



Alexandra
Primary School

Aspire, Perform, Succeed

Alexandra Primary School

Health & Safety Policy

September 2022

This Policy was adopted and ratified by the Full Governing Body of Alexandra Primary School at the meeting held on

This policy should be read in conjunction with the following documents provided by our H&S provider Arinite.

Advice_on_standards_for_school_premises 04/02/2020
APS Employee Policy and Procedures Safety Manual February 2020
Alexandra Primary School Short Version February 2020
School Health and Safety Fact Sheet AFS 0365
CFOA Circular 2016-14 Fire Safety in Schools
Classroom-checklist HSE
FSRA-educational-premises

Signed
Chair of Governors

Dated: May 2021

Signed
Head Teacher

Dated: May 2021

Reviewed: September 2022

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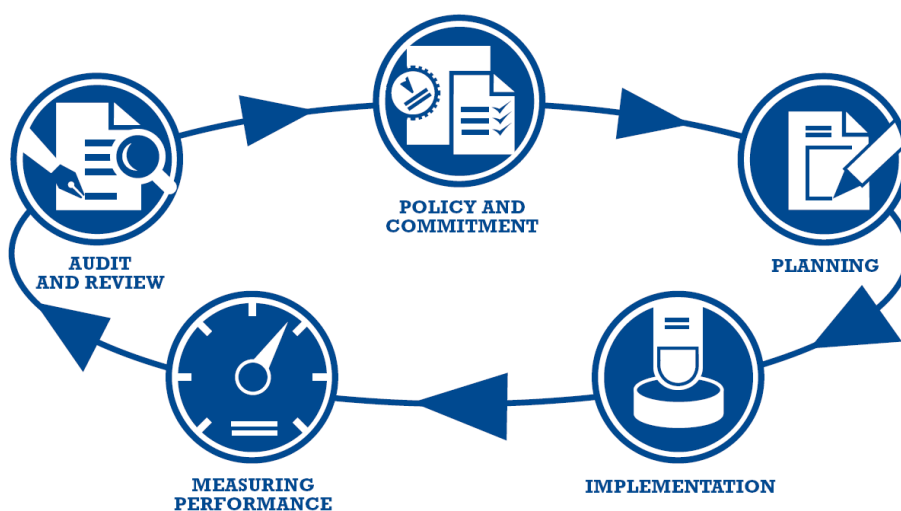
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1.0 SCHOOL PROFILE

- 1.1 Alexandra Primary School is a three-form maintained primary school with a 78 place nursery. The school takes children from 3 to 11 years of age.
- 1.2 There are approximately 700 pupils, including morning and afternoon nursery with no boarding.
- 1.3 The school's appropriate authority is the Governing Board.
- 1.4 Alexandra Primary School is located in a busy metropolitan residential area close to Hounslow East and the Great West Road.

1.5 Introduction to our health and safety management system

- 1.6 Our health and safety Management System (SMS) is designed to:
 - Promote continuous improvement in the way our school manages safety.
 - Fit into the overall management of the school.
 - Include the school structure, planning activities, practices, procedures, and resources for developing, implementing, reviewing and maintaining safety, health and welfare.
- 1.7 The SMS sets out the issues to be addressed and is a tool to develop improvement programmes and self-audits or assessments. It is based on a document produced by the Health and Safety Executive (HSE), How to Successfully Manage Health and Safety, HSG (65).
- 1.8 There are five key steps to achieving a successful SMS. These are shown in Figure 1 below.



1.9 To facilitate easy referencing, the management system has been divided into several sections. These are detailed below:

SECTION 1

- Chapter 1 - Policy and Commitment, which includes our Statement of Intent, organisation, and arrangements the Head Teacher will need to ensure are included in our SMS.
- Chapter 2 - Planning and Implementing
- Chapter 3 - Measuring Performance
- Chapter 4 - Audit and Review
- Chapter 5 - About our Specific Policies
- Chapter 6 - Glossary

SECTION 2

- Specific policies for key health and safety issues affecting the school, examples include:
 - Accident reporting and investigations
 - Contractor selection and arrangements
 - DSE

SECTION 3

- Risk Assessments

SECTION 4

- Planning Documents

SECTION 5

- HSE guidance documents relevant to our school

SECTION 6

- Record templates

Chapter 1: Policy and Commitment

2.0 STATEMENT OF INTENT

- 2.1 This is a Statement of Organisation and Arrangements for Alexandra Primary School. In accordance with the Health and Safety at Work etc Act 1974, it is the policy of the Governors to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect non-employees such as pupils, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors and pupils of the school.
- 2.2 The School will, so far as is reasonably practicable:
- a) ensure that adequate resources are made available to ensure the effective implementation of this Policy and to ensure the health and safety of staff and others affected by the School's activities;
 - b) ensure that advice is sought from competent persons on legal requirements for health and safety and on current best practice, APS uses Arinite;
 - c) ensure that suitable and sufficient assessments are undertaken and recorded of all significant health and safety risks to staff, visitors and other third parties, from its work activities and that any control measures adopted are selected using the hierarchical approach to risk control required by the Management of Health and Safety at Work Regulations;
 - d) provide and maintain plant and systems of work that are safe and without risks to health;
 - e) make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
 - f) maintain any place of work under its control in a condition that is safe and without risks to health;
 - g) provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work;
 - h) provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and governors, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working in our premises;
 - i) provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work;
 - j) give special consideration to employees or visitors with disabilities or language difficulties that may affect their awareness and / or understanding of health and safety information;
 - k) make arrangements for the provision of a suitable occupational health service for staff;
 - l) monitor health and safety performance to verify that The School's Health and Safety Policy is being implemented and health and safety standards are being maintained and progressively improved;
 - m) develop and maintain a positive and proactive health and safety culture.
- 2.3 The School will ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on health and safety matters.

- 2.4 The School recognises Health and Safety as an integral element of its organisation, and it will be given equal status alongside other management functions.
- 2.5 The School will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout The School.
- 2.6 The School is committed to continuous improvement in health and safety performance and to this end will develop a Health and Safety Action Plan identifying key targets and areas for improvement in health and safety management and risk control. Progress with this plan will be monitored regularly by the Head Teacher and the Governing Body.
- 2.7 All contractors and consultants working for The School are required to comply with this Policy.
- 2.8 The School will ensure that procedures are established for appointing and monitoring the competency of contractors.
- 2.9 The School will review this Policy Statement at least annually;
- 2.10 The School will ensure that this Policy is effectively communicated to all staff.
- 2.11 The Governors are committed to playing an active role in the implementation of this occupational safety and health policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.
- 2.12 Failure on the part of any School employee, irrespective of their position, to comply with this Policy, including any safe system of work, may render that employee liable to disciplinary action and could result in criminal / civil proceedings.

