

# ST JOHN'S CE (AIDED) PRIMARY SCHOOL

## VISION STATEMENT

**A School Community, working together, in partnership to develop lifelong learners.**

## HEALTH & SAFETY POLICY

### THE LAW

Health and safety in schools is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE).

In **community schools, community special schools and voluntary controlled schools** statutory health and safety responsibilities fall on the LA (as the employer) and on the Headteacher and other school staff (as employees).

As the management body, **the governing body** must ensure that school staff and premises comply with the LA's health and safety policy and practices (e.g., reporting accidents, first aid provision), and:

- Institute a health and safety policy and advise employees of it;
- Have a critical incident/emergency contingency plan;
- Ensure, **so far as is reasonably practicable**, the health, safety and welfare of teachers and other education staff; the health and safety of pupils in school and on off-site visits; and the health and safety of visitors to schools, and volunteers involved in any school activity;
- Assess the risk of all activities, both in school and off-site; introduce measures to manage those risks, and tell employees about those measures;
- Ensure that staff are competent and trained in their health and safety responsibilities; and are actively involved in health and safety;
- Take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

In practice, the Governing Body may delegate specific health and safety tasks to others at the school.

The Governing Body, and Headteacher, must comply with any direction given to them by the LA concerning the health and safety of persons on the school's premises or taking part in any school activities elsewhere.

In **foundation schools and voluntary aided schools** statutory health and safety responsibilities fall on the governing body (as the employer) and on the Headteacher and staff (as employees).

The governing body, as employer, has a duty (as required by The Management of Health and Safety at Work Regulations, 1999) to:

- Institute a health and safety policy and advise employees of it;
- Have a critical incident/emergency contingency plan;
- Ensure, **so far as is reasonably practicable**, the health, safety and welfare of teachers and other education staff; the health and safety of pupils in school and on off-site visits; and the health and safety of visitors to schools, and volunteers involved in any school activity;
- Assess the risk of all activities, both in school and off-site; introduce measures to manage those risks, and tell employees about the measures;
- Ensure that staff are trained in their health and safety responsibilities; and,
- Take reasonable steps to make sure that the buildings, provision, inspection and maintenance of equipment and materials are safe and do not put the health of users and visitors at risk.

In practice, the governing body may delegate specific health and safety tasks to others at the school. **However, the governing body retains the ultimate responsibility no matter who carries out the tasks.**

### THE ROLE OF EMPLOYEES IN ANY SCHOOL

Employees must take reasonable care of their own health and safety, and that of anyone else who may be affected by what they do at work. They must also cooperate with others who have duties for health and safety by carrying out instructions and reporting unsafe practices. The Headteacher, who has delegated responsibility for the day-to-day management of the school, has a particular role in seeing that the governing body's health and safety policies and procedures are carried out.

**COVERAGE**

A list of Corporate Codes of Practice from Reading Borough Council to be covered in conjunction with the Health & Safety policy is given in Table B.

**ST JOHN’S CE (AIDED) PRIMARY SCHOOL - HEALTH AND SAFETY POLICY STATEMENT**

**1. THE GOVERNORS OF: ST JOHN’S CE (AIDED) PRIMARY SCHOOL will:**

- 1.1 Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the school.
- 1.2 Ensure, as far as reasonably practicable, the health and safety of pupils, staff and volunteers on off-site visits and activities.
- 1.3 Seek improvement to working conditions according to priorities within existing resources.
- 1.4 Recognise their responsibilities when they make available premises or equipment for hire, and will ensure that risks to the safety or health of hirers and other persons are adequately controlled as far as possible.
- 1.5 Ensure that Risk Assessments are carried out within the school using an identified method for recording and to review as appropriate.
- 1.6 Encourage informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised.
- 1.7 Ensure that staff can access training to ensure their competence for their tasks.
- 1.8 Accept the duties that they may hold as a client where they arrange for work through contractors or volunteers. Follow the Council’s guidance for the selection of competent contractors and **will** seek assistance from the Council’s Property Services when necessary. Ensure that volunteers receive adequate instruction and supervision to work safely.
- 1.9 Report all incidents/accidents, using the Accident Reporting Procedure and ensure appropriate follow up action has been carried out.
- 1.10 Review on an annual basis, all accidents and incidents reported to identify trends.
- 1.11 Consult with the school council and inform pupils of their responsibilities for Health and Safety.
- 1.12 Recognise the role of safety representatives appointed by recognised trade unions and co-operate with them so that they may undertake their health and safety related functions, including reasonable paid time off for consultation inspection and investigations.

