

Cottenham Primary School



HEALTH AND SAFETY POLICY

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|---------------------------|--|-----------------------------|------------|--------------------|------|-------------------------|-----|--------------------|---------------------|-----------------------------|
| Dated: | Autumn 2 2022 | | | | | | | | | |
| Reviewed by: | Premises, Health and Safety Committee | | | | | | | | | |
| Next Review: | Autumn 2 2023 | | | | | | | | | |
| Equality Review Checklist | <p>In reviewing this policy due consideration must be given to the impact that changes may have on issues of equality for the protected groups:</p> <table><tr><td>Age</td><td>Disability</td><td>Religion or belief</td></tr><tr><td>Race</td><td>Pregnancy and Maternity</td><td>Sex</td></tr><tr><td>Sexual orientation</td><td>Gender reassignment</td><td>Marriage/civil partnerships</td></tr></table> <p>If the equality of a protected group is likely to be compromised by changes to the policy then please complete an equality risk assessment and tick here: <input type="checkbox"/></p> | Age | Disability | Religion or belief | Race | Pregnancy and Maternity | Sex | Sexual orientation | Gender reassignment | Marriage/civil partnerships |
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| Race | Pregnancy and Maternity | Sex | | | | | | | | |
| Sexual orientation | Gender reassignment | Marriage/civil partnerships | | | | | | | | |

Please note that this policy may be subject to temporary amendment as a result of restrictions imposed during the Corona Virus pandemic

Statement of General Policy on Health, Safety and Welfare

Cottenham Primary School believes that health and safety is paramount in all areas of its business activities. The School is committed to providing its employees with safe places of work that do not impact negatively on their health and well-being.

Cottenham Primary School is also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its stakeholders or anyone else that could be negatively impacted by its activities.

The school aims to achieve this commitment by adopting the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management;
- Taking a risk-based approach to School activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of business aims and objectives;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of the School's health and safety aims and objectives;
- Involving employees from all levels of the organisation in the delivery of health and safety aims and objectives;
- Providing information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment;
- Setting targets and objectives to encourage continuous organisational health and safety improvement;
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.

The senior leadership and management teams are accountable for the management of health and safety and for the implementation of the school's health and safety policy in their areas of control.

Employees have a duty to protect themselves and others by working safely, co-operating with the senior leadership and management teams, observing all relevant information and instructions and reporting any health and safety matters, with appropriate urgency to either the site manager or the senior leadership team.

[Insert signature]

[Insert signature]

Simon Gibbons *Chair of Governors*

James Kilsby, *Headteacher*

[Insert date]

[Insert date]

Organisation and Responsibilities for Health, Safety and Welfare

In order to ensure that health and safety issues are dealt with in accordance with our establishment's safety policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

The Duties of the Governing Body

The Governing Body has overall responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Headteacher the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.

- The Premises, Health and Safety Committee liaise with the Finance Committee and report to the full Governing Body
- The Premises Health and Safety Committee are responsible for Health and Safety walks around the school and ensuring the Health and Safety Policy is reviewed annually
- Completion of action points
- Review of any policies that impact on Health and Safety compliance

The Duties of the Headteacher

The Headteacher has day to day responsibility for ensuring compliance with this Health and Safety Policy Document, In consultation with the Governors the Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Headteacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.

- Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations
- Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy
- Adequate staffing levels for safe supervision
- The delegated responsibility for maintenance of the premises
- The purchase of equipment to meet appropriate safety standards
- The repair, maintenance and testing of school equipment
- The provision of appropriate protective clothing where necessary
- The purchase and maintenance of first aid materials and fire fighting appliances
- The funding of necessary safety training for staff
- The arrangements for securing health and safety assistance from a competent source
- The appointment of a Site Manager
- The provision of appropriate health and safety information to governors
- Oversee all arrangements for educational visits and school journeys
- Arrange for termly evacuation drills.

The Headteacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the school.

The Duties of the Deputy Headteachers and Assistant Headteacher

The Headteacher will delegate to the Deputy Headteacher and Assistant Headteacher, the majority of the duties that are linked with the overall responsibility of the Headteacher when absent.

