



Ball Green Primary School

Health & Safety Policy

2020-2021

Health and Safety Policy

September 2020

Written By	Sue Potts
Ratified by governors	C Burrow
Review by	

Every child. Every chance. Every day.

Article 28: Every child has the right to an education.

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HEALTH AND SAFETY POLICY STATEMENT OF Ball Green Primary School

General Statement of Health and Safety Policy



City of
Stoke-on-Trent

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Board of Governors and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work Act 1974.

1. In compliance with the Health and Safety at Work etc. Act, the school's Board of Governors will ensure so far as is reasonably practicable that: -
 - All places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
 - All plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
 - Appropriate safe systems of work exist and are maintained.
 - Sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
 - A healthy working environment is maintained including adequate welfare facilities.

In addition to the above, the school will ensure that so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its' activities.

2. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representative's forms part of this policy.
3. This policy statement and the accompanying organisational arrangements supersede any previously issued.

Signed:

Head Teacher _____ Date: _____

Chair of Governors _____ Date: _____

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ORGANISATION

Employer Responsibilities

Stoke on Trent City Council as the employer has a statutory duty in respect of health and safety in community and voluntary controlled schools to ensure that premises and people are healthy and safe. The responsibility is devolved to the Head Teacher, who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises.

The Headteacher will ensure the overall implementation of the policy.

Headteacher Responsibilities

- To ensure this policy is reviewed annually, or before if there are any changes in circumstances;
- To ensure that employee responsibilities regarding health and safety are included in his/her job description and that it is properly received and understood;
- To include health and safety issues in the school improvement plan, if necessary;
- To carry out regular health and safety inspections and take remedial action as appropriate;
- To undertake risk assessments, record significant findings, and review annually, or before if there is a change in circumstance;
- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices;
- To liaise with LA property and infrastructure support and/or the building maintenance consultants and/or with contractors to resolve property maintenance issues;
- To ensure that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed;
- To ensure that emergency evacuation procedures are in place and tested;
- To ensure that adequate first aid provision is available and kept up to date;
- To report health and safety issues to the governing body on a regular basis;
- To monitor and review all health and safety policies and procedures.

NB: Tasks can be delegated to other staff members but the responsibility remains with the Headteacher.

Governors' Responsibilities

- Responsibility for the health and safety of pupils lies with the governing body of the school, either as the employer of school staff or because it controls school premises (or both).
- The governing body will promote a strategic overview for health and safety.
- The governing body will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils or visitors at risk while they are on the premises.

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- The governing body of a community, voluntary controlled, community special and maintained nursery school must comply with any directions given by the LA concerning the health and safety of persons in school, or on school activities elsewhere.
- The governing body will make adequate provision for maintenance of the school premises and equipment within the school's delegated budget.
- The governing body will support and monitor health and safety within the school.

Name of Appointed Health and Safety Governor:

Staff Responsibilities

- Must take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do.
- Will co-operate with their employer on health and safety matters.
- Will not interfere with anything provided to safeguard their health and safety, or that of others.
- Have a duty to report all health and safety concerns to the Head Teacher or their line manager.
- Staff will ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Staff will use the correct equipment and tools for the job and any protective clothing supplied.
- All staff members will ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Staff will exercise good standards of housekeeping and cleanliness.

Senior Site Supervisor Responsibilities:

- Ensuring that other site staff are adequately supervised when undertaking work.
- Identifying any particular Health and Safety training requirement for themselves and others. Ensuring that they or other staff are not involved in activities outside their limitation.
- Ensuring that any personal protective equipment issued is suitable for the task and used also that training is provided in the correct use of equipment.
- Ensuring that all staff work in accordance with safe working practices issued by the school, and Stoke-on-Trent City Council etc.

Children

All pupils must be encouraged to follow all safe-working practices and observe all school safety rules.

All pupils will:

- Follow all instructions issued by any member of staff in the case of an emergency.
- Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- Inform any member of staff of any situation that may affect their safety.

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Information, Instruction and Supervision under Health and Safety law

It is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster.

- A copy of the Health and Safety Law Poster can be found:

Location of Poster: Staffroom

- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Head Teacher or other delegated key members of staff.
- The Head Teacher will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their Health and Safety.

