



Crabtree Farm Primary School

Health and Safety Policy

Policy administration	
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Policy writer:	Jodie Round
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Health and Safety Policy Statement

Our statement of general policy is as follows:

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

SIGNED: L.E.L Haskey
(Head Teacher)

DATE: 03/02/2021

SIGNED: E Pagliacci & D Lawson
(Chair of Governors)

DATE: 03/02/2021

This policy has been brought to the attention of all employees and is kept readily available for employees in the school shared drive and on the website.

Responsibilities

DUTIES OF THE HEAD TEACHER

The Head Teacher is responsible for:

- Demonstrating visible, active commitment to health and safety improvement
- The overall maintenance and development of safe working practices and conditions for all employees, pupils and other non employees on site
- Ensuring that the requirements of all relevant legislation, codes of practice and Local Authority policies are met at all times
- Ensuring safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others
- Consulting with employees, and safety representatives, on health and safety issues, risk assessments and polices.
- Ensuring effective means of communication with staff on health, safety and welfare issues
- Ensuring that risk assessments are undertaken and reviewed annually
- Identify the training needs of employees and ensure that they are 'competent' to carry out their activities
- Ensuring that arrangements are made for defects in the premises, its plant, equipment or facilities are reported and made safe.
- Ensuring that accident, work related ill health and violent incidents are reported and investigated as necessary
- Monitoring the standard of health and safety throughout the school and providing the Governing Body with an annual report
- Ensuring that emergency procedures are in place
- Ensure that staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy and have access to it.
- Authorise all Off-Site Visits. Inform the Governors of all non-routine Off-Site Visits.

DUTIES OF THE GOVERNING BODY

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

- Take reasonable steps to make sure that the school is following the employer's policy and procedures e.g. through regular discussion at governance meetings.
- Ensure staff receive adequate training to enable them to carry out their responsibilities.
- Promote a sensible approach to health and safety, making use of competent health and safety advice when required.
- Work in close partnership with the Head Teacher and senior management team to support sensible health and safety management and to challenge as appropriate.
- Promoting an effective health and safety culture
- Integration of good health and safety management into business decisions
- Approving the school's health and safety policy and other policies that relate to health and safety.
- Carrying out and recording a formal health and safety inspection of all parts of the buildings and site at least annually
- Ensuring that adequate health and safety resources are made available to meet health and safety requirements
- Ensuring health and safety is a fixed agenda item on Governor meetings
- Considering immediate reviews in the light of major shortcomings or events.

DUTIES OF THE PREMISES MANAGER

The Premises Manager's duties include:

- Keeping the building and site in good order and repair and free of waste / litter
- Monitoring the maintenance of plant and equipment e.g. heating boilers, electrical equipment, local exhaust ventilation equipment, pressure systems, gas appliances, lifting equipment, passenger / goods lifts, fire alarm system, intruder alarms etc.
- Monitoring the provision and safe use of main services i.e. water, gas and electricity
- Monitoring the inspections and maintenance of plant and equipment - including access equipment i.e. step ladders, ladders, mobile towers etc.
- Monitoring and maintaining effective security arrangements
- Maintaining safe storage of chemicals, hazardous substances and equipment
- Ensuring that deliveries to school are made safely
- Dealing with reported damage and defects
- Monitoring the condition of known asbestos containing materials
- Assisting the Head Teacher and Governors with the annual health and safety inspection
- Undertaking duties as requested via the SERAM database in accordance with legionella management techniques

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

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

DUTIES OF ALL EMPLOYEES

All employees are instructed to:

- Take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action
- Co-operate with their Line Manager on health and safety matters
- Not to interfere with anything provided to safeguard their health and safety
- Report all health and safety concerns, e.g. hazards or defects etc. in line with local procedures
- Ensuring that pupils are aware of the school's emergency procedures

RESPONSIBILITIES / DUTIES OF NOTTINGHAM CITY COUNCIL

The ultimate responsibility for health and safety rests with the **employer** i.e. the Local Education Authority (LEA), although some functions under the Health and Safety at Work etc. Act 1974 are delegated to Head Teachers (detailed above).

- The City Council will:
 - Monitor the School's compliance with legislation and NCC policies and procedures.
 - Provide direction/s as necessary to school management in the interests of health and safety.
 - Provide competent health and advice available according to Regulation 7 of the Management of Health and Safety at Work Regulations 1999.
 - Create and maintain a Health & Safety Guidance Manual which will include generic risk assessments for selected areas / activities and model policies / procedures.
 - Provide updates to schools of Health & Safety legislation and guidance.
 - Create and maintain incident report management systems and undertake periodic trend analysis.
 - Provide health and safety advice.
 - Ensure school management are appropriately trained in health and safety principles with the provision of school specific training courses.
 - Consult with recognised trade unions according to the Safety Committees Regulations 1977.

