



Organisation and Arrangements for Health and Safety at Work



Adopted by the Governing Body on

Policy Objectives

These are Paganel Primary School's objectives:

- The Governing Body will so far as reasonably practicable, ensure that all activities under its control are carried out in accordance with the Health and Safety at work act 1974 and the associated Management of Health and Safety at Work Regulations 1999.
- Work towards the prevention of occupational injury and ill health to all members of staff and pupils.
- Ensure that those using the school premises are not subjected to unacceptable risk as a result of activities of the school.
- Develop and maintain a proactive health and safety culture and set standards to continuously improve in matters of health and safety.
- Actively manage health and safety and to encourage constant awareness amongst all employees for the health and safety aspects of their work, and for the environment in which they work.
- Ensure that contractors and agents of the school are aware of and work towards the standards set out in this policy.
- Monitor and review the achievement of these objectives and to implement improvements where necessary to enable them to be met.

Roles and Responsibilities

HEAD TEACHER – RESPONSIBILITIES

1. To be familiar with the content of the Health & Safety Policy, the Health and Safety at Work Act 1974 and any other health and safety legislation which may affect their area of activity.
2. On behalf of the Governing Body ensure that this policy and relevant legislation are implemented.
3. To ensure that all employees carry out their health and safety duties and responsibilities.
4. To ensure that all hazards within their area of responsibility are identified.
5. To ensure that risk assessments are carried out, and appropriate control measures implemented within their area of responsibility in accordance with the policy and legislative requirements.
6. To ensure that all works undertaken within their area of responsibility take into account the health and safety of any person likely to be affected by such works, including employees and non-employees.
7. To ensure that all risk assessments are recorded, monitored and reviewed according to the level of risk identified.
8. To involve relevant employees in the risk assessment process.
9. To ensure the effective use of resources in order to achieve health and safety objectives.
10. To ensure that all employees working within the school, whether permanent or temporary, are given adequate safety information, instruction and training to enable them to reach a minimum level of competence to carry out their work without undue risks to their own or others health and safety.
11. To ensure that all incidents (accidents, near misses, violence and aggression) are properly investigated, reported upon and actions taken to avoid re-occurrence.
12. To inspect and monitor the operations and activities under their control, in accordance with this policy, and take necessary remedial action.
13. To take appropriate action under established disciplinary procedures for any employee not complying with their duties, responsibilities or safe working practices as laid down in policies and procedures.
14. To demonstrate commitment by taking a proactive approach in health and safety matters.

ALL EMPLOYEES

1. To be familiar with the contents of the School and any other policies affecting their areas of activity.
2. **Teaching staff** are responsible for the H&S of all pupils under their control and in particular must ensure:-
 - Effective and appropriate supervision of the pupils that they are supervising
 - That appropriate safety instructions are given to all pupils prior to commencing practical sessions
 - They know the emergency procedures
3. Co-operate to ensure the implementation of the School, and all relevant policies, procedures and safe systems of work.
4. To assist as required with the carrying out of risk assessments.
5. To report to the Strategic Business Manager any matter that they consider presents a risk to the health and safety of anyone who may be affected by the activities being undertaken.
6. To attend training as directed and all briefings in respect of matters of health and safety, and act upon the information, instruction and training given.
7. To report to the Strategic Business Manager if for any reason instructions on health and safety cannot be implemented.
8. To cease work where there is imminent danger of harm, and to report immediately to the Strategic Business Manager.
9. To carry out user checks on portable electrical equipment prior to use, and to operate such equipment in accordance with instructions.
10. To use all plant, equipment and personal protective equipment and clothing, in a safe manner. To use such items in accordance with instructions provided and as explained or taught during health and safety training.
11. To report to the Strategic Business Manager, equipment defects in accordance with established systems. To report anything where maintenance or repair are necessary.
12. To report to the Strategic Business Manager, defects, loss or damage to personal protective clothing and equipment, in accordance with established systems. To report anything where maintenance, repair or replacement are necessary.
13. To co-operate with health surveillance where a formal system has been identified as necessary.
14. To report all hazards, accidents, near misses and incidents of violence and aggression whether or not they result in injury or property damage, in accordance with the school procedures.

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15. Not to interfere with or misuse anything provided for health, safety or welfare.
 16. To seek and offer advice as appropriate to improve health and safety performance.
 17. To behave in a manner at all times so as not to put themselves or others at risk to their health and safety, by what they do or fail to do.