The following individuals are recognised as safety representatives at the school.

- Name (1) Mrs A Brackstone (Headteacher) (2) Mr D Bickford (Deputy Headteacher)
- (3) Mr G Buick (Assistant Headteacher) (4) Mrs M Pett (School Business Manager)

The Governors and Headteacher will draw this policy to the attention of all staff, and review annually.

Signed: ..... Chair of Governors: .....

Dated: .....

Signed: ..... Headteacher: .....

Dated: .....

## **2. ORGANISATION IN SUPPORT OF HEALTH AND SAFETY**

- 2.1 Schools can be organised in a variety of ways, i.e., on a Headteacher/ Governing Body/Senior Management Team/Departmental basis. The key members are responsible for seeing that their Area of responsibility/Department staff follow the school's policy, and in particular in respect of:
- 2.1.1 Identification and control of risks associated with any hazardous or dangerous substances.
  - 2.1.2 Selection of equipment suitable for its purpose, and ensuring that it is properly used.
  - 2.1.3 Identifying and securing the training needs of members of their Area/Department
  - 2.1.4 Provision of suitable personal protective equipment when required and ensuring that it is properly used.
- 2.2 The Headteacher and Governors recognise the importance of all staff being competent and possessing the necessary current skills, knowledge and qualifications for the use of specialist equipment or facilities.
- 2.3 The Governors will monitor safety performance within the school against the standards recommended by Reading Borough Council and provide an annual summary of their findings.
- 2.4 With regard to premises issues this will include a check of the school buildings, in conjunction with their property surveyor (when appropriate) and prioritisation of needs on the school's SAP. Also ensuring that appropriate training needs of person responsible for premises is delivered, as recommended by Reading Borough Council.
- 2.5 Governors to agree delegation for approval of off-site visits and activities and review on an annual basis. Model policy included in black 'Off Sites' folder (LOCATED IN MAIN OFFICE).
- 2.6 The Governors have appointed the following Governor to have a watching brief for health and safety issues, and bring to their notice such issues that require their attention:
- Mr G Buick (Assistant Headteacher & H&S Governor)
- Assistance on health and safety issues is provided by  
Corporate Safety Dept, Reading Borough Council
- 2.7 All Corporate Codes of Practice (known as CORPS or COPS) are available from Reading Borough Council.
- 2.8 The school will contact Reading Borough Council on an annual basis to obtain any changes/additional CORPS or COPS.
- 2.9 A Health & Safety Audit will be carried out annually by the Buildings & Premises Committee on behalf of the Governing Body.
- 2.10 Control of Contractors – St John's CE (Aided) Primary School expects that contractors working for the school shall work to the same high safety standards as employees and shall not put themselves, the school's staff or members of the public at risk. In order to achieve this, whenever the use of contractors is being considered, an assessment of their health and safety capabilities will be made by looking at policies, procedures, risk assessments and their history of health and safety compliance. Contractors at work will be checked regularly for safe working. The Council reserves the right to stop the work if a contractor is found to be operating in an unsafe manner.

## **3. Appointment of Appropriate Persons**

Schools should appoint appropriate persons for their delegated areas of responsibility within the school (see Table A). They should ensure that new staff have the necessary skills and qualifications on appointment, or are able to receive the necessary training and certification, after appointment or on change of responsibilities or work methods.