The Duties of the Senior Management Team and Team Leaders

The senior management team is responsible for ensuring the application of this policy to all activities undertaken. They will also have responsibilities for ensuring that all relevant parts of the Local Authority's statement are observed and implemented by all. In particular:

- Ensure that risk assessments are undertaken, control measures are implemented, and that assessments are monitored and reviewed
- Ensure that appropriate safe working rules and procedures exist and that these are brought to the attention of everyone concerned
- Ensure that all accidents (including near misses) are promptly reported and recorded using the appropriate forms
- Ensure that all significant accidents are investigated with a view to preventing a recurrence
- Ensure that all staff are aware of their specific roles in case of fire and/or emergency
- Ensure that adequate levels of class supervision are available at all times
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including the Children, Families & Adults Learning Directorate, CLEAPSS, DfE, AfPE etc., and ensure that all staff are aware of, and make use of such guidance including that available in electronic format
- Identify specific staff health and safety training needs
- Consult with all staff on any matters which may affect their health or safety whilst at work
- Carry out induction training including any specific information and training that may be necessary because of activities which are particular to the school
- Ensure that levels of first aid provision remain adequate for the activities being undertaken
- Resolve health and safety problems referred by members of staff. Any problems that cannot be satisfactorily solved by individual staff, must be referred to the Headteacher

The Duties of the Site Manager

The Site Manager has responsibility for ensuring compliance with the school Health and Safety Policy Document and taking effective action and/or referring to the Headteacher any health and safety issues that arise. This includes stopping of any practices or the use of any tools, equipment etc., which are considered unsafe.

The Site Manager is responsible to the Headteacher. Other duties include:

- Ensuring that risk assessments are undertaken throughout the school and grounds, that control measures are implemented, and that assessments are monitored and reviewed
- Arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe
- Taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.
- Participating in the biennial health and safety audit paying particular attention to the building structure, services, access to/egress from the school, main circulation areas etc.

- Ensuring that out of school hours workers are adequately supervised
- Identifying any particular health and safety training needs for workers responsible to the position of Site Manager, eg cleaning staff
- Ensuring that staff he is responsible for are not involved in activities outside their limitations.
- Ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- Ensuring that all staff work in accordance with safe working practices issued by the school, the LA etc.
- Advise the Headteacher, the Governors and the LA of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in the local asset management plan and take any necessary action to minimise the risk until repairs can be arranged
- Liaise with and monitor the activities of contractors, cleaning and grounds staff to ensure that any risks to the health and safety of staff and others are kept to a minimum
- Ensure that good standards of housekeeping/cleaning are maintained
- Operate weekly fire alarm tests.

Safety Co-ordinator – Chair of Premises

The Safety Co-ordinator's role is primarily that of facilitator. The Safety Co-ordinator may take on certain functions but the overall responsibility rests with the Head of Establishment. The core duty is to ensure that there is a management system established for the management of health and safety. The duties include:

- Review this policy statement as necessary and ensure that the appropriate amendments are made as and when circumstances change.
- Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises.
- Review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements.
- Ensure termly evacuation drills and weekly fire alarm tests are in place at the second Premises meeting of every term.
- Ensure the LA are advised of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and support whatever local action is necessary to minimise the risk until repairs can be arranged.
- Co-ordinate the Premises, Health and Safety agenda plan, ensuring all areas of the establishment and all activities are covered.
- Being informed by the Site Manager, Head/Senior Managers of any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available.
- Liaise with the Finance Committee

Duties of the School Business Manager

The School Business Manager's role is primarily that of facilitator. The School Business Manager may take on certain functions but the overall responsibility rests with the Headteacher of the school. The School's Business Manager's duty is to ensure that there is a management system established for the management of Health and Safety. The duties include:

- In liaison with the Site Manager advise the LA of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged
- In liaison with the Site Manager arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe

- Co-ordinate the annual health and safety checklist with the Site Manager, ensuring all areas of the establishment and all activities are covered
- Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available
- Liaise with and monitor as far as is reasonably practicable the activities of catering staff, visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum

Duties of Teaching Staff, including Supply Teachers and Teaching Assistants:

Teaching staff have a day to day responsibility for ensuring compliance with this Health and Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them both on site, eg classrooms, school grounds, and off site eg school trips. Teachers are responsible for the immediate safety of the pupils in their classroom. They are responsible for the organisation of their own classroom and associated equipment, and as such it is their responsibility to ensure that is maintained to a high standard with respect to health and safety issues.

- The class size, the abilities of the pupils involved and the activities to be undertaken will all need to be considered
- Ensure effective supervision by undertaking assessment of any risk ahead of potentially hazardous activities.
- Be aware of the school's Health and Safety Policy
- Ensure that safety instructions are given to all pupils prior to commencing practical sessions
- Know the location of the nearest fire fighting equipment, first aid box and qualified first aiders.
- Know the location of epipens, inhalers and any other individual child's medical equipment.
- Know the emergency procedures in respect of evacuation of the building and procedures regarding bringing pupils inside, away from serious incidents that may arise outside.
- Ensure that pupils follow safety rules and that protective clothing is worn where appropriate.
- Ensure that all personal protective equipment is suitable and in good condition prior to use eg. cooking.
- Ensure safety guards eg machinery guards are in good condition and are used.
- Report any defective equipment to the Site Manager or Business Manager or School Management Team
- Investigate all significant accidents (in conjunction with a member of the School Management Team), which occur through activities organised or supervised by themselves.
- Propose for consideration by the School Management Team any improvements which they consider may improve health and safety standards within the school.
- Ensure they remain alert to any changes in their classrooms, common areas and cloakroom areas and report any hazards immediately to the Site Manager or Headteacher.
- Ensure that all equipment is used in the manner for which it was designed.