Arrangements

Accident Reporting and Investigation

Accidents to employees are recorded and investigated in accordance with NCC policy using the online incident reporting system.

Accidents to pupils and other non-employees are recorded as laid down in the Schools Health and Safety guidance and flowchart. To summarise:

1. Minor pupil accidents as a result of play e.g. (tripping over own feet, bumping into other children) are recorded locally in a pupil accident report book.
2. Pupil accidents where action needs to take place to avoid reoccurrence are recorded on the online incident reporting system.
3. Pupil accidents resulting in any injury that required outside medical attention or subsequent time off school must be reported on the online incident reporting system.
4. Pupil accidents where action needs to take place to avoid reoccurrence and they went directly to hospital for treatment (not as a precaution) are reported to the HSE.

All accidents are investigated by: Lorna Haskey (Head Teacher), who will delegate as necessary.

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

The Head Teacher is responsible for ensuring certain more serious accidents to both employees and non-employees are reported to the Health and Safety Executive as legally required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations.

Administration of Medicines

The school's policy regarding medicines can be found at the school office. It covers details including e.g. any medicines allowed, life threatening only, prevent non-attendance, prescription only. Only medication with written parental consent will be administered.

The following members of staff have volunteered to administer medicine:

Name: Office Staff and First Aiders

Type/s of medicine: Prescription and non-prescription with parental consent.

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

Records are kept of all administration of medication.

Training on the administration of specific medicines is provided by:

Subject: Specific to individual child/case/need

Trainer: Relevant designated medical team

Asbestos Management

It is the law that asbestos-containing materials shall not be introduced into the school. If asbestos containing materials pose a serious risk to the health of persons using our premises the materials shall be removed as safely and as soon as possible.

Where asbestos containing materials are present, and do not pose a serious risk, the school shall take the opportunity to remove them progressively from our property, when it is safe and cost effective to do so. Whilst asbestos containing materials remain in situ the school shall ensure that they are managed in such a manner so that the risk to the health of our employees, contractors, visitors and other people using our premises is minimised.

All work on asbestos containing materials shall be carried out in accordance with the current legal standards using the best working practices by licensed contractors.

The condition of asbestos in the building is monitored by the Premises Manager on a monthly basis and recorded in the Asbestos logbook.

No destructive or potentially destructive work (however minor) will be undertaken in the school without first reference to the asbestos survey and logbook.

The following locations in the school are not covered by an asbestos survey and thus may not be accessed without further sampling/air tests: none – all areas covered in the survey.

The following areas are considered out of bounds due to potential asbestos contamination: none – school has had all known asbestos removed.

The Asbestos Survey is held by the Premises Manager, and is made available to any contractors carrying out work within the school.

Construction work

All construction work is carefully monitored in accordance with NCC guidance.

Consultation with Employees

Health and safety is a standing item on the agenda of staff briefings. Minutes are taken of such meetings and action taken as required.

Any local procedure, policy or decision that may have a significant effect on colleagues' health and safety is brought to the attention of staff so that their views can be heard before implementation. The school consults with Trade Unions on local policies which have a health and safety element and that are not based on NCC model versions.

Employees are encouraged to report any health, safety or welfare concerns to the Head Teacher or to a nominated person.

Contractors

As part of the tendering process for any building work, directly arranged contractors are chosen who can prove their competence in the specific trade.

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

Contractors are asked to complete and sign an induction/local site rule form before they commence work.

Curriculum

Risk assessments are undertaken on all lessons where there is a significant risk of injury/ill health. Precautions are included in lesson plans as necessary.

Specialist guidance is provided by:

- Design and Technology through the Design and Technology Association (DATA).
- Physical Education through The Association for Physical Education (afPE)
- Science through the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS)
- Science and Technology (ages 3-12)- "Be Safe!", Association for Science Education.

Display Screen Equipment

The regulations are applicable to regular 'users' of display screen equipment, e.g. Office Staff. A workstation risk assessment is carried out for any employee who meets the criteria of a 'user', using the online system provided on the schools' safety manual.

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

Electrical Safety

All portable electrical appliances in school are checked by a 'competent' person at predetermined intervals: annually. Records of PAT testing are held on site.

All employees are instructed to carry out a visual inspection of electrical equipment, prior to use for signs of damage or charring, to report defects to the Premises Manager so that action can be taken to take the equipment out of use.

The electrical installation is inspected at 5 yearly intervals by a competent person i.e. electrical engineer. Remedial action from the report is undertaken by the school.

Emergency Procedures

Detailed in the school's emergency plan.

Finger Guards

The risk of pupil finger trapping in door hinges is managed by control measures detailed in the school's risk assessment. This includes the provision of finger guard devices where deemed necessary.