Competency for Health and Safety Tasks and Training

- Induction training will be ensured for all members of staff by the Head Teacher.
- Training will be identified, arranged and monitored by the Head Teacher and the governing body.
- Staff are also responsible for drawing to the attention of the Head Teacher their own personal training needs.
- Training records will be easily accessible for audit purposes and will be kept up to date.

The person responsible for holding the records is: Sue Potts

Monitoring

- The Head Teacher will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the school building and grounds.
- The Head Teacher is responsible for investigating accidents
- The Head Teacher is responsible for investigating work-related causes of sickness and absences,
- The Head Teacher is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.
-

ARRANGEMENTS

Contractors and Construction work

- All contractors must report to the School office and sign in. The Site Team will provide additional information relating to the requirements of adhering to the standards of the School, i.e. observing and signing the Asbestos Policy.
- Work arrangements will be organised to fit in with the school routines of pupils and to minimise any potential risk.

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- Where there is a potential danger to children and staff working in the school, they will be moved or the work rescheduled
- Contractors on the school site are provided with health and safety arrangements and relevant information. For all projects instructed by the School the relevant paperwork e.g. risk assessments, hazard identification checklist, method statements, hot work permits etc. must be completed prior to the project commencing

Visitors to the school

- All visitors must sign in to reception
- Once signed in, visitors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned
- Visitors and contractors will wear a visitor's badge at all times while on school grounds.
- Temporary teaching staff and assistants will inform reception of their presence by reporting and signing the visitor's log
- Staff members who encounter an unidentifiable visitor will enquire as to who they are visiting on site and direct them to reception or off the site
- All visitors shall be made aware of the school's fire arrangements in the event of a fire.
- All visitors shall be made aware of the school's emergency procedures.

School Activities

- The Head Teacher will ensure that risk assessments are undertaken.
- The significant findings of all risk assessments will be reported to the governing body and to all relevant staff, contractors and visitors who may be affected.
- Any actions that are required to remove or control risks will be approved by the Head Teacher or their delegated responsible person.
- The Head Teacher or delegated responsible person will check that the implemented actions have removed/reduced the risks, and
- All risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

Risk Assessments:

A List of Risk Assessments is kept in the risk assessment folder.
Personal risk assessments are kept by the Head Teacher.

Fire and Emergency Procedures

- The Head Teacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually.
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

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Names of fire wardens:

Edward Patterson, Trevor Jones, Sarah Leese, Sue Potts, Beverley Fleetham

Specify sites:

All rooms have clearly identified safety signs and notices

A record will be kept by:

the school office

Regular testing of fire alarms will occur on:

Indicate when tests are to be carried out:

Weekly on Friday at 8.00 am by the Senior Site Supervisor

The fire log book will be kept:

Specify who will keep the log and where:

- in the school office and kept up to date by the Senior Site Supervisor

Fire and / or Emergency

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves or others at undue risk. There should always be a clear escape available. Ensure the alarm is raised **BEFORE** attempting to tackle a fire.

All chemicals will be stored in accordance to the Control of Substances Hazardous to Health (COSHH) assessment. List of hazardous substances will be provided to fire officer in the event of a fire.

Maintenance of Fire Precautions:

The Head Teacher will ensure regular maintenance of:

- Fire extinguishers
- Fire alarms
- Fire doors
- Fire safety signs and identification of escape routes
- Emergency lighting and other emergency equipment

Smoking

Ball Green Primary School is strictly a no smoking site. This includes the use of electronic cigarettes.

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Bomb Alerts

Bomb alerts will be dealt with in accordance with the school's emergency planning arrangements.

- The Head Teacher is responsible for ensuring the bomb alert procedures are undertaken and implemented.
- Guidance on bombs/suspicious devices or packages will be circulated to staff annually.

First Aid Arrangements

• The Head Teacher will ensure that there are an appropriate number of designated and trained first aiders in the school.

A list of first aiders and contact details can be found:

In the office and by medical boxes

The Head Teacher will ensure that there are an appropriate number of first aid boxes, with instructions.

The first aid boxes are located in:

- the main office
- Top of each stairway
- Year 5 (old OPUS building)

The school will follow the procedure for completion of incident / accident records.

- The school will follow the LA procedures for reporting of injuries as stated in the LA accident book.
- All reportable incidents under RIDDOR '95 will be reported to the HSE by school.