Duties of Employees including temporary staff

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. Employees and temporary staff must comply with the school's Health and Safety Policy Document and procedures at all times. They must co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received. They must report to their immediate line manager any hazardous situations and defects in equipment found in their work places and report all incidents in line with current incident reporting procedure. Employees and temporary staff must act in accordance with any specific health and safety training

received and inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements. They must exercise good standards of housekeeping and cleanliness.

- Employees will conform to requested Health and Safety behaviours as requested by the Headteacher
- Employees will proactively report near misses to the Headteacher, Deputy Headteacher's or Assistant Headteacher and fill in the proforma located on the notice board in the staff room
- Employees will report any minor accidents or incidents to the Headteacher, Deputy Headteacher's or Assistant Headteacher and fill in the green incident forms located in the staff room
- Employees will immediately report in person to the Headteacher, Deputy Headteacher's or Assistant Headteacher, any accident to staff that result in the need for first aid and these will be recorded in the Medical Book
- Employees will be given the Health and Safety Policy annually and will sign to say they have read it, and will follow policies and procedures within it. A record of this will be kept on the Single Central Record

The Duties of Pupils

Pupils in accordance with their age and aptitude are expected to exercise personal responsibility for the health and safety of themselves and others. They are expected to observe the health and safety rules of the school and in particular the instructions of staff given in an emergency. They must not wilfully misuse, neglect or interfere with anything provided for their health and safety.

- Pupils have the chance to practise emergency evacuation, and outside evacuation to indoor, procedures at least termly
- Pupils are advised of any Health and Safety issues directly pertaining to them at assemblies as and when needed
- Assemblies are used to reinforce safe behaviours
- Pupils are able to report unsafe behaviours to adults
- Pupils are taught about internet safety and are expected to follow the rules and guidelines at all times that are within the school's E-safety Policy and the ICT Acceptable Use Policy

School Health and Safety Representatives

The Governing Body and Headteacher recognise the role of Health and Safety Representatives who may be appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time and, wherever possible, outside teaching time. Trade Union Representatives are entitled to certain information, eg relating to accidents. They are entitled to paid time away from the workplace to train for and carry out their health and safety functions. Trade Union Representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

Premises, Health and Safety Committee

The school has established a Premises, Health and Safety Committee which meets half termly. The purpose of the committee is to ensure the safety of everyone involved in the school. The committee inspects the premises, writes and ensures implementation of risk assessments. Membership of the committee comprises of:

- Headteacher
- Deputy Headteacher, one of two
- Site Manager

- School Business Manager
- Teaching Assistant
- 3 Governors, one of whom is the chair of the committee

The Premises, Health and Safety Committee will submit minutes and risk assessment to every Full Governing Body meeting.

The Duties of the External Visits Co-ordinator

The External Visits Co-ordinator (EVC), ensures that all off-site activities and Educational Visits Regulations and standards for off-site visits are followed. The EVC works with Group Leaders, usually class teachers, to ensure the aim of the educational visit is achievable and in line with those of the school.

- The EVC is the Headteacher.

The Duties of Volunteers and Parent Helpers

Volunteer and parent helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school premises or on a school trip or visit.

- Information is provided in the Volunteer Induction pack and specific Health and Safety issues are explained at the parent/helper induction meeting.

The Duties regarding Contractors (non payroll)

The School Business Manager and the Site Manager are responsible for the control of contractors on site. They will ensure:

- There is an exchange of health and safety information
- Approve risk assessments and method statement and frequency of liaison meetings
- Obtain the name of the person responsible for monitoring contractor's working methods prior to the commencement of any works at the school
- Ensure staff know how to report concerns and to whom
- Liaise with contract supervisors in reference to Cambridgeshire County Council 5cs system

Arrangements & Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Communication:

The school recognises the importance of communication to all stakeholders, volunteers, contractors etc. This is done by:

- Staff induction packs
- Volunteer induction packs
- Leaflets for visitors
- Contractors sign the 5C book

Consultation with employees

The school recognises the importance of consulting with employees on health and safety, this is done in the following ways:

- Premises, Health and Safety committee
- Weekly staff meetings for teachers and teaching assistants
- Recording forms for accidents, near misses and incidents.

