



Signed by Chair of Governors .....

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## **TROWSE PRIMARY SCHOOL**

### **HEALTH & SAFETY POLICY**

#### **PART ONE – STATEMENT OF INTENT**

#### **PART TWO – ORGANISATION**

Responsibilities of:

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- Headteacher
- School Health and Safety Co-ordinator
- Heads of Faculty/Other Staff holding positions of special responsibility
- Class Teachers
- School Health and Safety Representatives
- All Employees

#### **PART THREE – PROCEDURES AND ARRANGEMENTS**

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## **HEALTH AND SAFETY POLICY**

### **PART ONE**

#### **STATEMENT OF INTENT**

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work related ill health
- c) Assessing and controlling risks from curriculum and non-curriculum work activities
- d) Complying with statutory requirements as a minimum
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- i) Setting targets and objectives to develop a culture of continuous improvement
- j) Ensuring adequate welfare facilities exist at the school
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

# **HEALTH AND SAFETY POLICY**

## **PART TWO**

### **ORGANISATION**

#### **INTRODUCTION**

To comply with the Governing Body's Statement of Intent the school's normal management structure have had additional responsibilities assigned, as detailed below.

An organisational chart showing the school's health and safety management structure is attached at Appendix 1.

#### **THE GOVERNING BODY**

The Governing Body has the following responsibilities to ensure:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.

#### **THE HEADTEACHER**

The Headteacher has the following responsibilities:

- a) To be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- b) Ensure that a clear written local Policy for Health and Safety is created.
- c) Ensure that the Policy is communicated adequately to all relevant persons.
- d) Ensure appropriate information on significant risk activities is given to visitors and contractors.

- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- g) Make or arrange for risk assessments of the premises and working practices to be undertaken.
- h) Ensure safe systems of work are in place as identified from risk assessments.
- i) Ensure that emergency procedures are in place.
- j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- k) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- l) Ensure arrangements are in place to monitor premises and performance.
- m) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- n) Report to the Governing Body annually on the health and safety performance of the school.

### **SCHOOL HEALTH AND SAFETY CO-ORDINATOR**

The School Health and Safety Co-ordinator has the following responsibilities:

- a) To co-ordinate and manage the annual risk assessment process for the school.
- b) To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- c) To make provision for the inspection and maintenance of work equipment throughout the school.
- d) To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with NPS and other contractors.
- e) To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.
- g) Carrying out any other functions devolved by the Headteacher or Governing Body.

## **TEACHING/NON-TEACHING STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY**

This includes Curriculum Co-ordinators, Clerical Managers and Caretakers. They have the following responsibilities:

- a) Apply the school's Health and Safety Policy or relevant County Council Health and Safety Code of Practice to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible.
- c) Ensure that all staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work.
- d) Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Investigate any accidents that occur within their area of responsibility.
- h) Prepare an annual report for the Headteacher on the health and safety performance of his/her department or area of responsibility.

## **CLASS TEACHERS**

Class teachers are expected to:

- a) Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- c) Give clear oral and written instructions and warnings to pupils when necessary.
- d) Follow safe working procedures.
- e) Require the use of protective clothing and guards where necessary.
- f) Make recommendations to their Headteacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.

- g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- h) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- i) Report all accidents, defects and dangerous occurrences to their Headteacher.

### **SCHOOL HEALTH AND SAFETY REPRESENTATIVES**

The Governing Body recognises the role of Health and Safety Representatives 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 but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

### **ALL EMPLOYEES**

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. In particular, employees must:

- a) Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies. Co-operate with school management in complying with relevant health and safety law.
- b) Use all work equipment and substances in accordance with instruction, training and information received.
- c) Report to their immediate line manager any hazardous situations and defects in equipment found in their work places.
- d) Report all incidents in line with current incident reporting procedure.
- e) Act in accordance with any specific health and safety training received.
- f) Inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Co-operate with appointed Trade Union Health and Safety Representative(s).

