

Inmans Primary School

Health and Safety Policy

Date	Written By	Approved by	Review Date	Approved by Governors
March 2021	C. Bunker	S. Fellows	March 2022	

Inmans Primary School recognises the benefits of a positive health and safety culture in promoting an effective learning environment in which employees, students and visitors are protected from harm.

We also appreciate that whilst managing our activities we need to be risk aware, but not necessarily risk averse.

The policy of this school is to provide and maintain, so far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work for all employees and other persons and to provide such information, training and supervision as is necessary to achieve this aim.

Inmans have, in accordance with the councils Corporate Safety Policy, devised this specific safety policy to record their own commitment, in terms of time, resources, finance and effort, to the health, safety and welfare of all affected by our activities, and to state our own arrangements.

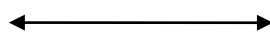
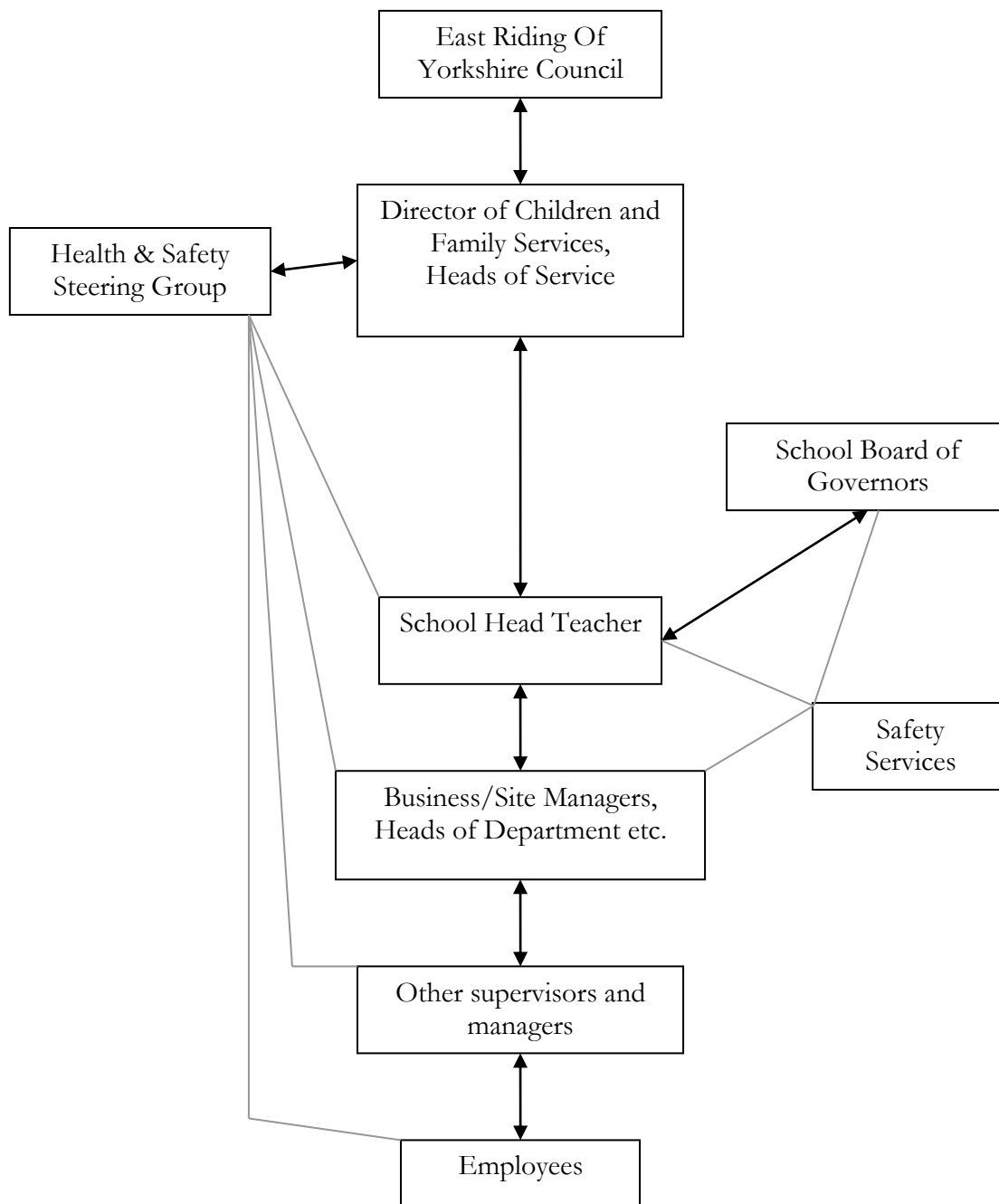
The Policy will be reviewed on an annual basis or when changes in legislation so warrant.