Governors

To ensure that Health and Safety is considered at a local level, school based health and safety matters should be dealt with by one of the following methods:

- (a) the full Governing Body (with Area Representatives and School Safety Representatives in attendance for safety issues);
- (b) a newly constituted sub-committee of the Governing Body to be known as the School Safety Committee.
- (c) part of another sub-committee.

The School Safety Committee at Paganel Primary School will be (c) – part of another sub-committee, the Resources Committee.

The School Safety Committee will meet at least twice a year.

The main function of the School Safety Committee is to keep under review the measures taken to ensure the health and safety at work of employees, pupils and visitors. A specific objective of the Committee is to promote co-operation in instigating developing and carrying out measures to ensure health and safety at work. Within this broad view, the specific function of the safety committee should include:

- (i) study accident reports and notifiable disease statistics and trends;
- (ii) study incidents of violence and aggression statistics and trends;
- (iii) examine safety audit reports;
- (iv) consider reports and information from the Health and Safety Executive;
- (v) consider risk assessments;
- (vi) consider reports from safety representatives;
- (vii) assist in the development of safety rules and systems of work;
- (viii) inspections of the school as appropriate;
- (ix) promote and develop measures to ensure the Health, Safety and Welfare of employees.

A copy of the minutes of each meeting will be referred to the Governing Body.

The Governing Body fully supports the appointment of safety representatives and recognises their value in promoting and maintaining a health and safety culture within the school.

Arrangements for Health and Safety

1. Chair of Governors

The Chair of Governors is responsible for co-ordination of this policy and monitoring its implementation.

2. Governing Body

Paganel Primary School Governing Body will consider all health and safety matters of concern brought to their attention. The Governing Body will decide upon appropriate courses of action and will, so far as is reasonably practicable, identify appropriate resources to implement this health and safety policy.

Health and Safety will be a standing item on the Agenda at all Resources Committee meetings.

3. Risk Assessment

3.1 Assessments will be carried out by nominated competent persons within the school and will include:

- (i) the risks to the health and safety of employees to which they are exposed whilst they are at work, and
- (ii) the risks to the health and safety of other persons arising out of or in connection with work activities.

3.2 The significant findings of the assessment will be recorded:

- (i) Hazards;
- (ii) Risks;
- (iii) Group(s) of people especially at risk;
- (iv) The control measures already in place;
- (v) The effectiveness of those measures;
- (vi) A measure of the remaining risk;
- (vii) The control measures needed to comply with the requirements or prohibitions of health and safety legislation;

Risk Assessment forms are available within the school and should be used to record risk assessments as appropriate.

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- 3.3 For new operations, substances, plant and equipment it is particularly important that assessments are completed before commencement/introduction. Safety must be considered at the planning stage.
 - 3.4 Assessments must be reviewed at least every 12 months. In addition assessments must be reviewed whenever there is reason to suspect that they are no longer valid or there have been significant changes to related matters.
 - 3.5 All members of staff are responsible for undertaking risk assessments at Paganel Primary School where the activity taking place requires one.

4. **EMPLOYEE TRAINING**

- 4.1 Employees are required to attend health and safety training where it is identified as necessary. Employees must co-operate with their employer by attending training as directed.

The identification of training needs will be as a result of:

- (i) risk assessment;
- (ii) monitoring activities;
- (iii) the occurrence of accidents and incidents of violence and aggression;
- (iv) new legislation;
- (v) updated information and technology;
- (vi) new procedures or changes to existing procedures;
- (vii) Education and Lifelong Learning health and safety plans, and the results of health and safety audits.
- (viii) Fire Awareness training

5. **ACCIDENTS**

Definition: an accident is any unplanned event, which results in, or might have resulted in, personal injury or damage to property, plant and equipment. This definition includes fires and near misses.

5.1 Reporting:

- (a) All employees are required to report all accidents.
- (b) The school will maintain a supply of incident report forms for their employees.
- (c) In the case of an accident to a member of the public, an accident report form must be completed by an employee, not by the member of the public.

5.2 Investigation:

- (i) For every accident the Head Teacher will carry out an investigation and complete the appropriate section of the accident report form to indicate the remedial action taken.

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- (ii) The Head Teacher may ask for the advice and/or assistance of the Safety Officer when completing investigations.

6.0 VIOLENCE AND AGGRESSION

Reporting

- (i) All employees are required to report all incidents of violence and aggression. This may include actual, attempted or threatened physical violence, verbal abuse, racial abuse or verbal abuse of a sexual nature.
 - (ii) The school will maintain a supply of incident report forms for their employees.
- 6.1 For each incident of violence and aggression, Head Teachers/ Managers must determine what action is appropriate in respect of both the employee and the incident, and complete an incident report form within 10 days of the incident occurring. The completed form must sent to the LA as soon as possible.