Parents will be invited to complete the consent form for medical treatment in accordance with school policy and DFE guidance.

Information Technology

- The Head Teacher will ensure that suitable arrangements are in place for the use of information technology.
- Information Technology will be installed safely, with due consideration given to ventilation for server rooms and to hazards such as asbestos and working at height.
- Where laptops are used, safe systems of work including charging and use of trolleys will be devised.
- Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety, (DSE) Regulations 1992 (as amended in 2002).
- The LA guidance on interactive whiteboards will be followed.

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Legal Requirements for Premises

- The School will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.
- The School will comply with the arrangements of the Education (School Premises) Regulations 1999 with regard to school facilities such as washrooms for pupils and staff, medical accommodation and indoor temperatures.

Safe Handling and Use of Substances

- The Head Teacher is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Head Teacher or delegated responsible person will be responsible for undertaking COSHH assessments.
- The Head Teacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The Head Teacher will be responsible for checking that all new substances can be used safely before they are purchased.
- COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

Inspection of Premises, Plant and Equipment

The Head Teacher will arrange for formal inspections of the premises, plant and equipment and draw up an effective maintenance programme.

- All identified maintenance will be implemented.
- Routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the Head Teacher/deputy head.
- Access to store rooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment.
- Where damaged asbestos is encountered or suspected, procedures, as laid down in the LA Asbestos policy, will be followed.

Asbestos management

Premises will arrange for a management asbestos survey to be carried out. An asbestos file will be kept in Reception and staff will ask all contractors to check the survey and sign to say that they are aware of where the asbestos is within the building. The Head Teacher or the delegated responsible person will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. All works undertaken will be updated in the asbestos survey on completion.

For further guidance

<http://www.hse.gov.uk/asbestos/>

Control of chemicals hazardous to health (COSHH)

Any chemicals in the office environment (e.g. cleaning products, printer and photocopier chemicals) come under the Control of Substances Hazardous to Health Regulations 2002 (COSHH Regs). Their use and storage must be controlled so that the chances of ill-health are minimised.

For further guidance:

<http://www.hse.gov.uk/coshh/>

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Display Screen Equipment (DSE)

Information technology and the use of computers is now a major part of many people's lives, both at work and at home. The communication, manipulation and storage of information has become much more efficient, but work with display screen equipment also presents certain hazards.

The "Display Screen Equipment" regulations recognise these hazards and give guidance and legal requirements to be complied with. It will help Managers/ Head Teachers to set standards for use, and can be used to educate both staff and pupils / service users on the most ergonomically sound and comfortable ways to use display screen equipment.

For further guidance:

<http://www.hse.gov.uk/msd/dse/>

Electricity at work including portable appliance testing

The main hazards are:

Contact with live parts causing shock and burns –

Faults which could cause fire; and fire or explosion where electricity could be the source of ignition in a potentially flammable or explosive atmosphere.

Your health and safety risk assessment should take into account the risks associated with electricity. It will help you decide what action you need to take to use and maintain your electrical installations and equipment and also how often maintenance is needed.

For further guidance

<http://www.hse.gov.uk/pubns/indg231.pdf>

Business Continuity Plan / Emergency Planning

The School's Business Continuity Plan refers to the system of procedures to restore critical business functions in the event of unplanned disaster. These disasters could include natural disasters, security breaches, service outages, or other potential threats.

A copy of the Business Continuity Plan is available from the School Business Manager.

Fire – including responsibilities of the Fire Wardens

Fire is a potentially major hazard in any workplace, and many lives are lost each year through carelessness and lack of respect for the threat of fire. All staff must be familiar with the fire and emergency evacuation procedure.

For further guidance:

<http://www.hse.gov.uk/toolbox/fire.htm>

First aid requirements

All establishments must have an appropriate number of first aid boxes in easily accessible places. Mrs Scally looks after the boxes and keeps them topped up. Signs should be posted indicating the location of the nearest first aid box and the name of the first aid and/or emergency aid trained persons in the building.

For further guidance:

<http://www.hse.gov.uk/pubns/books/l74.htm>

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Legionella / Water Management

Regular checks are made by Engie. All information, reports, etc. are contained in the Water Hygiene Manual which is kept in the School Office.