Signed: _____ Date: September 2022
Chair of Governors

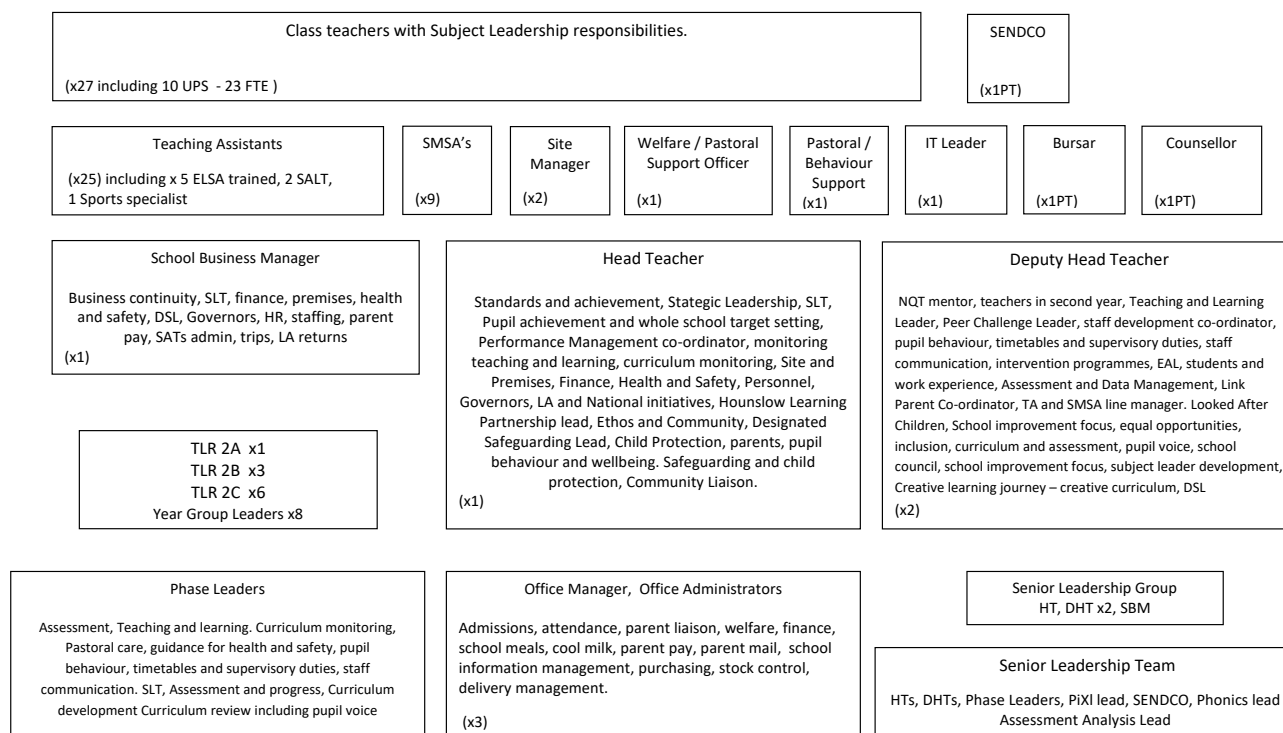
3.0 ORGANISATIONAL RESPONSIBILITIES FOR HEALTH & SAFETY

3.1 Health and Safety Management of Schools requires School Staff and the Governing Body to work together to that ensure health, safety and wellbeing objectives are achieved.

3.2 Organisation Chart

Leadership Organisation at Alexandra Primary School

Staffing Structure 22-23



Line management is detailed below. Communication in school is the key to smooth and effective operation. There may be times when communication becomes an issue and discussing a concern or issue with a line manager would prove difficult. In these circumstances it would be appropriate to discuss the concern with a Phase Leader or DHT or the HT.

All groups have access to SLT

TAs – SENDCO	Office Admin – SBM - HT	SMSA's – SBM
Welfare Officer - SBM – HT	Site Manger – SBM - HT	CT's –HT–DHT-HT
SBM – HT	IT Lead – HT	Bursar - HT
TLR – AHT / SLT / DHT / HT	SLT – HT	AHT – DHT
DHT - HT	HT responsible to Chair, Vice chair of Govs.	
School Council - SLT	Eco group – School Council – SLT	Wellbeing group - SLT

3.3 Safety and health is everyone's responsibility. The above chart reflects a whole school approach to the promotion and development of safety and health in schools. Below are those with special responsibilities and their responsibilities under this Policy:

3.4 **The Governing Body.** In consultation with the Head Teacher, the Governors will:

3.4.1 Ensure that suitable resources and strategic direction are available to discharge the School's health and safety responsibilities.

- 3.4.2 Identify and evaluate all risks relating to accidents, health and school sponsored activities.
- 3.4.3 Identify and evaluate risk control in order to select the most appropriate means of minimising risk to staff, pupils and others.
- 3.4.4 Monitor, via reports, the overall performance of the Schools health and safety management systems.
- 3.4.5 In particular the governing body undertakes to provide:
 - a. A safe place for staff and pupils to work, including a safe means of entry and exit.
 - b. Plant, equipment and systems of work, which are safe.
 - c. Safe arrangements for the handling, storage and transport of substances.
 - d. Safe and healthy working conditions which take account of all appropriate:
 - 1. Statutory requirements
 - 2. Codes of practice whether statutory or advisory
 - 3. Guidance whether statutory or advisory.
 - e. Supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. Within the financial resources available, staff will be offered health and safety training appropriate to their duties and responsibilities. Pupils will receive such training as is appropriate to the school-related activities in which they are involved.
 - f. Necessary safety and protective equipment and clothing together with accompanying guidance / instruction.
 - g. Adequate welfare.

