for arranging / monitoring and keeping records for the routine maintenance of plant and equipment and this is monitored via the online Every system, which is reported regularly to governors and is overseen by BDAT..

The Site Manger is responsible for carrying out repairs or arranging for repairs to be carried out.

### Manual Handling

Employees are instructed to seek assistance when in doubt or where their personal lifting capacity is likely to be exceeded.

Training on safe manual handling of inanimate objects is given by the Business Manager both during induction and annually.

The safe manual handling of pupils, e.g. disabled children, is only carried out by employees who have received specific training provided by a ‘competent’ provider.

### Monitoring and Review

Health and Safety issues are monitored through effective communication with employees and regular inspections of building and site.

The health and safety policy is reviewed annually.

### **New and expectant mothers**

New and Expectant mothers are given special protection by health and safety legislation i.e. Management of Health and Safety at Work Regulations 1999 – regulation 16.

A risk assessment is carried out as soon as the Head Teacher is made aware by the employee, followed by two subsequent reviews.

### **Off-Site Educational visits**

The Off-Site Visits Co-ordinator (OVC) is the Headteacher and they are responsible for ensuring health and safety issues have been addressed and that all relevant risk assessments are completed.

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

PPE is issued to employees as required, e.g. to the Site Manager, cleaners and any employee who may have to deal with bodily fluids.

### **Playground Safety**

The Site Manager is responsible for ensuring that the playground is inspected prior to use and that harmful items are removed e.g. broken glass etc.

Staff report any identified defects / concerns directly to the Site Manager or Head Teacher.

### **Reporting of defects, hazards and near misses**

All employees have been instructed to report defects, hazards, near misses to the Head Teacher, Business Manager or Site Manager immediately so that prompt action can be taken to avoid accidents and injury.

### **Risk Assessments**

Risk assessments, as legally required, have been carried out in consultation with employees and are available on the shared drive for all employees to refer to. Staff are also asked to review all updates to the RAs at least annually and during the year if required.

### **School Council**

The establishment of a school council helps to raise awareness, and to promote ownership of health and safety issues.

### **Security Arrangements (see Security policy)**

The Site Manager is responsible for maintaining the security of the site, e.g. locks, self-closers, gates, fences, etc.

Arrangements are in place to prevent unauthorised access, so far as is reasonably practicable, and also to ensure that pupils are prevented from absconding, where applicable.

Key holders are Headteacher, Deputy Headteacher, Business Manager, Site manager and .....

### Slips, trips and falls

Slip, trip or fall hazards e.g. damaged carpets / floor tiles, raised paving slabs etc. are reported to the Site Manager, Business Manager or Head Teacher who will ensure that appropriate action is taken to avoid accident / injury.

Access routes and storage areas are kept free of obstruction to minimise the risk of trips and falls. Regular site inspections monitor this.

### Storage Arrangements

All employees are responsible for ensuring items are stored safely and to report any hazards to the Business Manager or Site Manager, e.g. unsecured racking, defective lighting in store areas, inappropriate / lack of access equipment, e.g. step ladders.

All employees have been instructed not to use chairs, tables, desks, etc. to gain access to storage.

Employees have been advised that 'heavy' items should be stored at approximately waist level to minimise the risk of injury.

### Stress, Work Related

The Head Teacher is responsible for controlling work-related stress issues and for carrying out a general risk assessment.

### Sun Protection

Pupils are encouraged to use high-factor sun protection cream, lotion or spray as necessary and / or to wear head / neck protection as provided by parents / carers.

Drinking water is provided throughout the year and drinking water containers are taken on any outdoor activities as necessary

In extreme weather conditions the length of time that pupils are exposed to the sun is controlled.

### Supervision

Pupils are supervised during all activities throughout the school day.

For off-site visits DfES guidelines are followed regarding supervision levels.

### Training

All employees are given adequate health and safety training, which includes basic skills training during induction, specific on the job training and training in health and safety or emergency procedures.

New, temporary and supply staff are given basic induction training on health and safety, including the arrangements for first aid, fire and evacuation. New employees are adequately supervised, as required.

### **Vehicles, Use of**

The use of vehicles for transporting pupils is included in the risk assessment process for off-site educational visits, e.g. the use of taxis, minibuses, buses and coaches.

The use of employees' own vehicles for the transporting of pupils is also included in the risk assessment process. Employees are instructed not to use hand held mobile phones whilst driving.

### **Violence**

Violence, threatening behaviour and abuse against school employees or other members of the school community will not be tolerated.

All incidents of violence are reported on the Violent Incident Report form and investigated as required by Head Teacher/Deputy Headteacher or Assistant Headteacher.

### **Waste / Litter Management**

The Site Manager is responsible for the management of waste and litter. Pupils are encouraged to take an active part in the management of litter.

Adequate waste bins are available around school, which are emptied daily. External waste bins are secured away from school buildings to reduce the risk of damage by arson.

Arrangements have been made for the safe storage and collection of clinical waste.

### **Water Management / Control of Legionella**

The School have a contract with an external provider for the monitoring and control of legionella.

### **Welfare facilities**

Sufficient toilet facilities are available for both employees and pupils, which include adequate hand washing / hand drying facilities.

Pupils have access to labelled drinking water taps and / or drinking water bottles throughout the day.

The provision of heating, lighting and ventilation is adequate, and is monitored and maintained by the Site Manager.

### **Work Equipment**

All work equipment is suitable for intended purpose, obtained from a reputable source, maintained in accordance with the manufacturer's instructions and subject to local inspection prior to use, e.g. for damage and to ensure that safety devices are in place.

Arrangements are in place for the statutory inspection of plant / equipment, e.g. local exhaust ventilation systems, gas boilers / heating systems, lifting equipment (e.g. passenger lifts, hoists for disabled children etc.), pressure systems, etc.

### Workplace Transport Safety

A risk assessment has been carried out for the control of vehicles on site. One of the main aims is to keep pedestrians and vehicles apart so far as is reasonably practicable.

Arrangements are in place to ensure that there is no vehicular movement on the premises during peak pedestrian traffic times, e.g. when the pupils are arriving and leaving school and lunch times. Arrangements are in place, so far as is reasonably practicable, to ensure that deliveries are made to avoid peak pedestrian traffic times.

### Working at Height

Employees should avoid working at height wherever possible, e.g. by arranging for stored items to be in reach from floor level, or by using contractors e.g. for changing lights in the Hall / Gym, window cleaning, putting up stage lighting etc.

Risk assessments are carried out where working at height cannot be avoided, e.g. for use of step ladders, ladders, access to roof areas by the Site Manager.

Employees are instructed not to work at height whilst lone working.

Suitable access equipment is provided, e.g. 'kick step' type stools, step ladders, ladders. All equipment meets British standards and are checked regularly by the Site Manager.

Employees are instructed not to use chairs / desks / tables to gain access to items stored at height or to put up displays etc.

Arrangements are in place for access equipment to be inspected on a termly basis by the Site Manager.

Employees are instructed to report damage / defects immediately to the Site Manager / Head Teacher.