7.0 FIRE PROCEDURES

- 7.1 Details of the schools fire procedures are contained within the Fire Risk Assessment and Log Book File.
- 7.2 Suitable and sufficient Risk Assessment will be completed on an annual basis using the pro-forma in the Fire Risk Assessment and Log Book.
- 7.3 The Fire Log Book will be kept up to date and along with the Risk Assessment be available for inspection by any fire officer undertaking an inspection of the school.
- 7.4 Fire drills should be undertaken on a termly basis and recorded in the Log Book.
- 7.6 All staff will receive training in the action to be taken in the event of a fire, and periodic refreshers on the fire and bomb alert procedures and general fire precaution.
- 7.7 The site manager Paul Grinham & the SLT will be responsible for undertaking fire risk assessments at Paganel Primary School.

8. OTHER SERIOUS OR IMMINENT DANGER

- 8.1 Members of staff have a responsibility to take action in response of danger, which they reasonably believe to be a serious or imminent danger to themselves and/or others, including school pupils and the public.
- 8.2 Employees who believe there is serious or imminent danger have the authority to take action accordingly.

8.3 Actions by employees, without further instructions from more senior employees, could include:

- (a) Evacuation of a classroom/building.
- (b) Isolation of part of a classroom/building.
- (c) Closing off an access to a classroom or building.

8.4 In any event, the employee taking such action must ensure that sufficient precautions are taken to prevent danger to anyone.

8.5 The employee taking such action must inform the Head Teacher and Chair of Governors immediately, or as soon as is practicable.

The incident must be reported by the employee taking the action and an investigation must be carried out.

9. **FIRST AID ARRANGEMENTS**

9.1 A sufficient number of first-aiders will be appointed by the school in order to attend to people injured or taken ill.

9.2 A suitable and sufficient risk assessment will indicate the number of first-aiders required.

9.3 The Head Teacher will ensure that up to date notices are displayed identifying who the first aiders are and the location of the first aid boxes.

9.4 The minimum contents of the First Aid box are as follows:-

- (a) One Guidance leaflet;
- (b) Twenty individually wrapped sterile adhesive dressings (assorted sizes).
- (c) Two sterile eye pads, with attachment.
- (d) Four individually wrapped triangular bandages (preferably sterile)
- (e) Six safety pins.
- (f) Six medium sized individually wrapped sterile unmedicated wound dressings (approx 12 cm x 12 cm).
- (g) Two large sterile individually wrapped unmedicated wound dressings (approx 18 cm x 18 cm).
- (h) One pair of disposable gloves.

The following may also be kept in or near the First Aid box;

- (a) Disposable apron.
- (b) Scissors.
- (c) Adhesive tape.
- (d) Individually wrapped moist wipes.

9.6 Travelling First Aid kits should be appropriate for the circumstances in which they are to be used. The following items should be included:-

- (a) One Guidance Leaflet.
- (b) Six individually wrapped sterile adhesive dressings.
- (c) One large sterile unmedicated dressing (approx 18 cm x 18 cm)
- (d) Two triangular bandages.
- (e) Two safety pins
- (f) Individually wrapped moist cleaning wipes.
- (g) One pair of disposable gloves.

9.7 The following will be the designated first aid personnel at Paganel Primary School – Karen Nevey & Jenny Clapham. The following staff members have been trained in Paediatric First Aid, Becky Lovell, Lee Clayton.

10. PROTECTIVE CLOTHING AND EQUIPMENT

10.1 Protective clothing and equipment will only be provided when an assessed risk cannot be eliminated or controlled by some better means, or where it is required by law.

10.2 Where protective clothing or equipment is provided, employees must make full and proper use of it at all times, and as instructed.

10.3 Employees must keep protective clothing and equipment clean, as far as is reasonably practicable, carry out user checks as required, and make it available for maintenance.

10.4 Head Teachers must ensure that protective clothing and equipment is kept clean, properly maintained and is properly used.

10.5 It is the duty of all employees to report losses or defects in protective clothing and equipment.

10.6 The person issuing protective clothing and equipment must obtain a clearly identifiable signature of the recipient (e.g. signature and name printed in capitals), dated at the time of issue.

10.7 Head Teachers must ensure that employees needing to use protective clothing and equipment are given necessary training, information or instruction on its purpose, use and care, and that such training, information and instruction is updated periodically and to incorporate changes.

11.0 CONTRACTORS AND SERVICE PROVIDERS

11.1 The Site Manager/Head Teacher/Business Manager has a responsibility to ensure that contractors on site do not endanger the health and safety of employees, visitors, service users and the public.

