



## **HEALTH AND SAFETY POLICY**

### **ARRANGEMENTS for St John's Primary School**

**These arrangements are specific to each school and will help to ensure that the aims and objectives of the Trust's Health and Safety Policy are implemented. Schools must add anything that is missing from this schedule and any such additions must be reported to the school's Health & Safety Committee.**

#### **Health and safety poster**

The Health and Safety Information for Employees Regulations requires the school to display an approved. The poster at this school is displayed in the staff room.

#### **1. Accident Reporting, Recording and Investigation**

- All accidents must be reported to the H & S Lead (Samantha Bruton) in an accident book or designated form.
- Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous occurrences Regulations (RIDDOR) must be notified to the Trust's external competent advisor and the COO. Fatal or major injuries must be reported immediately to the Headteacher, CEO and the external competent advisor.
- Details of all accidents will be brought to the attention of the schools health and safety committee, where they are discussed and trends can be identified. If required, measures to prevent reoccurrence will be implemented.

#### **2. Asbestos**

Each school where asbestos exists will have an Asbestos Management Plan. A copy of this must be held by the school's reception / office and be available for all staff to view. All contractors must read and sign the asbestos register before commencing any work. An annual re-inspection of areas containing asbestos will be arranged by the COO. Asbestos Risk Assessments and Plans are also stored on Every Business Management.

#### **3. Bodily Fluids & Clinical Waste**

All staff notify the site team of any spillages or accidents. The site team will use spill kits to clean these up and disposes of the waste in conjunction with the proper procedures.

#### 4. Compliance - premises compliance

Premises compliance responsibilities are shared between the of the Business and Operations Support Team (managed by the COO) and the school, as show below. The Trust uses the Every Business Management system to monitor premises compliance. At PFI schools all premises compliance is the responsibility of the PFI service provider.

<u>Activity</u>	<u>Owner</u>	<u>Contractor / in house</u>	<u>Due every</u>
<b>Asbestos</b>	-	-	-
Asbestos Survey	Business Support	Contractor	1 Year
Asbestos visual inspection	Business Support	In house	6 months
<b>Automated equipment</b>			
Automatic doors	School	In house	1 Week
Automatic doors	Business Support	Contractor	1 year
Automated Gates Inspection and Service	Business Support	Contractor	1 Year
Lift Inspection	Business Support	Contractor	6 months
<b>Catering</b>			
Catering Equipment Annual Inspection	Business Support	Contractor	1 Year
<b>Classroom</b>			
Design & Technology Machinery Inspection	Business Support	Contractor	1 Year
Dust and Fume extraction equipment	Business Support	Contractor	1 Year
Kiln inspection	School	Contractor	1 Year
Laser Cutters	Business Support		3 Year
PE/Gym Equipment Inspection	School	In house	1 week
PE/Gym Equipment Inspection	School	Contractor	1 Year
<b>Electrical and energy</b>			
Display Energy Certificate	Business Support	Contractor	1 Year / 10 years
Electrical Periodic Fixed Wiring inspection	Business Support	Contractor	1 Year
Microwave Testing	Business Support	Contractor	1 Year
Portable Appliance Testing	Business Support	Contractor	1 Year

<b>External</b>			
Playground equipment inspection	School	In house	1 week
Playground equipment inspection	School	Contractor	1 Year
Tree Survey	Business Support	Contractor	1 Year
Lightning Protection	Business Support	Contractor	1 Year
<b>Fire safety and security</b>			
CCTV Inspection	Business Support	Contractor	1 Year
Emergency Lighting Flick Test	School	In house	1 month
Emergency Lighting Test	Business Support	Contractor	1 Year
Fire Alarm Service	Business Support	Contractor	6 Month
Fire Alarm weekly audible test	School	In house	1 Week
Fire Safety Risk Assessment	Business Support	In house	1 year
Fire Safety Risk Assessment	Business Support	Contractor	3 years
Firefighting Equipment Inspection	Business Support	Contractor	1 Year
Intruder Alarm Service	Business Support	Contractor	6 months / 1 year
<b>Gas safety and plant</b>			
Air Conditioning Service	Business Support	Contractor	6 Month
Air conditioning TM44 certification	Business Support	Contractor	5 years
Gas Boiler Inspections, Gas Tightness (CP15) & Mechanical Plant Servicing	Business Support	Contractor	1 Year
Pressure Vessels	Business Support	Contractor	1 year
<b>Water hygiene</b>			
Disinfection of Water Tank	Business Support	Contractor	1 Year
Legionella prevention & Water Temperature Check	Business Support	Contractor	1 Month
Legionella Risk Assessment	Business Support	In house	1 year
Legionella Risk Assessment	Business Support	Contractor	3 years