Accident Reporting, Recording & Investigation

Employees must report all accidents, incidents, dangerous occurrences, violence incidents, verbal abuse and near misses in accordance with the County Accident Reporting Procedure.

- All accidents, dangerous occurrences, and near misses must be reported on the standard County Council Incident Reporting Form (IRF 96).
- Violent incidents and verbal abuse must be reported on the standard County Council Incident Report (IRF96) Form. NOTE: In the case of violent incidents and verbal abuse, the HSE report form will be used as an additional record. (See Appendix a.)
- “Near Misses” must also be reported. These are incidents that occur but where no injury or damage is sustained but could, potentially, have been serious incidents. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.
- The Headteacher must ensure that they have seen each IRF(96) before they are sent to Shire Hall. A copy should be kept at the establishment and either centrally filed or held on the personal file of a staff member or pupil/child. NB Faulty systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.
- The Senior Leadership Team must investigate accidents and take remedial steps to avoid similar instances recurring.

- Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect. The Site Manager should be made aware of this and any other issues concerning safety.
- All deaths and major injuries must be reported immediately to the Health and Safety Team by telephone on 01223 699123.
- The IRF96 must be completed and sent to the Health & Safety Team for absences through accident for periods of 7 days or more (including weekends and holidays), or when a non-employee attends hospital following an accident whilst at work. Please refer to the IRF96 guidance for full details of reportable incidents. Full guidance and copies of the form are located on the Learn Together Portal (Resource id 3904).

Asbestos

The Site Manager is responsible for asbestos, location of asbestos survey, arrangements to ensure contractors and others such as site supervisors etc. have sight of survey prior to starting any work on the premises, instruction to staff not to drill or affix anything to walls without first obtaining approval from the Site Manager.

Contractors

The majority of contractors are organised and selected by our property managers, PCM Ltd., who ensure all practice procedures are in accord with CCC guidelines. Each agency or service that contracts with the school will be required to provide evidence that it adheres to safe working practice.

Curriculum Safety [including out of school learning activity/study support]

Suitable (written) risk assessments are undertaken prior to commencing any activities or visits outside school. For activities off site, staff are required to complete relevant documents as outlined on the 'Evolve' website and must obtain official approval by the Headteacher prior to commencing the visit. Health & safety is written into the lesson scheme of work. Specification of staff qualification requirements to teach certain activities, refer to any health and safety publications adopted by the school which staff must be familiar with e.g. "Safety in PE".

Drugs & Medications

See: Supporting Children with Medical conditions policy

Electrical Equipment [fixed & portable]

Electrical equipment is checked regularly by contract with a licensed electrician. Records are maintained and available in the Site Manager's office.

Staff should carry out a visual inspection of electrical items before use and any item which is deemed unsafe should be removed and the Site Manager informed.

Staff should be aware that any personal electrical items brought into school should not be used unless they have been PAT tested and carry certification.

Fire Precautions & Procedures [and other emergencies incl. bomb threats]

See:

School's Fire Emergency Plan

Critical Incident Management Plan

- RA's undertaken by the Premises, Health and Safety Committee include checking for fire risk, Evacuation, Invacuation etc.
- Whole school drills are held termly
- Fire extinguishers are checked regularly under contract.
- The Site Manager undertakes regular checks of the building with a fire officer.

EMERGENCY PROCEDURE DOCUMENTS

Written emergency procedures exist covering a range of hazardous situations:

Fire Log Book located in Deputy Headteacher's office

- In the event of a fire alert/alarm staff will evacuate pupils/young people/others to the designated assembly point
- The Headteacher will summon or instruct another member of staff to summon the emergency services as necessary
- The safe evacuation of persons is an absolute priority.
- Whilst evacuating premises staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors, and windows;
- Fire drills will be undertaken termly, and fire alarm tests weekly and a record kept in the Fire Log Book.
- Regular inspections of the premises and grounds are undertaken by the Site Manager on a regular basis.
- The Site Manager and two senior members of staff know where service isolation points (i.e. gas, water, electricity) are located.
- Emergency procedures for incidents outside normal working hours are held by: Headteacher, Deputy Headteachers and Site Manager.

These procedures will be reviewed at least annually.

THE FOLLOWING STAFF ARE TRAINED TO FIRST AID AT WORK LEVEL:

See: Staff list recorded in the SCR and updated by the Business Manager.