3.5 The Head Teacher. The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Head teacher, who will:

- 3.5.1 Implement the requirements of this Policy and for ensuring compliance with all health and safety legislation within our School.
- 3.5.2 Demonstrate a personal commitment to health and safety by providing visible and active leadership and leading by example.
- 3.5.3 Ensure a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within their School.
- 3.5.4 Ensure all School decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account health and safety considerations and that health and safety risks are considered at an early stage during project design and planning.
- 3.5.5 Ensure that School employees recognise health and safety as an integral element of their work, and that health and safety is given equal status alongside other management functions.
- 3.5.6 Ensuring the objectives and content of the Health and Safety Policy are fully understood by all and that all staff under their control are made aware of their duties and responsibilities in line with the Policy.
- 3.5.7 Ensuring that this Policy is brought to the attention of all employees.
- 3.5.8 Ensuring that School health & safety policies or procedures are reviewed annually, or when significant changes occur. Review outcomes must be brought to the attention of all employees (including revisions).
- 3.5.9 Ensuring that health and safety is adequately resourced with both time and finances and that managers make adequate provision in their budgets for managing health and safety, to assist them in achieving the standards laid down by health and safety legislation, Policies, Performance Standards, etc.

- 3.5.10 Ensuring that the job descriptions of Managers, School Departmental Heads, and Responsible Persons, contain specific areas of responsibility for health and safety management relevant to their Service Area and school function.
- 3.5.11 Ensuring suitable persons are nominated to undertake key health and safety functions within the School, such as risk assessors, (to carry out Display Screen Equipment, manual handling, Hazardous substances, fire or other risk assessments), fire wardens, first aiders etc. and to ensure these individuals are adequately supported and suitably trained.
- 3.5.12 When necessary seek competent advice and guidance from 'In House', point of contact Mr Stuart Letley.
- 3.5.13 Ensuring that within the School, adequate provision is made for consultation with employees and appointed safety representatives, on health and safety matters and within good time. As a minimum, 'health and safety' should be included as a standing item at team meetings.
- 3.5.14 Ensuring his / her own attendance at IOSH Managing Safely training.
- 3.5.15 The Head teacher will bring to the attention of the governing body any significant health and safety issues, will involve the governors in any policy matters and bring to their attention health and safety guidance received from enforcement authorities.

3.6 Employees. All School employees are directly responsible for:

- 3.6.1 Taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and / or omissions.
- 3.6.2 Co-operating fully with their Manager or Responsible Person on all matters pertaining to their health and safety at work.
- 3.6.3 Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that has been provided in the interest of their health and safety at work.
- 3.6.4 Reporting promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related ill.
- 3.6.5 Report to the relevant manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others.
- 3.6.6 Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
- 3.6.7 Observing safety rules, complying with codes of practice, corporate and departmental health and safety policies and guidance, and adhering to safe working procedures at all times.
- 3.6.8 Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- 3.6.9 Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.
- 3.6.10 Attending local health and safety and safety induction on their first day of employment.
- 3.6.11 Wearing any authorisation badge / identity card that is issued to them, so that the authorisation badge / identity card is readily visible whilst on school premises.

3.7 Staff with Special Responsibility.

The following staff have special responsibility:

Team Leaders, Welfare, H&S Coordinator, Science, PE, DT and Art subject leaders

These post-holders will be responsible for:

- 3.7.1 The local arrangements to ensure the effective control of risks within the specific areas under their control;
- 3.7.2 the local arrangements for the purchase, inspection and maintenance of equipment and its specification
- 3.7.3 the coordination of the school's health and safety policy in their own area of work, directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
- 3.7.4 establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools, etc;
- 3.7.5 resolving health, safety and welfare problems referred to them by members of their staff or referring to the Headteacher or line manager any problems they are unable to resolve within the resources available to them;
- 3.7.6 ensuring that risk assessments are carried out when necessary, and on a regular basis within the overall programme for the school, on the activities and equipment for which they are responsible;
- 3.7.7 ensuring, as far as is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety;
- 3.7.8 obtaining relevant advice and guidance on health and safety matters.

3.8 Special Obligations Of Any Class Teacher

In addition to the general responsibilities of employees, outlined above, class teachers are expected to:

- 3.8.1 raise any health and safety concerns outside their control related to their class area with their immediate line manager;
- 3.8.2 exercise effective supervision of pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;
- 3.8.3 know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- 3.8.4 give clear instructions and warnings to pupils as often as necessary; (this may be something that overlaps into behaviour policy and, in the event of an accident to a pupil, may help defend a claim)
- 3.8.5 detail safe methods and controls to be followed in their written lesson plans
- 3.8.6 set a good example by following safe working procedures personally;
- 3.8.7 ensure the use of protective clothing and guards where necessary;
- 3.8.8 avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use.
- 3.8.9 build in safety education in curriculum planning.

3.9 Representatives of Employee Safety

Representatives are voted for by their peers:

At present there are no such Representatives.

Under the requirements of the Safety Committee and Safety Representative Regulations 1977, where Safety Representatives are appointed they will be given adequate time and facilities to fulfil their functions.

3.10 The Pupils

Pupils will be reminded that they are expected to:

- 3.10.1 exercise personal responsibility for the health and safety of themselves and others;
- 3.10.2 observe standards of dress consistent with safety and / or hygiene, as detailed within the appropriate curriculum safety guidelines;
- 3.10.3 observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency;
- 3.10.4 use and not wilfully misuse, neglect or interfere with things provided for their health and safety;

All pupils and parents will be made aware of the contents of this section of the policy through ***the school website***.

3.11 Contractors

- 3.11.1 All contractors under local control will be appropriately selected and competent in terms of health and safety.
- 3.11.2 Contractors must be made aware of and abide by the school's health and safety policy and not endanger pupils, staff or other visitors to the site.
- 3.11.3 The site manager, Mr Mirek Kloc, **will** be responsible for the coordination of contractors' activities on site, bearing in mind the guidance given in our contractor selection policy for small building works.
- 3.11.4 The Head teacher must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, pupils and students and visitors to the premises. This might be achieved by the posting of suitable notices by the Headteacher, or by the contractor, in consultation with the Headteacher.
- 3.11.5 All contractors must report to the Headteacher before any work takes place and prior to each working session. The Headteacher should then inform the contractor of any conditions which may affect his safety and that of others.