## **5. Contractors and Visitors**

All visitors and contractors must report to the school reception. They will be signed in and be given an identity / visitors badge. On leaving the site they will be required to sign out at reception. Before any work commences, the school will ensure that all relevant staff have been informed of the works being carried out and the areas that are likely to be affected, as well as the duration and timing of the works. Contractors will be appropriately supervised by school staff whilst on site. The emphasis must be to stop any unsafe activity until the school are satisfied with the health and safety practices or procedures.

## **6. COSHH (Control of Substances Hazardous to Health)**

- An inventory of all hazardous substances used on site must be held by the Site Manager/ Caretaker and reviewed regularly.
- All regularly used products will have material safety data sheets (MSDS).
- The arrangements for the delivery of hazardous substances to schools will be managed by the estates team / site staff.
- Any new products that are brought into schools that have a hazard warning symbol and there is a 'significant' risk of harm from the product in its use, miss-use, quantities or storage, will require a risk assessment to be undertaken.
- The COO will maintain a record of hazardous substances used by the cleaning contractor.
- Any decanted substances should clearly display the product name, information, dilution rates and safety information.
- The Science, D & T and Art departments must have their own departmental procedures and arrangements for the storage, use, handling and production of hazardous substances. Reference should be made to particular Science, D&T or Art Health and Safety Policies

## **7. Defect Reporting Procedures**

- All staff have a responsibility for their own and others health and safety and are therefore responsible for ensuring that any defective, damaged, poorly maintained or untested equipment is reported. In this school, defects should be reported to Mrs Claire Graham or Mrs Samantha Bruton.
- Any faulty equipment must be taken out of use and if appropriate labelled 'Do not use'. Information about the faulty equipment should be brought to the attention of the appropriate Line Manager, so it can be logged, actioned and monitored.

## **8. Display Screen Equipment (DSE)**

The Trust complies with the HSE guidance on 'Working with display screen equipment'. For the purposes of this policy a 'DSE user' is defined as a member of staff who habitually uses display screen equipment daily as a significant part of their normal work, including regular daily spells of an hour at a time using DSE.

- For 'users' a DSE assessment should be carried out by their line manager or as a self-assessment.  
All staff are entitled to an allowance of up to £60 annually, as part of the Trust benefits package through Health Shield, towards the cost of an eye test and any spectacles or contacts lenses required.

## **9. Educational Visits**

Where a school carries out educational visits, it will have a named Educational Visits Co-ordinator (EVC) who will ensure that:

- Activities will be led by appropriate Group Leaders who will take responsibility for ensuring that where necessary pre-site visits are made and they will complete the necessary Risk Assessments before departing.
- The arrangements for high risk and residential visits must be checked by the Trust's external competent advisor
- All visits are approved by the Headteacher

Group Leaders will be responsible for ensuring:

- Staff are fully briefed
- Staff to pupil ratios are assessed and are adequate for the trip.
- Parents and carers receive relevant information about the visit
- Advice from the school's inclusion lead is sought if applicable for individual pupils.
- Volunteers on any off-site visits will be provided with a briefing of their roles, safeguarding issues and be provided with relevant information including risk assessments.
- All volunteers and staff will be DBS checked

Please refer to the Educational Visits Policy for further guidance

## **10. Electrical Equipment (Fixed and Portable)**

- Any electrical faults should be reported immediately to the site team. Faulty fittings (e.g. cracked sockets etc) should be isolated until repaired.
- Portable appliance testing (PAT) is arranged by the Estates and Facilities Director.
- Staff must not bring electrical items in from home.
- The periodic inspection of fixed electrical installations is arranged by the Estates and Facilities Director
- Electrical extension leads must be only as a temporary measure and must be fully unwound. Multiple socket adaptors must not be used.
- Third parties hiring school facilities must provide evidence that any electrical equipment brought on to school premises has passed a PAT test within the last year.