## **PUPILS**

Pupils, allowing for their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

# HEALTH AND SAFETY POLICY

## PART THREE

### PROCEDURES AND ARRANGEMENTS

#### INTRODUCTION

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

#### RISK ASSESSMENT

##### General Risk Assessment

General Risk Assessment will be co-ordinated by the Head following guidance contained in [Section 3](#) of the Children's Services Health and Safety Manual.

##### Maternity Risk Assessment

Maternity Risk Assessments will be carried out by the Head following guidance contained in [Section 34](#) of the Children's Services Health and Safety Manual.

##### Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by subject leaders and class teachers using Health and Safety Codes of Practice for Design & Technology, Science, PE, Art, Swimming and Drama issued by the County Council.

##### Fire

A fire risk assessment will be carried out by the Head and Caretaker following guidance contained in [Section 4](#) of the Children's Services Health and Safety Manual

##### Manual Handling

Manual handling risk assessments will be carried out by the Head and Caretaker following guidance contained in [Section 5](#) of the Health and Safety Manual.

##### Computers and Workstations

Computer and workstation risk assessments will be carried out by the Head following guidance contained in [Section 6](#) of the Health and Safety Manual.

##### Hazardous Substances

The Caretaker will identify hazardous substances for which no generic assessment exists in the Codes of Practice mentioned above, or in the [Caretaking Code of Practice](#), following guidance contained in [Section 7](#) of the Health and Safety Manual.

##### Violence

Assessment of the risks of violence to staff will be carried out by the Head following guidance contained in [Section 8](#) of the Health and Safety Manual.

## **EMERGENCY PROCEDURES**

### **Fire and Evacuation**

Fire and evacuation procedures are detailed in Appendix 2.

#### **First Aid**

First aid boxes are provided at the following locations: all classrooms, the servery, the office and the small group room opposite the staff room.

The following staff are available to provide first aid:

***Certificated (First Aid at Work qualified) First Aiders:*** Liz Andrews (Secretary)

***Certificated (Emergency First Aid at Work qualified) First Aiders:***

- All staff

***Certificated Paediatric First Aiders (required for children up to age 5):***

In event of needing first aid assistance, either: -

Locate the nearest first aider or call for on call person who will locate the nearest first aider and cover their class if required.

#### ***Transport to hospital:***

If a pupil or member of staff is taken to Hospital arising from a school related incident, the Head will contact the family within 48 hours and address the following points:

- to receive an update on the patient's condition
- to ask if they would like to meet formally, at a time convenient to the family, to discuss any implications or actions arising from the accident
- To inform the family of any actions already taken by the school

If an ambulance is required, call "999". It may be appropriate in less severe cases to transport a pupil to a casualty department without using an ambulance, but this should always be on a voluntary basis. If a member of staff uses their own car for these purposes, they must ensure that they have obtained specific cover from their insurance company. The school will reimburse additional insurance premiums where necessary.

No casualty should be allowed to travel to hospital unaccompanied. The Head or most senior teacher on site will designate an accompanying adult in emergencies where parents cannot be contacted. This may be extended to situations where a parent is the driver, but the child needs looking after in the car by another adult.

#### **Incident Reporting**

See Appendix 3.

#### **Bomb Hoaxes and Bomb Alerts**

Responses to bomb threats will follow guidance contained in Management Information sheet [241/01](#).

The Headteacher, or in their absence, the most senior member of staff available, will decide on action to be taken in the event of an incident.

The signal for evacuation of the building, should this be necessary, will be:

- the fire alarm

The normal evacuation procedure should be followed.

### **Gas Leaks**

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone the National Gas Emergency Service (National Grid) on 0800 111 999.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

### **Chemical Spills**

All Science teachers and technicians should follow guidance contained in the [Health and Safety Code of Practice for Science](#).

## **HEALTH AND SAFETY TRAINING**

Health and safety induction training will be provided for, or arranged by, all new employees by the Head following the Induction Checklist and guidance contained in [Section 9](#) of the Health and Safety Manual.