- The school maintains a Water Hygiene log in accordance with the City policy.
- Hot and cold water temperatures are tested on a weekly by the Senior Site Supervisor on basis to reduce legionella
- The school has regular monthly water monitoring visits from the City Council contractors - Engie for water safety.
- Temperature controls are in place to protect vulnerable users

Therefore all identified remedial works will be incorporated into the school's maintenance programme. Monitoring of the water system is also a statutory requirement and the school will ensure this is undertaken.

List of Risk Assessments, Policies and Procedures to complement this Policy

For further guidance:

<https://www.hse.gov.uk/pubns/books/l8.htm>

Lone working

Ball Green Primary School does not encourage lone working. If staff (e.g. Site Staff, Head Teacher, Deputy Headteacher, School Business Manager) have to visit or work in school during closure periods they are required to advise the Head Teacher, Deputy Head Teacher or School Business Manager that they are on site.

A copy of the Lone Workers Policy is available from the School Business Manager.

- Lone working in school is not encouraged; however, there is a need for the site team to be on site throughout periods of closure.
- Staff working alone should adhere to the Lone Workers Policy. Ensure that the main doors are locked and that they have a Mobile Phone available. Staff working alone in school should inform the Head Teacher or Deputy Head Teacher.

Manual handling

Incorrect manual handling is one of the most common causes of injury at work. It causes work-related musculoskeletal disorders (MSDs) which account for over a third of all workplace injuries

The moving and handling of people presents additional risks to those of manual handling of objects. There is a risk of injury to the person being moved, but an even bigger risk for the person doing the moving/handling.

The Regulations require employers to:

Avoid the need for hazardous manual handling, so far as is reasonably practicable;

Assess the risk of injury from any hazardous manual handling that can't be avoided;

Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.

For further guidance:

<http://www.hse.gov.uk/msd/manualhandling.htm>

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Educational Trips and Visits

All educational visits are planned and organised in advance and risk assessments and appropriate school journey forms are completed.

- The school registers all educational trips on the EVOLVE system
- Visit application forms and risk assessments must be completed prior to an educational visit via the EVOLVE system
- The Visit Leader is responsible for obtaining parental permission
- Specific medical requirements must be obtained and considered prior to the visit
- A First Aid box must be taken on all school visits
- Staff are responsible for keeping the school informed of any changes in plans/circumstances

See Educational Trips / Minibus policy

School facilities

A clean and tidy workplace is an efficient workplace, and says much about the character of staff who work there.

Waste should never be allowed to accumulate. Discarded paper and boxes can increase the fire risk and should be removed as soon as possible. Waste bins should only be used for paper and similar materials

Slips, trips and falls

Avoid hurrying up or down the stairs and carrying awkward or heavy loads. Always make use of the handrail, and never attempt to read while walking, especially on stairs. No one should ever run inside the building. Always wear sensible shoes at work. Shoes designed mainly for fashion and not for work (particularly high heels) are a very common cause of falls.

Never stand on chairs, boxes, or other objects. If you need to reach higher, always use proper steps/ladders with a colleague to steady them. Kick-stools are often the best equipment for use in offices.

Where anything is spilled on the floor, others should be warned preferably by a notice and it should be wiped up without delay. Avoid unnecessary wet mopping, especially during the day when people are liable to be using the area.

For further guidance:

<http://www.hse.gov.uk/pUbns/priced/l24.pdf>

Violence and aggression

It is the responsibility of management to identify situations where they may be a risk of violence to staff. A risk assessment must be carried out with a view to reducing the risk to the lowest reasonably practicable level.

This should involve the nominated Trade Union Health and Safety Representative.

The key stages are to:

- Find out what the issues are and where they may occur
- Who they affect, how bad the problems are,
- Decide what to do about it (both preventatively and reactively),

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Take action.

For further guidance

<http://www.hse.gov.uk/violence/>

Working at heights

Working at height remains one of the biggest causes of fatalities and major injuries. Common cases include falls from ladders and through fragile surfaces. 'Work at height' means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury (for example a fall through a fragile roof).

Work must be properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the job. You must use the right type of equipment for working at heights.

Take a sensible approach when considering precautions.

For Further Guidance:

<http://www.hse.gov.uk/toolbox/height.htm>

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