Fire Safety

The fire evacuation procedure and plan of the school building noting escape routes and assembly points are displayed in all classrooms.

Fire drills are undertaken termly. Fire training is provided at the start of the school year and at inductions with new starters.

The Premises Manager undertakes all on-site testing (e.g. fire alarm, emergency lighting) and records in the fire log book.

The school is responsible for any action as required as a result of the services.

Also refer to fire management folder including risk assessment and logbook.

First Aid

First aid facilities are provided at all times employees are at work during normal working hours.

First Aid Kits are available in the following locations: In every classroom, the office and treehouse. The kits are portable, should a first aider need to treat an injury outside of these locations.

The kits are kept topped-up by: all staff as and when required. Larger, more comprehensive First Aid Kits are available and are taken on any off-site visit, these are replenished upon return.

All first aid treatments are recorded on the relevant form (see Accident Reporting and Investigation).

Bodily fluids are dealt with according to set procedures.

Personal Protective equipment is provided to deal with first aid.

'Head bumps' and first aid are reported to the injured child's person with parental responsibility through the use of First Aid report forms. Where appropriate the child's parent/carer may have also been contacted with a telephone call. '

The majority of staff hold emergency first aid qualifications. A number of staff (mainly in Early Years) are paediatric trained first aiders. The office hold the full details of trained staff and their qualifications.

Gas equipment and appliances

All gas boilers / appliances are inspected annually by a Gas Safe registered gas engineer organised through NCC Building Services.

The school is responsible for any action required as a result of the inspections or any reactive repairs.

Hazardous Substances

Risk assessment are carried out for the use of any hazardous substances used / stored on site, i.e. chemicals bearing a hazard warning symbol.

Information / COSHH assessments relating to hazardous substances in school are kept in the Premises Manager's office

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

Health and Safety Advice

'Competent' advice is provided by the Schools Health and Safety Team (☎ 87 64608/9) and Corporate Safety (accident/violent incidents and training queries) (☎ 87 64328)

Housekeeping (and see also under waste / litter)

All employees are responsible for keeping their own workplace in good order i.e. clean, tidy and free of obstructions and slip / trip hazards.

Employees are informed of their responsibilities during their induction.

Information

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

The Health and Safety Executive (HSE) poster "Health and Safety Law- what you need to know" is displayed in the school staffrooms / reception / office. The name of the H&S Governor, contact details for the Schools H&S Team and where to obtain details of the union safety representatives are included.

Inspections

Arrangements are in place for a joint inspection to be carried out of the building and site, at least annually, by the Head Teacher, Premises Manager and Governors.

Employees have been instructed to report any damage / defects to the Premises Manager or Head Teacher.

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

Lettings / Use Premises Out of Hours

Conditions of hire contracts are completed as necessary.

Temporary Event notices are acquired as necessary.

Lone Working

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

Risk Assessments for lone working have been carried out and relevant employees, including peripatetic workers have been consulted and informed.

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

Maintenance of plant and equipment

The Premises Manager is responsible for arranging / monitoring and keeping records for the routine maintenance of plant and equipment.

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

Manual Handling

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

Mechanical aids (e.g. trolleys, sack trucks, hoists for disabled pupils) are provided where necessary.

Training on safe manual handling of objects is available from Corporate Safety.

The safe manual handling of pupils, is only carried out by employees who have received specific training provided by a 'competent' provider.

A risk assessment is carried out for manual handling tasks which present a significant hazard, using the form provided on the Safety Manual.

The leaflet "Safer Manual Handling" from the Safety Manual has been made available to staff.

Monitoring and Review

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

New and expectant mothers

A risk assessment is carried out as soon as the Head Teacher is made aware by the employee. This is a legal requirement. As part of that process, the assessment will be monitored and reviewed, taking into account possible risks that may occur at different stages of pregnancy.

Off-Site Educational visits

The Off-Site Visits Co-ordinator (OVC) is Lynne Bloomfield.

The OVC is responsible to the Head Teacher for ensuring health and safety issues have been addressed and that all relevant risk assessments are completed.

Advice and guidance is provided by the Outdoor and Environmental Development Service based at College Street – ☎ 9476202.

Advice as regards swimming activities is provided by the Swimming Co-ordinator based at College Street – ☎ 9476202 ext.249.

Personal Protective Equipment (PPE)

PPE is issued to employees as required, e.g. to the Premises Manager, directly employed cleaners and any employee who may have to deal with bodily fluids. PPE is also provided for students, e.g. in science, design and technology and PE. The issuing of PPE is recorded on a record sheet and replaced as required.

Positive Handling / De-escalation

De-escalation is used as part of behaviour management toolkits in order to reduce the need to use positive handling. Positive handling is undertaken as a last resort and in order to keep pupils and staff safe.