The following staff have received or will receive health and safety training in the following areas:

### **Strategic Health and Safety Management and Premises Management Training**

- [Health and Safety Awareness \(Headteacher or Managers\)](#)

Stuart Odell (Head)

- [Premises Management 1](#)

Stuart Odell (Head)

- [Premises Management 2 - Asbestos](#)

Glen Self (Caretaker)

- [Premises Management 3 – Fire Safety Risk Assessment](#)

Stuart Odell (Head)

The HSE has recommended that for larger premises 3 or 4 staff attend Premises Management training to allow for sickness, holidays etc.

### **Curriculum/Subject Specific Health and Safety Training**

- [CIEH Level 2 Award in Food Safety \(formerly Foundation Certificate in Food Hygiene\)](#)

Wendy Hallam, Doreen Steward, Marjorie Read, Charlotte Atmore, Sophie Guin

### ***PE:***

- [Risk Management in PE and School Sport](#)

Stuart Odell is the subject coordinator- we follow LA guidelines

- [Safe Supervision of Swimming for Teaching Assistants](#)

Chloe Harcourt, Joss Lacey, Julie Huxtable

### ***Outdoor Education:***

- [Educational Visits Co-ordinator](#)

Stuart Odell (Head)

### **Occupational Risks**

- [General Risk Assessment](#)

Stuart Odell (Head)

- [Manual Handling](#)

Glen Self

- [Musculoskeletal Injuries Rehabilitation Scheme Referral Managers Training](#)

Stuart Odell

- [Norfolk Steps\(Team-Teach\) training](#)

All Staff

## **Caretaking**

- [School Caretakers - Health and Safety Awareness \(Norse\)](#)  
Glen Self (Caretaker)
- [Safe Use and Inspection of Ladders and Stepladders \(Norse\)](#)  
Glen Self (Caretaker)
- [Monthly water temperature checks \(legionella\)](#)  
Glen Self (Caretaker)

## **Health and Well-Being**

- [Well-Being Facilitators](#)  
Sarah Woodcock (Class 2 teacher)

## **Minibuses**

- Minibus driver training and [D1 \(post 1997 qualified drivers\)](#) – contact Senior Road Safety Officer (Driver Development) in Planning & Transportation on 01603 638121 for details
- Stuart Odell (Head)  
Julie Schindler (Admin Assistant)

[Training records](#) are held by the head and office staff  
The Health and Safety Co-ordinator, in conjunction with the INSET Co-ordinator, will identify training needs.

## **INSPECTION AND TESTING OF PLANT AND EQUIPMENT**

### **Statutory Inspections**

All plant and equipment requiring statutory inspection and testing (i.e. [steam boilers](#), [compressors](#), [lifting equipment](#), [local exhaust ventilation](#), [pressure cookers etc](#)) will be inspected by appropriate contractors through the Building Maintenance Partnership Pool (schools in scheme) or the Building Maintenance Fund (other Children's Services establishments).

### **Portable Electrical Appliances**

Inspection and testing of portable electrical appliances will be carried out following guidance contained in [Section 15](#) of the Health and Safety Manual.

Contractors appointed through the BMPP will carry out annual portable appliance testing.

### **Equipment Maintenance - Curriculum**

Subject leaders will be responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified and implemented following guidance contained in health and safety Codes of Practice for [Design & Technology](#), [Science](#), [Art](#), [PE](#) and [Drama](#).

### **Ladders and Access Equipment**

Caretakers will be responsible for inspection and maintenance of ladders and other access equipment following guidance contained in the [Caretaking Code of Practice](#) and [Section 25](#) of the Health and Safety Manual.

## **HEALTH AND SAFETY MONITORING**

### **Inspection of Premises**

General Workplace Inspections will be co-ordinated by the Head and Caretaker

## **CONSULTATION AND COMMUNICATION OF INFORMATION**

### **Consultation**

The premises Health and Safety Committee (or equivalent) meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

Committee member's names are obtained from the school office.

### **Communication of Information**

The premises manager will ensure that systems are established so that staff and pupils are familiar with the arrangements set out in this document.

The [Health and Safety Law poster](#) is displayed in the staff room and in the servery.

Health and safety advice is available from the Head (School Health and Safety Co-ordinator) or the [Children's Services Health and Safety Adviser](#).