## **11. Fire and Emergency Procedures**

- All fire appliances and installed fire safety systems will be checked in line with recognised best practice and British Standards by specialist personnel. Responsibility for arranging such checks and maintenance rests with the Estates and Facilities Director.
- Fire alarms will be tested on a weekly basis using a different call point each time and the results should be recorded. This is the responsibility of the school's site manager or site assistant.
- Portable firefighting equipment and emergency lighting will be visually checked on a monthly basis and the results should be recorded. This is the responsibility of the school's site manager or site assistant.
- Fire Drills will be held a minimum of three times per year. A record must be kept

of each drill to include evacuation time, observations and follow up required, which must be reported to the Health & Safety Committee. This is the responsibility of the school's site manager or site assistant.

- Clear instructions must be issued to staff regarding the nearest fire call point, fire extinguisher, the means of escape and assembly points during fire drills. These instructions must be issued on the first day of employment as part of the induction process.
- Fire risk assessments will be carried out with a combination of competent advice and assistance. A review of the fire risk assessment will be completed at least annually or if/when things change that may affect the original assessment. This is the responsibility of the COO.
- All staff will carry out the online Fire Safety training through iHasco, as part of the induction process

## **12. First Aid**

This is covered in the Organisation and Responsibilities of this policy.

## **13. Glass and Glazing**

Glazing will be subject to regular condition surveys carried out by the Trust. These will be carried out every 5 years.

## **14. Health and Safety Committees**

The Health and Safety Committee is in place to monitor the separate areas and systems of health and safety management and provides the overarching overview to successful application of this policy within the school.

The Health & Safety Committee must include: -

Headteacher or designated senior leader  
Area Estates Manager  
One teaching and one support staff representative

It may include a member of the school's Academy Governance Committee if there is one with expertise in this area. At PFI schools the attendance of a representative of the PFI service provider is encouraged.

The committee can create its own terms of reference but the agenda should include:

1. Accidents of note since the last meeting, how many accidents in total and are there any trends.
2. Building works/modifications planned.
3. Review of action plan following audits / site inspections.
4. Risk assessments
  - monitor review schedule
  - focus on high risk departments
5. Training
  - monitor completion of mandatory training
  - identify training needs

6. First Aid provision / qualifications etc.
7. Review of processes for risk assessing and authorising educational visits.
8. Inspection findings and required actions.

## **15. Health and Safety Training**

All Trust staff must complete online health & safety training through iHasco as part of their induction, details of which can be found on the Trust SharePoint (please click [here](#))

First Aid training is arranged through Business Support.

## **16. Infectious Diseases**

The Health Protection Agency poster on guidance on infection control in schools and other childcare issues is located in the school office.

## **17. Inspections - site health and safety inspections**

A programme of site inspections will be agreed each year by the Audit & Risk committee and implemented by the COO.

## **18. Lettings**

- Conditions for lettings must be set out on the Letting Form which must be completed accordingly.
- Details of the schools emergency contact details are provided to the hirer.
- Emergency procedures and arrangements must in place and both parties must be aware of individual responsibility in the event of an emergency.
- Hirers' risk assessments may be requested along with copies of insurance certificates.
- The hirer must inform the school of any damage, equipment failure or faults with the fabric of the building.

Please refer to the WMAT Trading team for further advice and guidance

## **19. Lone Working**

Lone workers are those who work by themselves without close or direct supervision and are found in a wide range of situations. Staff should avoid lone working wherever possible. If a staff member finds themselves in a lone working situation, they must always carry a mobile phone for emergency use and let others know where they are going and how long they intend to be. Ladders or any other equipment that might result in personal injury must not be used.