3.12 Visitors and Other Users Of The Premises

- 3.12.1 Where facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and coordinating health, safety and security policy and procedures with other occupiers, e.g. Youth Service, Adult and Community Learning, catering and cleaning contractors, outside staff based in school.
- 3.12.2 The Health & Safety at Work Act etc 1974, Management of Health and Safety at Work Regulations 1999, and Occupiers Liability Act 1984, apply to all visitors to School premises / workplaces.
- 3.12.3 All visitors to our establishment must comply with the School's Health and Safety Policy and procedures.
- 3.12.4 Head teachers, must ensure that a suitable system is implemented whereby visitors are required to record their visit (e.g. visitors book).
- 3.12.5 Where applicable visitors will be required to wear a 'visitors' identification badge that is supplied by the Headteacher.
- 3.12.6 Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.
- 3.12.7 Should a fire / emergency occur or the fire alarm activated whilst visitors are on School premises, the person who is accompanying the visitors will take him / her to the fire assembly point.

- 3.12.8 Should an incident / accident occur involving a visitor this must be reported using the Accident / Incident Reporting Form, and an investigation undertaken as soon as possible by the relevant Responsible Person.
- 3.12.9 If the incident is of a serious nature or fatal the Head Teacher and the enforcement authority must be contacted immediately.
- 3.12.10 Where applicable, adequate consideration must be given to visitors, contractors and members of the public in risk assessments, including the provision of suitable and sufficient control measures.
- 3.12.11 Persons 'hosting' visitors must ensure:
- a) Visitors are alerted to the establishment's fire procedures,
 - b) Visitors adhere to the School's 'No Smoking' Policy,
 - c) Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles,
 - d) Visitors record their presence on the premises in the appropriate log book,
 - e) Where applicable, visitors are provided with and wear an identification badge,
 - f) Visitors are accompanied or authorised to enter the premises,
 - g) Visitors remain within authorised areas and not enter any restricted area unless permission is granted and the person is accompanied,
 - h) Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised,
 - i) Visitors report all accidents, incidents and near misses to the host,
 - j) Visitors wear protective clothing that is supplied, when necessary.

3.13 Lettings

- 3.13.1 The Head teacher will ensure that the Hirer of the premises, for any event, is aware of his / her obligations under health and safety legislation and the school's health and safety policies where appropriate.

4.0 ARRANGEMENTS (SYSTEMS AND PROCEDURES)

It is the responsibility of the Head Teacher to ensure so far as is reasonably practicable that the following arrangements are suitable and sufficient, are maintained and that all staff and pupils are aware of the arrangements.

4.1 PREMISES / SITE/WORKPLACE / CLASSROOM/OFFICE etc.

- a) Heating and lighting
- b) Cleanliness of all workplaces, good housekeeping, the removal of waste, storage of materials, books and files etc.
- c) Room dimensions and space.
- d) Sanitary provisions (male / female, children's and disabled toilet facilities).
- e) Temperature of workplaces, the provision of thermometers.
- f) Condition of premises including floors etc.
- g) Workstations / desks and seating, use of computers etc.
- h) Facilities and arrangements for:
 - Provision of a wholesome supply of drinking water
 - Canteens / Rest Place
 - Pregnant and Nursing Mothers

4.2 RISK MANAGEMENT AND RISK / OTHER ASSESSMENTS

- a) Health & Safety Executive Guidance on Risk Assessment.
- b) Specific Guidance and Codes of Practices,
- c) Health and Safety Information for activities e.g. off-site Activities.
- d) Identification of all significant Hazards and Risks within workplaces and completing the appropriate risk assessment forms.

4.3 ACCIDENT / INCIDENT REPORTING

- a) The provision and location of accident records.
- b) Accident / incident report forms.
- c) Policy and guidance on Accident / Incident Reporting.
- d) Recording and reporting of all incidents of Violence and Aggression on staff.
- e) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

4.4 FIRST AID AND IT'S PROVISION IN THE WORKPLACE

- a) Designated First Aiders (names displayed).
- b) Identified location of First Aid Boxes.
- c) The contents of First Aid Boxes are complete and up to date.
- d) Training of First Aiders and / or Appointed Persons and ensuring that adequate numbers of first aiders or appointed persons are available.
- e) First Aid Room facilities
- f) Travelling First Aid Kits.

4.5 FIRE AND EMERGENCY PROCEDURES

Please see separate School Fire Policy, Fire Risk Assessment, Fire and Emergency Plan and Premises Log Book.

4.6 SUBSTANCES HAZARDOUS TO HEALTH (COSHH) AND THEIR USE / STORAGE AT WORK

- a) Provide a list of the hazardous substances including cleaning materials used.
- b) List of activities where COSHH might apply e.g. cleaning products.
- c) Completing of COSHH Assessments
- d) Material Safety Data Sheets.
- e) Personal Protective Equipment (PPE) and Clothing.
- f) Storage of hazardous substances and signage.

4.7 SECURITY OF PERSONS AND PREMISES

- a) Security of Premises:
- b) Perimeter Fencing / Exterior lighting
- c) Burglar Alarm (externally monitored).
- d) Use of toughened glass and safety glazing.
- e) Identification of visitors.
- f) Signing In / Out procedures.
- g) Control of Access.
- h) Security Personnel on duty.
- i) Reception/waiting areas.
- j) Security Assessments of premises
- k) Installation and use of CCTV, neighbourhood watch schemes etc.

4.8 SAFETY IN KITCHENS

- a) Safety of pupils / employees / kitchen staff.
- b) Food Hygiene.
- c) Responsibility for maintenance of premises and equipment.
- d) Restricted access.
- e) First aid arrangements, including accident / incident reporting.
- f) Safe systems of work.
- g) Lifting and handling of heavy and hot loads, liquids etc.
- h) Safe use of machinery, equipment and appliances within the areas.
- i) Removal of waste.
- j) Pest control.
- k) Use of knives.
- l) Condition of workplace, including floors etc.

4.9 CONTRACTORS AND THE CONSTRUCTION DESIGN AND MANAGEMENT REGULATIONS (CDM)

- a) School policy and guidelines for the Management of Contractors.
- b) Contractor is required to provide completed risk and other assessments including method statements before works are allowed to commence {Construction (Design and Management) Regulations}.
- c) Works are planned well in advance (where applicable) and health and safety issues have been addressed.
- d) Contractors are controlled and managed on site.
- e) Contractor is required to address the following:
- f) Protection of children
- g) Segregation of building works where possible.
- h) Safe use and storage of any machinery brought onto site.
- i) Guarding of site and machinery.