## **PREMISES MANAGEMENT**

### **Security and Visitors**

All visitors must report to the office, where they will be asked to sign the visitors book and wear an identification badge, as well as be given a pamphlet on safeguarding (when in school time).

### **Vehicles on Site/Parking**

The school does not have a car park. Cars & deliveries must be parked in designated areas- not on yellow lines outside the school.

## **Building Maintenance**

General building maintenance is carried out by Norfolk Property Consultants Ltd (NPS).

### **Asbestos**

The asbestos register and [asbestos management plan](#) is in the school office. The Head and school secretary are responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified sign the register and that any changes to the register are notified to NPS Property Consultants Limited.

### **Control of Contractors**

All contractors must report to the office where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Head is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work .

### **Lettings**

Lettings are managed by the secretary following [Council guidance](#).

## **OTHER PROCEDURES**

### **Critical Incident Management**

The County Council's [Critical Incident Management guidelines](#) are followed and staff are made aware of the advice given.

### **Managing Medicines**

Prescribed medication will be administered to pupils following guidance contained in [Section 11](#) of the Health and Safety Manual.

The Secretary has been nominated as responsible persons for control of administration of medicines to pupils.

### **Educational Visits**

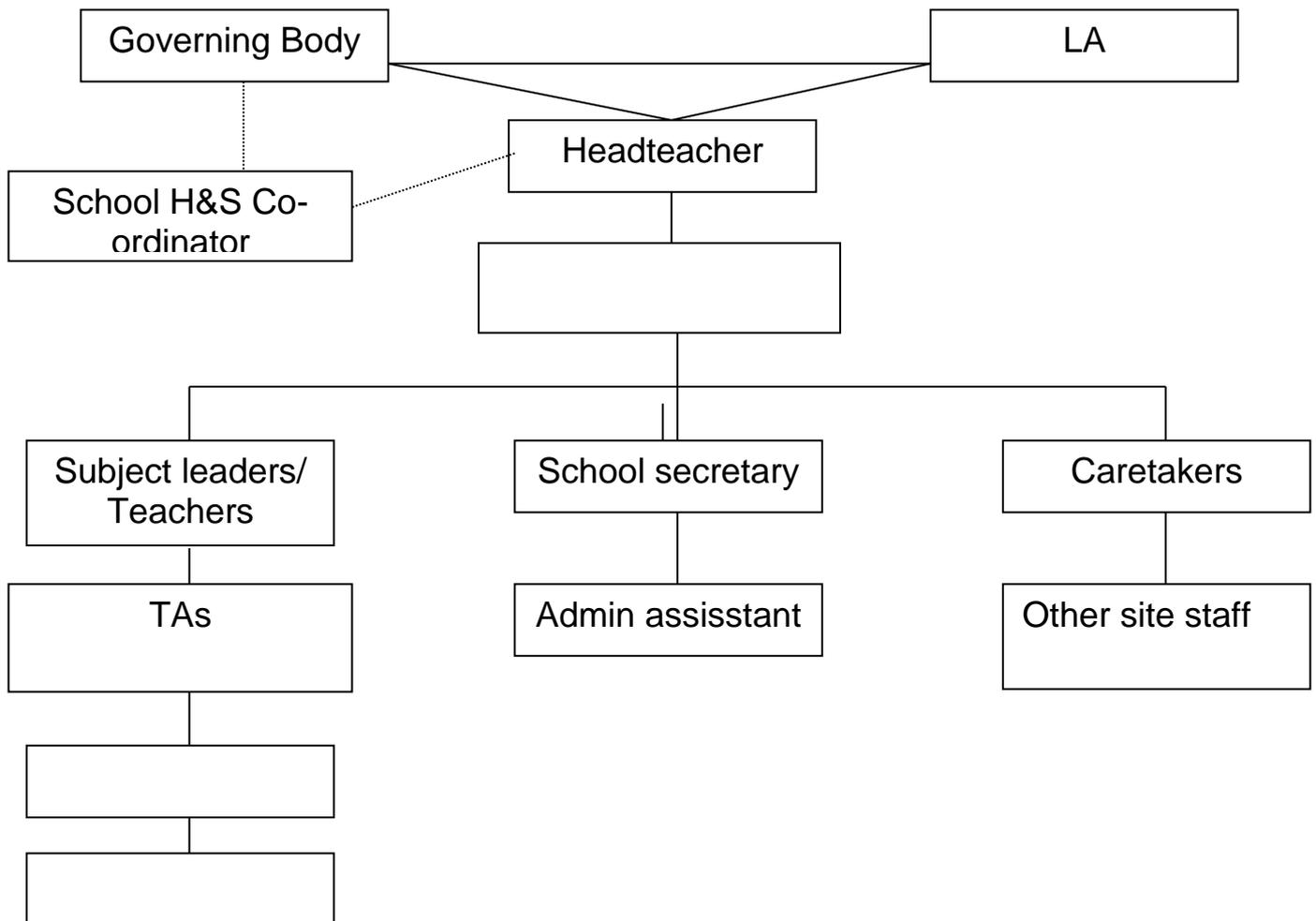
Educational visits will be organised following guidance contained in DfES (DCSF) documentation and the [Children's Services guidance document](#). The Educational Visits Co-ordinator is the Head.