Emergency call outs out of school hours must not be attended to initially by unaccompanied Trust employees. First response must be provided by the Trust's retained external security company (arranged through Business Support), who may then request the presence of an employee.

Please refer to the Lone Working Risk Assessment for further advice and guidance - Stored on MS Teams

## **20. Manual Handling**

Staff must:-

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Act according to any medical advice
- All staff whose duties could include manual handling / lifting must be provided with suitable information and training.
- Ensure they are physically capable of safely completing a manual handling task.
- Use mechanical aids whenever possible and/or undertake team manual handling.
- Undertake the training through iHasco, details of which can be found on the Trust SharePoint

Manual handling risk assessments should be carried out for tasks that may pose a risk of injury to school staff. This does not include tasks that are of a low risk, are straightforward or will only take a very short time.

Please refer to the Manual Handling Risk Assessment for further advice and guidance

## **21. Online safety**

Please refer to the Trust Online Safety Policy

## **22. Personal Protective Equipment**

- Personal Protective Equipment (PPE) will be provided free of charge and must be used where it is identified as a control measure.
- The Head of Department is responsible for periodic checking of the equipment and the teachers or responsible adults are responsible for ensuring the equipment is worn by the pupils when required.
- Pupils will be provided with information, instruction and supervision when there is a requirement to wear PPE as a control measure.

## **23. Radioactive Sources**

**This section is not relevant to this school.**

- Radiation Protection Officer – Head of Physics;
- Radiation Protection Advisor – Mrs Sheila Little Park Farm Enterprises Ltd, 28 Chapel Hill, Backwell BS48 3PR
- Contact details : sheilaliddle@btinternet.com Tel: 01275 464526
- The member of staff in charge of radioactive sources – Physics Technician
- The Head of Science is responsible for ensuring all records in relation to radioactive sources are maintained;
- The CLEAPSS<sup>2</sup> guidance in managing Ionising Radiations and Radioactive sources must be followed



## **24. Risk Assessments**

- Risk Assessments are completed for all activities where there is a foreseeable risk of injury or harm occurring.
- Risk Assessments are available for staff to view and are stored in the school office/electronically on the shared drive
- Blank risk assessment forms can be obtained from the Area Estates Manager
- Senior leaders / Heads of Department should have a copy of the risk assessments relevant to them.
- All staff must make themselves aware of the risk assessments applicable to their roles and activities. They must highlight any requirements for a review, amendments or additions to risk assessments.
- Risk assessments will be reviewed regularly. High risk faculties e.g. Science, Art, DT, PE should review their Risk Assessments annually as a minimum;
- A specific Risk Assessment for expectant mothers will be undertaken.
- All educational visits will have recorded risk assessments.
- The Headteacher at each school should appoint a member of staff to tailor the general risk assessments, to their specific school setting. This should be done in collaboration with the key stake holders in each activity.
- The relevant Area Estate Manager for each school will tailor each of the premises related risk assessments to the individual schools requirements in collaboration with the Premises Team for that school.
- A Risk Assessment Review Spreadsheet should be updated each year as the Risk Assessments are reviewed with dates of review and next review date. Reviews may not be necessary each year, but it should be acknowledged within the spreadsheet that no review was necessary.

## **25. Safeguarding**

- The Board of Directors fully recognises its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure there are adequate arrangements within each school to identify, assess, and support children who are suffering harm.
- The Trust has a Child protection (Safeguarding) Policy which is reviewed annually;
- The Trust has appointed a lead safeguarding officer
- Each school will have at least two identified Safeguarding leads;
- All staff will receive safeguarding training on appointment which will be updated on a regular basis.

Please refer to the Child Protection (Safeguarding Policy) for further advice and guidance

## **26. Snow Removal**

The Headteacher will make the decision whether to open the school in the event of adverse weather. The Site Manager / site assistant is responsible for clearing snow and gritting suitable pathways to allow access to the school site.