- j) Restricted Access to unauthorised persons including children.
- k) Requirement to use tools etc. of a voltage no greater than 110v

4.10 THE SAFE USE OF PESTICIDES

- a) Limiting the use of pesticides and where appropriate using environmentally friendly and safer products.
- b) Ensuring that all pesticides used have been approved and have a recognised product number that has been awarded by DEFRA.
- c) Only competent, trained persons, employees etc. are allowed to use and apply pesticides and should hold certificates of competence to that effect and be authorised.
- d) Safe systems of work in place for;
 - Handling and Storage of pesticides.
 - Application of Pesticides.
 - The use of Personal Protective Clothing and equipment.
 - Disposal of surplus and unused Pesticides and containers.
 - COSHH Assessments.
 - Protection of employees, users, children, public and others.

4.11 ASBESTOS

- a) Our Asbestos policy and guidelines must be referred to and followed.
- b) The management of asbestos in the workplace and premises including the identification and marking of known asbestos and its location (asbestos register).
- c) Monitoring of the condition of known asbestos in the workplace / premises including the removal or encapsulation of damaged unsealed asbestos etc.
- d) When asbestos removals are to take place ensuring that:
 - All work is undertaken and carried out by competent persons.
 - Using only HSE approved Asbestos Removal Contractors.
 - Records of Asbestos to be maintained at the workplace / site.

4.12 ELECTRICITY AT WORK

- a) Ensure all portable electrical appliances are maintained in a safe condition and have been tested by a competent person e.g. electrician.
- b) Logging of all tests on portable electrical appliances in Electrical Appliances Log Book.
- c) Testing of fixed installations by competent persons.
- d) Undertaking daily visual inspections of electrical appliance before use.
- e) Implementing good cable management so as to prevent slips trips and falls and damage to equipment etc.
- f) Providing and using a Residual Current Device (RCD) where applicable.

4.13 WORK EQUIPMENT

- a) Safe guarding of machines.
- b) Undertaking a Machinery / equipment inventory.
- c) Provide work equipment that is safe and properly maintained.
- d) Safe use of machinery.
- e) Carrying out risk assessments where appropriate.
- f) Providing adequate training for employees on work equipment, machinery etc.

4.14 STORAGE OF FLAMMABLE LIQUIDS

- a) Containing and controlling the amount held in storage.
- b) Safety and Security of storage of flammable liquids.

- c) Providing a list of what is in storage.
- d) Where and how is it stored.
- e) Who has access and is access restricted to others e.g. children etc.
- f) Providing appropriate signage

4.15 SAFETY SIGNS

- a) Displayed on each level of the premises, workplace.
- b) Signs comply with current legislation.
- c) Are recognisable and easy to understand.

4.16 SWIMMING / THERAPY POOLS

- a. The LA's code of practice is available from the School Office.
- b. Swimming instruction will be by fully qualified instructors who have certificates of the Amateur Swimming Association or the Swimming Teachers' Association. They will be fully competent to affect a rescue from the water and trained in modern methods of resuscitation. An accompanying teacher who has no swimming teaching qualifications may supervise a group of children in the water provided an instructor, qualified as described, is on the poolside at all times and supervising the teacher.
- c. The instructor should be in a position to see all the children all the time and be in a position to carry out any necessary rescue procedures immediately. The instructor should not enter the water except in an emergency.
- d. The group of children under instruction should be counted before and after the session.
- e. It is essential that there are always two adults present at the poolside, both supervising the swimming and one of whom is qualified as described.
- f. The maximum number of children to one instructor is 20 for intermediate level or good swimmers and 12 / 13 for learners. (A class of 25 pupils can be booked for the teaching pool in which case the group will be split into two, with each group receiving 15 minutes' instruction, alternatively, and when possible, one group will be taught in the shallow end of the main pool.)
- g. Under no circumstances should children who are not fit to swim on that day be allowed to travel to the pool. Such non-participants must remain at school.
- h. In the case of children with special educational needs, the class size may need to be reduced to take account of their age, intelligence and experience.

4.17 SPORTS FACILITIES AND ACTIVITIES

- a) Equipment and premises - safety of use, clear written guidance and procedures.
- b) Supervision of activities.
- c) Rules for staff and other users of sports equipment and facilities.
- d) Large P.E. apparatus is checked for safety annually. It is overhauled or removed from use as necessary.
- e) Training of employees.

4.18 MANUAL HANDLING AND LIFTING

- a) Recognising what needs to be lifted, handled, carried etc. i.e. persons, static loads such as furniture etc.
- b) Who will carry this out?
- c) Undertaking Manual Handling Assessments.
- d) Training in correct lifting techniques.
- e) Safe systems of work

4.19 USE OF DISPLAY SCREEN EQUIPMENT (DSE)

- a) Undertaking DSE Assessments (information available from our DSE policy).
- b) Eye tests provision including the cost of basic corrective appliances i.e. spectacles
- c) Safe place of work, ergonomics including posture considerations etc.

4.20 SAFE USE OF VEHICLES

- a) Speed restriction signs displayed.
- b) One way traffic system.
- c) Segregation of vehicles and pedestrians.
- d) Clearly marked parking bays and areas.
- e) School minibuses and coaches to be fitted with audible reversing alarms.
- f) Care whilst driving especially where children, elderly are present.
- g) Vehicles are road worthy, are taxed, insured and have a valid MOT etc.
- h) Strictly-enforced rules of travel are applied when using any motor vehicle:
 - I. Each child is allocated a seat of his / her own.
 - II. Standing is not permitted when the vehicle is in motion.
 - III. Supervising adults will also be seated.
 - IV. There is to be no eating except on a designated refreshment stop.
 - V. No child is permitted to use seats considered to hold a greater risk factor than others, e.g. the front window seats.
- i) Ensure that drivers on school business have a valid driving licence for the categories of vehicle concerned.

4.21 ACCESS EQUIPMENT AND WORKING AT HEIGHTS

- a) Visual inspection of steps, ladders and scaffold before use to ensure safety and integrity.
- b) Access to and work on some areas e.g. roofs and windows will be subject to a separate risk assessment and method of work statement.
- c) Access to equipment, high levels to be restricted to unauthorised and untrained persons.

4.22 GOOD HOUSE KEEPING

- a) Clean and tidy premises.
- b) Maintenance programmes and procedures in place to deal with repairs, etc.
- c) Immediate clean-up of spills.
- d) Litter-free zone.
- e) External areas, grounds, play areas and equipment are safe for use.
- f) Promoting and maintaining a safe and healthy working environment.