## **4. Guidance for Schools**

St John's follows the Policies and Guidance listed in Table A.

## **5. Record Keeping, Monitoring & Review**

Adequate, accurate and consistent health and safety records shall be maintained. The Level 3 manager is responsible for ensuring that there are suitable and sufficient records of their team's activities. Records may be kept on computer or in hard copy, but must be readily available and secure. Details can be found in Table B.

**6. Training Requirements – See Table C**

**DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL****Name of School: St John's CE (Aided) Primary School****Chair of Governors: Mr D langshaw****Headteacher: Mrs A Brackstone****Delegated Senior Manager: Mr D Bickford****Premises Manager: Mrs M Pett****Health & Safety Governor: Mr G Buick****Team Leaders to be advised of Incidents, Injuries and Near Misses**

<b>Area</b>	<b>Location of Policy/Guidance</b>
Incidents/Injuries	Accident Reporting – CORP 01 Yellow Pupil cards/Pink Staff cards - Main Office Accident Reporting book when necessary
Near Misses Violent Incidents	Accident Reporting – CORP 01 Book in Main Office
Critical/Major Incidents Emergency Procedures Updating your Contingency Plan	See Rainbow Plan - Headteacher's Office
External Visit: Outdoor Education and Offsite Visits Management of Educational Offsite Trips Policy for Educational Visits	Off Site Manual – located in main office
Training Evidence	In Training Completed file or individual personal files
Policies	School Policy file or electronically on request
CORPS	In Health & Safety file or electronically on request from RBC

**The following will also be used for guidance:**

- 1. Safe Practice in Physical Education, published by BAALPE (Location to be added)**
- 2. CORPS**

The following documents, known as Corporate Codes of Practice, have been developed to assist Levels 2 & 3 managers in identifying risks to staff, pupils and other members of the public. In many cases they include generic risk assessments that can be tailored to make them school specific.

CORP 001 Accident Reporting

Relates to accidents/incidents (also known as near misses) that occur on school premises where a member of staff, pupil or member of public has or could have been injured. The process also covers

	verbal or physical assaults.
CORP 002 Basic Construction	Refers to all maintenance, repair, construction or demolition work that occurs on school premises that may be carried out by the site controller or contractor that you have chosen.
CORP 003 Asbestos	Details the precautions necessary to protect all users of school premises from the accidental exposure to asbestos.
CORP 004 Cash Handling	Relates to activities where money may be collected, paid out, transported or banked.
CORP 005 Catering	Refers to the health & safety risks in kitchens. Where a contractor provides meals, this will be a useful guide to ensure that the contractor is taking the necessary precautions.
CORP 006 Cleaning	Deals with the risks during cleaning operations such as those carried out by the site controller, school cleaners or contract cleaners.
CORP 007 Confined Spaces	Identifies the hazards of working in confined spaces such as underneath stages, in some boiler rooms, dark rooms or some chemical stores.
CORP 008 Control of Substances Hazardous to Health (COSHH)	Covers handling and use of chemicals in Science classes, exposure to dusts etc in CDT or biological hazards in Biology classes.
CORP 009 Display Screen Equipment	Refers to ICT equipment that is used by staff.
CORP 010 Driving Vehicles at Work	Deals with the risks of driving vehicles such as minibuses for transporting pupils or using staff private cars for home visits. ( <i>Reference should also be made to CORP 031.</i> )
CORP 011 Electricity at Work	Deals with the hazards associated with the use, inspection and maintenance of electric installations and equipment.
CORP 012 Fire Safety	Provides advice on the assessment and prevention from the risks of fire. Includes a self assessment tool to help identify potential fire risks within school buildings.
CORP 013 First Aid at Work	Details the requirements for qualified first aiders for school employees only. (First Aid provision for pupils is not covered by the legislation.)
CORP 014 Health & Safety in Offices	Addresses the requirements for the assessment and control of the risks within school offices.
CORP 015 Personal Safety & Lone Working	Identifies the risks with lone working either within buildings (such as Site Controllers) or for staff who have to carry out visits to pupils homes or other sites. Includes an example of a model lone working policy.
CORP 016 Lifting Operations & Lifting Equipment	Deals with the necessary assessment and control of the risks associated with lifting loads or people by mechanical means, including goods and passenger lifts. ( <i>Reference should also be made to CORP 021.</i> )
CORP 017 Management of Health & Safety at Work	Outlines the principles of an integrated health & safety management system.
CORP 018 New & Expected Mothers	Details the requirements for the assessment and control of the risks to school employees who are