11.2 Contractors must not start work on any site without first consulting the Site Manager/Head Teacher/Business Manager.

11.3 Contractors must not be allowed to start work until the Site Manager/Head Teacher/Business Manager is satisfied that the work can be done, so far as reasonably practicable, without risk to employees, visitors, pupils and the public.

11.4 Should a contractor start work without permission or consultation, the Site Manager/Head Teacher/Business Manager must take appropriate action.

- (a) Inform the contractor of this policy in relation to contractors and/or,
- (b) Stop the work until proper consultation has taken place and/or.
- (c) Order the contractor off site, if necessary, until the operation can be isolated and/or further advice obtained.

11.5 The Site Manager/Head Teacher/Business Manager must obtain the contractor's

- (a) Risk assessment relating to the operation.
- (b) Method statement for the operation.

The Site Manager must inform the contractor of any local hazards, which may present a risk to the contractor whilst on site.

12.0 Hazardous Substances COSHH

Risk assessments should be in place for hazardous substances kept in school. The substances should be locked away with restricted access. Data sheets should be kept for each substance and CLEAPSS guidelines should be followed. Training will be made available in safe use, selection and use of protective equipment and storage arrangements.

ASBESTOS

12.1 The most common applications within the school where asbestos is likely to be encountered are: -

- fire breaks in ceiling voids;
- fire protection in ducts, firebreaks in wall panels/partitions, soffit boards, ceiling panels and around structural steel work;
- thermal insulation of pipes and boilers e.g. molded or preformed lagging;
- insulating boards used for thermal insulation, partitioning and ducts;
- some ceiling tiles;
- asbestos cement products, which can be fully or semi-compressed onto flat or corrugated sheets. Corrugated sheets are largely used as roofing and wall cladding. Other asbestos cement products include gutters, rainwater pipes and water tanks;
- certain textured coatings e.g. artex;

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- bitumen roofing materials;
 - vinyl or thermoplastic floor tiles.

- 12.2 The Site Manager/Head Teacher/Business Manager are responsible for the management of asbestos on the school site and has a legal duty to prevent exposure of staff, pupils and contractors etc to asbestos.
- 12.3 The presence of asbestos containing materials must be considered prior to any work being undertaken at the school by members of staff, contractors or volunteers.
- 12.4 If planned maintenance is being organised through the schools Property Maintenance Surveyor, asbestos checks will automatically be carried out.
- 12.5 In the case of any other school alterations/improvements, e.g. security installations/upgrades, computer networking, or any other 'minor works' (including re-decoration) usually carried out "in-house", consideration must be given to the presence of asbestos.
- 12.6 A Log Book and guidance on the procedures for dealing with asbestos will be maintained within the school. The location of all asbestos containing materials will be brought to the attention of all staff. The asbestos logbook for Paganel Primary School is kept and maintained in the school office.

13.0 VOLUNTARY WORKERS ON SCHOOL SITES

- 13.1 If it is intended to use volunteers to carry out practical work on the school site, the Head Teacher as "Premise Manager" must consider the competency of the worker before commencement i.e. their skills, knowledge and experience.
- 13.2 All work must be undertaken strictly in accordance with relevant Health and Safety legislation and any conditions imposed by the Council.
- 13.3 The Head Teacher should conduct a risk assessment of the proposed work, in conjunction with the person(s) contemplating the work.
- 13.4 It is the duty of the Head Teacher to inform the "workers(s)" of all existing hazards on the site that may present a risk, particularly potential hazards relating to work on/with unknown existing construction materials e.g. asbestos.

They must also be made aware of the following:-

- other construction work, taking place on site,
- security arrangements,
- lone worker arrangements,
- first aid arrangements,
- action to be taken in the event of fire or other emergency,
- safe and secure storage of materials ,
- welfare facilities e.g. Toilets and washing materials.

13.5 The worker must provide the Head Teacher with a written Method of Safe Working Practices that should be agreed before commencement. This should take into account:

- what is to be achieved?
- how is this to be achieved?
- where is this to be undertaken?
- the time period to complete the task,
- who is to be involved?
- what special skills are likely to be involved, if required?
- working space required to carry out the work in a safe manner, taking into consideration both the needs of the 'worker' and others that may be based in the area,
- specialised tools/equipment that might be brought onto site and the safe working methods,
- how others may be put at risk and what precautions should be taken?

13.6 The Head Teacher or other school based representative should check that the work is being carried out in a satisfactory manner and reserve the right to stop work at any time.