4.23 FIELD TRIPS

- a) The LA's Code of Practice concerning Educational Visits is strictly followed. This may include risk assessments. A copy is available from the School Office. Recommended levels of adult supervision is 1:6 in Y1-Y3, 1:10-15 in Y4-Y6. YR and YN should have a higher ratio.
- b) Children must be appropriately dressed for work out of doors. Protective clothing e.g. plastic gloves should be provided when handling soils, pond water, etc. Hand washing is vital after such activities.
- c) No child's behaviour should be allowed to present a danger to themselves, their peers or to the adults with them.

4.24 EDUCATIONAL TRIPS

- a) The LA's Code of Practice concerning Educational Visits will be strictly followed. This may include risk assessments. A copy is available from the School Office. Recommended levels of adult supervision is 1:6 in Y1-Y3, 1:10-15 in Y4-Y6. YR and YN should have a higher ratio.
- b) The teacher in charge of an educational visit will take a mobile phone with them in case of emergency. This ensures that contact can be made at all times and help in an emergency can be summoned without delay.

4.25 COMMUNICATION

- a) Providing employees with information about the general duties under the Health and Safety At Work Act and specific legal requirements relating to their work (see Health and Safety Law Poster).
- b) Employees will be given information about substances, plant, materials, machinery etc. which they come into contact with.
- c) Discussing with contractors before they start work on site, how they plan to do their job, whether they need the organisation's equipment to help them, whether they can operate in segregated areas or when the school is closed down and if not what hazards do they create for employees and vice versa.

4.26 TRAINING

- a) Training employees, supervisors and managers to enable them to work safely and carry out their health and safety responsibilities.
- b) Supervising employees as far as necessary for their safety - especially young workers, new employees and employees carrying out unfamiliar tasks.

4.27 SAFETY AUDITS AND INSPECTIONS

- a) Regular checks and inspections of the workplace, machinery, appliance, equipment and working methods etc. to be carried out by leaders in conjunction with Arinite etc.
- b) Corporate Healthy and Safety Advisers will carry out sample health and safety audits of health and safety management systems and workplaces.

Chapter 2 Planning and Implementing

5.0 Introduction

The Board of Governors requires mechanisms to be in place to provide assurance that policy requirements are being introduced, maintained and effectively implemented to provide high standards of environment and safety performance.

6.0 Planning To Achieve Performance

- Managers shall adopt a systematic and planned approach to implementing environment and safety management systems that meet the obligations placed on them. They shall demonstrate high standards of environment and safety performance, based on legislation, the requirements set by the Governors and the environment and safety objectives and targets set by capability requirements. The steps to achieve this are generic with the degree of rigour and techniques applied, shall be proportionate to the risk.
- Risk management requirements shall be set in accordance with the generic principles below and measured for consistency.

7.0 Risk Management

Risk assessments are a key ingredient of a sound Health & Safety policy. The School's approach to environment and safety risk management shall be based on principles of:

- Clear ownership of risk
- Clear delegation of authority
- Proportionate risk management and control measures in accordance with a recognised standard.
- Appropriate monitoring, inspection and audit
- Common policies and standards
- Transparency of risks
- Auditable trail of decisions

8.0 Environment and Safety Risk Assessments and Their Management

- Environment and safety risk assessments are required by law or by our specific requirements for workplaces, processes and activities. The responsibility for completing assessments and implementing controls falls to managers and teachers as part of their normal duties. Most risk assessments will be straightforward in nature, concerning workplace risk assessment. However, there will be instances of complex risk where it will be necessary to request assistance from our specialist safety advisors 'In House'. The outcome of the process shall be the identification and implementation of adequate control measures to minimise harm to people and the environment. Significant residual risks, or where adequate control cannot be achieved, shall be fed into the reporting system for action at the appropriate level.

- The degree of rigour applied by duty holders to the management of environment and safety risks shall be proportionate to the magnitude and complexity of the individual situation. Five steps shall be applied by duty holders to ensure effective management:
 - **Risk Identification** – A variety of mechanisms exist to identify, at all levels, risks to the achievement of objectives and outputs. There must be a clear description of what the activity leading to the risk is and the threat it poses to the objectives and outputs.
 - **Risk Assessment** – Identified risks shall be assessed in terms of likelihood of them occurring and the consequences against objectives and outputs. Consideration shall include the potential people affected or the likely extent of environmental damage. This shall be translated into an indication of the relative importance of the risk to enable consistent comparison and prioritisation.
 - **Risk Management** – For effective management of the risk, an owner, with the authority to determine the degree of mitigation they wish to apply to ensure the tolerability of the risk, shall be identified.
 - **Risk Reporting** – The risks identified details of the owner and control measures in place shall be compiled on an environment and safety risk register. Risks requiring further mitigation shall be included in relevant task.
 - **Risk Review** – Mitigation measures must remain effective; if they become degraded the likelihood of the risk coming to fruition will increase. To prevent this, managers shall assure themselves periodically that mitigation measures remain proportionate and effective.

9.0 Objectives and Targets

- Setting of objectives and targets is an integral part of all management systems. Consequently, the School plan contains strategic objectives, including those for environment and safety, together with targets for their implementation. They are directed within the school, in respect of reducing injuries, and with regard to delivering safe equipment and safe systems of work.
- Environment and safety objectives for continuous improvement are aimed at Managers and teachers and shall be cascade down the line management chain. In addition to the suite of environment and safety related objectives and targets placed upon them, Managers / teachers shall additionally set objectives and targets to improve environment and safety performance throughout their remit and include them in their management plans. The extent of this shall be driven by review of environment and safety performance data and identified environment and safety risks. There shall be proportionality and linkage of objectives and targets at all levels of the organisation.

10.0 ACTION PLANS AND TASKS

- The achievement of objectives and targets shall be a key indicator of environment and safety performance. There shall be a top down development of action plans cascaded down the line management chain.
- Managers and teachers shall demonstrate that they adopt a planned approach to their achievement. This shall typically be in the form of a environment and

safety action plan which includes:

- Measures to be taken to achieve objectives and targets
- Actions to manage risks identified in the risk registers
- Actions to rectify deficiencies identified via performance measurement and audit
- Any additional requirements the duty holder has identified

Chapter 3 Measuring Performance

11.0 Measuring Performance

- It is essential that effective mechanisms exist to feed back performance information for review in the continuous improvement cycle. Effective feedback is to be encouraged to ensure that environment and safety policies, standards, arrangements and regulations remain effective and that opportunities for improvement are identified and taken.
- All school departments shall measure how effectively environment and safety requirements have been implemented and risks are controlled across their area of responsibility to contribute to the school picture. This shall include how well the environment and safety culture is being developed and the currency of standards and best practice. There are a wide range of techniques that can be applied to measuring performance. These fall into two broad categories; active and reactive. The techniques outlined below shall be considered as the basic minimum for application.