THE FOLLOWING STAFF HAVE BEEN TRAINED TO EMERGENCY AID LEVEL:

The school Business Manager holds the lists

The Headteacher and Business Manager ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

- First Aid rooms are located in the staff corridor and in years 1&2 class area.
- Reception classes
- Swimming Pool

- First Aid bags for trips and educational visits are kept in the First Aid Room located in the staff corridor

Designated trip leader will check that any vehicles are properly equipped with first aid boxes before they are used.

The School Business Manager Assistant is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least once termly.

The First Aid Treatment Record Book for Recording Details of all First Aid administered is kept in:

- First Aid rooms
- Reception classes
- Swimming Pool
- A First Aid travel log is taken on all trips and educational visits

FIRST AID TREATMENT IS RECORDED IN MEDICAL BOOKS

- Incidents need to be recorded if any treatment has been given. First Aiders will ensure that parents/carers are informed by a phone call and a completed form.
- All children sustaining any significant injury of any kind will be logged in the medical book and information phoned to parents.
- All children sustaining head injuries will be issued with a head bump letter and parent/carers notified with a phone call.
- All staff should be vigilant for symptoms of concussion where a child has sustained any kind of head injury and immediately seek further advice from official first aiders if they have concern.
- Midday Supervisors will ensure that they understand their responsibility to inform the child's class teacher if a child has sustained any type of head injury during the lunch time period.
- Before and after school activities organised by the school have access to first aid kits and follow the above advice

Details of contact numbers of Hospital Accident and Emergency Departments, NHS Direct and other Medical Services are displayed in the Medical/First Aid room.

Associated Policies, reviewed annually by the Premises, Health and Safety Committee are:

Intimate care policy

Supporting Children with Medical Conditions Policy

First Aid Policy

Glass & Glazing

All replacement glass in areas accessed by children is safety glass.

Hazardous Substances

- COSHH records are updated and kept by Site Manager for all cleaning, including washroom and swimming pool chemicals.
- All substances/chemicals used within the school are selected for specific use and are designed to have a low/minimal risk of hazard.

- The Site Manager/Contractors may use substances of more hazardous or toxic nature on occasion but must comply with all directions for their safe use.
- Chemicals for cleaning purposes are stored in the Site Managers office.
- Swimming Pool chemicals are stored in the shed in the swimming pool area. The shed is locked at all times.
- Hazard data sheets relating to chemicals for cleaning purposes can be found in the Site Managers office and Headteachers office
- All cleaning cupboards are kept locked.
- Cleaning staff receive induction training in the correct use and properties of chemicals that they will use in the course of their duties.
- All chemicals are kept in original containers except for when they require dilution.
- When chemicals are decanted, they are diluted to such an extent they do not provide a risk. All bottles with decanted chemicals are labelled clearly.
- Cleaning staff are provided with appropriate personal protective equipment which they are encouraged to use at all times.

Health and Safety Advice

The LA contact for Health and Safety advice is the Health & Safety Adviser, Stuart Wood 01223 699122.

Housekeeping, cleaning & waste disposal

- Cleaning is undertaken daily.
- Slip hazard signs are displayed.
- Site Manager is responsible for organising correct disposal of waste, sharp objects etc., and is responsible for maintaining safe pathways.
- In exceptional weather where it is not possible to safely clear ice or snow etc, the school will close. Policy procedures are followed.
- Waste bins are located at the side of the school in fenced area with access from car park.

Handling & Lifting Objects

- Manual Handling (typical loads and handling pupils)
- Risks should be assessed before undertaking any heavy lifting and, where appropriate, training provided for staff.
- Headteachers are responsible for assessing the appropriate approach to handling tasks.

Regarding handling of pupils, Steps Training is undertaken by all staff. See Behaviour Policy.

Jewellery

The only jewellery pupils may wear to school are:

- Simple strap watch
- Stud earrings

All jewellery must be removed by the child before participating in PE.

- Staff should not remove or replace earrings for pupils.
- Jewellery must be stored in a secure place.
- Where any other jewellery is worn speak to the parent/carer.
- Neither nail varnish or false nails/extensions should be worn.

Lettings/shared use of premises: See: Lettings Policy.

Lone Working

See Appendix B: HSE Guidance to Working Alone

The Headteacher will undertake risk assessments in respect of lone/late working. The Headteacher will ensure that all staff are fully aware of the risks associated with lone/late working.

Maintenance / Inspection of Equipment

The Site Manager has day to day responsibility for:

- Ensuring established procedures are followed including working at height, manual handling and the use of chemicals.
- Maintaining a record of hazardous substances used for cleaning and complete a COSHH assessment.
- Ensuring an asbestos register is kept up to date and made available for contractors.
- Acting on reports from employees and report problems to the Headteacher and Premises, Health and Safety committee.
- Acting on Risk Assessments from Premises, Health and Safety Committee.
- Fire safety.
- Control of contractors whilst on site.