CORP 019 Noise at Work	new or expectant mothers. Deals with the assessment & control of the risks from noise from, for example, woodwork or metal work equipment.
CORP 020 Personal Protective Equipment	Outlines the measures needed for the selection & maintenance of personal protective equipment needed to reduce risks of injury to staff from, for example, chemicals.
CORP 021 Manual Handling	Deals with the assessment & control of the risks from manually moving and lifting loads. Relates to CORP 016 where machinery is also used.
CORP 022 Non-employees	Gives general advice on the control of risks to members of the public and volunteers.
CORP 023 – Agency Workers	Provides advice on the control of risks to agency workers and the information that must be passed to an agency worker’s employer.
CORP 024 - Contractors	Provides advice on the measures needed to ensure that contractors employed by the school follow safe working practices.
CORP 025 – Working at Height	Deals with the assessment & control of the risks from working at height (using ladders, scaffold towers etc).
CORP 026 – Workplace Health, Welfare & Safety	Details the standards for school staff workplace health, safety & welfare.
CORP 027 – Risk Assessment	Provides a guide for carrying out risk assessments. Includes a template form and recommended scoring system.
CORP – 028 Sharps	Deals with the assessment & control of the risks from all sharps including drugs paraphernalia.
CORP 029 – Communicable Diseases	Provides advice on the general risks from infectious diseases that are likely to be encountered within the workplace.
CORP 030 – Exclusion & Incident Procedure	Details the procedure for excluding members of the public (not pupils) from Council buildings.
CORP 031 – Fleet Management Policy & Procedures	Includes all of the procedures for managing fleet vehicles (selection, maintenance & testing). Also drivers’ responsibilities whilst driving fleet (school), pool or private vehicles whilst on school business.
CORP 032 – Smoking at Work	
CORP 033 – Operation in or around floodwater	

### **3. POLICIES**

St John’s has the following policies to be read in conjunction with the Health & Safety policy:

- Medicines in Schools (RBC) Policy
- Child Protection & Safeguarding Policy
- Accessibility Policy
- Drugs Policy
- Head lice Policy
- Health Education Policy
- ICT E-Safety Policy
- Intimate Care Policy
- Lone Worker Policy
- Positive Handling Policy

Special Educational Needs Policy  
Visitors Policy

#### **4. PROCEDURES**

The following procedures will be followed with regard to children at St John's.

Head bump procedures  
Medicines in School

#### **5. RISK ASSESSMENTS**

Can be located in the Headteachers office, the SBM's office and in the staff room and includes a section on Safety Guidelines.

## TABLE B

The Record keeping/monitoring/review arrangements in place are summarised below:

Safety Audit  
Inspection Report (CHSU)  
Accident/Incident Report together with investigation findings  
Safety Representation Reports (Recognised Trade Union/Professional Association)  
Property Services Report – Capital Support  
Fire Risk Assessment  
Legionella Risk Assessment  
PAT Testing  
Risk Assessments (kept securely if relating to an individual)  
Records identifying the Health & Safety training received  
Copies of any correspondence with the HSE/other authority relevant to the service  
Governors Annual Report  
H & S Committee Inspection  
Annual Safety Self review  
Self Audits  
Asbestos Register  
Electric and gas installations  
Powered gates  
Lifts and Lifting equipment

**TABLE C**

**Level 1 & 2 All staff**

Level 1 & 2 training is designed to inform staff about the practices and procedures contained within this Policy and to provide sufficient knowledge for them to be able to carry out their work in a safe manner. The training should be completed within three months of starting a new job.