12.0 Active Measurement

- Active Measuring techniques give feed-back on performance before accidents, incidents or ill health occur and provide a firm basis for decisions to be made about improvements in risk control and the environment and safety management system. They are aimed at monitoring the design, development, installation and operation of management arrangements, risk control strategies and workplace precautions.
- The key to effective active measuring is the quality of plans, performance standards and specifications that have been established to provide a yardstick against which performance can be measured. Techniques employed shall be proportionate to the department hazard and risk profile. Active measuring techniques employed by the School are to include:
 - Routine procedures to monitor achievement of specific objectives and targets contained in management or action plans (e.g. quarterly or monthly reports or returns).
 - Periodic examination of returns and records by the Governors and 'In House' to check that systems relating to the promotion of the environment and safety culture are complied with. Other periodic examinations will be through regular review of management performance; risk assessment and recording of training needs and delivery of suitable training.
 - The systematic inspection of premises, plant and equipment by teachers, supervisors, maintenance staff, management, safety representatives or other employees to ensure the continued effective operation of workplace precautions and any operating constraints.
 - Routine checking the implementation of environment and safety requirements and procedures during all phases of acquisition activities.

- Environmental monitoring and health surveillance to check the effectiveness of health control measures and to detect early signs of harm to health.
- Systematic direct observation of work and behaviour by first line management to assess risk control strategies and associated procedures, rules and constraints, particularly those directly concerned with risk control using observational checklists.
- The operation of audit systems relating to environment and safety.
- Compilation and consideration of regular reports on environment and safety performance by our safety committee, to include progress against the relevant risk registers.
- Environment and safety culture / climate surveys and questionnaires undertaken by 'In House' when directed to do by the Governors or the Head teacher.

13.0 Reactive Measurement

- Reactive measuring techniques and systems are triggered after an event and provide opportunities for an organisation to check performance, to learn from mistakes and to improve the environment and safety management system and risk control. Where appropriate, this feedback shall be reported to the relevant regulators. The results of reactive measurement entered on our Accident and Incident Management system shall be used to identify trends, areas of specific weakness and information relevant to claims against the School. Each asset within the school shall evaluate available information and data on accidents, incidents, occupational ill health and other evidence of deficient environment and safety performance.
- Reactive measurement techniques to be employed include:
 - Accident and incident reporting and recording to cover all environment and safety related incidents. The only reporting system to be used within the school is controlled by the Governors.
 - Ill health data where related to occupational causes.
 - Claims data, including claims settled with payment.
 - Reporting the outcomes of accident and incident investigations conducted.
 - Inspection reporting
 - Details of enforcement action from external regulators, including improvement and prohibition notices and, where relevant, prosecutions.

Chapter 4 Audits and Review

14.0 Audits

- Audit is an essential part of our environmental and safety management system. A useful definition of audit in this context is “the structured process of collecting independent information on the efficiency, effectiveness and reliability of the total environment and safety management system and drawing up plans for corrective action”. It, therefore, involves making judgements about the adequacy of performance. Audit shall aim at establishing that:
 - Appropriate management arrangements are in place and effective
 - Adequate risk control systems exist, are implemented, and consistent with the hazard profile of the organisation
 - Appropriate precautions are in place and effective.
- Audits will be conducted internally by the Head Teacher using our audit procedures and on request by our safety consultancy ‘In House’ who will conduct a bespoke HSG65 audit.

15.0 Review

- Reviewing is the process of making judgements about the adequacy of performance and taking decisions about the nature of the actions necessary to remedy deficiencies and maintain continuous improvement. Internal reviews of performance shall be undertaken at all levels within the school. Information may be taken from the activities undertaken to measure performance, including the outcomes of audits and more informal assurance. Review of performance against targets, objectives and performance indicators must consider how well the organisation is achieving the performance levels that it has set itself at all levels.
- Review shall also consider progress in management of corporate environmental and safety risks. The feedback of information on successes and failures shall be a continuous process, including identification of remedial actions, shortfalls in policies, standards, arrangements, etc and for revision of objectives and targets.

Chapter 5 Health and Safety Specific Policies

16.0 Introduction

The purpose of our subject specific policies is to provide instruction and guidance to Teachers and Leaders on the arrangements by which our school ensures the maintenance of acceptable standards of health and safety (H&S).

17.0 Subject List

Subjects detailed below have specific policies in addition to arrangements detailed in paragraph 4 above. This list will be subject to review and additional policies added as the need for them becomes clear.

Health and Safety Subject
Accident Reporting Procedures
Accident Investigation
Contractors
Fire and Emergency Plan / Procedures
Fire Risk Assessment
Science Health and Safety
DT Health and Safety

Chapter 6 Glossary of Health and Safety Terms

Accident	An undesired event resulting in death, injury, damage to health, damage to property or other form of loss
Allergen	Substance causing an allergic reaction in a person who is sensitive to that substance
Appointed Person	A person who has been nominated to take charge in the event of an accident or illness (and support designated first aiders if present) and has been trained in basic lifesaving first aid techniques (See Designated Person)
Approved Code of Practice	A code of practice, associated with specific regulations that has been approved by the Health & Safety Commission. A Code of Practice is seen as the accepted standard and can be used as evidence in a court of law. It is not mandatory to follow a Code of Practice but, to be acceptable; any alternative must be demonstrated to be of equal measure or better.
Asbestos	Hydrated magnesium silicate in fibrous form
Carpal Tunnel Syndrome	A chronic disorder of the hand and wrist possibly resulting from repetitive work involving repeated wrist flexion or extension
Chronic	Occurring over an extended period of time
Code of Practice	Rules established by regulatory bodies or trade associations, which are intended as a guide to acceptable behaviour. As such they do not have the force of law behind them
Common Law	Source of law that is not written in statute but which has been developed through judicial precedent. A breach of common law could result in a criminal offence or a civil action for damages.
Competent Person	A person who is appropriately trained, qualified, experienced and skilled to undertake specific health and safety duties without risk to their own safety or that of others
Compliance	The act or process of fulfilling requirements
Control of Substances Hazardous to Health	Regulations promoting safe working with potentially hazardous chemicals