Monitoring this Policy

The Health and Safety Policy is reviewed annually. The Premises, Health and Safety committee meet twice a term for reports on accidents, complaints, RA's, Policy reviews.

Personal Protective Equipment (PPE)

PPE to be provided free of charge where risk assessment determines to be necessary.

Reporting Defects

All staff are responsible for reporting defects to the Site Manager, Headteacher, Deputy Headteacher or Assistant Headteacher. The Site Manager has responsibility for arranging remedial work and informing the Headteacher and Premises Health and Safety committee.

Risk Assessments

RA's are undertaken by the Premises, Health and Safety Committee. The Headteacher/Senco is responsible for overseeing all RA's for children with SEND, outside visits and any other particular circumstances.

School Trips/ Off-Site Activities

Refer to Outings policy and evolve website.

School Transport

The school uses a professional bus company for the majority of school trips. Any staff members who drive a mini bus are required to undertake appropriate training and checks.

Smoking

No smoking is permitted on site

Staff Consultation

The Premises committee meets twice termly. Health and Safety issues are on the agenda and Risk Assessments undertaken. Staff representation includes the Headteacher, Deputy Headteacher, Teaching Assistant and Site Manager. Members of staff contact any of the above when they have Health and Safety concerns.

Staff Health & Safety Training and Development

Refer to the Staff Handbook and Code of Conduct. The Headteacher and members of the SMT are responsible for staff induction. At induction staff will be issued with all relevant policies and guidance.

Staff Well-being / Stress

Refer to Personnel Policies – Work/life balance statements.

Supervision

See: Educational Visits Policy

Swimming Pool Operating Procedures

See: Swimming Pool Policy

Use of VDU's / Display Screens

This is included on the Agenda for the Premises, Health and Safety Committee. Staff are aware of the need for regular breaks from Computer use.

The majority of staff within the school are not considered to be Display Screen Equipment (DSE), users. The Business Manager will ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.

- RA's completed for office staff or high users of PCs
- All staff advised to take regular breaks away from the screen

Vehicles on Site

Car park for staff use only. No access for children. Deliveries and visitors likely to arrive by vehicle are discouraged from arriving at times when children are arriving for school and leaving the premises. Site Manager supervises deliveries. Staff supervise the arrival and departure of the school bus.

Violence to Staff / School Security

The school has a secure entrance and secure consultation room fitted with a coded lock. All visitors are required to sign in and wear identification badges. Child protection training is provided for all volunteers. Official guidance is provided for situations when staff may find themselves in danger. County guidelines include:

- Physical restraint of pupils
- Assault
- Offensive weapons
- Threatening, abusive, insulting or disorderly behaviour and harassment
- Other criminal matters.
- Staff report all incidents to Team Leaders, Assistant Deputy Head, Deputy Head or Headteacher. (See Appendix A.)
- All visitors are requested to report to the school office to sign in and complete any other relevant register.

- Restrictions on access by means of high-level gates and securing of external doors are strictly adhered to.
- During out of hours all areas are locked and protected by an extensive intruder alarm and CCTV system.
- Any incidents of abuse, violence or breaches of security should be reported immediately to the Headteacher.

- If a child leaves the school site by themselves without permission the school office will phone the police, parent/carer and follow at a safe distance taking a mobile phone/walkie talkie with them for contact with the school.

Working at Height

- Only ladder trained staff can work at height

Work Experience

- The school has a work experience co-ordinator who is in charge of all work experience placements.
- Health and Safety Procedures are shared with all work experience students as part of the Induction Training.
- Work experience students are not left unsupervised with children).

Appendix A

Cottenham Primary School. Violent incident report form

| | |
|--|---|
| Personal details of the person reporting incident | Full name: Job title: Address where incident occurred: |
| Personal details of injured person | Title: Mr/Mrs/Miss/Ms/Other Name: Home address: Postcode: Daytime telephone: Age: 0-10 <input type="checkbox"/> 11-16 <input type="checkbox"/> 17-25 <input type="checkbox"/> 26-45 <input type="checkbox"/> 46-60 <input type="checkbox"/> 60+ <input type="checkbox"/> Employee <input type="checkbox"/> Customer <input type="checkbox"/> Other (eg contractor, passer-by) <input type="checkbox"/> |
| Date/Time of incident | Date: _____ Time: _____ |
| Location of incident (including a sketch if possible) and any other relevant information | |
| Type of incident | Verbal abuse/threat <input type="checkbox"/> Physical attack <input type="checkbox"/> Theft <input type="checkbox"/> Anti-social behaviour <input type="checkbox"/> Near miss <input type="checkbox"/> |
| Please indicate the nature of the injury you are reporting | Cut Bruise <input type="checkbox"/> Burn Scald <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Strain <input type="checkbox"/> Other (specify) |