Positive handling is carried out by trained staff (see the office where a log of training and certificates are kept).

Pupils who require handling more regularly, have an individual handling plan in place and a risk assessment.

See the Handling Policy for further details.

Playground Safety

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

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

Reporting of defects, hazards and near misses

All employees have been instructed to report defects, hazards, near misses immediately so that prompt action can be taken to avoid accidents and injury.

Risk Assessments

Risk assessments, as legally required, have been carried out in consultation with employees and are kept centrally in the school office.

These are based on the model generic risk assessments available from the Safety Manual.

Safety Representatives

Under legislation, Safety Representatives have legal rights and functions e.g.:

- to represent employees
- to investigate hazards and complaints
- to carry out inspections of the workplace
- to attend safety committees

Further details of Safety Representatives' role and their inspections are available on the Safety Manual.

Security Arrangements (see Security policy)

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

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

The response to alarm activation is covered in the Lone working procedures.

Key holders are: Lorna Haskey, Jodie Round, Daryl Butler and Donald Fritz.

Servicing of equipment (Statutory testing)

Statutory servicing and inspection of equipment is organised by Corporate Maintenance and funded by a de-delegated budget authorised by Schools Forum. The School is responsible for any remedial action following the service. The school is provided with schedule of inspections on an annual basis and will inform Schools H&S Team in the event that any new equipment under these arrangements is installed.

Slips, trips and falls

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

Access routes and storage areas are kept free of obstruction to minimise the risk of trips and falls.

Storage Arrangements

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

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

Stress, Work Related

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

Sun Protection

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

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

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

Shade is provided on the school playground under the trees.

Supervision

Pupils are supervised during all activities throughout the school day.

Training

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

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

Vehicles, Use of

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

The use employees' own vehicles for the transporting of pupils is also included in the risk assessment process. A generic risk assessment has been completed.

Only employees who are currently authorised by the Head Teacher and licensed by Nottingham City Council Passenger Services are permitted to drive the school/hired minibus.

Violence

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

Nottingham City Council has adopted the Health & Safety Executive's (HSE) definition of violence: 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'.

All incidents of violence are reported via the incident reporting system and investigated as required by Line Manager / Head Teacher.

A poster is on display in reception areas informing visitors that violence is unacceptable.

Training will be provided in de-escalation and positive handling through the Behaviour Support Service. The main purpose of such training is to avoid / minimise the risk of injury to either employees or pupils.

Further action is taken via the Police, Anti-Social Behaviour Team, or Legal Section as required.

Waste / Litter Management

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

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

A 'sharps' box is available on the top shelf by the staff toilets behind reception, in order to deal promptly with any discarded needles / syringes being found.

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

Water Management / Control of Legionella

The School have adopted Nottingham City Council's Water Management System for the control of legionella. Monitoring results are recorded locally. A risk assessment co-ordinated by Building Services is undertaken on a 2 yearly basis and acted upon by the school.

The Premises manager performs the legionella checks.

Welfare facilities

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

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

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

Work Equipment

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

A risk assessment is carried out, where applicable, for the use of certain powered equipment, e.g. circular saws, chain saws, abrasive wheels, strimmers, hedge cutters, pressure washers, mowing equipment, etc.

Training is carried out, where applicable; in the safe use of certain work equipment, e.g. abrasive wheels, circular saws, etc.

Workplace Transport Safety

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

Arrangements are in place to ensure that there is no vehicular movement on the premises during peak pedestrian traffic times, e.g. when the pupils are arriving and leaving school and lunch times.

Arrangements are in place, so far as is reasonably practicable, to ensure that deliveries are made to avoid peak pedestrian traffic times.

Road Safety section and Safer Routes to School provide advice on the safety of pupils in respect to road safety.

Working at Height

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

Risk assessments are carried out where working at height cannot be avoided, e.g. for use of step ladders, ladders, access to roof areas by the Premises Manager. Employees are instructed not to work at height whilst lone working.

Kick stools and sets of small stepladders have been provided for teaching / office staff to access to items stored at height or to put up displays etc. Employees must not use chairs / desks / tables for this purpose. Larger stepladders are for the use of the Premises Manager only and are locked away when not in use.

Appropriate training has been provided in the use of access equipment.

Arrangements are in place for access equipment to be inspected on a termly basis by the Premises Manager. Employees are instructed to report damage / defects immediately to the Premises Manager / Head Teacher.

Appendix: Cross-referenced Policies

- Asbestos (within Asbestos logbook)
- Behaviour
- Bullying
- Child Protection (Safeguarding Policy)
- Drugs
- Emergency Plan
- Fire
- Internet Policy
- Off-Site Visits
- Security
- Stress / Wellbeing
- Supporting Pupils with Medical Conditions