Designated Person	A person who has been designated as a first aider at work and has been trained to have the knowledge and confidence to deal with any first aid emergency (See Appointed Person)
Display Screen Equipment	Any alphanumeric or graphic display screen regardless of the process employed to display the information. Typical examples include computer monitors and microfilm viewers
Employment Medical Advisory Service	Part of the Health and Safety Executive, offering advice on work related health issues and on people with health problems returning to work.
Ergonomics	The application of information about human characteristics to design applications, e.g. equipment, tools, work tasks, with the aim of improving safety and efficiency
Fatigue	Transient reduced ability to work as a result of previous activity, resulting in reduced efficiency
Fires	<p>Class A - Fires in ordinary combustible materials such as wood, cloth, paper, etc.</p> <p>Class B - Fires in flammable liquids and liquefiable solids or electrical fires</p> <p>Class C - Fires involving gases.</p> <p>Class D - Fires involving combustible metals such as potassium or sodium</p> <p>Class F - Fires involving cooking oils or fats</p>
Fire Prevention	Precautions designed to avoid an outbreak of fire, reduce the potential for fire to spread and safeguard persons and property in the event of fire
Flammable Gas	Gas that when mixed with air forms a flammable mixture at ambient temperature and pressure
Flammable Liquid	Liquid with a flashpoint below 100°F (37.8°C)
Flammable Solid	Solid that is liable to cause fires through friction, absorption of moisture, etc. or which can be readily ignited
Flash Point	The lowest temperature at which a flame will propagate through the vapour of a combustible material
Freezing Point	Temperature at which a liquid becomes a solid, at normal atmospheric pressure

Glare	When a portion of the visual field has a significantly higher luminance than its surroundings, resulting in reduced contrast
Good Practice	HSE Definition: Those standards for controlling risk which have been judged and recognised by the HSE as satisfying the law when applied to a particular relevant case in an appropriate manner. (See Best Practice)
Hazard	Potential for harmful effects
Health And Safety Executive	Organisation responsible for proposing safety regulations throughout the UK. It is responsible for enforcing, statute, regulations, approved codes of practice and guidance.
Improvement Notice	A statutory notice that is issued by an authorising body such as Health and Safety Executive (HSE), Environmental Health Officer (EHO) or Fire Officer on discovery of a breach of statute. It states that an offence has been committed, what action needs to be taken, the reason for the action and the time deadline by which it must be taken.
Incident (or Near Miss)	A generic term for those events that do not cause harm but which might have done so under different circumstances
Irritant	A substance that produces inflammation when it makes contacts with the skin, eyes, nose, or respiratory system
Liquid Petroleum Gas	LPG consists of commercial Butane, Propane or a mixture of the two. Major hazards are fire and explosion, though asphyxiation is also a danger in low lying areas due to LPG being heavier than air
Manual Handling Operations	Tasks that require a person to exert force in order to lift, lower, push, pull, move, carry, hold or restrain an object
Material Data Safety Sheet	Contain information on the hazards associated with a chemical, along with guidance on its safe use
Near Miss	See "Incident"
Negligence	Can be either the omission to do something that a reasonable person would do when guided by those considerations that ordinarily regulate the conduct of human affairs, or the commission of some act that a prudent and reasonable person would not do.

Permit to Work	Formally delivered criteria for control / risk reduction when undertaking pre-planned work that is hazardous, either because of its location or the nature of the activity.
Policy	A statement of an organisation's strategy for achieving a safe and healthy working environment and the responsibility, organisation and arrangements for pursuing and implementing the strategy
Preventive Maintenance	Maintenance (including inspection, cleaning, and repair) of equipment on a regular basis that is sufficient to prevent unplanned failure
Prohibition Notice	A statutory notice that is issued by an authorising body such as Health and Safety Executive (HSE), Environmental Health Officer (EHO) or Fire Officer on discovery of a breach of statute that presents a risk of serious personal accident. The effect of the Prohibition Notice is to stop the activity from starting or to cause it to cease if it has already started.
Regulation	A statutory device made under a general provision that is contained in an act of parliament. Regulations themselves are approved by parliament and are generally absolute legal standards.
Residual Current Device	An electrical safety device that constantly monitors the electric current flowing through a circuit. If it senses a loss of current where electricity is being diverted to earth (as might happen if a person touches a live conductor), it rapidly shuts down the power.
Risk	A quantifiable expression of the likelihood of injury or harm resulting from a hazard
Risk Assessment	A formal estimation of the likelihood that persons may suffer injury or adverse health effects as a result of identified hazards
Risk Management	The introduction of change or control measures with the intention of eliminating or bringing the level of risk associated with a hazard within acceptable limits
Safe System of Work	A method of working designed to eliminate, if possible, or otherwise reduce risks to health and safety
Safety Culture	A general term for the degree to which the culture of an organisation promotes and cooperates with safe and healthy work practices

Self-Assessment	Assessments performed by individuals (or organizations) to determine how safely they are working and meeting their health & safety responsibilities toward themselves and others
Sensitizer	Substance that may cause a person to develop an allergic reaction after repeated exposure
Stress	<p>That which might result when an event or situation places increased demand on a person's mental or emotional resources. Sources of stress may arise from domestic or social situations as well as occupational circumstances.</p> <p>The individual's response to such situations can lead to health and safety related problems such as depression, cardiovascular disease, musculo-skeletal disorders and an increased tendency to be accident-prone.</p>
Ventilation	Movement of air, usually associated with the introduction of fresh air
Workstation	The combination of equipment items that a user requires to fulfil their allotted tasks. In Display Screen Equipment terms, the components might include: desk, chair, computer monitor, keyboard, processing unit and such ancillary equipment as required by the work, such as document holder or telephone.

Chapter 7 Resources

Organisations

Adventure Activities Licensing Authority

Health and Safety Executive: education, information sources and guidance -

www.hse.gov.uk

Watch your Step in Education - Health and Safety Executive

Health and Safety Executive link to Guidelines on school trips

<https://www.hse.gov.uk/services/education/school-trips.htm>

Safety and Health of Pupils on Educational Visits - Department for Education and Skills

Safety and Health on Educational Excursions: A Good Practice Guide - Scottish Executive

Publications

The Association for Physical Education (UK) www.afpe.org.uk

Safe Practice in Physical Education and School Sport, Association for Physical Education

Teacher net website: <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools> includes information on:

- Safety and health on educational visits
- Managing medicines in schools
- First-aid for schools
- Safe practice in PE
- School security
- Coping with the sudden death of a pupil
- Rights of way through school premises
- Other safety and health material
- Emergency planning