| | | | |
|---|---|--|--|
| Please state in detail what happened. <i>Give an account of the incident, including any relevant events leading to the incident and individuals involved including full description of aggressor/assailant(s)</i> | Damage to property: | | |
| Who assisted the injured person? | Name: | | |
| What action has been taken? | Injury related <input type="checkbox"/> | Security <input type="checkbox"/> | |
| | First aid <input type="checkbox"/> | Police called <input type="checkbox"/> | |
| | Ambulance <input type="checkbox"/> | Other (specify) <input type="checkbox"/> | |
| Was the injured person taken to hospital and off work for more 7 days? Yes <input type="checkbox"/> than | | | |
| No <input type="checkbox"/> | | | |
| Were there any witnesses at the time of the incident? | Name: | Name: | Contact#: |
| | Name: | Name: | Contact#: |
| What action has been taken to ensure that this type of incident does not reoccur, <i>eg have risk assessments been reviewed?</i> <i>Record actions.</i> | | | |
| For Management/HR use only: | | | |
| RIDDOR Reportable? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Followed up by Management/HR on (date) |

Appendix B

Working alone

Health and safety guidance on the risks of lone working



Introduction

This leaflet provides guidance on how to keep lone workers healthy and safe. It is aimed at anyone who employs or engages lone workers, and also at self-employed people who work alone.

Following the guidance in the leaflet is not compulsory, but it should help employers understand what they need to do to comply with their legal duties towards lone workers under:

- the Health and Safety at Work etc Act 1974;
- the Management of Health and Safety at Work Regulations

1999. **Is it legal to work alone and is it safe?**

Working alone is not in itself against the law and it will often be safe to do so.

However, the law requires employers to consider carefully, and then deal with, any health and safety risks for people working alone.

Employers are responsible for the health, safety and welfare at work of all their workers. They also have responsibility for the health and safety of any contractors or self-employed people doing work for them. These responsibilities cannot be transferred to any other person, including those people who work alone.

Workers have responsibilities to take reasonable care of themselves and other people affected by their work activities and to co-operate with their employers in meeting their legal obligations.

Who are lone workers and what jobs do they do?

Lone workers are those who work by themselves without close or direct supervision, for example:

In fixed establishments

- A person working alone in a small workshop, petrol station, kiosk or shop
- People who work from home other than in low-risk, office-type work (separate guidance covers homeworkers doing low-risk work -- see the end of the leaflet for details)
- People working alone for long periods, eg in factories, warehouses, leisure centres or fairgrounds
- People working on their own outside normal hours, eg cleaners and security, maintenance or repair staff

As mobile workers working away from their fixed base

- Workers involved in construction, maintenance and repair, plant installation and cleaning work
 - Agricultural and forestry workers
- Service workers, including postal staff, social and medical workers, engineers, estate agents, and sales or service representatives visiting domestic and commercial premises

How must employers control the risks?

Employers have a duty to assess risks to lone workers and take steps to avoid or control risks where necessary. This must include:

- involving workers when considering potential risks and measures to control them;
- taking steps to ensure risks are removed where possible, or putting in place control measures, eg carefully selecting work equipment to ensure the worker is able to perform the required tasks in safety;
- instruction, training and supervision;
- reviewing risk assessments periodically or when there has been a significant change in working practice.

This may include:

- being aware that some tasks may be too difficult or dangerous to be carried out by an unaccompanied worker;
- where a lone worker is working at another employer's workplace, informing that other employer of the risks and the required control measures;
- when a risk assessment shows it is not possible for the work to be conducted safely by a lone worker, addressing that risk by making arrangements to provide help or back-up.

Risk assessment should help employers decide on the right level of supervision. There are some high-risk activities where at least one other person may need to be present. Examples include:

- working in a confined space, where a supervisor may need to be present, along with someone dedicated to the rescue role;
 - working at or near exposed live electricity conductors;
- working in the health and social care sector dealing with unpredictable client behaviour and situations.

Employers who have five or more employees must record the significant findings of all risk assessments.

Employers also need to be aware of any specific law that prohibits lone working applying in their industry. Examples include supervision in diving operations, vehicles carrying explosives and fumigation work. Further information about controlling risks can be found on the HSE website at: www.hse.gov.uk/toolbox/.

Further sources of information are listed at the end of the leaflet.

What must employers consult on?

By law, employers must consult all their employees on health and safety matters.

Effective consultation will also help ensure that relevant hazards are identified, and appropriate and proportionate control measures are chosen.