## **REVIEW**

These arrangements will be reviewed annually and revised as new topics arise which may affect the process of managing health and safety for staff, pupils, contractors and other visitors.

Trowse Primary School

HEALTH AND SAFETY ORGANISATIONAL CHART



## Appendix 2

### FIRE AND EVACUATION PROCEDURES

- Fire notices are displayed at every room near the main door into it.
- Escape routes are checked by the caretaker every week
- Fire Extinguishers are maintained and checked by [our BMP buy-in, at a schedule decided by the buy LA](#)
- Alarms are tested by [our BMP buy-in, at a schedule decided by the buy LA](#)

Emergency evacuation procedure will be tested once every term.

## IN CASE OF FIRE EVACUATION PROCEDURES



**MAKE SURE YOU KNOW WHERE YOUR NEAREST FIRE EXIT IS  
DO NOT OBSTRUCT YOUR FIRE EXIT**

### **WHEN THE FIRE ALARM SOUNDS:**

- Leave this area via the nearest fire exit as quickly as possible, but in a calm and orderly way. Teaching Assistants take first aid box from classroom with them.
- Teaching Assistants to check the following areas IF IT IS SAFE TO DO SO:
  - Class 1: Adjoining toilets, staffroom and study room.
  - Class 2: Boys, Girls and staff toilets and tech. room.
  - Class 3: Hall and mezzanine.
  - Class 4: Mezzanine, adjoining toilets and storage cupboards/rooms off this classroom.
- Make your way to the bottom playground.
- Line up in your classes in year group alphabetical (surname) order.
- Office staff will co-ordinate drill, taking mobile phone with them.
- Teachers will be given the class register.
- Check each child, by name, from the register.
- Return the register to the Headteacher and report verbally that all children are present.
- **If any children are unaccounted for, report immediately to the Headteacher.**
- Visitor book, absence/off premises book and staff/visitor plan to be checked by Headteacher.p

**DO NOT PUT YOURSELF IN ANY DANGER**

**DO NOT RETURN TO YOUR CLASSROOM FOR ANY  
REASON UNTIL TOLD YOU CAN DO SO BY THE  
HEADTEACHER**

## **Appendix 3**

### **INCIDENT REPORTING AND INVESTIGATION**

All incidents will be reported in accordance with guidance contained in [Section 12](#) of the departmental health and safety manual.

The Norfolk County Council Incident Report Form Book is kept in the office.

To comply with the Data Protection requirements, individual incident reports will be removed from the Incident Book, passed to the Health and Safety Co-ordinator and stored securely to ensure that personal details remain confidential.

Minor accidents to pupils and visitors will be reported on the premises' 'Non-Employee Accident Record'. These forms are held in the small group room opposite the staff room

#### **Investigation of Incidents and Remedial Action**

The Head will investigate all incidents and make appropriate recommendations to prevent a recurrence.

#### **Reporting**

The person responsible for recording and reporting of incidents to County Hall and maintaining records is the Head.