AIMS OF THE POLICY STATEMENT

The aim of the Policy is to ensure that reasonable action is taken to ensure the health, safety and welfare of all persons using the premises:

- 1) to establish and maintain a safe and healthy environment throughout the school;
- 2) to promote and maintain safe working procedures for employees and other persons;
- 3) to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- 4) to ensure the provision of sufficient information, instruction, training and supervision;
- 5) to maintain a safe and healthy place of work and safe access and egress from it;
- 6) to produce effective emergency evacuation procedures;
- 7) to produce adequate accident reporting procedures;
- 8) to provide and maintain adequate welfare facilities;
- 9) to make any special arrangements as may be necessary to ensure the health and safety of any disabled person using the premises.

Lines of Responsibility



Lines of authority/accountability



Available lines of guidance & support

Roles and Responsibilities

School Governors

Governing bodies must act as a corporate body.

The governing body carry out their function with the aim of taking a largely strategic role in the running of the school. This includes setting up a strategic framework for the school, setting aims, objectives and policies and targets for achieving the objectives and reviewing progress.

In foundation and voluntary aided (VA) schools the governing body as the employer has overall responsibility for health and safety matters. In community and controlled schools the local authority has overall responsibility.

In all cases the governing body will ensure: -

- A health and safety policy has been produced reflecting the health and safety management arrangements specific to their individual school;
- A school health and safety management plan is agreed and implemented in line with the Council policy;
- Risk assessments are carried out;
- All health and safety matters within the school are effectively managed;
- Wellbeing of the Headteacher and all members of staff remains a high priority and that a wellbeing policy is implemented and managed effectively at all levels.
- An annual audit is completed, in addition to a termly inspection by the Governors health, Safety and Buildings Committee.

Headteachers

Headteachers under the direction of the governing body are responsible for implementing the corporate and directorate health and safety policies and the school's health and safety policy. To achieve this, Headteachers must: -

- Produce and maintain a school specific health and safety policy and supporting safety procedures. Guidelines from Safety Services should be used in the event that the school does not introduce their own;
- Ensure that all health and safety matters within the school are effectively managed;
- Produce, monitor, review and report progress on the school's health and safety plan to the board of governors;
- Arrange for appropriate consultation with employees in the workplace;
- Ensure all new employees receive a suitable and sufficient safety induction;
- Ensure the wellbeing of all staff remains a high priority and that the wellbeing policy is implemented and managed effectively at all levels;
- Ensure that suitable and sufficient risk assessments are carried out, reviewed and that safe systems of work are developed and communicated to all staff;

- Ensure appropriate equipment, tools and protective equipment is provided to enable work to be done safely. Maintain it and where necessary to ensure safety, inspect it appropriately with records of inspections maintained;
- Ensure relevant statutory inspections take place within their school;
- Ensure all accidents, incidents and dangerous occurrences are investigated and recorded promptly in accordance with the accident reporting procedure;
- Ensure that an educational visits co-ordinator is appointed and that visits are managed safely;
- Ensure that formal health and safety inspections are carried out at least once each term and remedial action taken where necessary.
- Ensure that health and safety is a standard agenda item on appropriate staff meetings.

These duties may be delegated to other responsible managers, but oversight and responsibility remain with the Headteacher.

Business Manager, Site Manager, Assistant Head and Phase Leaders

Managers are responsible and will be held accountable for achieving compliance with this policy within their area of service delivery.

They are responsible for the duties delegated to them by the Headteacher.

In particular they have the following responsibilities;

Business Manager

- For ensuring that all communications regarding Health and Safety are received by the Head Teacher.
- Ensuring annual checks of equipment are undertaken and reports forwarded to Head & Governors (PAT Testing, PE equipment, Adventure playground,)
- Cyclical maintenance checks undertaken and action undertaken for any issues identified
- Risk assessments updated & reported to Headteacher and governors
- Fire Safety checks/Fire Extinguisher checks/Fire Log Book including fire drill reports
- For ensuring that all visitors to the school sign in and understand the Safeguarding Statement.
- For ensuring that all contractors have signed in and are given relevant manuals
- Ensure all accidents, incidents and dangerous occurrences are investigated and recorded promptly in accordance with the accident reporting procedure;
- Maintenance and upkeep of first aid materials
- Identification and arrangement of staff health and safety training needs
- Overseeing the maintenance and servicing of site and equipment arrangements