You can find more advice on HSE's website:
www.hse.gov.uk/toolbox/managing/consulting.htm.

Which particular problems affect lone workers?

Lone workers should not be put at more risk than other employees. Establishing a healthy and safe working environment for lone workers can be different from organising the health and safety of other employees. Some of the issues that need special attention when planning safe working arrangements are set out in the following pages, but your risk assessment process should identify the issues relevant to your circumstances.

Can one person adequately control the risks of the job?

Employers should take account of normal work and foreseeable emergencies, eg fire, equipment failure, illness and accidents. Employers should identify situations where people work alone and consider the following:

- Does the workplace present a specific risk to the lone worker, for example due to temporary access equipment, such as portable ladders or trestles that one person would have difficulty handling?
- Is there a safe way in and out for one person, eg for a lone person working out of hours where the workplace could be locked up?
- Is there machinery involved in the work that one person cannot operate safely?
- Are chemicals or hazardous substances being used that may pose a particular risk to the lone worker?
- Does the work involve lifting objects too large for one person?
- Is there a risk of violence and/or aggression?
- Are there any reasons why the individual might be more vulnerable than others and be particularly at risk if they work alone (for example if they are young, pregnant, disabled or a trainee)?
- If the lone worker's first language is not English, are suitable arrangements in place to ensure clear communications, especially in an emergency? **If a person has a medical condition, are they able to work alone?**

Employers should seek medical advice if necessary. Consider both routine work and foreseeable emergencies that may impose additional physical and mental burdens on an individual.

Why is training particularly important for lone workers?

Training is particularly important where there is limited supervision to control, guide and help in uncertain situations.

Training may also be crucial in enabling people to cope in unexpected circumstances and with potential exposure to violence and aggression.

Lone workers are unable to ask more experienced colleagues for help, so

extra training may be appropriate. They need to be sufficiently experienced and fully understand the risks and precautions involved in their work and the location that they work in.

Employers should set the limits to what can and cannot be done while working alone. They should ensure workers are competent to deal with the requirements of the job and are able to recognise when to seek advice from elsewhere.

How will the person be supervised?

The extent of supervision required depends on the risks involved and the ability of the lone worker to identify and handle health and safety issues. The level of supervision needed is a management decision, which should be based on the findings of a risk assessment, ie the higher the risk, the greater the level of supervision required. It should not be left to individuals to decide whether they need assistance.

Where a worker is new to a job, undergoing training, doing a job that presents specific risks, or dealing with new situations, it may be advisable for them to be accompanied when they first take up the post.

Monitoring

Procedures must be put in place to monitor lone workers as effective means of communication are essential. These may include:

- supervisors periodically visiting and observing people working alone;
- pre-agreed intervals of regular contact between the lone worker and supervisor, using phones, radios or email, bearing in mind the worker's understanding of English;
- manually operated or automatic warning devices which trigger if specific signals are not received periodically from the lone worker, eg staff security systems;
- implementing robust system to ensure a lone worker has returned to their base or home once their task is completed.

What happens if a person becomes ill, has an accident, or there is an emergency?

Your assessment of the risks should identify foreseeable events. Emergency procedures should be established and employees trained in them.

Information regarding emergency procedures should be given to lone workers. Your risk assessment may indicate that mobile workers should carry first-aid kits and/or that lone workers need first-aid training. They should also have access to adequate first-aid facilities.

Find out more

Homeworkers: Guidance for employers on health and safety Leaflet INDG226(rev1) HSE Books 2011 www.hse.gov.uk/pubns/indg226.pdf
Manual handling. Manual Handling Operations Regulations 1992 (as amended).

Guidance on Regulations L23 (Third edition) HSE Books 2004
ISBN 978 0 7176 2823 0 www.hse.gov.uk/pubns/books/l23.htm

Violence at work: A guide for employers Leaflet INDG69(rev) HSE Books 1996 www.hse.gov.uk/pubns/indg69.pdf

Managing work-related violence in licensed and retail premises Leaflet INDG423 HSE Books 2008 www.hse.gov.uk/pubns/indg423.pdf

Working with substances hazardous to health: A brief guide to COSHH Leaflet

INDG136(rev5) HSE Books 2012 www.hse.gov.uk/pubns/indg136.htm

Working at height: www.hse.gov.uk/toolbox/height.htm

Other sources of advice: You may be able to get additional information from your trade association or employers' organisation, or from trade unions and some charities, eg the Suzy Lamplugh Trust.

Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance. This leaflet is available at: www.hse.gov.uk/pubns/indg73.htm. © *Crown copyright* If you wish to reuse this information visit www.hse.gov.uk/copyright.htm for details. First published 05/13.