- Must act in a manner to protect and promote their own health and safety and that of colleagues, members of the public and others.
- Must co-operate with the efforts of management to ensure effective health and safety.
- Must attend training provided, read documentation provided and put into practice all instruction intended to ensure effective safety.
- Must report all accidents/incidents, near misses and hazards immediately to their line manager.
- Must respect and make proper use of all equipment provided.
- Must wear any personal protective equipment (PPE) that has been provided.
- Must refer any health and safety issues they feel they are not authorised to deal with to the next level of responsibility.
- Must carry out any specific health and safety duties that have been allocated to them as part of the normal work activity. Where for any reason those duties cannot be carried out, they must report these issues to their line manager immediately.
- Will implement this Policy, relevant Codes of Practice, risk assessments and Local Safety Practices in the area under their control.
- Will ensure that health and safety work is prioritised to meet declared targets.
- Will support and monitor the safety performance of those reporting to them, in particular through the 1:1 and Appraisal performance management process.
- Will undertake safety inspections at appropriate intervals in the area under their control and will take action to correct problems identified.
- Will establish and enforce safe systems of work for all tasks under their control.
- Will ensure that any statutory records that are required, are accurate and consistent.
- Will carry out and periodically review the risk assessments relevant to their section.
- Will carry out investigations into accidents and incidents, when required to do so.
- Will ensure that new staff understand all relevant risk assessments, Codes of Practice and LSPs at a 1:1 meeting in the first four weeks of their employment and ensure that there are appropriate records of this are in place.
- Must refer any health and safety issues they feel they are not authorised to deal with to the next level of responsibility.

**Level 3 & 4 – Members of the Senior Leadership Team, Caretaker and School Business Manager**

**The caretaker is required to sit at Level 1 / 2. The Headteacher is the responsible person and can delegate responsibilities however it is not advisable for the caretaker to be given Level 3 Health & Safety responsibility.**

- Will take responsibility for the implementation of this Policy in the areas under their control.
- Will ensure that suitable health and safety targets are contained within service plans, Appraisals and 1:1's.
- Will carry out a Health & Safety Self-Audit of their area at least annually to ensure that:
  - All statutory and manufactures' recommended inspections and records for fire safety, asbestos management, Legionella control, electric and gas installations, portable appliance tests, lifts and lifting equipment, powered gates, local exhaust ventilation, work equipment and vehicles are in place. (Note: Property Services will hold many of these records when they are providing a planned preventative maintenance service.)
  - All appropriate risk assessments for their area are carried out, recorded and reviewed.

- All accidents and incidents within their area are thoroughly investigated and any remedial actions carried out.
  - Health and safety information is effectively communicated within their area
  - Their staff to receive adequate and appropriate training and supervision.
  - Relevant Codes of Practice are followed and that Local Safety Practices are prepared and put in place as required.
  - Suitable health and safety monitoring is carried out during projects and contracts.
- Will liaise with the Corporate Health and Safety Team to ensure that the Council's safety policies and initiatives are appropriate to their area.
  - Must refer any health and safety issues they are not authorised to deal with to the next level of responsibility.
  - Must attend or be represented at the relevant Directorate Health & Safety Committee.
  - Will contribute towards the development of the Directorate Health & Safety Action Plan.
  - Will ensure that all Health & Safety self-audits in their service areas are carried out.
  - Will ensure that health and safety considerations are made during project planning.
  - Will ensure that health and safety risks are considered during the business risk management process.
  - Will ensure that suitable resources are available to enable the requirements of this policy to be carried out.
  - Will support and monitor the safety performance of those reporting to them, in particular through the Appraisal and 1:1 system.