Senior Management Team and other staff with responsibility for managing others

The following share responsibility for the day-to-day welfare of the teams they lead:

- Headteacher
- Business Manager

Caretaker

- The maintenance of building documentation, records and site maintenance manuals
- Dates of all system and equipment checks incl. Boilers, fixed wire, gas, PHS etc.
- Daily site check
- Site checks for defects
- Site security
- Gullies & gutters
- Fire System checking (weekly)
- Emergency Lighting check (monthly)
- Water checks (temperature)(weekly)
- Drainage and checking of drains
- Central heating
- Snow and path clearing

Employees

Every employee is expected to co-operate with the Council, Board of Governors and the Headteacher on all aspects of health and safety and in accordance with section 7 of the Health and Safety at Work etc Act take reasonable care of their own safety and that of others who may be affected by their acts or omissions.

Furthermore, the following requirements are expected of every employee: -

- Carry out assigned tasks and duties in accordance with the information, instruction and training given, following agreed risk assessments and safe methods of working;
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of safety, health or wellbeing, or to do anything likely to endanger themselves or others;
- Use tools, equipment and materials provided for their intended use only, in accordance with the information, instruction and training they have been given ensuring that damaged faulty equipment is not used and reported to their supervisor/line manager;
- Through the Performance Management Review process and regular meetings, cooperate with managers in identifying any training needs, including updates and refresher training;
- All employees have a responsibility to act immediately upon discovering or receiving a report of a workplace hazard to rectify or otherwise make the situation safe,
- Raise any concerns about their wellbeing in an open and frank way so that appropriate support can be given and action taken to address these concerns in line with the Council's wellbeing policy;
- Report all accidents and any unsafe practices or conditions to their supervisor/line manager.

GENERAL RESPONSIBILITIES – Staff

- 1a) No class of primary age children should be left for any reason in an emergency and even then a colleague or the Head Teacher should be made aware of the situation and asked to keep an eye on them.

- 1b) Sharp craft tools must be stored safely and when in use constant supervision must be exercised.
 - 1c) A particularly high level of supervision must be exercised when children are assisting in the movement of equipment
 - 1d) No child must be allowed out of school during school hours unless there is clear evidence of a request from the parent or guardian. The Head Teacher must be notified and any letter making such a request should be kept until after the pupil's return.
 - 1e) In all but exceptional circumstances, agreed by the Head Teacher and the parents, all children leaving during school hours must be collected by an adult and not be allowed to leave school unaccompanied. The adult must complete the signing out book and must be over 16 years of age.
- 2) In the absence of the Head Teacher, an Assistant Head or phase leader will discharge the above responsibilities.
- 3) In addition to the overall responsibility of the Head, the following have delegated responsibility in the areas shown:

	Area	Special Responsibility
All teachers	Corridors before and after breaks. Own classroom / area Computer suite Staff Room Resources Areas Store Rooms PE Stores Playgrounds and field	Day-to-day safety
Business Manager	School Offices Reception Area	Day-to-day safety
Caretaker / Cleaner	Caretaker's store room and cupboard	Day-to-day safety
Business Manager	Dining Hall Packed lunch room (classroom) Playgrounds (lunchtime) Field (lunchtime)	Day-to-day safety

Stocking of First Aid boxes in classrooms and the main office.	Resources Manager
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- 4) All staff have the responsibility to co-operate with the Head Teacher to achieve a healthy and safe workplace and to take reasonable care of themselves and children.
- 5) Whenever a teacher or supervisor notices a health or safety problem which they are not able to put right they must straight away tell the appropriate person.

Arrangements for the Management of Health & Safety

Policy and Guidance

School policies and guidance are produced and regularly reviewed. These will be brought to the attention of all relevant employees at induction on first appointment and thereafter, following any significant change.

These arrangements should be read in conjunction with those contained in the Directorate and Corporate Health and Safety Policies.

Health & Safety Advice

Advice is available from the council's safety services section and in addition to visits, e mail and telephone advice, has a range of guidance documents and resources available on their Insight Intranet pages.

Consultation on Health, Safety and Wellbeing

The school will:

- Consult with employees about matters affecting their health, safety and wellbeing,
- Ensure that health and safety is a standing item on all team and management meetings,
- Where requested under the Safety Representatives and Safety Committees or the Health & Safety (Consultation with Employees) Regulations form a school Health and Safety Committee.