14. Portable and Transportable Electrical Equipment

14.1 The Electricity at Work Regulations requires that all electrical equipment is properly maintained. Guidance to these Regulations in respect of portable and transportable electrical equipment, recommends, three types of maintenance regime. These are users' visual checks, formal visual inspections and combined inspection and tests.

14.2 Combined inspection and test of portable electrical should be undertaken on at least an annual basis. Risk assessment will identify if more frequent testing is required. Combined inspection and tests will be carried out by an electrician or competent person using a portable appliance tester.

14.3 All electrical equipment should receive a formal visual inspection on a termly basis.

14.4 Members of staff will be encouraged to look at the electrical equipment they use for obvious signs of damage this is particularly important for equipment which is moved, e.g. kettles, desktop fans, portable tools etc.

14.5 Any item failing an inspection/test should be taken out of service immediately, and until such time as it can be repaired and retested, or a decision is made to scrap the item.

14.6 Suitable and sufficient records should be maintained of schedules of electrical equipment tested and certificates of failure for failed items.

14.7 Any new electrical equipment may be put into service immediately, and will be included for inspection/testing at the next round.

14.7 Second hand or acquired electrical equipment, or employees own equipment brought from home, may not be used in the School's premises until it has been inspected and tested.

15. INCLUSION

15.1 Paganel is an inclusive school which welcomes all children, adults and staff. The school provides an inclusive environment for all.

The SENCO is responsible for Equality. Members of staff can consult her on any matters to do with inclusion of all pupils.

15.2 MEDICINES

We understand that some pupils may on occasion require medication at certain times during the school day. We request that a parent or carer should come into school to administer such medication. No member of staff is expected to give any medication.

However, if a child is in need of medication and a parent or carer cannot come in to the school then this would need to be discussed on an individual basis. This may be when a medicine needs to be administered 4 times during the day. A decision will be made on each individual case. There will not be any precedent made. If it is agreed that medication can be administered then Medicines can only be administered if accompanied by written authorisation and instructions from a child's parents. They will be kept in the Medicine Cabinet in the First Aid room (or if appropriate in the fridge in the first aid room) and must be clearly named with instructions on the dosage. Medicines can only be taken under adult supervision and the administering adult must record the date, name of child, dose and then sign in the medicine record file held in the School Office.

If a child cannot attend school to participate in the daily routine without the use of any prescribed medication such as inhalers for asthma, insulin for diabetes, epipen or antihistamines for allergies or Ritalin (or similar) for conditions such as ADHD then the individual matter would be considered by the leadership group.

If any other prescribed medicines are to be kept in school they are stored in a safe place accessible to adults only and out of the reach of children.

15.3 PERSONAL CARE PLANS

Any of the children described in the above paragraph in need of medication on a regular basis while attending, or in order to be able to attend school will, have an individual care plan written to ensure their individual needs are met. These personal care plans will be available and known to all the first aiders and any other adults that may need to know. All individuals will be treated with complete confidentiality. Presently information regarding any individual pupil's care is shared with those who work closely with the child.

16. HOUSEKEEPING, CLEANING & WASTE DISPOSAL

The caretaker is to ensure premises are kept clean and to minimise accumulation of rubbish. Wet floor areas (spillages or cleaning) are to be clearly signed to minimise the risk of slipping. Glass and other sharp objects must be disposed of safely. External waste bins

are held in a separate locked fenced area. Medical waste is stored in a special bin in the First Aid room and emptied by a competent person on a regular basis.

In bad weather areas will be prioritised and will be gritted or cleared of snow.

17. SMOKING

Smoking is not permitted anywhere on school premises or in the grounds

18. SCHOOL SECURITY

External doors are kept shut at all times to maintain site security. Visitors should only gain entry through the main entrance. All visitors are required to sign in at Reception and must display their visitor's badge at all times. They should leave their car registration number when they sign in. Visitors should be collected or taken to their appointment and should sign out on leaving.

Staff must sign in and out using the electronic system whenever they enter/leave the premises. Staff must wear their identity badges at all times.

19. WORKING AT HEIGHT

Staff must use the correct ladders for putting up displays they **must not** stand on chairs/desks. The site team may need to work at height in the course of his duties. Ladders should be visually checked before each use. Pupils should not use steps or ladders at any time. Contractors should not use school equipment.

20. HANDLING AND LIFTING

Handling and lifting activities should be avoided wherever possible, as these can be the cause of many injuries. Where manual handling cannot be avoided, risk assessments should identify potential hazards and control measures implemented to minimise the risk of injury to staff. Where applicable, training will be provided.