Please refer to the Slips, trips & falls Risk Assessment for further guidance

## **27. Smoking**

Smoking is not permitted on any Trust premises

## **28. Staff Consultation**

The Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. The Business Support team will co-ordinate consultation that impacts staff across the Trust.

## **29. Transport – use of**

- All staff or authorised volunteers transporting pupils, volunteers or other staff in a minibus, whether owned by the Trust or otherwise, must hold current valid MiDAS certification and appropriate drivers licence.

## **30. Violence to Staff**

- Headteachers are responsible for assessing the risks of violence to staff.
- Staff must report incidents of violence and aggression to the Headteacher.
- Staff are asked to complete an incident report form which will also act as a record of such episodes.
- The Trust may refer any incidents of violence or aggression towards staff to their legal advisor.

## **31. Water Hygiene**

- A copy of the current Legionella Risk Assessment for each site is held by the COO and stored on Every Business Management.
- An external contractor is used to carry out the requirements of water testing under L8 guidance. This is arranged by the COO
- The site team carries out regular flushing and temperature recording.

## **32. Well being**

- If employees are experiencing any problems in relation to stress they are encouraged to report this to their line manager or one of the HR team in the first instance.
- An employee assistance programme through Schools Advisory Service is available to all staff.

## **33. Working at Height**

- Activities which require work at height should be identified and eliminated where possible.
- Where it is not possible to eliminate work at height, all reasonable steps should be taken to minimise any risks
- Risk Assessments prior to commencement of any working at height activity will be undertaken. It is the responsibility of the person involved to ensure this takes place.
- Staff should only use the equipment they are trained to use, unless it is low level kick stools or steps and they should wear the appropriate clothing and footwear.
- Pupils are not permitted to use access equipment. Information, instruction and supervision will be provided to specific pupils that may use access equipment for school related activities.

- Contractors are expected to provide their own equipment and will not be permitted to use the schools equipment.

#### **34. Work Equipment**

- All work equipment used on the premises should be fully inspected upon installation.
- All work equipment must undergo an annual recorded maintenance and service inspection by a competent person.
- Any defects should be reported to the Site Manager / site assistant
- Employees must not use their own equipment.
- Staff must ensure that they are appropriately trained to use equipment
- Heads of Department are responsible for ensuring a suitable and sufficient Risk Assessment has been carried out prior to the use of such equipment. Examples of work equipment are site staff power tools, D & T machinery and tools, access equipment, lifting equipment, heavy plant equipment, kiln, etc.

#### **35. Work Experience/placement students**

- A nominated person will provide guidance on student work experience placement. The nominated person will also carry out the initial placement risk assessment and ensure all suitable and relevant checks are carried out on the work experience provider. Health and safety induction to work experience students and a work placement risk assessment is expected to be undertaken by the placement employer.

**Where appropriate the following arrangements apply: -**

#### **36. Kiln (n/a)**

- Staff operating the kiln must be appropriately trained and a risk assessment for the kiln is displayed in the kiln room along with operating and emergency procedures;
- The kiln is inspected annually by n/a
- Personal protective equipment in the form of thermal gloves are provided.

#### **37. Play Equipment**

Gym Equipment

- All staff should check PE apparatus before use and report any defects to the Site Manager / Caretaker
- Any faulty equipment must be taken out of use and if appropriate labelled 'Do not use'.
- The PE equipment is inspected annually by Sportsafe.

Outdoor play equipment

- External play equipment will only be used when appropriately supervised.
- Such equipment will be checked by the teacher for any apparent defects and particularly for contamination by animals. Any defects should be reported immediately to the Site Manager / Caretaker so that remedial action can be taken.

- Any faulty equipment must be taken out of use and if appropriate labelled 'Do not use'.
- The outdoor play equipment is inspected annually by ROSPA.
- Risk Assessments must be carried out for play equipment.

<sup>2</sup> CLEAPSS covers:

- health and safety including model risk assessments,
- chemicals, living organisms, equipment,
- sources of resources,
- laboratory design, facilities and fittings,
- technicians and their jobs,
- D&T facilities and fittings

<sup>3</sup> Association for Physical Education