Training

All employees, including temporary and agency employees will receive,

- Induction training – on commencement of employment or immediately after any significant change to their duties, responsibilities or place of work, It will include:
 - Emergency procedures
 - 1st aid arrangements
 - Accident reporting
 - Hazard/safety issue reporting
 - Location of policy, guidelines and other relevant documents
 - Relevant risk assessments and safe systems of work
 - Smoking restrictions
 - A tour of the premises/site
 - Other relevant information
- Competency based training – relevant to the individual's role and development needs will be identified by managers and headteachers and delivered by the most efficient means, e.g. specialist courses or local in house team discussions.

Records of competencies, skills and training will be kept for management purposes.

Audits

The school governors and headteacher are expected to ensure that the school's health and safety management systems and records are audited once per year to identify any weaknesses and areas for improvement.

Inspections

Periodic health and safety inspections (including Fire Safety & play equipment) will be carried out by the headteacher or those delegated with the task. The frequency of inspection of any particular item or topic may vary from daily, weekly, monthly, six monthly or annually as required by legislation (Statutory Inspections), risk assessment or good practice.

General health and safety inspections of the premises and site will be carried out at least once per term by a member of school staff in conjunction with governors where possible.

Results of inspections, including any remedial actions, will be recorded.

Risk Assessments

All school activities will be subject to a risk assessment and where there are any significant risks identified, they will be recorded.

The process of recording a risk assessment will include identifying the relevant control measures and devising a safe system of work that the person carrying out the task follows to ensure the health and safety of themselves and others who may be affected.

Health Surveillance

Where required by specific legislation and/or a risk assessment, health surveillance will be carried out to monitor and ensure that the individual suffers no work related adverse effects from their employment at our school.

Emergency Procedures

The school will ensure that there are written procedures in place that are to be followed in the event of an emergency that may affect the occupiers of the school premises or site including those temporarily off site on educational visits.

The procedures will extend beyond fires and bomb threats and will also consider any other significant threat.

Where necessary, training will be delivered to anyone with specific roles to play within the procedures and this may extend to practice drills, e.g. fire drills.

Other arrangements to ensure that safety systems are maintained and tested will be put in place.

Accidents, Injuries, Diseases and Dangerous Occurrences

The Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) stipulate that certain events have to be reported to the Health and Safety Executive (HSE). It is essential that the guidance from Safety Services is followed in a timely manner so that accidents are recorded, investigated and reported to the HSE appropriately. Further guidance and documents are available: <http://insight.eastriding.gov.uk/directorates/cr/hr/safety-services/accidents/>

Employment of Young or Vulnerable People

The safety of young (under 18 years) and vulnerable people (under 25 years) has to be subject to a specific risk assessment and/or a review of relevant existing risk assessments to take account of their inexperience and ensure they are not subject to any additional risk of harm or injury. The parent or carer must be provided with comprehensive and relevant information before the young person begins work.

Other Statutory Arrangements and Regulations (Thorough Inspections, Asbestos, Water Hygiene etc.)

Where relevant, the school headteacher will ensure that appropriate management arrangements are in place to maintain premises, equipment and systems in a safe condition.

Contractors and Self Help Maintenance or Construction

Visiting contractors must be managed whilst on the school site.

Information about the risks, hazards and control measures (e.g. emergency procedures, asbestos, segregated area of work, etc.) that each party will be exposed to for the duration of an activity must be exchanged.

School staff must raise any concerns about contractor safe working practices immediately, if it looks wrong or anyone is unsure, stop and ask. Seek further guidance if necessary.

Any proposal to engage contractors to carry out construction activities must follow all permissive protocols (internal, planning, building control, etc.) before activity commences. Such projects must comply with the Construction, Design and Management Regulations which places duties on Clients (the school), designers, contractors etc. The 'Schools Self Help Contract Monitoring Form' must be submitted to Safety Services. Further guidance can be obtained from Safety Services (<http://insight.eastriding.gov.uk/directorates/cr/hr/safety-services/safety-topics/construction-design-management/>) or Infrastructure & Facilities.

Safeguarding and Security

The school will have in place measures to safeguard young people, vulnerable individuals, and visitors including;

- a site security policy
- security measures
- consistent supervision of children
- appropriate disclosure and barring checks
- visitor signing in and identification arrangements

Please also see the school safeguarding policy and procedures.